The University of Miami
Student Organization Handbook
2011 - 2012

UM STIC
Get Connected!

1306 Stanford Drive
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Coral Gables, FL   33146-6924

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INTRODUCTION

STUDENT ACTIVITIES & STUDENT ORGANIZATIONS

The Student Activities staff serves as a resource for student leaders, programming boards and over 275 registered student organizations through advising, leadership development and organizational support services. The mission of Student Activities and Student Organizations, by way of exemplary service, is to operate as a resource and catalyst for student development by fostering a learning environment that empowers students to engage and participate in a diverse array of enriching opportunities. In collaboration with the University community, our office strives to further students' personal and professional development through involvement while celebrating their uniqueness.

Whether you attend an on-campus play, participate in a community service project or plan Homecoming festivities as a member of the committee, you are helping to shape the University of Miami experience for yourself and your fellow students. For more information on clubs and organizations or ways in which you can get involved, stop by the Smith-Tucker Involvement Center (STIC) and speak with a member of our staff. For information on events around campus, check out the IBIS News electronic newsletter or the back page of each Thursday's *The Miami Hurricane* newspaper.

COMMITTEE ON STUDENT ORGANIZATIONS (COSO)

The Committee on Student Organizations (COSO) is the organization on campus that works with the 275 registered student organizations, connecting with their leadership and members to provide services to students and to create a vibrant schedule of programs and events.

The 15 person COSO board has liaisons who connect personally to each organization to assist then with questions, to help navigate the University's policies and help answer any leadership questions they may have.

COSO hosts many programs throughout the year. Those include:

Recognition Process

COSO is the organization who registers student organizations each academic year. Each organization re-registers during the spring semester through the COSO Database, providing an updated executive board member roster, a list of currently enrolled organization members, and the current organization Advisor. The goal setting form is also due at this time. Organizations who miss the deadline provided in the spring can re-register the first day of class fall semester. Spring re-registration is required to participate in Canefest.

Petitioning to Start a New Organization

Students interested in starting a new organization can stop by the Student Activities office in UC 209 to pick up a New Organization Interest Packet. Interested organizations meet with the COSO Vice Chair to discuss the steps to become an organization before any paperwork has been started. Registering a new organization requires 25 interested members, a faculty or staff advisor and a constitution. Registering a new organization takes around four to six weeks to complete the process. First semester freshman and second semester seniors are ineligible to start organizations.

Canefest / Spring Involvement Fair

The Committee on Student Organizations (COSO) sponsors an Involvement Fair at the beginning of both the fall and spring semesters. Student organizations are encouraged to participate. Each participant is given a table to present their organization to the community. This is the perfect opportunity for student organizations to recruit new members. *Canefest participation will be granted on a first come, first serve basis, so be sure to register during the registration dates to secure a table for your organization.* Participants must sign-up by deadlines specified at www.miami.edu/coso.

SOS Workshops

The Student Organization Orientation Series (SOS) is a fall workshop designed to share UM policies and leadership information with the current student organization President and Treasurer. Additional workshops and resources are made available after the workshop for any information you may need.

SOAR

The Student Organization Achievement & Recognition (SOAR) Awards, coordinated by COSO, is the largest and most all-encompassing annual awards ceremony at the University. SOAR provides a chance for over 275 student organizations to present their achievements to the rest of the University population and be recognized for their accomplishments. The opportunity for organizations to show the wide variety of activities they are involved in and demonstrate their ingenuity and creative talent is one of the culminating events in late spring.

Organization of the Month

Does your organization coordinate, sponsor, or participate in various events throughout the month? Does your organization have active members that participate in events? Is your organization able to effectively publicize its events to non-members?

Then apply for Organization of the Month with the Committee of Student Organizations (COSO). Each winning organization will be recognized among your peers. Check out our website at www.miami.edu/coso for more information on deadlines.

Constitutional Review

All student organization (recognized by COSO) must participate in the constitutional review process every three (3) years. Student organizations should update their constitution according to the new sample constitution and will then meet with their COSO liaisons to review the constitution. Liaisons can be found on the COSO website in the right-hand tab "Student Organization Liaison List" and on each organizations database page. Organizations are grouped into various revision due dates for the three year cycle.

STUDENT ACTIVITY FEE ALLOCATION COMMITTEE (SAFAC)

The Student Activity Fee Allocation Committee (SAFAC) is the organization responsible for determining the distribution of the portion of the Student Activity Fee designated to registered student organizations. Funds from the student activity fee are provided to student organizations to help subsidize their operating and programming costs.

Each of the 14 student committee members that has been assigned to guide you through the funding process. SAFAC liaisons have thorough knowledge of the funding process and guidelines, and will meet with you to answer any questions that you might have. Your liaison's signature is required before a request form can be submitted. You can find your organization's liaison in the member section of your organization's profile on the COSO database.

More information on the funding process can be found on page 13 and accounting information on how to use the funds allocated can be found in the accounting section below.

GRADUATE ACTIVITY FEE ALLOCATION COMMITTEEE (GAFAC)

The Graduate Activity Fee Allocation Committee (GAFAC) oversees the distribution of the unallocated portion of the Graduate Activity Fee to individuals and groups of students throughout the school year. The committee is made up of peers, consisting of one graduate student representative (and one alternate). Any graduate student at the University of Miami who has paid the Graduate Activity Fee for all enrolled semesters, current and previous, may apply for GAFAC funding (except for Law, Medical, and Rosenstiel School students). Part-time students (taking less than 9 credit hours per semester) or Doctoral students taking only dissertation credits who wish to apply for GAFAC funding must request to be charged the Graduate Activity Fee when enrolling since the Fee will not automatically appear. Students may apply for funding only once during the same academic year. All applications must be submitted BEFORE the event for which the money is being requested. More information on what qualifies for graduate funding can be found at www.miami.edu/gafac.

RESOURCE TOPICS

RIGHTS AND RESPONSIBILITIES

WHY BE A REGISTERED STUDENT ORGANIZATION?

There are many benefits to becoming a registered student organization on campus. Students who participate in and are involved with organizations tend to have a fuller University experience than those who are not involved. Students involved in activities gain skills in the area of event management, leadership development, interpersonal relationships, multicultural competency, communication, collaboration, intellectual growth and evaluation and assessment.

Those who are currently registered and are in "good standing" receive many benefits at the University of Miami. "good standing" refers to organizations who have registered their organization and updated their membership on the COSO database, have completed their goal setting form and evaluation forms on time, and have SAFAC accounts that are not over-drafted. Those benefits include the right to:

- Reserve space and table at the Whitten University Center for no charge.
- Request SAFAC funding for your organization.
- Fundraise for your organization using the University of Miami name.
- Attend Canefest and the Spring Involvement Fair.

DISIPLINARY PROCDURE FOR STUDENT ORGANIZATIONS

Student organizations that are alleged to have violated University policies or procedures may face adjudication within the University's Judicial System. A complaint can be made by anyone. Whether a charge constitutes a Major offense is determined by the Dean of Students or designee. Upon notification that a violation has occurred, the appropriate University official will investigate the circumstances of the case and attempt to identify the student organization(s) that allegedly committed the offense. Additional information can be found within the SR&R,

found at www.miami.edu/dean-students/srr.pdf.

SPEAKER POLICY

The University of Miami is committed to providing a forum for free and open expression of divergent points of view by campus speakers. Use of University facilities by outside speakers is not to be construed as an endorsement by the University of any speaker's views. In keeping with University policy, all students and student organizations must observe the policy governing speakers. Outside speakers speaking on religion, politics, or any other controversial topic must fill out the Outside Speakers Form and return it to the Department of Student Activities. The form can be found at www.miami.edu/student-activities or in the STIC at UC 209.

ALCOHOL BEVERAGE POLICY

The University of Miami, in accordance with the laws of the State of Florida, has adopted the following policy which permits the consumption of alcohol beverages by persons of legal age. This policy also provides for the limited use of alcohol beverages at social events sponsored by the University. The use or possession of alcohol beverages is permitted only in those campus facilities so specified by the University's Board of Trustees and in accordance with the terms stated in the Alcohol Beverage Policy. Empty alcohol beverages containers and alcohol paraphernalia (including but not limited to "beer pong" tables, funnels, or any other object used in the consumption of alcohol) may also constitute possession, and are not permitted.

Organizations who wish to have alcohol at any banquet or student organization gathering must follow the University's guidelines on alcohol consumption and payment of alcoholic beverages. All banquet contracts must be reviewed by the Department of Student Activities to ensure that all alcohol is being served at a cash bar, as University funds cannot be used to purchase alcohol. The hosting venue must also be solely responsible by Risk Management procedures, for the distribution and carding of alcohol in accordance with local, state, and national policies.

ANTI-HAZING POLICY

The University of Miami has an absolute prohibition on hazing. Hazing is defined as an action or situation created on or off campus which recklessly or intentionally harms, damages or endangers the mental or physical health or safety of a student for the purposes, including, but not limited to, initiation or admission into or affiliation with any organization operating within the University of Miami.

PETITIONING TO BECOME A STUDENT ORGANIZATION

Establishing a student organization on campus is easy.   Be sure to follow the required steps listed on the checklist below. You must follow these procedures on an annual basis in order to be recognized as a COSO registered student organization.

