Student Organization *Handbook*

UAB

STUDENT INVOLVEMENT
& LEADERSHIP

The University of Alabama at Birmingham

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Welcome
to the Student Organization Handbook

This handbook was created to serve as a resource for UAB student leaders interested in developing, participating in, or leading a student organization. UAB is home to 334 student organizations that support a variety of interests. For a full listing of UAB organizations, visit Engage and view the *Organizations* tab. For more information or additional organizational support, contact The Office of Student Involvement and Leadership at getinvolved@uab.edu.

ABOUT THE UAB
Student Organization Community

334 ● **57** ● **4,039**
ORGS   NEW ORGS   EVENTS

DATA IS REFLECTIVE OF THE 2019-2020 ACADEMIC YEAR

19	41	29	245
CLUB SPORTS	UNIVERSITY FUNDED	FRATERNITY & SORORITY	RSO

About

THE OFFICE OF STUDENT INVOLVEMENT & LEADERSHIP

Recognizing UAB students come from different backgrounds with varied interests and passions, the Office of Student Involvement & Leadership supports organizational development and management to meet students' diverse needs. Through engagement with students, Student Involvement & Leadership has the opportunity to watch as students progress adacdemically, discover values, develop an identify and realize their full potential. This is achieved through advising students and student organizations, creating innovative leadership opportunities, promoting involvement in the campus community, and developing students' institutional pride. Student Involvement & Leadership values and encourages all forms of leadership to cultivate an inclusive, socially responsible, and vibrant campus community.

Mission

Student Involvement & Leadership exists to provide intentional experiences outside of the classroom that prepare UAB students to serve, inspire and lead.

Student Involvement & Leadership serves as the primary University department responsible for providing student leaders with the necessary support to develop, manage, and lead student organizations.

Org Support

ENGAGE

UAB.EDU/UABENGAGE

Organization Management

Engage is used to streamline the registered student organization registration and re-registration process. The platform provides student organization leaders with user-friendly tools to run their organizations efficiently and effectively. All UAB student organizations are only considered active if registered through Engage.

Event Planning

The event approval process is streamlined through Engage to both manage risk and serve as a connector for student organizations to the UAB campus calendar.

Event Pass

Organizations can easily track student participation through the Campus Labs Event Tracking app. Once downloaded, the app scans a QR code provided to each user through their profile. Events must be approved to through Engage to use the tracking app.

BlazerPulse Integration

All opportunities created in the BlazerPulse community are visible in the Engage platform's service directory. Student organizations can direct their members to the Service tab to explore available service experiences.

Organization Tool Menu

This allows you to create and manage content for your organization. Access the Org Tool Menu by navigating to your Action Center through the Manage View of the Switchboard. You may see any one of the following tools.

About: In the About tool, you can update some of your organization's basic details, such as the profile photo, description, summary for the organization directory, contact information, and social media links.

Roster: The Roster tool includes your ability to manage positions for the organization, send organization messages, invite members, remove members, and approve pending memberships.

Events: The Events tool allows you to create and manage your organization's events. Submit an event request, or manage an individual event, including inviting attendees, tracking participation, or changing an event's details.

News: The News tool helps you share what your organization is doing with the community. You can create, edit, and delete News posts from this area.

Documents: The Documents tool allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or Position holders within your organization.

Forms: Use the Forms tool to move any of your organization's paper forms into Engage. Use forms for sign-ups, interest forms, applications, and more!

BLAZERPULSE

UAB student organizations have access to BlazerPulse as a resource for connecting members and other UAB students to community engagement opportunities, as well as tracking members' service impacts. To create a BlazerPulse page, visit the Student Organizations. BlazerPulse site and click the blue "Submit Group" button to request an organization page. Please search the "Student Groups" already listed on this page to ensure the organization does not already have an account before requesting a new one. If the organization has an existing account, and the admin for the account needs to be updated, contact getinvolved@uab.edu.

1 Connect and get involved

Find and explore causes and organizations within the Birmingham community and beyond. When you find an opportunity, BlazerPulse provides an outlet to register for service and communicate with the community organizer.

2 Make an impact

An impact is service-related output. This could be in the form of volunteer hours, donations, or training experiences that are mutually beneficial for both you and our community. Track your impact through BlazerPulse; all impacts are verified.

3 Create community

Through group management features, users can create events and opportunities to recruit UAB support. Furthermore, you can track the impact of your events, receive feedback, and manage members servoce hours. To create a group, visit BlazerPulse Student Organizations.

Connecting opportunity and community at UAB

uab.edu/blazerpulse

ORGANIZATION TYPES

UAB's student organization community is composed of a variety of organization types. Regardless of the type, all student organizations are required to register their organization in order to be considered in good standing and receive the rights and privileges of a student organization at UAB. Organizations are asked to answer a series of questions through the organization registration process that will allow the University to identify their type. The following types of organizations may register:

Registered Student Organizations (RSO)
A registered student organization is a club or organization whose membership is composed of UAB students. RSO's are created by students and supported through advisement of a voluntary faculty/staff advisor, as well as student governance. The University supports the creation of student organizations whose purposes and activities enhance the social, cultural, recreational, and educational functions of the University. There are three types of RSOs:

Undergraduate Student RSO
An Undergraduate Student RSO is a club or organization whose membership is primarily composed of UAB undergraduate students actively pursuing a bachelor's degree. Undergraduate Student RSOs are created by students and are not financially reliant on a University Department. Undergraduate Student RSO's are required to participate in all registration and re-registration processes in order to maintain active status.

Graduate/Professional Student RSO
A Graduate or Professional Student RSO is a club or organization whose membership is composed of UAB students actively pursuing an advanced degree. Graduate or Professional Student RSOs are created by students and are not financially reliant on a University department. Graduate and Professional Student RSOs are required to participate in all registration and re-registration processes in order to maintain active status.

Club Sport RSO
Club sports are registered student organizations that have been approved by University Recreation as a competitive, club sport organization. Club Sports membership is composed of UAB students both graduate and undergraduate. Club Sport RSOs are required to participate in all registration and re-registration processes in order to maintain active status.

University Funded Organizations
A University Funded Organization is a club or organization whose membership is composed of UAB students and is directly supported through a University department or division. The organization's purpose aligns with that of the department or division and is directly advised and financially supported by that unit. University Funded Organizations are required to participate in all registration processes in order to remain in good standing with the University. University Funded Organizations should follow the procedures in the Student Organization Handbook for their organization management.

Social Fraternity and Sorority Organizations
Fraternal Organizations recognized by the University fall under one of four governing councils: the College Panhellenic Council (CPH), the Interfraternity Council (IFC), the Multicultural Greek Council (MGC), and the National Pan-Hellenic Council (NPHC). Social and academic fraternities that are not a member organization of one of the four governing councils may register as an organization, but will not be recognized and able to participate in formal recruitment and intake processes through Fraternity & Sorority Life. Fraternities and Sororities are required to participate in all registration and re-registration processes and must meet any additional criteria outlined in the Fraternity & Sorority Life Handbook in order to maintain active status

INTEREST GROUPS

Student Organization Interest Groups

A student organization Interest Group designation is available for those students who are interested in creating a campus organization but may not meet the requirements for registering a student organization. This option allows for the students to recruit members, utilize limited resources, and have intentional support from the Office of Student Involvement and Leadership. Interest Groups are an opportunity for the campus to experience new organizations and the organizations to test the community's interest in the potential organization.

Process

1. Submit an Interest Group Registration Form

Prospective organizations must submit an Interest Group Registration Form to notify the Office of Student Involvement and Leadership that the Interest Group will begin to recruit members with the intent of registering the organization.

2. Meet with the Office of Student Involvement and Leadership

After completing the Interest Group Registration Form, the Office of Student Involvement and Leadership will contact the student who completed the form to schedule an Interest Group Consultation. During this meeting, the Interest Group will learn more about benefits of organizing and what will be required of them. This is also when the interest groups learn about the Engage platform.

Responsibilities

After one semester of promoting the Interest Group, Interest Groups should complete the New Organization Registration Process. Interest groups who do not meet the minimum requirements for New Organization Registration will lose recognition as an Interest Group.

Interest Group Registration forms may be filed once per academic year.

Benefits

Students that form an Interest Group and follow the required process will have access to the following benefits:

1. One space reservation during the semester of registration for the purpose of an interest meeting

2. One promotional table during the semester of registration for the purpose of recruiting members

3. 25 flyers printed for the purpose of marketing the organization

Interest Groups are required to meet with a UAB Pathfinder to schedule and reserve space and print flyers. To schedule an appointment with a Pathfinder, click here.

CRITERIA FOR REGISTRATION

Any group of students which meets regularly, elects officers, collects dues, or produces/sponsors a program, or function in other ways which are consistent with the functions of an organization, is required to seek official UAB approval. These groups must be recognized by the Division of Student Affairs in order to function as an organization at UAB. Registration is a means by which student organizations may receive standard privileges granted when certain minimum requirements are met. Registration of student organizations by the Division of Student Affairs and UAB shall not imply support for any student organization's purpose, philosophy, or activity. UAB will not assume any legal liability for activities of student organizations. Registered student organizations are private, voluntary associations and are not official UAB components.

1. Name
- Registered Student Organizations may list their name as [insert organization name] at UAB. "UAB" must be stated in acronym form and the name of the student organization cannot begin with "UAB".

- No student organization shall use the name of the University of Alabama at Birmingham or any seal or symbol of the University or of UAB in any manner, except in accordance with the following:
    - Registered Student Organizations may not use the Core University Logo, but may create their own. When doing so, organizations should ensure the following:
    - Visual identities for RSOs may never replicate the logo lockups of official university schools, colleges, and VP-level units.
    - A registered mark should always appear when writing the university acronym in text.
    - The UAB monogram may not be incorporated into the organization's unique logo.
    - University Funded Organizations may use the Core University Logo or create their own. However, use of the Core University Logo must align with the standards set forth for University Funded Organizations by UAB University Relations.

- Additionally, an organization may not use a name which is the same as a currently registered organization. The name of the organization must be consistent on all organization documents and materials including, but not limited to the organization's constitution, social media accounts, and print promotional materials.

Any organization that does not meet the criteria for naming will be denied registration.

CRITERIA FOR REGISTRATION

2. Faculty/Staff Advisor

Student organizations are required to have a faculty/staff advisor. The advisor must be a full-time faculty or staff member at the University of Alabama at Birmingham. Hospital personnel cannot serve as a student organization advisor. National headquarters, national organization staff, or paid campus ambassadors cannot serve in place of a faculty/staff advisor.

- The faculty/staff advisor should be added to the organization's roster during the registration process and must complete the verification process prior to the organization's registration being approved.

- The Advisor Verification Form is required to confirm the advisor's willingness to support the organization through the faculty/staff advisor role. Registration/Re-Registration will not be approved until the form is submitted. Advisors must login to Engage to complete the form. Forms submitted by student leaders on behalf of an advisor will be denied. This form is required annually.

3. Membership

Student organizations must have at least five (5) members who are current UAB students. These members should be documented and confirmed through the organization registration process each semester.

- All student organizations shall be open to any student who meets membership requirements. Membership in the organization shall be limited to currently enrolled University of Alabama at Birmingham students.

- Organizations that choose their memberships on the basis of restrictive clauses dealing with race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, or genetic or family medical history are not permitted to function at UAB.

- Organizations that have filed and been approved for a Title IX exemption, are permitted to retain their same-sex membership status.

- An organization must represent the interests of the members, and the control of the organization must be within the local campus group. Student organizations shall be responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in an activity of the organization.

4. Constitution, Purpose, Goals & Objectives

Student Organizations are required to create and maintain an organizational constitution that must be submitted through the registration process. The organization's constitution must include the current UAB Non-Discrimination Policy. Any organization that does not meet the criteria for constitution, goals, and objectives will be denied registration.

- The organization's constitution must include the current UAB Non-Discrimination Policy: "The University of Alabama at Birmingham and (insert organization name) prohibits discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status, or genetic or family medical history."

  - Organizations with Title IX exemptions should show both the full UAB Non-Discrimination Policy followed by the Title IX exemption.

- The purposes, policies, and objectives of an organization must not be in conflict or competition with the educational goals and functions of UAB. Registration may be denied to new student organizations' whose purpose is within the scope of a currently registered student organization.

