



RSO Policy Guide Fall Qtr. 2016



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RSO Policy Guide Fall Quarter 2016

The **RSO Policy Guide** is designed to help student organization leaders and members become familiar with UW procedures and policies. This guide is provided to help student groups enhance their involvement in all phases of their activities, from event planning to fundraising to the implementation of programs on campus. SAO staff are available to answer questions in person in HUB 232, by phone at 206-543-2380, or email at sao@uw.edu.

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Alcohol

Following is a summary of the University's policies on serving and selling alcoholic beverages and for alcohol sponsorships. Before applying for a banquet permit or special occasion license from the **Washington State Liquor Control Board (WSLCB)**, an **Alcohol Service Request (ASR)** must be submitted by the student applicant and approved by the **Use of University Facilities Committee (UUF)** through the **Office of Special Programs (OSP)**.

SAO Sponsorship for Alcohol Service

The Student Activities Office may serve as the University sponsor for RSO, ASUW, or GPSS events that involve alcohol service. Students are required to meet with a student activities adviser to determine event, UUF, and alcohol service requirements before sponsorship approval is granted.

Serving Alcoholic Beverages on Campus

Alcoholic beverages may be served or sold at on-campus events if appropriate procedures and laws are followed. Serving alcohol on campus requires an approved **ASR** from the OSP and either an approved **Banquet Permit** or **Special Occasion License** from the WSLCB. Only RSO officers and ASUW/GPSS officials who are 21 or older may apply for alcohol service approval for a campus event.

Alcohol Regulations when Serving Alcohol with a Banquet Permit

- **Attendance:** Is limited to the host organization members or invited guests.
- **Purpose:** Alcoholic beverages may be served only as complementary to and part of a planned program in the specific room or area identified on the banquet permit.
- **Lawful Age:** Alcoholic beverages may be served only to persons over 21 years of age.
- **Under Age Attendees:** If persons under 21 years of age are expected to attend the function, the sponsoring group is responsible for preventing minors from consuming alcoholic beverages.
- **Source of Alcohol:** Alcoholic beverages must be obtained and served by the applicant/host organization. Program participants are not allowed to bring their own alcoholic beverages.
- **Alcohol Donations:** Donations of alcohol is NOT allowed.
- **Selling Alcohol:** Selling alcoholic beverages is NOT allowed.
- **Multiple Alcohol Service Locations:** An approved ASR and Banquet Permit is required for each alcohol service location (bar).
- **Permit Visibility:** The approved **ASR** plus the approved **WSLCB Banquet Permit** must be posted in a conspicuous place at each alcohol service location (bar) for the duration of the event.

ASR + Banquet Permit – Process for RSOs/ASUW/GPSS

1. **Student:** Secures facility reservation/confirmation before submitting an ASR.
Review event, possible UUF requirements, alcohol service requirements with facility coordinator
2. **Student:** Meets with SAO adviser to review event, possible UUF requirements, alcohol service requirements
3. **Student:** Secure SAO or departmental sponsorship for alcohol service
4. **Student:** Complete and submit the online [Alcohol Service Request](#) form – at least 2 weeks prior to the event
5. **Select SAO as the Alcohol Service Sponsor:** Select these options when completing the ASR form:
QUESTION: UW Affiliation & Sponsorship – SELECT: RSO / ASUW / GPSS
QUESTION: Would you like SAO to be the sponsor... – SELECT: Yes
QUESTION: Select your assigned SAO Adviser – CHOOSE [Pick your SAO adviser]

Approval Process for ASR + Banquet Permit

1. **Student Applicant:** Submits online Alcohol Service Request
2. **Sponsor:** Reviews request. May approve or deny the request.
3. **Venue Operator:** Reviews request. May approve or deny the request.
4. **UUF Committee/Chair:** Reviews request. May approve or deny the request.
5. **Student Applicant:** Receives step-by-step notifications as the request is reviewed and processed with approval, denial, or modification status.
6. **Student Applicant:** If ASR is approved, student is provided with instructions to purchase Banquet Permit(s) from the WSLCB website. Cost is \$10 per permit.
7. **Student Applicant:** If ASR is approved, works with SAO adviser, alcohol service sponsor, facility coordinator to meet all stipulated terms, conditions, and requirements.

Alcohol Regulations when Serving Alcohol with a Special Occasion License

- **Attendance:** May include members outside the host organization members or invited guests.
- **Purpose:** Alcoholic beverages may be served only as complementary to and part of a planned program in the specific room or area identified on the banquet permit.
- **Lawful Age:** Alcoholic beverages may be served only to persons over 21 years of age.
- **Under Age Attendees:** If persons under 21 years of age are expected to attend the function, the sponsoring group is responsible for preventing minors from consuming alcoholic beverages.
- **Source of Alcohol:** Program participants are not allowed to bring their own alcoholic beverages.
- **Alcohol Donations:** Alcohol donations MAY be accepted. **However, in this case, alcohol MUST BE SOLD to attendees at cost.**
- **Multiple Alcohol Service Locations:** An approved ASR and Special Occasion License is required for each alcohol service location (bar).

- **Permit Visibility:** The approved **ASR** plus the approved **WSLCB Special Occasion License** must be posted in a conspicuous place at each alcohol service location (bar) for the duration of the event.

Alcohol Service Request + Special Occasion License – Process for RSOs/ASUW/GPSS

PLEASE NOTE: A significant amount of lead time is required when seeking approval for a **Special Occasion License**. In addition to an approved ASR, the student applicant must submit a completed UW Form 1251 – Authorization to Apply for a Special Occasion License to Sell Alcoholic Beverages – at least 52 business days prior to the event.

Pending changes in the WAC and ASR will impact this policy beginning July 12, 2014.

1. **Student:** Secures facility reservation/confirmation before submitting an Alcohol Service Request.
Review event, possible UUF requirements, alcohol service requirements with facility coordinator
2. **Student:** Meets with SAO adviser to review event, possible UUF requirements, alcohol service requirements
3. **Student:** Secure SAO or departmental sponsorship for alcohol service
4. **Student:** Complete and submit the online [Alcohol Service Request](#) form – at least 2 weeks prior to the event
5. **Select SAO as the Alcohol Service Sponsor:** Select these options when completing the ASR form:
QUESTION: UW Affiliation & Sponsorship – SELECT: RSO / ASUW / GPSS
QUESTION: Would you like SAO to be the sponsor... – SELECT: Yes
QUESTION: Select your assigned SAO Adviser – CHOOSE [Pick your SAO adviser]

Approval Process for ASR + Special Occasion License

1. **Student Applicant:** Submit an online Alcohol Service Request
2. **Student Applicant:** Request an *UW Form 1251: Authorization to Apply for a Special Occasion License to Sell Alcoholic Beverages Form* [pdf] from the Office of Special Programs.
3. **Student Applicant:** Acquire Facility Manager approval signature on form
4. **Student Applicant:** Submit a completed UW Form 1251 to the Office of Special Programs
5. **UUF Committee:** Processes Special Occasion License Request
6. **UUF Committee:** Notifies applicant via email of authorization approval, denial or modification status
7. **Student:** If approved, takes (1) one copy of signed Authorization Form to a Washington State Liquor Store to buy a Washington State Liquor Control Board Special Occasion License. Cost is \$60.

8. **Student:** If approved, works with SAO adviser and facility coordinator to meet all stipulated terms, conditions, and requirements.

Alcohol Industry Co-Sponsorship

Promotional activities by liquor industry agents are prohibited by the laws of the state of Washington.

Acceptance of gifts or funds from alcoholic beverage distributors or manufactures for student organization activities requires prior review and approval by the Use of University Facilities Committee.

Co-Sponsorship Approval Process

1. **Student Applicant:** Submit an online Alcohol Service Request
2. **Student Applicant:** In addition, a *UW Alcohol Gift/Contribution Review Form* [pdf] will be provided and must be submitted to the UUF Committee at least **3 weeks prior to the event**
3. **UUF Committee:** Processes the review form
4. **UUF Committee:** Notifies applicant via email of contribution approval, denial or modification status
5. **Student:** If approved, works with SAO adviser and facility coordinator to meet all stipulated terms, conditions, and requirements.
6. **RSO:** If the amount of the sponsorship is greater than \$500, the RSO must pay 5% of the total to the Office of Health & Wellness for use in alcohol awareness and safety efforts.

ASUW Senate Seat

The ASUW Student Senate is comprised of students from campus organizations, living groups, and students chosen from the campus at-large. Every week the ASUW Student Senate gathers to discuss issues important to students at the UW and establish resolutions of student opinion. These resolutions help guide ASUW elected leaders and dedicated volunteers as they represent students on Shared Governance Committees. Students are welcome to submit legislation for the Senate to debate, and while only Senators may vote, there are openings available for students interested in serving a term as a Senator.

Senate meetings are typically held on Tuesday nights at 5pm in Gowen Hall [[see map](#)].

Senate Seat Petition/Renewal

Student Organizations interested in having a senate seat will need to submit a completed petition to the Senate Membership Coordinator. Student Organizations that already have a Senate Seat may update their Senator information using the Student Senate Seat Renewal Form.

Book Store Discount Card

Registered Student Organizations are eligible to receive a 10% discount card for office and art supplies from the University Book Store including the [UBS Branch in the HUB](#). Cards are good for the current fiscal year and expire on June 30 of each year.

Discount Card Process

1. **Current RSO Officer:** Picks up Request Form from SAO, completes, and submits it to SAO
2. **SAO Staff:** Signs the Request Form and submits to the University Book Store
3. **Book Store:** Sends cards to SAO
4. **SAO Staff:** Notifies RSO Officer to pick up UBS Discount Card from SAO

Chalking

Registered Student Organizations (RSOs), ASUW and GPSS may use water-soluble, non-aerosol chalk on campus concrete or asphalt walkways to advertise their campus events. Chalk may not be used on brick, stone or marble walkways or any vertical surfaces (i.e., building walls, poles, public art, stairways, fences, etc.). The RSO name must be included in all chalked announcements.

Student organizations may be disciplined and/or fined for violations of this policy. Fines will be levied based on the labor and materials needed to remove chalk by the UW Facilities Maintenance staff. Student organizations will be notified about chalking violations according to the [Conduct & Discipline Policy](#).

Conduct & Discipline

Student Organization Disciplinary Procedures

Through their formation and registration, Registered Student Organizations (RSOs) are members of the UW community. With this membership come both benefits and responsibilities. The UW Student Conduct Code forms the basis for the behavioral expectations in the UW community.