CHECKLIST FOR PETITIONING TO BECOME A COSO REGISTERED STUDENT ORGANIZATION

- ☐ Confirm that there are no existing organizations
- ☐ Meet with the COSO Vice Chair prior to completing the interest packet
- ☐ 25 interested members
- ☐ 1 full-time faculty or staff advisor
- ☐ Constitution
- ☐ President and Treasurer attend S.O.S Workshops
- ☐ Update board members on the COSO database

ADVISORS

At the University of Miami, all organizations are required to have a full-time faculty, staff, or administrator as an Advisor (graduate students are not eligible to become sole advisors to an organization).   This person cannot be on leave of absence or sabbatical from the university.   Student organizations are allowed to have two advisors for each organization. No one Advisor is able to advise more than 15 organizations unless required by their job description. Advisors are to serve primarily as resources and consultants to the student organization giving them the room they need to succeed and also to fail. Of course, there are always appropriate times for advisors to assert themselves while working with student leaders on issues crucial to the University (budget, contacts, hosting outside speakers, liability issues, travel, priority programs, etc.). The resulting benefits to the students are improved skills in accomplishing goals and working with others. The challenge for Advisors is to balance the role of teacher/administrator and consultant. The role of the Advisor is one that should be negotiated and understood by all involved.

By sharing both knowledge about the University and personal experiences, the Advisor can assist the organization in the conduct of its activities. In addition, valuable, mutually rewarding, co-curricular relationships between students and Advisors are fostered.

The relationship between an Advisor and the student organization will vary from year to year and individual to individual. However, the student/Advisor relationship can be crucial to the success of the student organization.

The Advisor…

- should work with student organizations but not dictate the group's program or activities
- should be honest in offering suggestions, considerations or ideas, and discussing possible consequences.
- provides a source of continuity within the organization and is familiar with the organization's history.
- is familiar with University policies and procedures and helps the organization comply with them.
- should be aware of the general and specific financial condition of the organization, and encourage good book keeping.
- helps train new officers and helps them develop their leadership skills.
- should be prepared to deal with major problems or emergencies within the organization.
- monitors group functioning and encourages members to fully participate and maintain balanced academic activities and co-curricular commitments.

Being an Advisor to a student club is an important role to the students as mentor, for guidance on University policies and procedures, and as a support in their organization development. Student Activities appreciates the time and thoughtfulness each Advisor contributes to their club(s) and is here to support Advisors should they have questions on policy or need support for their organization.

Advisors are recognized throughout the year for their work and dedication, and an award for Advisor of the Year is also given at the SOAR Banquet.

For tips on working with advisors, reference the Advisor Leadership One Sheet. The Department of Student Activities and Student Organizations (SASO) asks that all Advisors complete the following each year in order to help keep the organization in good standing.

1. Maintain the budget.
   To have access to the University-maintained financial records of their respective organizations. These records should be periodically reviewed with the Treasurer (see DMAS section page 13).
   To discuss the financial status of the organization including the identification of problems and their potential solutions and the identification of financial strengths and means of perpetuating them.

2. Re-Register online each spring.
   Add your contact information online as part of the re-registration process each spring. Meet with your student leaders to insure that the advisor information is correct.
   If you remove yourself as advisor, please contact Student Activities to let us know.

3. Be present at elections as moderator or as witness, per organizations' constitution.
   Each Advisor is asked to be present at elections, in case there are any issues. If another moderator is selected, per the constitution, the advisor can sit in the back of the room as a presence. This helps to reduce contested elections.

Other helpful Advisor roles to keep in mind:

- To discuss organizational goals and directions.
- To discuss internal organizational difficulties (communications, delegation of responsibilities, etc.) and to assist the officers with their resolution.
- To be familiar with the organizations' local, state, or national structure and services, if applicable.
- To articulate policies and procedures of the University and assist the organization in understanding these policies.
- To provide constructive criticism when it is deemed necessary; likewise,

positive organizational accomplishments should be appropriately acknowledged.

- To be aware of the fact that at times he/she will be called upon to serve as a personal confidant in organization-related matters. (This is a particularly sensitive role. The advisor will want to provide assistance to the person seeking advice without compromising his/her relationship with the group by showing favoritism to one or a small group of individuals.)
- To be available to meet with officers and/or members when they request in a timely manner.
- To understand that the association between Advisors and the respective groups should continue as long as both parties believe the relationship is productive and mutually satisfactory. When such a relationship no longer exists, the Advisor should talk to Student Activities regarding options.

E-MAIL

Advisors are required by UM policy to be the delegated person to create student organization e-mail accounts. Go to the UM homepage and search e-mail. Connect to the Student Organizations and University Departments link. Advisors will need to enter their Cane ID to create the account for the requesting organization.

FINANCE

UNIVERSITY ACCOUNTING

DMAS

The Departmental Management Accounting System, or DMAS, is used by advisors to track real-time spending on your account. Students are not authorized to use this software, so it's helpful to create a system between the advisor and the Treasurer to track spending together.

Treasurers should start with the beginning balance and track all spending/ deposits. Compare the numbers with the DMAS balance to see if they are the same. Some treasurers may keep better records of all spending for events that will need to be shared with advisors. If your advisor finds an account transaction that does not belong with your account, please contact the Director of Student Activities for assistance.

Organizations' funds may be spent on items allocated by SAFAC, but may not be spent on anything illegal under University, local, State and national law (this includes alcohol). Misuse of funds is a violation of UM Policy and is subject to disciplinary action both on the University and local level.

Access to Accounts

There is a DMAS account form signed by your advisor to provide viewing access to DMAS under the advisors Cane ID login. The other forms related to account access include a signature card which allows for the advisor to sign on BERFs and other financial paperwork for the organization. There are also two new forms that allow the advisor access to the Ariba system to create EChecks for check requisitions and access to the ENET system to create purchase orders. All of these forms can be found in the Department of Student Activities and Student Organizations, UC 209.

Please note that only your advisor can give you your account balance, as they are aware of the transactions and withdrawals pending on the account. If your advisor is having difficulty accessing the accounts, please have them e-mail umstudentactivities@miami.edu or drop by the STIC.

Opening a New Account

In accordance with University of Miami policy, all funds of recognized student organizations must be kept on deposit with the University of Miami. Organizations are not allowed to hold their funds or incoming monies in an off-campus bank account.

If your organization has funds from collection or by SAFAC, you should contact the Student Activities Office in person to open an account. At that time, you will receive the following paperwork to open an account (the signature card is a carbon form with multiple copies which cannot be emailed).

The forms to open an account include:

1) Account Creation Form for SAFAC Account and/or Account Creation Form for Donation Account
2) DMAS System Access Request Form
3) Signature Card
4) ECheck Access Form
5) ENet Access Form

Upon request of the Director of Student Activities and receipt of your executed paperwork, University Accounting will activate an account for your organization and notify your faculty/staff advisor of your assigned account number once it is created. The University does not charge a fee for maintaining your account.

New organizations will automatically receive this paperwork at Orientation for their advisor to sign. Only organizations who are currently registered and in good financial standing with the University and COSO will be allowed to open a new account.

Interdepartmental Requisition Form (IDR)

IDRs allow for the transfer of funds from one University of Miami account to another University of Miami account. Transfers can be made for payment of services or used for co-sponsorship between organizations and departments. Many UM facilities have stopped accepting IDRs for payment (now switching to Purchase Orders) so be sure to ask before you order something on campus to see what forms of payment are accepted.

Organizations need to ensure that they have proper funds in their account to cover the charges until the IDR clears. Supportive documentation is always helpful to add to the IDR to explain the reason for the transaction. Only Advisors given permission on the organization's signature card form are allowed to sign the IDR form.

To fill out the form, be sure to have the payee's UM campus account address, campus locator code, and University account number. Fill out the front of the form, add any supportive documentation, and have your advisor sign the bottom left side of the IDR. Keep the pink copy for your organization's records (you may need to make a photocopy of the front if you cannot read the pink copy) and use the white/yellow copy for processing.

IDRs should be delivered to the Office of The Controller (Gables One Tower, Room 120) for processing. Electronic versions of IDRs are called Journal Entries and can be managed by a select group of administrators on campus.

Business Expense Reimbursement Forms (BERF)

Business Expense Reimbursement Forms or BERFs as they are better known, are used to reimburse students, faculty, staff and non-UM personnel on funds used to pay expenses on behalf of the University. All spending should be pre-approved before it is spent by the advisor or administrator in charge of the account used to reimburse the funds. It is also imperative that other means of payment are first explored - Check Requisition, Purchase Order, Purchasing Card, before a BERF is used. Students are still able to use paper copies of BERFs but all advisors are asked to use the EBerf forms found on the Ariba website.

To see if you have the funds in your account to reimburse an expense, look on the detail sheet of your allocated SAFAC budgets. All SAFAC allocations should be used in the manner in which they were allocated. Funds not covered by SAFAC can be reimbursed by using fundraising, dues, donations and gifts to your account. Multiple account numbers can be used on each BERF, so SAFAC funds as well as Donation account funds can be used to reimburse one single expense.

BERF forms are available in several locations- the Student Activities Office or from your advisor. Forms are in carbon form so they are unable to be emailed or faxed. For pointers on how to fill out a BERF form, the Student Activities office has a sample form to help with filing out its fields. Advisors are required to sign all BERF forms for items purchased by student organization leaders and members.