- The organization may not a) have illegal goals and objectives; b) advocate or support the overthrow of the United States government; c) propose or participate in activities which would violate regulations of the Board of Trustees, UAB, or federal, state or local laws and regulations, or materially and substantially disrupt the word and discipline of UAB; or d) advocate enticement of imminent lawlessness which may produce such action referred to in "c" above.
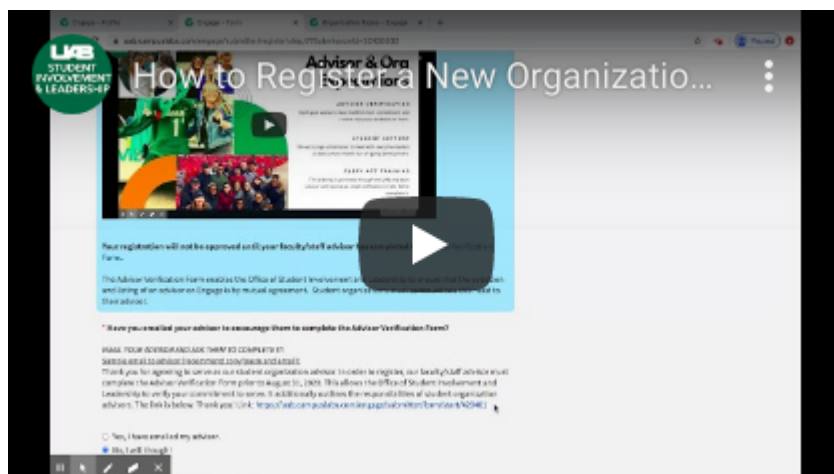
NEW ORGANIZATION REGISTRATION

New Organization Registration Process

Registration for new organizations is available twice per year (July 1 – September 30 and December 1 – January 31). In order to form a new student organization on campus, an interest group must meet the criteria for registration and complete the following steps:

1 Login to Engage and go to Organizations tab. At the bottom of the left column, click the button which states "Register An Organization".

2 A box will then appear prompting to either "Re-register Existing" or (scroll down) "Register New Organization." Select "Register New Organization."
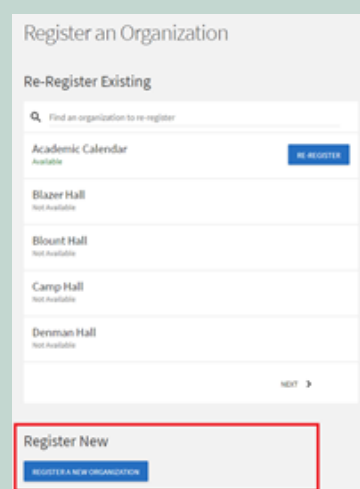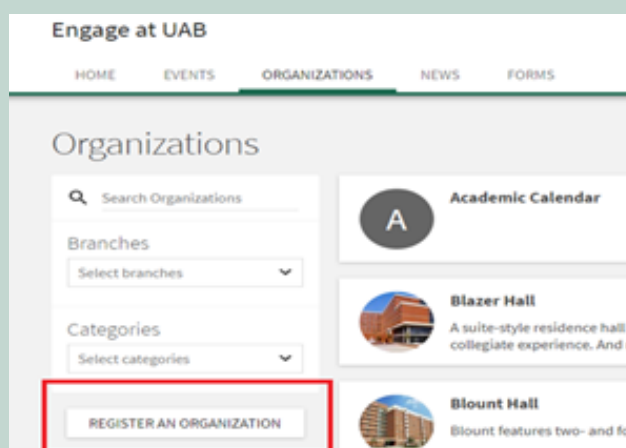
VIDEO tutorial
click to watch in a new window

The student organization registration application will be reviewed by the Office of Student Involvement and Leadership. Once the application is approved, the student organization will receive an e-mail notification. If there are any errors in the application, then the organization's registration will be denied. The organization will be notified of approval or denial by e-mail. The student which submitted the registration will have an opportunity to correct the errors and resubmit for consideration within the approved time frame for registrations. For an overview of the organization registration form, watch the tutorial above.

EXISTING ORG REGISTRATION

Processes for Existing, Returning Student Organizations

Once an organization has been approved, they are required to annually complete Engage Re-Registration. Additionally, organizations are required to submit a Roster Update at the beginning of the spring semester. Failure to re-register and/or update the roster by the stated deadline will result in a loss of organizational benefits and registered status until the opening of the next re-registration period. Both the Re Registration and Roster Update can be completed by using the Engage Re-Registration button (instructions are provided below). This button will only be visible during designated periods.

Re-Registration Criteria for Approval

Registration status will be contingent upon the organization's demonstration of compliance with the following conditions throughout the academic year following initial registration and/or re-registration:

1 MEMBERSHIP
Maintain a minimum of five (5) organization members at all time.

4 EVENTS
Properly register all on-campus events and activities through the event registration process.

2 ROSTER
Maintain a current roster within Engage and complete the required Roster Update each spring semester.

5 PROPERTY
Disclose through the student organization registration process any organization owned or leased property.*

3 COMPLIANCE & ADVISOR
Remain in compliance with all UAB rules and regulations, as well as federal, state, and local laws (this includes maintaining a faculty/staff advisor)

6 TRAININGS
Meet the minimum requirement for participation in student organization required trainings. (Note: University Funded Orgs, Graduate & Professional School Orgs may be exempt from participating in some required trainings).

* Pursuant to the policy of the University, no lease or other agreement affecting real property for a period in excess of one year or for rental in excess of $12,000 per year shall be entered into between the University and an organization without the approval of the Chancellor and the Board of Trustees or their designees.
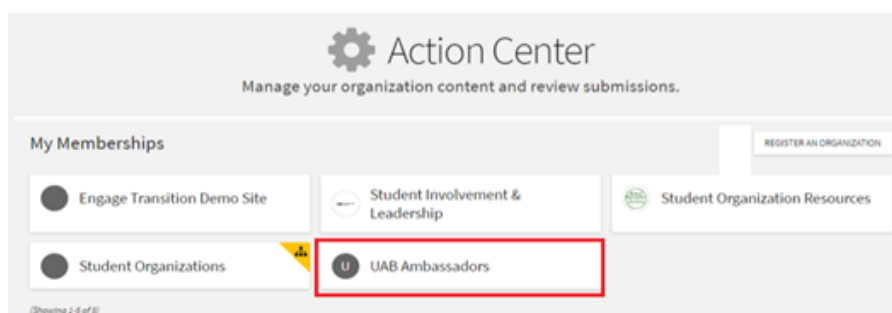
RE-REGISTRATION PROCESS

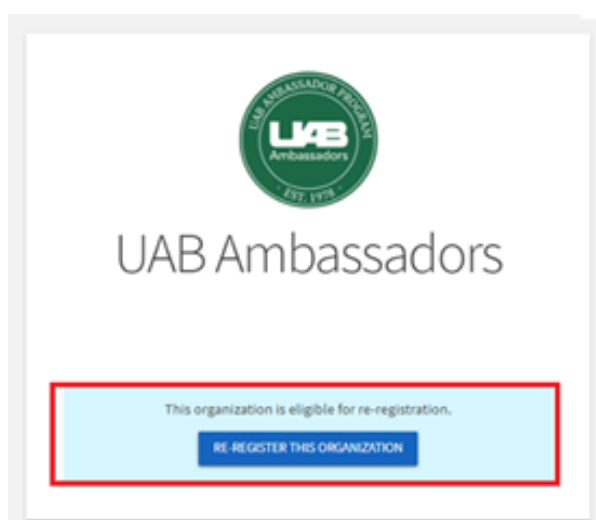## Re-Registration & Roster Update Process for Student Organizations

Students can view which organization(s) are eligible for re-registration by accessing the Action Center. To access the Action Center, click the Switchboard Icon on the top right hand corner of the Engage community and click "Manage."

From the Action Center home page, the student will see a list of organizations. Select a single organization to view.

If the organization is eligible for re-registration, there will be a blue box which states, "RE-REGISTER THIS ORGANIZATION." Please click this to proceed to the renewal form.

Fall Re-Registration period: July 1 – August 31
Spring Re-Registration/Roster Update period: December 1 – January 31

The Purpose of an Advisor

The advisor serves as a resource. By providing leadership, the advisor is an educator, helping students to learn by doing. The advisor provides a sense of direction for the organization and promotes student and faculty/staff interaction in, and out of, the classroom. Additionally, the advisor supports risk mitigation through on-going support of student leaders and through attendance at organization sponsored events when deemed necessary by the Office of Student Involvement and Leadership due to associated risks.

Eligibility and Continued Service

An advisor must be a full-time faculty or a staff member at the University of Alabama at Birmingham. Hospital personnel cannot serve as a registered student organization advisor. National headquarters, national organization staff, or paid campus ambassadors cannot serve in place of a faculty/staff advisor. Advisors are expected to be actively involved in the affairs of their organizations. Selection of a particular person as advisor is the choice of the organization and is by mutual agreement of both parties. After agreeing, the advisor must complete the Advisor Verification Form on Engage to make their role official. **If the advisor plans to take a leave of absence, it is the responsibility of the organization to find a temporary replacement for the time in which the advisor will be absent. Each semester the student organization is responsible for connecting with their advisor to confirm their continued support.**

Expectations of an Advisor

Annual completion of the Advisor Verification Form
- The Advisor Verification Form enables the Office of Student Involvement and Leadership to ensure that the selection and listing of an advisor on Engage is by mutual agreement. This form is completed during the fall re-registration period (available July 1 – August 30) or during the mandatory roster update period (available December 1 – January 30) of each year. Student organizations must communicate this need to their advisor.

- **If the organization has a change in their advisor mid-year, the new advisor should complete the Advisor Verification Form and the organization should add the new advisor to their Engage roster.** View the video below for instructions on how to update the organization's roster manually.

VIDEO tutorial
click to watch in a new window

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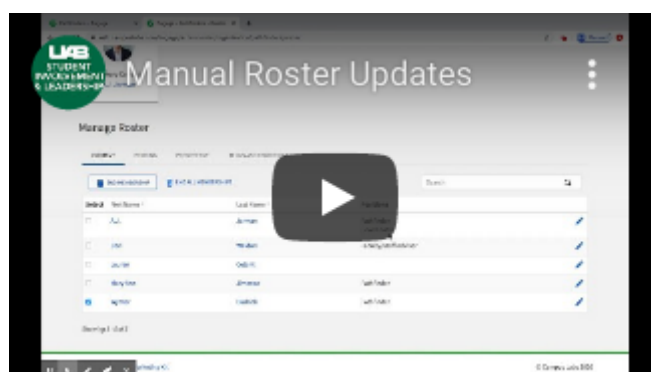
ORGANIZATION ADVISOR

Expectations of an Advisor

- Attend (or find a faculty/staff proxy) for any student organization sponsored event or activity that's associated risk calls for additional support and supervision.

  - This requires advisors to be aware of and invited to organization events. This is the responsibility of the student organization. If the organization is planning an event requiring advisor attendance and the advisor is unavailable, the event will be denied without the confirmation of attendance by an advisor or advisor-identified proxy. The organization is made of aware of which events require advisor attendance through the Engage event registration process. The Office of Student Involvement and Leadership will use the event registration "comments" feature to share any additional requirements, such as this. It is the organization's responsibility to communicate this need to the advisor in a timely fashion.

- Encouraged to meet regularly (at least once a month) with executive student leader(s) to provide an outlet for discussion of the leadership experience, offer guidance on organizational management, and drive alignment of activities with organizational objectives.

  - **Student leaders should take the initiative to schedule these meetings. It is not the responsibility of the advisor to seek out the organization.**

- Complete the Clery Center's Campus Security Authority training and uphold role as a Campus Security Authority and mandatory reporter.

  - Advisors will receive a notification from the UAB Learning System alerting them to the assignment, its due date, and instructions for completion. This training is typically assigned in October or November.

For an advisor to be effective it is very important that they be kept informed as to the operation and needs of the organization. It is the **responsibility of the student leaders** to see that the advisor receives all minutes of meetings and is kept abreast of the program, upcoming events, and meetings. Advisors are a resource for student organizations and students should utilize them when looking for support with a process or issue. The Office of Student Involvement and Leadership staff serves in a general advisory role to organizations and advisors as need and particular questions arise.

Expectations of Student Organizations at UAB

The purpose of the University of Alabama at Birmingham ("University") student conduct process is to support the vision, mission, and shared values of the University and the tenets of the University's creed, The Blazer Way. Through a student-focused and learning-centered lens, the process strives to uphold individual and community standards; foster an environment of personal accountability for decisions; promote personal growth and development of life skills; and care for the well-being, health, safety, and property of all members of the University community.

The Student Conduct Code ("Code") describes the standards of behavior for all students and student organizations and outlines students' rights and the process for adjudicating alleged violations. All students and student organizations are expected to conduct themselves in accordance with the Code. The current version of the Code, which may be revised periodically, is available from the Office of Student Conduct & Outreach or online.

Student organizations that are campus branches of international/national organizations are not allowed to have an international/national, non-UAB student represent or advocate on behalf of the organization without an invitation from the University.

How to Report a Violation

To report a violation of the student conduct code, submit a **Student Conduct Incident Report**. In the event of an emergency or crimes or incidents involving imminent threat of harm, contact UAB Police at 205-934-3535. If you are submitting an incident report related to gender discrimination, sexual harassment (including sexual misconduct and violence), or retaliation for reporting sexual harassment, please submit the report online to the Title IX Office.

For additional information, contact Student Conduct & Outreach at 205-975-9509 or visit their website.

Violations

Organizations which violate UAB regulations are subject to disciplinary action as outlined in the Student Conduct Code. Disciplinary action will be determined by the Office of Student Conduct in partnership with the Office of Student Involvement & Leadership. Such action may include, but not be limited to:

- Limitation of privileges
- Social probation for the organization
- Temporary suspension of the organization's events and activities
- Removal of active status of the organization
- Community service hours

Violations of the Student Organization Handbook and guidelines herein that do not align with Student Conduct Code policy but blatantly disregard student organization standards of behavior and reporting are determined by the Office of Student Involvement and Leadership. Failure to comply with student organization guidelines may result in loss of registration, mandated education, or other stipulations.