Alleged violations of this Handbook by an RSO will be adjudicated primarily by the Student Activities Office, or in the case of individual students, the matter will be referred to [Community Standards and Student Conduct](#). Alleged violations committed by Panhellenic or Interfraternity Council (IFC) organizations will be referred to the Office of Fraternity and Sorority Life.

In attempting to resolve any infractions, the primary intent of the accountability process will be to educate members of the organization, while holding them accountable for any violations allegedly committed. Furthermore, it is the desire of the Student Activities Office to promote critical decision making skills to encourage RSOs to prevent any possible future infractions.

The extent and terms of disciplinary action taken by the Student Activities Office (SAO) will depend upon the nature and severity of the infraction as well as any history of previous violations. Student organizations must be in “good standing” to maintain their registration status.

Good Standing

A student organization will be considered in good standing if, for the past 12 months, the organization has complied with all University policies and procedures including those outlined in the Student Organization Handbook. Policy and procedure violations, registered status, unpaid debts, probation status and adjudicated complaints against an organization will be considered in determining good standing.

Infractions

Types of Disciplinary Infractions

Alcohol Infractions: Alcohol permits violations, possession without permission, and damage as a result of alcohol consumption.

Behavior Problems: Disruption of individuals or groups, failure to respond to requests by facility staff, bad manners, instigating negative behaviors.

Debt and Payment Violations: Failure to make timely payments or payment arrangements for reservations, facility, or other services.

Policy Violations: Failure to follow University policies and procedures. Examples include: event staff procedures, setup policies, posting violations, excessive noise, and email/web account misuse. Violations of the Student Conduct Code WAC 478-120.

Property Damage & Vandalism: Damage to facility or property as a result of careless behavior or intentional misuse of property.

Types of Disciplinary Sanctions

Warning: Formal notice of violation and reprimand. Organization receives a formal notice of violation in writing by SAO. The organization must take action regarding the warning immediately. Continued similar misconduct will result in one of the more severe sanctions.

Probation: The minimum duration of probation is one full quarter. Notification of violation may result in the loss of some privileges such as use of facilities, use of office space, or applying for ASUW/GPSS funding. As a condition of probation a student organization may be required to complete additional sanctions during the probation period such as:

1. Organization members may be required to attend a special training or orientation regarding their violation or behavioral action.
2. Individual group leaders and or members will be responsible for payment of the damages caused by the organization or their sponsored guests.
3. Individual group leaders and or members will be responsible for payment of the group's debt through University collections.
4. An organization may be banned from using campus facilities/services or other student organization benefits on campus for a minimum of one quarter and maximum of one year.
5. The entire organization may have to complete a determined community service project.
6. The organization may lose all benefits of their registration status.
7. Any combination of the above sanctions.

Suspension: The minimum duration of suspension is one full quarter. As a result of serious, intentional or repeated violation, registration status and all privileges of registration may be revoked. All student organization privileges of registered status are revoked.

An organization which has had its registration revoked may apply for reinstatement after the term of suspension is completed. Petitions for reinstatement are to be submitted to the Assistant Director of Student Activities in HUB 232.

All student organizations applying for reinstatement must be able to demonstrate that they have appropriately dealt with the problems which led to revocation and that they are in all other normal procedures, currently eligible for student organization status.

Organizational Debt

Accounts 30 days overdue: SAO will send a letter of warning to the student organization giving the organization and its members 30 days to resolve the debt.

Accounts 60 days overdue: Student organizations will be placed on probationary status and will be unable to reserve facilities. Other student organization benefits may also be revoked until the debt is resolved.

Accounts 90 days overdue: Student organization status is suspended for a minimum of one (1) full quarter. Organization is denied all privileges of a registered student organization. After payment is made and verified, a written appeal must be submitted justifying reinstatement after term of suspension is completed.

Disciplinary Process for Alleged Infractions

Disciplinary Process

If the Student Activities Office becomes aware of an alleged violation of the RSO Handbook, the matter will be resolved in the following manner. This process will apply to all cases except those of Organizational Debt which will be adjudicated in the manner outlined above.

1. Assistant Director of Student Activities or designee will investigate the alleged infraction and may gather information from a variety of sources to inform his or her decision to charge an RSO of an alleged violation.
2. If the Assistant Director of Student Activities determines there is enough information to charge an RSO with an alleged violation of the RSO Handbook, the Assistant Director will contact the leaders of the RSO to set up a meeting to discuss the allegations. Notification of the meeting time and place may be done informally or formally.
3. At the initial meeting with the Assistant Director, the RSO will be informed of the information received by SAO and be allowed to comment on that information. The Assistant Director will also inform the RSO of the specific charges and infractions of the RSO Handbook.
4. A preponderance of evidence shall be used as the standard for making decisions; this means is it more likely than not that the violation occurred?
5. If the RSO leadership and the Assistant Director agree that an infraction has occurred, they will work towards an Agreed Settlement in which the RSO takes responsibility for their actions and agrees to the sanctions imposed. This is a negotiated process which allows both parties to find solutions which will promote accountability and good decision-making within the RSO. At the end of the negotiation process each party will sign the Agreed Settlement. A copy will be furnished to the RSO leadership, their advisor, and one will be maintained by the SAO office. Failure to uphold the terms of the

Agreed Settlement will result in reconsideration of the matter and more severe sanctions being imposed.

6. If the RSO leadership and the Assistant Director of Student Activities do not agree that a violation has occurred or cannot reach resolution on appropriate sanctions the matter will be referred to the Student Activities Conduct Board.
7. The Student Activities Conduct Board will consist of two staff members from the HUB and two student leaders from Registered Student Organizations appointed by the Associated Students of the University of Washington (ASUW). The members of this board plus alternates will be selected at the beginning of each academic year.
8. The Student Activities Conduct Board will be chaired by the Director of Community Standards and Student Conduct. The Chair shall conduct the hearing and be a facilitator of due process, but shall be a non-voting member of the Board unless there is a tie.
9. Hearings before the Board will be informal, with the burden of proof falling on the SAO Assistant Director who will present the case for the University.
10. RSO leadership will then present evidence and testimony supporting their assertions. Board members will ask questions of all parties to gain clarity of understanding.
11. Hearings will end with each side making a closing statement outlining desired outcomes of the process.
12. The Board will deliberate and the Chair will inform the RSO leadership and the Assistant Director of Student Activities their findings and conclusions within 5 working days of the hearing.

Appeal Procedures

Appeal Process

Organizations may appeal disciplinary actions of the Student Activities Conduct Board

1. Student Organization must provide a written rationale for the appeal to the Director of the HUB within fifteen (15) working days following the receipt of the findings and conclusions of the Student Activities Conduct Board.
The Director of the HUB may review the record of the Student Activities Conduct Board and materials presented in the appeal.
2. A meeting will be scheduled with the Director of the HUB to review the appeal with the RSO to gain clarity as to the reasons for appeal. The Director may also invite the Chair of the Student Activities Conduct Board to clarify why the RSO was found in violation of the RSO Handbook.
3. Within fifteen (15) working days following this meeting, the appealing organization will be notified in writing of the decision by the Director of the HUB. All decisions of the Director are final.

Disability Statement

The University of Washington is an Affirmative Action and Equal Opportunity employer. As such the University is required by federal and state laws and University Administrative Policy Statement 46.4 to announce equal opportunity and reasonable accommodations policies on all publications and notices including announcements of events open to the public, employees and students.

Statements

Events Open to the Public, Employees, or Students

“The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation contact the Disability Services Office at least ten days in advance at: 206.543.6450/V, 206.543.6452/TTY, 206.685.7264 (FAX), or e-mail at dso@u.washington.edu”

Invitations or Announcements to a limited group (known invitees)

“To request disability accommodation, contact the Disability Services Office at least ten days in advance at: 206.543.6450/V, 206.543.6452/TTY, 206.685.7264 (FAX), or dso@uw.edu”

Email & Web Accounts

An Email/Web account is the most requested benefit that RSOs enjoy. Used and maintained properly, web pages and email can significantly improve an RSO’s visibility, publicity, recruitment and overall effectiveness in its endeavors. **RSO Email/Web accounts are required in order to utilize the reservation system for the Resource Center and HUB Event Services, and funding applications available to RSOs outline in RSO Community.**

RSO Email: myclub@uw.edu

RSO Website: <http://students.washington.edu/myclub/>

Email Account Options when Registering a Club

RSOs wishing to create or renew an email/web account must indicate so when submitting their Online Registration. **Two (2) Registered Users (RUs)** are required in order to create or renew an email/web account.

Registered Users (RUs)

- **The Registered Users (RUs)** are the two currently registered students who are assigned to the email/web account during online registration.
- **PLEASE NOTE:** When officers change, the RSO Primary Officer will be prompted to update the RUs.
- The RUs agree to be responsible for the proper use of the account according to UW Tech Policies.
- The RUs will be notified via email with all pertinent account and access information when the account is created, renewed, or updated.
- Only the RUs may contact UW Tech for any troubleshooting or questions.
- Only the RUs are allowed to contact SAO or UW Tech regarding their assigned account.

Email/Web Account and RSO Directory

All RSO email addresses and websites are listed in the [RSO Directory](#) in RSO Community. Contact SAO with questions about directory updates.

UW Tech: Email Services Switched to the Cloud

The UW Email service that runs the email portion of an SAO account was shut down on **June 30, 2011**. All active SAO accounts that have email enabled will be required to choose between UW Google Apps or UW Windows Live for email. Any **NEW** accounts will need to choose UW Google Apps or UW Windows Live to run email once the account is created.

Quick Facts on Cloud Services for UW Email

- The UW NetID and official UW email address will not change, only the service behind the UW NetID
- Email currently in RSO email accounts should have been moved prior to June 30, 2011

Steps Necessary to Switch Email Services – Currently Active Accounts

1. Decide which service to switch to: UW Google Apps
2. Activate the service (Google or Windows Live) via [Manage UW NetID](#)
[Log in with the RSO NetID, not a personal UW NetID]
3. Update email forwarding to a choice of UW Google Apps
4. Transfer existing email to new service
[Transfer Instructions for UW Google Apps](#)
[Transfer Instructions for UW Windows \(Outlook\) Live](#)
5. Turn off UW Email Inbox service

UW Tech Policies

Email/Web accounts are governed by existing University, UW-IT, and SAO policies. By establishing an Email/Web Account, RSOs agree to abide by these policies.

