WELCOME to life in a student organization!

Whether you are involved in a group for a semester or four years, we are excited for you. Every student organization is important: no group is too small or too big in purpose. Trying to change the world? Go for it! Obsessed with Star Trek? We are too! Studying for the LSAT? Good luck! Know that Kirby has got your back. We want you and your organization to have the best possible experience you can here at UMD!

The information in the Student Organization Handbook is provided as a resource tool for student leaders and their advisers. It is intended to be a general summary and is not a comprehensive listing of all rules and regulations pertaining to student groups. Please be aware that University departments may have their own procedures and policies that apply to student groups, which are not listed in the Student Organization Handbook. Persons with questions are encouraged to inquire with these respective departments and units.

Clarification and interpretation of the Student Organization Handbook can be obtained from the Senior Student Activities Adviser, the Director of Kirby Student Center (KSC) and/or designated members of the KSC staff. The Student Activities Office is open M-F from 8:00am-4:30pm and is located in KSC 115.

HOW TO USE THIS HANDBOOK

The PDFs in this handbook are enabled with active links.
What is BulldogLink?

You are going to see many references to something called “BulldogLink” in this handbook. BulldogLink is our student organization management website that we use in Kirby Student Center.

Simply put: It’s where we keep all of your group’s information. When we get questions about your group – this is where we go first. Keep your contact info current!

You can use it for lots of stuff including:
- Roster & email lists
- Publicizing events & news
- Document & picture storage
- Tracking service hours
- Creating forms & more

It’s a both a website and a storage site – and it isn’t going away anytime soon. It will be there for your group long after you have graduated and forgotten just how much your group spent on pizza that one semester. And for you – it is FREE!

We have experts in Kirby who can help you access & navigate your group’s page in the website. If you have questions and/or want to know more about how to use BulldogLink most effectively for your group, contact the Senior Student Activities Adviser at 218.726.8739 or email kirby@d.umn.edu.
As a student group, policies from federal, state, and local levels all apply to you. You must remain in compliance with these, as well as with University and departmental policies.

Find more information about University wide policies at [www.fpd.finop.umn.edu](http://www.fpd.finop.umn.edu).

Please note that the Student Conduct Code applies not just to individuals but to student organizations and their activities both on and off-campus. It is also important to note that when persons are functioning in the capacity of members of a registered student group, they will be held accountable for their conduct individually and collectively.

Student organization conduct violations will be referred to the [Office of Student Conduct](http://www.fpd.finop.umn.edu). The senior student activities advisor serves as a resource to the Office of Student Conduct.

See Appendix D for the complete Student Conduct Code from the Regents.
Kirby Student Center is proud of the diverse array of student groups registered at our University. It is our expectation that individuals involved in student groups and groups as a whole will be respectful members of our community.

Kirby Student Center expects all student groups and their members to abide by state law. Minnesota law* provides that certain harmful conduct may constitute a crime, or elevate a crime to an aggravated crime, when it is motivated by the victim’s race, color, religion, sex, sexual orientation, disability, age, or national origin.

Should your group be involved in a hate crime, your group will be referred to the Office of Student Conduct and sanctions will follow.

Should your group be the victim of a hate crime, please do not hesitate to contact us for assistance at kirby@d.umn.edu.

Full information about reporting, including confidential reporting, can be found at http://d.umn.edu/chancellor/climate/reporting/

*Applicable state statutes include: Minn. Stat. § 609.2231, Minn. Stat. § 609.749, Minn. Stat. § 609.595
Student organizations seeking to establish a relationship with the University in order to have access to University facilities, services and staff, must register annually with Kirby Student Center.

Registration Basics

- Registration consists of submitting appropriate documentation and information through an online process.
- Registration is typically open mid-July through March 1 for the currently academic year.
- All RSOP recognized sports clubs must also register with Kirby Student Center.
- Student groups that have officially registered with the University of Minnesota Duluth (UMD) will have the privilege to conduct activities at the University in accordance with established University policies and procedures.
- Any forms pertaining to the group’s registration, classification, or status – as well as the email contact information for the organization’s primary contact – are considered a matter of public record.
- Student groups that are currently registered and in good standing will be considered to have an “active” status. Groups may be “frozen” if registration requirements are not met (Oct. 1 each year) or due to disciplinary action. Groups that have dissolved or have not registered for four (4) consecutive years shall be marked “inactive.”
- Student groups will be assigned to one of the following classifications upon registration:
  - Registered Student Organization (RSO)
  - University Campus Life Program (CLP)

HOW TO REGISTER YOUR GROUP

- Go to http://www.d.umn.edu/kirby
- Choose “umd.collegiatelink.net” under Activities>Student Organizations
- Log into CollegiateLink using your x.500 in the top right corner
- Click on the ORGANIZATIONS tab
- Returning groups: Find your organization in the list and click “Register this Organization”
- New groups: Click on the “Register a New Organization” button on the left
- Follow the prompts and submit for approval
**Naming Your Group**

**Use of “University of Minnesota Duluth”:**
Registered Student Organizations are independent of the University of Minnesota Duluth (UMD) so their names may not imply that they are part of UMD. Registered Student Organizations shall not use the name “University of Minnesota Duluth,” any abbreviation thereof or the University wordmark, in conjunction with the name of the organization. Student groups may use the word “University” or the geographical designation “at the University of Minnesota Duluth.”

The following are examples of acceptable names for student groups:
- The Gardening Club at the University of Minnesota Duluth
- The Campus Gardening Club
- The Student Gardening Club
- The University Gardening Club

The University of Minnesota Duluth Gardening Club, however, is not acceptable, as it implies that the club is part of the University.

**Use of Copyrighted or For-Profit Organization Names Policy:**
Student groups may not use any copyrighted names within their group’s name without written permission from the copyright owner. Student groups also may not use any for-profit organization’s name within their group’s name. Kirby Student Center reserves the right to refuse registration to any group representing or using a copyrighted or for-profit organization.

**Dissolution of a Student Group:**
The following steps are recommended to completely dissolve a student group officially registered at the University of Minnesota Duluth. Although these procedures are not required, they are provided with the intent to assist any students interested in ceasing their group’s activities and official registration.

Recommended steps to group dissolution:
- Notify all group’s membership, advisers, and/or sponsoring department of dissolution plans.
- Obtain a current copy of group’s constitution in order to follow any predetermined instructions for dissolving the group, if applicable.
- Hold some type of group meeting where minutes can be recorded of the group’s decision to cease activities.
- Send correspondence, signed and dated by all current officers, to Kirby Student Center of your plan to dissolve your student group.
- Pay any and all debt obligations held in the group’s name.
• Close any and all utilities, subscriptions, or other recurring expenses held in the group’s name.
• Close any and all financial accounts held in the student group’s name.
• Close any and all email, internet, and phone accounts held in the group’s name.
• Terminate any leases on rented property or equipment.
• Determine a plan for reconciling any assets owned by the group. (i.e. office furniture, supplies, equipment) This could be a plan to liquidate any assets, with these finances to be allocated according to the group’s constitution.

Note: If group is a University Campus Life Program, student group officers will need the written consent of the department before dissolving the group.
Registered Student Organization (RSO):

Simply put: Registration with Kirby = specific privileges. You’re independent from UMD and run your own group. 90%+ of student groups are RSOs.

Full definition: A voluntary association comprised primarily of students that has no direct relationship to the University; but upon completion of the established registration process is entitled to certain privileges including operating, meeting, advertising, and participating in activities on the University of Minnesota Duluth campus, as well as eligibility to receive services from Kirby Student Center. A RSO is independent and autonomous from the University and are responsible for managing their own affairs. They are not units or agents of the University. Events & activities held solely by an RSO are not considered University sponsored.

Campus Life Program (CLP):

Simply put: You are an arm of UMD with University privileges. Your department sponsor can technically tell you how to run your group. Around 10% of student groups are CLPs.

Full definition: A University of Minnesota Duluth program similar to a Registered Student Organization in purpose and composition whose activities, operations, and decision making processes are directly governed by University academic or administrative departments, and for which the University is ultimately responsible. CLP’s shall have an additional obligation to consider and act in accordance with best interests of the University in all aspects of operations and activities. The host department and advisor shall assure compatibility between the group’s operations and activities and the Universities interests.

Registering a student group as a CLP means that this group must be affiliated with a UMD academic or administrative department and have a designated University faculty or staff advisor. The CLP and its advisor must be approved annually by the dean or department head and comply with all policies and procedures applicable to student groups, except as otherwise provided therein. All CLP operations and activities will be subject to the oversight of the host department. Registration as a student group grants the CLP certain privileges and services not available to Registered Student Organizations.

Note: It is possible to change a group’s classification once registered with Kirby Student Center, and should be done in consultation with the Senior Student Activities Advisor. A signed statement from the group’s sponsoring department is required to change a group’s classification from a RSO to a University CLP or to change from a University CLP to a RSO.
CLASSIFICATION

Campus Life Program vs. Registered Student Organization’s Relationship to the University

Use of the University of Minnesota Name, Marks, and Logos

CLPs are entitled to the use of the University names and symbols. There are University standards and trademark requirements that must be followed with use. If your group is interested in using any of the above in any printed material/objects, please contact the Office of Student Life in Kirby Plaza 245.

RSOs are not allowed to use any of the above. See ‘Naming Your Group’ under “Registration” for additional information.

