

Regis University

Student Club and Organization Handbook

2023-2024

A Publication of
The Office of Student Life
Mail Stop J-12 / 3333 Regis Boulevard
Denver, Colorado 80221-1099
303-458-4991
www.regis.edu/studentactivities
O'Connell Hall

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HANDBOOK PURPOSE

Regis University's Office of Student Life publishes the "Student Club and Organization Handbook" annually. An updated copy of this handbook can be found at www.regis.edu/clubs. The handbook has been developed to:

- a. Define a University structure and application process for students to create and maintain officially recognized student organizations and clubs.
- b. Outline University expectations for student clubs and organizations.
- c. Be a resource for club and organization leadership and advisors to better understand university policies, procedures and resources.
- d. Assist emerging and existing student groups become successful and sustainable organizations.

In addition to this handbook staff from the Division of Student Affairs, the Student Life Office, the Regis University Wellness and Recreation staff and members of the RUSGA executive cabinet are available to assist you with student organization issues. For questions or comments regarding this manual or the procedures herein, please contact the Office of Student Life at:

O'Connell Hall
Regis University, MS J-12
3333 Regis Boulevard
Denver, CO 80221

Phone number: 303-458-4991

CONTRIBUTORY RESOURCES

In many ways, this guidebook is the consolidation of pre-existing policies and procedures from across Regis University. Several departments and individuals graciously shared useful materials which have been included in the preceding pages. The Office of Student Life would like to acknowledge the contributions to the Student Club and Organization Handbook made by the following offices and individuals:

- Office of the AVP/Dean of Students
- Office of University Relations
- Marketing and Communication
- Wellness and Recreation
- Office of Service Learning

DISTINCTLY REGIS

Regis University is unique among higher education institutions. Our rich Catholic, Jesuit heritage identifies Regis University as a distinct, comprehensive learning environment. Therefore, Regis recognizes that learning occurs in a variety of forums. As a result, the University offers numerous opportunities through which students are challenged to engage their whole person, *cura personalis*. As extensions of *cura personalis*, the activities and expectations of campus clubs and organizations facilitate greater student development. Some distinguishing features include:

- Jesuit, Catholic identity;

- University mission: “How ought we to live”;
- Academic integrity;
- Commitment to service and social justice;
- Sponsorship of faith-based programming;
- Academic community size;
- Location.

The institutional mission and identity guide, and in some cases restrict, the kinds of speakers, activities and events that student organizations can sponsor. The size of the university is an important programming consideration in terms of the audience, facilities, and fiscal resources available to student clubs and organizations. However, these factors can be mitigated by student organizations through the exercise of appropriate planning, creativity, innovation and collaboration. In particular, collaborating with other student organizations and university departments allows a club to tap into a richer collection of human and fiscal resources

In order to better understand how clubs and organizations operate at Regis University, Student Life presents the following information. Please contact Student Life for further clarification of these points.

CLUBS AND ORGANIZATIONS AT REGIS UNIVERSITY

Student clubs and organizations are an important part of a thriving academic community. The Regis University Division of Student Affairs is committed to equipping our students with the skills that they need to engage and impact their peers, our campus, and the communities that they will join upon their graduation. Whether you are an undergraduate, graduate, residential, commuter, or distance student being involved in campus life provides you with many benefits, including the opportunities to:

Develop Valuable Leadership Skills

Assume a leadership position in an organization and learn lifelong skills such as effective communication, teamwork, goal setting, financial stewardship, supervision, and more.

Form Lifelong Friendships

Meet other students with common interests through various clubs and organizations and make memories that you will treasure long after graduation.

Explore Your Passions

The involvement opportunities are endless! With over 70 student organizations, there is a club that is right for you. And if not, you can start your own!

Establish Relationships with Faculty and Staff

Each student organization is advised by a full-time faculty or staff member here on campus, being involved is a great way to get to know your professors more personally outside the classroom.

Types of Organizations

We have four different types of recognized student organizations at Regis University. Each plays a crucial and unique role in helping to build our campus community. The following definitions identify those distinctions:

- **Registered Student Organization (RSO):** a voluntary association of Regis University students that has no direct relationship to the university but upon completion of registration documents is entitled to certain privileges to include operating, meeting, advertising, and participating in activities on the Regis University campus.
- **University Chartered Student Organization (UCSO):** an organization comprised primarily of students but which, by constitutional design, has a specifically established direct relationship to the university. This relationship includes, but is not limited to, policy review, special programs, governance, and paid faculty/staff advisers/coaches.
- **University Student Life Program (USLP):** an organization comprised primarily or exclusively of students whose activities, operations, and decision-making processes are directly governed by academic or administrative departments and for which the university is ultimately responsible.
- **Extended Campus Student Organization (ECSO):** a voluntary association of Regis University students at an extended campus location that has no direct relationship to the university but upon completion of registration documents with its extended campus center and receipt of those documents by the Student Activities Office is entitled, pursuant to policies established at its extended campus center, to certain privileges which may include operating, meeting, advertising, and participating in activities on its Regis University extended campus.

Officially recognized organizations shall have the privilege to conduct activities on the campus of Regis University in accordance with university established policies and procedures.

University Recognition

Student organizations that successfully complete the registration and review process, regardless of the category to which they are assigned, are granted the status of University Recognition. The registration and recognition process is maintained and operated by the Division of Student Affairs, under the auspices of the Vice President of Student Affairs or their designee. Day to day operations, funding, advising, supervision and support for university recognized student organizations will be the responsibility of the individual college, academic program, or university department to which a particular organization is assigned. (For example, the Colorado Pharmacists Society will be assigned to the School of Pharmacy.)