Faculty and Staff Involvement

The University supports the principle that it is the responsibility of students, faculty, and administration to work cooperatively for the attainment of the University's educational goals in the extracurricular, as well as the academic life of the institution. In line with this principle, the University recommends, but does not require, that student organizations involve University faculty or staff as advisers to their organizations. Student organizations are also encouraged to affiliate with related departments. *Students should, however, remain in control of the organization at all times.*

Free Meeting Space

Student organizations are eligible for ONE free meeting for two hours or less per week in small or mid-sized HUB meeting rooms in standard sets.

Requirements

- Request must be received by HUB Event Services at least 3 business days in advance
- Charges apply for equipment, custom sets and/or food service events
- Meetings must be open to campus ONLY and NO fees may be collected

Fundraising

RSOs wishing to hold fundraising activities or sales on campus must demonstrate that the activity itself serves an educational purpose, and that any proceeds either will further the goals of the organization, provide additional programs for the student body or benefit a charitable organization.

Fundraising Guidelines

- The activities must be student-initiated and student controlled.
- The student initiating the fundraising or sales must be one of the five officers or designated representatives of the organization.
- It must be assured that no monetary gain will accrue to individual members of the organization.

- The activity itself must provide a benefit to students at the University of Washington.
- The goals of the event must be appropriate and in accordance with the intention of University policy as stated above.
- A workable plan to monitor cash exchange and disbursement of proceeds must be devised and reviewed.
- For any fundraising or sales activities conducted in the past, the organization must have completed all necessary paperwork and abided by appropriate University policies and procedure.
- If the activity involves working with a charitable organization, a letter of acceptance or acknowledgment of the activity will be required.

There are several ways recognized as fundraising on campus, all designed to help your student organization acquire proceeds as follows:

- Raise funds to cover your expenses such as charging admission to a lecture, event, concert or other type of program or service.
- Raise funds to acquire proceeds to share with a charitable organization.
- Raise funds by selling goods or services to members of the campus community.
- Raise funds by having your event or program be paid for by an off-campus commercial sponsor.
- program be paid for by an off-campus commercial sponsor.
- Raise funds by selling raffle tickets.
- Raise funds by selling non-commercial, prep-packaged food items.

Please Note: Organizations may use funds raised for anything that is consistent with the purpose and goals of the organization. It is suggested that organizations DO NOT use self-generated funds for personal gain.

Examples of Fundraisers

- Items for sale, produced by the organization (candy grams, gift baskets, flower bouquets, bake sales, etc.)
- Items for sale, directly related to the organization's mission or goals (plant sale by an organization with the mission of promoting green activities)
- Items for sale, directly promoting school spirit (but do not infringe upon University trademark policies)
- Services for sale, in compliance with the
- Admission fee for student programs/events (benefit dinner, talent competition, etc.)
- Pre-packaged items (candy, gum)
- Resale of items (Silent Auction, "Garage" sale) donated to the organization

Approval Process for Fundraisers

1. **RSO Officer:** Complete the Fundraising Information Worksheet.

2. **RSO Officer:** Meet with SAO Adviser at least two weeks in advance before the fundraiser to review the fundraising proposal along with relevant University policies and procedures.
3. **SAO Adviser:** Will issue Student Organization Sales and Fund Raising Permit requiring approval signatures from facility/area manager, SAO Adviser, and, in some cases, the Assistant Director of Student Activities.
4. If approved, a copy of the signed permit must be at the site of the sale or fund raising activity.
5. **RSO Officer:** After the activity is completed, meet with your SAO adviser and submit a written report with any necessary documentation, as stated on the fund raising permit.

Charitable Fundraisers

1. Obtain the approval from the Charity. Provide SAO Adviser with an official letter or an email from the Charity that states they approve the event or service your student organization will perform on their behalf.
2. Written or email approval from the UW facility manager. And in some cases, the facility manager's signature must be included on your fundraising form.
3. Submit event budget and expenditure estimates to the SAO Adviser
4. Ticket sellers from the HUB Ticket Crew may need to be hired for this event. The HUB Ticket Crew is paid to professionally monitor and collect the funds for the event on behalf of your RSO.
5. At least two RSO members must be present to monitor fundraising activities at all times.
6. After the event, provide the SAO Adviser copies of bank-deposit slips showing fundraising activity revenues.
7. After the event, provide the SAO Adviser with a copy of a receipt or statement from charity acknowledging gift.
8. Schedule an evaluation meeting with your SAO advisor following your fundraiser. TBA

Raffles

Raffles are strictly regulated in the state of Washington under the Washington State Gambling Act. Only certain charitable or nonprofit organizations can conduct raffles without first obtaining a gambling license.

RSOs may conduct raffles on campus only if the organization qualifies and its proposed raffle follows specified requirements. Please note that one of the officers of the organization planning to hold a raffle on campus must meet with an adviser in the Student Activities Office at least three weeks prior to starting the raffle. As raffles are considered a form of fundraising, they would fall under the same procedure and regulations as stated above under fundraising.

Food Sales

1. The sale of food not commercially prepared and wrapped requires clearance from the Environmental Health and Safety Office, 201 Hall Health Center, 206-543-9510. See Table of Contents, "Serving Food on Campus."
2. RSOs planning to sell items are responsible for obtaining the appropriate city and state businesses licenses and pay state tax (contact the Seattle Department of Licensing and Consumer Affairs, 206-684-8484).

Alcohol Industry Co-Sponsorships

Any student organization accepting gifts or funds from alcoholic beverage distributors or producers for organization activities must receive approval from the Use of University Facilities Committee.

Handbill Distribution

Distribution of Handbills, Leaflets, and Similar Materials

Non-commercial handbills, leaflets, and similar materials may be distributed by regularly enrolled students, and by University personnel in public areas of the HUB, and in meeting rooms that have been reserved for their use, so long as such distribution does not materially or substantially interfere with the conduct of University functions or the freedom of movement.

Signs, posters, and leaflets may be posted only on designated campus bulletin boards, which have been provided for such purposes. It is the responsibility of the sponsoring organization to remove any promotional materials the day after the event. Any maintenance expense incurred by the University may be billed to the responsible organization.

Non-commercial materials for distribution to student organizations may be placed in SAO student organization mailboxes after approval by the Assistant Director of Student Activities. Materials placed in SAO mailboxes must be distributed by a student, student organization, or other campus entity, and bear identification of the sponsoring individual or entity. Political materials may not be distributed through RSO mailboxes located in SAO.

To promote robust dialog, the HUB encourages, but does not require, distributors of handbills, leaflets, and similar materials to include contact information on the material distributed.

Hazing

The University of Washington prohibits student organizations and their members from engaging individually or collectively in hazing activities. Hazing is defined as any activity that includes one or more of the characteristics described below:

- Activities that expose personal values to compromise or ridicule.
- Activities that abuse the trust an organization is striving to build between its members and prospective members.
- Stunts which have no meaningful relationship to the objectives of the organization.
- Activities that humiliate or subject individuals to circumstances with which they are not comfortable, or of which they are fearful.
- Activities which are illegal or violate University policy.
- Activities which interfere with academic pursuits or normal life functions.

Some examples of prohibited activities are forced swallowing of uncommon substances, forced consumption of alcohol or drugs, excessive exercise, and sleep or sensory deprivation.

Questions or complaints regarding hazing may be referred to the Office of the Vice Provost for Student Life, the Associate Director of Student Life, or the Office of the Ombud.

Student organizations whose members participate in hazing activities will be subject to appropriate University disciplinary action.

HUB RSO Office Space

[Office Space Assignment Committee \(OSAC\)](#)

Registered Student Organizations (RSOs) exist to enrich both the campus community and a student's experience at the University. To support student organizations, The Husky Union Building (HUB) allocates space for use by these organizations, allowing them to conduct their affairs in an accessible and central location on campus.

Husky Union Building office space is allocated to officially Registered Student Organizations (RSOs) that meet specified criteria. There is considerable demand for the free student organization office spaces in the HUB. The number of offices that are assigned to student organizations is limited and the demand exceeds the supply. RSOs interested in applying for office space must meet all criteria and deadlines to be considered. When office space is assigned to a group, RSO members must abide by all University and HUB procedures and policies to retain and maintain the office space.

1. Office Space Assignments Committee (OSAC)

The Office Space Assignments Committee (OSAC) reviews applications and assigns office space to registered student organizations on behalf of The HUB. Registered Student Organization (RSO) office space in the HUB is assigned annually. OSAC allocates HUB Office Space to officially registered student organizations that meet specified criteria. OSAC is an advisory committee to the HUB Director with student and staff membership that annually assigns and allocated HUB office space to Registered Student Organizations.

2. Membership

Members shall serve one-year terms. Committee members shall be appointed for an academic year. Representatives shall be chosen according to the constitutions and bylaws of their representative body. The OSAC adviser shall notify constituent student governments of their obligations to elect or appoint OSAC representatives at the beginning of the academic year.

- Voting Members
 - One representative appointed ASUW Board of Directors
 - One representative appointed ASUW Senate
 - One representative appointed GPSS Executive Committee
 - One HUB Student Employee representative
 - One Registered Student Organization representative
 - One Resource Center Student Employee representative
- Non-Voting Members
 - HUB Staff Representative (ex-officio without a vote)
 - The OSAC Adviser is a representative from Student Activities Office (ex-officio without a vote)

3. Officers

Officers of OSAC will be elected by the voting membership by the second meeting of the academic year. Officers include:

- The Chair shall lead and facilitate meetings and serve as the primary representative and spokes person for OSAC. The Chair shall schedule and prepare meeting agendas and assist the Vice Chairperson with application preparations for committee reviews and hearings. Upon taking office, the chairperson shall be non-voting unless he/she is casting a committee tie-breaking vote.
- The Vice Chair shall chair meetings if the Chair is absent. The Vice Chair shall develop committee promotional materials to RSO orientations and hearings.
- The Secretary shall take committee minutes, maintain committee records and the website and work closely with SAO regarding Committee documents and records.
- A representative from The Student Activities Office shall serve as the committee adviser. He/she will be present at officer and committee meetings.

4. Meetings and Orientations

- a. OSAC meetings shall meet on a bi-monthly basis throughout the academic year. OSAC shall use Sturgis as a meeting procedural guide.
- b. OSAC shall host one (1) office space use orientation session for student organizations annually with the Student Activities Office.

5. Voting Privileges

- A quorum of four voting members of OSAC is necessary to transact business. A valid vote is constituted by a majority of the members in attendance.
- These Bylaws may be amended or repealed during any regular meeting by an affirmative vote. The proposed amendment must be made in writing at the previous business meeting to allow for appropriate review and discussion. After the OSAC vote, the recommendation must be forwarded to the HUB Director for final approval and will go into effect immediately.

