UNIVERSITY OF NEBRASKA AT OMAHA

STUDENT ORGANIZATION HANDBOOK

Policy and Resource Guide for Student Organizations

UNIVERSITY OF Nebraska Omaha

Contents

Below are links to the major components of this guide.

Quick Resources

Below are some useful resources that you may need.

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- [Office of Student Leadership, Involvement, and Inclusion Website](#)
- [UNO Branding Guide, Logos, and Colors](#)
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Section 1. Introduction

The University of Nebraska at Omaha (UNO) understands that students carry with them a breadth of interests which evolve and expand over time and that students should be free to organize and join associations to promote those interests. UNO recognizes the importance of these student associations in:

- the development of leadership skills
- creating a vibrant campus culture
- enhancing the quality of life for students and the community
- building a high-quality student experience

In order to best ensure community safety and the effectiveness of student organizations, all student organizations are required to be registered with the Office of Student Leadership, Involvement, and Inclusion in order to be recognized by the university and be eligible to utilize benefits provided to them. Approved registration and subsequent recognition of an organization does not constitute university endorsement or approval of the organization's policies, purposes, or activities.

A recognized student organization at the University of Nebraska at Omaha is defined as **a student-run organization appropriately registered with the university**. Recognized student organizations enjoy many benefits that help them carry out their mission and help their members succeed. This resource and policy guide will provide information and materials that each student organization is encouraged to utilize as a source for improvement.

Section 1.1. Office of Student Leadership, Involvement, and Inclusion

The Office of Student Leadership, Involvement, and Inclusion coordinates the registrations for student organizations and the contents of this handbook.

Contact Information
113 Milo Bail Student Center
6001 Dodge Street
Omaha, NE 68182
402-554-2931

Website:
StudentInvolvement.unomaha.edu

Email:
Involvement@unomaha.edu

1.2. Presence

Presence will be referenced consistently throughout this guide. **Presence** is the online platform that the University of Nebraska at Omaha uses to organize and streamline community engagement. It is also a tool student organizations can use to recruit new members, maintain administrative functions, and collect useful data. To sign in to Presence, use your UNO NetID and password.

UNO Presence can be accessed here: https://unomaha.presence.io.

For more information or assistance, visit the Presence support website for lots of useful articles and live support chat.

Section 2. Important Contacts for Student Organizations

The following are some useful contacts that student organizations often use.

Name	Email Information	Functions
Cornelius Levering	corneliuslevering@unomaha.edu	Supports student organizations in their registration and renewal process and in the event approval process.
UNO Involvement	involvement@unomaha.edu	This is a general email address multiple staff members work out of to support student organizations. The UNO Involvement email is a good first point of contact with general questions.
Brenda Frye	bfrye@unomaha.edu	Manages student organization bank accounts in the Milo Bail Student Center Business Office.
Denise Kjeldgaard	dkjeldgaard@unomaha.edu	The Director of Auxiliary Services and the lead for the Milo Bail Student Center Business Office. Also acts as the Chief Executive Officer of UNO Student Organizations, Inc. and is the designated signee for all contracts for organizations.
UNO Reservations Team	unoreservations@unomaha.edu	Assists groups in finding appropriate space for on-campus meetings and events.
UNO Catering Office (Sodexo)	patricia.hamilton@sodexo.com	Sodexo/UNO Catering can help you organize food for your organization's events.

Section 3. Student Organization Corporation

Most people don't realize it, but student organizations are actually part of a separate 501(c)(3) non-profit organization distinct from UNO and the University of Nebraska System. The organization is called **UNO Student Organizations, Inc.** (affectionately referred to as "**The Corporation**"). The Corporation acts as an umbrella organization for all student organizations to fall under. Only student organizations who are registered with UNO can belong to The Corporation and therefore have access to benefits provided by UNO.

Section 4. Student Organization Tiers

To establish a system of responsibility and utilize the limited university resources prudently, every student organization recognized by UNO is recognized as one of three tiers. To see which tier your organization falls under, see your organization's details page on Presence.

4.1. Tier Determinants

The tier of an organization is determined by the Office of Student Leadership, Involvement, and Inclusion and is done through an examination of:

- **Relationship to University:** How closely the organization's mission, vision, and goals relate to the university's mission, vision, goals, and culture as determined by the university.
- **Stakeholders:** The number and kinds of community members the organization serves or have a stake in the organization's continuity and success.
- **Scope:** The kinds of activities in which that the organization engages as well as the level of potential risk associated with them.
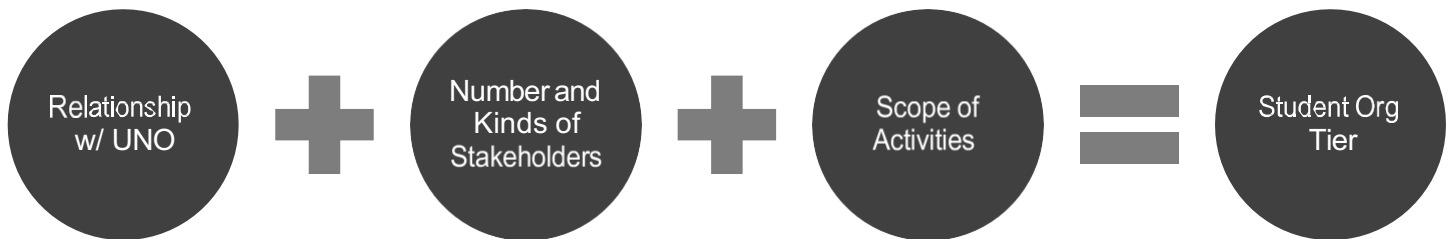
4.2. Tier Appeal

Organizations who wish to be categorized into a tier they were not immediately placed in may appeal to the Office of Student Leadership, Involvement, and Inclusion. To begin the appeal process, please submit a Tier Appeal Form (found in the Resource Library). This appeal form will be reviewed by the Office of Student Leadership, Involvement, and Inclusion and if accepted the organization's recognition tier will be modified.

4.3. Student Organization Tiers

Below are descriptions of the different tiers of student organizations at UNO.

4.3.1. Tier 1 Organizations

Tier 1 student organizations have been deemed critical to UNO's mission, culture, and operations. These organizations have the greatest number of direct stakeholders, the largest scope, and are key parts of the university's operations and ability to provide important services directly tied to its mission.

- Organizations are intrinsically tied to the university due to their continuing representation of the university to others.
- Organizations work closely with university offices and officials.
- Organizations are expected to work closely with the appropriate university department or office in the planning of events.
- Organizations generally organize larger-scale events for the benefit and enjoyment of the largest number of individuals.
- These organizations are sponsored by a university department or unit.
- Organizations must comply with any rules, procedures, and expectations established by the sponsoring unit.
  - In the case of conflict, rules, procedures, and expectations set by the Office of Student Leadership, Involvement, and Inclusion will supersede those of the department or unit.
- Continual recognition of Tier 1 organizations necessitates that members, officers, and events reflect accurately and positively on the university.
- Due to their close representative relationship to the university and the potential risks involved with membership, members and officers of Tier 1 organizations may be required to sign confidentiality agreements, conduct agreements, waivers or participate in additional training.
  - These may be assigned by their sponsoring unit or the Office of Student Leadership, Involvement, and Inclusion.
- A university department or unit must provide oversight for the organization and its activities.
  - In the case of conflict, rules, procedures, and expectations set by the Office of Student Leadership, Involvement, and Inclusion will supersede those of the department or unit.
- In addition to the university resources available to all recognized organizations, Tier 1 organizations shall have:
  - Access to full-time professional staff or faculty member(s) whose job description(s) designates them as the primary advisor and have been determined experts within the organization's area of interest.
  - Priority access to certain university resources as deemed necessary by the university.