If Advisors are the ones to purchase the goods, then an electronic BERF request must be executed on the Ariba system, and the Advisor's direct supervisor will receive an email to approve the expenditures. Advisors are not allowed to authorize their own expenses as Payee and Approving Signature on the same document.

Checks for BERFs are returned to the student or staff member via direct deposit, or they are available for pick up at the Ashe Building or by mail. Checks typically take up to 10-12 business days to complete. For more information on BERFs, please contact the Disbursements Office at 750 Gables One Tower or by phone at (305) 284-3569.

Purchase Orders (P.O.)

Purchase Requisitions are used to generate University checks for companies who are University of Miami approved vendors. Purchase Orders (P.O.'s) are requested with the Purchase Requisition form, completed online by your advisor using the Ariba system. By placing the money into a hold account until services are completed, purchase orders allow for completion of service without payment.
It is important to create the Purchase Order BEFORE services are rendered.

A Purchase Order is an agreement between the University and a vendor stating that when the merchandise is received, the University will issue payment. If the completed service exceeds the amount of the Purchase Order, the original amount of the P.O. must be adjusted and raised. This process removes the organization from dealing directly with money.

Advisors or their designee must complete the form electronically using the Ariba system, after being given to access the organizations accounts through approval of an ENet access form. To check if your advisor has access to the ENet system, please check with the Department of Student Activities. Access can be granted using the ENet approval form, typically given after 48 hours after executed form is received.

After filling out the electronic form with appropriate backup/documentation a Purchase Order number will be issued and a copy will be sent to the Vendor via fax, email or US Mail. The purchase order number acts as an electronic approval from the University. A P.O. number allows the vendor to provide the required product or service before payment is given to said vendor. This will instruct the vendor to render services that were agreed upon according to the quote or contract attained. All original paperwork (purchase requisition, quotes, agreements etc.) must be sent to Purchasing for processing.

To process a P.O.:

1) Get estimate in writing from vendor. Document must say estimate or quotation at the top
2) Have your advisor create a P.O. online using the estimate, using the Ariba system

    Within 48 hours, a P.O. number will be created

    Advisor can see the P.O. number on DMAS
3) Student or advisor would share the P.O. number with the vendor
4) Vendor provides service - product is in hand
5) Receive invoice from vendor
6) Give invoice to advisor to send to Accounts Payable to close out PO and provide vendor with payment
7) Most vendors are in the system as Net 60* - meaning within 60 days of receiving the invoice, vendor will be mailed payment

    *Have vendor negotiate net payment date with Purchasing if it is too long.

For more information on Purchasing, please contact the Purchasing office at 305 Max Orovitz, by phone at (305) 284-5751, or by web at www.miami.edu/purchasing.

Check Requisitions

Check Requisitions are used to pay one-time charges on behalf of the student organization. One-time charges include performers, hotel invoices for conferences, invoice payments. In order to complete a check requisition, organizations will need an invoice from the company or organization. If a performer is being paid, a fully-executed contract can be used for the invoice. A W9 is also required to pay the performer, with either a Federal ID number for companies or a social security number for individuals. The name on the W9 must match check payee. If the performer is not getting paid, then the W9 is not needed to process payment.

The invoice/contract and the W9 can be given to your advisor to create an ECheck requisition online. If you are unsure if your advisor has access to create an ECheck, please check with the Department of Student Activities or fill out an ECheck access form found at www.miami.edu/student-activities to provide access. Forms can take up to 72 hours to process.

Advisors need to have someone who can enter in the Echeck information for them- either a student worker in their department or a professional staff person. Advisors cannot both create and approve an echeck form.

Once the information is entered into the Ariba system, the advisor will receive an e-mail to log into Ariba to approve the purchase. Items once fully approved will take up to 3 days to process a check. Checks are cut twice a week on Mondays and Thursdays and are available for mailing or pick up at the Ashe Building (depending on the selection chosen on the ECheck form), after 12pm the day they are cut. Checks are held at the Ashe Building for pick up for the full semester. Checks that are not picked up are returned to the advisor asking if a stop payment or check re-issue should be ordered.

To have a check re-issued or to stop payment, advisors must fill out a stop payment form found at www.miami.edu/controller/Forms.xls .

Advisors are given a tutorial once they are given access to the ECheck system. Workshops are offered by the Accounts Payable office on how to use Ariba and create EChecks . Questions on how to fill out an ECheck can be directed to : Accounts Payable, 750 Gables One Tower, phone (305) 284-3570.

SAFAC FUNDING

There are three types of SAFAC funding requests available to student organizations: Regular Budget Request, Supplemental Funding Request, and Capital Expenditure Request. Funding is to be used in the exact manner in which it was allocated on the forms.

REGULAR BUDGET REQUESTS are submitted once a year in the Spring, for the following years expenditures in an amount up to your five-year average. If the

Spring deadline for regular requests is missed, student organizations can ask for regular requests through-out the academic year.

SUPPLEMENTAL FUNDING REQUESTS are submitted throughout the year for new or unexpected expenditures and have no money limit. Organizations can ask for up to 2 supplemental requests a year.

CAPITAL EXPENDITURE REQUESTS are submitted for the purchase of infrequent and large cost expenses, such as computers, costumes, or uniforms. One capital request is allowed per organization per year.

In order to apply for any type of funding, the student organization must be COSO registered and in good standing with the Committee on Student Organizations (COSO). Funds that SAFAC designates as stipulated can only be accessed for use by making arrangements with the advisor for SAFAC. Students should meet with their SAFAC liaison for clarification on how the process works.

To obtain SAFAC funding, the organization's membership and programs must be open to all University of Miami students.

The correct funding form must be submitted to SAFAC, located in the Whitten University Center, Room 209, in two formats, hard copy and on email to safac@miami.edu. The forms must first be signed by the SAFAC liaison, then the organization's president, treasurer, and advisor must sign the hard copy version. Forms will not be processed without signatures. Once the proper versions of the forms are received, an appointment can be made to present the form to the committee during a SAFAC meeting (held on Wednesday afternoons in UC 211). Regular requests do not require the organization to present to SAFAC for budget review, but please sign up for an appointment slot for the agenda.

Funding Glossary

5 year Average: The amount of funds, to the penny, that organizations can ask for on their Regular Budget Request. The average consists of spending for the last 5 complete fiscal years spending, including regular budget request, supplemental budget requests plus stipulated spent minus stipulated capital request funding. Capital requests are not included in the 5 year average total.

Organizations in existence for less than five years will have their average based on the number of years they have been in existence. Organizations with a five-year average of less than $200 will have their average amount increased to $200. New student organizations will receive a maximum amount of $200 for their first year as a Regular Request, as well as $110 for a yearbook group photograph.

Appeals: Student Government created an appeals process for student organizations to appeal any funding not granted by SAFAC. Reasons for appeal are violations in the current year's precedence in voting or an eggregious oversight on SAFAC's behalf. Appeals are due by 5pm the following Thursday of the presentation week.

You must first meet with the SAFAC Chair to better understand the allocation reasons before an appeal can be placed. SG's Policy and Finance committee will advise on the appeal and appeals that are passed by P&F will be seen and voted by SG. All SG approved appeals will be sent to the Vice President for Student Affairs for a decision.

Guidelines: Guidelines are most commonly used in making funding decisions and can be found on the SAFAC website at www.miami.edu/safac. Guidelines are set amounts for charges: travel (hotel, airfare), conference registration, organization t-shirts, banquets, decorations, and performers among them. SAFAC reserves the right to make exceptions when necessary and has the right to deny funding. SAFAC will take the individual needs of each student organization and the merits of each individual program into consideration when making its decisions.

Precedence: Precedence are decisions made by SAFAC outside of the guideline amounts for the current fiscal year. Precedents are based on motions made during voting by SAFAC during each meeting. Precedents are different for regular budget requests than they are for supplemental budget requests since they are typically made by two different SAFAC committees. A listing of all current precedence can be found online at www.miami.edu/safac or in the Student Activities office.

Stipulated Funding: SAFAC also reserves the right to stipulate funds for specific purposes - mainly for events or performers involving a University signed contract. Stipulated funds are not deposited into an individual student organization's account, but are disbursed upon providing proper documentation to the Director of Student Activities, as advisor to SAFAC.

TIPS FOR SAFAC FORMS

Forms in Priority Order

Funding requests should be listed in priority order with the most important items listed first on the request form. If you are listing more than one event on the form, please list each event or request in priority order as well. It is important to share this information with your liaison during your meeting with them before the budget is signed. SAFAC will always fund items in priority order so items at the rear of your form may not be funded.

It is strongly encouraged that organizations use realistic figures when assembling their budget. If paperwork is available to document costs, it must be submitted along with the funding request form and is required of asking for funds not in the SAFAC guidelines.

Electronic Copies of the Forms

Bring an electronic copy with you to your meeting with your SAFAC liaison so you can make changes if necessary before the form is signed. Email the form or bring a jump drive.

SAFAC will also ask for you to email your form to safac@miami.edu once you turn in the signed copy. This emailed copy needs to be identical to the copy that was turned in and signed, with no exceptions. If the electronic form is changed, SAFAC will not review it.

Viewing the allocation online

Once your funds are allocated, SAFAC will also post the approved form on the COSO database at www.miami.edu/myumgroups by Friday at 5:00pm following your presentation date under your organizations page under the Documents SAFAC folder. Funds will be deposited into your account by that following Friday.