HAZING POLICY

It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. "Hazing" is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in university life, either on, or off, campus.

The purpose of this policy is to define hazing and to provide guidelines with regard to hazing that student organizations and their members must follow.

Student organizations should review the UAB Hazing Policy for Student Organizations and share this policy with their membership **(Policy & Procedures Library – Policy VII-009).**

2020-2021 EVENTS & ACTIVITIES

These Social Event Guidelines for Student Events* include modified policies for the 2020-2021 academic year. This document supersedes all previous guidelines and policies for events organized for or on behalf of student. The ability for student organizations to host events is subject to the University of Alabama System's Comprehensive Health & Safety Plan.

Click here to review the Social Event Guidelines for Student Events

Overview of guidelines for in-person events:

- Student Organization Advisors must be present for the entire event.

- Six feet distance between all participants and staff.

- All attendees, including staff, must wear masks.

- Participation limited to only the UAB Community. All attendees must present Blazer ID and Health Check Event Passport.

- All in-person activities must take place between the hours of 9 a.m. – 6 p.m. Monday – Friday. Weekend in-person activities will not be approved.

- Capacity for an in-person indoor activity is limited by the square footage of the room, and the ability to maintain 6 ft social distancing between individuals in the venue. Event capacity for an indoor event shall not to exceed 50 individuals (outdoor shall not exceed 100).

- No food is allowed at in-person activities.

In-person Off-Campus Activities:
Off-campus behaviors impact on-campus safety during COVID19. As a result, the following are guidelines for off-campus events:

- In-person off-campus programs, events and recruitment initiatives are **prohibited** during the modified business operations.

- Virtual volunteerism and service is encouraged, including capacity building research for non-profits and virtual meetings. Off-campus volunteerism and service experiences must be registered and approved on the BlazerPulse platform. Students must check-in via BlazerPulse at the event. Volunteerism and service held off-campus must adhere to all requirements of an on-campus in-person activity, to include all health promoting behaviors and physical distancing outlined below.

*Student organizations are expected to read and abide by the Social Event Guidelines for Student Events.

EVENTS & ACTIVITIES OVERVIEW

Virtual Meetings

Departments and student-led organizations (including registered student organizations, fraternities and sororities, and academic organizations) are encouraged to continue hosting activities and organizational meetings virtually. Virtual meetings must be registered on Engage using the "create event" feature.

Engage Registration

All activities, including virtual and in-person events, must be registered in Engage. Both virtual and in-person activities taking place on or after August 24, 2020 must be registered on Engage. In-person activities must be registered at least 5 business days prior to the event date. Virtual activities must be registered at least 2 business days prior to the event date. In-person activities (happening on or after 8/24) can be registered starting August 17.

Participation Tracking

All in-person activities must track participation. The attendees may sign-in with a contactless Blazer ID or use an event pass through Engage. This allows for tracking participation at each activity. Once the location capacity is met, no other attendees are allowed entry.

Healthy Behaviors

Organization Advisors, Event Contacts, or Departmental Staff are responsible for ensuring all health promoting behaviors, to include making sure attendees maintain physical distancing, attendees wear a mask, and location capacities are met.

Reduce Shared Surfaces

In-person activities should be designed in a way to reduce any shared surface spaces, such as tables. This reduces the cleaning protocols necessary during this time.

No Food

No food is allowed at in-person activities.

*Student organizations are expected to read and abide by the Social Event Guidelines for Student Events.

EVENTS & ACTIVITIES OVERVIEW

Wipe Down Surfaces

Prior to beginning an activity, the primary event contact must wipe down all surfaces in the location; upon the completion of an activity, the primary event contact must wipe down all surfaces in the location. Wipes and materials will be provided in each location.

Indoor Participant Size

Capacity for an in-person indoor activity is limited by the square footage of the room, and the ability to maintain 6 ft social distancing between individuals in the venue. Event capacity for an indoor event shall not to exceed 50 individuals. This cap includes participants and staff.

Outdoor Participant Size

Although an in-person outdoor activity likely has a larger capacity, the capacity is still determined by venue size and social distancing metrics, not to exceed 100 individuals. Venues include the Green, the Mini Park, the HSC Amphitheater, and Unity Park (not an exclusive list).

Nov. 21 - Jan. 10

No in-person activities will be approved between November 21, 2020-January 10, 2021. Registered Student Organizations and Departmental-led programming may still register virtual events during this time.

In-Person & Virtual

If an activity has both in-person and virtual components, the guidelines for the in-person component of the event must be met.

Primary Contact
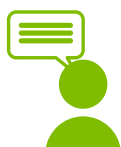
The primary contact as designated through the Event Registration Process is designated as the individual responsible to ensure all attendees are upholding health promoting behaviors. In addition, the faculty/staff advisor must be present at the activity.

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*Student organizations are expected to read and abide by the Social Event Guidelines for Student Events.

EVENT REGISTRATION GUIDELINES

Introduction
All student organizations in good standing have the privilege of hosting on-campus events. On-campus events must be registered with the University through the event registration process. Registration is the sole responsibility of the student organization(s) sponsoring the event.

The event registration guidelines assist students in the planning of safe and successful events and activities. These guidelines facilitate adherence to UAB's policies and procedures as well as state and local laws and regulations. The Office of Student Involvement and Leadership believes that students should drive the development of events. Student ownership of events should be guided by a set of best practices and policies to provide a level of consistency and to help build a culture of responsible hosting. **Organizations are required to register all <u>on-campus and virtual</u> events and activities through Engage.** Community service events may be submitted for marketing and recruitment purposes through BlazerPulse.

Definitions
For the purpose of this policy, the terms listed below shall have the following meanings unless a different meaning is clearly indicated by the use of the term in the text.

a) "**Guest**" shall mean a person who is invited by the student group that is hosting the social event. This includes non-UAB affiliated persons, including national/international affiliates or guest speakers/public figures.

b) "**Member**" shall mean those individuals who are considered active, new members, or associates in accordance with the student group's constitution or by-laws.

c) "**Event**" shall be defined as any on-campus activity that is organized/presented by a student organization.

d) "**Organization**," or "**Student Organization**" means any group of students who have complied with the University's formal requirements for registration as a student organization.

e) "**On-Campus Event**" refers to any event or organizational activity hosted in a UAB owned and operated facility or on University property.

f) "**UAB**" or "**the University**" refers to the University of Alabama at Birmingham as an institution.

EVENT REGISTRATION GUIDELINES

Event Registration Violations
Student Involvement and Leadership reviews all events with the goal of empowering and supporting student organizations to plan and offer events that are both fun and safe. University policies and procedures exist to assist students in managing events safely. Student Involvement and Leadership staff is available to assist organizations in effective event planning and management. If an event violates the Student Conduct Code or if any law enforcement agency issues an incident report, the matter will be referred to the Office of Student Conduct.

Any student group found not in compliance with the event registration guidelines or that is found to be operating an event in a manner that is inconsistent with the details provided in the event registration form will be required to meet with the appropriate advisor within the Office of Student Involvement and Leadership. Accountability could come in the form of the organization losing its privileges including, but not limited to, the ability to reserve space, rent equipment, request funds from USGA, etc. In addition to any disciplinary action by the university, organizations that are member organizations of either local or inter/national groups governed by inter/national organizations may also be subject to disciplinary action by those local or inter/national councils or groups for violations of these guidelines.

EVENT REGISTRATION GUIDELINES

Identifying the Risk Level of an Event

Events inherently assume a certain level of risk. In an effort to support student organizations' risk mitigation processes, all campus events and activities must be submitted through the Engage event registration process a minimum of five business days prior to the event date. Events that are not submitted within the required window for review will be denied.

- **Identifying Risk –**
  - The safety and wellbeing of each UAB student alongside the success and sustainability of each student organization is one of the primary reasons the event registration process exists. There are five types of risks associated to organization event planning. *These five types of risk have been adopted and adapted from Texas A&M's Division of Student Affairs.*

  - **Physical Risks**
    - This type of risk accounts for any physical harm that may be incurred by a participant. Factors associated to physical risk include but are not limited to the presence of food, alcohol, dangerous environmental conditions, recreational equipment, traffic congestion, etc. Organizations should actively consider harm reduction strategies to avoid physical risks.

  - **Emotional Risks**
    - Emotional risks include those activities that could negatively influence the well-being of participants. Events that involve sensitive topics stimulate emotional risk.

  - **Reputational Risks**
    - It is important to consider the impact that the event may have on the reputation of each member (students must abide by the Conduct Code as a participant), but also the impact the event may have on the organization as a whole and UAB. Activities where participants may demonstrate poor conduct or where media may be present could influence the public's perception of UAB, the student organization, and the national organization when applicable.

  - **Financial Risks**
    - Organizations need to consider financial risks associated to hosting the event. Can the organization cover the cost of equipment rentals or catering, for example? In order for an organization to sustain, it is important to make wise financial decisions.

  - **Facilities Risks**
    - The space chosen for an event often dictates the type of activities that can be hosted. Is the space a safe environment? Does the facility approve of the type of activity the organization intends to host? Will traffic become an issue? What is the event capacity? How will the organization monitor capacity throughout the event?

EVENT REGISTRATION GUIDELINES

Events Requiring Security and Advisor Attendance

The Office of Student Involvement & Leadership does not in its sole discretion require security for on-campus events or provide recommendations on the number of security personnel needed for on-campus events that meet the above criteria. The Office of Student Involvement & Leadership will make the determination if an advisor will need to be present and require a security consultation based on the criteria below. Security consultations should take place with the UAB Police Department.

Events that include one or more of the following may require the presence of an advisor and/or security:
- Event participation is expected to exceed 75 participants
- Venue capacity exceeds 75 participants
- Alcohol is being served
- The event has potential to cause traffic congestion
- Potential health and safety hazards associated with event participation
- Event is open to the public
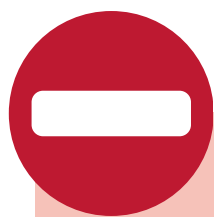
Based on the Student Organization Re-Entry Guidelines, advisors (or an advisor identified faculty/staff proxy) will be required to attend all on-campus events regardless of the criteria shared above.

Security Consultations

Security consultations should take place with the UAB Police Department. Organizations that have been required to consult with UABPD should call (205) 975-0562 and ask for Sergeant Larry Bailey or (205)-934-3999 and ask for Captain Roderick Wilkins. Sergeant Bailey will initially receive the request and will consult with Captain Wilkins to determine if security is necessary for the organization's event.

If security is required, a ten (10) day advance notice is required for all security requests. If the event is cancelled, it is the responsibility of the person who requested the detail to inform the Sergeant in a timely fashion. The form to request Event Security can be found on the UABPD Website – Event Security Request Form.

EVENT REGISTRATION GUIDELINES

UAB Co-Sponsored Events

Student organizations are permitted to work with non-UAB affiliated organizations for the co-sponsorship of programs and activities. The following stipulations must be followed when a registered student organization is considering co-sponsorship of a program or activity with outside groups:

- Co-sponsored events must be registered and approved through the event registration process.

- Co-sponsorship must be clearly designated as such through the event registration process.

- All promotional materials should identify the co-sponsorship of the program and list all sponsoring organization(s) names.

- Representatives of the student organization must be present throughout the duration of the program or activity.

- All organizations, both UAB affiliated and non, must adhere to all UAB rules and regulations. The student organization shall be held liable for the activities of the non-UAB affiliated group(s).

The University may, in its sole discretion, limit the number of registered events allowed to take place at a given time on campus. In instances where multiple events are registered and the University deems it necessary to limit the number of events, approved events will be permitted in the order they were registered.

Virtual Events

Student organizations can sponsor and promote virtual events. Through the Engage event registration process, organizations can indicate the location as "online" which will prompt the inclusion of an accessible link for participation. **All virtual events should be submitted through the Engage event registration process.**

VIDEO
tutorial
click to watch in a new window
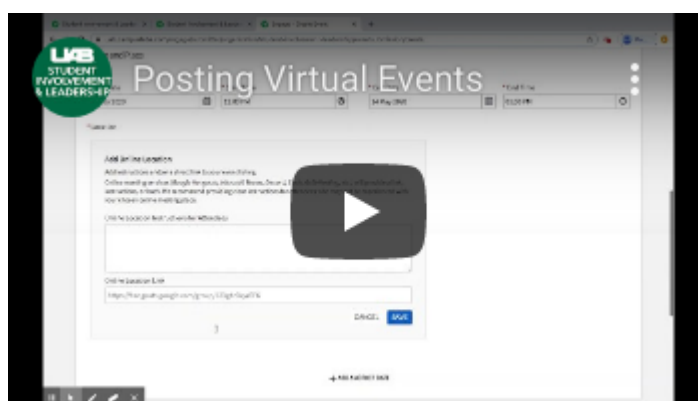
EVENT REGISTRATION GUIDELINES

Events with Food

Food that is handled or prepared improperly can cause food-borne illness. Safety in food preparation and service is important to consider when planning an event or promotional tabling activity. Furthermore, the possibility of allergic reactions create risk associated to food distribution. Food should be labeled and prepared by a caterer or e-packaged to mitigate risks.