4.3.2. Tier 2 Organizations

Tier 2 organizations are those that are elevated by the university and will likely have a direct tie to a particular department or unit.

- These organizations may serve a more selective set of student interests and are sponsored by a university department or unit.
- Organizations must comply with any rules, procedures, and expectations established by the sponsoring unit.
  - In the case of conflict, rules, procedures, and expectations set by the Office of Student Leadership, Involvement, and Inclusion will supersede those of the department or unit.
- Due to their close representative relationship to the university and the potential risks involved with membership, members and officers of Tier 2 organizations may be required to sign confidentiality agreements, conduct agreements, waivers or participate in additional training.
  - These may be assigned by their sponsoring unit or the Office of Student Leadership, Involvement, and Inclusion.
- In addition to the university resources available to all recognized organizations, Tier 2 organizations receive:
  - Secondary priority access to certain university resources as deemed necessary by the university.

4.3.3. Tier 3 Organizations

Registered organizations are recognized by the university and have access to university resources.

- These organizations serve more select groups of individuals, usually their members, and have basic oversight by the university.
- Tier 3 organizations are primarily interest groups capable of functioning with minimal support.
- The university recognizes but does not support or endorse the purposes of Tier 3 organizations.
- The university may not accept responsibility or liability for the activities undertaken by Tier 3 organizations.
- If the organization is somehow connected with a sponsored or affiliated organization or a university department or unit, the organization must comply with any rules, procedures, and expectations established by that sponsored and/or affiliated organization or university department or unit.
  - In the case of conflict, rules, procedures, and expectations set by the Office of Student Leadership, Involvement, and Inclusion will supersede those of the department or unit.
- Registered organizations receive:
  - Third priority access to certain university resources as deemed necessary by the university.

Section 5. Basic Requirements, Registration, and Renewals

5.1. Basic Requirements for Organizations

Each student organization must meet specific requirements to become and remain registered. No organization is considered registered until the Office of Student Leadership, Involvement, and Inclusion approves the registration and notifies the organization of the decision. To ensure that registered organizations meet these requirements, the Office of Student Leadership, Involvement, and Inclusion Staff may require meetings with students and advisors to maintain recognition.

5.1.1. Membership

Student organizations must maintain a minimum of 4 currently enrolled UNO students as members. Due to the organizational nature of the Corporation, only enrolled UNO students are permitted to be members of student organizations. Faculty and staff who are enrolled in classes are not considered students in this case.

Student organizations are able to establish their own criteria for membership. However, pursuant to the University of Nebraska policy, **student organizations may not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its membership criteria**.

5.1.2. Officers

Each student organization is required to designate on their roster at least one currently enrolled student as President (or some lead executive officer) and at least one, **different** student as Treasurer (or some lead finance officer). These two officers represent their organization and will often serve as points of contact for university officials. Both of these required officers are encouraged to complete the **Student Organization Essentials training** quiz (see the Training Section below for more information).

Rosters in Presence only allow for the officer positions of President, Vice President, Treasurer, Secretary, and Committee Chair. If your organization does not use the titles President or Treasurer for those roles, that is okay. But you do need to have students in positions that fill those functions (for example, if your Vice President also acts as the lead finance officer).

5.1.3. Advisor

Each organization must have at least 1 UNO faculty or staff (at least part-time) member as an advisor. Expectations for Advisors can be found further down in this handbook. Although you are welcome to have graduate students serve in an advisory role, graduate students do not qualify to be an advisor in this sense.

> **Advisor Agreement**
> Advisors are expected to complete an **Advisor Agreement** at part of the registration and renewal process. This agreement can be found in the Student Organization Resource Library.

5.1.4. Roster

It is the responsibility of the organization to maintain an accurate roster on Presence. Rosters are used, among other things, to calculate insurance costs for student organizations so your rosters must accurately contain your current members, officers, and advisors. Your roster should NOT be used as an email list.

5.1.5. Constitution, Bylaws, and Governing Documents

Student organizations are required to maintain and follow one or more sorts of governing documents (e.g. constitution, bylaws, standing rules, etc.). These documents set up structure for your organization that will help provide continuity throughout the years. These documents must:

- Establish your organization's name
- Establish your organization's purpose, mission, or objective
- Establish membership and organizational structure
- Not permit discriminating in membership as specified above
- Receive an approval and approval stamp from the Office of Student Leadership, Involvement, and Inclusion before becoming official and binding

A bylaws template is available in the Online Resource Library for organizations who need a place to start.

> **New Governing Documents**
>
> New documents or updates to an organization's governing documents must be approved by the Office of Student and receive an approval stamp before they become official and binding to your organization. During this approval process, the documents are reviewed to make sure it meets the requirements above.
>
> To begin the approval process, submit the document as a PDF through the Governing Document Approval Request Form (found in the Resource Library) attaching your new document. If the document passes the review your request will be approved and the document with the stamp will be sent back to the person who submitted it. If it does not pass, the request will be denied with comments. You are always welcome to set up a meeting with staff in the Office of Student Leadership, Involvement, and Inclusion to discuss changes to your documents.

5.1.6. Compliance

Registration with the university signifies agreement by the organization to communicate with the Office of Student Leadership, Involvement, and Inclusion and comply with any federal, state, and local law and the rules, regulations, and policies of the university and the Board of Regents.

5.1.7. Student Organization Sponsorship

UNO recognizes the value that can be created through a partnership between student organizations and official institutional units. Additionally, as student organizations are separate organizations simply recognized by the institution, it is important to understand the relationship between the unit and the student organization. This relationship is formalized through the **Student Organization Sponsorship Agreement**.

> **Student Organization Sponsorship Agreement**
>
> As a condition of their tier, Tier 1 and Tier 2 organizations are sponsored student organizations and are required to submit a completed copy of the Student Organization Sponsorship Agreement as part of the regular registration renewal process. This agreement can be found in the Student Organization Resource Library.

5.2. Registering a New Organization

New organizations may be registered at any time throughout the year. Once membership, advisor, and constitution requirements are in place, an organization may apply for recognition. More details about this process can be found on the Student Life website. The information provided in the application will be reviewed by staff in the Office of Student Leadership, Involvement, and Inclusion. After the information is reviewed the staff will contact you either confirming that your application was approved or sending it back for revisions.

5.3. Transition Process

Student organizations are required to review and update their organization information during each semester's **Transition Period** via Presence. The transition process includes updating organization rosters, verifying governing documents have the approval stamp, and general upkeep of your organization's profile. When the Transition Period begins, the Office of Student Leadership, Involvement, and Inclusion will announce to organization leaders by email and provide directions on how to complete the process.

If an organization is not transitioned by the deadline, the organization's registration will be revoked and will no longer be recognized or have access to any of the benefits and privileges for recognized organizations.

5.4. Training

Student organization members are responsible for knowing and following all student organization policies outlined in this manual. To help, the Office of Student Leadership, Involvement, and Inclusion offers an online training course called **Student Organization Essentials**. This course offers student leaders and advisors an introduction to the policies and procedures relevant to student organizations. A link to register for the course can be found in [the Resource Library](#).

Additionally, you are always welcome to contact Student Life with questions or to set up training sessions or consultations.

5.5. Re-registering an Organization

Student organizations that have gone inactive can easily be re-registered. These organizations may already have an established constitution and a potential advisor who will need to be contacted. Students wanting to reactivate an inactive student organization will have to establish the basic requirements as stated above.

Section 6. Organization Resources

A variety of resources, benefits, and services are available to registered UNO student organizations. Additionally, due to limited resources, some benefits and services may be restricted to organizations based on their tier.