6. Application Reviews

Organizations must submit an application to OSAC annually for the upcoming calendar year. Organizations representing a wide-range of interests on campus will be given preference. The HUB provides 47 shared office spaces, OSAC allocates 43 spaces and the HUB allocates four spaces. Student organizations submit their applications for HUB office space to the Student Activities Office for OSAC review.

7. Office Space Application Priorities

Organizations representing a wide-range of interests on campus will be given preference. In reviewing the applications, OSAC priority is given to groups who can demonstrate:

- Involvement in campus-wide events during the previous and current academic year
- Expected level of programming for the next academic year
- Type/amount of work expected to occur
- Ability to share space with other groups
- Willingness to maintain office hours and/or provide service to the student body
- Lacks of other designated space on campus
- Past use of the workspace
- The RSO must currently be registered with the Student Activities Office
- The RSO must meet all financial obligations and be in good standing with the University of Washington
- The RSO be registered for at least two consecutive academic years to be at the time the application is submitted for review
- The applying student organization shall submit a completed office space application by the established deadline
- Other factors that are deemed appropriate

8. Hearing Procedures

Hearings will only be scheduled for RSOs that have submitted a completed application by the designated deadline. OSAC will determine the criteria for hearings. The hearing dates and schedule will be made available to applicants via email and be posted in the Student Activities Office.

9. Maintain Good Standing

If an RSO fails to maintain their registration or good standing status OSAC will contact the RSO for review. The RSO will be given a one-week grace period from the date of contact (via email) to satisfy all requirements. If the RSO does not successfully complete the required actions, the RSO may lose its access and rights to the space.

- Registered Student Organizations are responsible for their members' and guests' behavior in the sub-basement common areas as well as the assigned office space.
- RSO office space is to be used only for organizational purposes of the group. The office may not be used for commercial enterprises.
- RSOs must register annually to retain office space.
- A current officer of the RSO, as listed on the online registration form, must sign and abide by the terms and conditions set forth in the HUB Office Space Use Agreement.
- Office space is not transferable by one RSO to another RSO.

Office space may not be shared with other RSOs without official approval from OSAC.

10. Types of HUB Space Available

The number of offices that are assigned to student organizations is limited and the demand exceeds the supply. In most offices, more than one student organization is assigned to space. All office spaces are assigned one no more than two consecutive academic years, after each one or two year term, an RSO must reapply. OSAC allocates 43 spaces and the HUB allocated four spaces. OSAC will determine new and renewal assignments.

- Fifty-percent of the spaces are allocated on even years and fifty-percent are allocated on odd years by OSAC.
- The timeline for review and announcement of space assignments during the initial decision-making process, the OSAC may request further information to clarify or supplement an application. Decisions will be emailed to the principal members listed on the space application.

11. Annual Timelines

OSAC annual timelines include the following:

- **November 1** – Applications for space made available
- **November 10** – Applications due
- **November 13** – OSAC reviews applications and assigns space

- **November 13** – Wait List is activated for the academic year
- **December 10** – RSOs notified and Office Space Agreements and Access forms signed and return to SAO
- **December 14** – Move-out date for non-returning RSOs
(**Please note:** office access codes will expire by 6 p.m.)
- **December 18** – RSO may begin Move into the office space

12. Appealing OSAC Recommendations

RSOs who wish to appeal office space assignment decisions by OSAC may do so in writing and submit an appeal to the OSAC at the Student Activities Office. OSAC will process the appeals and final decisions will be made by the first Friday in December. OSAC will vote on recommendations to be referred an appeal to The HUB Advisory Board, and the HUB Director, which is the final authority for appeal decisions referrals from OSAC.

13. Application Criteria

The applying student organization shall have status as a Registered Student Organization at the University of Washington for at least two consecutive academic years to be eligible for an office space.

- Applications are only valid from student organizations that are currently registered with the Student Activities Office at the time of applying.
-
- The applying organization must meet all financial obligations and be in good standing with the University of Washington.
- All applications will be considered at the discretion of the OSAC.
- Applications do not guarantee space assignment.
- Office space allocations will be communicated to all applicants upon completion of the review process.
- Application is for office space occupancy during the winter, spring, summer and fall quarters.
- The applying student organization shall submit a completed office space application by the established deadline.
- The applying organization must meet all financial obligations and be in good standing with the University of Washington.

14. Allocating Space and Hearing Procedures

Hearings will only be scheduled for RSOs that have submitted a completed application by the designated deadline. OSAC will determine the criteria for hearings. The hearing dates and schedule will be made available to applicant via email and be posted in the Student Activities Office.

15. Assignment Process

Office space applications are available the first week of fall quarter for assignments beginning winter quarter. **The application deadline is the last Friday of October at 5 p.m.** Contact the Student Activities Office for appropriate forms and dates in HUB 232, 206-543-2380. Assignments are completed during fall quarter and are announced on the second Monday of November.

16. Use Conditions

- To maintain continued use of office space, student organizations must adhere to applicable state and university regulations and building use policies, including but not limited to those specified in this handbook. The organization must maintain registered status in good standing. The organization must be willing to share office space with any other registered student organization approved for office space in the Student Union. A group may choose to forfeit their office space and can reapply the next year. The organization must comply with all items in The HUB Office Space Agreement.
- Registered student organizations and their members are expected to be courteous and respectful to their office mates, neighboring office in the subbasement, to building managers, custodians and all guests.
- Registered student organizations are responsible for the behavior and actions of their members and guests in the office suite and office at all times.

17. Use Limitations

- HUB office space is intended for the support of extracurricular student activities. Student organization offices cannot be used for:
 1. Sales or commercial activity
 2. Partisan political activity
 3. Direct support of academic programs
 4. Storing equipment that disrupts movement or use by shared RSO office holders.
Please Note: If an RSO's primary use of their office is for storage, they will forfeit their office space privileges.
 5. Activities of non-students (individuals or affiliated groups).
 6. The office space is to be used only for organizational purposes of the group.
- Current officers of the organization, as listed on the online registration form, must sign and abide by the terms and conditions outlined in the HUB Office Space Use Agreement submitted to SAO.
- Office space is not transferable by an RSO to another RSO.
- Office space may not be shared with other RSOs without official approval from OSAC.

18. Term Limits

Space allocated for a one or two calendar year terms. Terms begin in January and end in December. Organizations must reapply to renew space at the end of their term. An RSO is eligible to apply for a two-year term if they have been registered with the Student Activities

Office for five years. An RSO is eligible to apply for a one-year term if they have been registered with the Student Activities Office for one academic year.

19. Move-In Expectations

Once granted office space, the RSO must adhere to all policies established for the space. Failure to adhere to the rules or to comply with the Office Space Agreement, University or Student Activities Office policies may result in temporary or permanent loss of space by OSAC. RSO officers and members are responsible for upholding the Office Space Agreement and all related policies and procedures. Access to the office begins on the last day of Fall Quarter, after the RSO has attended an office use orientation with SAO.

20. Move-Out Expectations

Departing RSOs will move-out by the last Day of Winter quarter. Departing RSOs must clean their office space, pack and remove their belongings by the last day of winter quarter. Materials not removed will be discarded and the RSO may be invoiced for cleaning. A representative from the RSO should set up a departure inspection with SAO to avoid being invoiced for moving and cleaning expenses. OSAC reserves the right to dispose of any items left behind by non-returning organizations.

21. RSO Returning or Assigned New Space

RSOs assigned to a new office space must follow the steps outlined in their signed Office Space Agreement, Office Access Form, office orientation materials and official email notifications from OSAC and SAO.

22. Office Access

- Each student organization space has a card access system that will be maintained by the HUB Administration and the Student Activities Office. Access is through the magnetic strip on your UW Husky Card.
- To gain access to the office an officer of the student organization must complete an RSO Office Access Request Form and submit a photocopy of the requesting officers current UW Husky Card. Each RSO will be granted up to five (5) officers or members access ability.
- Card access for student organization space will be removed at the end of the term of occupancy for all officers and members from an RSO assigned to an office.
- Card access will be granted when the beginning of occupancy term procedures are complete.
- The HUB RSO Office Request Form can be obtain from SAO or downloaded from the Student Activities Office website, a hard copy of form/photos must be signed and are returned to SAO in person to be processed. RSOs will receive an email notification by SAO when approved for access.

- Misuse of access will result in loss of access privileges and possible loss of office space and/or financial penalties. If an ID card is lost or fails to work it's the officer's responsibility to report this information to SAO immediately. Lost card incidents will be reported to SAO for a review of access privileges. SAO may refer office access issues by an RSO to the OSAC for review.

23. Unauthorized Access

Offices must be vacated when the building closes. No one may remain in offices after closing. **Please note:** After two unauthorized access warnings, the RSO will be referred to OSAC for review and may face sanctions. Sanctions include fines, community service, or loss of office space privileges. RSOs will be required to meet with an SAO Adviser immediately following a warning.

24. Office Space Furnishings and Use

The HUB will provide basic office furnishings for each organization. Organizations may not make physical changes to the assigned office space (walls, doors, ceiling, floor, locks, etc.). Organizations will be held financially responsible for any damage made to HUB property and/or damage to the allocated office space. Normal wear and tear is expected. In cases where spaces are shared, all organizations occupying that space shall be assessed repair or replacement costs equally, unless the specific source of the damage can be identified.

25. Meeting Space

Office spaces are not to be used for organizational meetings. Other spaces designed for that purpose might be scheduled with HUB Event Services, hubres@uw.edu, HUB 117/Main Desk, 206-543-8191. Organizations are expected to be mindful of this at all times. Because these spaces are meant to be shared, respect for the other organization is essential. Allocated office space may not be transferred to any other RSO.

26. Safety and Security

- RSO are expected to follow all posted safety and security regulations regarding their assigned office space.
- All doors and windows must be locked when the office is not occupied.
- Offices must be evacuated during all fire alarms. Violators are subject to immediate loss of office and citation by police.
- Extension cord use is completely prohibited in accordance with the fire code.
- Flammable or combustible liquids and other hazardous materials as defined in the University of Washington Operations Manual D12.1 are prohibited.