DONATIONS

Each donation request should not exceed $5,000 without the permission of the Executive Director of Advancement Services. Student requests to foundations, regardless of the amount, require prior approval from the Director of Foundations. Sales of advertising and other goods are not donations.

Non-cash gifts (gifts-in-kind) should not be accepted by the student organization unless the apparent value of the gift is under $5,000, and the gift can be used by the organization. To process these donations, complete form A-1 (available online at www.miami.edu/advancement/form_A1.doc) and send with supporting documentation to the Executive Director of Advancement Services.

Non-cash donations in excess of $5,000 cannot be accepted by a student organization, and should be directed to the Executive Director of Advancement Services. No values for non-cash donations should appear in acknowledgment letters.

For more detailed processing information see University of Miami Policies and Procedures Manual, sections F30, F35, and F40 found at www.miami.edu/UMH/CDA/UMH_Main/0,1770,65315-1,00.html.

FUNDRAISING

Fundraising events or activities are designed to increase visibility to your group and encourage individuals to make financial contributions. They can also be a fun opportunity for organization members to take the lead on a project. Consider holding a car wash, used book sale, rummage sale, bake sale, small reception, or dinner. The Department of Student Activities and Student Organizations can help you coordinate your event. In addition to the monetary support you receive, these events are great publicity for your organization. Fundraisers can build awareness for your programs and forge strong community contacts.

- Coffee and donut sale
- Candy sale
- Alumni donations
- Merchant donations/pledges
- Birthday cake delivery
- Finals care package delivery
- Auction
- Balloon sale
- Ad book
- Fashion luncheon
- Sell buttons with organization logo

Raffles

More and more student organizations use raffles as a way to raise money. If an organization is going to sponsor a raffle, there are certain requirements which must be met as required by Florida Statutes. The following is a summary of the relevant Florida statutory provisions, University policy and IRS requirement:

- All literature pertaining to the raffle, including the ticket, must clearly state that the amount paid is not a deductible contribution.

- All literature to the raffles, including the ticket, must conspicuously disclose:
  a) The rules of the drawing;
  b) The name and address of the operator of the raffle (i.e., the Department's/ Organization's name and address);
  c) The source of the funds used to cash prizes or purchase prizes (i.e., if the prizes are donations, state that all prizes funded by the donation of sponsoring organization here);
  d) The date, hour, and place where the winner will be chosen; and
  e) That no purchase or contribution is necessary or required, though organizations can suggest a minimum donation on any printed material utilized in connection with the fundraising count or drawing.

Additionally, the statutes makes it unlawful to require an entry fee, payment, proof of purchase, or contribution as a condition of entering the drawing or being selected to win a prize. Thus an organization considering a drawing would need some type of procedure where people could obtain an entry form and participate in a drawing without payment of a fee or donation, and this procedure would need to be set forth in the rules governing the drawing.

Section F-35 of the University of Miami Financial Policies and Procedures (found at www.miami.edu/UMH/CDA/UMH_Main/0,1770,65315-1,00.html) addresses many of these questions and provides that any person or organization affiliated with the University considering a raffle, lottery or similar drawing or contest for prizes of value, must consult with the Director of Development Services before any decision is reached, agreements entered into, or materials printed.

SPONSORSHIP

Students may request donations from individuals and corporations as long as the requests are specific to the activities of their organizations and that the requests are first approved by the Director of Student Activities. Fundraising by soliciting donations, whether cash or merchandise, is a powerful way to raise large amounts of money for important projects or events.

Donations can be solicited from organizations and departments, but please be aware that administration at the Vice President level should not be addressed for funding. All on-campus solicitations for donations should be done in person, and the listing of who you would like to receive funding from should be approved first by the Director of Student Activities at least one week in advance of when you want to start your sponsorship campaign.

There are different ways to solicit donations for off-campus vendors:

- Person-to-person requests
- Phone calls
- Mail solicitation

Remember that providing sponsorship packets is important. Be prepared to answer all kinds of questions about your project, including how the money will be used and who else is participating. **Donations are not eligible to be considered tax deductible for those who donate to the University.** Only donations made through the Advancement Office qualify for tax deductible status (in compliance with the tax-exempt status of the University).

Donation funds should be payable to The University of Miami with the organizations name in the check memo line.

Once a donation has been secured, a sponsorship agreement should be created and signed by UM Business Services. The agreement states in detail what the two parties are agreeing to on behalf of the donation. Sponsorship cannot include a "call to action". A sample co-sponsorship agreement can be found at in the Student Activities Office located in UC 209.

TAXES

The University of Miami is exempt from paying state sales and use taxes for purchases of items and services used during the normal course of University business. Since the exemption is for University business, the goods and services must be paid for with University funds in order to be granted the exemption by the vendor. According to the State of Florida, "Purchases by the exempt Organization are only exempt when the Consumer's Certificate of Exemption is presented to the vendor and the payment is made directly by the organization. Purchases made by individuals on behalf of the Organization are taxable, even if the individual is reimbursed by the Organization." Therefore, in order to be exempt from tax, payment must be made with a University sponsored PCard, a University of Miami issued check, or a purchase order. *If a personal credit card or cash is used, the vendor is entitled to charge tax.*

Student organizations who are selling items must include sales tax in the cost of the item to be sold. This also applies to t-shirts that are purchased by the organization and then sold. That organization and the University are required to pay sales tax on those items sold.

For those who are using University funds, a certificate of tax exemption can be found on the UM website found at www.miami.edu/index.php/purchasing/other_forms/tax_exempt_/florida_sales_tax_exemption_certificate_/.

RESOURCES

DATABASE

Website: WWW.MIAMI.EDU/MYUMGROUPS

Expectations For Use

Each organization is required to use the database at minimum in the following ways throughout the academic year:

1) Re-register using database in spring
   - Update officers and advisor
   - Name, email, c#, phone number, and role
2) Update rosters of members each semester
3) Approve interested and pending members for your organization
4) Update Constitution every 3 years
5) Submit yearly goal setting and reflection forms once in the beginning of the year and once at the completion.
6) View Documents - Constitution and SAFAC Allocated Funds
7) Register for Canefest, Rumble on the Green, SOAR Awards

Organization leaders are expected to each have an individual logon for the COSO database using a social media site for third party login. All emails used on the account should be umiami emails for students. Student leaders with multiple logins may not be in the system correctly and receive important messages from COSO, SAFAC, and Student Activities regarding policies and program deadlines.

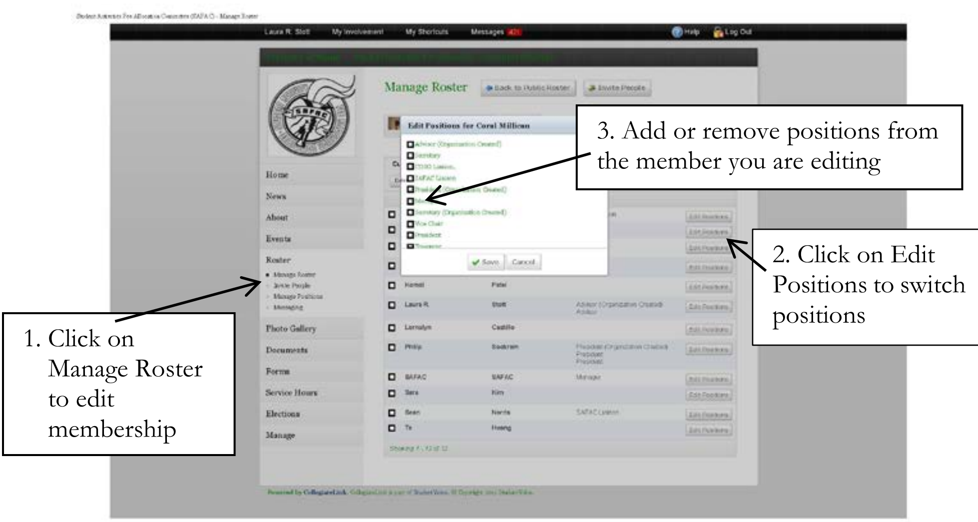
The database is also a helpful way to store files and information on behalf of your organization. Photos and documents can be scanned and stored. Emails and listservs can be created. Surveys can be created, voting for your organization leadership, post news articles for your organization.

COSO liaisons and Student Activities can assist you with navigating the database if you are having trouble. COSO also hosts workshops for database use during the academic year. There is also a new SOAR award started last year for Best use of the database -using this resources to its fullest can get your organization the SOAR award monetary prize!