Continued University Recognition status is contingent upon annual re-registration and adherence to the Student Code of Conduct and other applicable university policies. Organizations that are unable to complete the registration process, or having gone through that process and not granted University Recognition, are prohibited from benefiting from the privilege of conducting activities on the Regis University campus.

List of Current Recognized Student Organizations under this structure:

Registered Student Organization (RSO)

Academic Honors Societies

Alpha Epsilon Delta
Alpha Sigma Nu
Delta Kappa
Lambda Pi Eta
National Society of Collegiate Scholars
Rho Upsilon Chi
Sigma Theta Tau
Student Honors Advisory Board
Tri-Beta Honors Society

Academic Organizations

American College of Clinical Pharmacy (ACCP)
American Pharmacists Association – Academy of Student Pharmacists
Association for Computing Machinery (ACM)
Chemistry Club
College of Psychiatric and Neurologic Pharmacists (CPNP)
Colorado Pharmacist Society
English Club
Industry Pharmacists Organization (IPhO)
Kappa Psi
National Community of Pharmacists Association (NCPA)
Phi Delta Chi
Phi Lambda Sigma
Pre-Pharmacy Club
Psychology and Neuroscience Club
Regis Student Nursing Association
Regis Undergraduate Research Association
Res Judicata (pre-law club)
Rho Chi
Society for Human Resource Management
Student Academy of Managed Care Pharmacy (AMCP)

University Chartered Student Organization (UCSO)

Student Media

Highlander Student Newspaper
KRCX Regis Radio
Forensics Team
Regis Ramblers Musical Theater Troupe

Student National Pharmaceutical Association (SNPhA)
Student Society of Health-System Pharmacy (SSHP)

Identity Organizations

Asian Student Alliance
Black Student Alliance
SOMOS
Queer Student Alliance

Religious Organizations

Fellowship of Christian Athletes
Young Life

Social Organizations

Board Game Club
Chess Club
Chicks on Sticks
Climbing Club
Crochet Club (Regis Hooks)
CyComp Club
Dungeons and Dragons TTRPG Club
DPT Ski and Snowboard Club
French Club
Global Medical Brigades
Loose Change Art Collective
Photo and Video Production
Ranger Catholic
Regis Finance Club
Regis Jazz Choir
Society of Asian Scientists and Engineers
Special Olympics Club
Student Athlete Advisory Committee
Sustainability Club
Union of Student Activists

Club Sports

Men's Club Rugby
Women's Club Rugby
Spirit Team
Men's Club Volleyball
Women's Club Soccer

University Student Life Program (USLP)

Student Governance

Graduate Student Council

Regis University Student Government Association

Physical Therapy Class Governance

Extended Campus Student Organization (ECSO)

Narrative Therapy and Postmodern Psychology Group

BEGINNING A NEW STUDENT CLUB OR ORGANIZATION

Starting a New Student Organization

We are always excited about new clubs and organizations starting at Regis University. If you are interested in starting a new organization, please go to www.regis.edu/clubs to review the list of existing organizations. If you do not see any existing organizations with the same purpose, read through the following steps to register. (For annual re-registration of current organizations please reference the “Student Organization Re-registration Process” for forms and submission timelines.)

Please note: In order to qualify for the new organization process, you need to have at least eight members who are all current Regis University students and must meet the department’s definition of a student organization: “A group created by and for **currently enrolled students** that gathers with a specific purpose that contributes the Regis University community and provides opportunities for students in an ongoing way that is **not currently present** at Regis University.” You must also secure a faculty or staff advisor who is willing to undertake the responsibility of advising the organization.

Criteria for registration of student clubs

University Recognized student organizations, and applicants for that status, must meet and adhere to the following criteria:

- The purpose for the organization is consistent with the mission of the University and its Catholic, Jesuit identity, both in purpose and practice.
- The organization must meet a need not presently met by any other organization or department on campus.
- The organization must commit to adherence to the University’s values of open discourse and inquiry.
- The organization must contribute to the overall educational mission of the University. It must demonstrate that its activities will contribute to the advancement of the social, moral, cultural, intellectual, physical, or spiritual development of its individual members and the University community.
- Promotion of membership to all students consistent with University policies on non-discrimination;*

- Organizational activities and goals must conform to federal, state and local laws as well as University policies and regulations as set forth in the current edition of the Student Handbook.
- The activities and goals of the proposed club must not advocate physical harm, attack maliciously, or compromise the personal rights of any individual.
- Compliance with University fiscal rules and procedures as designated by the University Controller and Student Life, and management of all funds through the University;
- Disclosure of any affiliations or relationships with organizations outside of the University.
*Restricted or selective membership may be granted for academic honor societies, or where required by national charter.

In addition to the criteria outlined above, University Recognized clubs and organizations are required to:

- Have a full-time faculty or staff advisor;
- Have a club constitution;
- Maintain at least 8 members;
- Complete one service project per year;
- Renew their registration with Student Life on an annual basis (renewal window begins in April);
- Provide Student Life with updated information when new officers have been elected, changes in advisor status, or national affiliations.

New Organization Application Process

Step One: Starting on April 1st interested students can fill out an on-line New Organization Interest Form at www.regis.edu/clubs. This form must be submitted by September 15th in order to be considered for the fall semester; the form will re-open November 1st for students interested in starting an organization in the spring. The Spring recognition deadline will be February 15th.

Step Two: After submitting the form, the student leadership will be contacted to schedule a New Organization Interest Meeting with the Asst. Director of Student Life, Engagement to discuss the proposed organization and the next steps in the process, including scheduling your New Organization Orientation and securing a Faculty/Staff advisor and submitting the Student Organization Advisor Agreement Form.

Step Three: Organize an interest meeting. Working with Asst. Director of Student Life, Engagement to put together an interest meeting for your proposed club/organization.