6.1. Online Resource Library

The Office of Student Leadership, Involvement, and Inclusion has published a variety of resources to help provide your organization guidance as you work to achieve your goals. All of these can be found in the [Online Student Organization Resource Library](#).

6.2. Office Space and Workroom

Milo Bail Student Center Room 113 was designed with student organizations in mind. Computer stations with adobe suite software are available and are perfect for designing posters and fliers. The workroom functions as a space for creating and crafting posters, banners, or any organization projects that tend to get messy. Large rolls of colored butcher paper, craft supplies, and even a button maker are all available for student organization use.

Butcher Paper and Worktable in the Workroom

Workroom Supplies for Student Organizations

6.3. Organization Email

Registered organizations can request a unomaha.edu email account. These emails can be accessed through the [UNO Outlook portal](#). Please complete the Student Organization Email Request Form (found in the [Resource Library](#)) to request a new email or request a change to your current email. Please note that IT Services may periodically reset your password for security reasons.

6.4. Office Printing

Limited free printing is available for student organization purposes. Requests can be made via the Student Organization Stamp and Print Request Form (found in the [Resource Library](#)).

- Prints must meet Publication Requirements listed in the Advertising section of this guide.
- Only 50 prints will be made per organization per person per day.
- All prints are made on standard size 8.5x11 or 11x17 copy paper.
- Card stock, colored paper, or any other specialized paper can be printed on, but must be supplied by the organization.

6.5. Organization Equipment Checkout

Various items are available for student organizations to check out from the Milo Bail Student Center. Cornhole/Bags, Connect 4, Jenga, Ring Toss, and Yahtzee are all available for checkout. To reserve in advance, email [unoreservations@unomaha.edu.](mailto:unoreservations@unomaha.edu)

6.6. Mail Delivery

Mail for your student organization can be sent to the Milo Bail Student Center MavIGATION Station. Contact information listed on the Presence profile will be used to notify your organization when mail is available for pickup. Use the following address model to receive organization mail:

[Name of Organization]
MBSC MavIGATION Station
6001 Dodge Street
Omaha, NE 68182

6.7. Voter Registration

Many student organizations want to incorporate voter registration into their events. UNO has partnered with non-partisan organization Democracy Works to give members of our community access to their tool TurboVote. TurboVote is an online system that makes it easier to register to vote, find information about how to vote, and request absentee ballots. They compile information about voting rules for all 50 states and can send reminders about deadlines and where to vote.

To access the UNO TurboVote and to register to vote use or share this URL: http://unomaha.turbovote.org.

Section 7. Organization Advisors

7.1. Advisor Requirements

An organization advisor is an individual who has volunteered to guide and support in the best interest of an organization and its members. It is required that, at minimum, one organization advisor is at least a part-time UNO faculty or staff member. Graduate students do not qualify. An advisor serves as **a mentor, coach, and advocate**, to their associated organization. As such, it is also important to understand that being an advisor is a commitment to the students and the institution.

7.2. Basic Expectations of the Student Organization Advisor

Though each advising relationship will look different, the basic duties of the advisor include:

Mentor	• Being available to the members of the organization regularly for advice and consultation. • Having a shared understanding of the expectations between you and the organization. • Providing support during periods of transition to help with continuity.
Coach	• Attending meetings and events of the organization whenever possible. • Approving organization events and gatherings. • Being familiar with potential high-risk practices and liability issues (i.e. hazing, alcohol, etc.) and advising the organization to make reasonable and prudent decisions regarding these issues. • Following up on any discipline issues or sanctions for the organization and/or its members. • Reporting concerning behavior and violations of policy (see below).
Advocate	• Having access to the organization's current constitution, bylaws, or other important documents. • Having an understanding of the rules and policies pertaining to student organizations at UNO.

7.3. Reporting Responsibilities

To help provide a positive and safe experience for student organizations and those they interact with, student organization advisors have certain responsibilities to share information with other university staff and administration. As such it is the expectation that advisors report certain individual and organizational behaviors:

Concerning Behaviors by Individual Members	Violations of Policy by Organization
Including, but not limited to: • Danger to self and/or others • Stalking, sexual assault, and/or interpersonal violence • Severe academic and/or health issues • Mental health concerns • Prolonged and significant difficulties with the demands of college • Abuse of alcohol and/or drugs • Suicidal expressions or behavior	Including, but not limited to: • Hazing or abuse of members • Events that have not been approved • Inappropriate use of alcohol • Violations to the UNO Code of Conduct
Use the UNO Behavioral Review Reporting Form	Use the UNO Student Organization Report Form

Questions about expectations and requests for support for advisors can be directed to the Office of Student Leadership, Involvement, and Inclusion

Section 8. Student Organization Events

8.1. What is a Student Organization Event?

Student organization events are defined as **any gathering, program, or activity sponsored or endorsed by the organization or one which a reasonable observer would associate with the organization**. This includes things such as internal meetings held via video conference, workshops open to the public on campus, and informal social gatherings off campus after formal meetings.

The standard for "reasonable observer" is admittedly subjective, so it is up to your organization to do your best to determine if it meets the standard. To help, here is a list of things to consider. Please keep in mind this list is not all encompassing and should not be considered a checklist.

- Was the event planned in conjunction with your organization or using your organization's resources?
- Was the event advertised by your organization or though organization-specific channels (e.g. group chats, social media)?
- Are the majority of your members going to be at the event?
- Are the majority of the attendees your members?
- If someone outside your organization walked by, would they associate the event with your organization?
- Does the event coincide with an official event for your organization (e.g. post-event dinners)?
- Was food or other materials for the event purchased or provided by your organization?

At the end of the day, if you are not sure, submit the event anyway or reach out to the Office of Student Leadership, Involvement, and Inclusion.

> **Why does the definition of an event include things that a "reasonable observer" would associate with our organization?**
> It is about liability and risk. Organization events naturally pose risks to those involved. Should something go wrong with an event (e.g. someone gets hurt), even one that isn't officially sponsored by your organization, and someone presses the issue in court, that "reasonable observer" standard may be used and you might not be able to fully differentiate between an event that your organization planned versus one that is simply associated with you. Registering all events, including those which a reasonable observer might associate with your organization enables us to better protect your organization, your members, the corporation, and the university from risk and help to prevent issues before they happen.

8.1.1. Event Audience Categories

The event's audience is who is participating in the event. Events are categorized into one of the following based on audience:

Category	Open to Members	Open to Non-Members	Examples
Exclusive Events	Yes	No	Members-only meetings and planning sessions.
Private Events	Yes	Yes, by invitation, registration, tickets, or other mechanism.	Workshops that participants need to register for, events only open to students, or social events for members and by invitation.
Public Events	Yes	Yes	Fundraisers, political rallies

8.1.2. Event Format

The event's format is the way people engage in it. Events are categorized into one of the following based on format:

Category	Description	Examples
In-Person Events	Events where participation happens physically, in-person at a venue.	In-person meetings and workshops on campus. Food drives where people drop goods off.
Remote Events (aka Virtual Events)	Events where participation happens remotely, often utilizing a video conferencing service.	Video meetings and conference calls.
Hybrid Events	Events that have both in-person and remote components.	Meetings where some participants are calling in or otherwise participating remotely.

8.2. Insurance

Student organizations receive insurance coverage for registered and approved events. General business meetings, both on and off-campus, are automatically covered. Events that are not automatically covered may still be eligible for insurance, sometimes at an additional cost to the organization. If your organization wants to plan an event that is not automatically covered, please contact the Office of Student Leadership, Involvement, and Inclusion.