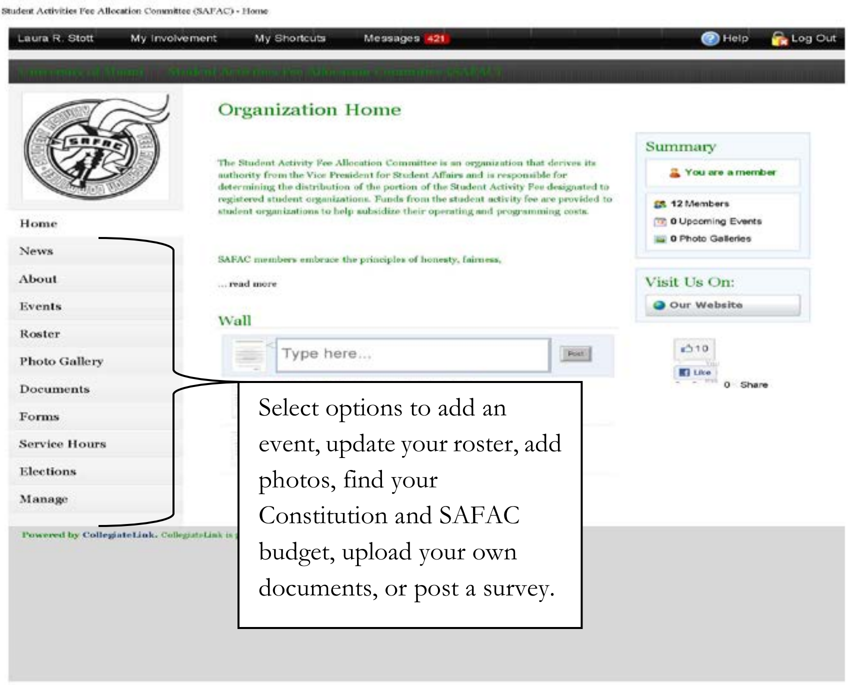
Home Page:

Create Your Account:

Editing the Membership Roster



Using your Database Page



https://um.collegiatelink.net/organization/studentactivitiesfeeallocationcommitteesafac[9/7/2011 1:11:23 PM]

MAIL

Specific mailboxes for each student organization were removed several years ago from the Student Activities Office. The STIC can still be used as your location for mail drop off. Primary Contacts on the database will be notified via email when mail arrives for your student organization for pickup. Packages can also be delivered to the STIC from outside shipping companies. Packages will be held for three days and mail will be held for two weeks after the organizations has been notified of pickup.

If you are mailing an official student organization mail item that you wish to have charged to your student organization account, you can write the 6 digit account number to be charged in the top right of the mailing envelope (where the stamp would go). Metered mail should be delivered to the Post Office adjacent to the University Center and placed in the Department Meter Mail space in the Post Office counter for charges to your account.

Greek organizations (councils and individual chapters) have mailboxes in the Dean of Students Office in Bldg 21-C. Other umbrella organizations also have individual organization mailboxes for each organization in that area. Be sure to keep updated records with your local and national chapters if applicable to send your organization mail.

For UM campus mail and IDRs that require locator codes, they can be found at the end of the 5 digit zipcodes - as the last 4 digits. Locator code (loc code) can also be found on the UM global address list for each office.

STUDENT ORGANIZATION LISTSERV

Students can join the Student Organization listserv, most often used to publicize student organization events and news. Join by signing up at www.miami.edu COSO under the Student Organization Distribution list link. If you wish to be removed from the list, please contact Student Activities by email at umstudentactivities@miami.edu with "Remove" in the subject line.

MONTH BY MONTH TIMELINE

AUGUST

Day before Classes Start - Canefest Involvement Fair

First Day of Classes - Registration opens for returning organizations on COSO Database

SEPTEMBER

Update organization membership on COSO Database

Second Weekend - Attend SOS Workshops

OCTOBER

NOVEMBER

Complete mid-year leadership evaluations

DECEMBER

Date - Registration opens for Spring Involvement Fair

JANUARY

2nd Week of Classes - Spring Involvement Fair

FEBRUARY

First week- Attend Regular Budget Workshops

Date - Registration Opens for Rumble on the Green

MARCH

First Friday - SAFAC Regular Budgets Due

Date - Rumble on the Green

Date - Registration begins

Review Constitution to Set Date for Elections

APRIL

Second Week - Elections Held

Third Thursday - Registration ends for student organizations.

MAY

Middle of May - SAFAC budget fiscal year closes

JUNE

JULY

July 1 - Canefest registration opens for student organizations on COSO Database.

End of July - New SAFAC budgets load Into accounts

FORMS

There are many forms that are used for each organization. This list will help you locate those forms a bit faster.

Accounting

Account Creation Form -

SAFAC - www.miami.edu/student-activities

Donation Account - www.miami.edu/student-activities

DMAS Advisor Access Form-

www.miami.edu/student-activities

Signature Card - In Student Activities
ECheck Access Form - www.miami.edu/student-activities
ENet Access Form - www.miami.edu/student-activities
BERF - In Student Activities
EBERF (for advisors only) – Ariba website
IDR - In Student Activities
Disbursements Account Approval Form (e-check) - www.miami.edu/student-activities
Tax Exempt Certificate - www.miami.edu/purchasing/FORMS/Tax_Exempt_Certificate_2009.pdf
Missing Receipt Affidavit - www.bio.miami.edu/forms/Mssing%20Receipt%20(final).doc
Batch Reference List – http://www.miami.edu/finance/index.php/accounting_information/batch_reference_list/
Release of Liability Form - see Student Activities

Programming

Simple Contract - www.miami.edu/business-service/forms/PerfShort.pdf
Agency Contract Rider - See Staff in Student Activities for Assistance
W9 - www.miami.edu/accounts-payable/DisbursementForms/w9.pdf
Request to have President Shalala Attend Your Event – www.miami.edu/student-activities
Request to have Alumni Assoc. President Jackie Nespral to Attend Your Event – www.miami.edu/student-activities
Programming Checklist - In Student Activities
HP Co-Programming Agreement - In Student Activities
Sponsorship Agreement - In Student Activities
Leadership One Sheets – www.miami.edu/student-activities
HP Equipment Request – www.miami.edu/student-activities

Travel

Field Trip Release Form/Consent to Admission and Treatment – www.miami.edu/Risk-Management/Forms/fieldtrip.pdf
Health Services Website - www. miami.edu/student-health/
Travel Management Website - www.miami.edu/travel

Websites

DMAS - dmas.ir.miami.edu/DMAS/signon.asp

Ariba - enet.miami.edu

COSO Database - www.miami.edu/myumgroups

Student Activities - www.miami.edu/student-activities

ORGANIZATIONAL MANAGEMENT

GOAL SETTING

Each year, the Office of Student Activities and Student Organizations and COSO ask organizations to submit a goal setting form, to be filled out with the incoming executive board to describe the organization's plans for the upcoming academic year. This form is a step by step description of what the organization hopes to accomplish in relation to their organization's guiding principles and serves as a detailed plan on what resources it will need to accomplish those goals in order to be successful. Goals can include programs, membership recruitment and retention, marketing, or any topic that makes sense for your organization. Setting goals for your organization helps to get your members involved, motivates them to work on tasks and gives them a sense of fulfillment for their accomplishments.

MEMBERSHIP DEVELOPMENT

MEMBER RECRUITMENT

In order to petition your organization, you need 25 interested members on your roster. Recruitment is primarily based on proper marketing and relationship building. Promoting your organization online on social media platforms, such as Twitter and Facebook, can be a free and effective way of recruiting members for your potential new organization. You are eligible to host one interest session before becoming registered in order to recruit interested members. Once you are already a registered student organization, you can participate in Canefest and the Spring involvement Fair, as well as use marketing resources, including e-mail blasts and a customized webpage. Your organization can also host meetings and small events that bring students together and facilitate networking as well as learning about the organization.

START OF YEAR RETREAT

Some registered organizations host retreats at the beginning of the year to create a stronger sense of team among the organization's members, set goals for the year, build skills among the members and bring all members of the organization on board to help complete the goals of the organization.

MEETING MANAGEMENT

Meetings are essential for proper communication between members of your organization. Creating a meeting agenda, prioritizing your tasks and managing your time are essential steps to successfully managing a meeting. Be sure to determine a time that accommodates all the members of your organization, reserve a space to meet at on campus and give proper notice of your next meeting to all your members. Be sure that both you and the members of your organization are prepared with a report and a plan of action at each meeting, so that your organization can progress from meeting to meeting.

MEMBER RETENTION

Now that you have your members in place, you need to keep them engaged and motivated to contribute to the growth of your organization. Build a sense of community among your members by hosting social activities that allow them to connect with one another. Be transparent with your members, so that they are aware of the latest happenings and understand decision making in your organization. One of the most effective ways of keeping members engaged and motivated is by delegating tasks to them and rewarding them for their accomplishments. Be sure to recognize members at meetings and show gratitude for their contributions.

DELEGATION

Learning how to delegate as a student leader is integral to the success of your role as a leaders and your organization. It is important to be able to envision goals for your organization and know how to work with your team members in taking steps towards accomplishing these goals. All members of your organization have their own unique talents and can contribute to the organization in different ways. Identify your members' special abilities and delegate tasks that they can accomplish. By delegating the tasks of the organization, you are being efficient with your time and can focus your efforts on other important initiatives. Communication is key when delegating. Avoid being a task master, and find ways to motivate your team members to accomplish their short-term goals.

OFFICER TRANSITION

Leadership transition can be tricky, but if properly managed, your organization can have a seamless year-to-year transition. It's never too early to anticipate change in leadership. Keep binders and digital archives for each of your e-board members from the beginning of each term, so that they can serve as a resource for new leaders in the upcoming year. It is also important to use meetings, retreats and activities to train your current members who may potentially assume leadership roles in the near future. Once you have your new leadership in place, use the summer time to train each of your new e-board members for his/her new role and utilize preparation for the upcoming year as an opportunity for hands-on learning. Be sure to have the President and Treasurer of your organization attend S.O.S at the start of the school year. Finally, don't forget that involvement is meant to be a fun learning experience that allows you to build connections with others. It is important that your e-board members have strong, healthy relationships with each other and can enjoy time with one another outside of your organization.