Step Four: At least 2 members must attend a New Organization Orientation workshop through Student Life to learn about the processes and procedures of being a student organization, as well as learn about how to set your organization up for success (marketing, funding, reserving space on campus, etc.).

Step Five: All elements of recognition process are reviewed by Student Life. Approved organizations will gain University Recognition status.

Step Six: Attend an Organization Mandatory Annual Registration Training (MART) session in the spring semester to maintain recognition for the upcoming year.

Annual registration is REQUIRED for all student organizations to remain active and recognized by Regis University.

Student Organization Re-registration Process

The annual re-registration period for current student organizations opens on April 1st and concludes on the Friday prior to Finals Week in Spring Semester. Completed forms will include newly elected/installed organizational leadership, updated participant rosters that reflect expected fall membership, and current advisor. Completed forms must be submitted by the newly elected/installed organizational leadership. Student organizations that submit re-registration materials must be in good standing with the institution to be considered for continued recognition by the university. **Annual renewal of University Recognized Student Organization status is not automatic.**

Student Life will be offering a limited number of Mandatory Annual Registration Training (MART) sessions in the spring and fall of each semester. These trainings will be one hour long and at least one student leader from each organization will attend the training as part of the re-registration process.

Loss of University Recognition

Failure to re-register during the stipulated re-registration time period will result in the organization having to go through the New Student Organization Registration process at the beginning of the next academic year.

Registration may be withdrawn by the Division of Student Affairs for violation of University Policy. Community Standards procedures and appeals are described in the Student Code of Conduct found in the Student Handbook.

Religiously affiliated student organizations.

Jurisdiction for the establishment and operation of religiously orientated organizations is under the Office of University Ministry. After approval from University Ministry has been given, the organization may then begin the Student Organization Recognition process.

Student Organizations with External Affiliations

New or returning student organizations that have an affiliation with an external organization must disclose that affiliation as a part of the organization recognition application and/or renewal process. The disclosure must include the name of the organization, its mission, purpose, website address, and contact information for local representatives. External organizations must agree to sign a Regis University issued Memorandum of Agreement in order to affiliate with a Regis University student organization. As a private institution, Regis University reserves the right to deny access to any external organization for any reason.

Clery Training

Faculty and staff that advise Student Clubs and Organizations must complete an annual Campus Security Authority (CSA) training through the Office of Campus Safety.

Student Organization Leaders and Membership

Officers, as defined by the organization's constitution, must be in good standing with the University (not on academic or disciplinary probation). If an officer's actions or grades merit University probation, they will be removed from office.

All members of a registered student club must be registered students at Regis University. Alumni, faculty and staff may be honorary members but may not hold office in any student club. All registered student clubs, as well as the individual members, are subject to the provisions of the Student Code of Conduct.

The views reflected and opinions expressed by student organization members or during their events are not necessarily endorsed by Regis University. Student organizations must assume full responsibility for their members and the events they sponsor. Regis University assumes no responsibility for student organizations

BENEFITS OF UNIVERSITY RECOGNITION

Subject to University policies and regulations, registered student organizations are eligible to:

- Schedule events and activities in University facilities through Event Services;
- Petition for University funding;
- Use campus posting and advertisement space;
- Access to Ranger Central (Campus Groups);
- Participate in leadership training activities;
- Access to university staff support;
- Access to university transportation - contingent upon availability and approved drivers.

FINANCIAL RESOURCES AND PROCEDURES

The university provides a number of funding sources for University Recognized Student Organizations. Access to those financial resources are determined as follows:

Registered Student Organization (RSO)

Undergraduate resources. RSO clubs and organizations that primarily serve undergraduate students are able to access Student Activity fee generated funding through the Regis University Student Government Association (RUSGA). That application can be requested through the AD of Student Life, Engagement.

Some RSO's, particularly academic and honors organizations, have access to departmentally sponsored funding.

Graduate resources. RSO clubs and organizations that primarily serve graduate students as represented by their program's membership in the Graduate Council are able to access Student Activity fee generated funding through the Graduate Council.

University Chartered Student Organization (UCSO)

Funding for University Chartered Student Organizations is primarily provided through departmental and/or Division of Student Affairs budgets but may seek funding from the appropriate governing body for programming that is of benefit to the student body, in general.

University Student Life Program (USLP)

Funding for University Student Life Programs is allocated through departmental budgets, the Division of Student Affairs budget, and the university budgetary process.

Extended Campus Student Organization (ECSO)

Funding for Extended Campus Student Organizations can be requested by application to Student Life on a case by case basis.

Dues

Select University Recognized Student Organizations may collect membership dues. Those select organizations are limited to club sports organizations and academic honors societies that have a national dues obligation. These organizations must indicate the amount of dues assessed members on their initial registration application and subsequent annual re-registration materials.

Spending University Funds

Expenditures for all Recognized Student Organizations, regardless of category, are handled by one of the following options:

Check Request

The Check Request process is generally used for payment of contractual obligations – annual contracts for services, one-time contracts for entertainers, honorariums and the like. It requires a university signed and executed contract for services (signed by the AVP/Dean of Students, Vice President of Student Affairs or University Chief Financial Officer) or an invoice. Payment by check request is processed through a University professional staff member (generally a Student Affairs staff member) through the university Accounts Payable office and payment turnaround is generally 10-15 business days.

University purchasing card

A number of University faculty and staff members have university p-cards. These are credit cards that are used to purchase supplies, book air travel, cover car rental, and other expenditures that support the general conduct of university business. The majority of university recognized student organization business expenses will be made via a university purchasing card held by a Division of Student Affairs staff member. Staff members will have written confirmation that an expense has been approved by the appropriate authority before purchases will be made.