8.3. Event Registration

It is the UNO policy that **all events (including internal meetings) must be registered and approved by the Office of Student Leadership, Involvement, and Inclusion before space can be reserved.** Registering events ensures student organizations receive the proper insurance coverage and university staff are able to accommodate their event needs. **All in-person and hybrid format student organization events must be submitted on Presence at least 30 days prior to the date of the event.** Events submitted within 30 days of the start of the event date will be denied without extenuating circumstances. The circumstances will be considered by the Office of Student Leadership, Involvement, and Inclusion.

8.3.1. Submitting your Event

To submit your event for approval, use the Event Registration form on Presence. Each submission will undergo a series of steps for approval based on the nature of your event. For example, a smaller meeting will have fewer steps and a larger and more risky event will likely have more steps in order to get approval by the required staff members on campus. As such events which could pose a higher risk for the organization, attendees, or the university should be submitted farther out to accommodate for the necessary preparation. For more information about how to register an event, please watch the online event submission walkthrough.

8.3.2. What if I Forget to Register?

If events are not properly registered, advertising related to the event will not be permitted and any campus reservations will be canceled. Student organizations that hold events without properly registering them will be subject to consequences described in the Violations section of this guide, including loss of recognition.

8.4. General Event Requirements

Beyond registering, the following expectations apply to all events:

- All events by student organizations must be approved by the Office of Student Leadership, Involvement, and Inclusion
- All event submissions for approval must have an associated event image
- Student organizations must comply with all federal, state, and local laws and regulations at their event
- Student organizations must comply with all policies and procedures at their event venue

8.5. Event Specific Requirements

Depending on the kind of event, additional steps may need to be taken to comply with other policies, laws, and requirements.

8.5.1. Field Trips / Travel

Travel Insurance: While travel is not included in the policy for student organizations, travel insurance is available for purchase through the University of Nebraska at Omaha. To apply for travel insurance, contact the Milo Bail Student Center Business Office.

Mileage Reimbursement: Organizations may submit a payment request form to receive mileage reimbursement for organization related travel. To apply for mileage reimbursement, contact the Milo Bail Student Center Business Office.

Service Staff Tipping: In order to be a good steward of your organization's finances, it is **strongly encouraged** to tip no more than 20% of the food and drink sales.

Meal Reimbursement while Traveling: Due to the unpredictable nature of meal expenses while on trips, the following applies to the reimbursement of meals. We know this can be a bit confusing, so the Milo Bail Student Center Business Office would be happy to meet with any faculty, staff, or student who has questions.

> **Students:** Students are reimbursed 100% of their meal costs based upon itemized receipts provided in their reimbursement request after they return from traveling.

> **Faculty and Staff Advisors:** Pursuant to Nebraska law, as employees of the university, Faculty and Staff Advisors are permitted a per diem (per day) amount while traveling. That amount is 70% of the federal rate for the destination. This is slightly different on the on the first and last days of the trip, however. On those days, the advisor will receive a per diem based on 70% of the **First and Last Day rate** (which is different than above).

Example of Advisor Reimbursement
The chess club is going to a tournament in Los Angeles, California accompanied by their advisor.

For the day they leave for Los Angeles, the advisor receives a per diem of:
  $49.50 x 70% = **$34.65 for that day**.

Then, for each additional day they are traveling to Los Angeles, each day they are there, and all days traveling back to Omaha EXCEPT THE LAST DAY OF THE TRIP the advisor receives a per diem of:
  (($16 Breakfast + $17 Lunch + $28 Dinner) x 70%) = **$42.70 per day**

On the last day of the trip when they are returning to Omaha, the advisor receives a per diem of:
  $49.50 x 70% = **$34.65 for that day**.

8.5.2. Raffles

Student Organizations wishing to sell raffle tickets must first contact the Milo Bail Student Center Business Office.

8.5.3. Contracts

Sometimes your event might require the use of a contract, for example, guest speakers or services. Contracts cannot be signed by organization members or advisors. Contracts must be reviewed and signed by the Director of Auxiliary Services in the Milo Bail Student Center Business Office, prior to submitting the event for approval. To schedule an appointment for consultation about this process and to get your contract reviewed and signed, please email Denise Kjeldgaard at dkjeldgaard@unomaha.edu.

For a copy of standard contract template used for Student Organizations, please contact the Milo Bail Student Center Business Office by phone at 402-554-2981 or stopping by Room 216 MBSC (same room as MavCARD Services).

8.5.4. Food Policy

All food served on campus must be furnished by UNO Dining Services and Catering due to health safety concerns. Exception(s) to this policy are rare and must have the approval of the Director of Auxiliary Services - Milo Bail Student Center, or their designee.

Catering orders should be placed as soon as your event space has been reserved and more than 10 days before your event, with the option to update your final numbers 5 days in advance.

To place a catering order please go to the online platform, https://unomaha.catertrax.com to view menus, set up an account and order on-line. If you are ordering for a student organization, please provide the following instructions to the Catering Department – **1) Please invoice the club, 2) UNO Student Organizations, Inc., and 3) Provide the full name of club.**

If an order needs to be placed within 10 days of an event, reach out directly to Catering via email or phone to check availability and options. There is no guarantee that Catering will be able to provide food and beverage service in these situations. If Catering cannot provide services due to notice requirements, the event may have to occur without food and beverage.

This policy relates to the entire campus with the exceptions of the following UNO locations due to other contractual agreements or other exemptions:
- Scott Conference Center
- Scott Residence Hall
- Scott Village
- Scott Court
- Scott Crossing
- Scott Cafe Express
- Maverick Landing
- Baxter Arena
- Maverick Park
- Thompson Alumni Center
- University Village
- Maverick Village
- Stedman's Cafe
- Maverick Food Pantry

Bringing in food and beverages, from any outside source, for meetings (including potlucks) is prohibited. It is not the intent of such a policy to prohibit anyone from "brown bagging" for personal consumption. This policy prohibits the sale or giveaway of food items (with the exception of approved Bake Sales) on campus.
An application for an exception must be completed 2 weeks in advance.
Online Application for Exception

8.5.5 Event Security

Some events may pose a significant risk to individual safety or university property (e.g. concerts, dances, etc.) and may require security personnel to be present. If you are planning a major on-campus event, consider the following:

- A minimum of two security officers will be required at each dance or concert. This number may adjust based on the guidance of UNO Public Safety.
- Security must be paid for by the close of business the Monday before the dance or the event will be canceled.
- Events requiring security should be scheduled four weeks prior to the event date in order to secure personnel to work the event.
- Only security booked through the university are acceptable.

If you are planning an off-campus event, outside venues typically have their own security policies. Be sure to ask about this when you are coordinating logistics with a venue's staff members.

8.5.6 Movies, Films, and TV Program Screenings

To play a movie (including documentaries) or other copyrighted material, a license must be obtained from the copyright owner to publicly show outside the home to more than family and friends. Copyright infringement is a serious offense under the law, and is also the equivalent of stealing from a film distributor. While it is important to abide by the law, it is also important that your organization represents itself well by getting permission to show copyrighted material. Showing material without permission will be considered a violation of university policy. For more information about how to get a license and when it is necessary, please see the appropriate guide in the Online Resource Library.

8.5.7 Events with Youth

Student organization events which will have youth (people under the age of 19 who are NOT enrolled at UNO) must follow UNO's Youth Safety Policy and may be required to participate in additional training before the event receives approval. You will need to contact the UNO Youth Safety Officer, Rachael Jensen (rachaeljensen@unomaha.edu) to see what kind of training will be necessary to be in compliance with UNO policy.