University of Minnesota Letterhead and Stationery

CLPs are able to represent themselves as conducting or authorized to conduct official University business and are approved to use University letterhead or stationery.

RSOs are not allowed to do any of the above.

Employment

If the CLP has employees, they are considered employees of the University and are eligible for benefits of any type, including compensation, from the University. CLPs shall utilize the University payroll system and reporting infrastructure. Volunteers are not considered employees, but are eligible for in-kind contributions.

If an RSO has employees, they are not considered employees of the University.

Liability Insurance

CLPs and members, officers, or employees of student groups are covered by the University’s liability insurance.

RSOs are not.

Advisors

CLPs are required to have a University faculty or staff advisor that has an on-going relationship with the group. RSOs are encouraged to seek a University faculty or staff advisor, but it is not required. In both classifications, faculty and staff advisors are eligible for defense and indemnification for claims brought against them in connection with their advising activities according to the provisions of the Regents Policy: Legal Defense and Indemnification of Employees. Faculty and staff are encouraged to provide advising services to student organizations.
**CLASSIFICATION**

**Finances**

CLPs must comply with all University financial policies and procedures. They must use the Universities financial system (EFS). Faculty/staff advisers may be eligible to use a University purchasing card, subject to the approval of the University Business Office. CLPs shall not maintain financial accounts, including savings or checking accounts (checkbooks), outside of the University financial system. CLP funds and financial operations shall be subject to the oversight of the host department and funds must remain separate from other departmental funds. Both a registered officer of the student group and the departmental advisor and/or financial officer should approve all transactions relating to the CLP.

RSOs are recommended to follow common financial practices designed to promote responsible financial management (see Finances section). The University does not provide supervision over or hold responsibility for RSO finances. RSOs may hold their own checking and/or savings account. They are not eligible to use University purchasing cards.

**Tax Status**

CLPs are entitled to use of the University’s tax-exempt status and tax identification number.

RSOs are not. RSOs are eligible to apply for their own tax ID# and may be responsible to filing annual taxes (see Taxes section).

**Gambling, Raffles, and Drawings**

All forms of gambling are illegal in any location within the State of Minnesota without an approved gambling permit – for both classifications. Please contact Student Activities staff for more information or visit [http://www.gcb.state.mn.us/index.html](http://www.gcb.state.mn.us/index.html).

**Donations**

All contributions or donations received by CLPs from off-campus sources must be channeled through the UMD Office of Development, in particular so those sources can receive a letter for tax-deduction purposes. Donations to RSOs are not tax deductible for the donor via the University. CLPs and RSOs interested in soliciting donations for their group are encouraged to contact the UMD Development Office – Bekki Babineau at 218-726-7989.
Kirby Student Center staff is experienced in all areas of student activities and leadership development. We are here to provide an opportunity for students to learn and develop skills in a safe environment that complements their academic experience and enriches campus life through their involvement in student groups. If we don’t know the answer—we’ll help you find someone who will!

Kirby Student Center provides advising services for all registered student groups. Advising is available in the areas of:

- Student group registration
- Student group and/or University processes, policy, and procedures
- Event planning
- Budget management
- Sales and/or fundraising
- Grants and student service fees requests
- Insurance needs
- Risk management
- Tax information for student groups
- Permits
- Retreat planning
- Advisor resources
- Officer assistance
- Conflict management
- Team building assistance
- Organizational structure

Stop by the Student Activities Office at 115 KSC Monday-Friday, 8am-4:30pm or contact either of the below with any questions!

Christina Geissler  
Senior Student Activities Advisor  
cgeissle@d.umn.edu  
218.726.8739

Kendra Eisenschenk  
Peer Resource for Student Organizations  
eisen159@d.umn.edu
All registered student groups in good standing have access to the following benefits:

- Access to your own student group web page through BulldogLink (where groups register annually) located at [http://z.umn.edu/BulldogLink](http://z.umn.edu/BulldogLink)

- Use of the following areas for meetings and events at free or reduced rates:
  - Kirby Student Center
  - Sports & Health Center

- Consultation with Kirby Student Center (KSC) staff members to assist with such topics as event and fundraising planning, organizational issues, conflict management, risk management, budget development, and student group and University policy interpretation

- Eligibility to apply for grants and student service fees
  - [Student Association Grant Process](#)
  - [Student Service Fee Information](#)

- On-campus mailbox, located in the Student Activities Office, renewed annually – space is limited. Questions can be directed to Laura Young at 218-726-7169 or [lyoung@d.umn.edu](mailto:lyoung@d.umn.edu).

- On-campus locker, located in the Kirby Underground, renewed annually – space is limited. Questions can be directed to Laura Young at 218-726-7169 or [lyoung@d.umn.edu](mailto:lyoung@d.umn.edu).

- Use of contact tables in Kirby Commons (1st floor KSC, outside the UMD Stores) to distribute information and hold fundraisers. Reserved by day and [can be done online – CLICK HERE](#). Questions about table reservations can be directed to Laura Young at 218-726-7169 or [lyoung@d.umn.edu](mailto:lyoung@d.umn.edu).

- Permission, by request, to conduct fundraisers and sales on campus with approved permit(s)

- Participation in campus wide events (e.g. Activities Fairs, Homecoming, Out Cold, etc.). Contact [traditions@d.umn.edu](mailto:traditions@d.umn.edu)

- Post event/informational posters in on-campus academic & housing buildings, and permission to chalk outdoors in designated spaces. See the “Posting Policies” sections for more information.
BENEFITS

- Access to create and hang banners in designated spots in Kirby Student Center. Reserved by week (Monday-Sunday) and can be done online – CLICK HERE. Questions about banner reservations can be directed to Laura Young at 218-726-7169 or lyoung@d.umn.edu.

- Access to have electronic event posters displayed on the KSC digital TV monitors. See “Communications” section for more information.

- Access to create a University Gmail account for your student group. See “Communications for Your Group” section for more information.

- Groups may submit events to be listed in the weekly Bulldog Update, as well as post events to the UMD Events Calendar.

- Opportunity to partner with Kirby Program Board to sponsor events. For more information, contact Co-Sponsorship Chair Heather Hubert.

The benefits you are able to access, as an officer of a student group, are for the group’s use alone. For instance, reserving a meeting room, event venue or contact table allows groups to use this space only for the group’s purpose. **Groups specifically cannot reserve spaces for use by other student groups, University departments, outside groups, or individual use to provide access or reduced costs in using University facilities, services, or staff. Providing this inappropriate access to student group benefits may result in disciplinary action against the student group. Student organization conduct violations will be referred to the Office of Student Conduct.** The senior student activities advisor serves as a resource to the Office of Student Conduct.
Hazing by any member of the University community is prohibited at the University of Minnesota Duluth. Hazing is prohibited whenever it occurs on University premises or in connection with any University-affiliated group or activity.

Hazing is defined by the University of Minnesota as “any act taken on University property or in connection with any University-related group or activity that endangers the physical and/or mental health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization.”

While some activities are clearly understood as hazing, others may be less obviously harmful. It’s important to consider that any act that subjects a specific student or group of students to conditions poorer than those of current members of the organization may be considered hazing. See Appendix ** for “Examples of Hazing.”

Individuals who violate the hazing policy may be placed on disciplinary probation, suspended from a team or student group, or dismissed from the University. Students may also be subject to criminal liability.

A student group that is charged with hazing may face sanctions from its national organization, loss of University privileges, social probation, suspension, or dismissal by the University.

If you are asked to take part in hazing activities, or if you are uncomfortable with the instructions you are given, you have the right to say no. If the organization you are a part of engages in behaviors that you believe are hazing, you do not have to participate or support such activities. Please report any behaviors that you believe are hazing to the Office of Student Conduct, the organization’s advisor, or to Kirby Student Center. Full information about reporting, including confidential reporting, can be found here: http://d.umn.edu/chancellor/climate/reporting/

Student organization conduct violations will be referred to the Office of Student Conduct. The senior student activities advisor serves as a resource to the Office of Student Conduct.

University of Minnesota Board of Regents Policy: Student Conduct Code
Section VI Subd. 17.
Adopted: July 10, 1970
Amended: December 13, 1974; March 11, 1994; June 13, 2003; December 8, 2006; October 11, 2012
Communications from Kirby Student Center

Kirby Student Center will communicate with student groups in a variety of ways, most frequently through our mass email student officer list (leadershipassembly@d.umn.edu). Information sent through this email list will contain information that is pertinent to all or a majority of student groups. Although it is possible to be removed from the mailing list, we encourage group leaders to remain in good contact with our office to be aware of important information. We will also post event flyers and news articles that are topical to student organizations on BulldogLink at http://z.umn.edu/BulldogLink.

Student Group Mailboxes

Registered student groups can request a mailbox located in the Student Activities Office, KSC 115. Any mail sent to a student group in our office must clearly be labeled with the name of the student group. Mail that is addressed to a specific person will likely be returned to the sender.

- Anyone wishing to put mass mailing/flyers in the student group mailboxes must obtain prior, explicit approval through our office.
- Any mail that is left in mailboxes at the end of the school year will be subject to recycling or shredding by our office.

Digital Signage in Kirby Student Center

Registered student groups have the opportunity to post electronic event flyers on the digital display board throughout Kirby Student Center at no charge. In order to do this:

- Groups MUST be registered and in good standing with Kirby Student Center
- Image must be in JPG format
- Has to be 497 x 768 pixels (portrait, not landscape)

Groups wishing to take advantage of this service may contact Jessi Eaton at jreaton@d.umn.edu. Kirby Student Center reserves the right to determine length and frequency of flyer appearance on the display boards.

