<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Message</td>
<td>2</td>
</tr>
<tr>
<td>Advising &amp; Help</td>
<td>3</td>
</tr>
<tr>
<td>Respectful Community</td>
<td>3</td>
</tr>
<tr>
<td>Registration</td>
<td>4</td>
</tr>
<tr>
<td>Conduct Code &amp; Policy Compliance</td>
<td>7</td>
</tr>
<tr>
<td>Hazing</td>
<td>8</td>
</tr>
<tr>
<td>Communications</td>
<td>10</td>
</tr>
<tr>
<td>Student Organization Classification</td>
<td>11</td>
</tr>
<tr>
<td>Bulldog Link</td>
<td>14</td>
</tr>
<tr>
<td>Tabling Policies</td>
<td>17</td>
</tr>
<tr>
<td>Reserving Space</td>
<td>19</td>
</tr>
<tr>
<td>Food &amp; Catering</td>
<td>21</td>
</tr>
<tr>
<td>Posters &amp; Chalking</td>
<td>23</td>
</tr>
<tr>
<td>Copyright</td>
<td>24</td>
</tr>
<tr>
<td>Fundraising</td>
<td>27</td>
</tr>
<tr>
<td>Finances &amp; Taxes</td>
<td>29</td>
</tr>
<tr>
<td>Distribution, Solicitation &amp; Free Speech</td>
<td>33</td>
</tr>
<tr>
<td>Collaborating with External Organizations</td>
<td>35</td>
</tr>
<tr>
<td>Kirby Student Center Staff Directory</td>
<td>36</td>
</tr>
</tbody>
</table>
Welcome Message

Welcome Student Organization Leaders and Advisors!

Being part of a student organization is more important than you might think. It can give you:

- The chance to learn networking skills in your chosen field.
- The chance to expand your social circle offline.
- Leadership skills outside of the classroom.
- Teamwork and self-management skills.
- An opportunity to indulge your interests outside of your chosen field.
- Have fun!

Whether you’re a general member of a student organization, or one of the board members, you’re a student leader. Student leaders leave UMD with the confidence needed to take on the outside world by storm.

In this handbook, you will find all the information and tools that you need to successfully operate your student organization! If there is a question you are unable to answer after reviewing the handbook, please contact Kirby Student Center at kirby@d.umn.edu.

I look forward to working with you,

Erin Olson
UMD Student Organizations Coordinator
Kirby Student Center
ADVISING & HELP

Kirby Student Center staff are experienced in all areas of student activities and leadership development. We are here to provide an opportunity for students to learn and develop skills in a safe environment that compliments their academic experience and enriches campus life through their involvement in student organizations. Kirby Student Center provides advising services for all registered student organizations and their advisors in the areas of:

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

RESPECTFUL COMMUNITY

Kirby Student Center is proud of the diverse array of student organizations registered at our University. It is our expectation that individuals involved in student organizations and groups as a whole will be respectful members of our community.

Kirby Student Center expects all student groups and their members to abide by state law. Minnesota law (Minn. Stat. § 609.2231, Minn. Stat. § 609.749, Minn. Stat. § 609.595) provides that certain harmful conduct may constitute a crime - or elevate a crime to an aggravated crime - when it is motivated by the victim’s race, color, religion, sex, sexual orientation, disability, age, or national origin.

Should your organization be involved in a hate crime, your group will be referred to the Office of Student Conduct for investigation and possible sanctions will follow. Should your organization or a member of your organization be the victim of a hate crime, please do not hesitate to contact us for assistance at kirby@d.umn.edu or stop by and talk with any of our professional staff.

Full information about reporting - including confidential reporting - can be found at https://www.d.umn.edu/campus-climate/campus-climateresorting
REGISTRATION

Student organizations seeking to establish a relation with the University - in order to have access to the University facilities, services, and staff - must register annually with Kirby Student Center through BulldogLink. Each organization must have at least one student representative at the mandatory student org leader training in the beginning of the fall semester.

Registration Basics

Registration consists of submitting appropriate documentation and information through BulldogLink. Registration for fall semester is open April/May and spring registration is open Dec/Jan. Exact dates will be posted bi-annually on BulldogLink and communicated via the student organization leaders email list. Any forms pertaining to the group’s registration, classification, or status - including the email contact information for the organization’s primary contact and listed officers - are considered public record. Student organizations will be classified as either a Registered Student Organization (RSO) or Campus Life Program (CLP).

Student organizations that are currently registered and in good standing will be considered to have an ‘active’ status. Groups may be ‘frozen’ if registration requirements have not been met or due to disciplinary action. Groups that have dissolved or have not been registered for four (4) consecutive years will be classified as ‘inactive’. All RSOP recognized sports clubs must also register with Kirby Student Center and meet any requirements set forth by RSOP. Student organizations that have officially registered with Kirby will have the privilege to conduct activities at UMD in accordance with established University policies and procedures.

Established or returning student organizations who have not completed their annual re-registration by the deadline forfeit rights to the group name/page on BulldogLink. Other interested student leaders who may want to lead the non-registered group may take ownership and re-register the organization after consultation with the student activities coordinator.

How to Register

1. Go to bulldoglink.d.umn.edu
2. Sign in using your UMD username and password
3. Click on the ORGANIZATIONS tab
4. If you are a returning organization, find your student organization in the list and select the name of your group
   a. On the homepage of your group, you will see a light blue bar that says “This organization is currently eligible for registration”. Select the “Register” button.
5. If you are a new organization, click on the “Register a New Organization” button at the bottom of the page
6. All organizations should follow the prompts, read the directions, and submit for approval
Naming Your Organization

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

The following are examples of acceptable names for student organizations:

- The Gardening Club at the University of Minnesota Duluth
- The Campus Gardening Club
- The Student Gardening Club
- The University Gardening Club

The following example is not acceptable as it implies that the club is part of the University

- The University of Minnesota Duluth Gardening Club

Use of Copyrighted or For-Profit Organization Names Policy

Student organizations may not use any copyrighted names within their group’s name without written permission from the copyright owner. Student organizations also may not use any for-profit organization’s name within their group’s name. Kirby Student Center reserves the right to refuse registration to any group representing or using a copyrighted or for-profit organization.

Membership

All student organizations must be initiated and controlled by currently registered UMD students. Student organizations must consist of at least four (4) University of Minnesota Duluth students that are currently registered for a minimum of 6 credits. Exceptions to the credit requirement are permitted for graduate and professional students who are actively pursuing a degree and provide verification from their academic department. Student organizations are responsible for keeping their roster updated in BulldogLink.

Non-students may be involved in student organizations but may not comprise more than one-third (1/3) of the group’s voting membership nor be a registered officer of the organization. If it comes to Kirby Student Centers attention that an officer is no longer currently enrolled at UMD or registered for the minimum credit requirement the officer will be removed from the group’s list of officers. If the group has fewer than four officers as a result of the removal, the group will have 30 days to replace the officer of the group’s status will be changed to frozen and all benefits will be lost.

One student member of the group is required to identify as the President of the organization. Traditional officer titles of Vice-President, Treasurer, and Secretary are optional titles for an organization, though there may be certain situations where it could prove beneficial for the organization to have these positions designated.
Advisors

Registered Student Organizations (RSOs) are not required to have a faculty/staff advisor and Campus Life Programs (CLPs) are required to have a faculty/staff advisor. Both RSOs and CLPs are allowed to have advisors that are not affiliated with the University and organizations are allowed to have multiple advisors. If the group is a CLP, the group shall identify the primary advisor and that person must be a UMD faculty/staff member.