UAB has its own catering company, <u>Blazer Catering Co.</u>, which offers a low cost Student Catering Menu. If the event is located in the Hill Student Center (including the Amphitheater), the organization is required to use Blazer Catering Co. or submit the <u>exemption form</u>.

Violations to the Catering Policy
Violations to the Hill Student Center catering policy will result in the loss of HSC space reservation privileges.

Contact Information:
- Phone: (205) 966-6565
- Engage Page: Campus Dining
- Email: catering@uab.edu
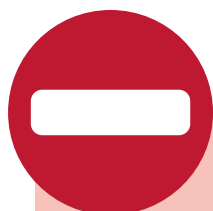
Based on the 2020-2021 Social Event Guidelines for Student Events food is not allowed at in-person events until further notice.

University Compliance for Events with Alcohol

The use of alcoholic beverages must be in compliance with federal, state and local laws; the regulations of the Alabama ABC Board; and other university policies and procedures, including, but not limited to, the Drug-Free Workplace Policy and the Drug-Free Campus Policy for Students.

All events where alcohol is present must end by 1:00 am. Alcohol may not be served or consumed for more than four (4) hours during any single event.

Responsible Persons
A "responsible person" must be designated for every function at which alcoholic beverages are served. That individual is responsible for ensuring that this policy and other related policies (see "Compliance") are followed. The organization's advisor must be in attendance for any event where alcohol is
present.

Controlled Areas
Steps should be taken to ensure that alcoholic beverages are contained within the boundaries of the event. All alcoholic beverages should be consumed or disposed of by all guests or participants before they leave the premises.

Event Advertisements
Advertisements or invitations to events where alcoholic beverages are being served should emphasize the nature of the event and not alcoholic beverages.

Self-Service
Alcoholic beverages must not be freely available to attendees. A designated server or hired professional bartender must be on duty at the event to limit the size and number of drinks served. If the function involves a sit-down meal at which alcohol is served, waiters and/or waitresses should be instructed to ask before automatically refilling wine or liquor glasses.

Proper Identification
Alabama state law prohibits purchase, consumption or serving of beer, wine or distilled spirits by persons under legal drinking age. It is also a violation of Alabama state law to purchase alcohol for, or serve alcohol to, persons under the legal drinking age. Therefore, at all events where alcoholic beverages will be served, the designated server or hired professional bartender will be required to check for proper identification before serving any alcoholic beverages and must reject any questionable forms of identification. Alcoholic beverages may not be served at functions where the majority of attendees are under legal drinking age.

Non-Alcoholic Beverage Alternatives
Alternative non-alcoholic beverages must be equally available and accessible at all events where alcoholic beverages are served. Water should not be the only alternative beverage offered.

Food
Food must be made available to those in attendance at all events where alcoholic beverages are served.

Hours of Service
Service of alcoholic beverages must be discontinued at least one hour before an event is
scheduled to end.

Transportation
For the duration of the event, the student organization must provide and have available transportation by taxi or other similar means for members/guests who are visibly intoxicated or who request transportation.

Refusal to Serve Intoxicated Guests
If a participant or guest at an event where alcoholic beverages are being served appears to have exceeded his or her consumption limit, the designated server or hired professional bartender must discontinue serving alcoholic beverages to this individual.

These guidelines were adopted and adapted from the UAB General Policy Regarding the Use and Consumption of Alcohol and the UAB School of Medicine's Guidelines for Hosting Off Campus Events with Alcohol.

EVENT MARKETING GUIDELINES

Promoting & Advertising "On-Campus Events" Both On Campus and Online

Students and student organizations are permitted to advertise and promote on-campus events that have been approved through the event registration process through the use of designated posting locations in on-campus facilities and online through organization websites, online calendars, and social media.

Students and student organizations should follow these regulations when promoting and advertising on-campus events. Failure to meet these specifications will result in the removal of all materials, and appropriate disciplinary action will be taken. The University reserves the right to review event information when it's being posted on a University owned platform to ensure it meets the above criteria.

!

All promotion and advertising materials must include the following information:

- Name of sponsoring student organization
- Contact information for sponsoring organization or individual
- Date of event/activity
- Time of event/activity
- Location of event/activity

No Alcohol Promotion

Publicity and promotion of events where alcoholic beverages are being served should emphasize the nature of the event and not alcoholic beverages.

No Sexual Connotations

Publicity having sexual connotations is prohibited.

University Branding Guidelines

Buttons, T-shirts, and other publicity items should follow the University's branding guidelines when the University's name or logo is utilized.

Flier Locations

Fliers and other publicity may only be placed in the designated locations identified for each campus facility. They may not be attached to interior walls, doors, windows, over-hangs, exterior walls, fences, utility poles, waste receptacles, signs, signposts, trees, or shrubbery.

Copyright or Trademark

Oganizations creating/maintaining digital mass communications or digital content are responsible for ensuring the content does not constitute a copyright or trademark infringement and must not otherwise violate any applicable laws or UAB policy. Display of banners on any academic building generally is not permitted. Any exceptions must be approved by the area responsible for that facility.

Co-Sponsored Events

When an event is co-sponsored, the co-sponsorship must be clearly listed on all promotional materials.

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EVENT MARKETING GUIDELINES

Marketing via Social Media

UAB welcomes individuals and organizations to identify their role at UAB publicly on social media. Be aware that by doing so, this is a representation of UAB and therefore is subject to UAB's conduct policies. Students are subject to the Academic Honor Code and Student Conduct Code. Individuals creating and maintaining digital mass communications or digital content ("content") are responsible for adherence to the following requirement:

- Content must not constitute a copyright or trademark infringement and must not otherwise violate any applicable laws or UAB policy.

Keep in mind these tips on accessibility when posting on social media:
- Is Alternative Text included for photos on Facebook, Instagram or Twitter?
- Do all graphics have a strong contrast between text and background?
- Was camel case used with the hashtags? #AccessibilityIsAwesome
- Is contact information available prominently in the social media bio?
- If a video is posted, are captions provided?

SPACE RESERVATIONS

Active student organizations who are in good standing with the University have access to reserve campus facilities for the purposes of organizational management/promotion and organization-sponsored events. Use of space is a privilege; organizations that do not abide by the Event Registration Guidelines set for student organizations as well as the space reservation policies defined by the venue, will be referred to the Office of Student Involvement & Leadership and/or Student Conduct. Privileges will be revoked for organizations that abuse this benefit. Student organizations are required to register all on-campus events (this includes tabling and regularly scheduled meetings) through the University's online involvement platform, Engage. **Space reservation does not replace event registration through Engage.**

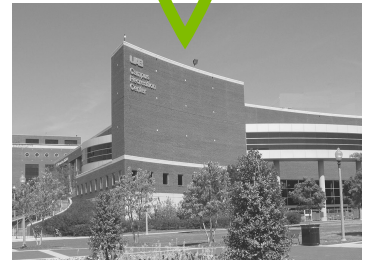**The following campus facilities may be reserved by student organizations:**

Academic Space
- Heritage Hall
- Campbell Hall
- Education Building
- University Hall

HSC Space
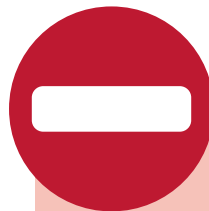- Hill Student Center
- Mini-Park
- HSC Ampitheater

University Rec
- U-Rec Center
- Campus Green
- Intramural Fields

Housing & Res Life
- Cahaba Rooms
- The Underground
- RLC

Fall 2020:
Limited Space Availability

Due to precautions being taken to ensure the health and safety of the University community, some spaces are offline or limited for student organizations during the fall 2020 semester.

- **Housing & Residence Life - NOT AVAILABLE**
- **Academic Space - Limited (available options are posted on the Engage event registration form)**

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HSC Space

- Hill Student Center
- Mini-Park
- HSC Ampitheater

Due to precautions being taken to ensure the health and safety of the University community, all reservable spaces in the building are limited to 10 guests. Reservations open September 7th.

2020 Re-Entry
Limited Business Hours
(beginning Aug 17th)

Mon- Friday: 7:00am - 7:00pm
Saturday: 10:00am - 2:00pm
Sunday 12:00pm - 6:00pm

HILL STUDENT CENTER

Space reservations open for student organizations:
- 1st Tuesday of October for the following Spring/Summer semester
- 1st Tuesday of March for the following Fall semester

Requests should be submitted to the Hill Student Center's online space reservation system on or following the open of reservations for that term. Student organizations are required to submit their space reservation concurrently with their event registration. Both should be submitted a minimum of 5 business days in advance.

Normal Operating Hours for the Hill Student Center are:
- Monday-Friday 7:00 AM-12:00 AM
- Saturday 8:00 AM-12:00 AM
- Sunday 12:00 PM-12:00 AM

During the summer semester and designated University holidays and breaks (fall, winter, and spring) the Hill Student Center will operate under abbreviated building hours. These hours are:

- Monday-Friday 7:00 AM-7:00 PM
- Saturday 8:00 AM-7:00 PM
- Sunday 12:00 PM-7:00 PM

During the following University designated holidays and breaks the Hill Student Center may be closed:
- Labor Day Weekend
- Thanksgiving Weekend (Wednesday-Sunday)
- December 23th-27th
- New Year's Eve and New Year's Day
- Martin Luther King Day
- Memorial Day Weekend
- 4th of July

For a comprehensive list of rules and regulations for the Hill Student Center, please reference the HSC Policy & Procedure Manual.

ACADEMIC SPACE

Academic space reservations for student organizations are requested through the Engage event registration process. However, student organizations can access academic space guidelines and policies through www.uab.edu/bookit.
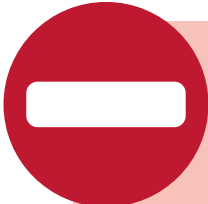
The Office of the Registrar reserves the following spaces for student organizations:

- Campbell Hall
- Education Building
- Heritage Hall
- University Hall

Space reservations for academic space will be made through the student organization event registration process.

Academic Space
- Heritage Hall
- Campbell Hall
- Education Building
- University Hall

Registration Process

- Through the "Manage" view of the Student Organization "Engage" page, the student organization should "create event" to submit the event registration form.

- Through event registration, the student organization will have the opportunity to request a preferred academic space.

- Once the registration form has been submitted, it will be reviewed by the Office of the Registrar and an appropriate space will be identified and confirmed, if there is one available.

- Requests received prior to the add/drop deadline will not be reviewed until after that date.

- A confirmation of the space reservation will be emailed to the individual who submitted the event request.

- This confirmation will include any relevant space policies as well as any special instructions.

Student organization access to academic space for Fall 2020 will be available starting September 7th. Organizations can submit fall requests starting August 17th through the Engage event registration form. Space requests will be reviewed on Engage by the Office of the Registrar, in the order they are received, starting September 1st.
Requests will be left pending until that time. Space requests made for dates prior to September 7 will be denied.

To promote the health and safety of our campus community, academic space for student organization use is limited until further notice. Limited space is available in Campbell Hall, Heritage Hall, and University Hall. The available space will be listed on the Engage event registration form. An organization can indicate their preferred space through event registration. Organizations are required to adhere to the University guidelines and expectations for campus activities and events while using academic space.

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University Rec

- U-Rec Center
- Campus Green
- Intramural Fields

UNIVERSITY RECREATION

All facility spaces may be rented during non-peak times (Monday-Friday 5:00 AM-4:00 PM) Facility spaces can be reserved outside of this window through the online request process, but are not guaranteed to be approved.

Space reservations for University Recreation facilities can be made directly on the University Recreation website.

Student organizations are required to submit their space reservation concurrently with their event registration. Both should be submitted a minimum of 5 business days in advance. Any facility reservation that does not have a corresponding event registration will not be approved. For a comprehensive list of policies and procedures visit the University Recreation Facilities website.

HOUSING & RESIDENCE LIFE

Student Housing & Residence Life has first priority over all spaces within the Student Housing community. Student organizations are permitted to reserve space overseen by Student Housing when the organization sponsored activity is open to all UAB students. Tabling and collection boxes are also permitted in the Residence Halls.

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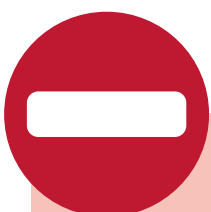
Housing & Res Life
- Cahaba Rooms
- The Underground
- RLC

Registration Process

- Through the "Manage" view of the Student Organization "Engage" page, the student organization should "create event" to submit the event registration form.

- Through event registration, the student organization will have the opportunity to request a preferred space. Here the org can select the Housing & Residence Life space of interest.

- Once the registration form has been submitted, it will be reviewed by the H&RL and an appropriate space will be identified and confirmed, if there is one available.

  - Events must be open to residents.

  - Requests cannot be submitted more than two weeks prior to the date of the event.

  - On-going organization meetings are not allowed.