University Gmail Accounts

Registered student groups are eligible to obtain a group University G-mail account at no charge. Applications for new e-mail and internet accounts will only be accepted from the e-mail account of the president or co-chair for the group. The officer will be verified by checking the official UMD roster at https://umd.collegiatelink.net/. If an account already exists for the group, the password will be changed. Requests must include:
COMMUNICATIONS

- Full name of student group
- Username desired (3-8 letters, must look something like the group’s name)
- Name and e-mail address of student contact person or faculty/staff advisor
- Statement that you have read and agree to the U of M “Acceptable Use of Informational Technology Resources” policy.

Requests for e-mail and web page accounts are sent to the E-mail Accounts Office at accounts@umn.edu. The E-mail Accounts Office will notify the president or co-chair when the account is set up, and provide information related to the account. Password and any other account changes will not be accepted from anyone other than the president or co-chair.

Mass Mailings and Label Requests

Groups attempting to send any type of mass mailings to University students or parents of students must be currently registered and in good standing with Kirby Student Center. Approved student campus organizations wishing to obtain access to University information will need to complete an ITSS service request. If you plan to use non-University publication services, you will need to complete the University Data Forwarded to Non-University Publication Services Request. See Appendix A.

Information Technology Systems and Services will forward each request to the UMD Office of Financial Aid and Registrar and/or the UMD Department of Human Resources for the required approval to release University information. The University will provide approved student groups with the information they need in order to carry out their responsibilities, in as effective and efficient a manner as possible.

If you have any questions about this process, please call the ITSS Help Desk at 218-726-8847. See Appendix A for full information from ITSS about mail mailings & label requests.
RESERVING SPACE

Student organizations use rooms on campus for meetings, study groups, social gatherings, and events. What you want to do will influence what type of room you will want and where you go to reserve that room.

Basic room reservations with no set up changes are generally free for any registered student organization. Depending on what you want to do, and in what particular room, there may be fees to rearrange a room, provide sound/lighting/tech. set up, and/or clean up afterwards. Kirby Student Center recommends that your student organization leave a room in the exact same shape you found it, if not better. Damage occurring in a room or loss of equipment during facility use may result in direct financial changes, suspension of registration privileges, and/or referral to the Office of Student Conduct to the group responsible for the reservation. See the link to the Kirby House Policies at the bottom of this page for more information.

Registered Student Groups cannot reserve meeting rooms, event venues, contact tables, or any other spaces on campus for use by other student groups, University departments, outside groups or individuals to provide access or reduced costs in using University facilities, services or staff. Providing inappropriate access to University space may result in disciplinary action against the group.

Activities conducted by student groups using University facilities must not interfere with orderly University operation. Student groups have the responsibility to preserve conditions favorable to orderly and rational discussion. Students who participate in any activity (e.g. meetings, programs, seminars) sponsored by a student group will:

- Conduct themselves in a manner that will not interfere with those activities, and
- Attempt to restore an atmosphere conducive to free expression and cooperate with other individuals who are making such attempts if disruption occurs.

Student groups are encouraged to adopt a meeting format that allows time for questions and discussion.
HOW TO RESERVE SPACE ON CAMPUS

Kirby Student Center – EMS Reservation System
Kirby Student Center Room Reservation Priority Schedule
Kirby Student Center House Policies
Click to view & reserve available space in Kirby (including banners & tabling space)
If you need space to make posters/crafts/art projects, please call Lisa at 218.726.7166 for arrangements.

The rest of campus— Astra Reservation System
Notes: Once you log in, “request an event” on the left hand side column. You will be prompted to select either – Duluth General Purpose Classrooms (all other academic buildings) or Duluth – FM Events (SpHC)

QUESTIONS ABOUT RESERVATIONS

Kirby Student Center
kirby@d.umn.edu

Classrooms
mailto:rooms@d.umn.edu

All other spaces
mailto:fmevents@d.umn.edu
Any poster not approved, lacking information or not following the policies will be removed. Failure to comply with any of the posting policies will result in the loss of posting privileges.

**Posting Policies for Academic Buildings Approval**

- All posters must be individually approved (by stamp and initial) for posting at the Kirby Information Desk. Posters with copies of the stamp are not allowed and will be removed.

- All posters promoting on and off campus events must be sponsored by a registered student organization or university department. This must be clearly visible.

- All posters should include:
  - Time of the event;
  - Location of the event;
  - Cost to attend the event; and
  - Who can attend the event.

- Posters may not advertise an alcohol event, nor should they advertise alcohol that would be present. Posters may not have any alcohol/bar sponsors or images.

- Posters must not exceed a size of 11” x 17”.

- A mailing label or an “empty space” (2 3/4” wide x 1” tall) must be present so that the approval stamp can be seen on the poster. The Kirby Information Desk will not supply these labels.

- A limit of twenty (20) total posters may be approved, regardless of design. One poster remains at the Information Desk; the remaining nineteen (19) may be posted at the posting sites.

- The Director of Kirby Student Center must grant approval for any poster that does not meet these criteria.

- If posters are not approved, there are three general public posting sites:
  - Outside of the Residence Hall Dining Center on the third floor of Kirby Student Center;
  - First floor of Cina Hall, next to Cina 118; and
  - Between Montague 70 and Montague 80 lecture halls.
Posting Policies

There are nineteen (19) official posting locations on campus. At a number of these locations, there is more than one area given for you to hang your poster. You may hang only one (1) poster at each posting location. For instance, each landing of a stairwell may be designated as a posting area. Only post on one landing. You may not post more than the approved nineteen (19) posters.

Posters must not be put on department bulletin boards, or on other approved University organization signs. If they are, they will be removed.

Designated posting areas on campus are clearly indicated with signs. If you have any questions, please stop by the Kirby Information Desk for clarification.

To place posters in the Residence Halls, stop at the Residence Hall Information Desk in Lake Superior Hall for approval.

Only masking tape or push pins should be used to hang up posters. Groups are responsible for providing their own masking tape. Kirby Information Desk will not supply these. Do not use other tapes, staples, or special poster mounts.

UMD employees will monitor posting areas on a weekly basis. All posters will be removed at the conclusion of each semester. Posters may only be approved for one semester at a time.

Banner space is also available through Kirby Student Center. Please call 218.726.7169 for more information.

Posting Policies for Housing Buildings

All posters, flyers, and banners to be posted in any residential facility must be approved and stamped at 189 Lake Superior Hall.

All groups requesting to display posters, flyers, and banners must be a University organization or department with their name printed clearly on each poster.

Maximum length of time a poster or flyer may be posted is 30 days. Posters may be approved for an additional 30 days if they are removed and approved again.

Posters are only permitted on approved boards in Housing public areas. Posters not on approved boards will be removed.
POSTING POLICIES

- Pictures suggesting alcohol or alcoholic beverages cannot be mentioned on any poster. Posters and other social events cannot mention kegs or alcoholic beverages on the poster itself or approval for the event will be automatically denied.

- Distribution of pamphlets, leaflets, or flyers by placing them in mail boxes is NOT permitted.

CHALKING POLICY

- Chalking on the University of Minnesota Duluth campus is limited to registered student organizations, official University departments or offices, faculty members, staff members and registered students.

- Chalking is permitted only in open areas on a horizontal surface, such as a sidewalk or plaza, not covered by an overhang.

- Advertising must be for only a campus-wide event, an event open to all students or services provided by a University department.

- Chalking must bear the name of or be signed by the sponsoring organization.

- The material used to mark the walk must be water-soluble chalk (sidewalk chalk). Chalking may be in place for a maximum of 10 days.

- The use of markers, paints, oil-based products, or sprayable chalk is prohibited.

- Chalking is prohibited on all vertical surfaces, and also prohibited on these horizontal surfaces: buildings, walls, benches, picnic tables, signs, poles, newsstands, columns, bus stops, mailboxes, light poles, and trees.
Distribution of literature that is not for sale, or speaking on campus grounds outdoors is permitted within set criteria. Though not all-inclusive, these criteria include:

- Indoor material distribution and/or solicitation is allowed only in the lobby areas of academic buildings, or at contact tables in Kirby Commons. Other space may be rented by groups by requesting a written use agreement and providing proof of required insurance.

- The use of outdoor public space is permitted within reasonable areas as defined by appropriate University administration. Outside academic and nonacademic buildings, distribution-free zones are established to maintain building ingress and egress. Material may not be distributed within 25 feet of building entrances.

- Material distribution and/or solicitation is not allowed inside classrooms without expressed approval by the faculty/instructor.

- There is to be no interference with, or impedance of, the normal traffic flow of vehicular or pedestrian traffic.

- The use of parking areas and parking lots is not permitted.

- A safety hazard of any kind must not be created, and there is to be no interference or disruption of any other lawful activity of any other persons.

- The University retains the right to require a change in the time, place, and manner of the gathering in the event of interference with any University event, class, program, meeting, etc.

- Groups are responsible for individual and collective conduct of persons at the gathering, and they are also responsible for leaving the area clean and in its original condition. Groups will be liable for any associated costs.

- There are to be no physical structures (such as tables, chairs, etc) set up, and the use of sound amplification is not permitted without an approved event space permit.

- There is to be no coercion of any kind to accept publications.