8.5.8 Bake Sales

Bake Sales may be held on the UNO campus by RSOs to raise funds in support of organizational activities. The following guidelines apply:

- Bake sales which include homemade food will not be allowed. RSOs wanting to have a bake sale will need to purchase commercially produced baked goods.

- All Baked goods will need to be individually pre-packaged via commercial methods or by the approved food vendor.

- Individuals from the RSO will not be allowed to prepare and package the food/beverages themselves.

- Food that is not time/temperature control for food safety such as:

  o Baked goods –rolls, breads, cookies, brownies, cupcakes, pies (non-dairy base filling), homemade granola product, etc.

  o Dairy based baked goods containing custard, creams, meringues, or cheesecakes are not allowed.

  o Canned soda/pop must be Pepsi products. This includes bottled water.

  o Commercially packaged snack items, such as candy bars and chips

- Items must be displayed and stored off the floor/ground.

- The Food Allergen Labeling and Consumer Protection Act requires that food labels must clearly identify the food source names of any ingredients that are one of the major food allergens or contain any protein derived from a major food allergen. The eight foods identified by law are: milk, eggs, fish (e.g., bass, flounder, cod), crustacean shellfish (e.g., crab, lobster, shrimp), tree nuts (e.g., almonds, walnuts, pecans), peanuts, wheat, and soybeans. These items should be clearly marked on products. It is particularly important to review ingredients when using boxed mixes where trace ingredients may be hidden.

- An approval for the event needs to be given by the Office of Student Leadership, Involvement, and Inclusion.

- It is recommended that certain organizational representative(s) who are present throughout the bake sale be designated to only handle the food items taking the necessary precautions to sanitize beforehand.

- Groups conducting bake sales must agree to hold UNO harmless in the event of any legal action resulting from the bake sale.

If a University RSO or its individual members do not follow the regulations and guidelines listed in this policy, their event can be immediately cancelled or shut down. In addition, all Fundraisers will not be allowed and will be cancelled if they conflict with any contractual agreements of the University.

8.5.9 Events with Animals

Animals can help make an event even more fun. That being said, in order to protect animals, organizations, and the university, all events with live animals on campus require the approval of UNO Human Resources. Additionally, UNO requires a certificate of insurance for the animals who will be on campus.

Depending on the nature of the event and the needs of the animals and university, organizations will be required to provide appropriate accommodations at their event (e.g. water, animal relief area). It is also good practice to have hand sanitizer for people to sanitize their hands before and after interacting with the animals.

The Office of Student Leadership, Involvement, and Inclusion recommends the following providers for service and therapy dogs:

8.5.9.1 Healing Heart Therapy Dogs (https://healinghearttherapydogs.com/)

      8.5.9.2   Domesti-Pups (http://www.domesti-pups.org/)

8.6 Event Space on Campus

Events held on campus will need space. Once your event has been approved on Presence your organization is cleared to reserve such space. Space on campus cannot be allocated before events are approved. Most spaces can be reserved through the UNO Reservations Team by email at unoreservations@unomaha.edu.

Other spaces may have other staff members you will need to contact to reserve, but if you are not sure, start with the UNO Reservations Team.

8.7 Event Assessment Recommendations

Strong events have an assessment strategy. Without assessment, how can you really evaluate if your event was successful or not? The first thing to do, while you are planning your event (not after your event is complete), is to decide what goals you have for the event, what metrics you will need to determine if you met your goal, and what tactics and tools you will need to compile data on that metric.

Example Goal:

Goal	Metrics	Tactics and Tools
90% of attendees will rate the event plan on returning to the event next time.	Total attendance.	Check in process to collect attendance data.
	Number of attendees who plan on returning to the event next time.	Survey to be sent to attendees asking them if they plan to return.

8.7.1 Surveys

Surveys are a standard way that many events and programs are assessed. Surveys can be created through a variety of tools including Qualtics, SurveyMonkey, Presence, Microsoft Forms, and Google Forms. Though your survey should be customized specifically for your event and its goals, here are some good questions to help provide you a placed to start:

8.7.5.1   Overall, how would you rate this event?
8.7.5.2   How did you hear about this event?
8.7.5.3   What made you want to come to this event?
8.7.5.4   What were you hoping to get out of this event?
8.7.5.5   How well did this event successfully provide what you wanted?
8.7.5.6   What things did you like about the event?
8.7.5.7   What things would you change about the event?
8.7.5.8   Would you recommend this event to a friend?
8.7.5.9   Would you come to this event again?
8.7.5.10   Were the event staff friendly?

Section 9. Advertising

9.1. Publication Requirements

The following expectations apply to all publications (e.g. flyers, posters, pamphlets) by student organizations. These expectations apply to both physical and digital publications.

Organization Name: Student organizations are encouraged to always include the name of their organization on all publications they produce, sponsor, or are otherwise involved with.

Prohibited Content: Publications are not permitted to feature any activity, content, promotion, or solicitation of anything that would violate local, state, or federal laws or a violation of the Student Code of Conduct.

Compliance Statements: All publications must include the university's **non-discrimination statement** and **disability statement**, these are collectively referred to as the compliance statements. This does not include social media posts, but it is often a good idea to include them. The statement is as follows:

> The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.
>
> UNO is an AA/EEO/ADA institution. For Title IX concerns, please contact the Title IX Coordinator (phone: 402.554.2120). For ADA/504 accommodations or assistance, please call/contact the ADA/504 Coordinator (phone 402.554.2463) or the Accessibility Services Center (phone: 402.554.2872).

Approval Stamps: Publications which are intended to be displayed or distributed on university property must receive and display an approval stamp from the Office of Student Leadership, Involvement, and Inclusion. The Office of Student Leadership, Involvement, and Inclusion may issue blanket approvals without required stamps for regular publications (e.g. The Gateway student newspaper). To submit your publication for a stamp either submit it via the Publication Stamp Request Form (found in the Resource Library) or bring up to 50 pre-printed copies to the MavIGATION Station in the Milo Bail Student Center.

9.2. Organization Branding and Utilizing the University Brand

Student organizations are encouraged to develop their own brand identities and elements including logos, colors, and fonts.

Student organizations are permitted to use brand elements owned by UNO (e.g. icons, the "O" or the NU System Logo), or the name of the university in conjunction with their mark or on any communication pieces. However, any such use must comply with UNO brand guidelines as described in the UNO Brand Guide and receive approval through email to brandreview@unomaha.edu.

Should a student organization choose to utilize the UNO brand, templates and logos are available for download through the University Communications Office. The University Communications team can assist with questions by emailing ucomm@unomaha.edu.

9.3. Where to Advertise

The following mediums of advertisement are all free for registered student organizations.

9.3.1. Bulletin Boards

Visit the Milo Bail Student Center MavIGATION Station for a list of buildings with approved bulletin boards for student organization use. Postings may only occur on these designated bulletin boards.

- Do not advertise on bulletin boards marked for department use only.
- No more than one poster per event/promotion may be placed on any one bulletin board.
- Posters cannot be larger than 11x17.

9.3.2. Digital Media

Digital Signs: Visit the Milo Bail Student Center MavIGATION Station for a list of buildings with digital signs and submission instructions.

The Bullseye: The Bullseye is an online publication for students that is dedicated to providing news highlights, event details, and information about the UNO campus and community. It is sent once each week on Mondays. The content is provided by and for the UNO community. Submissions can be entered via the University Communications website. Contact ucomm@unomaha.edu for questions. All submissions must:

- Be submitted 10 business days in advance of the first desired publication date
- Be sponsored by a UNO department, program, or registered organization
- Include a paragraph about the event with no more than 250 words

9.3.3. Milo Bail Student Center

Table Tents: Table tents must be free-standing signage that sits on tables. Table tents are only allowed in the Food Court (not in Maverick Den, Durango's Grill, or any other public spaces or offices). Only two events/groups can be booked at one time for a maximum of 5 days. Table tents not meeting these requirements will be discarded. To utilize table tents to advertise your event, include that in your event submission.