27. Maintenance of Offices

- RSOs are responsible for keeping their office clean and removing all food on a daily basis. Food trays, dishes, etc. must be returned to the Husky Den. Do not leave dishes or place trays on the counter in the subbasement. Custodial services are provided by the HUB staff to empty trash, recycle paper (if in inappropriately marked box) and sweep floors, but students are responsible for other cleaning, including disposing of large items.
- No painting of offices.
- Taping materials to walls, woodwork or other building surfaces is strictly prohibited. When removed, tape damages paint and cause surface deterioration.
- Groups will be assessed fees for damage to offices. The HUB Custodial Manager and Associate Director will determine assessment of damage and appropriate fees.
- Nails, tacks and staples are not permitted for general use on building surfaces. Tacks and staples may only be used on surfaces approved for posting.

28. Small Appliance Use

The Husky Union Building (HUB) makes office space available to student organizations. While recognizing the needs of the organizations to conduct necessary business, they must place some restriction on the use of small appliances. The following restrictions are necessary to protect users from potential health and safety hazards as well as regulate the amount of power demands on current circuits.

29. Environmental Health and Safety

- Environmental Health and Safety regulations restrict on-site food preparation to those areas meeting sanitation and ventilation standards. Use of the following appliances (including but not limited to) is prohibited: frying pans, hotplates, slow cookers, toaster ovens, etc. Use of restrooms to prepare food in any manner is not allowed and is violation of sanitation standards.
- Refrigeration equipment is restricted to units of no more than six cubic feet. Stand-alone freezers are prohibited
- Approved food-related appliances, such as microwaves and electric coffee pots must be plugged directly into outlets. Equipment must be UL/CSA rated and approved. Extension cord use is strictly prohibited in accordance with the Uniform Fire Code.
- The Department of Environmental Health and Safety to ensure compliance with minimum microwave leakage standards must inspect all microwaves before installation and inspect these same microwaves annually.
- Appliances must be maintained and kept clean at all times. Accumulations of food remnants, liquid spills, or improper sanitation will be grounds for removal of the appliance.
- If electrical or health and sanitation related problems arise; facility management may restrict power use to nonfood and beverage equipment. Other options may be available if electrical problems arise. Please consult appropriate facility personnel as noted under procedures.

- Organizations with office space in the HUB must supply a list of all appliances and electronics in their offices at the beginning of each quarter. Lists must be submitted by Friday, 5 p.m. of the second week of each quarter.
- Facility staff to insure compliance may conduct periodic inspections of office space.
- Failure to comply with any of this policy will result in revocation of office space.
- **Please note:** Appliance misuse and EHS warnings are subject to OSAC review.

30. Switching Offices

Groups wishing to change office space must submit a request in writing to the Student Activities Office. The request must contain statements of agreement from all groups affected by the change. OSAC will review the request.

31. Waiting List

OSAC will review and assign offices should they become available between October and June of each academic year. As office space becomes available during the year, RSOs on the current year waiting list are offered space based on their position on the list. To be eligible, groups must have submitted Wait List Request; they must meet eligibility criteria for an office and be currently registered with and in good standing with SAO. The waiting list for the an academic year begins on October 1 and ends June 15.

Kane Hall Banners

The University has established a central campus location for student groups (e.g., registered student organizations, ASUW, GPSS) to display banners that promote campus programs and events. Banners will be displayed on the brick elevator shaft on the east corner of Kane Hall (near Suzallo Library).

Banners are displayed on Kane Hall only during fall, winter and spring quarters. Banners are not displayed during finals week and quarter breaks.

Outdoor Banner Policy

- Banners must promote campus programs and events.
- Banners must clearly state date, time, and location of campus event and name of sponsoring student group.
- Banners will be displayed a minimum of one (1) week and a maximum of two (2) weeks.
- In accordance with Use of University Facilities rules (Chapter 478.136 WAC), University facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless they serve an educational purpose. Nor shall University facilities be used to promote or encourage discrimination based on race, religion, color,

national origin, sex, age, handicap, sexual orientation, or status as a disabled veteran or Vietnam era veteran.

- Banner space cannot be used to advertise events regarding ballot initiatives or candidates who have filed for public office.
- Banners must not include non-UW websites or emails. No exceptions.
- Banners must have grommets. Banners without grommets will not be accepted.
- No student group or event may monopolize banner space.

Banner Specifications

- Banners must be weather resistant (e.g., vinyl), use lettering that is waterproof and have grommets spaced approximately every 3 feet from which to tie ropes.
- Measurements: minimum of 3' (H) x 6' (L); maximum of 3' (H) x 12' (L).

Reservation Procedure

- Complete the Banner Reservation Request Form available in SAO.
- Banners will be placed and removed by the University of Washington Grounds Crew on Tuesday mornings throughout the year.
- Banners will not be hung or removed on any other day of the week.
- Banner space shall be reserved through the Student Activities Office. Reservations are first-come, first-served.
- In order to coordinate pickup and delivery, banners shall be delivered to the Student Activities Office by 3:00 p.m. on the Friday prior to hanging on the following Tuesday.
- Banner space shall be reserved by one of the five registered officers only.
- The Student Activities Office will verify whether or not banners meet above criteria. Banners that do not meet the criteria will not be hung.
- Banners no longer displayed can be picked up in the Student Activities Office. Banners not picked up after one week will be disposed of/thrown away

Mail Services

SAO Mailboxes for RSOs

A limited number of mailboxes are available in the Student Activities Office for RSOs. Mailboxes are requested through the online registration and are filled on a space-available basis. If mailboxes are unavailable, RSOs are automatically placed on the wait list.

The SAO makes every effort to have mail distributed to the RSO mailboxes by noon, Monday through Friday (excluding holidays).

RSO Mailbox Guidelines

- RSOs may check their mailboxes during SAO office hours and are **expected to check their boxes at least once a week**.
- RSOs who fail to pick up mail on a regular basis risk losing their mailbox. If mail has not been picked up at least once a week, mail will be returned to sender.
- RSOs who relinquish their mailbox are responsible for notifying others of their address change or forwarding.
- RSOs that do not have an assigned mailbox may not have mail delivered at the SAO under any circumstance. Any mail received for RSOs who do not have a mailbox assigned to them, will be returned to sender.
- RSOs are encouraged to notify the SAO office staff when they are expecting large packages or special deliveries.
- Please check with the SAO staff to discuss special accommodations over the summer quarter.

Outgoing Mail

RSOs may use the outgoing mailboxes in the SAO for on-campus mail distribution and off-campus mailing via **USPS**.

The SAO office accepts packages to send via **UPS or FedEx** on behalf of RSOs. However, RSOs are responsible for filling out the required form, which can be obtained from the SAO. Packages without proper labeling and the correct information will not be sent.

Membership and Affiliations

Membership and Affiliations

Persons not associated with the University may be involved in student organizations at the University of Washington as long as they are associate members (without vote and ability to hold office), and University of Washington students are in the majority and retain control of the organization. Individuals in the community who are associate members can be an asset to the student organization in areas such as fundraising, networking with other groups, and program planning.

Many student organizations are affiliated with off-campus local, regional, national or international organizations. If the student organization is a “chapter” of an affiliate organization, the Student Activities Office will need a copy of the affiliate’s constitution on file to assure that the operation of the affiliate organization and its chapters are not in conflict with University of Washington policy.

Club Sports Membership

Autumn, Winter and Spring Quarter Club Sports

Membership is open to the following:

A. Students – All University of Washington (Seattle campus) regularly admitted and currently registered students who have a valid student Husky Card and not declared ineligible through disciplinary sanctions. Students must be 16 years of age or older to participate in club activities. *Please note the difference with SAO registered clubs.*

Please Note: University of Washington Extension and Branch Campus students (Tacoma & Bothell), students of the ASUW's Experimental College, UW Alumni Association members, and the general public are not eligible for membership.

Please also note that certain Leagues or National Governing Bodies with which our teams are affiliated, may have additional eligibility regulations that prohibit participation from members attending Branch/Extension campuses.

B. Faculty/Staff – All University of Washington faculty and staff must purchase an IMA quarterly or annual membership prior to participation. [Exception: members of clubs that use the Waterfront Activities Center (WAC) only pay the WAC facility use fee (Kayak, Rowing)].

Note: See eligibility below for faculty/staff clarification on a competitive team.

C. Spouses/Registered Same Sex Domestic Partners – Can only participate in the same club as their partner upon purchase of an IMA Membership. [Exception: members of clubs that use the Waterfront Activities Center (WAC) only pay the WAC facility use fee (Kayak, Rowing)].

Summer Quarter

Students with a valid summer Husky Card. Students enrolled spring quarter and not during summer quarter, may participate upon purchase of an IMA Student Summer Membership. Exception: activities at the WAC.

Non-University Speakers

The following are excerpts from the University policy governing the appearance of non-University speakers sponsored by student organization(s):

- As an institution of higher learning devoted to the search for truth in a democratic society, the University is dedicated to the maintenance and expression of a spirit of free inquiry. For its students, accordingly, it promotes the development of an atmosphere of

open exchange, and of conditions conducive to critical evaluation of divergent points of view.

- The University also recognizes and accepts a responsibility to ensure that such inquiry is conducted in a manner which furthers the educational objectives of the institution; namely, the open-minded, objective evaluation and dissemination of knowledge.
- Student organizations officially registered at the University may therefore invite speakers to the campus to address their own membership and other interested students and staff providing suitable space is available and there is no interference with the regularly scheduled programs of the University. The appearance of such speakers on campus implies neither approval nor disapproval of them or their viewpoints by the University. In the case of speakers who are candidates for political office, equal opportunities shall be available to opposing candidates if desired by them. Speakers are subject to the normal considerations for law and order and to the specific limitations imposed by the state constitution.
- In order to ensure an atmosphere of open exchange and to ensure that the educational objectives of the University are not obscured, the President, in the case attended by extreme emotional feeling, may prescribe conditions for the conduct of the meeting, such as requiring permission for comments and questions from the floor. Likewise, the President may encourage the appearance of one or more additional speakers at the meeting so that other points of view may be expressed.
- The President shall prescribe the length of time and form of notice required prior to the holding of all meetings to be addressed by outside speakers and may designate representatives to recommend conditions for the conduct of particular meetings.

Off-Campus Involvement

Persons not associated with the University may be involved in student organizations at the University of Washington as long as they are associate members (without vote and ability to hold office), and University of Washington students are in the majority and retain control of the organization. Individuals in the community who are associate members can be an asset to the student organization in areas such as fundraising, networking with other groups, and program planning.

Many student organizations are affiliated with off-campus local, regional, national or international organizations. If the student organization is a “chapter” of an affiliate organization, the Student Activities Office will need a copy of the affiliate’s constitution on file to assure that the operation of the affiliate organization and its chapters are not in conflict with University of Washington policy.