Compliance

Student organizations must comply with all University policies and procedures, as well as local, state, and federal laws and regulations. This includes but is not limited to the Board of Regents Policy on Diversity, Equal Opportunity and Affirmative Action as they relate to group membership and access to programs.

Violation of these or other requirements shall constitute grounds for revocation of registration status and/or other sanctions following established University procedures of due process. Nothing in this policy should be construed to abridge the constitutional rights of students’ freedom of speech, association, and free exercise of religion.

Dissolution of a Student Organization

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

Recommended steps to dissolve organization:

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

Revised October 2019
CONDUCT CODE & POLICY COMPLIANCE

As a student organization policies from federal, state, and local levels all apply to you. You must remain in compliance with these, as well as with all University and departmental level policies to maintain your organization’s registration status. Find more information about University wide policies at https://policy.umn.edu/.

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

The entire University of Minnesota Student Conduct Code can be found here. The Student Organization Conduct Code Procedure for the Duluth Campus can be found here.

Medical Amnesty for Students & Student Organizations

The University of Minnesota Duluth values the safety and well-being of their students and has implemented an alcohol-related emergency protocol. Alcohol overdose can be life threatening, and students are expected to take responsible action to obtain medical assistance for those in need. The following information relates to this protocol:

A state statute, medical amnesty, was enacted in August 2013 that provides immunity for underage consumption or possession of alcohol for a person contacting 911 to seek assistance for an incapacitated individual. The person who receives medical assistance will also be immune from prosecution for underage drinking. The law also extends to 1-2 other individuals assisting on site in the situation. The law also requires the caller to give their full name, stay with the incapacitated individual until help arrives, and cooperate with emergency responders and law enforcement.

The medical amnesty language mirrors State law and therefore does not provide medical amnesty for student organizations automatically. Here’s what the Code says with regards to students groups and amnesty (Section V. Sanctions.): “In circumstances involving a student group, the willingness of the student group’s members to seek medical assistance for a member or a guest will be viewed as a mitigating factor in the review process for any possible violations.”
HAZING

Hazing by any member of the University community is prohibited at the University of Minnesota Duluth. Hazing is prohibited whenever it occurs on University premises or in connection with any University affiliated organization or activity.

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

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

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

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

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

Types of Hazing

Violent Hazing: Behaviors that have the potential to cause physical and/or emotional or psychological harm. This is the stuff typically seen in the movies and the kind of hazing that grabs news headlines - it’s usually what we often think of first. Examples include:

- Forced or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
(Continued from “Violent Hazing” on page 8)

- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

**Harassment Hazing:** Behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members. Examples include:
- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting new members to perform personal service to other members such as carrying books, errands, cooking, cleaning, etc.
- Sleep deprivation
- Sexual simulations
- Expecting new members to be deprived of maintaining a normal schedule of bodily cleanliness
- Being expected to harass others

**Subtle Hazing:** Behaviors that emphasize a power imbalance between new members and other members of the organization or team. These types of hazing are often taken for granted or accepted as harmless or meaningless. Subtle hazing typically involved activities or attitudes that breach reasonable standards of mutual respect and place new members on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members often feel the need to endure subtle hazing to feel like a part of the organization of team. Examples include:
- Deception
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members to perform duties not assigned to other members
- Socially isolating new members
- Line-ups and drills/tests on meaningless information
- Name calling
- Requiring new members to refer to other members with titles (e.g. Mr., Miss) while they are identified with demeaning terms
- Expecting certain items to always be in one’s possession

**Reporting Hazing to Kirby Student Center Staff**

First and foremost, we will listen to you. We’ll take down your information and **we will listen.** We’re not going to have all the answers of “what’s going to happen next” but we’ll go with you one step at a time and support you to the best of our ability.

Student organization conduct violations may then be referred to the **Office of Student Conduct.** The student activities team in Kirby Student Center serve as a resource to the Office of Student Conduct, and when we hear about an act of hazing, we may have to report it, depending on the nature of the hazing behavior. We will do so in a professional manner.

If the act of hazing is officially reported, Kirby Student Center follows the direction and recommendation of the Office of Student Conduct. The next steps are determined by the conduct experts. Kirby will work with the Conduct office in following through on any potential recommendations as consequences of the hazing actions.
COMMUNICATIONS

ULeaders Google Group Kiry Student Center will communicate with student organizations in a variety of ways, most frequently through our Google Group List - uleaders@d.umn.edu.

Information sent through this email list will contain information that is pertinent to all or a majority of student organization. Although it is possible to be removed from the group, we encourage organization leaders to remain in good contact with our office to be aware of important information.

The ‘ULeaders’ mailing list reaches over 500 students across 260+ student organizations. To post a message to this group, messages must meet the following criteria:

- Content must be concerning or of value to the mission and purpose of the majority of student organizations on campus. This may include but is not limited to:
  - Information regarding University policies & procedures (as it pertains to the student organizations)
  - Information regarding local, state, or federal policy or procedure (as it pertains to the student organizations)
  - Volunteer or service opportunities
  - Fundraising opportunities
  - Internship, leadership, or scholarship opportunities

- Content that is not approved includes:
  - Information postings that pertain to the general student body
  - Promotional postings for events or businesses

Kirby Student Center reserves the right to approve or deny any request to post to this group. Multiple messages (from different requesters) may be condensed into one email at the discretion of Kirby staff.

Mass Mailings and Label Requests Groups attempting to send any types of mass mailings to University students or parents of students must be currently registered and in good standing with Kirby Student Center. Approved student organizations wishing to obtain access to University information will need to start with emailing Kirby Student Center - kirby@d.umn.edu. We will look at your request and either approve, ask for modifications before approval, or deny the request. Only after you have talked with us, will you complete the ITSS service request. If you do this first, they will only send you back to Kirby!

ITSS will forward each request to the UMD Office of Financial Aid and Registrar and/or the UMD Department of Human Resources and/or the Office for Student Life for the required approval to release University information. The University will provide approved student organizations with the information they need in order to carry out their responsibilities, in an effective and efficient manner. Mass emails (general or targeted) to the student body are not allowed from student organizations.
STUDENT ORGANIZATION CLASSIFICATIONS

Registered Student Organization (RSO)

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

Simply Put: Registration with Kirby gives you specific privileges. You are independent from UMD and run your own group. Around 90% of student organizations are RSOs.

Campus Life Program (CLP)

Full Definition: A University of Minnesota Duluth program similar to a Registered Student Organization in purpose and composition whose activities, operations, and decision-making processes are directly governed by University academic or administrative departments, and for which the University is ultimately responsible.

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

A CLP does have an additional obligation to consider and act in accordance with the best interests of the University in all aspects of operations and activities. The host department and advisor shall assure compatibility between the group’s operations and activities and the University’s interests.

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

NOTE: It is possible to change a group’s classification once registered with Kirby Student Center and should be done in consultation with the Student Activities coordinator. A signed statement from the organization’s sponsoring department is required to change a groups classification from a RSO to a University CLP or to change from a University CLP to a RSO.
### What does that classification really mean?