Due to precautions being taken to ensure the health and safety of the University community, some spaces are offline for student organizations.

- **Housing & Residence Life space - NOT AVAILABLE until further notice for student organization use.**

OTHER CAMPUS LOCATIONS

Student organizations may have access to other locations not listed in the Student Organization Handbook. If the organization identifies an alternative space, then the organization is responsible for ensuring that space has been reserved. Engage event registration provides space reservation capability for four academic buildings (Education, Heritage, University, and Campbell). **Organizations that host activities in academic space other than the above mentioned may do so if they receive special permission from the building administrator.** Engage, the Office of Student Involvement and Leadership, and the Registrar's Office do not support academic space reservations outside of Education, Heritage, University, or Campbell. **If the organization has received alternative permission to host this event in another academic space, they are still required to submit the event through Engage and indicate that within the submission.**

UAB Libraries
Study rooms within Lister Hill and Sterne Library are available by reservation to both individuals and groups of two or more.   Space reservations for study rooms should be made directly with the library through their online room reservation form. For an overview of the space reservation process for Sterne Library and Lister Hill, please reference their Space Reservation Policy. Individuals or groups who are reserving study space in the libraries for academic preparation do not need to complete the event registration process. Event registration is for the use of student organizations hosting organization sponsored events.

Special Events
For special events, student organizations may utilize one or more of the following venues:

- Alys Stephens Center –
    - To reserve space in the Alys Stephens Center, call the administrative office at 205-975-9540.
- National Alumni House –
    - Any use of the UAB Alumni House must be scheduled through the Alumni Affairs Office (205) 934-3555. Students can reference the National Alumni Society's Rental Policies and Procedures for a comprehensive list of policies for the space.
-

These venues are able to be reserved by student organizations, and all come with an associated cost. Please reach out directly to the venue in order to check availability, pricing, as well as the policies and procedures for the space.

EVENT REGISTRATION PROCESS

Submission Timeline

All on-campus and virtual organization events and activities must be registered with the Office of Student Involvement and Leadership on Engage five (5) business days before the event. Virtual events must be registered a minimum of two (2) business days before the event. This is to allow for the review and evaluation of the event by staff.

Events that are not registered within the required timeframe for review will not be approved, regardless of the amount of money the group has already invested in the event.

Review & Feedback of Submitted Events

The Office of Student Involvement and Leadership will provide feedback through the discussion section of the event registration form to allow students to amend their existing registration to meet criteria. Any issues or questions about an event will be communicated on Engage through the discussion feature. It is the organization's responsibility to respond to questions using this feature. The student that submitted the registration form will receive an email notification from Engage when discussion threads are posted.

- Events that are not updated to reflect the recommendations made through comments and do not meet standard criteria for event registration will be denied. Any event that is denied through event registration will be considered cancelled and not permitted to take place. If an event is denied, the Office of Student Involvement and Leadership will notify the campus facility to cancel the space reservation.

- If the organization wishes to resubmit a denied event after making updates to the original submission, they may do so. However, the new submission must be a minimum of 5 business days prior to the date of the event. Denied submissions may be updated and resubmitted through a user's Engage profile.

- Student Organizations are responsible for ensuring that the event has been approved through the appropriate channels (including but not limited to catering, facility reservation, etc.). Space reservations should happen concurrently with event registration.

- When using the Create Event option, please note, submission DOES NOT GUARANTEE approval. All events are reviewed by the Office of Student Involvement and Leadership.


VIDEO tutorial
click to watch in a new window
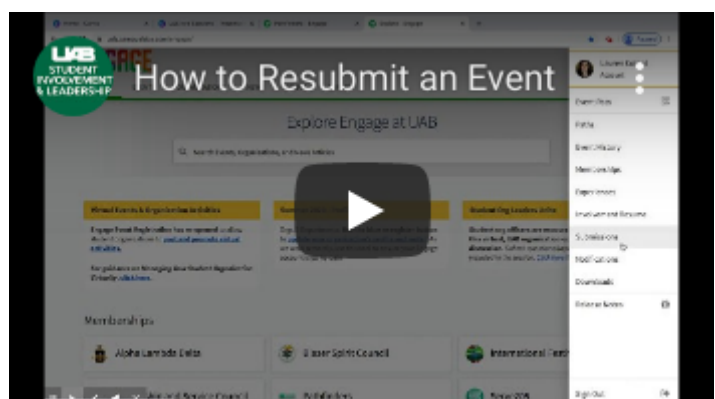
EVENT REGISTRATION PROCESS

How to Submit Event Registration

The member must have officer access to submit events for review. Positions with access will be able to do so by accessing the Action Center. To access the Action Center, click the Switchboard icon on the top right hand corner of the Engage community and click Manage.
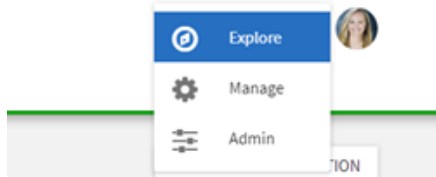
From the Action Center home page, there will be a list of memberships. Select a single organization to view.
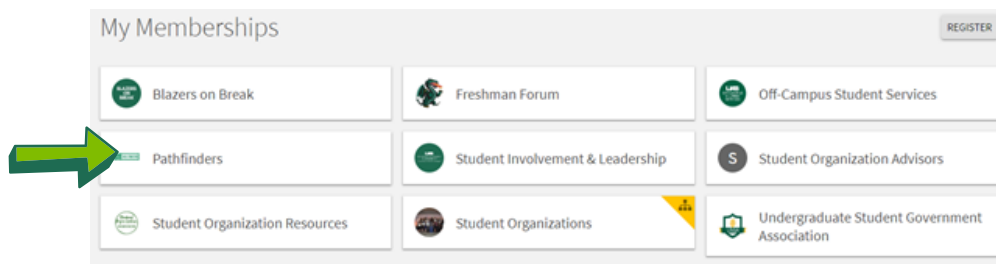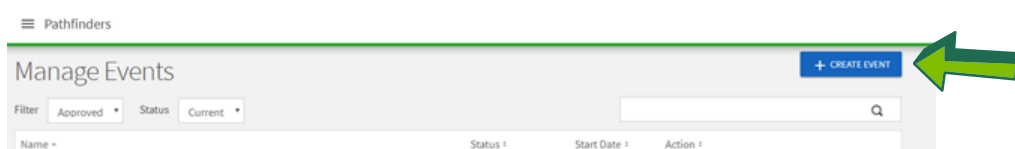
When viewing the Organization View, there will be a box in the center of the page, and a management bar in the left corner. Click on the management bar sandwich menu (three lines).
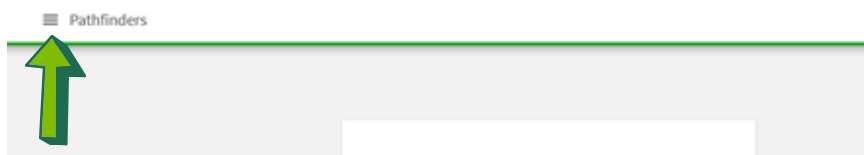
After clicking on the management bar, a drop down of organization management options will appear. Click on Events.
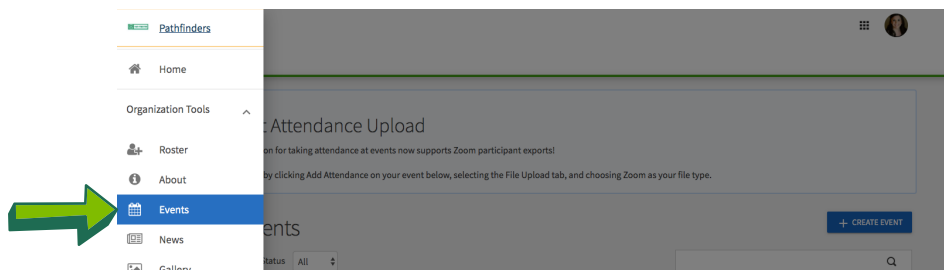
On the Manage Events page, click the blue Create Event button.

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EVENT MANAGEMENT

Viewing the Submission from your User Drawer

This method is only possible if you were the creator of an event. After clicking on your initial or photo in the upper right corner, select Submissions.
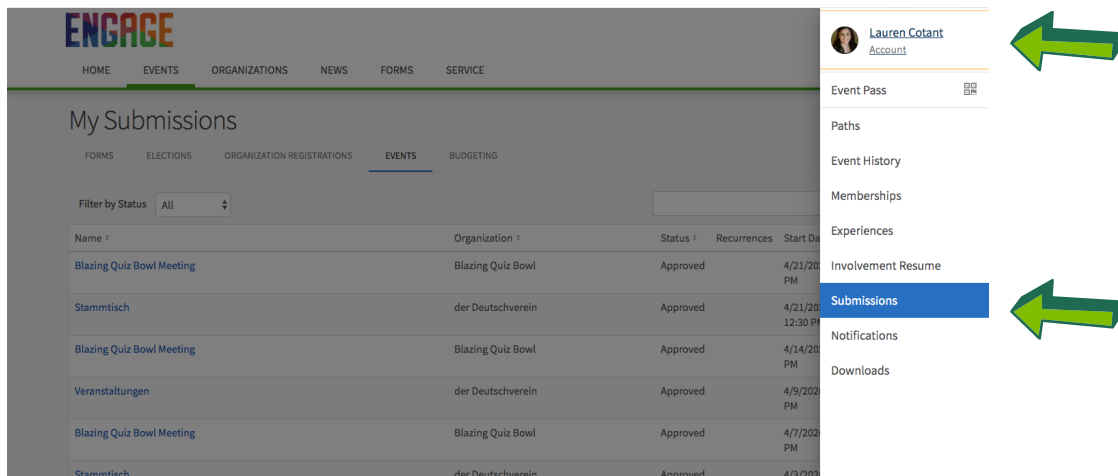
Then click on the Events tab. From here, you can click on the title of any event submission to view the details and forms submissions associated with it.
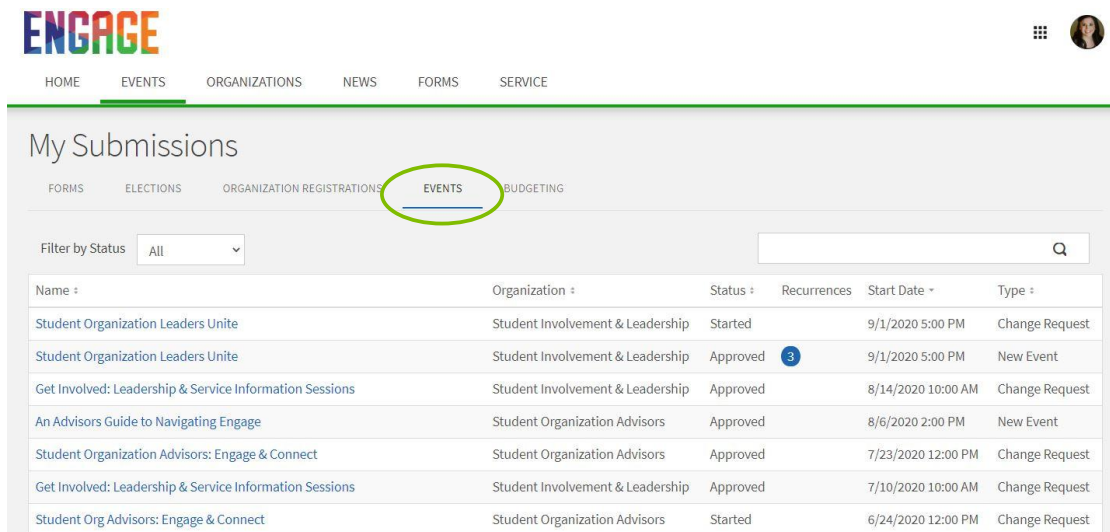

Click on the page you would like to view or click on the first page of your event submission, after which you can use the Previous and Next buttons to go back or advance through the pages of the submission.You can also modify denied event submissions from this section, make edits and resubmit. If you did not complete an event submission, you can also continue that submission from this area.