Building Signage: Outdoor sandwich boards are permitted on the Durham Plaza (directly South of Milo Bail Student Center) for three consecutive business days per event/group. Standing signs in the Milo Bail Student Center are available for events only on the day of the event. To utilize Milo Bail Student Center signage to advertise your event, include that in your event submission.

Chalking: Using chalk to advertise is only allowed on the concrete horizontal spaces on the Durham Plaza (directly South of Milo Bail Student Center). No chalking is allowed on the stairs or pillars/walls. Chalking can be left for one week. If rain washes away the chalk, groups can redo if it is within their scheduled week. Three groups can reserve chalking space on the Durham Plaza at one time. Only one group is allowed to reserve one level at a time. Levels are reserved on a first- come-first-served basis. To request part of the Durham Plaza be reserved for chalking, complete the Event Registration Form on Presence and wait for approval. All chalking requests must follow event request guidelines, including submitting for approval prior to 30 days of the event.

Display/Informational Tables: Tables for displays, information, or recruitment can be set up within Milo Bail Student Center or on the Durham Plaza up to 4 times per month. Please submit these requests as an event like any other through Presence and then request a space.

Section 10. Organization Finances

Management of student organization funds finances is a collaborative effort between the organization, the Office of Student Leadership, Involvement, and Inclusion, and the Milo Bail Student Center Business Office.

10.1. Milo Bail Business Office and Student Organization Accounts

The Milo Bail Business Office, under the Director of Auxiliary Services (who acts as the Chief Executive Officer and Treasurer of The Corporation) has custody of all UNO student organization funds. Pursuant to its authority, the Business Office is responsible for:

- Reporting and accurately recording all monies received and paid on account of The Corporation
- Signing all official contracts, terms and conditions, and other legally binding documents (including requests to purchase items that require a signature)
- Any other duties that pertain to the financial aspects of The Corporation

Student organizations are therefore not permitted to have off-campus bank accounts. Should the organization desire to have an account to hold its funds, it must be with the Milo Bail Student Center Business Office located on the second floor of the student center, the same office as the MavCARD Services Office.

10.1.1. Opening an Account

Visit the Milo Bail Student Center Business Office on the 2nd floor of the student center (same room as MavCARD Services) to establish an account. Open Monday through Friday 8:00 AM to 5:00 PM.

10.1.2. Designate Access

Organizations must designate which individuals have access to the organization's account by completing an Account Signature Card. These individuals usually consist of the organization officers. The Account Signature Card should be updated regularly.

10.1.3. Withdraw and Reimbursements

Student organizations are not permitted to take out cash from their account. A Payment Request Form must be completed to either receive reimbursement or request a payment towards an outstanding invoice. Please keep in mind that documentation will need to be submitted with your Payment Request Form:

- **Reimbursement:** An itemized receipt of the purchase. If the itemized receipt does show how the payment was made and the actual dollar amount spent (as is the case with some receipts), some proof of payment will need to be submitted as well.
- **Invoice Payment:** A copy of the invoice.

Time Limit for Reimbursement Checks: Reimbursement checks to faculty, staff, or students must be cashed in 24 months of the date the check was issued. Checks older than 24 months will be canceled and funds will be returned to the organization's account.

Time Limit for Reimbursement Requests: The Milo Bail Student Center Business Office will accept reimbursement requests from faculty, staff, or students within 120 days of the transaction date printed on the receipt.

10.1.4. Deposit Money

Anyone can deposit money into a Student Organization Account by visiting the Milo Bail Student Center Business Office.

10.1.5. Prohibited Purchases

Student organization funds cannot be used to purchase alcohol, drugs, or weapons.

10.1.6. Petty Cash

Petty cash is a small amount of cash kept on hand for discretionary expenses. This is often not advisable for your organization. If your organization has cash and does not want to deposit it, that would need to be worked out between your organization and your treasurer.

10.1.7. Tax-Deductible Donations to Student Organizations

Outside parties are able to donate money to student organizations. Please contact the Milo Bail Student Center Business Office for instructions on how to secure a receipt for the donation if the outside party wishes to use the donation as a tax deduction.

10.1.8. Funds of Disbanded Organizations

In the event an organization dissolves, disbands, or is no longer recognized, the organization has two options for their funds in their account:

1. Funds can stay in the account in perpetuity in case the organization restarts.
2. The disbanding organization can request funds be transferred to another registered student organization within the corporation.

If the organization does not provide a preference, the first option is the default option.

10.2. Obtaining Funding

Depending on the nature of your student organization, money may be a necessity for operating. There are lots of strategies for raising funds, check out the Fundraising Guide in the [Online Resource Library](#) for ideas and more.

If an outside organization wants to give your organization funds, your organization should bring the funds to the Milo Bail Student Center Business Office to be deposited.

If the money you receive comes with stipulations (limits on how it can be spent), as is the case with grants or agreements, you should talk with the Milo Bail Student Center Business Office first. It is important to remember that it will be your organization's responsibility to keep track of the way the funds are spent and report that information to the party providing the funds.

10.2.1. Taking Payment

Organizations may take payment via cash or check, and portable credit card machines are available for student organization advisors to check out from the Milo Bail Student Center Business Office. Call 402-554-2981 to reserve.

The use of payment collection sites such as Venmo or Square is prohibited. The Milo Bail Business Office will not accept money that is collected through payment collections devices or sites other than those provided by the corporation or the university.

10.3. Tax Considerations

Student organizations must pay tax on certain purchased items or services (e.g. Nebraska sales tax) and collect tax for certain receipts. Student groups should expect to pay tax for most tangible goods (t-shirts, cups, etc.), prepared food (pizza, catered food, etc.) and certain services. Student groups should also expect to collect sales tax when selling certain items or services such as: chili or pancake feeds, art show receipts, car washes for fixed amounts, certain event ticket receipts, marketing services provided, study guide sales (sold at a profit), t-shirt sales to group members or as a fundraiser, etc. Student groups must remit the funds for both the sale of an item or service and the collected tax to the Milo Bail Business Office. The Milo Bail Business Office will deposit the receipt for the sale of the item or service into the student organization's bank account and remit the associated collected tax directly to the state on behalf of the student organization.

If a group buys items from a vendor, does not alter them in any way and then sells them at cost or for a profit, the group may utilize a resale certificate. This certificate can be presented to the vendor to avoid paying sales tax at the time of purchase. The group must still collect sales tax when selling the items. The resale certificate cannot be used if the student group gives the items away for free or in other certain circumstances. Contact the Milo Bail Business Office to receive a copy of the resale certificate or for any questions.

Student groups do not have to pay or remit tax on purchases or sales that are normally exempt under state law. Some exemptions include: unprepared food items (groceries, candy, chips, pop), car washes done for at-will donations, general free-will donations received, commissions received for concession sales, certain conference or tournament registrations, general donations received, services rendered for on-campus departments, certain raffle sales, recruitment fees, silent auctions for donated items with no set prices, and certain types of labor services.

Some vendors don't charge sales tax on their invoices, like out-of-state vendors, because they are not obligated to by law. If a vendor does not charge tax but the item would have normally been taxable if purchased from an in-state vendor, the student group is still obligated to remit 7% tax on the purchase price. This tax obligation is called "use tax." When The Corporation files its monthly tax return with the state, it will remit to the state any use tax owed by the student groups. When student groups claim reimbursement for their purchases, use tax that is owed will be charged to the student group at that time.