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<tr>
<th>Can my org?</th>
<th>CLP</th>
<th>RSO</th>
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<tr>
<td><strong>Use the University of Minnesota Name, Marks, and Logos?</strong></td>
<td>YES - CLPs are entitled to the use of the University names and symbols. There are University standards and trademark requirements that must be followed with use. If your organization is interested in using any of the above in any printed material/object, please contact the Licensing and Trademark Office in Kirby Plaza 245.</td>
<td>NO - RSOs are not allowed to use any of them. See 'Naming Your Organization' under “Registration” for additional information.</td>
</tr>
<tr>
<td><strong>Use University of Minnesota Letterhead and Stationery?</strong></td>
<td>YES - CLPs are able to represent themselves as conducting (or authorized to conduct) official University business and are approved to use University letterhead or stationery.</td>
<td>NO - RSOs are not allowed to use them.</td>
</tr>
<tr>
<td><strong>Be considered employment?</strong></td>
<td>YES - CLPs that have employees are considered employees of the University are eligible for benefits of any type, including compensation, from the University. CLPs shall utilize the University payroll system and reporting infrastructure. Volunteers are not considered employees but are eligible for in-kind contributions.</td>
<td>NO - RSOs that have employees are not considered employees of the University.</td>
</tr>
<tr>
<td><strong>Use University of Minnesota liability insurance?</strong></td>
<td>YES - CLPs and members, officers, or employees of student organizations are covered by the University’s Liability Insurance.</td>
<td>NO - RSOs are not covered.</td>
</tr>
<tr>
<td><strong>Have Advisors?</strong></td>
<td>YES - CLPs are required to have a University faculty or staff advisor that has an ongoing relationship with the organization.</td>
<td>YES - RSOs are encouraged to seek a University faculty or staff advisor, but it is not required</td>
</tr>
<tr>
<td>Can my org?</td>
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<td>RSO</td>
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<td>Take Donations?</td>
<td><strong>YES</strong> - CLPs can receive donations from off campus sources. BUT they must be channeled through the UMD Office of Development so they can receive a letter for tax deduction purposes.</td>
<td><strong>YES</strong> - RSOs can receive donations from off campus sources. BUT they are not allowed to issue letters for tax deduction purposes.</td>
</tr>
<tr>
<td>Handle our own finances?</td>
<td><strong>YES (with help)</strong> - CLPs must comply with all University financial policies and procedures. They must use the University Financial System (EFS). Faculty/staff advisors may be eligible to use a University purchasing card, subject to the approval of the University Business Office. CLPs shall not maintain financial accounts, including savings or checking accounts (checkbooks), outside of the University financial system. CLP funds and financial operations shall be subject to the oversight of the host department and funds must remain separate from other departmental funds. Both a registered officer of the student group and the departmental advisor and/or financial officer should approve all transactions relating to the CLP.</td>
<td><strong>YES</strong> - RSOs are recommended to follow common financial practices designed to promote responsible financial management. The University does not provide supervision over or hold responsibility for RSO finances. RSOs may hold their own checking and/or savings account. They are not eligible to use University purchasing cards.</td>
</tr>
<tr>
<td>Use the University’s tax-exempt status?</td>
<td><strong>YES</strong> - CLPs are entitled to use of the University’s tax-exempt status and tax identification number</td>
<td><strong>NO - BUT</strong> RSOs are eligible to apply for their own Tax ID/EIN # and may be responsible to filing annual taxes (see Taxes section).</td>
</tr>
<tr>
<td>Do raffles, drawings, and gambling for events?</td>
<td><strong>NO</strong> - All forms of gambling are illegal in any location within the State of Minnesota without an approved gambling permit for both classifications. Please contact Student Activities staff for more information or visit The Minnesota Gambling Control Board website.</td>
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BulldogLink is UMD’s OFFICIAL student organization management website. It’s where we keep all student organization information. When students have questions about joining your group this is where they will go first. Keep your contact information current so that students can connect to join you! The Kirby staff is available to help you access and navigate anything about your group’s page in BulldogLink, including the following features:

Maintain roster and email lists

ROSTER AND POSITIONS

Invite all members of your organization to be on your roster

Manage positions of your organization (president, VP, etc...)

*** Primary Contact will be the first contact for any information regarding the organization ***

Give a description about your organization, including meeting times, practice times, and the purpose and activities your org participates in.

ABOUT your club

Make your description longer than one or two sentences. If your club has regular meetings or practice times, ADD THEM HERE.
Publicize events

**CREATING EVENTS**

Featured on Bulldog Link Homepage for all users to see

Create and manage all approved/pending/denied events

Store documents

**DOCUMENT STORAGE**

- Acts a “Google Drive” for storing documents from year to year
  - Store Constitution/Bylaws, Meeting minutes, annual reports, & more!
- No need for transition binders/flash drives/lost documents
  - Permissions available for each document

Create picture galleries

**GALLERY**

- Everyone takes pictures...USE THEM
- Ask people to send you the pictures they take at games or practices and add them to the gallery
BulldogLink Visibility

BulldogLink classifies viewing privileges into two categories - “the outside world or public” and “campus or authentication only”.

- Outside World or Public: BulldogLink is set to ‘default hide’ for organization’s officer and membership roster to the outside world or public. This means the general public won’t see you with the exception of the primary contact of the organization. This is considered public information.
- Campus Authentication Required: BulldogLink is set to ‘default show’ for organizations’ officers when someone has logged into the website with their UMD login credentials. This means anyone who has a UMD login can see you as an officer. BulldogLink is set to ‘default hide’ for organizations’ membership roster for those logged into the website with their UMD login credentials. This means anyone who has a UMD login cannot see you as a member of the group.
  - Exception: any student organization office and/or advisor of your group that has administrative privileges for your page are visible - they are able to see the full membership roster, including the primary contact.
- Personal Visibility: You are in ultimate control of who can see you. If you’d like to be seen in a group membership roster - to campus and/or the public - you can adjust that. You can also adjust by group, being visible in one group and hidden in another.

To adjust visibility:
- Log onto BulldogLink
- Select your name in the upper right-hand corner of the page and scroll down and select ‘Settings’
- Select the ‘Privacy Settings’ tab
- Scroll to the bottom of the page and select ‘Organization Roster Settings’
- Adjust your preferences as you’d like
TABLING GUIDELINES & POLICIES

Applicable to All Who Reserve Tabling Space

Tabling opportunities are available for Registered Student Organizations (RSO), Campus Life Programs (CLP) and UMD departments for no fee.

Reserving a Table

• Reserve a table online at www.d.umn.edu/kirby and click on “Reserve Space” (External Guests must contact Kirby Student Center directly; see below)
• Reserve a cash box at least 24 hours in advance
• A reservation consists of one full day during tabling hours. Tables are available Monday through Friday between 9:00 a.m. and 3:00 p.m.
• Reservations for tabling must be submitted by 4:00 pm the day prior to tabling. Reservations submitted after 4:00 pm for the next day are not guaranteed to be approved, even if space is available.
• No reservation is considered approved until confirmed online by Kirby Student Center staff. The person reserving the table will receive a confirmation email when the reservation is approved.
• A table reservation includes one 5-foot strip table with two chairs.
• In order to provide access to the tabling area for all RSO/CLPs, reservation requests are limited to three tables a week per group. This is at the discretion of Kirby Student Center staff.