Viewing the Submission of an Approved Event from the Org Account

You can view an approved or cancelled event's details if you are an officer with Events management access in the organization the event was created in. Navigate to the Manage view for your organization and use your organization tool menu to switch to the Events tab.
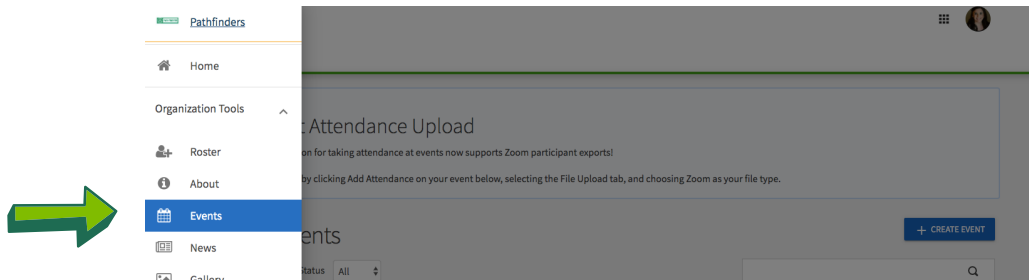
From there, you can click on the name of the event to manage it.
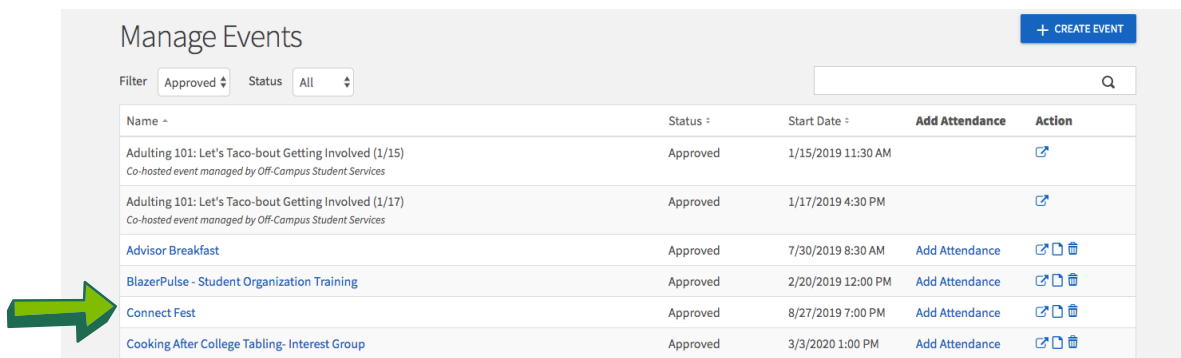
This will open the event's details. Here you can change details (will resubmit for review & approval), track attendance, & manage RSVPs.
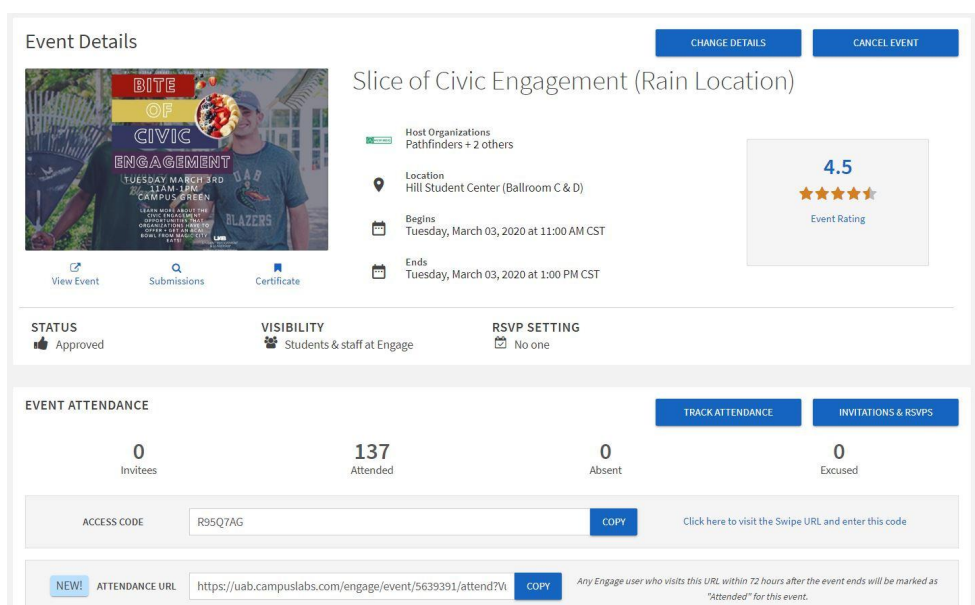
VIDEO tutorials

There are several features that organizations can utilize to track attendance and gather feedback. The videos below provide an overview of three Engage tools for event management. Click on the video to open in a new window.

How to Create an RSVP
It may be useful to know who expects to attend an event. The Engage RSVP feature allows orgs to set capacity limits, ask unique questions, and have the email addresses for those planning to attend.
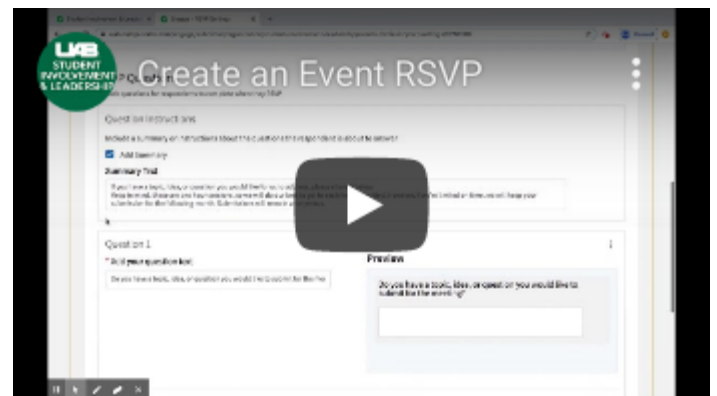
Track Virtual Event Participation
If you're hosting a Zoom meeting, drop in the Engage provided link to have users login. By logging in using this unique link, Engage adds the user to the list of "attended" participants.
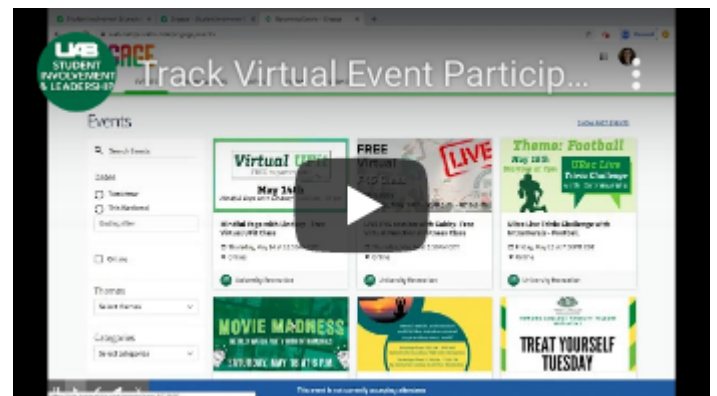
Create a Post-Event Survey
Want to gather feedback from your event? When creating the event submission, orgs can create post-event questions which will automatically distribute to any user that is marked as attended.
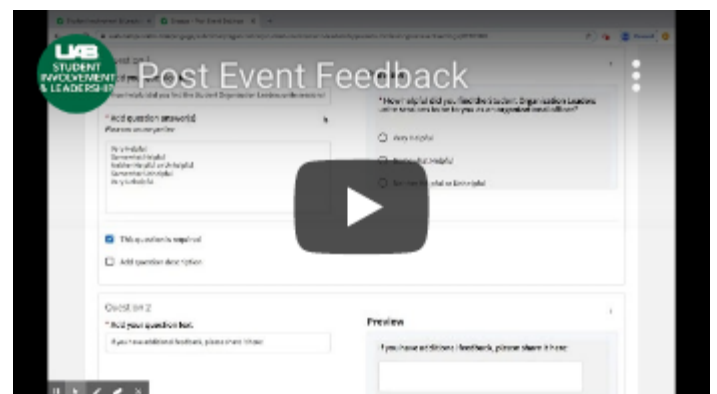
EVENT MANAGEMENT

Showing Films at an Event
Has the organization obtained a public performance license for copyrighted materials? For more information on Copyright Compliance, please visit https://www.swank.com/public-libraries/copyright/.

Events with Minors
Because the organization's event includes participation from minors, it is the organization's responsibility to read and comply with the UAB policy on the Protection of Children on UAB Premises and in UAB-Sponsored Activities.

Events Promoting International Travel
UAB student organizations that have interest or an intent to travel abroad are required to meet with UAB Education Abroad, PRIOR TO any planning or confirmation of travel details. Failure to do so could result in the removal of registered student organization status.

STUDENT ORGANIZATION FINANCES

Official Letter of Registration

If a student organization would like to set up a bank account, the bank will require an Official Letter of Registration. The student organization letter is issued on an annual basis and includes the name and contact information of the members the organization deems needed for bank access. This is verified by the upload of organization meeting minutes which include these details. The faculty/staff advisor must also have bank access. This letter indicates the organization as a registered organization that is in good standing with the University and the Office of Student Involvement and Leadership.
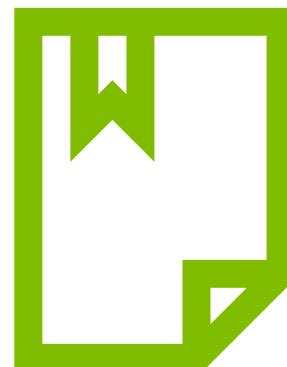
Complete the **Official Letter of Registration Form** to request a letter. Be prepared to upload meeting minutes including the organization's EIN number as well as officers and faculty/staff advisor that need account access. Organizations must also indicate their preferred bank. The Office of Student Involvement and Leadership requires 5 days to review and write the Official Letter of Registration.

Student Organization Fundraising

Fundraising events are a great way for an organization to support their events and activities. These are a few options (by no means an exhaustive list) when it comes to fundraising:

Percentage Nights
This is a joint effort between an organization and a restaurant. The restaurant will donate a portion of the profits generated during a date and time previously agreed upon by the restaurant and the organization.

Sales Fundraisers
These are fundraisers where something is sold to raise money.
Keep in mind that organizations cannot sell food items in the HSC as part of the Catering Policy.

Crowdfunding
FIRE is the official crowdfunding platform at UAB. FIRE enables alumni, friends, students, faculty, and staff to make a collective impact by fueling innovation, research, and education. Crowdfunding at UAB gives donors another way to fund their passions. Student organizations interested in using FIRE must work with an academic or administrative UAB unit to use this platform. The platform requires a University account for fund distribution. The Office of Student Involvement and Leadership does not provide a University account for registered student organizations.

STUDENT ORGANIZATION FINANCES

How to Open a Bank Account

Any student group that will raise money and, therefore, spend money, will need to maintain proper financial accounts for the group. These accounts should not be the same as any individual's account and should be set up under the organization's name. This will allow the organization to securely collect and store money, use a debit card for organization purchases, and deposit reimbursement checks. An organization must have an EIN to secure a bank account.

1 Host an organization meeting with officers to discuss opening a bank account.

▶ Draft Meeting Minutes which details that the organization wants to open a bank account with "said bank," who will be on the account, their official titles, and the organization's EIN number.

- Everyone who is officially on the account must be present when opening the bank account

- When transitioning leadership, the current account holder and the new account holder must visit the bank.

- UAB suggests opening an account with either Regions Bank or BBVA Compass based on positive past experiences. However, organizations may open a bank account with the bank of their choice.

2 Print or make a copy of the organization's CP575 Confirmation form (EIN verification)

3 Fill out the Official Letter of Registration Form on Engage. The student that made the request will receive the letter as an attachment to the form submission.

4 If the organization is part of a national chapter, it may request Tax Identification Documents from the national organization, such as 501(c)(3) confirmation showing that the organization is a non-profit and is tax exempt.

5 Take the Meeting Minutes, CP575 Confirmation, Official Letter of Registration, and
Opening Deposit to the bank along with the starting deposit.

- Regions requires a $100 deposit. BBVA Compass requires a $25 deposit

Tax ID / EIN

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

EIN & W9 Must Match

The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN). The organization is limited to one EIN per responsible party per day. Organizations may reapply for a new EIN from year-to-year if needed; there is no penalty.

The "responsible party" is the person who ultimately owns or controls the entity or who exercises ultimate effective control over the entity. Unless the applicant is a government entity, the responsible party must be an individual (i.e., a natural person), not an entity.

The individual who applies for the EIN will need to sign on the W9s for the student organization's reimbursement requests. In order to prevent a RSO from applying for a new EIN every year, it is recommended that the RSO seek the support of the faculty/staff advisor.

Instructions for Obtaining an EIN

- Apply for an <u>Employer Identification Number (EIN)</u> online
- Read instructions and click on "Apply Online Now"
- Read instructions and click on "Begin Application"
- Scroll to bottom of list and select on "View Additional Types including Nonprofit/Tax- Exempt Organizations," click "Continue"
- Choose either "Community or Volunteer Group" or "Social or Savings Club" depending on which best describes the group, click "Continue"
- Read description to confirm selection, click "Continue"
- Fill out the rest of the required information and submit

If the above steps are followed properly, the EIN will be generated online and provided in a PDF document for immediate use. Print out and retain a copy of the CP575 Confirmation. Current and future officers will need this document for tax filing purposes.

Tax Exemption Status

Registration of a student organization does not make the organization tax exempt. UAB's federal taxpayer identification number may not be used by organizations that are not University Funded Organizations.

Obtaining Exempt Status

Social clubs may be exempt from federal income taxation if they meet the requirements of <u>section 501(c)(7)</u> of the Internal Revenue Code. Although they are generally exempt from tax, social clubs are subject to tax on their unrelated business income, which includes income from non-members. For more information, visit the <u>IRS website</u>.

USGA FINANCES

Undergraduate Student Government Association Funding

Undergraduate student organizations are eligible to submit a funding request to USGA if the organization meets the following requirements:

- Is registered with the University

- Attends the fall Student Organization Summit, completes spring re-registration requirements, and attends all required budget hearings and meetings

- Obtains an active bank account

A student organization can submit a budget request during the budget request week – usually the week following the RSO Summit. No extensions will be given to submit a budget request. In order to request funding from USGA, the USGA Budget Process on Engage must be completed.