ELECTIONS

It is important when planning your yearly calendar that you give some thought to the re-election of your organization's leaders. This often occurs before the last few weeks in April, in order to have time to transition the leadership. Be aware of your election procedures in your constitution, as many have detailed schedules of when to alert your current membership on the election timeline process and a listing of who is eligible to vote and participate in an election. Be sure to have your advisor present during the proceedings, even if the election is being moderated by an alumni or outgoing e-board member.

EVALUATION

All members of the organization should be open to listening to the membership and executive board in making the organization stronger and better. Opportunities for improvement can be identified at retreats, as well as during Constitutional Review to update your constitution and can assist in creating an organization that relates to the current needs and interests of its members, as it relates to its guiding principles.

Internal & External Evaluation

It is important to measure your progress throughout the academic year through internal and external evaluation. Soliciting feedback from your members can be done through group discussions and surveys at the middle of the year and end of the year. You can also distribute surveys and polls online and conduct meetings that will help your organization evaluate how it is impacting the campus community. To see your organization's progress over time, keep records of survey results and student feedback.

EVENT PLANNING

The Department of Student Activities wants every organization's events and activities to be successful. Organizations can increase their chances of holding successful events by planning the details well in advance. Student Activities staff members are available to help an organization think about the tasks needed to plan events, and UC Reservations in UC 155 at (305) 284 -4351 can provide additional support for programs in the University Center. The UC Policies and Procedures website (http://www6.miami.edu/university-center/pdf/reservation_policy.pdf) provides some helpful information (including room and equipment set up, marketing opportunities, and event policies) on creating successful events. See "Room and Facilities Reservations" section for more reservation information for the UC and other UM campus locations.

There are many policies regarding things like decorations, alcohol at events, food donations, sound, and catering, Most can be found on the UC webpage at the address above. Additionally, there are many factors involved in deciding if a registered student organization can charge admission to an event, so groups wishing to do should contact with the Student Activities staff at the beginning stages of planning.

For more event planning tips and a sample event planning checklist, see the Student Activities webpage at www.miami.edu/student-activities.

SMALL EVENT PLANNING

Planning for events can be simple if you break it down to several simple steps. Ask yourself these questions when planning an event:

1) Who does your program target?
2) Who is performing at your event?

3) Who is going to help staff your event?
4) Is your event educational or entertainment centered?
5) How does this event help you fulfill your organization's mission?
6) When will your event take place?
7) When will your event start and end?
8) Where do you want to hold the event?
9) Do you need a reservation to use the event space?
10) Where will you go in case of rain?

The Department of Student Activities has a great programming checklist that you can use to start planning your event. It will keep you on track for planning ahead and the questions you should to have a successful program. The checklist can be found in person in Student Activities in UC 209.

LARGE EVENT PLANNING

Large event planning can include events on the UC Rock, UC Patio, Foote Green, the BankUnited Center, conferences, or any high profile performer coming to campus. High profile performers include speakers, musicians, celebrities- anyone known in the news.

Meetings with key players around campus are typically arranged and helped in cooperation with the Department of Student Activities to plan such events with your organization. Administrators from Media Relations, Public Safety, Parking, and the venues you are using come together to discuss the details of the programs with you and your advisor to make them successful.

Conferences take a lot of planning to be successful. Many student organizations have held regional and a few national conferences on the UM campus. Planning includes hotel, transportation, meals, breakout rooms, and evening activities. Please make an appointment with Student Activities if you wish to bring your organization's regional or national conference to campus.

SAFAC will typically not pay for events that do not directly benefit UM students so please think about fundraising or departmental funds to assist with these costs.

COLLABORATIVE PROGRAMMING

Student organizations are encouraged to work together to create services, programs, and activities for the University community. Collaborative or co-programming involves two or more organizations sharing ideas, workload, and financial responsibility for an event.

In order to make sure that no one tasks goes unassigned, student organizations who co-program are encouraged to create a co-programming agreement in which all event planning responsibilities are distributed and put into writing. A co-program is based on the mutual collaboration of a program where a co-sponsorship is more based on funding a program. For more information and a sample co-programming agreement, visit Student Activities in UC 209.

Working together to plan and execute programs is a great way to learn about other organizations and share resources. Some helpful tips on program collaboration can help you through this process.

1) Be sure to be clear about what is expected of both organizations to plan and work the actual event. Write in a document what both sides agree to.
2) Discuss the strengths and weaknesses of each organization and use the strengths and build upon the weaknesses.
3) Be considerate of each other in advertising- consider placing logos of each organization on the advertisements for the program.
4) Have a frank discussion of funds. No one wants to feel like a bank - use the resources and knowledge of each organization to plan your programs.
5) Plan ahead- planning ahead if you are working with new organizations for the first time can help make the event a success.

CONTRACT PROCEDURES

All organizations who sponsor a performer (DJ, Band, Speaker, Entertainer), on campus must execute a formal contract agreement before the program can take place. The Department of Student Activities and Student Organizations has been charged by the University to manage this contract process for all registered student organizations. The only person on the UM campus who can bind the University to an agreement is the Vice President of Business Services and his designees. Student organizations cannot sign contracts on behalf of UM or in any way represent that they are agents of or signing on behalf of the University. Such action may constitute civil or criminal fraud. Please note that a verbal agreement is binding so student organizations should check with their advisors before making offers for performers to come to campus.

The University created a Simple Contract Agreement for performers on campus. Student organizations who participate in on-campus entertainment programs need to fill out the simple contract agreement - one for each organization (not one for each person).

The following are easy steps in getting your Simple University of Miami Contract approved by University officials:

1. Take the original document, make three extra copies (to equal four total).
2. Complete the top section including fee amount and details of the program.
3. Mail or take all four copies of the document with instructions to the agent or artist to complete the performers section (Email, Fax, or FedEx is can be used for tracking and security measures). Instruct the artist to mail all four of the completed documents to the student representative or advisor via FedEx.
4. Have the sponsoring organization advisor sign the simple agreement (all four copies).
5. Submit all four contracts to the Department of Student Activities and Student Organizations (Assistant Director) at least three to four weeks prior to the date of the function. Contracts must be turned in with artist and advisor signature at least two weeks prior to the day of the event or cancellation will be enforced.
5. After the contracts are received and processed, they are forwarded Business Services, for review and approval (a week's review time).
6. When approved, the student organization will be receive three copies of the original contract (one for student organization official records, one for agent/artist, and one for payment if applicable).
7. A copy of the fully executed contract and W9 will need to be sent with the online check requisition if payment is to be made.

Simple Contract Agreements can be found online at www.miami.edu/business-services/forms/Perfshort.pdf or in the Department of Student Activities and Student Organizations at UC 209.

For larger contract issued by a Talent Agency or Hotel, please connect with the Department of Student Activities and Student Organizations (Associate Director) to help with editing and adding the University of Miami Rider to the contract.

1. Make a copy of the original contract provided by the agent/ performer to serve as your working document. Keep the original contract in a safe and clean environment until needed.
2. Review the contract and verify details of the program (time, date, venue, length of performance, payment, etc.) with your organization advisor.
3. Send the reviewed contract to the Student Activities Associate Director. The Associate Director will review the legal components of the contract and edit the contract as required per UM policy.

4. Once the contract has been reviewed and the original copy edited, the edited contracts will be returned to you. Print three additional copies of the revised contract, mail the edited contracts to the agent/ performer with an instructional memo to sign all four copies on the last page of the UM Rider and initial any edits made to their Agency Contract.
5. Following the arrival of the signed contracts from agent/ performer, have your advisor sign the UM Rider. Submit the signed contracts to Student Activities and Student Organizations (Assistant Director) at least three weeks prior to the date of the function. Contracts must be received in Student Activities with the artist and advisor signatures at least two weeks prior to the day of the event or event cancellation will be enforced.
6. After the contracts are received and further processed, they are forwarded to Business Services for review and approval (7-10 business days review time).
7. Once Business Services has signed the contracts, they will be mailed to the Assistant Director of Student Activities. Organization will be contacted to pick up the remaining three copies to send one to the agent/performer, one for organization records, and one used for payment.
8. The student organization will submit financial forms (online check requisition) in order to pay the performer. These forms will need to be completed online, processed by your advisor, at least one week from the program date to ensure on -time payment.

When in doubt about a contract, please contact Student Activities at (305) 284-6399.

In an effort to keep the Department of Student Activities and Student Organizations from cancelling your programs, we have formalized a process for signing contracts for student organization programs which allows time for payment processing. Please plan ahead and allow yourself enough time to ensure contract processing and performer payment.

ROOM AND FACILITY RESERVATIONS

University Center Policies

The University Center has meeting rooms, outdoor Patio and “Rock” spaces, the Flamingo Ballroom, and the lower and International Lounge areas, which are available for reservation. The Foote Green is also now available to be reserved through the Reservations Office. Recognized Student Organizations and UM Departments may reserve space for meetings and special events. The Reservations

Office is also your contact for making a breezeway table reservation, as well as reservations for the Foote Green for events and for posting signs along the walkway.

ATTENTION: Outdoor events with MUSIC or FOOD may require a special Coral Gables form to be completed a minimum of TWO WEEKS in advance of the event. Plan ahead so we can accommodate you!

Student Organization officers should stop by the UC Reservations Office in person to make arrangements for their events; the office is located in the suite just behind the Swimming Pool entrance doors. Commonly requested audio/visual equipment is available, and rooms can be setup in a variety of styles that will best suit your event.

