



CREATE YOUR FSU EXPERIENCE

student activities



Recognized Student Organization Advisor Manual



FLORIDA STATE UNIVERSITY
**OGLESBY
UNION**

THE FLORIDA STATE UNIVERSITY
DIVISION *of* STUDENT AFFAIRS



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Welcome!

Thank you for your service as an advisor to a student organization at Florida State. We understand and appreciate the role you play in the success of student organizations here at Florida State University. With over 600 Recognized Student Organizations here at FSU including academic, athletic, cultural, religious, political, honor societies, social groups, and fraternities and sororities; you can make a difference to these organizations and the way they impact student life at FSU. Student organizations provide students a learning lab to develop real world skills that will benefit them beyond their college experiences. Involvement in student organizations provides the ability to interact with others, gain self confidence, take on responsibility, and acquire leadership skills.

This handbook is intended to serve as a resource for you in your efforts to advise a student organization. The Student Activities Center is committed to building stronger student organizations and providing them with resources to be successful. With your assistance, organizations will not only provide a social outlet for students, but also a valuable learning experience.

Student Activities and the Oglesby Union appreciate your involvement in student life and commitment to help students grow and learn outside of the classroom. If you have any questions and need our assistance, please contact our office at 850-466-6673 or stop by to see us on the third floor of the Oglesby Union.

Joe Lowder
Director of Student Activities



Introduction

Student Activities

The Student Activities Center at Florida State University is more than just a place. The Student Activities Center serves as a guide for Florida State students in molding and creating their FSU experience.

The Student Activities Center believes that student involvement outside of the classroom contributes to important learning gains and a well rounded college experience that prepares students for life after graduation.

The Student Activities Center hopes to serve as a catalyst to engage and involve students by:

- providing advising, training and mentoring to student leaders and advisors
- inspiring students to become active members of the campus and community
- creating programs that foster interactions among the diverse members of the University community
- maintaining lively spaces and resources for student-focused initiatives that enrich our campus culture
- designing and supporting programs, venues and resources that cultivate student-expression engaging student leaders to discover new knowledge that will enable them to critically evaluate evidence, make informed judgments, balance multiple perspectives and act ethically

The Student Activities Center is committed to providing programs, services and resources to all students and their organizations. We hope you find this manual useful in your role as an RSO advisor. If you have any questions, the Student Activities Center is open Monday—Friday from 8am-10pm and we are located on the third floor of the Oglesby Union. You may contact us anytime at 850-644-6673 or sac@admin.fsu.edu

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Advisor 101

What is an advisor?

An RSO advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages organization members.

Why become an advisor?

Advising a student organization means acting as a resource and mentor to the students of the organization. It is a chance to engage students outside of a classroom setting and assist them in pursuing their goals and interests. You may have been asked to advise a student organization whose purpose fits your own interests or expertise. This can be a great opportunity to participate and connect with students that will look to you to share your knowledge.

Conversely, you may have been approached by students whose organizational purpose is a completely foreign concept or something you know nothing about. Do not be worried by this! Take this as an opportunity to expand your horizons and learn more about a specific student culture. Students will not expect you to have all of the answers. If you tell them up front that you are not knowledgeable about their specific purpose, but express interest and a willingness to learn about their organization, students will eagerly teach you about the organization's culture.

In either situation, this is a great way to develop personal relationships with students and observe students as they grow and develop. When in doubt of your ability to advise a student organization, remember, the students chose to ask you! Even if you are unfamiliar with the student organization, as long as you are willing to learn and commit to providing a positive role-model for the students, the students would not have asked you if they did not believe that you were capable.

Who is allowed to advise?

In order to advise an FSU student organization, you must be a full-time faculty or staff member at Florida State University.



What are the requirements?

At a minimum, FSU expects advisors:

- To serve as a mentor for the student organization and serve as a liaison between the University and organization
- To be familiar with the Florida State University Student Code of Conduct (<http://srr.fsu.edu/Student-Conduct-Code>) and other institutional guidelines that establish expectations for student behavior and activities
- To attend executive officer meetings, general meetings, and organization events when possible
- To report any violations of the Student Conduct Code if you become aware.

To become an advisor to an organization, you will be asked to sign the Advisor Agreement Form and the Recognition Signature Form. Student organizations are required to renew their status as a Recognized Student Organization (RSO) with the Student Activities Center between April 1st and September 30th each year. All advisor agreements expire at the beginning of each fall semester. If you would like to remain the advisor for a student organization you will have to sign these forms each year.

What are the responsibilities?

***Adapted from The University of South Florida and Virginia Commonwealth University*

Good advisors keep the following three sets of responsibilities in mind while working with student organizations:

1. Responsibility to individual organization members
2. Responsibility to the student organization
3. Responsibility to the institution, Florida State University

Responsibility to individual organization members

1. The advisor should help the students find balance between their academics and their co-curricular activities. Student leaders often have the tendency to burn the candle at both ends and may overextend themselves. The advisor has a unique opportunity to remind students of their academic obligations and personal needs.

2. The advisor should encourage each individual to participate in and plan group events. Some students fade into the background if not effectively encouraged. Being a member of a student organization can provide students with valuable interpersonal and/or leadership skills, but these will not develop if the student is not involved.



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3. The advisor should encourage students to accept responsibility for specific roles within the organization. The advisor should help them realize the importance of these roles. From officer positions to committee members, each student should feel invested in and accountable for their specific role.

Responsibility to the student organization

1. The advisor should assist the organization in developing realistic goals, strategic planning, and training for the academic year. This will contribute to the education and personal development of the students involved. The advisor must take an active role, rendering advice and counsel as circumstances dictate.