- Groups must comply with all applicable University policies, state and federal laws.
**Freedom of Speech Statement**

Under the U.S. Constitution, freedom of speech is a guaranteed right. Accordingly, the University community is asked to be tolerant of differing points of view and respect the rights of others to express themselves. Any member of the University community who finds posted or distributed materials to be offensive or disrespectful is encouraged to contact the responsible organization or individual to address their objections.

Persons or groups distributing information are prohibited from:

- coercion of others by demands, threats, or other means to accept publications;
- interference with or impeding the normal flow of either vehicular or pedestrian traffic on campus; or
- interference with, disrupting, or otherwise advocating disruption or violation of any other lawful activity of any other person(s).

[Click here to view the complete Regents Policy on “Distribution of Information through Publications, Banners, or Chalking.”]
Fundraising may occur both on and off campus. Student organizations often fundraise to earn money for things like printing posters, supplies, or to host group events. Because Kirby Student Center is a high traffic area, our space is frequently in demand for fundraising. The following are the procedures & policies for fundraising in Kirby Student Center ONLY. Other campus buildings will have their own policies & procedures that you will have to ask about, should you want to fundraise in another area at UMD. Sales and/or fundraising activities shall not be conducted in classrooms, campus offices, residential facilities, and/or other University buildings, without the express consent of the instructor or appropriate administrator.

**Fundraising in Kirby Student Center**

- Every student organization is allowed six (6) fund-raisers per year and no more than three (3) per semester. Each fund-raiser shall last for a maximum of three (3) days. Two consecutive fundraisers shall last for a maximum of five (5) days.

- Kirby Commons space is limited to one table per location. Tables are available for use Monday – Friday, 9am – 3pm. If your organization or outside vendor requires more than one table for the fundraiser, please check with Laura in the Student Activities Office (115 KSC).

- An identifying sign at least 8.5”x 11” must be at the table indicating the sponsoring organization.

- Items for sale that include a graphic, logo, or art design (mugs, t-shirts, caps, etc.) must contain only original art work to comply with copyright law. The UMD Bulldog Logo is copyrighted and permission to use it must be obtained through Trademark Licensing in the Student Life Office (245 KPlz).

- A food permit/waiver must be completed and signed off by the designated authority if your fundraiser involves any food not obtained from UMD. Please see Laura in 115 KSC to obtain this form or you can print it from the [Environmental Health & Safety Office](#).

- At least one student representative from the sponsoring student organization must be present at the table at all times when the organization has contracted with an outside vendor.

- All table personnel, including outside craft vendors, are to remain behind the table at all times and shall not verbally or physically impede traffic flow. Standing in the hallway and handing out flyers is not permitted.
FUNDRAISING

- Student organizations are responsible for all activity at their table, regardless of the presence of outside vendors. A courteous and professional attitude is to be maintained. There is to be no “hawking” or aggressive sales techniques used. Noise level, including video and music, is to be kept to a respectful level for those around you.

Procedure

- Reserve a table - this can be done online – CLICK HERE. Questions about table reservations can be directed to Laura Young at 218-726-7169 or lyoung@d.umn.edu. (KSC 115)

- See Laura to complete the fundraiser application (required) and the cashbox request form (as needed). Kirby recommends submitting it to Laura a minimum of five (5) working days prior to your fundraiser. Approval of the fundraiser is subject to table availability, type of fundraiser, copyright permission (if required), and approval of food permit (if required).

- The cashbox may be picked up at the Kirby Information Desk on the day of your fund-raiser (if applicable).

Gambling, Raffles, and Drawings

All forms of gambling are illegal in any location within the State of Minnesota without an approved gambling permit. Please visit http://www.gcb.state.mn.us/index.html or contact Student Activities Office staff for more information.

Fundraising Tips

- Plan ahead and be organized. Good signage and PR can go a long way.

- Think about an off-time of the year to do fundraising. Fundraising is most popular around holidays and the beginning of each semester. Your group might do better during an “off” time, when you aren’t competing for the student body’s attention with so many other groups.

- The most frequently done fundraisers are bake sales. Try and think outside the box for new and creative ideas to grab students' attention.
BAKE SALE REQUIREMENTS

One of the major organizational money making projects is the bake sale. The University does not wish to hinder these projects; however, for the protection of the organization and for those purchasing foods, the following precautions must be taken:

- No food that requires refrigeration may be sold. This includes cream-filled pastries, eclairs, cream pies, etc.
- Only bars, cookies, cakes, & doughnuts are acceptable bake sale items.
- No bake sale items may be sold that have frosting or other toppings that are applied after the baking process.
- All bake sale items must be individually wrapped at the original point of preparation.
- Preparation may be completed in a home-type kitchen, with the reminder that only the bake sale items may be prepared at this time. That is, food for individual consumption should not be prepared at the same time as the bake sale items.
- Bake sale items must be transported in a covered, dustproof container. Individuals conducting the baking, wrapping, and/or sale of food must thoroughly wash their hands before handling the product.
- A sign or placard stating “Homemade/Not Inspected” must be posted.

Additional information available from EHSO: ehso@d.umn.edu, 218.726.7139
Registered student organizations are responsible for coming up with and being in charge of their own money. Fundraising and charging member dues are common examples. Groups that receive Student Service Fees and/or are Campus Life Programs may be subject to additional supervision and review by delegated University staff and/or external auditors.

**Student Association Grant Process**

The UMD Student Association (student government) conducts a grant process near the beginning of both fall and spring semesters for student organizations. Student groups that have registered with Kirby Student Center and who do not receive student services fees are eligible to apply for funding. It is SA’s goal to be able to give at least some money to every group that applies. [Contact SA’s VP of Finance Cody Reilly for more information.](#)

**Basic Financial Policies for All Student Groups**

- **Compliance**
  The financial operations of student groups must be conducted in accordance with all applicable local, state, federal laws and regulations, and the student group’s respective constitutions (where applicable).

- **Responsibility**
  Registered officers of the student group shall have personal responsibility and accountability for the finances and operations of the group.

- **Banking**
  Registered Student Organizations shall independently secure and maintain banking services through a service provider of their choice, if desired. All accounts should be opened and maintained under a Tax ID # (or EIN) specific to the group. University Campus Life Programs may not have a checkbook or separate banking account, as they are required to use the University’s financial management system for all transactions.

- **Taxes**
  Student groups shall be responsible for all applicable taxes; including, but not limited to, collection and payment of sales taxes and filing and payment of income taxes.

- **Dissolution**
  Upon dissolution of a student group, the group’s officers shall be responsible for the distribution of remaining funds, in accordance with the group’s constitution (where applicable).
Partisan Political Activity and Finances

- Partisan political student groups and student fees funding
  Partisan political student groups are not eligible to apply and/or receive general student services fees. “Partisan political student groups” are organizations affiliated with a registered political party or candidates for election that are formed for the purpose of supporting a political party or candidate for election. Such groups may seek funding for their nonpartisan political activities (e.g., candidate forums available to all qualified candidates, nonpartisan educational programs, etc.) through other University grant and student funding programs.

- Limits on use of University funds for all student groups
  No registered student group may use University funds on behalf of a candidate for public office in a political campaign.

Recommended Additional Procedures

The following are suggested guidelines for the responsible financial operations of your student group. It is up to you as officers to ensure that your group has the proper controls in place to minimize the risks of financial mismanagement.

Expenses

- All expenditures not usual to the pursuit of the group’s normal operations should have prior approval from the group. These expenditures include, but are not limited to, loans, transfers or funds to other organizations, grants, special banquets, and social programs. Setting an approval process for all purchases will control inappropriate spending/purchases. This could involve a threshold amount (example, any purchase over $50.00 needs to be approved).

- Use budgets. Each group should have a written plan of how they will use the monies for each semester. Budgets should be developed and approved by members before any expenditures are made.

- All checks written should be verified by maintaining documentation such as invoices, bills, or other legal evidence. Any check payable to the signer of the check should bear the signature of another registered officer. Update authorized signers immediately with any changes in officers. When there is a completely new group of officers, an outgoing officer should be present at the bank to verify the new signers.

- Create and use a reimbursement form each time a reimbursement check is issued. Expenditures must have approval from the proper source (executive board, general membership, advisor, etc.) prior to the actual purchase. No receipts=no reimbursement.
Never issue a blank check. Blank checks should be stored under lock and key. Keep track of each and every check (written, voided, and blank). Carbon checks are recommended. Keep all returned and voided checks. It is also a good idea to have two signers required on a check.

Pay invoices on time to avoid late fees as well as possible future problems with doing business with a particular vendor.

Revenue

Deposit all checks and cash received within 48 hours of receipt. Incoming checks should be immediately stamped “For Deposit Only.” Be aware of possible taxable income and make sure it is recorded correctly so that it can be reported and/or paid.

Separate the function of paying bills from reconciling the group’s financial books.

The treasurer should keep a record of all monies. Make sure to back up any electronic files in case of emergency. BulldogLink, our student group website, is a great place to do that. Balance the checkbook monthly, and prepare a financial report to share with the group.

Maintaining Financial Files

It is highly recommended that your group maintain complete and accurate financial records on an ongoing basis. Some records need to be kept for different lengths of time. You may want to keep the original, or at least an electronic copy in your student group’s BulldogLink site. This will ensure that the records will always be accessible for future members.