> **Example of Use Tax:**
> The Biology Club purchased beakers online from an online vendor in Iowa for $100. The Iowa vendor does not have an obligation to collect sales tax in Nebraska. When the Biology Club comes into the Milo Bail Business Office for reimbursement, the Milo Bail Business Office will charge the club's account $7 for tax (7%) and submit it to the state.

Each organization must keep receipts and invoices in order for the Milo Bail Student Center Business Office to properly categorize each payment and receipt and assess the correct amount of tax.

Any questions regarding tax can be directed to the Milo Bail Student Center Business Office at 402-554-2981.

10.4 Redeemable and Monetary Awards

A **redeemable or monetary award** includes gift cards, gift certificates, and other sort of things that can be redeemed for goods, services, discounts, or provide some sort of monetary value. These are often used to incentivize participation in programs, reward achievements, or provide monetary aid. Examples of redeemable or monetary awards include:

- Store gift cards or certificates that are redeemable for a large variety of commodities such as Walmart or grocery store gift cards
- Anywhere/anytime cash such as Visa, American Express, or money-orders
- Gift cards or gift certificates to restaurants
- Gift certificates, vouchers, or tickets to an entertainment or membership venue such as Top Golf, Henry Doorly Zoo, College World Series Tickets, or Fun Plex
- Gift cards to the University of Nebraska at Omaha Bookstore
- Virtual gift cards such as to Amazon
- Putting money on a MavCARD (MavMoney)
- Scholarships and monetary donations

However, it is important to know that these may have implications for students who receive them. **If the money used to provide the award originated with the university (e.g. student fees, state funds), then the value counts towards a student's financial aid package. In that case and the student has already used their entire Financial Aid package, the student would actually be responsible for paying the University back for that amount.**

In general, it is better to avoid using these kinds of awards unless you are certain that your organizations funds are not restricted in this way. However, if your organization choses to utilize an award of this kind, your organization will need to provide the following when requesting reimbursement or purchase.

- Detailed receipt for the purchase
- A completed copy of the Redeemable and Monetary Award Form (found in the Resource Library)
- Flyer or other documentation outlining the event and includes the date(s) of the event where the award was given to the recipient

Additionally, for awards valued at $350 or more, your organization is required to provide the recipient with a Form W-9 which must be completed by the recipient when they receive the award and must be physically handed in to the Milo Bail Student Center Business Office within 48 hours.

If you have questions about this, please contact the Milo Bail Student Center Business Office.

Section 11. Student Safety

Registered student organizations are responsible for the conduct of members, guests, and participants of the organization and its functions.

11.1. Hazing

In accordance with the Student Code of Conduct, hazing is defined as:

a. Any action taken or situation created that intentionally or recklessly endangers the physical or mental health or safety of a student when that activity is performed:
    i. in the course of a student organization member considering the student for membership, continued membership, or affiliation with the organization;
    ii. in the course of a student organization considering the student for membership, continued membership, or affiliation with the organization; or
    iii. in response, either in whole or in part, to an expression of interest by the student in becoming a member of the organization.
b. Hazing is a violation regardless of whether it occurs on or off campus.
c. Permission or approval of the student being hazed is not a defense to hazing.
d. Examples of hazing activity include, but are not limited to, paddling, beating, or branding a student, depriving a student of sleep for a prolonged period, sexually penetrating a student or touching the student in a lewd manner, subjecting the student to prolonged exposure to the elements, depriving the student of food or water, leaving the student in a remote location without a means of return, subjecting the student to conduct designed to shock the student, or having the student engage in criminal conduct, engage in humiliating conduct, perform prolonged calisthenics, consume items that are not normally consumed by people, consume items in quantities that are not normally consumed by people, or consume alcohol.

Any student found to have committed or to have attempted to commit the above misconduct is subject to the disciplinary sanctions. If you believe you or someone you know is a victim of hazing, please report it via the UNO Behavioral Review Team Reporting Form.

11.2. Reporting an Incident

All members of the UNO community are responsible for ensuring the safety and security of our students. If you experience or witness discrimination, harassment, or other concerning behavior in the context of a student organization, please report the incident as soon as possible here.

You can also file a report or seek additional services on UNO's Student Safety website. For immediate support or to speak with a confidential advisor, call 402-554-2409.

Section 12. Additional Policies for Student Organizations

12.1. Student Organization Mass Email Solicitation Policy

A solicitor is defined as a person, group of people, or organization selling, promoting, or otherwise communicating a product, service, event, or other opportunity. The Office of Student Leadership, Involvement, and Inclusion will not provide lists of organization contact information to solicitors nor will the Office of Student Leadership, Involvement, and Inclusion distribute information from solicitors to student organization contacts. Exemptions to this are:

- **UNO Offices, Departments, and Units:** The Office of Student Leadership, Involvement, and Inclusion will work with the solicitor to craft a formatted mass email using Student Life's account on the cloud-based email marketing service.
  - This will only be done under all the following conditions:
    - The message must be related to a particular resource, event, or opportunity to directly benefit student organizations, not just their individual members.
    - The Office of Student Leadership, Involvement, and Inclusion must receive written approval from a Dean, Assistant/Associate Vice Chancellor, or higher for the message. This authorizer does not need to approve the exact message.
  - Only if there is a genuine and documented reason that makes the formatted email unfeasible will the Office of Student Leadership, Involvement, and Inclusion will work with the solicitor to determine other options.
- **Tier 1 Student Organizations:** Up to three times an academic year, the Office of Student Leadership, Involvement, and Inclusion will work with the solicitor to craft a formatted mass email using Student Life's account on the cloud-based email marketing service.
  - This will only be provided under all the following conditions:
    - The message must be related to a particular resource, event, or opportunity to directly benefit student organizations, not just their members.
    - The exact message must get the approval of all of the organization's Faculty/Staff advisor(s).
    - The exact message must get the approval of the Office of Student Leadership, Involvement, and Inclusion.
  - If there is a genuine and documented reason that makes the formatted email unfeasible will the Office of Student Leadership, Involvement, and Inclusion will work with the solicitor to determine other options.

Solicitors should consider contacting student organizations directly through their Presence pages. Additionally, solicitors should consider using The Bullseye student newsletter and the News and Events features to cultivate awareness for opportunities.

Questions about this policy or mass emailing student organizations can be directed to the Office of Student Leadership, Involvement, and Inclusion.

12.2. Student Organization Websites

Recognized student organizations are permitted to establish their own websites outside the unomaha.edu domain. Student organizations are solely responsible for the content of their website. The University of Nebraska Omaha claims no responsibility nor endorsement for the content of student organization websites.

All websites established and managed by UNO student organizations must have in the following disclaimer present either in the footer of all the pages of their website or as a dedicated page or component of an about page:

This website and its content are not endorsed by or maintained by the University of Nebraska System or any of its affiliate institutions or subsidiaries. The names "University of Nebraska" and as well as related names, marks, emblems, and images are registered trademarks of their associated entities.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

UNO is an AA/EEO/ADA institution. For Title IX concerns, please contact the Title IX Coordinator (phone: 402.554.2120). For ADA/504 accommodations or assistance, please call/contact the ADA/504 Coordinator (phone 402.554.2463) or the Accessibility Services Center (phone: 402.554.2872).

12.3. Social Media Accounts

Recognized student organizations may choose to establish social media accounts including, but not limited to, Facebook, Instagram, Twitter, and YouTube. On social media, Student Government, Greek Life, Student Government Agencies, and other Registered Student Organizations should utilize the following disclaimer:

The views and opinions expressed in this social media post by our student organization do not necessarily reflect the views of UNO.