Using your Table

• A sign identifying the group is required (8.5x11” or larger).
• At least one currently enrolled UMD student representative from the group must be present at the table at all times (for External Guests, one person from the reserving organization).
• All table personnel must stay behind the table at all times and shall not verbally or physically impede traffic flow.
• Standing out in the hallway to hand out flyers or other literature or solicit customers is not permitted.
• The reserving party is responsible for all activity at their table.
• A courteous and professional attitude is to be maintained at all times
• There shall be no “hawking” or aggressive sales/communication techniques used.
• Noise level, including video and music, should be kept to a respectful level.
• The group is responsible for cleaning up the contents of the table by 3pm the day of the reservation. This includes any accompanying signs or posters on pillars etc.
• No outside sales are allowed.
• A schedule of daily table reservations is posted on the hallway pillar closest to table eight.
  o Please check this prior to setting up to verify location.
• It is a privilege to have a table space, not a right. Kirby Student Center staff reserve the right to ask a group to leave the tabling area if the above guidelines are not being followed.
• If the University closes due to weather or other event, tabling will also be cancelled for that day.

Gambling, Raffles & Drawings

• All forms of gambling are illegal in any location within the State of Minnesota without an approved gambling permit. Please visit www.mn.gov/gcb/ or contact Kirby Student Center staff for more information.
Fundraising

- Fundraising in Kirby Student Center Commons is allowed for Registered Student Organizations (RSO)/Campus Life Programs (CLP) only and must take place in the Commons with a table reservation. While fundraisers may benefit a charitable organization, the fundraiser must be planned, implemented and staffed by the RSO/CLP, including purchasing the supplies needed to carry out the fundraiser. UMD departments and non-university entities are excluded from fundraising in Kirby Student Center or utilizing an RSO/CLP to carry-out their fundraiser.
- All reservation requests for food fundraisers must be at tables 1-6 in front of the windows.
- Every student organization is allowed six fundraisers per year and no more than three per semester. Each fundraiser shall last for a maximum of three days. Two consecutive fundraisers may last for a maximum of five days.
- Fundraisers must comply with the [UMD Food & Beverage Policy](#). If your fundraiser involves any food not obtained from UMD Catering or Dining Services, you must obtain a food permit/waiver. The food permit MUST be visible at the table. Applications may be submitted online through the [Environmental Health & Safety Office](#). Organizations must also indicate within their table reservation that they will be serving food.

Merchandise Sales

- Items for sale that include a graphic, logo or art design (mugs, t-shirts, caps, etc) must contain only original artwork. Please meet with a member of the Student Activities staff to ensure that copyright laws are followed.
- The Bulldog head, UMD logo and block “M” are all registered trademarks and may not be used without permission. For more information, contact the Trademark and Licensing Office in 245 KPlz.
- Student organizations are not allowed to contract with UMD departments or outside vendors, organizations, or individuals for fundraisers to be held in Kirby Student Center.
- A cash box request is preferred one week prior to the event and can be completed online.

External Guests

- Guests must follow all guidelines as noted above under “General Guidelines for Tabling”.
- External guests may rent table space for commercial advertising, awareness or recruitment for $150 per day. The table rental fee will be invoiced upon booking and prior to arrival. If the party does not show up for their reservation, the rental fee is forfeited. If a reservation needs to be cancelled and rescheduled within the academic year, the rental fee can apply to the rescheduled reservation date.
- Rentals are subject to availability and Kirby Student Center reserves the right to approve or deny any external rental request.
- To reserve a table, contact Laura Young at 218.726.7169 or lyoung@d.umn.edu
- External guests are prohibited from offering food/beverage samples, engaging in sales or fundraising activity, or conducting onsite employment interviews. External guests can hand out free promotional items.
- All external guests representing any political campaign or party affiliation must be sponsored by a Registered Student Organization. A member of the sponsoring organization must be present at the table at all times. Kirby Student Center does not facilitate the connection between student organizations and external parties.

FOR MORE INFORMATION

Please address comments, questions or concerns about this policy to:
Laura Young, KSC Student Activities Office Manager
lyoung@d.umn.edu / 218.726.7169
RESERVING SPACE

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

Basic room reservations with no setup changes are generally free for any registered student organization in Kirby Student Center. Depending on what you want to do, and in what particular room, there may be fees to rearrange a room, provide sound/lighting/technology set up, and/or clean up afterwards. Potential fees and other reservation requirements may differ across other campus buildings. It is recommended that your student organization leave a room in the exact same shape you found it, if not better. Damage occurring in a room or loss of equipment during facility use may result in direct financial charges, suspension of registration privileges, and/or referral to the Office of Student Conduct to the group responsible for the reservation.

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

Activities conducted by student organizations using University facilities must not interfere with orderly University operation. Any student who participates in any activity (meetings, programs, seminars, etc.) sponsored by a student organization will:

- Conduct themselves in a manner that will not interfere with those activities
- Maintain an atmosphere conducive to free expression if disruption occurs

Reserving space in Kirby Student Center (EMS):

This includes rooms, tables in Kirby Commons, & banner space

https://umd-ksc-emse.d.umn.edu/VirtualEms/

Reserving space in other campus buildings (ASTRA):

https://astra-prd.oit.umn.edu/AstraProd/Portal/GuestPortal.aspx

Kirby Garage

The garage is intended primarily for the use of student organizations and UMD students - except during academic year class breaks and the summer. First priority in reservations are given to Kirby Student Center and its associated Campus Life Program (CLP) student...
(Continued from “Kirby Garage”) organizations. Second priority is given to UMD student organizations in good standing. When there are no events taking place, the Garage is open for any member of the UMD community to use on a walk-in basis.

- UMD campus departments (with the exception of Kirby Student Center) may not reserve the space when classes are in session. Reservations are permitted during academic year class breaks and the summer.
- Campus departments may not use a UMD student organization to gain access to the Garage. While student organizations may choose to partner with campus departments, the event must be planned and coordinated by the student organization. Student organizations cannot transfer their reservation to another group.

Permissible events and activities in the Garage include meetings, special programming events, and performances (all subject to the policies below).

- Meetings in the Garage - either scheduled student organization meetings or casual use by UMD students or campus community members - will take place with the door lowered.
- Special events and performances may take place with the door up.
- General tabling and fundraising are not permitted in the Garage; student organizations and campus departments should use the Kirby Commons for these purposes.
- “Special Programming” events are permitted in the Garage providing that they are (1) interactive in nature, (2) not an ongoing program or regular function of the student organizations, and (3) that they are too large of an event to take place in the tabling area.
  - Special programming events that have a pre-existing reservation may have elements that can be heard in the Kirby Lounge. In these cases, the scheduled events have priority over casual television viewing and casual use of the Kirby Lounge.
  - Student organizations are encouraged to create interactive experiences to promote or advertise an event that will take place that evening/in the following few days, for member recruitment, or awareness activities.
  - Promotion of UMD traditions such as Homecoming Week may take place in the Garage provided these promotions meet the criteria for use of the Garage.
  - There is no standard reservation length for the Garage but any event scheduled in that space must be interactive or a performance for the length of the reservation.
- Student organizations that are considering interactive events are encouraged to consult with Kirby Student Center staff in the planning of their event. Students are encouraged to their imagination and creativity.

Kirby Student Center reserves the right to control the use of all sound levels (music, video, live performance, etc.). Depending on the nature of the event in the Garage, Kirby Student Center staff will determine the maximum volume and range of amplified and unamplified sound. These levels will be set prior to the event and will be communicated to the event planners.