You may call for general reservations information, but student organizations must send an officer in person to actually make a facility reservation. Standard hours for reservations are 9am-8pm Monday-Friday. Appointments, Series Reservations and Events with food or amplified sound are available from 8:30am-3pm Monday-Friday.

Student Organizations and their officers may not make reservations on behalf of any other formal or informal group, club, or company; nor may reservations be made for purposes not consistent with the purposes of the reserving organization. Reservations may not be transferred to another organization. If an event is co-sponsored by two or more organizations, one primary organization will hold the reservation, all other co-sponsoring organizations must be listed on the original reservation (no "hidden" co-sponsorship).

All reservations are deemed tentative until a paper reservations contract is signed by the officer from the Student Organization. A complete copy of the UC Reservation policy can be found at
http://www6.miami.edu/university-center/pdf/reservation_policy.pdf

Breezeway Tables

Organizations soliciting at a Breezeway Table must remain behind the table and not rove about the area contacting passersby, except for momentary contact while distributing a flyer or handbill. Breezeway tables are available on a first-come, first-choice basis, unless there is a specific facility reason (such as access to an electrical outlet) requiring a certain table location.

Handbills and/or Flyers may be distributed by Student Organization members in the breezeway and "Rock" areas, provided these conditions are met: (Distribution must be in the Breezeway or Rock only, not on the patio or other parts of the UC)
1. An advance Breezeway or Rock table reservation is required.

2. Handbill distribution by student organizations is approved ONLY for student organization purposes; no non-UM or off-campus facility, event, company, person, or service may be mentioned in any way.
3. Groups are responsible for policing the area to reduce handbill litter.

University of Miami Campus

The University has several locations on campus that are available for use for meetings, events, and programs as a perk for being a COSO registered student organization.

Below is a listing of the most frequented locations on campus and their contact information regarding reservations and usage. Each facility will have their own policies and guidelines for usage that the student organization is expected to follow and adhere to.

Reservation Locations Outside of the UC with Extensions

Alumni Center (Chalece Erixon)..6583
Athletic Dept 2678
Bank United Center 6456
Casa Bacardi...2822
Communication Courtyard (Julia Proby)..9838
Communication Lecture Hall and Classrooms (Julia Proby)..........2198
Cosford Cinema (Trae DeLellis)...9838
Clark Rehearsal (William Dillon)...2438
Faculty Club (must be a catered event)...2717
FieldHouse ....uspace@miami.edu (after form is filled out)
Foote Green...4351
Fraternity Houses...5353
Gusman Concert Hall (William Dillon)..2438
Hillel Jewish Student Center 1920
Hurricane100 2444
Law School..2339
Learning Center (LC) .... Miami.edu/scheduling
Lowe Art Museum...3535 ext:8
Memorial .... Miami.edu/scheduling
Motion Picture Faculty Office..6902
Rathskeller..........................through HP Rat Reservation Form
Residence Halls – Individual Halls (Jonathan) 4846

Ring Theatre 3355
Storer Auditorium (Jennifer Colon) j.colon@bus.miami.edu 4643
University Center (Linda Sher-Collado)..4351
Wilder Auditorium (Physics Dept.) 7120
Wellness Center (Elena Fajardo)...1763
Wesley Foundation 1920

PUBLICITY AND PROMOTION

There are many ways to publicize your event on campus. Typically, 150 fliers will cover the entire campus. UPRINT cards for student organization copying needs are allocated each spring with SAFAC regular budget requests for the following fiscal year. SAFAC only allocates for black and white copies.

If you are marketing a fundraiser and are charging admission, the charity or location the funds are being allocated must be clearly marked on the flier.

Be sure to know your audience when marketing- Facebook, word of mouth, handbills, tabling in the UC breezeway are all great ways to market your event. Be sure to include the what, where, why on the flier. It can be a great branding opportunity to post who is sponsoring the event on the flier.

All advertisements should follow these guidelines:

a. The posters, handbills, leaflets or other advertising are neat, legible, typeset, and in acceptable taste
b. The advertising material is not larger than 11" x 17"
c. All advertising should be advertised only one week prior to the event, and all posters or advertisement littering campus within 48 hours after the event has taken place will be removed
d. All approved advertisements are subject to the policies of the particular facility or building where the advertising is to, or does, take place

Student Activities has drop boxes for fliers for the residential colleges. Drop off copies for each res college and our office will deliver them to each res college front desk on a daily basis. The number of copies needed for each college is listed below in the Residential College section.

MEDIA RELATIONS

Media Relations consults with organizations on campus regarding press releases and connecting with the media. If any organization is approached by either an off-campus or on-campus publication, including IBIS Yearbook, the Miami Hurricane newspaper, WVUM, UMTV, please direct them to Media Relations office at (305) 284-5500, as they manage all press inquiries at the institution.
If you are hosting a large event, it is important to bring in Media Relations to the discussion in case there are inquiries from the media regarding your event.

POSTER DISTRIBUTION AND ADVERTISING POLICY

All approved advertising must be displayed, distributed or placed in the specific bulletin board, receptacle or other appropriate designated area for such advertising. Advertising placed in inappropriate areas (sidewalks, trees, doors, bathroom stalls, windows) may be removed immediately.

Advertising by posters, distribution of leaflets or in any other manner on any area of campus is a privilege, not a right. The Vice President of Business Services or his/her designee has complete discretion to permit or disallow any type of advertising. Approval may be withdrawn at any time.

Prior approval for posting in all areas of campus and University facilities must be obtained from the Vice President for Business Services or his/her designee before any off-campus restaurant, bar, lounge, or similar establishment places on campus any advertisements in the form of posters, handbills, and distribution of leaflets or in any other manner. Such advertising is prohibited without prior approval. Details of which circumstances will be approved can be found online at the Student Rights and Responsibilities website at www.miami.edu/dean-students/srr.pdf.

PUBLICIZING ON CAMPUS

Flyers

Be sure to only post on approved bulletin board locations. Do not post flyers on top of another Organization's flyer. Each facility on campus is managed independently and how frequently bulletin boards are cleaned off is determined by that specific facility. The UC Info Desk approves all fliers to be posted in the UC. For academic classrooms, the smaller posting strips outside of classes are for professors to post notes to their students (like in Memorial). The larger bulletin boards on campus that are not specified for departments are typically the correct ones to use.

Banners

Reservations must be made to hang banners in any of the 36 locations in the University Center and across campus. All reservations must be made by a current officer through the University Center Information Desk. Specific banner locations may be reserved. Each reservation is for a period of one week, with a maximum of 2 consecutive weeks. Student Organizations wishing to make their own banners may purchase blank ones at the University Center's Information Desk for a fee of $10 each, payable by IDR or cash. Banners must be delivered to the University Center Information Desk. by Sunday before the Tuesday of posting. All banners will be hung and removed by University Center staff. If an Organization would like to keep their banner, it must be picked up within 48 hours from the University Center Room 105, after the end of the reservation.

Breezeway Tables

Student Organizations my reserve tables in the University Center Breezeway. Reservations may be made by a current officer of a Student Organization through the University Center Reservations Office by calling (305) 284-4351. See page 38 for more information.

In the Newspaper

Student Organizations may advertise in The Miami Hurricane at discounted rates. Student Organizations may also submit calendar events and news briefs for FREE to *The Miami Hurricane*. Deadlines for ads are Thursday for the following Monday paper and Monday for the following Thursday paper. Student Organizations wishing to publicize in *The Miami Hurricane* should contact the newspaper at University Center, Room 221 or at (305) 284-4566.

Back Page Ad

Student organizations can submit items to be placed on the backpage ad of the Thursday edition of *The Miami Hurricane* newspaper. Items should be for events open to the entire UM body, and held on Thursday – Sunday. Submissions can be sent to student-activities email at least one week before the actual event. This service is free.

On the Web

Student Organizations can advertise their events on the COSO database at www.miami.edu/myumgroups.

IBIS News

IBIS News is the electronic newsletter that is sent to every undergraduate, graduate, medical, law, and RSMAS student on the UM campus every Wednesday. Items are submitted online using the online submission form found at www.miami.edu/ibisnews. Submissions are due by Friday at 5pm for the following Wednesday edition. More information on what *IBIS News* can and can't include in their newsletter can be found on the website listed above.

Through the Mail

The Registrar's Office has the ability to print mailing labels (home or local address) for all students or a selected group of students who have agreed to the disclosure of their address. There is a fee for this service and all mailings must be approved by the registrar.

On the Radio

Student Organizations may publicize FREE on WVUM, 90.5 FM, by submitting Public Service Announcements. Student Organizations should contact WVUM at (305) 284-3131 for more information.

In the Residence Halls

The Department of Residence Halls offers many ways for Student Organizations to publicize their events on campus. Student Organizations can drop off the appropriate amount of each flier to the Student Activities office in our drop boxes for each college. Fliers will be delivered to each college on a daily basis. Residential College flyer numbers are as follows:

Pearson Residential College:	13 flyers
Mahoney Residential College:	13 flyers
Eaton Residential College:	9 flyers
Hecht Residential College:	27 flyers
Stanford Residential College:	23 flyers
University Village	8 flyers

Social Media

Organizations may have Facebook pages and Twitter accounts for their organization. Media Relations has a website that lists all organizational and departmental pages at

UM - http://www.miami.edu/index.php/university_news_resources/social_networks_and_other_web_resources/. Remember to use common sense when posting information to a page, using appropriate language and material.