USGA Budget Request Process

- Budget Requests can be made using the organization's Finance tab on Engage.

- Budgets for the Fall semesters are approved in the Spring semester prior, and budgets for the Spring semester are approved in the Fall semester prior.

  - For organizations that were newly registered after the budget deadline or were inactive at that time, USGA offers up to $100 in funding through the RSO Support Initiative. The application form for the RSO Support Initiative can be found on USGA's Engage page.

Within 48 hours of submitting a budget request, an email will be sent to the individual who submitted the request. Sign up for a budget hearing time using link in the email. Please be mindful of the following:

- Failure to schedule a budget hearing will result in an automatic denial

- Failure to attend the budget hearing result in an automatic denial

- Failure to arrive on time to the budget hearing will result in an automatic decrease in funding

- Approved amounts may differ from requested amounts

- Funding is provided on a reimbursement basis. A Purchase Request and the USGA RSO Reimbursement Form must be completed to process a reimbursement.

- Fundraisers and events that are unique to the organization are more likely to be approved for funding as well as receive more funding. Meetings that only benefit a small group of students are less likely to be approved for funding.

- USGA will not fund items such as t-shirts, pins, certificates, and name tags that solely benefit specific members of an organization.

USGA FINANCES

USGA Reimbursement Application

The Purchase Request is located under the organization's Finance tab. The Purchase Request links to the USGA RSO Reimbursement. The reimbursement form ("USGA RSO Reimbursement Form") and cover sheet "Reimbursement Coversheet") can also be found on the USGA Engage page. All requirements listed in the purchase request, reimbursement form, and on the cover sheet must be fulfilled in order to process the reimbursement application. Incomplete applications will be returned to the organization.

Reimbursement time may take up to six weeks from the date that application is completed and received. The primary contact who is listed on Engage will be contacted once the check is ready to be picked up. Checks not deposited/cashed within six months are automatically voided irreversibly.

Graduate Student Government Funding

The student graduate student groups can apply for funds on on August 31, 2020 for the Fall 2020 semester and then the first day of class of the Spring semester for the events planned in Spring/Summer.

The application named "**GSG Fall Student Group Funding Application**" must be submitted online on the Engage platform.

Reimbursement Guidelines

- Under NO circumstances will an individual be reimbursed.
  - Student group purchases must be made via invoice, Limited Purchase Order (LPO), or through payment from an account in the name of the student group.

- NO CONTRACTS – Students are not authorized to enter into a contract on behalf of the University.

- Payment will not occur until after the event/meeting has happened.

Questions should be directed to the GSG Treasurer and/or the Graduate School Office prior to making a purchase.

GSG Treasurer: Elise Keister (ekeister@uab.edu)
Cynthia Ballinger (cknight@uab.edu)

UAB Financial Affairs policies can and do change.
For information about specific policies visit the <u>UAB Financial affairs webpage</u>.

Regulations to Be Aware Of

- All funded student groups are required to review all the GSG Senate meeting minutes for new updates.
- All funded student groups are required to have one member representative at all the GSG Budget Committee meetings.
- Follow the <u>UAB Expenditure Guidelines</u>.

Co-Sponsored Events with GSG

For events which your organization will be co-sponsoring with GSG using GSG allocated funds, notify the GSG Treasurer and the Graduate School by email, indicating which GSG committee the organization will be partnering with and how much your organization will be contributing.

- If the organization will be contributing a lump sum amount (i.e. $200) towards an event, no other actions need to be taken(i.e. uploading receipts or invoices need to be done). The GSG committee co-sponsoring the event will be responsible for submitting invoices for payment. The GSG Treasurer and Graduate School will make the necessary adjustment to your GSG account.

- If the organization will be responsible for a specific invoice, for example catering, follow the reimbursement guidelines as usual. <u>Invoices should only be uploaded for payment to the GSG website only once.</u>

Co-Sponsoring and Other GSG Funded Student Groups

For events which the organization will be co-sponsoring with another student group using GSG allocated funds, notify the GSG Treasurer and the Graduate School by email indicating which Student group your organization will be partnering with and how much you organization will be contributing. The GSG Treasurer and Graduate School will make the necessary adjustment to your organization's GSG account.

Invoices should only be uploaded for payment to the GSG website only once. Arrangements between co-sponsoring organizations must be made as to who will be responsible for submitting documentation for payments.

Required Documentation
- Completed GSG Reimbursement Form
- Agenda for meeting OR Poster for event with date, time, and place of meeting/event
  - Posters/flyers must include GSG Logo no less than 1% of the poster space.
  - Emails communication must include "funded by GSG".
  - Posters/flyer/emails also must contain the following statement: "To request special disability related accommodations, please contact [insert the organization's email address]"
- Sign-in list with ALL attendees listed
- List does not need to be hand-written signatures
- Itemized original receipt listing the food, beverages, and supplies purchased
- Receipts should include the method of payment
- Include documentation to link the receipt to the method of payment (i.e. screenshot of credit card statement, image of credit card with name and last four digits visible)

Submission of Documentation for Payment
Completed reimbursement forms should be scanned and uploaded directly to the GSG website under "GSG Event Payment Request."

Timing
Reimbursements requests should be prepared immediately following each meeting and event. Payments to vendors generally take about 2-3 weeks to process and any delay on behalf of a student group looks poorly upon the University as well as the GSG. **Significant delays in reimbursing will be noted by the Treasurer and will be a factor in obtaining funding in subsequent years.** It is extremely important to the University as well as the GSG that we maintain a good working relationship with vendors who are gracious enough to allow for invoicing.

Appendix
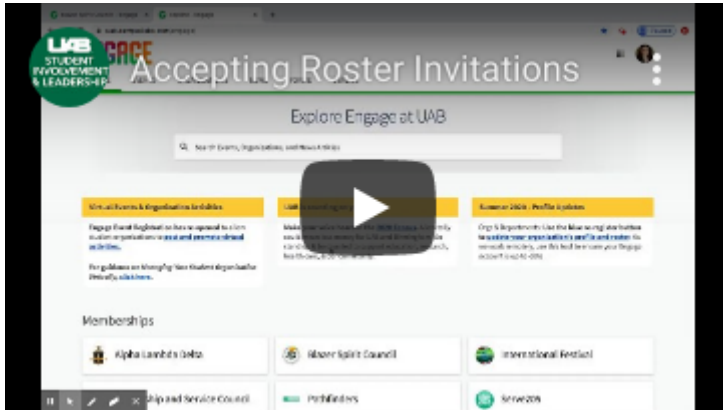
How to Accept Roster Invites

Once an organization invites a user to join their Engage roster, they will have a "pending invitation" associated to their account. This video shows how to accept the invite.
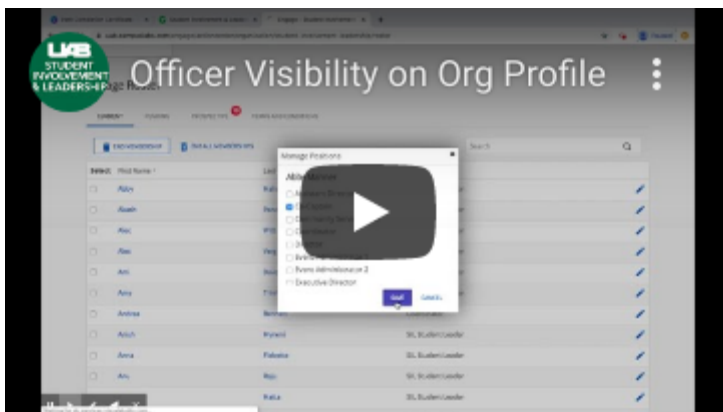
Making an Officer Visible on Org Profile

If your officers are not showing up on your organization's profile, they made need to update their privacy settings. Watch this quick tutorial to see how!
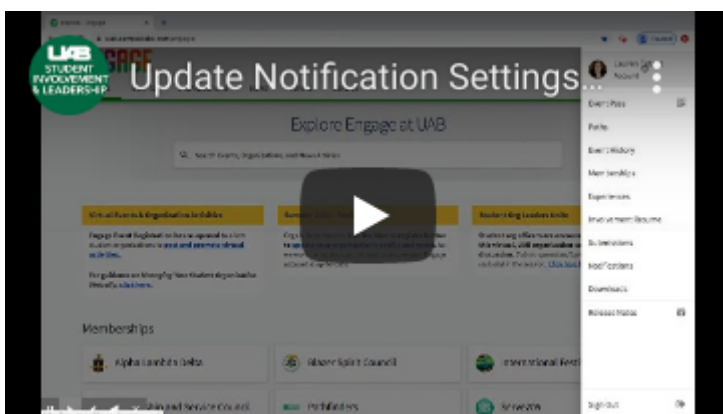
How to Receive Engage Emails

Are you not receiving Engage emails? You may need to update your notification settings. This tutorial provides a step-by-step guide to updating your profile's settings to ensure you receive future notifications.
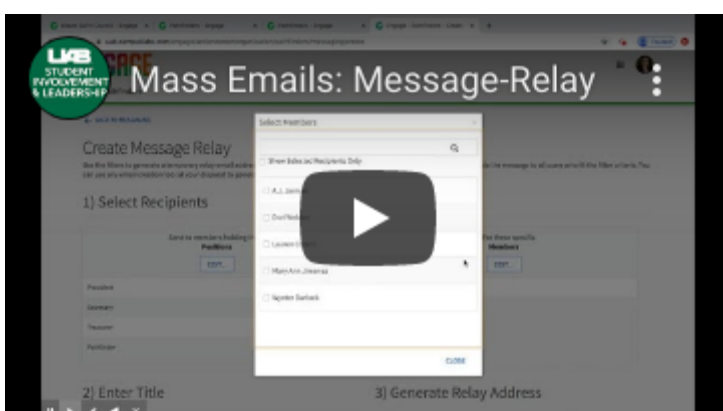
How to Send Mass Emails

Student organizations can use their "manage organization" tools to create a mass email, called a "message relay" in Engage. The message relay is located within the organization's roster. Watch this video for a brief tutorial!

SAMPLE

Constitution & Bylaws

The constitution and bylaws guide an organization in its operations and activities and, accordingly, are intended primarily for the organization's benefit and use. The constitution contains the fundamental principles and structure of the organization, and the bylaws outline the basic rules of procedure by which a group's membership govern their organization.

The constitution and bylaws should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. Furthermore, it is important that each member of an organization have a copy of the constitution and bylaws.

The following outline is provided to assist in the preparation of a constitution and, if needed, bylaws. Use this guide to prepare the constitution for a new student organization or to revise and update a current constitution. A copy of the constitution is required to be submitted via Engage in order to approve an organization.

CONSTITUTION

The constitution should be simple yet comprehensive and difficult to amend, leaving any specific procedural rules to be included in the bylaws. When amending the constitution, as with the bylaws, previous notice of any proposed changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

BYLAWS

Bylaws contain the standing (permanent) rules of procedure of an organization. Items in the bylaws may be covered in appropriate detail in the constitution of very small organizations. However, most groups keep the two separate because bylaws usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending. Provision for amendment of the bylaws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the bylaws, as with the constitution, previous notice of any changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed. Bylaws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). Bylaws cannot run contrary to the constitution.

ORGANIZATION NAME
DATE OF UPDATE
CONSTITUTION

Article I –

Name, Purpose, Non-Discrimination Policy, and Non-Hazing Policy of the Organization.

Section 1: Name
If the organization has "UAB" in its title, it must follow the main portion of the name. If the organization is affiliated with a national or international organization, details of the affiliation should be adequately described.

Section 2: Purpose/Mission & Values
Organizations should take care to include a complete statement of purpose and objectives. Programs sponsored by the organization must comply and be consistent with the organization's stated purpose and objectives. Furthermore, organizations should determine their organizational values and ensure that they are clearly stated as fundamental, organizational beliefs.

Section 3: Non-Discrimination Policy
All student organizations desiring to benefit from student organization status with UAB must include in their constitution a non-discrimination policy statement that accords with the University's Non-Discrimination policy statement. Student organizations must use the following non-discrimination policy statement: The University of Alabama at Birmingham and (insert organization name) prohibits discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status or genetic or family medical history.

Article II –

Membership: Qualifications and categories of membership.

Define membership criteria in this section. Membership should be defined as limited to currently enrolled UAB students.

Article III–

Officers: Titles, terms of office, type of selection, and duties of the leaders.

Officers represent the general membership and are elected or appointed from the ranks of the organization's voting membership. The titles of officers, the length of terms, specification as to which officers are elected or appointed, when they are elected, and by whom, and the general duties of each leadership position should be clearly specified. Organizations need to have the necessary leaders to conduct their activities.

Article IV–

Dues

A majority of the voting members should determine reasonable dues for each member, if necessary. Explain the process for determining dues, revising the requirement, or annual review of dues.

Article V–

Standing Committees (if needed): Names, purposes, and composition.

A majority of the voting members should determine reasonable dues for each member, if necessary. Explain the process for determining dues, revising the requirement, or annual review of dues.