It is not necessary to include this disclaimer on every post. Rather include this disclaimer in your social media account bios. Here is a helpful guide for how to add this information to the bio of various social media platforms.

12.4. Engineering Student Organizations

Due to the complex nature of the relationship between UNO and UNL, there is often confusion about the expectations of organizations that are composed of primarily engineering students. **Students who take engineering courses at UNO are UNO students.** Therefore, engineering students are encouraged to organize and register like other student groups and will be held to the same standard as other UNO student organizations. This includes the following expectations:

- Groups maintain the same minimum membership and officer standards
- Groups submit events and reserve space through the same process
- Groups retain an advisor who is a UNO faculty or staff member
- Groups re-register through the same process
- Groups maintain and utilize a constitution that meets the same basic requirements

12.5. Protections Regarding Student Organization Members Contact Information

It is the intent of The Office of Student Leadership, Involvement, and Inclusion to respect the information provided by the members of student organizations. Therefore, The Office of Student Leadership, Involvement, and Inclusion will not disclose individual contact information of student organization members to parties outside the University of Nebraska system. The Office of Student Leadership, Involvement, and Inclusion will share contact information to faculty and staff of the University of Nebraska system acting within the scope of their official role with the university.

12.6. Title IX Considerations for Student Organizations

Just like the university broadly, student organizations are also subject to requirements of Title IX. Title IX is a federal law that states "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." This includes protections regarding sexual misconduct and pregnancy.

For more information about Title IX, please see the UNO Title IX Office.

Section 13. Awards for Student Organizations

The annual Student Leadership Awards recognizes outstanding individuals and organizations who demonstrate exceptional dedication and achievements in the UNO community. The student organization awards are three awards which recognize achievements in the by student organizations and their members:

- Outstanding Commitment to Service Award
- Student Organization Advisor of the Year Award
- Student Organization Initiative of the Year Award

These awards are awarded annually in the spring semester. Keep your eyes on your email for updates. You can find applications and previous winners on the university website.

Section 14. Violations

Student organizations and their members must adhere to the policies outlined in this handbook, the [Student Code of Conduct](), and all other university policies. The [Office of Student Conduct & Community Standards]() or a designee is authorized to processes alleged violations to the Code of Conduct and other policies and can impose sanctions (consequences) for violations. Potential sanctions for student organizations for policy violations include, but are not limited to:

- Forced cancelation of events
- Period of suspension of event hosting
- Loss of use of university facilities
- Loss of recognition with the university

The process UNO takes for violations of university policy and a list of possible sanctions can be found in the [Student Conduct and Community Standards]().

You can report violations of policy by student organizations [here]().

Section 15. Frequently Asked Questions

Below are some common questions that student organizations often have. If you have a question that is not listed here, feel free to contact the Office of Student Leadership, Involvement, and Inclusion.

My organization has been contacted by a soft drink company (Coca-Cola, Red Bull, etc.) asking if we can help them advertise by giving away products at events. Is this allowed?

No, this is not allowed. UNO has an exclusive contract with Pepsi. This means that the University (staff, faculty, students, community, etc.) including student organizations are not allowed to sell, distribute, or advertise non-Pepsi soft drink products on campus. This includes in-kind donations (i.e. donations where products or services are given for free).

If a student organization makes a reservation to use space on campus and the reservation is approved. After that, an organization of a higher tier submits a request for a reservation which is conflicting with the first organization's reservation, will that first reservation be canceled?

No, being a higher tier would not give organizations the ability to overturn a previously approved reservation.

Can our organization have advisors from the greater Omaha community?

All organizations must have at least one advisor who is a UNO faculty or staff member. In some cases, it may be appropriate for a student group to have extra advisors who aren't affiliated with UNO. However, it may not always be a good idea. Talk with the Office of Student Leadership, Involvement, and Inclusion before extending an invitation to off-campus advisors.

Can we create new officer positions on Presence?

At this time, Presence does not have the ability to create additional officer positons outside the pre-programed positions.

Why do we have to keep an updated roster?

Having an accurate list of members is a typical and important part of leading any organization. It is also important for transition, communication, and insurance.

Can our organization keep an email list?

Definitely! You can do this through online forms or through third party services such as MailChimp. Keep in mind that you should be very careful to keep lists safe and always ask people for permission to use their email addresses.

Can a graduate student be our adviser?

No, every organization must have at least one UNO faculty or staff member to be their UNO advisor. Organizations are more than welcome to have a Graduate Student Advisor if they so choose. However, they cannot take the place of your faculty/staff advisor, even if they have a paid assistantship with UNO.

My organization is potentially going to replace our adviser. What do we need to do?

Each student organization must have at least one UNO faculty or staff member to be their advisor at all times. However, we recognize that sometimes you might need to switch up who that person is. When you are ready to transition advisors, you will need to:

1. Have your new advisor complete the Advisor Agreement (see the Resource Library).
2. Add your new advisor to your roster and mark them as Advisor.
3. Make sure the new advisor has the appropriate permissions for your organization on Presence.
4. Remove your old advisor from your roster.

What do I do if I am not receiving information emails?

It is vitally important that you stay informed about your organization. By default, The Office of Student Leadership, Involvement, and Inclusion and Presence will send emails to your @unomaha.edu email address. Check your email address on your Presence profile to double check the email on file. If needed, you can forward your @unomaha.edu email to another email account.

Are student organizations allowed to endorse a political candidate or do work to aid in their election?

Yes, it is okay and encouraged for your organization to participate in civic engagement work. However, before your organization endorses anyone or brings anyone to campus, you should seriously consider what that would mean for your group and what that would communicate to the public and potential members.

Do student organizations pay income taxes?

No, student organizations do not pay income taxes but they do pay sales tax. See the Organization Finances section of this manual for more information.

If I do not have an established GPA (as is the case with some first-year students) can I be a President or Treasurer?

If you do not have an established cumulative GPA you are permitted to be an Organization President or Treasurer. Once your GPA is established you will be held to the GPA requirement.

Why are faculty and staff enrolled in classes not able to be members?

Because being a faculty or staff member of the university comes with special responsibilities, access, and power a person's role as a staff or faculty member overrules their role as a student. It has the potential to create an inadvisable power differential and potentially creates additional risk for the university and the corporation. Faculty and staff members who want to be involved with student organizations should consider being an advisor or seek mentorship opportunities with organizations.

Our organization was reached out to by a company wanting to put a logo or link on our website or other materials in exchange for sponsoring an event or program. Is this permitted?

This is okay, as long as the company sponsoring you is not a competitor for Pepsi.

Why can't our organization use Venmo or Square to collect money?

Venmo, Square, and other sites violate PCI (Payment Card Industry compliance) standards which organizations must follow to ensure that credit card data is secure and protected. Using other payment collection devices or software not authorized could jeopardize the university's and the corporation's ability to offer credit card machines.

Additionally, Venmo and Square use personal bank accounts to collect money. Having money for your organization go to your personal bank account makes that money your personal tax liability.

Section 16. Changes to this Handbook

This handbook and the policies and procedures within it may be changed by The Office of Student Leadership, Involvement, and Inclusion at any time. Before changes go into effect, The Office of Student Leadership, Involvement, and Inclusion will actively seek feedback and comments from the UNO Student Government, as the official representatives of the student body. When a new version is published, the Office of Student Leadership, Involvement, and Inclusion will notify student organizations of the new version and make available a summary of the changes.

Summary of changes in this version:

1. Updated Section 2: Important Contacts for Student Organizations

Please email involvement@unomaha.edu with any comments, questions, or suggestions regarding this manual. We would love to hear from you.

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