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**General Tax Information**

As a Registered Student Organization (RSO) your group is recognized by the University as an independent and separate organization from the University. Therefore they do not have access to the University’s tax-exempt status. The only exception to this rule is for student groups classified as Campus Life Programs (CLPs) by the University.

Some groups have Tax-Exempt status through a group exemption from their national organization. Your national organization should have a standard form which you may use as the basis for your claim for exemptions. If this applies for your student group, you should contact your national chapter to see if you have Tax-Exempt status for the IRS as well as state sales tax exemption for any items purchased.

Any questions about tax-exempt status can be directed to kirby@d.umn.edu.

**Tax Identification Number (TIN) or Employer Identification Number (EIN)**

Any student group that will raise money and, therefore, spend money, will need to maintain proper financial accounts for the group. These accounts should not be the same as any one individual’s account and should be set up by applying for a TIN or EIN specific to the group. Each taxpayer, or RSO, must have a Federal Taxpayer Identification Number (TIN). The organization should file Form SS-4 with the IRS to apply for this number. Any financial accounts created or maintained for the organization should be managed under this number. To apply for a TIN or EIN, use the Online EIN Application.

**Filing Taxes**

As a Registered Student Organization (RSO), you may be required to file taxes with the Internal Revenue Service on an annual basis.

Registered Student Organizations whose gross receipts (income) are (1) normally less than or equal to $25,000 annually, (2) are not a 501(c) classification, and (3) have no paid employees would file IRS Tax Form 990-N. The Form 990-N is due by the 15th day of the fifth month after the close of your tax period. For example, if your organization’s tax period ends on December 31, 2009, the Form 990-N is due May 15, 2010.

If your Registered Student Organization has an annual income of over $25,000, if you are officially classified as having 501(c) non-profit status (and have questions), and/or if your student group has any other questions about taxes, please contact Kirby Student Center at kirby@d.umn.edu.
An organization is required to provide the following information on Form 990-N:

- The organization’s name;
- Any other names the organization uses;
- The organization’s address;
- The organization’s web address, where applicable;
- The organization’s TIN;
- Name and address of a principal officer of the organization;
- The organization’s annual tax period;
- A statement that the organization’s annual gross receipts are usually $25,000 or less.

In order to complete the electronic Form 990-N, an official officer of the student group must call the IRS to have the student group set up for the post card filing process. The IRS number to call is (877) 829-5500. Please see the IRS FAQ or ePostcard FAQ for more information.

**HOW TO APPLY FOR AN EIN**

- Go to the Online EIN Application from the IRS.
- Read the instructions and click on Apply Online Now. Read the instructions and click on Begin Application.
- Scroll to the bottom of the list and select View Additional Types including Nonprofit/Tax-Exempt Organizations. Click Continue.
- Choose either Community or Volunteer Group or Social or Savings Club, depending on which best fits your group. Click Continue.
- Read the description to confirm your selection, then click Continue. Complete the rest of the information.
- Print out and retain a copy of your CP575 Confirmation. Your current and future officers will need this document for tax filing purposes.

You can also call the IRS to apply over the phone at 800.829.4933.
Meeting & Event Planning Tips
Meetings are a great way to share information and brainstorm ideas. Talking through items face-to-face with the members of your group can often accomplish tasks a great deal faster than wading through countless emails, texts, or Facebook wall posts. You also don’t have to wonder if someone is being sarcastic…or not! The key is to plan what is going to happen at your meeting ahead of time – and then stick to that plan.

The First Step: Do you NEED a meeting?
- Meetings are good for:
  - Planning group events and fundraisers
  - Brainstorming ideas and figuring out your group’s “game plan” for the month/semester/year
  - Sharing information that you know is going to generate questions and/or might create conflict amongst members
  - Team building between members
- The above are just a few examples of what could occur at a meeting. If your group has regular meetings, and you really just have some general information to share that may generate only a few questions/minimal conflict - than electronic communication is probably the way to go. At your next scheduled meeting, simply mention the information you previously sent out to 1. Make sure everyone saw it, and 2. Allow for any unasked questions to be addressed.

The Second Step: YES! We do need a meeting! Here are some tips:
- Planning & running your meeting:
  - Write down your agenda ahead of time
    - Prioritize the items
    - Distribute to your members in advance, if possible
  - **Start and End on Time**
    - So important that it merits bold face.
  - Stick to the agenda
    - It is your job, as the caller of the meeting, to redirect the group back to topic if they wander off track
    - You are allowed to set time limits for items, if desired
  - Establish an atmosphere of respect & inclusion
    - Try to solicit participation (in one form or another) from everyone in the meeting
    - If you know a topic has the potential to cause conflict, set ground rules for the discussion
  - Have someone be a dedicated minute taker for the meeting, and distribute those notes after the meeting’s completion
  - Follow up on assigned tasks from the meeting, as needed
MEETING & EVENT PLANNING

For more information about running an effective meeting or if you have any questions about meetings, please feel free to contact the Student Activities Staff at kirby@d.umn.edu.

**Event Planning**

Student groups run events of all shapes and sizes. Speakers, concerts, craft nights, fundraisers, volunteer & charitable ventures, there is never a shortage of “something happening” around campus or in the community by a student organization. Planning ahead and being organized are two of the primary keys to holding a successful event – big or small.

**Getting Started**

1. **Think ahead.**
   - We realize this is hard to do. Especially considering a lot is planned by students immediately before they occur, “just in case something else comes up.”
   - In order to give your event the best chance at success, **try to think 1 month ahead of time**.

2. **Don’t do it alone!**
   - **Enlist the help** of some of your group members. It’ll save you stress in the long run and it’ll save you from feeling bitter that no one else helped you.

3. **What is your goal for the event?**
   - Do you want the event to be educational, social, or a combination?
   - Who is your target audience?
   - Do you want the event to focus on a certain topic or point?
   - Are you providing for diversity of interests/points of view?

4. Defining your goal will lead you to determine what **type** of event you do, such as lecture, dance, fundraiser, presentation, speaker panel, etc.

5. **When is the best time to hold your event?**
   - When you hold an event, in itself, can make or break an event. A speaker during mid-terms probably isn’t a great idea. A fundraiser near Valentine’s Day probably is.
   - Think back to your target audience goal and when are those individuals most likely to attend your event.
6. Where is the best place to hold your event?
   ▪ Before you go any further in your planning process, reserve your space! Talk to the staff on our campus who book reservations about what you want to do. They are experts and will know the best places here at UMD that will work to do what you want.

7. Do you need to get any permissions or permits to hold your event?
   ▪ If you are unsure, the staff in Kirby Student Center will help you figure it out.

8. Do you need money to make your event happen? How will you get it?

9. How will you advertise your event?

10. Create a planning timeline for you and your group members – have actual deadline dates in it!

11. Evaluate your program at the end.
   ▪ What went well? What went bad? What would we change for next time?
   ▪ Document it and upload it to your group’s page in BulldogLink – then it is there for next time!

You can find an example of an Event Planning Worksheet in Appendix F.
This policy is intended for individuals or organizations wishing to show a DVD or VHS publicly (outside the home to more than family and friends.) This handout is designed to help you understand why this is necessary, and how you can go about getting the permission you need.

When you want to show a film in the Kirby Student Center, you will be asked to provide proof that you have obtained permission (the ‘rights”) to show the material. Rights are still needed to show a movie anywhere else on campus too – keep that in mind, ok?

Why does my organization need to get permission to show this film?
Copyright infringement is a serious offense under the law, and is also the equivalent of stealing from a film distributor. While it is important to abide by the law, it is also important that your organization represents itself well by doing the right thing—getting permission to show the film. As a registered student group, the University counts on you and your organization to behave in a manner consistent with University policies, and state, local, and federal law. Should you or your organization be caught breaking copyright law, the University and/or the Kirby Student Center would not provide any kind of protection from your group’s liability under the law.

When do we need permission, and when don’t we need permission?
Permission to show a film is necessary more often than you might think. Some common examples are:

- **Any time you show a film in any public University space** (this is any classroom, lounge, or common area at the University). These spaces are considered “public” spaces, and showing the movie in these areas is the equivalent to showing them in a theater.

- **If you have used publicity to invite your audience** to the showing (this includes but is not limited to mass emails, letters, flyers, and web postings). Because movie rentals are intended for private use, renting them does not provide you with the permission you need to have a public showing in which an audience is invited.

- **If you are charging admission for the showing or an event in conjunction with the showing** (charging for a lecture that will accompany the film, for example). This would be true even if you showed the film at your house, or at another venue off campus.

- **You need permission even if the film showing is for educational purposes.** If the distributor has special permission for films shown for educational purposes, they will still need to give you the written confirmation you need to protect your event under the law.

- **You do not necessarily need permission if you are showing brief parts of a film.** There are not set rules for what “brief” means in this context, but a general rule is that these snippets are OK when the event is free, when the snippet does not reveal key plot items to the film, when the length of the showing is not substantial, and when it doesn’t affect people’s likelihood of seeing the entire film.
Your department may already have permission to show the film. If you are showing the film in conjunction with an academic department (especially the film department), that department may already have permission. Check with your department to be sure. If permission is already granted, they will be able to show you written proof of the fact.