Expense Reimbursement Form

Expense reimbursements involve a student or staff member making a purchase for a recognized student organization and filing for reimbursement for the expense. In order for a reimbursement to be processed there must be a receipt submitted with the form and purchases must be approved in advance of the purchase by the appropriate authority. Expense reimbursements are processed through the University Accounts Payable department and payment turnaround is generally 10-15 business days.

Costco Membership

The university has a business membership with Costco. This membership is linked to the university tax exempt number and allows staff members to purchase items from Costco with a pcard.

Amazon Membership

Regis University maintains a centralized Amazon prime business account for purchasing supplies. Purchases on that account are handled through Student Life professional staff.

University Tax Exempt Status

Regis University is a Tax Exempt institution, so students need to present a copy of the Tax Exempt Certificate when purchasing items in the state of Colorado. Copies of the Tax Exempt Certificate are available from the Assistant Director of Student Life, Engagement. The best practice is to obtain a copy of the certificate prior to purchasing any items for an event or for your club/organization. **The tax exempt number may not be used for personal purchases.**

Registered student clubs that receive any funds from the University:

- Must keep records of revenues and expenses which must be made available to Student Life upon request;
- must maintain a positive balance in their club accounts;
- are prohibited from establishing off-campus checking or saving accounts.

Fundraising

Throughout the year, student clubs and organizations may solicit contributions in order to build their organizational funds. Vital components of an effective fund campaign (purpose, audience, goal, time frame and method) are further identified within the *On-Campus Fundraising Drive Form/ On-Campus Solicitation Form*. Prior to initiating any fundraising efforts, a club or organization must complete the On-campus Fundraising Drive form and submit it to Student Affairs for approval. Approval requires agreement from the University Advancement Office which Student Life will coordinate.

Any individual or group wishing to sell a product or service, or to solicit for religious, political or commercial purposes, is strictly prohibited from doing so anywhere on campus without written consent from the AVP/Dean of Students. Under no circumstance can door-to-door solicitation occur. Anyone encountering a solicitor without written authorization is asked to report this to campus safety immediately so that the individual can be removed from campus.

Use of University name for solicitation of funds

There is to be no solicitation by anyone of advertisements, patrons, donations or any other type of financial support for any Regis University activity. The only exceptions are those approved by the Vice President for University Advancement.

Regis University encourages student clubs and organizations to develop a comprehensive solicitation action plan prior to approaching potential benefactors. In this process, the Regis University Advancement Office is a valuable and necessary resource. Prior to initiating a fundraising project, the Advancement Office must review and approve the club or organization's prospect list. In addition to providing the most recent contact information, the University Advancement Office eliminates the possibility that more than one Regis University

representative will solicit the donor at one time. The University Advancement Office considers the prospect list as it relates to the University's overall funding priorities.

If a donor contacts a club or organization offering support (an unsolicited donation), the club or organization may accept the contribution with the help of the University Advancement Office. Specifically, the University Advancement Office must record the donation, deposit collected funds into the club or organizational University account, recognize donors through University publications and provide contributors with a charitable donation receipt.

It is very important that our donors receive proper recognition for their gifts to the University. If you have any questions or need further information, please contact the Associate Vice President of Advancement.

In the past, many clubs have been able to raise extra funds while working at major events in Denver. Contemporary Services Corporation is an example of the many companies that offer fundraising opportunities for student groups. Each semester, CSC generates a list of upcoming activities, collegiate and professional sporting events as well as concerts, in need of staffing. To learn more, please contact Student Life.

GENERAL POLICIES AND PROCEDURES

Alcohol Policy

The university alcohol policy is found in the Regis University Student Handbook. That can be found at: www.regis.edu/studenthandbook

Contracts/Liability Insurance

Contracts are negotiated with the assistance of the Office of Student Activities professional staff. University policy and procedures require the signature of the AVP/Dean of Students, Vice President of Student Affairs or Senior Vice President/Chief Financial Officer on contracts. In most instances a University generated performance contract must be used. All non-university generated contracts must be reviewed by the university legal council's office. Contracts must be negotiated with adequate advance notice to account for time to secure a location, contract review and signature, receive proof of liability insurance, and process payment. Contracts will not be reviewed without 30 days advance notice.

Liability insurance identifying Regis University as insured must be secured and presented to the university prior to a performance. Organizations, performers or bands that do not carry liability insurance may purchase a policy, specifically naming Regis University as insured, through the following on-line vender that Regis University has identified: <https://tulip.ajgrms.com/> Staff from the Student Life Office can assist with questions pertaining to this policy/procedure.

Events with children or vulnerable populations

Events open to the public, children or vulnerable populations require additional work. These events will require release of liability, potentially security or background checks. Please work with Student Life to coordinate how best to work with the outside population.

Food Service, Catering

The university food service contract stipulates a list of university spaces that are exclusively catered by the university food service provider. The Event Services Office room reservation confirmation document will stipulate if the reserved room is exclusively catered by the food service provider. Student Organizations are bound to follow this contractual agreement. Staff from Student Life will assist student organizations with catering orders and payment. Rooms that are not identified on the food service contract can be catered by other/outside food service providers. Student organizations are responsible for clean-up and removal of leftover food and/or trash.

Movie, Film Showing Policy

Most programs and activities that involve a movie viewing on college campuses, outside of those shown as part of a course curriculum, are considered public performances. As such a public performance license will need to be secured, cost of licensure will be the responsibility of the hosting party. Please coordinate with Student Life to ensure proper licensure is obtained.