Chalking

Chalking on the UM campus is not allowed. Organizations are NOT authorized to chalk on any surface at the University to advertise programs or their organization for any reason.

Stakes on the Foote Green

Stakes on the Foote Green can be a great way to advertise your event along the sidewalks near the Library, UC and Ashe building. To reserve space for your organization, contact the UC Reservations desk downstairs in the UC. Reservations need to be made at least two weeks in advance.

UNIVERSITY TRADEMARKS / LOGOS

If authorized, the use of the University of Miami logo and seal must conform with the Division of Communications' Visual Identity Program. The University's seal is restricted to official, formal, or commemorative use. Details of the Visual Identity Program are online at www.miami.edu/styleguide. Use of the University of Miami Athletic logos are managed by the Athletics department. All use of Athletic logos must be approved by Athletics.

To have your event or organization logo approved, please provide a color printed copy of your logo to the Auxiliary Services offices, next to the Registrar in UC Room 125 one week before you need the logo for use.

WEBPAGE

Registered Student Organizations are encouraged to create organizational webpages to help promote their organization. Organizations can receive a free domain name and webpage by filling out a Website Account Request Form, found in the Office of Student Activities and Student Organizations. The completed request form can be submitted to the Office of Student Activities and Student Organizations.

If you have a current webpage but need to change webmasters, you can use the same form to update your webpage contact and password. Please note that there are restrictions on domain names and web addresses, as well as webpage content (see "University Trademarks and Logos" above).

TRAVEL

STATE TO STATE TRAVEL

Airfare

Can be paid directly by UM or by internet. Student organization can either have their advisor purchase the items on a University of Miami approved credit card or use a BERF to be reimbursed for expenses. Boarding passes are no longer attached to the BERF for reimbursement. See the Travel Management website for a listing of commonly used airlines and their contact information.

Travel Agencies

In an effort to improve the travel process and achieve cost savings, the University has selected three travel agencies to handle all travel arrangements and can charge airline tickets directly to the traveler's department budget account. Travel arrangements include air and ground transportation, as well as lodging. Please contact the University Travel Manager, at (305) 284-1087, if you have any questions.
The designated travel agencies are:
Four Seasons…….........…......(305) 604-9800
Lorraine Travel….......................(305) 446-4433
Travel Source ……...................(305) 663-3515

Rental Car

Rental Car reservations must be made with a credit card. All available auto collision (CDW/ SL) and liability insurance must be purchased on rented vehicles. For information concerning UM Corporate Rates, contact the University Travel Department at (305) 284-1087. Many companies have discounted rates for individuals traveling on UM business. Rates for AVIS, Dollar, and Enterprise are all located on the UM travel website at http://www.miami.edu/finance/index.php/travel_management/car_rentals/.

Any student involved in an accident while using a rental vehicle for University business must immediately report the incident to the rental agreement agency as well as UM Risk Management at (305) 284-3163.

The current mileage rate for reimbursements is $0.55 cents a mile. Rates may change so please check the Accounts Payable Disbursements webpage.

Recommended companies are:

AVIS…….........................…......1-800-338-8211

Dollar….................................…1-800-800-4000

Enterprise…..............................1-800-736-8227

Discounted rates for these carriers are listed on the UM travel website found at http://www.miami.edu/finance/index.php/travel_management/car_rentals/.

Airport shuttles are also listed on the travel management website and offer a discount if booked online.

Local Travel

Local Travel is considered any travel less than 50 miles of the University.
SAFAC will NOT be reimbursed by SAFAC for student organizations. If through a University Department, receipts can be kept and used for reimbursement on a BERF from a non-SAFAC account.

If taking a taxi or bus, ask for a receipt. If no receipt, you can write item on an index card with date, time, cost, etc. Remember to include the tip on the taxi receipt.

Bus

For UM Shuttles and American Coach, fill out the online request form at Parking and Transportation by going to www.miami.edu/parking, left tab parking information, services offered, at the at the bottom of the main screen you will find “Service Request Form” or contact Parking Services and Transportation at (305) 284-3096.

For more information on other bus rental companies, contact the Purchasing Department at (305) 284-5751.

Travel Advance Request Form

This form, found at https://www6.miami.edu/travel/forms/TARF-ONLINE-VERSION.pdf, can be used by student organizations as a form of cash or direct payment to hotels and are made available only in cases of: extended trips of more than fourteen (14) consecutive days; travel to locations where the American Express Travel card is not accepted;

foreign travel; student travel; nonexempt staff travel; travel by those who have applied for but have not yet received their corporate charge card; and unusual or special circumstances as approved by the appropriate fiscal officer or authorized account signer. Airline tickets must be covered using the Corporate Travel Card.

INTERNATIONAL TRAVEL

Any student or student organization traveling outside of the United States on behalf of the University must contact the Asst. Provost for International Affairs in conjunction with Risk Management to provide pertinent trip information and forms BEFORE the trip is to take place. Detailed travel schedules and contact information are needed for Risk Management to make a determination if it is safe for the student to travel. Prior approval will be required to travel to any country, located on the US State Department travel advisory warning page. Contact the UM Risk Management Department at (305) 284-3163 if you have any questions.

Before you travel with students please review and abide by the following guidelines:

- Complete the Travel Form including the appropriate signature of department head/ Dean or Designee and send in to the Department of Risk Management.
- Contact the Student Health Center at least 6 weeks prior to travel. Information about Travel Medicine Services is available at the Student Health Service website. Group visits or information sessions for class groups can be arranged by contacting studenthealth@miami.edu.
- If you are providing any written materials or advice about travel medicine, contact the Student Health Service prior to sharing this information.
- Print two copies of the AIG Assist document to take along with you on the trip.

SAFAC funding will not be reviewed or allocated for student organizations for international travel until the trip is approved in writing by the Asst. Provost office.

Field Trips

All students who participate in any Student Organization field trip must download the “Field Trip Release/Consent to Medical Treatment” form on the Risk Management webpage. These must be submitted to the Risk Management Department once completed and signed before the deadline specified by the Student Organization. The Student Organization advisor should keep a copy of the forms for the student organization's records. Students who are under the age of 18 must have each form signed by their parent/guardian. Any trip including off-campus retreats or outings, require this form.

In the event of an accident, the student organization should immediately report the incident to Risk Management and the Department of Student Activities (after obtaining emergency assistance, if needed).

INSURANCE

Rental Vehicles

Any Student Organization that needs to rent a vehicle for a University activity must contact Risk Management to get approval for such rental. The authorized renter must select both collision and liability insurance coverage for the entire duration of the rental period. Any student/employee/faculty member that will be driving the vehicle must get written approval from the Risk Management office prior to the rental of the vehicle. For more information regarding field trips and off-campus events, please contact Mr. Robin Rees in Risk Management via phone at (305) 284-3163 or visit www.miami.edu/riskmanagement.

Contracts

All performance contracts are required to have an insurance policy. Once the contracts are returned, the insurance policy from the visiting artist or vendor should be attached to the file. Only the Director of Risk Management has the authority to override the risk insurance requirement.

All vendors that contract with a University/Student Organization must meet the minimum insurance requirements set forth in the University's Vendor Application. This application can be obtained from the Purchasing Department (www.miami.edu/purchasing). In some instances the insurance requirement may be waived or additional insurance may be required.

CONTACT INFO

Academic Services..284-4990

Accounts Payable..284-5158

Alumni Relations..284-2872

Association of Greek Letter Organizations...........................284-5353

Bookstore..284-3582

Butler Center for Service & Leadership.................................284-4483

Check Distribution..284-2284

Committee on Student Organizations....................................284-6399

Commuter Student Involvement..284-5646

Controller's Office..284-4877

Counseling Center...284-5511

Council of International Students
and Organizations...284-3548

Chartwells (Dining Services)..284-3584

Dean of Students Office (IFC, PHC, MGC, NPHC)..........284-5353

Disability Services..284-6434

Duplicating Services..284-5408

Financial Assistance Services...284-5212

Graduate Student Association..284-6750

Health Center...284-5927

Honor Council...284-5353

Hurricane Productions...284-4606

Ibis Yearbook...284-6385

International Student & Scholar Services..............................284-2928

Jerry Herman Ring Theatre...284-3355

Lakeside Copy Center..284-6490

LaunchPad..284-2789

Miami Hurricane Newspaper..284-4401

Multicultural Student Affairs..284-2855

Orientation Programs..284-5646

Parking and Transportation Services......................................284-3096

Payroll/Disbursements..284-2625

Public Safety..284-6666

Purchasing...284-5751

Rathskeller..284-6310

Registrar..284-5455

Residence Halls..284-4505

Risk Management..284-3930

Sandler Center for Alcohol
& Other Drug Education..284-5353

Sexual Assault Response Team...798-6666

Smith-Tucker Involvement Center..284-6399

Student Account Services...284-6390

Student Activities & Student Organizations.........................284-6399

Student Activity Fee Allocation Committee..........................284-6399

Student Affairs...284-4922

Student Government...284-3082

Student Life...284-2805

Toppel Career Center...284-5451

University Center Information..284-2318

UC Pool..284-3622

UC Reservations..284-4351

Wellness and Recreation..284-3253

WVUM..284-3131

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