In order for Kirby Student Center to approve use of the Garage for an interactive event, the student organization must submit a reservation request at least three (3) business days in advance of the event and must include a detailed description of the activity taking place. Kirby Student Center reserves the right to cancel an event at any time or move it to the general tabling area (if space is available), if the activity does not meet the criteria noted within the Garage Policy.

Failure to comply with policies for the use of the Garage may result in the loss of reservation privileges, and formal or informal sanctions.
FOOD & CATERING

Event Planning & Sanitation Policy on Serving Food & Beverages

Food safety and the health of our campus community members and guests are of utmost importance at UMD. In order to best ensure the safe handling and service of food on campus, the following policy is in effect:

UMD Dining Services is the exclusive campus caterer when the event or function is sponsored, organized, or hosted by:

• A private individual, corporation, or company
• Any individual or group of UMD faculty or staff, or UMD department
• A student organization with Campus Life Program status, or which receives SSF funding - either directly or via Student Org Grants from Student Association
• Any RSO or CLP student organization sponsoring an open function such as a banquet, recruitment event, conference, etc.

UMD Dining Services must be the first point of contact for all catered food functions that will occur on UMD premises. The only exclusions are:

• Catered events held at Glensheen or NRRI not using university funds
• Concessions in Romano Gym and Malosky Stadium

There may be limited instances when procuring food and beverages for special events from an outside vendor may be necessary, or when UMD Dining Services must limit the services available for a specific date. Those exceptions shall be discussed with and approved by the Catering Office, with possible referral made to the UMD Environmental Health & Safety Office (EHSO) to complete a food permit. It is requested that food permits are submitted a minimum of ten business days prior to the scheduled event. Receiving a food permit from EHSO is not automatic approval to bring in outside food - Catering must still be consulted.

EHSO carries out the official health department duties for UMD premises, working in partnership with various departments within the University system. The responsibility for serving food on the UMD campus in turn rests with UMD Dining Services. Exceptions may be made at the discretion of Catering when 100% of the food/beverages for an event is donated from an outside vendor.

Alcohol Service Requests for alcohol service for events that will take place in Kirby Student Center need to originate with the Catering Office. For all other events on UMD property wishing to serve alcohol, organizers must submit an Alcohol Use Application (UM 23) to the Chancellor’s Office for approval.
Events or Gatherings Serving Only Snack Foods & Light Refreshments

All external events and groups MUST go through UMD Catering for food and beverages. Snack foods and light refreshments not meant for resale may be served without approval from UMD Dining Services or EHSO. This includes foods that are pre-packaged or commercially produced, such as: chips, pretzels, canned or bottled soft drinks, coffee, tea, commercially baked cookies, cakes, and donuts. If items are intended for resale approval is required from UMD Dining Services. If room sanitation becomes a problem for events providing snack foods or light refreshments, prior approval for future events may be required and/or a cleaning fee may be assessed. Corporate advertising/sponsorship is not allowed unless previously approved by Kirby Student Center.

Exclusive Beverage Contract with Coca-Cola

The University of Minnesota System, including the Duluth Campus, has an exclusive beverage contract with Coca-Cola. Any beverage served, poured, dispensed, given away, provided, distributed, sampled, promoted, tested, or sold must be a Coca-Cola product. This exclusive contract is in effect on all University property, for any purpose, including athletic events, student fundraisers, booster club promotions, meeting, etc. On-campus advertising displays are also included. Coffee and milk are the only exclusions. This contract is in effect through June 30, 2020.

Potlucks

Provisions have been made to allow small groups of UMD faculty, staff, or students to have private potluck meals. Conditions that apply include:

- Food shall be restricted to the members of the group
- There can be no advertisement of the event
- No invitations to people outside the organizations - such as a potluck to attract new members.

Student Organizations: Food-Based Fundraisers, Sampling, or Handout Events

All student organizations planning a food or beverage-based fundraiser or event where food or beverages are provided must contact Kirby Student Center. A food permit may be required. Student fundraising activities are possible if certain preparation and service standards are met. Student organizations will be guided through the food permit process. Important policies regarding fundraisers include, but are not limited to:

- Corporate advertising/sponsorship is not allowed for food or beverage products unless previously approved by Kirby Student Center
- No food that requires refrigeration can be sold - this includes the following: cream-filled pastries, éclairs, cream pies, etc.
- Only bars, cookies, cakes, and doughnuts are acceptable bake sale items
- No bake sale items shall be sold that have frosting or other toppings that are applied after the baking process
• (Continued) All bake sale items shall be individually wrapped at the original point of preparation
• Preparation may be completed in a home-type kitchen - only the bake sale items shall be prepared at this time - food for individual consumption should not be prepared at the same time as bake sale items are prepared
• Individuals conducting the baking and/or wrapping, or sale of food shall thoroughly wash their hands before handling the product, as well as use appropriate food safety gloves
• Bake sale items shall be transported in a covered, dust-proof container
• A sign or placard stating “Homemade/Not Inspected” must be posted

Contact Information

- Dining Services Catering Office: 218-726-7177 or umdcater@d.umn.edu
- Environmental Health and Safety Office: 218-726-6917 or ehso@d.umn.edu
- Kirby Student Center: 218-726-7169 or kirby@d.umn.edu
- Coca-Cola Beverages: http://www.cokesolutions.com/products
- Policy Manager- Associate Vice Chancellor, Student Life - Corbin Smyth: 218-726-8501 or csymth@d.umn.edu

POSTERS & CHALKING

Poster Approval

All posters promoting on and off campus events must be sponsored by a Registered Student Organization, Campus Life Program or University department. This must be clearly visible. All posters must be individually approved (with stamp and initial) for posting at the Kirby Welcome Desk. Posters with copies of the stamp are not allowed and will be removed by UMD employees. A mailing label or a light-colored empty space must be present on the bottom of the poster so that the approval stamp can be seen.

There is a limit of eleven (11) total posters that can be approved. One poster is for the Welcome Desk records and the remaining 10 may be posted at the posting sites. The maximum poster size is 11 x 17 inches. Posters will only be approved for a maximum one month at a time, not the entire semester.

You can also post posters in the on-campus residence halls & apartments. There are 8 spaces available. Maps of approved posting areas and stamping is available at the Lake Superior Hall Information Desk.

If posters are not approved, there are two (2) general public posting sites:
  • Outside the Lake Superior Dining Center
  • Inside each entrance of the Ven Den in Bohannon Hall
Designated posting areas on campus are clearly indicated with signs. If you have any questions or are unsure of the approved locations, please see the Kirby Welcome Desk for clarification. Student Center employees will monitor posting areas on a weekly basis. All posters will be removed at the end of the approval period or if they are not properly approved.

**Display Cases**

There are also 6 different display cases in Kirby to place banners. Display cases are 4’ x 3’ and are reserved a week at a time: beginning Monday at 7AM and ending Sunday at 10PM. Space can be reserved through the online EMS system. There is a limit of one (1) space per student organization per week, with possible exceptions during peak times of the year at the discretion of Kirby staff.