Recognizing a Public Performance

Prior to the beginning of each home video, the Federal Bureau of Investigation displays the following warning: "Any use or exhibition of this video other than the non-commercial home viewing is prohibited. Federal law provides severe civil and criminal penalties for the unauthorized production, distribution or exhibition of copyrighted motion pictures, video tapes, and video discs" (Title 17 § 501 and 506). Though a typical video experience fast-forwards through this copyright statement, the law expresses that rental or purchase of a video has viewing limitations. Watching a movie with a few friends in a private space is within the viewing guidelines. However, larger viewings, including non-classroom use at schools and universities, are "examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit..." according to the Motion Picture Association of America.

Obtaining a Public Performance License

Public Performance Licenses can be obtained through Student Life. Several factors influence the fee for a particular movie: overall demand; times the movie will be shown; and audience size, for example. The general range for film licensure is \$200-\$1500. Generally, fees are less expensive for older movies. To find the licensing fee for a specific film, there are two major licensing firms you can contact:

- Criterion Pictures: **1-800-890-9494**
- Swank Motion Pictures, Inc.: **1-800-876-5577**

Some documentary films can be purchased with the public viewing rights included in the purchase price. Please contact Media Services, in the basement of the Dayton Memorial Library, for further information on these films.

Outdoor Special Events and Amplified Sound Policy/Procedure

Regis University exists in close proximity to many residences and residential neighborhood communities. Local ordinances govern noise transmission and amplification. Out of consideration to all who live in the community, the use of amplifiers, bullhorns, musical instruments, and other forms of communication beyond that of the natural voice must receive prior written approval from Student Life. In some circumstances a noise variance permit may be required by the City and County of Denver; student organizations must work with Student Life to obtain this permit. Other outdoor events, such as bonfires, fireworks and events including

alcohol sales, require special permits through the City and County of Denver – a process that is facilitated through Student Life.

Political Events

Regis University receives Federal funding; as such we are obliged to follow certain tax laws surrounding the promotion of issues or politicians. Work with the Student Life staff to make sure your event is allowed at Regis. Note: *In order to maintain tax-exempt status, a 501 (c) (3) is prohibited from participating in any political campaign on behalf of or in opposition to any candidate for elective office. Certain activities may not be prohibited depending on the facts and circumstances. For example, certain voter education activities such as public forums conducted in a non-partisan manner, voter registration and get out the vote drives would not be prohibited.*

The link to the IRS Website that outlines this language is:

<https://www.irs.gov/charities-non-profits/charitable-organizations/the-restriction-of-political-campaign-intervention-by-section-501c3-tax-exempt-organizations>

Hosting a Speaker/Planning a Demonstration

University Recognized Student Organizations must submit a request/application to sponsor a speaker or organize a demonstration on campus. That application must be submitted with sufficient advance notice so that it may provide the Vice President of Student Affairs adequate time to review the request. The on-line submission form is built into the Event and Space Request form:

<https://www.emailmeform.com/builder/form/J5T8dk08y6fDvQ6M3mR0>

Once that form is submitted it will be reviewed by the Office of the Vice President of Student Affairs. Upon approval a referral will be made by the VPSA's office to Student Life for making the reservation on the university room scheduling system.

Tabling and Space Reservations Procedures

University Recognized student clubs and organizations are able to reserve space on campus for organizational meetings, performances, etc. The on-line submission form for requesting space can be found at:

<https://www.emailmeform.com/builder/form/J5T8dk08y6fDvQ6M3mR0>

Once that form is submitted it will be reviewed by the Office of the Vice President of Student Affairs. Once approved a referral will be made by the VPSA office to Student Life for making the reservation on the university room scheduling system.

Reserving a table on campus

University Recognized student clubs and organizations are able to reserve space on campus for tabling. Generally speaking tabling occurs most frequently in the Student Center. The on-line submission form for requesting space can be found at:

<https://www.emailmeform.com/builder/form/J5T8dk08y6fDvQ6M3mR0>

Once that form is submitted it will be reviewed by the Office of the Vice President of Student Affairs. Once approved a referral will be made by the VPSA office to the Student Life office for making the reservation on the university room scheduling system.

General Event Support

The Division of Student Affairs offers a comprehensive list of resources to support the logistical requirements of events and activities of University Recognized student organizations. Externally this includes food trucks, transportation, concert sound, group ticket vendors, etc. Internally this includes staging, audio support, pipe and drape, bbq grills, etc. The Student Life office will connect student leaders with these internal and external resources and the procedures to follow in securing them in a timely fashion.

NOTE: The links to all of these forms can be found at www.regis.edu/clubs under the Clubs and Organizations tab.

Transportation and Approved Driver Application

Information for using university vehicles for an event can be found at www.regis.edu/vans. University protocols and insurance require that vehicles must be driven by a university approved driver. Applications and guidelines for becoming a university approved driver can be obtained through the Office of Parking and Transportation. To minimize liability, larger university sponsored events require securing a coach through a local bus company.

Travel Policy for Student Organizations

- Student Organizations wishing to travel in an official capacity must submit their travel request to Student Life. Domestic travel requires 30 days in advance of travel.
- Student Organizations intending to travel internationally must submit their travel request to the Vice President of Student Affairs, or their designee with a minimum of 90 days advance notice.
- Student Organization trip logistics will be planned in consultation with Student Life. Trip logistics include; travel arrangements, completion of university paperwork (trip waivers, personal information forms, emergency contact forms, conduct/expectations form, etc.), registration payment, trip fees for participants, etc.
- All Regis University student code of conduct expectations apply to all student organization events and travel.
- Student organization trips that involve a domestic destination must be accompanied by one university staff/faculty member. Student organization trips that involve an international destination must be accompanied by two university staff/faculty members.
- University sponsored international trips are prohibited from traveling to destinations that have a level three or four travel advisory designation from the United States Department of State without prior approval of the appropriate Cabinet level administrator. For more information: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
- All clubs must have a pre-trip travel meeting with Student Life prior to submitting a travel request.
- The Vice President of Student Affairs, or their designee, may cancel on grounds that include, but are not limited to; failure to complete and submit required paperwork within the travel guidelines, changes in US State Department travel guidelines, inclement weather or other safety-related issues.