In accordance with [Use of University Facilities policy](#) (WAC 478.136.101), University facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless they serve an educational purpose. Therefore, student groups may not register

with the Student Activities Office if they intend to sell, distribute, market or advertise goods or services on behalf of any off-campus commercial entity or affiliate. Student organizations that are set up as “chapters” on campus can benefit from their affiliates, but they should remain under student control.

Org Membership & Officers

The functioning of registered student organizations shall be confined to and controlled by their active (voting) membership. The active (voting) membership shall be limited to regularly enrolled University of Washington students. **Please Note:** University of Washington Extension, UW-Tacoma, and UW-Bothell students and students of the ASUW’s Experimental College are not considered currently enrolled UW students and are not eligible to participate.

The number of University of Washington student members shall always exceed the number of non-student members at meetings and programs not open to the general public.

Between quarters, membership is construed to mean the membership of the previous quarter. Summer quarter is considered a regular quarter.

The inclusion of non-student members of the University community in the activities of student organizations may benefit both the organization and the campus. It should not, however, lessen the ability of students to make organizational decisions and determine the direction of their organization.

Each registered student organization has the right to select and expel its own members in accordance with the organization’s constitution and applicable University policies and procedures, and is accountable for actions of members representing the organization.

Organization officers or representatives are individually responsible for ensuring all active members meet University, as well as organization, requirements.

A student organization which restricts membership on the basis of race, color, religion, age, sex, national origin, handicap, sexual orientation, or status as Disabled Veteran, or Vietnam era veteran, shall not be allowed registered student organization status. An exception is made for fraternities and sororities to be single sex organizations per the implementing regulations of Title IX of the Education Amendments of 1972.

Raffle Guidelines

- [Home](#)
- [The HUB](#)
- [SAO](#)
- [RSO Policy Guide](#)
- Raffle Guidelines

Raffles are strictly regulated in the state of Washington under the Washington State Gambling Act. Only certain charitable or nonprofit organizations can conduct raffles without first obtaining a gambling license.

RSOs may conduct raffles on campus only if the organization qualifies and its proposed raffle follows specified requirements. Please note that one of the officers of the organization planning to hold a raffle on campus must meet with an adviser in the Student Activities Office at least three weeks prior to starting the raffle. As raffles are considered a form of fundraising, they would fall under the same procedure and regulations as stated for [fundraising](#).

University Policies and Procedures

Student organization leaders must sell raffle tickets in designated areas outlined in the RSO Policy Guide. Sale locations, permits and policy information are available in the Student Activities Office.

Procedure for Obtaining Approval For On Campus Raffles

At least three weeks prior to starting a raffle, an officer or representative of the student organization must meet with an advisor in the Student Activities Office and complete a Fundraising Information Worksheet. The worksheet must be reviewed and a permit with all necessary signatures completed before the raffle begins.

Organizations Qualified to Conduct a Raffle

The student organization sponsoring a raffle must:

- Be a non-profit with one of the following purposes: charitable, educational, political, social, fraternal, civic or athletic.
- Have been organized and operating for at least twelve months prior to selling of the raffle tickets.
- Have been issued a letter from the IRS stating they are exempt from paying federal income taxes.
- Be able to prove that your organization has made significant progress toward accomplishing your stated purposes during the twelve consecutive month period preceding any raffle.

Conditions for Holding a Raffle

- Proceeds must be used for the organization's stated purpose.
- Only members can manage, operate, or sell tickets, and no one can be paid for doing so.
- Membership cannot be dependent upon the purchase of a raffle ticket.
- Records must be maintained for at least one year from the date of the raffle and should include gross revenue, expenses, how the revenue will be used, prizes given, and who was awarded the prizes.
- Prizes must be owned prior to the drawing. Firearms cannot be used as prizes. Alcohol may be awarded as a prize only if a special permit is obtained from the Liquor Control Board.
- There are two types of raffles; the following conditions apply to each:
 1. Limited public raffles—tickets sold to the general public (see RCW 9.46.0321) Combined gross revenue from unlicensed must not exceed \$5,000 during calendar year. The local police (UW Police, if held on campus) must be notified of the raffle and date and location of the drawing at least five working days prior to the start of the raffle.
 2. Unlimited membership raffles—tickets are sold only to organization members (see RCW 6.46.0315) Gross revenue cannot exceed \$5,000 during a calendar year. Tickets must be sold and prizes awarded to regular members only.

Raffle Ticket Requirements

- Tickets must be consecutively numbered.
- All tickets must be sold at the same price, with a maximum price of \$5.00 per ticket.
- No complimentary tickets are permitted.
- The following information must be printed on all raffle tickets:
 - Cost of the ticket
 - Date, time and location of the drawing
 - Prize/s to be awarded (if more than one prize, all prizes must be stated)
 - Whether or not the purchaser must be present to win
 - Name of the sponsoring organization
 - Email address of sponsoring organization

Conducting the Drawing

The ticket stubs from all ticket sales must be placed in a receptacle in such a manner that each ticket has an equal opportunity of being drawn as a winner.

Note: Conducting an illegal raffle may result in legal action against your organization and/or its officers.

The Washington State Gambling Act

The Washington State Gambling Act allows certain nonprofit organizations to use raffles as a fundraiser under specific conditions, without first obtaining a gambling license. For further

information, consult RCW 9.46.0315, RCW 9.46.0321 and WAC 2301041075, or you can contact the Gambling Commission Office at (425) 776-6751.

Recognition

The University of Washington recognizes that self-governing student organizations can and do contribute to the educational, social and recreational and personal development of its students.

The University further recognizes that students should be free to organize and participate in voluntary associations of their own choosing, subject to University policies and ensuring that such associations are neither discriminatory in their treatment of other members of the academic community nor operate in a manner which interferes with the rights of others.

The University does not sponsor or accept responsibility for these voluntary student organizations. Voluntary student organizations that register with the University may, however, use certain University facilities on a space available basis consistent with University rules and regulations.

Registration Process

New Student Organization Registration

Step 1: Sign-up to attend an [RSO Registration Session via RSO Community](#).

Step 2: Complete the online Registration Application via RSO Community (instructions will be given at the RSO Registration Session).

Re-registration for Existing RSOs

Returning RSOs: RSOs registered through RSO Community as of the last school year (2014-2015) requires at least one officer to sign up and attend an [RSO Registration Session](#) in order to re-register.

Inactive RSOs: RSOs not registered through SAO for one academic year or more, requires an officer to sign up and attend an [RSO Registration Session](#) and register the RSO as a “new” RSO.

Registration Requirements

Requirements for Registered Status

The following requirements must be met in order for student organizations to register at the University of Washington through the Student Activities Office:

1. The stated purpose of the student organization must be consistent with the mission of the University and the organization must primarily serve the needs and interests of the students at the University of Washington.
2. The organization must be initiated and controlled by University of Washington students.
3. The active (voting) membership and officers or recognized representatives of the organization must be students who are regularly enrolled at the UW. Between quarters, membership is construed to mean the membership of the previous quarter. Summer Quarter is considered a regular quarter. University of Washington Extension, Branch Campus students and students of the ASUW Experimental College are not considered currently enrolled UW students and are not eligible to be active (voting) members.
4. The number of University of Washington student members shall always exceed the number of non-student members at meetings and programs not open to the general public.
5. **Naming a Student Organization:** As registered student organizations are not part of the University of Washington, organizations may not use the University of Washington at the beginning of their organization name or "...of the University of Washington" at the end of their organization name. You may use "at the University of Washington" or "UW Chapter" at the end of your organization's name if your organization is affiliated with a national or regional organization.
Correct Examples: Sailing Club at the University of Washington; Chess Club, University of Washington Chapter.
Incorrect Examples: University of Washington Debate Society; Commuter Students of the University of Washington.
You may not use the term "University of Washington" at the beginning of your organization's name or "of the University of Washington," in your organization's advertising or other materials.
6. A student organization which restricts membership on the basis of race, color, religion, age, sex, national origin, handicap, sexual orientation, or status as Disabled Veteran, or Vietnam era veteran, shall not be allowed registered student organization status. An exception is made for fraternities and sororities to be single sex organizations per the implementing regulations of Title IX of the Education Amendments of 1972.
7. In accordance with Use of University Facilities policy (WAC 478.136.101), university facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless they serve an educational purpose. Therefore, student

groups may not register with the SAO if they intend to sell, distribute, market or advertise goods or services on behalf of any off-campus commercial entity or affiliate.

Responsibilities of Registered Status

1. A registered student organization is responsible for conducting its affairs in a manner consistent with applicable University rules and regulations and will be held accountable for the action and behavior of its members or guests at on-campus activities.
2. Each student organization and/or its officers or designated representatives shall anticipate, provide for, and promptly meet its legitimate financial obligations.
3. It is the responsibility of the membership and particularly the officers of student organizations to familiarize themselves with the contents of the RSO Policy Guide. Since officers and members of registered student organizations are responsible for knowing and following University of Washington rules, regulations and policies, it is important that the information in this Policy Guide be passed along to new officers as they are selected.
4. The officers of a student organization shall promptly notify the Student Activities Office of any changes in the organization's officers or representatives, addresses, or constitution. Failure to notify the Student Activities Office of such changes will affect the degree of service that can be provided to student organizations and its members.
5. The University of Washington does not act as legal agent for registered student organizations and expressly disclaims any responsibility or liability for any damages of student organizations and their representatives including, but not limited to, financial obligations, contractual or otherwise.
6. In accordance with Use of University Facilities policy (WAC 478.136.101), university facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless they serve an educational purpose. Therefore, student groups may not register with the Student Activities Office if they intend to sell, distribute, market or advertise goods or services on behalf of any off-campus commercial entity or affiliate.

Risk and Liability

Some RSO events/activities, both on and off-campus, may involve potential for risk. A review of current case law suggests that, in addition to the student organization as a group, individual members and officers may incur some liability in the event of a claim. RSOs, particularly those involved in potentially hazardous activities, are encouraged to investigate the purchase of liability insurance for their club's activities.

Activities taking place on campus will be evaluated on a case-by-case basis, and RSOs may be required to purchase liability insurance if it is determined that a campus event involves some degree of risk or liability.

RSO Event Funds: Alumni Association

UWAA Fund for RSOs

University of Washington Alumni Association (UWAA) Fund for Registered Student Organizations has been created to allocate money to support the on-campus events, programs, and activities of Registered Student Organizations (RSOs). The Fund is intended to support the ability of RSOs to enrich campus culture, foster student empowerment, and enhance community impact. The funding is distributed through the Student Activities Office.