How can I get permission?
Getting permission for showing most films is fairly simple. For some rare or international films, it may prove to be a bit trickier. However, there are resources on campus to help you if you should have problems. Most “mainstream” films that are distributed for non-commercial use (which is what most campus showings would be) come from one of two main distributors, or you can search for the proper source:

- **SWANK Motion Pictures, Incorporated** – the web site for this company is www.swank.com, and the phone number is 1-800-876-5577. The list of films they distribute is on their web page, but they add new films everyday.
- **Criterion** – They are the other big distributor. Their web site is www.criterionpic.com, and their phone number is 1-800-890-9494.
- **Conduct a web search** – a good place to start is www.imdb.com, the Internet Movie Database. Simply go to the site, type your film in the search area on the left, and choose the correct film out of the results. Once you choose your film, go to the “Company Credits” and look up “distribution.”
- **If you STILL can’t find out** who distributes the film, you can call (310) 247-3020, to the Reference Library of the Motion Picture Academy.

What is a film distributor going to ask me?
- Your name, and the name of the organization you are working with
- How you intend to show the film (advertise all over campus vs. to a small group, whether you are charging, what kind of venue you are showing the film in)
- If there is a charge, how your organization will pay for the rights to show the movie.
- Contact information for you organization
- Whether or not you need them to send you a copy of the film

Is this going to cost money?
Probably. The only way for you to determine this is to call the distributor, explain under what context the film will be shown, and see what they can do for you. If there is a fee, it will matter whether or not you are charging for the showing, how many people you expect, whether or not you need a copy of the film sent to you, and how often you show films. Have all the information handy about your event when you speak with the film’s distributor.

After I have obtained permission, what “proof” does Kirby need to see?
Once you have obtained the rights, you will receive a written record of your permission
to show the film. This is commonly called a “confirmation.” If you are being charged, an invoice will follow this confirmation once you show the film. Confirmations can come via the mail, or via email, and will have the film, the date(s) you have permission to show the film, the contact information of your representative from the distribution company, and the format you requested the film in (if the film is being sent to you), and other pertinent information. If a distribution company is unable to provide a confirmation, they should send you a letter or via e-mail that certifies that you have legally obtained the rights to show the film. This should be on letterhead with all contact information of the distributor available.

This is so complicated! Why don’t I just not tell Kirby I am showing a film?

Even though it sounds complicated, it really is not difficult to obtain the proper permission to show films on campus. It will definitely take less time and money than defending yourself or your organization in court if you are caught! Intellectual copyright infringement is being prosecuted more and more on college campuses. It is just not worth the risk.

I have more questions. Who can I talk to?

If you have questions specifically regarding the need for permission when showing films, more about copyright information in general, film events, or planning an event around a film, please feel free to contact Christina Geissler, Senior Student Activities Advisor, at cgeissle@d.umn.edu or 218.726.8739.
Access to University Information

Approved student campus organizations wishing to obtain access to University information will need to complete a service request, located on-line at http://www.d.umn.edu/itss/requests/ and, if you plan to use non-University publication services, you will need to complete the attached form “University data forwarded to non-University publication services request.”

Information Technology Systems and Services will forward each request to the UMD Office of Financial Aid and Registrar and/or the UMD Department of Human Resources for the required approval to release University information. The University will provide approved student groups with the information they need in order to carry out their responsibilities, in as effective and efficient a manner as possible.

Access to private information will be limited to authorized individuals whose jobs reasonably require it, as determined by an appropriate approval process, and to those persons authorized to have access by state or federal law. Access to confidential information (for example, law enforcement investigations, civil investigations, etc.) shall be limited according to law.

University data changes rapidly. In order to insure that the information for your approved request is accurate and most current, and that you are compliant with the use of private information, directory suppression, and FERPA policies, you should not share, duplicate, or photocopy this information; nor should you create or generate any representation of this information either in hard copy or electronic/digital format for your future use, or for use by another individual, entity, or organization.

The University adheres to the provisions of state and federal privacy and records laws. In so doing, the University:
- Increases the value of University information resources through widespread and appropriate use.
- Prevents the inappropriate and unauthorized disclosure of information and thereby avoids adverse legal consequences.

Providing efficient and effective access allows the University to minimize expenses related to record keeping and document production and maximize the resources devoted to the primary mission of the University.

Future service requests for information may be denied if you do not comply with University data policies.

The preceding text is part of the University policy on access to information, which can be reviewed in full at: http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/access.cfm. Other relevant University policies related to University data include: Understanding & Identifying Private and Public Information and STANDARD — Securing Private Data (Appendix G).
University data forwarded to non-University publication services request

____ Check here if your request for University information will be forwarded to non-University publication services

By signing this memo, I certify that we (__________________________) Approved Student Group

and (__________________________) Name of contact person and vendor name

will use this University of Minnesota Duluth data solely for the purpose of (_____

______________________________________________________________________

______________________________________________________________________

__ __________________________________________________) Write project description above, i.e. sending a copy of the attached letter on behalf of Student Services to all degree seeking undergraduates

This data will not be released to any other parties without the written consent of the UMD Office of Financial Aid and Registrar and/or the UMD Department of Human Resources and will be destroyed by the above named vendor once the mailing has been completed.

_________________________________________ __________________________
Signature of Requester Date

_________________________________________ __________________________
Signature of Adviser Date
Approved Posting Location Descriptions
All locations are indicated with ‘Approved Posting Area’ signs

1. Life Science bulletin board on wall near the Chemistry entrance, **right side only**.
2. 2nd Floor stair landing in Kirby Student Center on Heller Hall side.
3. Vinyl covered pillar outside the MultiCultural Center on Heller Hall side.
4. Vinyl covered pillar on 2nd floor of Kirby Student Center on Plaza side.
5. 2nd and 3rd Floor stair landing in Kirby Student Center on Plaza side. **Select 1 of 2**
7. Bulletin board across from Coffee Shop
8. Brick walls of Cina stair landings. **Select 1 of 3 landings.**
9. Tiled wall of Bohannon near Kirby Plaza entrance.
10. Concourse bulletin board on wall near the Library/LSBE entrances.
11. Bulletin boards in Library Concourse. **Select 1 of 3 bulletin boards.**
12. Concourse brick wall near the EduE entrance. **Select 1 of 2 bulletin boards.**
13. Tiled walls of MonH 1st floor stair landing
14. Tiled walls of Bohannon stair landings. **Select 1 of 2 landings.**
15. Brick walls of Cina stair landings. **Select 1 of 3 landings.**
16. Brick wall on ground floor of Cina near Campus Center entrance.
17. Bulletin board on Concourse wall near the DadB entrance.
18. Tiled wall in the Concourse study area near the Chemistry entrance.
19. Stairway landing leading to DAdB across from Health and Wellness.
20. Two middle pillars in the Kirby Student Center Lounge. **Select 1 of 2 Pillars**
22. UMD Library Archives keeps a copy for their records
UMD Posting Policies

Revised Summer 2013

The following policies affect all postings on campus.

Approval:

1. All posters must be individually approved (by stamp and initial) for posting at the Kirby Information Desk. Posters with copies of the stamp are not allowed and will be removed by UMD employees.

2. All posters promoting on and off campus events must be sponsored by a registered student organization or university department. This must be clearly visible.

3. All posters should include:
   a. Time of the event
   b. Place of the event
   c. Cost to attend the event
   d. Who can attend the event

4. Posters may not advertise an alcoholic or tobacco brand.

5. A mailing label or an "empty space" (2 3/4" wide x 1 1/2" tall) must be present so that the "approval" stamp can be seen on the poster. It must be on either the bottom left or bottom right of the posters. The Kirby Information Desk will not supply these labels. See attached piece of paper.
   a. If posters do not have a space large enough for the stamp, the Desk staff has the right to reject the posters until a space is designated

6. There is a limit of twenty-two (22) total posters that can be approved, regardless of design. One poster is for the Information Desk, one poster is for the UMD Library Archives, and the remaining twenty (20) may be posted at the posting sites.

7. If posters do not meet the criteria listed above, they must be approved by either, the desk manager, Christina Geissler, or Jeni Eltink

8. If posters are not approved, there are three general public posting sites. These can be found:
   a. Outside of the Residence Hall Dining Center located on the third floor of Kirby Student Center.
   b. First floor of Cina. (along the far back wall)
   c. Ven Den located on the first floor of Bohannon Hall.

Posting:

9. There are twenty-two (22) official posting locations on campus (including the Kirby Information Desk and the UMD Library Archives). At a number of these locations, there is more than one area given for you to hang your poster. You may hang only one (1) poster at each posting location. For instance, each landing of a stairwell may be designated as a posting area. Only post on one landing. You may not post more than the approved twenty-two (22) posters. If more than one poster is posted at a site it will be removed.

10. Posters must not be put on department bulletin boards, or on other approved University organization signs, they will be taken down in result of this.

11. Designated posting areas on campus are clearly indicated with signs. If you have any questions, or are not quite sure of the locations, please stop by the Kirby Information Desk for clarification.

12. To place posters in the Residence Halls, stop at the Residence Hall Information Desk in Lake Superior Hall for approval.

13. Only masking tape or push pins should be used to hang up posters. Groups are responsible for providing their own masking tape. Kirby Information Desk will not supply these. DO NOT use other tapes, staples, or special poster mounts.

14. UMD employees will monitor posting areas on a weekly basis. ALL POSTERS WILL BE REMOVED AT THE CONCLUSION OF EACH SEMESTER. POSTERS CAN ONLY BE APPROVED FOR ONE SEMESTER AT A TIME.