University Posting Policy and Marketing

The University Signage and Posting Policy that provides strict guidelines for content, locations, and ways to secure flyers and posters on campus. It also regulates where chalk can be used on campus. A copy of that policy can be secured through Student Life or the University Physical Plant.

There are many marketing resources available through Student Life, Wellness and Recreation, RUSGA and the University Marketing and Communications (MarCom) department for publicizing an event. Remember that any flyer your organization wishes to post in campus buildings must be approved and posted by the Student Life office. If your organization wishes to post in the Residence Halls, postings must be dropped off in the Housing and Residential Engagement and Student Life offices. Here are some highly effective publicity options:

- Print off flyers at Copy and Print and take them to Student Life to be posted in buildings around campus.
- Social Media (work with Regis Marketing and Communication)
- Weekly Student Life email.
- Tabling in the Student Center.
- Table top flyers in the Student Center and Claver Hall. (Please submit these through Student Life.)
- RSUGA Social Media resources. (Please submit these through the RUSGA Director of Marketing.)

University Graphic Standard Policy

The University Graphic Standards policy is kept by Marketing and Communication (MarCom). Please reach out to the MarCom department for an update version of this policy. These standards must be consulted when using any university or logo for any club or organization swag, shirts, publications, etc.

CLUB AND ORGANIZATION SERVICE REQUIREMENT

Why do clubs and organizations do service?

As leaders in the Regis University community it is important to uphold the University mission: "Men and Women in Service to Others." Your organization is a very visible part of the Regis community and it is important to be positive examples to other students. More importantly, the service you do for others will be a great help to the Denver and surrounding communities.

Service Project Requirements

- Each registered club/organization must complete one service project per semester. There is no hourly requirement per club/organization member, but the project must be planned with the size of your group in mind (i.e., larger clubs will be expected to complete a larger project).
- As part of the annual club/organization renewal and registration process, you will need to complete a Service Project Planning Form. This form will be a preliminary plan for what your club/organization plans to complete for a service project, and will be submitted to the Student Life office.

- The Service Project Planning Form must be completed and submitted before an Appropriations Request form is submitted. A club/organization cannot receive money until the Service Project Planning Form has been approved.
- The Service Project Planning Form will be reviewed and approved by Student Life.
- After the service project has been completed, a Service Project Verification Form must be submitted by the last day of classes of the semester that service was rendered.
- Failure to complete a service project will result in probationary status of a club/organization for the following semester. If in the following semester a service project is not completed again, a club/organization will lose its University-recognized status.

Direct all questions about this process to Student Life or to the RUSGA Vice President of Representation.

CLUB AND ORGANIZATION SANCTIONS

The Club and Organization Manual details University guidelines and expectations for campus groups. In the event of behavior incongruent with these criteria, the Vice President of Student Affairs, or their designee, shall examine the conduct of the student club or organization and its members. Depending on the severity of the offense, and determines whether the organization will be processed through community standards. Process and possible sanctions are outlined in the Student handbook.

STUDENT ORGANIZATION LEADER RESOURCES

The Division of Student Affairs is committed to offering a robust set of leadership trainings, resources and experiences for students and student leaders. To develop and maintain organization viability and effectiveness a number of those leadership trainings are required for students leading organization. Student Affairs understands that leadership is a self-directed pursuit that individuals engage in at many points of their lives as Regis students. To that end the university offer a diverse set of retreats, workshops, conferences, and other experiences that challenge students to gain a deeper understanding of their leadership gifts, skills that compliment those gifts, and how to discern how best to invest those talents into the service of others. These opportunities are open to all students and are sponsored by Student Life, University Ministry, the Office of Diversity, Equity, and Inclusive Excellence, Wellness and Recreation, and RUSGA among others.

STUDENT ORGANIZATION LEADER CHECKLIST FOR STARTING THE NEW YEAR QUICKLY

Spring (prior):

1. Conduct organization elections and choose incoming student leadership.
2. Fill out and submit the annual re-registration process.
3. Attend spring student organization leadership training.
4. Develop a handover document and review with incoming leadership.

Summer (prior):

1. Prepare ideas for your table at the upcoming Student Resources and Club Fair.
2. Brainstorm for different aspects of school year:

- Member recruitment
 - Team building
 - Leadership development
 - Plan Events
 - Build a semester long budget to submit to RUSGA appropriations.
 - Service projects
 - Meeting with advisor
 - Identify organizations, departments that you can collaborate with.
3. Plan to assist with New Student Orientation – the weekend prior to the start of the Fall Semester – and participate in the Student Resources Fair.
 4. Plan to attend the Fall Leadership Summit.

First week of school:

Visit Student Life office in order to:

- Confirm Fall Club and Resource Fair date and time.
- Check organization sponsored email box.
- Obtain information regarding Student Senate Appropriations funding.
- Sign up for leadership and organization workshops.

First month of school:

- Meet with organization officers.
- Meet with organization advisor to discuss upcoming year.
- Schedule and reserve space for organization's first meeting.
- Prepare and submit an updated organization roster.
- Plan recruitment efforts.
- Begin planning and scheduling your full year of programs.
- Submit a budget to the RUSGA Appropriations Committee.
- Attend leadership workshop(s).