**Digital Signage**

To have posters displayed on the digital signage in Kirby, please email kirby@d.umn.edu with a file that meets the following:

- JPEG or PDF file
- Same proportion as a 11 x 17 in. poster (set image to 497x768 pixels if you are able)
- Keep in mind that several of the monitors are mounted above eye level so small text may not be readable

**Chalking**

Chalking must take place on concrete sidewalks and is prohibited on all vertical surfaces, buildings, steps, walls, benches, picnic tables, signs, poles, newsstands, columns, bus stops, mailboxes, light poles, and trees. The chalking can be placed for a maximum of 10 days and must contain the name or be signed by the name of the organization sponsoring it and cannot interfere with another message that has already been chalked.

The material used to mark the walk must be water-soluble chalk (sidewalk chalk). The use of markers, paints, oil-based products, or spray chalk is prohibited. The chalk must be placed on a horizontal surface not covered by an overhang in an open area that can be directly washed by rain. Facilities Management reserves the right to clean up anything that does not comply with this policy - and charge the group.

**COPYRIGHT**

When you want to show something publicly on campus (DVD or streaming), you will be asked to provide proof that you have obtained permission (“rights”) to show the material. The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 251) details how copyrighted materials, including movies, may be publicly shown.
Why You Need Permission

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

When You Need Permission

- **Any time you show a film in any public University space** (this is any classroom, lounge, or common area at the University). These spaces are considered “public” spaces and showing the movie in these areas is the equivalent to showing them in a theater.
- **If you publicly advertised in invite your audience** to the showing (this includes but is not limited to mass emails, letters, flyers, web postings, etc.). Because movie rentals are intended for private use, renting them does not provide you with the permission you need to have a public showing in which an audience is invited.
- **If you are charging admission for the showing or an event in conjunction with the showing** (charging for a lecture that will accompany the film, for example). This would be true even if you showed the film at your house, or at another venue off campus.
- **You need permission even if the film showing is for educational purposes.** If the distributor has special permission for films shown for educational purposes, they will still need to give you the written confirmation you need to protect your event under the law.
- **You do not necessarily need permission if you are showing brief parts of a film.** There are not set rules for what “brief” means in this context, but a general rule is that these snippets are okay when the event is free, when the snippet does not reveal key plot items to the film, when the length of the showing is not substantial, and when it doesn’t affect people’s likelihood of seeing the entire film.
- **Your department may already have permission to show the film.** If you are showing the film in conjunction with an academic department (especially the film department), that department may already have permission. Check with your department to be sure. If permission is already granted, they will be able to show you written proof of the fact.

How To Get Permission

Getting permission for showing most films is fairly simple. For some rare or international films, it may prove to be a bit trickier. However, there are resources on campus to help you if you have problems. Most ‘mainstream’ films that are distributed for non-commercial use (which is what most campus showing would be) come from one of two main distributors, or you can search for the proper source from the following:
• **SWANK Motion Pictures, Incorporated** - the list of films they distribute is on their webpage but they add new films everyday
  o WEBSITE: www.swank.com
  o PHONE: 1-800-876-5577
• **Criterion** – Another large film distributor
  o WEBSITE: www.criterionpic.com
  o PHONE: 1-800-890-9494
• **Conduct a Web Search** - the Internet Movie Database (www.imdb.com) is a good place to start. Simply go to the site, type your film in the search area on the left, and choose the correct film out of the results. Once you choose your film, go to the “Company Credits” and look up “distribution”.
• **If you STILL can’t find out** who distributes the film, you can call the Reference Library of the Motion Picture Academy at (310)- 247-3020.

**Talking to Film Distributors**

A film distributor will ask:

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

**Does This Cost Money?** Probably. The only way for you to determine this is to call the distributor, explain under what context the film will be shown, and see what they can do for you. If there is a fee, it will depend on whether or not you need a copy of the film sent to you, and how often you show films. Have all the information ready about your event when you speak with the film’s distributor.

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

Even though it sounds complicated, it really isn’t difficult to obtain the proper permission to show films on campus. It will definitely take less time and money than depending yourself or your organization in court if you are caught. If you have questions specifically regarding the need for permission when showing films, more information about copyright information in general, film events, or planning an event around a film, please feel free to contact us in Kirby Student Center (kirby@d.umn.edu).
FUNDRAISING

Every student organization is allowed **six fundraisers per year** and no more than three per semester. Each fundraiser shall last for a maximum of three days. Two consecutive fundraisers may last for a maximum of five days. Fundraisers must comply with UMD Food & Beverage Policy. If your fundraiser involves any food not obtained from UMD Catering or Dining Services, you must obtain a food permit/waiver. Applications may be submitted online through the Environmental Health & Safety Office at [www.d.umn.edu/ehso](http://www.d.umn.edu/ehso). Organizations must also indicate within their table reservation that they will be serving food.

Items for sale that include a graphic, logo or art design (mugs, t-shirts, caps, etc.) must contain only original artwork. Please meet with a member of University Marketing and Public Relations to ensure that copyright laws are followed. The Bulldog head, UMD logo and block “M” are all registered trademarks and may not be used without permission. For more information contact the Trademark and Licensing Office in Kirby Plaza 245.

Student organization are not allowed to contract with UMD departments or outside vendors, organizations, or individuals for fundraisers to be held in Kirby Student Center.

**Kirby Student Center Basic Fundraising Tips**

- Plan ahead and be organized - good signage and publicity can go a long way!
- Think about an off-time of the year to do fundraising - fundraising is most popular around holidays and the beginning of each semester. Your organization might do better during an “off” time, when you aren’t competing for the student body’s attention with so many other groups
- The most frequently done fundraisers are bake sales - try and think outside the box for new and creative ideas to grab students’ attention

**Four Areas to Consider**

Think Positively -As you plan for the year, think big. Ask yourself “If money were not an issue, what would the group do?”. Use your imagination. It is generally easier to scale down your organizations’ plans than to scale up in mid-year - you can begin to assess the feasibility of these goals in light of resources. A dose of realism is necessary at this stage in your thinking, as well as being positive.

Establish Financial Goals -If you don’t know where you’re going, you’ll never know if you’ve arrived. Organizations must establish an annual budget. The development of a budget should follow, not precede, the establishment of your organization’s positive, but realistic, goals for the year. Making the group’s plan fit the budget rather than making the budget fit the plan is a common error characteristic of stifled organizations. Once a budget of proposed expenses is developed, it must be reviewed against existing resources. The specified dollar figure beyond existing resources that will be required to operate and complete the organizations’ program for the year becomes the organization’s fundraising target. If this target is large, don’t panic - it’s time to be both creative and realistic!
Develop Creative Fundraising Alternatives - Once you have established a financial target, identify all potential sources of funds and develop creative ways to tap these sources. Successful organizations utilize multiple approaches to fundraising.

Establish a Fundraising Plan - Fundraising is like any other group project, it cannot happen successfully if left to chance. Successful fundraising requires careful planning. Answer the basic planning questions - Who? What? When? Where? Why? As you creatively explore approaches to fundraising, it is important to balance the costs to the organizations (required outlay of time and of human, material and existing financial resources) with the risks involved in fundraising (potential liability and the possible loss of resources or good will). If the risks are greater than what the group wishes to assume, it is time to go back and revise the organization’s overall goals for the year to reflect a reduced financial base. Remember, think positively and creatively. Once a financial plan is developed, write it down.