15. If posters are found to be covering up other posters they will be immediately removed. Kirby Student Center staff has the right to revoke posting privileges if this problem persists.
Banners:

16. There are six areas for banners, they are also available through the Kirby Student Center and can be reserved the same way that tables and rooms are
   a. Please visit d.umn.edu/Kirby for booking

ANY POSTER NOT APPROVED, LACKING INFORMATION, OR NOT FOLLOWING POSTING POLICIES
WILL BE REMOVED

FAILURE TO COMPLY with any of the posting policies
WILL RESULT IN THE LOSS OF FUTURE POSTING PRIVILEGES
Types of Hazing

1) Violent hazing: Behaviors that have the potential to cause physical and/or emotional, or psychological harm. This is the stuff typically seen in the movies & the kind of hazing that grabs news headlines. It’s what we often think of first.

Examples:
- Forced or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

2) Harassment Hazing: Behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members.

Examples:
- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting new members to perform personal service to other members such as carrying books, errands, cooking, cleaning, etc.
- Sleep deprivation
- Sexual simulations
- Expecting new members to be deprived of maintaining a normal schedule of bodily cleanliness
- Be expected to harass others
3) **Subtle hazing**: Behaviors that emphasize a power imbalance between new members and other members of the group or team. These types of hazing are often taken for granted or accepted as harmless or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members often feel the need to endure subtle hazing to feel like part of the group or team.

Examples:

- Deception
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members to perform duties not assigned to other members
- Socially isolating new members
- Line-ups and drills/tests on meaningless information
- Name calling
- Requiring new members to refer to other members with titles (e.g. Mr., Miss) while they are identified with demeaning terms
- Expecting certain items to always be in one's possession

Source material & more information can be found at [http://www.stophazing.org/definition.html](http://www.stophazing.org/definition.html).
STUDENT CONDUCT CODE

SECTION I. GUIDING PRINCIPLES.

(a) The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.

(b) The University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.

(c) The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.

(d) The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.

(e) The University is dedicated to the rational and orderly resolution of conflict.

SECTION II. SCOPE.

This policy applies to all students and student organizations at the University of Minnesota (University), whether or not the University is in session.

SECTION III. DEFINITIONS.

Subd. 1. Academic Environment. Academic environment shall mean any setting where a student is engaged in work toward academic credit, satisfaction of program-based requirements, or related activities including but not limited to on line courses, learning abroad, and field trips.

Subd. 2. Campus. Campus shall mean all University premises, including all land, buildings, facilities, and other property owned, possessed, leased, used, or controlled by the University, and adjacent streets and sidewalks.

Subd. 3. Plagiarism. Plagiarism shall mean representing the words, creative work,
or ideas of another person as one’s own without providing proper documentation of source. Examples include, but are not limited to:

- Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;
- Representing the words, ideas, or data of another person as one’s own without providing proper attribution to the author through quotation, reference, in-text citation, or footnote;
- Producing, without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code;
- Paraphrasing, without sufficient acknowledgment, ideas taken from another person that the reader might reasonably mistake as the author’s; and
- Borrowing various words, ideas, phrases, or data from original sources and blending them with one’s own without acknowledging the sources.

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject area and class requirements, including group work and internet use. Students are encouraged to seek out information about these methods from instructors and other resources and to apply this information in all submissions of academic work.¹

**Subd. 4. Student.** Student shall mean any person taking courses at the University or enrolled in a University program; any person participating as a student in University activities prior to the start of classes; any student who is not enrolled or registered for a particular term but has a continuing relationship with the University; any student who withdraws, transfers, or graduates after an alleged violation of the Student Conduct Code; and any already graduated student when the conduct at issue implicates the student’s University degree.

**Subd. 5. Student Organization.** Student organization shall mean any organization of students that is or has been registered as a University student organization under applicable University policies or procedures.

**Subd. 6. University-Sponsored Activities.** University-sponsored activities shall
mean any program or event sponsored by the University, including but not limited to those sponsored by student organizations, or athletics.

SECTION IV. JURISDICTION.

Subd. 1. The Student Conduct Code shall apply to student conduct that occurs on campus or at University-sponsored activities.

Subd. 2. The Student Conduct Code shall apply to student conduct that directly relates to the University’s education, services, programs, or rules, including but not limited to scholastic dishonesty, hazing, violation of University rules, and falsification, whether the conduct occurs on campus or off campus.

Subd. 3. At the discretion of the president or delegate, the Student Conduct Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either:

(a) constitutes a criminal offense as defined by local, state, or federal law or ordinance, regardless of the existence or outcome of any criminal proceeding; or

(b) indicates that the student may present a danger or threat to the health or safety of the student or others.

SECTION V. THE RESPONSIBILITIES OF DUAL MEMBERSHIP.

Students are both members of the University community and of the state. Students are responsible to the community of which they are a part, and they are responsible to the academic community of the University. By enforcing its Code, the University neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the University will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action. Determinations made or sanctions imposed under the Code will not be subject to change because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant.
SECTION VI. DISCIPLINARY OFFENSES.

Any student or student organization found to have committed, attempted to commit, assisted or abetted another person or group to commit the following misconduct is subject to appropriate disciplinary action under this policy:

Subd. 1. Scholastic Dishonesty. Scholastic dishonesty means plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

Subd. 2. Disruption of the Academic Environment. Disruption of the academic environment means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach and/or a student's ability to learn.

Subd. 3. Falsification. Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official University records or documents or conspiring with or inducing others to forge or alter without proper authorization University records or documents; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a University official or an emergency service agency.

Subd. 4. Refusal to Identify and Comply. Refusal to identify and comply means willfully refusing to or falsely identifying one's self or willfully failing to comply with a proper order or summons when requested by an authorized University official, by law enforcement personnel, or by emergency medical staff responding to an emergency.

Subd. 5. Attempt to Injure or Defraud. Attempt to injure or defraud means making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the University when done with intent to injure, defraud, or misinform.
Subd. 6. Harm to Person. Harm to person means engaging in conduct that endangers or threatens to endanger the physical and/or mental health, safety, or welfare of another person, including, but not limited to, threatening, stalking, harassing, intimidating, or assaulting behavior.

Subd. 7. Bullying. Bullying means aggressive behavior directed at another person, either in person or through electronic means, that causes stress or harm and that is repeated over time, including but not limited to assaulting, defaming, terrorizing, making obscene gestures, or invading privacy.

Subd. 8. Sexual Assault. Sexual assault means actual, attempted or threatened sexual contact with another person without that person’s consent. Sexual assault is a criminal act that can be prosecuted under Minnesota state law, as well as under the Student Conduct Code and employee discipline procedures.

Subd. 9. Disorderly Conduct. Disorderly conduct means engaging in conduct that incites or threatens to incite an assault or breach of the peace; breaching the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized University activities.

Subd. 10. Illegal or Unauthorized Possession or Use of Weapons. Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents, except in those instances when authorized by law and, where applicable, by proper University authority.

Subd. 11. Illegal or Unauthorized Possession or Use of Drugs or Alcohol. Illegal or unauthorized possession or use of drugs or alcohol means possessing or using drugs or alcohol illegally or, where applicable, without proper University authorization.

Subd. 12. Providing Alcohol to Minors. Providing alcohol to minors means directly or indirectly providing alcohol to anyone under the legal drinking age.

Subd. 13. Unauthorized Use of University Facilities or Services. Unauthorized use of University facilities or services means wrongfully using University properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain fraudulently—through deceit, unauthorized
procedures, bad checks, or misrepresentation—goods, quarters, services, or funds from University departments or student organizations or individuals acting on their behalf.

**Subd. 14. Theft, Property Damage, or Vandalism.** Theft, property damage, or vandalism means theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

**Subd. 15. Unauthorized Access.** Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

**Subd. 16. Disruptive Behavior.** Disruptive behavior means willfully disrupting University events; participating in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University; engaging in intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University activities or functions.

**Subd. 17. Hazing.** Hazing means any act taken on University property or in connection with any University-related group or activity that endangers the physical and/or mental health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization.

**Subd. 18. Rioting.** Rioting means engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas proximate to campus, or in any location when the riot occurs in connection with, or in response to, a University-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.

**Subd. 19. Violation of University Rules.** Violation of University rules means engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in University contracts with students.
Subd. 20. Violation of Local, State, or Federal Laws or Ordinances. Violation of local, state, or federal laws or ordinances means engaging in conduct that violates a local, state, or federal law, or ordinance, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson.

Subd. 21. Persistent Violations. Persistent violations means engaging in repeated conduct or action in violation of this Code.

SECTION VII. SANCTIONS.

Student and student organizations found responsible for disciplinary offenses under the Student Conduct Code are subject to sanctions. Factors to consider in determining appropriate sanctions include: the nature of the offense, the severity of the offense, the culpability of the student or student organization, the impact on other students or members of the University community, and the opportunity for student development. Separation from the University through suspension or expulsion is a serious sanction that may be appropriate for: repeated violations of the Code, for serious scholastic dishonesty, and for misconduct that constitutes a threat to community safety or well-being (including, but not limited to harm to person and sexual assault), or significantly disrupts the rights of others or the operations of the University. The following sanctions may be imposed upon students or student organizations found to have violated the Code:

Subd. 1. Academic Sanction. An academic sanction means a sanction affecting the course or academic work of the student for violation of Section VI, Disciplinary Offenses, Subdivision 1, Scholastic Dishonesty.

Subd. 2. Warning. A warning means the issuance of an oral or written warning or reprimand.