How much money is available?

Registered Student Organizations are eligible to receive \$500 per RSO per academic year.

Who can apply?

Any Registered Student Organization currently registered with the Student Activities Office is eligible to apply. Requests are processed on a first-come, first-serve basis.

Funding Request Process

1. Log in to [RSO Community](#)
2. Click on the "Student Groups" tab, select the correct RSO name
3. In the "Documents" tab, download and complete the appropriate form
4. In the "Budget" tab, click on the "Budget Request" tab
5. Select "Submit New Budget Request," fill out the form, click on "Add Document" and upload completed funding request form
6. Click on "Add Line Item" and enter the appropriate type/name/amount
7. Click on "Save" to complete the request
8. Make an appointment with an SAO Adviser to have the funding request reviewed

Funding Requirements

- Work with the assigned SAO Adviser to receive the allocation
- Place logos for SAO Logo and Alumni Association on promotional materials (RSOs are also encouraged to acknowledge sponsors at events)

- Provide SAO with 3 copies of promotional materials
- RSOs are encouraged to provide SAO with 3 photos from the funded activity
- Event/program/activity or resources must take place or be used on campus
- Funds shall be spent according to UW, state and SAO policies
- All requests are subject to review and approval by the Student Activities Office

Applicants are encouraged to request funding for programs, on-campus events and projects of all kinds; however, there are some limitations. UWAA is a 501c3 organization and cannot fund political activities or religious activities. In addition, funds cannot be used for:

- Political candidates or ballot initiatives
- Travel
- Organization membership dues
- Giveaways and prizes
- Food
- Alcohol
- Donations to charities
- Scholarships
- Office supplies
- Furniture
- Electronics
- Items for resale
- Goods and services provided by the HUB Resource Center

RSO Event Funds: Student Government

ASUW & GPSS Event Funding

The ASUW funding process is called Special Appropriations and the GPSS funding process is called Special Allocations. Both funds are intended for Registered Student Organizations (RSO) to supplement their programming and events. Funds should be used to benefit a cross-section of students.

Please plan for two weeks of time between submitting an application and receiving an invitation to present to the ASUW Special Appropriations Committee or the GPSS Finance and Budget Committee. **Please Note:** Applicants are strongly encouraged to submit their applications in autumn or winter quarter. Funding may be exhausted before the Committee is able to process spring quarter applications.

Funding Request Process

1. Log in to [RSO Community](#)
2. Click on the “Student Groups” tab, select the correct RSO name
3. In the “Documents” tab, download and complete the appropriate form
4. In the “Budget” tab, click on the “Budget Request” tab
5. Select “Submit New Budget Request,” fill out the form, click on “Add Document” and upload completed funding request form
6. Click on “Add Line Item” and enter the appropriate type/name/amount
7. Click on “Save” to complete the request
8. Make an appointment with an SAO Adviser to have the funding request reviewed

Funding Requirements

1. Use the ASUW or GPSS logo on the publicity materials for the event
2. Announce ASUW and/or GPSS as a supporter during the event.
3. Meet with the assigned SAO Adviser regarding the allocation spending.
4. Send an event narrative and digital copies of promotional materials to ASUW and/or GPSS and the SAO Adviser within two weeks following the funded event.

RSO Event Funds: The HUB

The HUB, in an effort to assist Registered Student Organizations, has a source of funding to help make such activities and events possible.

HUB Event Funds for RSOs

1. Funding will be granted only to cover the costs of the facility.
2. **FUNDING MAY NOT BE USED TO PAY FOR CANCELLATION FEES.**
3. The maximum funding available per academic year is \$1,000 per RSO.

Funding Requirements

To be considered for funding, a Registered Student Organization (RSO) must:

- Submit a funding request at least **two weeks** prior to the event.
- Hold the event/program in University of Washington facilities
- Agree to work with a Student Activities Office (SAO) adviser.
- Reserve the space and have received a confirmation.
- Have sufficient time to plan a program.
- Be in accordance with all applicable HUB, University and state policy and procedures.
- Support the University’s goal of increasing the sense of community.

- Must be advertised and open to all members of the University of Washington-Seattle community.

Funding Request Process

1. Log in to [RSO Community](#)
2. Click on the “Student Groups” tab, select the correct RSO name
3. In the “Documents” tab, download and complete the appropriate form
4. In the “Budget” tab, click on the “Budget Request” tab
5. Select “Submit New Budget Request,” fill out the form, click on “Add Document” and upload completed funding request form
6. Click on “Add Line Item” and enter the appropriate type/name/amount
7. Click on “Save” to complete the request
8. Make an appointment with an SAO Adviser to have the funding request reviewed

RSO Event Funds: Wells Fargo

Wells Fargo Fund for RSO Events

The Wells Fargo Fund for Registered Student Organizations has been created to allocate money to support the on-campus events, programs, and activities of Registered Student Organizations (RSOs). The Fund is intended to support the ability of RSOs to enrich campus culture, foster student empowerment, and enhance community impact. The funding is distributed through the Student Activities Office.

Available Funds

Registered Student Organizations are eligible to receive:

- \$750 per RSO per academic year

Funding Eligibility

Any Registered Student Organization currently registered with the Student Activities Office is eligible to apply. Requests are processed on a first-come, first-serve basis.

Funding Request Process

1. Log in to [RSO Community](#)
2. Click on the “Student Groups” tab, select the correct RSO name

3. In the “Documents” tab, download and complete the appropriate form
4. In the “Budget” tab, click on the “Budget Request” tab
5. Select “Submit New Budget Request,” fill out the form, click on “Add Document” and upload completed funding request form
6. Click on “Add Line Item” and enter the appropriate type/name/amount
7. Click on “Save” to complete the request
8. Make an appointment with an SAO Adviser to have the funding request reviewed

Funding Requirements

- Work with the assigned SAO Adviser to receive the funding allocation
- Place the SAO Logo and Wells Fargo Logos on promotional materials (RSOs are also encouraged to acknowledge sponsors at events)
- Provide SAO with 3 copies of promotional materials
- RSOs are encouraged to provide SAO with 3 photos from the funded activity
- Event/program/activity or resources must take place or be used on campus
- Funds shall be spent according to UW, State, and SAO policies
- Requests will be processed on a first-come, first-serve basis
- All requests are subject to review and approval by the Student Activities Office

Funding Restrictions

Applicants are encouraged to request funding for programs, on-campus events, and projects of all kinds. However, funds cannot be used for:

- Political candidates or ballot initiatives
- Travel
- Organization membership dues
- Giveaways and prizes
- Food
- Alcohol
- Donations to charities
- Scholarships
- Office supplies
- Furniture
- Electronics
- Items for resale
- Goods and services provided by the HUB Resource Center

RSO Funds: HUB Travel Grants

The HUB Travel Grant for Registered Student Organizations (RSOs) is designed to advance and enrich the student experience at UW. This student engagement opportunity promotes the exchange of ideas and helps build a community in which students develop not only as scholars, but as well-rounded organization leaders and members. HUB Travel Grants for RSOs will enhance students' intellectual and personal development and serve to further the goals of their groups.

Travel grant funding will make it possible for RSOs to attend programs they might be interested in but cannot otherwise afford such as:

- Competitions
- Conferences
- Regional or national affiliation chapter meetings
- Tournaments
- Workshops

Travel grants may NOT be used for the following:

- Donations or contributions
- Prizes or giveaways
- Gifts or membership recognition
- Personal recognition or awards
- Financial aid or scholarships
- Legal services
- Wages, salaries or stipends
- T-shirts and clothing
- Expenses of a personal nature
- Existing organizational debt
- Alcohol, tobacco, or drugs/drug paraphernalia
- Travel credit or an academic program
- Other unapproved expenses

HUB Travel Grant Stipulations

- The maximum award amount for an RSO is \$1500 per academic year
- Ground transportation (Bus, cabs, auto rental, airfare, and personal auto mileage reimbursement at UW rates)
- Lodging (Hotels, motels, hostels)
- Registration Fees (Conferences, tournaments, competitions, panel presentations, other

HUB Travel Grant Communications

HUB Travel Grants for RSO award decisions are communicated to applicants via email.

Deadlines

The application and selection process is ongoing. Applications must be received at least six weeks prior to the travel date. No application will be considered for funding retroactively.

Application Process

1. Make an appointment with the assigned SAO Adviser to have the funding request reviewed. The SAO Adviser will submit a recommendation regarding the request, followed by a confirmation email from the Travel Grant Program. Then fill out the application and download it online through RSO Community as follows:
 1. Log in to [RSO Community](#)
 2. Click on the "Student Groups" tab, select the correct RSO name
 3. In the "Documents" tab, download and complete the appropriate form
 4. In the "Budget" tab, click on the "Budget Request" tab
 5. Select "Submit New Budget Request," fill out the form, click on "Add Document" and upload the completed funding request form
 6. Click on "Add Line Item" and enter the appropriate type/name/amount
 7. Click on "Save" to complete the request
2. Once the application has been processed, an email will be sent confirming the application status. Please bring flyers/ads descriptions, proof of acceptance for the program, tournament, conference, or confirmation notice, participant badge, letter or email from host organization to the SAO Adviser.
3. The RSO will receive a confirmation email with the amount of the award. The maximum award amount for an RSO is \$1500 per academic year.

Distribution of Travel Grants

The HUB Travel Grants for RSOs is a reimbursement system. Materials are due ten (10) working days after the last day of the even/program travel. Proof of attendance (such as name badge with a logo on it, or letter from the conference confirming attendance) must be submitted along with all receipts for reimbursement. Please note: A travel report about the RSOs experience must be submitted too. (The SAO Adviser will share information about this during the initial meeting). Copies of all original receipts, as this is part of the reimbursement process, must also be submitted. Please note: Only original receipts will be used to prepare the reimbursement check(s).

Sandwich Boards

Sandwich Board Guidelines

- Sandwich boards must be approved and a permit assigned before they can be placed on campus.
- Sandwich boards may only be placed on campus during assigned times and at approved locations.
- Sandwich boards may not be placed in locations that will impact pedestrian traffic or vehicle visibility. There must be five feet of clearance around any sandwich board in an open paved area.
- Any damage or loss of sandwich boards is the responsibility of the requesting department.
- Sandwich boards may not be chained or cable locked to University property (trees, bollards, street or lamp posts, etc.).
- Sandwich boards need to be a minimum of 24" and maximum of 36" tall and between 20" to 30" wide.
- Sandwich boards may only be used to promote an established University program or University operated function.
- Approval to place sandwich boards on campus can be revoked.