Tips for a Successful Fundraiser

Getting Your Fundraiser Organized:
- Start early - 2 to 3 weeks in advance
- Hold a brainstorming session - involve all organization members in decision making
- Set goals for the fundraiser
- Decide what type of fundraiser to do

Remember to Consider:
- Skills and interests of organization members
- Enthusiasm of members and time commitments
- Cost of producing the fundraiser/profit margin
- Be sure to follow all state and local laws and university procedures
- Involve all organization members in planning
- Volunteers are very important
- Is there fun in your FUNdraiser?
- Did the volunteers help choose the activity?
- Does the fundraiser suit your organization?
- Is it well timed?

Evaluate Your Funding Activities:
- Go through the receipts, deposit money immediately, and pay any bills accrued
- Send thank-you notes-emails to people who helped
- Examine what went well and what needs improvement
- Make successful fundraisers traditional

Other Benefits of Funding:
- Development of a stronger, more cohesive organization, united by a clear sense of purpose and good fun
- Fundraising provides a means for developing leadership skills
- Increased publicity for your organization
- Help your organization to achieve its goals and gain a sense of accomplishment
FINANCES & TAXES

Registered Student Organizations (RSOs) are responsible for generating and managing their own money. Fundraising and charging member dues are common examples of cash sources. Organizations that receive Student Service Fees and/or are Campus Life Programs (CLPs) may be subject to additional supervision and review by delegated University staff and/or external auditors.

Student Organization Grant Process

The UMD Student Association (SA) conducts a grant process at the beginning of both fall and spring semesters for student organizations. Student organizations that have registered with Kirby Student Center, attend the annual Student Org training, and who do not receive Student Service Fees are eligible to apply for funding. It is SA’s goal to be able to give at least some money to every organization that applies. Contact Student Association for more information at umdsa@d.umn.edu.

Partisan Political Activity and Finances

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

• No registered student organization must use University funds on behalf of a candidate for public office in a political campaign.

Basic Financial Policies for All Student Organizations

• Compliance: The financial operations of student organizations must be conducted in accordance with all applicable local, state, federal laws and regulations, and the student organizations respective constitutions (where applicable).
• Responsibility: Registered officers of the student organization shall have personal responsibility and accountability for the finances and operations of the organization.
• Banking: Registered Student Organizations shall independently secure and maintain banking services through a service provider of their choice if desired. RSOs that wish to receive monies from Student Association are required to hold a bank account at the UMD on-campus branch of TCF Bank. All accounts should be opened and maintained under a Tax ID # (EIN) specific to the organization.
  o University Campus Life Programs may not have a checkbook or separate banking account, as they are required to use the University’s financial management system for all transactions.
• Dissolution: Upon dissolution of a student organization, the officers shall be responsible for the distribution of remaining funds, in accordance with the organization’s constitution (where applicable). Any remaining funds should be issued to Kirby Student Center in the form of a check. The funds will be held for a limited period
(continued) of time, should the organization re-activate. If the organization does not become activated, the funds will be moved to general student organization support.

- Taxes: Student organizations shall be responsible for all applicable taxes including but not limited to collection and payment of sales taxes and filing and payment of income taxes.

**Recommended Additional Procedures**

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

**Expenses**

- All expenditures not usual to the pursuit of the group’s normal operations should have prior approval from the organization. These expenditures include, but are not limited to, loans, transfers or funds to other organizations, grants, special banquets, and social programs. Setting an approval process for all purchases will control inappropriate spending/purchases. This could involve a threshold amount (for example any purchases over $50.00 needs to be approved).
- Use budgets. Each group should have a written plan of how they will manage their money for each semester. Budgets should have developed and approved by members before any expenditures are made.
- All checks written should be verified by maintaining documentation such as invoices, bills, or other legal evidence. Any check payable to the signer of the check should bear the signature of another registered officer. Update authorized signers immediately with any changes in officers. When there is a completely new group of officers an outgoing officer should be present at the bank to verify the new signers.
- Create and use a reimbursement form each time a reimbursement check is issued. Expenditures must have approval from the proper source (executive board, general membership, advisor, etc.) prior to the actual purchase. No receipts = no reimbursement.
- Never issue a blank check. Blank checks should be stored under lock and key. Keep track of each and every check (written, voided, and blank). Carbon checks are recommended. Keep all returned and voided checks. It is also a good idea to have two signers required on a check.
- Pay invoices on time to avoid late fees as well as possible future problems with doing business with a particular vendor.

**Revenue**

- Deposit all checks, and cash received within 48 hours of receipt. Incoming checks should be immediately stamped “For Deposit Only”. Beware of possible taxable income and make sure it is recorded correctly so that it can be reported and/or paid.
- Separate the function of paying bills from reconciling the group’s financial books.

**Maintaining Financial Files**

- The treasurer should keep a record of all monies. Make sure to keep an electronic copy in case of emergency. Monitor the account carefully and prepare a financial report to share with the organization.
It is highly recommended that your organization maintain complete and accurate financial records on an ongoing basis. Some records need to be kept for different lengths of time. You may want to keep the originals, or at least an electronic copy in your student organization’s BulldogLink site. This will ensure that the records will always be accessible for future members.

### Guidelines For Record Retention

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<thead>
<tr>
<th>Period</th>
<th>Records to Keep</th>
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| Three Years  | • Bank statements  
               • Deposit slips  
               • Payroll timesheets                                                                 |
| Six Years    | • Expense reports  
               • Subsidiary ledgers  
               • Trial balances                                                                 |
| Eight Years  | • Checks  
               • Payroll reports and records  
               • Payment vouchers                                                                 |
| Indefinitely | • General ledgers & journals  
               • Audit reports  
               • By-laws  
               • Checks  
               • Contact and agreements  
               • Legal correspondence  
               • Tax Records                                                                 |

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

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

#### Applying for a TIN or EIN Number

1. Go to the Online EIN Application (linked [here](#))
2. Read instructions and click on “Apply Online Now”
3. Read instructions and click on “Begin Application”
4. Scroll to bottom of list and select “View Additional Types including Nonprofit/Tax-Exempt Organizations” - click “Continue”
5. Choose either “Community or Volunteer Group” or “Social or Savings Club”
6. Depending on which best describes your group - click “Continue”
7. Fill out remainder of required information
8. Print out and retain a copy of your CP575 Confirmation  
   a. Your current and future officers will potentially need this document for tax filing purposes
Once you have received a Federal ID Number, keep a record of it in your organization’s permanent files.

**General Tax Information**

The University considers Registered Student Organizations (RSOs) an independent and separate organization from the University. Therefore, they do not have access to the University’s tax-exempt status. The only exception to this rule is for student groups classified as Campus Life Programs (CLPs) by the University.

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

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

**Filing Taxes**

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

RSOs that generate $5,000+ in income per year are required to file annual taxes with the IRS. *(Information based on our last meeting with the University of Minnesota Office of General Council in 2015)*

Organizations should have a financial disclosure plan (IRS Form 990, 990-EZ, or 990-N, Return of Organizations Exempt from Income Tax). This is the most detailed and most misunderstood filing for nonprofits. It is a complete documentation of an organization’s financial history and is often used to hold the organization accountable for its past actions and future decisions. Recent ruling by the IRS state nonprofit organizations must make their Form 990, 990-EZ, and applications for tax-exempt status widely accessible and available to anyone upon request. Form 990-N is automatically made public via the IRS website. Forms 990, 990-EZ, and 990-N are available on the Tax Information for Charities & Other Non-Profits.