DEVELOPING AN ORGANIZATIONAL VISION STATEMENT

Effective and empowered student groups have a clear and understandable vision. The format to communicate organizational vision is the Vision Statement. Providing both definition and direction, vision statements communicate the purpose of the organization - answering the question "why does our organization exist?" It is an aspirational statement that is followed by a list of activities and principles by which the organization will pursue that mission. As representatives of the organization, leaders and members aspire to live consistently with the vision statement in a way that makes the university community a better place.

Developing and integrating a clear and empowering vision statement requires time and commitment. To create an organizational vision statement or to review an existing organizational statement, you can refer to the Regis University and Division of Student Affairs statements and consult the following list of characteristics. An empowering vision statement:

- focuses on the contributions and worthwhile purposes that the organization will pursue to benefit the campus community;

- should be co-created by organizational members and executive officers and presented to faculty/staff advisor for review;
- contains principle-based values;
- is written to inspire the organization's membership – not to impress anyone else;
- is based on timeless principles
- broadly identifies the types of activities that the organization will engage in to pursue that vision.

BUILDING CONNECTIONS/PROGRAMMING EFFECTIVELY

Informed by our commitment to *cura personalis*, clubs and organizations are a significant contributor to a vibrant academic community and collegiate experience. Engaging members in a variety of challenging, fun and thoughtful activities and events, clubs and organizations fulfill a vital need within the Regis University community. Often complimenting the intellectual work of the classroom, the work of clubs and organizations are educational extensions; opportunities that facilitate active learning, leadership, volunteerism, service and more. Addressing a broad variety of interests, clubs and organizations provide members with the opportunity to increase their knowledge, pursue their passions, develop strong relationships, and become engaged citizens that impact the broader community on issues of importance.

As identified in this manual there are a number of resources that support the programming and event activities of student organizations at Regis. Effective student organizations collaborate with their advisor, other student organizations, Student Life and other university departments that share their passion for a particular mission. Several keys to creating quality events on campus:

- Identify program outcomes. (Who is your audience? What do you want them to experience/learn from the program?) How does the program fit with organizational mission?
- Advance planning. 3-4 weeks out. Space, contracts, advertising, budget, etc. all require advance planning.
- Use the program planner to guide your efforts.
- Understand university policies and procedures. If you are unclear, consult Student Life.
- Select appropriate venue to support your program goals.
- Budget well.
- Leverage the knowledge and interests of your group members, leadership, and advisor.
- Delegate appropriately.
- Market through a variety of contemporary outreach platforms.
- Collaborate with other student organizations.
- Understand areas of risk for programs and take steps to appropriately manage that risk.

On-line resources for planning and evaluating events are available in the following locations:

Reserving space on campus for a meeting, tabling or event:

<https://www.emailmeform.com/builder/form/J5T8dk08y6fDvO6M3mR0>

Getting permission to bring a speaker to campus or plan a demonstration:

<https://www.emailmeform.com/builder/form/J5T8dk08y6fDvO6M3mR0>

Getting permission to solicit or fundraise on campus:

<https://www.emailmeform.com/builder/form/J5T8dk08y6fDvQ6M3mR0>

Post-Event evaluation form:

<https://www.emailmeform.com/builder/form/dQtwC4ykRYH1x00NeX8GPW6>

UNIVERSAL DESIGN GUIDELINES FOR PROGRAMMING/ACTIVITIES/EVENT

This checklist, created by the Office of Student Disability Services and University Testing (SDS/UT), is intended for student clubs and organizations to use as a guide when planning events. Use it to evaluate the basic accessibility of your events and activities.

Why is Accessibility Important?

- Regis University values access and diversity as it demonstrates our commitment to creating an inclusive community
- State and federal regulations, require equal access to university programs, services, and activities for individuals with disabilities
- The [Department of Education](#) reports a 1 in 5 ratio of students on campus have a disability
- The [CDC](#) reports a 1 in 4 ratio of adults living in the US to have a disability

Physical Location Access & Route Considerations

Accessibility Point Person

- We listed an event organizer on promotional materials who will serve as a point-of-contact to Student Disability Services if accommodations are needed for the event.

Parking and Transportation

- We ensured there are accessible parking spaces near the main facility/venue.
- If transportation is needed to the event, we worked with Parking and Transportation to [Request and Reserve an Accessible Vehicle](#).
- We have a plan to communicate accessible parking/transportation to attendees.

Route & Entrance

- We confirmed that the route from ADA parking to the entrance is flat and paved
- We made sure that a ramp is available where exterior steps lead to an entrance
- We ensured that clear signage to an accessible entrance (if the main entrance is inaccessible) is present
- We confirmed that the door(s) are easy to open if not automatic (i.e., lever vs knob handle, limited door pressure)
- We ensured that doors that are not easy to open have been propped open (when possible and with fire/safety approval).
- If unable to prop open doors, we assigned staff to open/close the doors.
- We made sure that the entrance doorway is wide enough for a wheelchair (36+ inches).
- We ensured that the path of travel is free of obstructions and wide enough for a wheelchair (36+ inches)
- We confirmed that the ground/floor surface is hard and not slippery (especially if on grass/AstroTurf).
- We made sure that elevators or lifts are available if the event is not on the ground floor or occupies multiple floors (you may need to ensure a lift is staffed, e.g. for events in the Field House)

- We ensured that an accessible ramp is available if needed for access to a stage
- If the event blocks sidewalks, we have set up cones or barriers to indicate closures or impacted paths of travel.
- We provide signage or a map to guide accessible paths of travel.
- **Event Location**
- We confirmed that there is plenty of space to maneuver around tables and interior walkways (at least 36")
- We made sure the lighting and acoustics help the audience see and hear clearly
- We ensured that the presentation/performance is visible from all areas of the room.
- We reduced glare on presentation materials.
- We provided seating near the front for participants who are Deaf or hard of hearing
- We provided signage to locate accessible restrooms, entrances, exits, activities, etc.
- We ensured there are adequate spaces dispersed throughout the seating area to allow for wheelchair seating and the use of other mobility aids.
- We confirmed that there are pathways throughout the room that are free of tripping hazards and protruding objects.
- If using tables/desks, a wheelchair can fit underneath, or if a wheelchair does not fit underneath the tables/desks we are using, we have arranged for alternative tables/desks.