Article VI–

Advisor(s) Responsibilities and Authority

Responsibilities and expectations of advisors should be clearly and adequately described. UAB organizations must have a faculty/staff advisor. Refer to the Organization Advisor section of the Student Organization handbook for more information.

Article VII–

Meetings of the Organization: Required meetings and their frequency.

Required meetings and their number are specified here. For example, two general meetings of the membership may be required each academic term except for summer.

Article VIII–

Method of Amending Constitution: Proposals, notice, and voting requirements.

Proposed amendments should be in writing and should not be acted upon, but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

Article IX–

Method of Dissolution of Organization

Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debt exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally.

ORGANIZATION NAME
DATE OF UPDATE
BYLAWS

Article I–
Parliamentary Authority

A majority of the voting members should determine reasonable dues for each member, if necessary. Explain the process for determining dues, revising the requirement, or annual review of dues.

Article II–
Membership

Procedures for becoming a member, which may vary by membership category, amount of dues, if any, and how often they should be paid, termination of membership, and so on should be described in detail.

Article III–
Election/Appointment of Leadership

Elections rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

Article IV–
Dues

Specific details about dues, collection of dues, and provisions for failing to pay dues.

Article V–
Meeting Requirements

Regular, special, size and determination of quorum (number of voting members required to vote on decisions placed before the general membership, executive, and standing committees). This is an appropriate place to share training requirements, the set meeting time or "office hours."

Article VI–
Accountability Procedures

Identify accountability and disciplinary measures for members that do not meet organization requirements. Clearly state requirements, consequences, and method of disputing/appealing a decision.

Article VII–
Method of Amending Bylaws

Amending the bylaws should be similar to amending the constitution. However, bylaws are apt to change more often than the constitution, thus amending should be somewhat easier. Bylaws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

LEADER TRANSITION GUIDE

Leadership Transitions Guide

A thorough and intentional leadership transition plan will provide an organization with continuity so that future officers can build on the knowledge gained rather than starting from ground zero. Below is a guide to assist student organizations in navigating this transition.

Tips for a successful transition

- Officer terms should provide at <u>least one</u> month of overlap so new officers have the opportunity to shadow and learn from outgoing officers.

- When new officers have been selected, they should be oriented together as a group with all of the outgoing officers. Include the organization's advisor in this process as well. This process provides the new leaders with an opportunity to understand each other's roles and to start building their leadership team. Outgoing officers should openly share what they believe went well and what they would change if they had it to do over again.

- Make introductions to resources. Schedule time to walk around campus with the new officers and introduce them to important people who can serve as key resources (Advisor, Student Involvement & Leadership Office, Student Affairs, etc.)

- Recognize outgoing officers (could be certificates, thank-you cards, etc.). Show the group that leaders are valued and an important part of the organization.

LEADER TRANSITION GUIDE

The Basics

Use this checklist to ensure you do not overlook anything as you transition leadership.

- [ ] Introduce new officers to the organization advisor(s)

- [ ] Update organization contact list (create if one doesn't already exist) and Engage roster.

- [ ] Re-register the organization on Engage (This is done annually July – August & December – January)

- [ ] Give access and instructions to any online platforms, such as:

    - Organization email account
    - Social media accounts
    - Engage
    - Website
    - Online document storage (dropbox, google drive, etc.)
    - National affiliation website login information/passwords
    - Any other communication the organization may utilize

- [ ] If the organization uses a mailbox provided by Student Involvement & Leadership, give the mailbox number and show where it is located. Remind to check at least once a week!

- [ ] If the organization transition officers AFTER registration has been renewed for the organization, please update the officers on Engage.

- [ ] Review the Student Organization Handbook.

- [ ] Explain how to reserve meeting/event space on campus for the year.

- [ ] If the organization is affiliated with a national organization, explain this relationship and any important information associated.

- [ ] Finish all correspondence and pass on any unfinished items to new officer.

LEADER TRANSITION GUIDE

Share any and ALL documents

Sharing documents electronically allows new officers to easily update and make changes. Google drive and/or dropbox are two popular online tools to help store documents online easily.

Below are ideas of what to include:

- [ ] Mission, vision, goals and purpose of the organization
- [ ] Constitution/By-Laws
- [ ] Budgets/Spending History
- [ ] Meeting Agendas
- [ ] Meeting Minutes
- [ ] Program/Event Evaluations
- [ ] Calendar of Events and Deadlines
- [ ] Officer Position Descriptions
- [ ] Committee Position Descriptions
- [ ] Organizational Chart and Reporting Structure
- [ ] Election/Selection Process and Timeline
- [ ] Membership Recruitment Information and Timeline
- [ ] Organization Contact List (Name, position, email and phone #)
- [ ] Membership application (if applicable)
- [ ] Event Planning Documents (if applicable)
- [ ] Marketing Materials
  - Logos
  - Photos
  - Marketing/branding guidelines established by the organization

LEADER TRANSITION GUIDE

Finances

Share this finance check-list with your current organization treasurer and incoming officer to ensure no financial components of your organization's operations goes unattended to.

- [ ] Discuss the financial status of the organization with the outgoing president, treasurer and organization advisor

- [ ] Share where the organization receives money from (USGA, University, member dues, etc.)

- [ ] If the organization receives USGA funding share what spending has been approved and how the organization receives the funding through the reimbursement process

- [ ] If the organization has an off-campus banking account, update the authorized signers for the account to the new leadership, relay username and passwords for online banking and pass along organization checkbook (if applicable)

- [ ] Discuss any fundraising plans or goals (if applicable)

- [ ] Documents to share:
    - Budget spreadsheet
    - Past USGA funding applications (can be found on Engage)
    - Any approved budgets

Intoduce & Explain the Office of Student Involvenent & Leadership

This office provides support and resources to all student organizations. Feel free to stop by the Student Involvement and Leadership Office in HSC 230 to introduce the new officer(s)!

- Register the organization – All student organizations must re-register in the fall and spring semester to be an active organization. Re-registration takes place July 1st-August 31st and December 1st – January 31st and can be done on Engage.

- Trainings – SIL will offer trainings throughout the year on various topics to assist in managing and leading the organization. If the organization would like for the Office of Student Involvement & Leadership to do a presentation specifically for the organization, complete the "Learn to Lead" Presentation Request Form here.

- Website – SIL is building their online resources (such as this document) to help organizations be successful.   Book mark www.uab.edu/studentorgs for easy access to these resources throughout the year.

- Involvement Fairs – SIL Involvement Fairs are a great way to recruit new members, build membership, marketing the organization, and increase awareness about the great things the organization is doing on campus!

- Student Organization Newsletter – This is a weekly communication sent through Engage. Please make it a habit to read this communication and share important updates with the organization membership.

- Flyer Printing – There is a limit of 25 fliers per event. All requests can be made through the online request form on Engage. Find the Flyer Printing Request form here.

- Equipment Rental – The equipment rental form lists what equipment is available for reservation as well as the pick-up and drop-off times once a reservation has been approved. Find the Equipment Rental Form here.

LEADER TRANSITION GUIDE

Pass Along the Wisdom

Take some time to reflect on the past year along with the rest of the executive board and identify the following:

- [ ] Culture of the group

- [ ] What was the best part about this position? What was the most difficult?

- [ ] What collaborations were successful?

- [ ] What projects or ideas did the officer begin to develop that the organization would like to see continue?

- [ ] What administrators/staff members were helpful?

- [ ] Review the organization's constitution, by-laws, and goals and outline any areas needing attention or revision

- [ ] Tips of running an effective meeting

- [ ] Ideas for improvement

- [ ] Prepare an end-of-the-year report. Some ideas for what to include are:
    - Progress on any goals that were set
    - Major Achievements
    - Challenges
    - Areas of improvement
    - Advice for the future
    - Program Evaluations (attendance numbers from events, and program assessments completed, feedback on whether or not the event should be continued)
    - Budget Summary
    - Leadership Conferences, Professional Development,
    - Additional training any members participated in
    - Service Hours & Amounts of philanthropic funds raised

- [ ] Recruitment ideas

- [ ] Be available for consultation or questions

Checklist of Suggested Tasks for Incoming Officers

- ✅ Read Transition Binder (or online documents) and previous executive reports. Become familiar with the general history of the organization and its recent activities. Remember each officer needs to know all of the little details as well as the big picture.

- ✅ Determine training and guidance the new officers will need from the outgoing officers. Think of questions after reviewing the transition documents.

- ✅ Make appointments with key people. What reoccurring meetings should be established (with the advisor, executive team, individual members of the organization, etc.)?

- ✅ Review the Student Organization Handbook.

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USGA SUPPORT

Fundraising is an important resource for having money on hand for your organization. There are fundraising options that do not require funding, such as Percentage Nights. However, you may also use USGA funding to use money to make money, like running Sales Fundraisers. Preference for USGA funding will be given to fundraisers and events that are unique to the organization. As a reminder, USGA will not fund items such as t-shirts, pins, certificates, and name tags that solely benefit specific members of the organization.

PERCENTAGE NIGHTS

A percentage night is a joint effort between an organization and a restaurant. A date is selected and community members are invited to eat at the restaurant during a set time period. The restaurant donates a percentage of the profits generated by the organization (typically excluding alcohol and tips). The percentage usually ranges from 10 percent to 20 percent, but it varies by restaurant and location. Diners attending the fundraiser must present a flyer and state that they are there for the fundraiser. Furthermore, some restaurants will require that you reach a certain amount of profits in order to receive your earned donation. It is up to you to clarify the rules and requirements related to your percentage night.

COMMON LOCATIONS

Blaze Pizza:
707 Richard Arrington Jr Blvd S, Birmingham, AL 35233
- Donating Back 20%
- https://www.blazepizza.com/fundraising/

Chipotle:
302 20th St S, Birmingham, AL 35233
- Donating Back 33%
- https://www.chipotle.com/fundraisers

Nothing but Noodles:
2800 Cahaba Village Plaza, Suite 140
- Donating Back 15%
- https://nothingbutnoodles.com

MOOYAH Burgers:
2112 7th Ave S, Birmingham, AL 35233
- Donating Back 15-25%
- https://www.mooyah.com/fundraising

Moe's:
1801 4th Ave S, Birmingham, AL 35233
- Average Price $10; Donating Back 20%
- https://www.moes.com

Momma Goldberg's Deli:
113 20th St. South, Birmingham, AL 35233
- Average Price $11; Donating Back 15%
- https://www.groupraise.com

Maki Fresh:
420 20th Street N #100a, Birmingham, AL 35203
- Average Price $9; Donating Back 15%
- https://www.groupraise.com

Jason's Deli:
583 Brookwood Village, Homewood, AL 35209
- Average Price $9; Donating Back 15%
- https://www.groupraise.com

California Pizza Kitchen:
238 Summit Blvd. Ste. B, Birmingham, AL 35243
- Average Price $17; Donating Back 20%
- https://www.groupraise.com

IHOP:
7748 Crestwood Blvd, Birmingham, AL 35210
- Average Price $10; Donating Back 20%
- https://www.groupraise.com

Chick-Fil-A:
2000 Highland Ave S, Birmingham, AL 35205
- Contact your local Chick-Fil-A manager to set up a Spirit Night for your program.
- https://www.chick-fil-a.com/Locations/AL/5-Points-In-Line

This list is not exhaustive list. Furthermore, this list does not serve as a recommendation or endorsement for any restaurant listed. This list was created by USGA.

SALES FUNDRAISERS

Sales Fundraisers are fundraisers in which something is sold to raise money for an organization. For example, food may be purchased at a discount from vendors such as Krispy Kreme or Chick-Fil-A and then resold. USGA funding can be used to purchase the item/food for the fundraiser, an all money made from the Sale Fundraiser can be used by an organization. You can book a table on campus, like on the Green or by Sterne, and make a nice profit. This is an excellent way to generate money to be used for items that USGA cannot fund (t-shirts, pins, conference fees, etc.).

COMMON FUNDRAISERS:

Krispy Kreme Fundraiser: https://www.krispykreme.com/fundraising/tell-me-more
- Donut Sales on Campus
- BOGO Card – Customers receive 10 opportunities for one dozen FREE glazed donuts with the purchase of any dozen

Kentucky Fried Chicken Fundraiser:
https://www.kfc.com
- Chicken Box Sales on Campus
- Fundraising Cards
- (205) 328-1304

Chick-fil-a Fundraiser:
https://www.chick-fil-a.com/Locations/AL/5-Points-In-Line
- Chicken Mini Sales on Campus
- (205) 930-8000

T-Shirt/Merchandise Sales
- One Ignite is working in partnership with the UAB Bookstore to support Registered Student Organizations seeking fundraising outlets: https://ualbirmbookstore.ignitecx.com
- CustomInk: https://www.customink.com

Crowdfunding
- FIRE - FIRE is the official crowdfunding platform at UAB. FIRE enables alumni, friends, students, faculty, and staff to make a collective impact by fueling innovation, research, and education. Crowdfunding at UAB gives donors another way to fund their passions. Big ideas are being ignited everyday through FIRE. https://uab.edu/fire/

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