**Other Resources**

- Unsure if your organization has ever filed taxes before? Check out [www.guidestar.org](http://www.guidestar.org) as a potential resource.
- The Minnesota Attorney General provides good resources to nonprofits in the Information for Non-Profits section.
- The University of Minnesota Twin Cities Campus has tax information for student organizations on their website. As a system campus, generally what applies there is applicable here in Duluth too. Topics covered include:
  - Non-profit status
  - Tax-exempt status (Federal and Minnesota)
  - Payment for services performed by individuals

**Revised October 2019**
DISTRIBUTION, SOLICITATION & FREE SPEECH

Distribution of literature that is not for sale or speaking on campus grounds outdoors is permitted within set criteria. Though not all-inclusive, these criteria include:

- Indoor material distribution and/or solicitation is allowed only in the lobby areas of academic buildings or at contact tables in Kirby Commons
  - Other space may be rented by organizations by requesting a written use agreement and providing proof of required insurance
- The use of outdoor public space is permitted within reasonable areas as defined by appropriate University administration
  - Distribution-free zones are established outside academic and nonacademic buildings to maintain building ingress and egress
  - Material may not be distributed within 25 feet of building entrances
- Material distribution and/or solicitation is not allowed inside classrooms without expressed approval by the faculty/instructor
- There is to be no interference with, or impedance of, the normal traffic flow of vehicular or pedestrian traffic
- The use of parking areas and parking lots is not permitted
- A safety hazard of any kind must not be created and there is to be no interference or disruption of any other lawful activity of any other persons
- The University retains the right to require a change in the time, place, and manner of the gathering in the event of interference with any University event, class, program, meeting, etc.
- Groups are responsible for individual and collective conduct of persons at the gathering, and they are also responsible for leaving the area clean and in its original condition - groups will be liable for any associated costs
- There are to be no physical structures (such as tables, chairs, etc.) set up and the use of sound amplification is not permitted without an approved event space permit
- There is to be no coercion of any kind to accept publications
- Groups must comply with all applicable University policies, state, and federal laws

Freedom of Speech Statement

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

Persons or groups distributing information are prohibited from:

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

[Click here to view the Regents Policy on “Distribution of Information through Publications, Banners, or Chalking”]
Public Gathering Areas

- Lobby of LSBE and VossKovach Hall/Engineering Building
- Kirby Student Center Commons (with appropriate reservation)
- Kirby Student Center meeting rooms and event spaces (with appropriate reservation)
- Outdoor spaces - linked here

Campaigning & Related Political Activities

The University of Minnesota Duluth (UMD) encourages civic engagement and participation in the political process. Please contact Kirby Student Center if you are planning any large outreach events (such as a rally, a speaker, or a vigil) which include the potential for large crowds, media involvement and/or high-profile speakers. UMD may require enhanced security, emergency personnel, or specific precautions for any events held on campus and Kirby Student Center can help you with the review and approval process. We want to make sure that your events are successful and that you experience as few surprises or issues as possible. Student organizations who host events in which the University deems additional services necessary are responsible for all costs associated with such services.

Door-to-Door solicitation is prohibited in Housing & Residence Life facilities except for political candidates as outlined in the Political Solicitation Policy. As a state institution, specific guidelines are established for elections and for campaigning on behalf of candidates for local, county, state, and national offices. Residents can choose to post a “no campaigning” sign on their living unit door. Questions about this policy should be addressed to the Housing & Residence Life Office (149 Lake Superior Hall or call 218-726-8178).

Student organizations are prohibited from using Student Service Fee funds for partisan political activity. This would include student organizations funded directly through the Student Service Fee allocation process as well as student organizations who receive funding through the Student Association’s Student Organization Grants process. If you are not certain whether your group’s activities meet the definition of partisan political activity, please contact Kirby Student Center to discuss your plans.

Reporting Disruptive Behavior
If you notice people distributing literature or soliciting in the hallways or campus buildings (other than on-campus housing facilities) or if the people in Kirby Commons tabling area are distributing literature away from their tables contact:

- Kirby Student Center Welcome Desk on the first floor of Kirby Student Center or 218-726-7163
- Housing & Residence Life Information Desk in the lobby of Lake Superior Hall or 218-726-7390
- Under certain circumstances political candidates can campaign in on-campus housing, the Housing & Residence Life staff can confirm if the activity is authorized
COLLABORATING WITH EXTERNAL ORGANIZATIONS

Student organizations are sometimes involved in partnerships with organizations external to the University. Student organizations may be approached due to the unique access they have to campus, as well as their connection to fellow students. It is important to engage in positive collaborations and to recognize when your group is being approached in a manner that is not consistent with University policy. We would like to help you enter into healthy collaborations. Please contact Kirby Student Center to discuss collaborations or partnerships you are considering, if you’d like us to review any partnership agreements, and/or if you have any questions regarding student organization policies and procedures.

The benefits you are able to access as a student organization are for your group’s use alone. Groups cannot reserve spaces for use by another student organization, University department, outside group, or individual use to provide access or reduced costs in using University facilities, services, or staff. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the event. If intentional misrepresentation occurs, this may result in the organization that holds the reservation being charged the external or departmental rate for the room or venue. This could also impact the organization’s access to benefits and/or ability to reserve space in a campus facility.
# Kirby Student Center Staff Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email (@d.umn.edu)</th>
<th>Phone</th>
<th>Area of Expertise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeni Eltink</td>
<td>Director</td>
<td>jeltink</td>
<td>218-726-6526</td>
<td>Free Speech</td>
</tr>
<tr>
<td>Lesa Radtke</td>
<td>Associate Director</td>
<td>lradtke</td>
<td>218-726-7166</td>
<td>External Events</td>
</tr>
<tr>
<td>Jessi Eaton</td>
<td>Assistant Director</td>
<td>jreaton</td>
<td>218-726-6309</td>
<td>Student Activities</td>
</tr>
<tr>
<td>Mat Gilderman</td>
<td>Communications Manager</td>
<td>mgilderm</td>
<td>218-726-6378</td>
<td>All communications</td>
</tr>
<tr>
<td>Linda Meek</td>
<td>Events and Conferences Office Manager</td>
<td>lmeek</td>
<td>218-726-7063</td>
<td>Events, Accounts Receivable</td>
</tr>
<tr>
<td>Gina Pudlick</td>
<td>Operations Manager</td>
<td>gpudlick</td>
<td>726-726-7167</td>
<td>Reservations and event operations</td>
</tr>
<tr>
<td>Tori Seymour</td>
<td>Greek Life/Kirby Lead Assistant</td>
<td>tseymour</td>
<td>218-726-8739</td>
<td>Greek Life and Kirby Lead</td>
</tr>
<tr>
<td>Emily Borra</td>
<td>Bulldog Beginnings/Student Employment Development Coordinator</td>
<td>eborra</td>
<td>726-726-8740</td>
<td>First-year programming and student employment</td>
</tr>
<tr>
<td>Erin Olson</td>
<td>KPB/Student Organization Coordinator</td>
<td>ekolson</td>
<td>218-726-6814</td>
<td>Student organization registration, parent orientation</td>
</tr>
<tr>
<td>Laura Young</td>
<td>Student Activites Office Manager</td>
<td>lyoung</td>
<td>218-726-7169</td>
<td>Tabling, Student org fundraising, Accounts Payable</td>
</tr>
</tbody>
</table>