Subd. 3. Probation. Probation means special status with conditions imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation during the probationary period.

Subd. 4. Required Compliance. Required compliance means satisfying University requirements, work assignments, community service, or other discretionary assignments.
Subd. 5. Confiscation. Confiscation means confiscation of goods used or possessed in violation of University regulations or confiscation of falsified identification or identification wrongly used.

Subd. 6. Restitution. Restitution means making compensation for loss, injury, or damage.

Subd. 7. Restriction of Privileges. Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.

Subd. 8. University Housing Suspension. University housing suspension means separation of the student from University Housing for a defined period of time.

Subd. 9. University Housing Expulsion. University housing expulsion means permanent separation of the student from University Housing.

Subd. 10. Suspension. Suspension means separation of the student from the University for a defined period of time, after which the student is eligible to return to the University. Suspension may include conditions for readmission.

Subd. 11. Expulsion. Expulsion means the permanent separation of the student from the University.

Subd. 12. Withholding of Diploma or Degree. Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

Subd. 13. Revocation of Admission or Degree. Revocation of admission or degree means revoking a student’s admission to the University or revoking a degree already awarded by the University.

SECTION VIII. INTERIM SUSPENSION.

The president or delegate may impose an immediate suspension on a student or student organization pending a hearing before the appropriate disciplinary committee (1) to ensure the safety and well-being of members of the University community or to preserve University property, (2) to ensure the student’s own physical or emotional safety and well-being, or
(3) if the student or student organization poses an ongoing threat of disrupting or interfering with the operations of the University. During the interim suspension, the student or student organization may be denied access to all University activities or privileges for which the student or student organization might otherwise be eligible, including access to University housing or property. The student or student organization has a right to a prompt hearing before the president or delegate on the questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.

SECTION IX. HEARING AND APPEALS OF STUDENT DISCIPLINE.

Any student or student organization charged with violation of the Code shall have the opportunity to receive a fair hearing and access to a campus-wide appeal. To safeguard the rights of students and student organizations, the president or delegate shall ensure that each campus has an appeals procedure to govern alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student or student organization alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.

The appeals procedure must describe:

(a) grounds for an appeal;

(b) procedures for filing an appeal; and

(c) the nature of an appellate review.

SECTION X. DELEGATION OF AUTHORITY.

The president or delegate shall implement this policy, including publishing and distributing the Code and the procedures governing the student disciplinary process at the University.

1 Portions used with permission from New York Institute of Technology and University of Texas, San Antonio. Supersedes: Existing Disciplinary appeals policies in contradiction and specifically repeals the appeals policies dated February 9, 1979.
UMD Housing Poster and Banner Guidelines

Related Policy: Distribution of Information through Publications, Banners or Chalking

All posters and banners to be posted in any residential facility must be approved and stamped at the 189 Lake Superior Hall information desk.

Only University organizations or departments may display posters and banners. The group’s name must be printed clearly on each posting.

Picture or language suggesting alcohol or alcoholic beverages cannot be included or mentioned on any banner or poster.

Banners and oversized posters may be hung in the Lake Superior Hall lobby only, and must meet the following guidelines:

- Groups may reserve banner space in advance at the 189 Lake Superior Hall information desk. Banner space is limited, and reservations are taken on a first come, first served basis.
- The size of the banner must not exceed 20 square ft (8 ft x 2 1/2 ft).
- Maximum length of posting is one week; major campus events may be approved for one additional week.

Posters are only permitted in approved public areas of residential facilities (listed below). Posters not in approved areas will be disposed of by Housing staff. The following guidelines apply:

- Groups must get posters approved and stamped at the 189 Lake Superior Hall information desk.
- Sliding pamphlets, leaflets, or flyers under doors or distribution of pamphlets, leaflets, or flyers by placing them in mail boxes is NOT permitted.
- Posters are not permitted within the floor living areas, lounges and unapproved elevator landings.
- Maximum length of time of posting is 30 days. Posters may be approved for an additional 30 days if they are removed and re-approved.
- Approved posters may be posted in the following 17 locations in the residential facilities:
<table>
<thead>
<tr>
<th>AREA</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burntside Hall</td>
<td>One posting on bulletin board at entrance</td>
</tr>
<tr>
<td>Griggs Hall</td>
<td>One posting each on the six bulletin boards in Griggs concourse (located near Griggs A, mailboxes, K, P/Q, P/Q conference room, R/S)</td>
</tr>
<tr>
<td>Ianni Hall</td>
<td>One posting on bulletin board by the Ianni mailroom</td>
</tr>
<tr>
<td>Lake Superior Hall</td>
<td>One posting in first floor elevator landing</td>
</tr>
<tr>
<td>Vermilion Hall</td>
<td>One posting on bulletin board at entrance</td>
</tr>
<tr>
<td>Goldfine Apartments</td>
<td>One posting on white board by the mailboxes in Goldfine B (middle building)</td>
</tr>
<tr>
<td>Heaney Apartments</td>
<td>One posting on white board by the mailboxes in Heaney Service Center</td>
</tr>
<tr>
<td>Junction Apartments</td>
<td>One posting on white boards in mailbox area in each building</td>
</tr>
<tr>
<td>Oakland A Apartments</td>
<td>One posting on white board by the mailboxes</td>
</tr>
<tr>
<td>Oakland B Apartments</td>
<td>One posting on white board by the mailboxes</td>
</tr>
</tbody>
</table>
Event Planning Worksheet
*(this is intended to be a guide—an example)*

1. **Set Goals and Objectives**
   *(a semester before the event)*
   Think about the following questions to help develop the type of program you want to develop.
   - What do you want this program to achieve? ________
   - Who is your target audience? __________________________
   - How will you judge the success of the program? ________

2. **Develop a Budget**
   *(a semester before the event)*
   How much will you spend on this program? Be sure to develop cost estimates for all of these possible expenses (EXAMPLE).
   **EXPENSES**
   - Cost of the Performer(s) $__________
   - Travel for performer(s) $__________
   - Hospitality for performer(s) $__________
   - Lodging for performer(s) $__________
   - Facility rental fees/Info Desk coverage $__________
   - Technical Crew set up/take down fees $__________
   - Publicity (Statesman ad, etc) $__________
   - Duplicating/Printing $__________
   - $__________
   **TOTAL EXPENSES** $__________
   **INCOME**
   - Ticket Sales $__________
   - Co-Sponsorship $__________
   - $__________
   **TOTAL INCOME** $__________

3. **Select a Date**
   *(8 weeks before event—at least)*
   In order to optimize your audience, it is important to make sure you are not competing against any other major programs. Before you finalize a date for your event, check the following sources to see if there is anything else going on:
   - Campus Events Calendar (http://events.d.umn.edu)
   - Kirby Student Center Scheduling (https://umd-ksc-emse.d.umn.edu/VirtualEms/)
   - Rest of Campus Scheduling (https://astra-prd.oit.umn.edu/AstraProd/Portal/UserPortal.aspx)

4. **Reserve the Space**
   *(8 weeks before the event—at least)*
   UMD uses two scheduling systems: Virtual EMS (Kirby Student Center) and Astra (the rest of campus). These online scheduling programs can show you which rooms are available on the date(s) that you wish to schedule an event. The links to both sites are in Box #3 above. Staff in Student Activities can help you get started, if needed.
   - Event Date
   - Event Time
   - Reserved by

5. **Contracting with a Performer?**
   *(6 weeks before the event—at least)*
   Are you paying a band, speaker or performer?
   If yes, you might need to or want to work with the Student Activities Office to contract the performer and arrange payment. Stop by Student Activities Office if you have any questions - KSC 115!

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You're Not done yet!
6. Need Technical Assistance?
(5 weeks before the event)
Do you need sound, lighting or special audio/visual assistance for your event? If so, talk with your performer or group to determine what you will need and make arrangements with the UMD Staff who you reserved your room/space through. They will assist you with all technical set up requirements. Be aware there could be extra charges for these services, so make sure to ask.

7. Plan out Your Publicity
(4 weeks before the event)
Assuming you want people to attend your event, it is amazingly important that you publicize the event. What do you want to do? There is more detailed information about each of these items in the Student Organization Handbook.
- Posters in the academic buildings, as well as in housing
- Tabling in Kirby Commons and banners in Kirby Student Center
- Digital poster on the TVs in Kirby Student Center
- Bulldog Update & UMD Statesman
- Sidewalk Chalking
- KUMD
- Come up with some other great ideas, try something new!

8. Distribute Publicity
(2 weeks before the event)
Time to get your publicity plans in motion!
- Make copies of your poster/flyer & get them stamped for approval at the Kirby Info Desk & Lake Superior Hall Info Desk
- Put the posters up!
- What else still needs to be done or checked on?_____________________
- ________________
- ________________
- ________________
- Other creative ideas: ______________________________

9. Last Minute Arrangements
(1-2 weeks before event)
Time to wrap up all of those last minute details.
- Double check your room set up & tech arrangements with UMD Staff
- Make sure payment is ready for your performer/speaker (as needed)
- Arrange any special hospitality items for your performer (as needed)
- Print programs (as needed)
- Secure volunteers to help manage the event (do you need help with load in, ushers, ticket sellers, hospitality, load out, cleanup, etc.?)
- Purchase any last minute supplies you may need.

10. Post Event Wrap up
(the week after the event)
- Archive/document all receipts
- Send out thank you notes
- Write up an evaluation of the event to pass on to new leaders
- Update your master budget