Food and Beverage (if providing)

- We have labeled food (i.e., gluten free, allergens, etc.).
- We have ensured that food and beverage tables are accessible to individuals in wheelchairs (i.e., height/location).

Promotions & Publications

- We have ensured that all promotional materials are in an accessible format. Princeton University has created a helpful guide for [Creating Accessible Social Media Posts](#), and the Regis Accessibility Advisory Council has created [Accessible Content Guides on OneRegis](#).
- We have publicized early enough to allow participants to make timely accommodations requests (ideally 14 days in advance).
- We made sure that all publications and promotional materials included the following access statement to ensure accommodations can be requested:
 - *Regis University is committed to providing equal access. To make a request connected to a disability or health condition, contact Student Disability Services at disability@regis.edu or 303.458.4941 by [INSERT specific date at least 10 days in advance of event].*

Facilitation

- We confirmed that all event materials are in an accessible format. The Regis Accessibility Advisory Council has created [Accessible Content Guides on OneRegis](#).
- We made sure all participants can see and/or hear all other participants and will use microphones if needed.
- We will ask presenters and participants to state their names again before speaking to allow anyone using an interpreter or listening only to voices to know who is speaking
- We will provide accessible alternatives for collaboration if needed (e.g., voting, hand-raising)
- We will describe/explain any visuals not provided ahead of time
- We will describe/explain any processes that are occurring (e.g., simulations, demonstrations), if necessary
- We will speak clearly and not too fast; this will benefit many, including ASL interpreters and captioners

- We will avoid talking over others – this makes interpretation or captioning difficult if not impossible
- We will limit side conversations and multitasking so all participants can acquire the content

Technology

- If using display screens, we will confirm they are visible from all areas of the room.
- We will make sure PowerPoints/slide decks are in an accessible format. Follow this link to learn [How to Make Your PowerPoint Accessible](#).
- We will ensure that attendees can request advanced access to PowerPoints/slide decks, and/or have made them available in a digital format.
- If using film or video, we have enabled captioning.

TEAM BUILDING: FACILITATING LEARNING AND FOSTERING OWNERSHIP

Successful student organizations function as a team. United by a common vision, individual group members are cognizant of and contribute towards the group goal. In addition to accomplishing the identified goals, whether executing a well-received program or creating a member recruitment campaign, the openness of the team approach allows newer members of the group to participate in the planning, implementation and evaluation of club efforts. Furthermore, the practice fosters, within individual club members, a sense of ownership within the organization. Specifically, increased input possibilities enable club members to feel that their organization values their suggestions and it encourages club members to extend their best efforts towards club activities.

Structuring a group so that the team approach is the norm requires a conscious effort by organization leaders. To assist the formation of clubs which facilitate leaning and foster ownership amongst group members, Student Life presents the following elements exhibited by empowering student groups.

Common Vision: Student groups develop to champion a particular interest or activity. A clearly defined and understandable vision allows similarly interested individuals a forum through which they can explore the interest in greater detail. Each member of an empowering student group can describe the common vision of their group.

Communication: An effective communication system – both internally and externally – enables an effective pursuit of an organization’s collective goals. To facilitate the formation of a cohesive team, effective group leaders structure group meetings and conversations to allow members the opportunity to contribute their views. Effective organizations, in turn, develop impactful means of communicating with the community to increase their visibility and the viability of their programs.

Respect & Trust: Inclusive communication can thrive only in a respectful and trusting environment. Furthermore, respect and trust allow group members to explore atypical, innovative possibilities in a safe and supportive peer setting.

Celebrates Success: Drawn together through a common vision, student groups that empower their members celebrate both collective and individual triumphs. A group’s ability to recognize achievements directly and positively impact group member’s through the incorporation of successful strategies, as well as through the expansion of activity ownership.

WRAPPING UP THE YEAR, PREPARING FOR THE FUTURE

During the school year, clubs and organizations do a tremendous amount of work not only hosting events across the Regis community, but also, creating new and refining existing procedures and strategies. Often, the development occurs at such a pace that new practices are simply adopted rather than recorded. As a result, club members possess significant experiential knowledge, yet the organization has limited records of what worked and why. Without a year-end evaluation, much of the year's knowledge can be lost as new officers assume leadership positions and former participants either graduate or pursue other interests. To foster organizational continuance and institutional memory, the following topics address some essential wrap-up items.

Task Checklist

- Club elections have taken place with new officers in place.
- New officers have received club records from current and any past years.
- Incoming club officers have exchanged contact information.
- Club advisor has agreed to continue his or her role for the next year.
- Club participants have been thanked for their service and effort.

Vision: As communicated through mission statements, clubs and organizations identify guiding principles, which shape activities. In the past year, how have the organization's anchor points been communicated and demonstrated so that new organization members have become more familiar with the club vision?

Program: During the past year, did the organization develop a new program? What types of club events were successful? How were successful events hosted?

Budget: For the past year, did the organization have sufficient funding? Did the organization appeal to the Appropriations Committee for funds? Did the club have a budget and, if so, did the budget projection match actual expenditures?

Reflection: What was a challenge to the organization during the past year and how did the group respond? What was one aspect of the last year which was most enjoyable?

Pass this important information on to the incoming student leadership and the organization advisor.