Need a Sandwich Board?

A limited supply of sandwich sign boards are available on loan to RSOs for a refundable deposit of \$35 each from Grounds Maintenance Zone of Facilities Services.

Serving Food on Campus

All food sold or served on University premises must meet applicable health standards as interpreted by the Environmental Health and Safety Department.

RSOs wishing to provide food for their members and guests at meetings or other events should meet with an SAO adviser early in the planning stage to assure compliance with University regulations.

Due to the variety of conditions related to temporary food service operations, there may be restrictions on foods or methods allowed for serving food at an event. A Temporary Food Service Event Application Form must be filed with the Environmental Health and Safety Department at least two weeks before an event. Applications are available at the Student Activities Office, most facility reservation offices and Environmental Health and Safety.

Temporary Food Service Events

Applications for Temporary Food Service Events are required for the following:

- RSO events with food provided by a non-University caterer or supplier
- Any food sold or given away to the public or general campus community (one form needed for EACH caterer/supplier)
- RSOs or ASUW/GPSS preparing food (must be done in an approved facility by **permitted** food handlers)

Food Permit Application Process

- **Student:** Works with SAO Adviser and facility coordinator to determine food service needs
- **Student:** Completes Temporary Food Service Application with all pertinent caterer, food preparation details, as required
- **Student:** Submits completed application to EH&S **two or more weeks before an event.**
Mail to: EH&S Attn: Temp. Food Event
Box 354400
Seattle, WA 98195-4400
Fax: 206.616.3360
- **EH&S:** Notifies facility of permit approval
EH&S: Contacts student and/or SAO Adviser in case of questions
- If approved, permit is not transferable and is only valid for the place, time and organization stated on the application
- If approved, no changes may be made without EH&S approval. Unauthorized changes may result in closure

STAR Contributions

[Voluntary Contributions Through STAR](#)
(Student Registration and Accounts System)

Introduction

The Board of Regents has authorized use of the automated registration and student accounts system by registered student organizations to collect voluntary contributions from students, provided they satisfy specified criteria. The first opportunity for new organizations to use the systems for the purpose of collecting voluntary contributions was the 1994 winter quarter. The University will bear none of the expenses relating to the modifications, so costs thereof will be borne either by the qualifying organizations or, if deemed appropriate by their respective decision-making processes, by the ASUW and/or GPSS.

Registered student organizations, which are allowed to use the systems, will pay the costs of collecting their fees, which is currently 7.5 percent of all moneys received.

Criteria

Registered student organizations which sponsor programs that are ongoing, campus-based and related to the educational mission of the University may use the automated student registration and accounts systems to collect voluntary contributions from students, provide they satisfy the criteria presented below.

Registered student organizations must present evidence of broad-based student support of their endeavors by obtaining signatures from a minimum of 15 percent of enrolled students – based on the autumn quarter enrollment of the academic year in which the organizations begins to collect signatures – and securing an affirmative vote of a simple majority of participation in an ASUW election.

1. Petition forms for obtaining signatures must be in the format of the sample available at the Student Activities Office, HUB 232. Any change in petition format requires prior approval from the **Director of Student Activities and Union Facilities**.
2. Petitions must be submitted to the Student Activities Office no later than March 1, allowing time for validation of signatures by the Registrar and printing of the ballot for the ASUW election in the spring quarter.
3. 1. If approved in the ASUW election, the student group must send a letter to the Office of the Vice President for Student Life requesting they be placed on the system.

Once a registered student organization has been granted access to the systems, it must satisfy a number of requirements to retain that status.

1. Attain a three-year annual average of 10 percent financial support by registered students,
2. Every four years obtain a favorable vote by a majority of students voting in a regularly scheduled ASUW election,
3. Submit an annual report of its activities to the Vice President for Student Life, and
4. Receive annual approval from the Vice President for Student Affairs based on its compliance with the provisions of a standard agreement (copies of which are available from the Director of HUB or the Assistant Director of Student Activities, HUB 232).

Summary of Important Dates

Verification of final number of registered students fall quarter 10th week of Fall Quarter	10th week – day of Fall Quarter
Deadline for submission of petitions to Vice President for Student Life	March 1
ASUW Elections	7th week of Spring Quarter

Letter requesting access to/retention on STAR
Added to STAR system

Last day of Spring Quarter

It is strongly recommended that any group wishing to gain access to STAR to collect voluntary contributions should first meet with the Assistant Director of Student Activities to review the entire process.

Tax IDs

An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is issued by the Internal Revenue Service and is used to identify a business entity or organization. RSOs will be asked to provide an EIN most commonly when opening a bank account.

The Student Activities Office strongly encourages all RSOs with an EIN to save any documentation from the Internal Revenue Service regarding their EIN and to share that information accordingly among their officers, especially when officers transition.

Off-Campus Banking

Each bank has varying requirements for opening or updating bank account information. SAO can provide a letter of verification for your organization that confirms that your organization is currently registered and identifies officers who registered your organization. This letter can be used to open an account or update signature authorization on an existing account. Contact the ADSA in SAO to request a letter on behalf of your RSO.

Non-Profit Status

Note: Non-profit or Not-for-Profit status requires being registered with the State of Washington. Additionally, Non-Profits in WA state may also be required to register separately with the Charities Programs if they fundraise from the public. Donations made to an RSO are NOT tax-deductible for the donor under non-profit status.

Tax-Exempt Status

Note: RSOs are legally independent and autonomous from the University and therefore do not have access to the University's tax-exempt status.

Trademarks & Licensing

Use of University Logos, Images and Insignias

The University of Washington, like most universities, monitors and regulates the use of its name, logo, images and insignias on items such as T-shirts, novelty items, correspondence, and other emblematic materials. All such variances of names and visual representations are considered UW trademarks, for which approval from the Trademarks and Licensing Office must be obtained.

Procedures for Campus Use

When ordering products bearing the University's name, logos, and/or any verbal or graphic representation, which in any way implies affiliation with the University, procedures for Campus Use must be followed. All products produced utilizing the marks of the University must be manufactured by a licensee. Merchandise produced for resale (even for sale at cost) may require a royalty rate for use. If you give items away and the student organization pays the expense, the organization can request a royalty waiver by filling out a Campus Use Request form found on the Trademarks and Licensing Office website at www.huskylogos.com.

The Trademarks and Licensing Office will review the request to determine whether or not to waive the royalty. Some examples of internal trademark use include:

- T-shirts imprinted with the name of a student group or campus department.
- Novelty items imprinted with the University's name and sold at a special function as a fundraiser.
- UW emblematic items produced as gifts for business associates, sponsors, or friends of the University.

Those wishing to use University trademarks must use a manufacturer who is authorized to produce emblematic merchandise to:

- Ensure that sales of any items bearing the University's trademarks generate funds to support vital campus programs.
- Ensure adequate protection of the University's image and intellectual property rights.
- Limit the risk to the University.

Please Note: The Trademarks and Licensing Office cannot approve an application for Campus Use until a licensed manufacturer has been established. If the manufacturer you have indicated on your Campus Use Request does not have a license to produce UW emblematic merchandise, the Trademarks and Licensing Office will invite you to choose a different manufacturer who holds a license, or your preferred manufacturer may request an application for licensing.

Student Activities Office Assistance

SAO advisers can assist RSOs in regard to University trademark questions and issues. SAO advisers can also provide on-campus promotional ideas for RSOs to maximize exposure on campus and help develop plans to enhance faculty, staff and student involvement in RSO activities.

Use of University Facilities

UUF Approval for RSOs/ASUW/GPSS Events

The Use of University Facilities Committee (UUF) must review and approve all RSO/ASUW/GPSS events held in a UW facility, and:

- are **open to the general public or invited off-campus guests**.
- are held **outdoors and require amplification** or have potential to conflict with routine activities on campus (such as organized group runs or bike races).
- are **partisan political activities** in nature – regarding ballot proposition and/or candidates who have filed for public office.
- for **private or commercial purposes** such as sales, advertising or promotional activities.
- at the **venue's discretion**.

SAO Sponsorship Guidelines

Under certain circumstances, RSOs/ASUW/GPSS may receive UUF sponsorship from SAO for activities and events that are advertised and open to the general public and meet other UUF criteria. Sponsorships will be considered by SAO in accordance with the following guidelines:

- RSOs and student governments must solely be responsible for the proposed activities.
- There must be a demonstrated student interest in and support for each proposed activities. Support by students may be measured by the commitment of their financial resources, their participation in its planning and production, the degree to which on-campus advertising is emphasized, and the sale of tickets to students in advance of any sale to others.
- Additional consideration may be given to the past record of a group who has conducted similar events, including the number of ticket sales to students.
- Public attendance at events and the revenues derived there from are to be incidental to their conduct and funding, and must not be regarded as offsetting or obscuring the absence of support by University students.
- Proposed activities must be planned with the assistance of an adviser in the Student Activities Office and comply with all relevant state and University policies and procedures including, but not limited to, those of health, safety, risk management,

security and financial considerations. The collection and disbursement of revenues must adhere to state and University control procedures.

- Consistent with established rental and other fee schedules, the University must be reimbursed fully for the cost of its participation in each event.

UUF Request Process for RSOs/ASUW/GPSS

1. **Student:** Meet with assigned SAO Adviser to review event, UUF requirements, and SAO sponsorship
2. **Student:** Secure facility reservation/confirmation before submitting a UUF request
3. **Student:** Complete and submit the online [Request for UUF Approval](#) form – at least 3 weeks prior to the event.
4. **Select SAO as the UUF Sponsor:** Select these options when completing the UUF Request Form:
QUESTION: UW Affiliation & Sponsorship – **SELECT:** RSO / ASUW / GPSS
QUESTION: Would you like SAO to be the sponsor... – **SELECT:** Yes
QUESTION: Select your assigned SAO Adviser – **CHOOSE:** [Pick your SAO adviser]

UUF Approval Process for RSOs/ASUW/GPSS

- **Student Applicant:** Submits online UUF request
- **Sponsor:** Reviews request. May approve or deny the request.
- **Venue Operator:** Reviews request. May approve or deny the request.
- **UUF Committee/Chair:** Reviews request. May approve or deny the request.
- **Student Applicant:** Receives step-by-step notifications as the request is reviewed and processed with approval, denial or modification status