2. The advisor should be aware of all plans and activities of the group and inform the group of institutional policies that may affect these plans. The advisor should see that the group and its officers know where policies are listed, what the policies are, why they exist, and the channels to be followed for changes, revisions, or exceptions to policies. Advisors should also participate in the planning/review of activities.

3. The advisor should be available to organization officers/members and regularly meet with the organization. Being visible is one key aspect of being an advisor. When members feel like they can talk to their advisor about issues within the organization or other things that are bothering them, an organization will be better off.

4. The advisor should discourage dominance of the group by any one individual and should encourage less involved students to take initiative. Eager leaders often provide strong leadership more often than necessary. This can lead to resentment by some or pressure others into silencing themselves. The advisor can help provide a balance by pointing out such concerns in a one-on-one setting with the students or the organization leadership.

5. The advisor may need to refer students to counseling. Invariably, during interaction with the group's members, the advisor will encounter students with personal problems. The counseling role might require individual consultation on a personal level or referral to the student counseling service.

6. The advisor should provide continuity within the group and should be familiar with the group's history and constitution. Membership turnover in student organizations is high and often the only link with the immediate past is the advisor. The advisor can steer members clear of mistakes and help them avoid the proverbial reinventing of the wheel. Serving as the organization's memory and continuity link, the advisor can help new officers build on history and develop long term plans for the future of the organization.



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7. The advisor should offer ideas for projects and events. The advisor will perform his/her greatest service by providing opportunities for the students to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed social, educational, recreational, cultural, and spiritual activities. The advisor should not dominate the program planning process. However, advisors should ensure that the organization understands a program's complexity and has discussed the necessary steps that need to take place in order for the program to be successful. The advisor should remember that it is the task of the active members to operate the organization. Removing this responsibility from the members would deprive them of an important educational experience.

8. The advisor should assist the organization in evaluation. This includes evaluating individual programs as well as doing a complete evaluation at the end of the academic year. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.

9. The advisor should maintain continuity and tradition of organization as members leave or graduate. This includes knowing the history, and being passionate about teaching the new members what the organizations means.

Responsibility to the institution, Florida State University

1. The advisor should attend any sponsored training activities and stay current on University policies and protocols. Although some advisors have been an advisor before, it is important that advisors attend any training sessions created for them, to stay up-to-date on the latest University policies and Recognized Student Organization resources. Information will be communicated to advisors through the Advisor Listserv regularly, but advisors should ask Student Activities Center staff members about anything that they are unsure of or would like more information about.

2. The advisor should work with the group, but not direct its activities. Although the advisor's role is not regulatory or disciplinary, the advisor has a responsibility to both the institution and the organization to keep their best interests in mind. At times, the advisor may need to remind the organization of institutional policies so that violations do not occur. The advisor may also work with the organization's officers to establish and maintain internal group standards and regulations for conduct.

3. Occasionally, an advisor can help an organization during an emergency. Although this type of intervention is rarely necessary, the advisor's good judgment can be the saving grace in the event of mishaps, internal conflict, or personal crisis. Assisting the group's president as a spokesperson or serving as the main contact for the University can help in these cases.



What role does the advisor play?

Advisors to student organizations have three main functions:

1. To help with the growth and development of students.
2. To add to the continuity of the group as members leave/graduate.
3. To assist in the area of program content and purpose.

Advisor roles may differ depending on the student organization, but the role is always an important one. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship with the organization. It is our hope that as an advisor you will maintain regular contact with the organization. An advisor accepts responsibility for remaining informed about the activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. Advisors should be both accessible and interested and should provide whatever counsel a group or its members might seek.

Several factors determine the nature of the advisor's role, such as the effectiveness of organization members, organization activities, and the availability of the advisor. **However, advisors should never serve as only a signature on registration forms.** Most advisors have significant knowledge and experience that can be applied to student organization goal-setting, conflict resolution, and group effectiveness. It is often the advisor that maintains the continuity of the organization and helps it grow. In short, a good advisor helps nurture an organization's success.

Can I be held responsible if something happens to my organization?

The simple answer is no, you will not be held personally responsible as long as you advise/guide in a manner consistent with common sense and FSU policies and procedures. Since this is a top concern for many new advisors, please refer to the subsequent section devoted completely to Liability and Risk for more detailed information.



Advising tips

***The following is adapted from Lenoir-Rhyne College's Advisor Handbook*

Every student organization will differ and may require a different approach by the advisor. The following information can serve as a starting point.

1. In the beginning of the advising relationship, agree on clear expectations about the role of the advisor and the role of the student organization.
2. Read the constitution of the group, get to know the members, attend events, and generally make yourself seen so that they know who you are.
3. Assist in the establishment of responsibilities for each officer and member.
4. Develop a strong relationship with the president or chairperson and other officers. This is key because these students will be your main contact with the group.
5. Remember: praise in public, criticize in private. Discuss concerns with an officer's performance in a one-on-one setting. Whenever someone does something extremely well, be sure to let others know.
6. Maintain a sense of humor – its college, not rocket science.
7. Be honest and open with all communication. The students need to feel that you are just in your dealings with them.
8. Realize that you have the power of persuasion, but use this judiciously. The students sometimes need to learn how to fail.
9. Help them see alternatives and provide an outside perspective.
10. Find a balance between being the strict naysayer and the laissez-faire friend. The students must feel that you are supportive of them and yet that you will hold them accountable.



RSO Expectations for Advisors

Given the myriad of purposes, activities, and objectives of various student groups, the role of the advisor will vary in some degree between organization. As organizations vary in their expectations and needs, it is important that you, as an advisor, develop an understanding with the organization as to the nature of your involvement. The advisor and group should agree on a set of expectations of one another from the onset.

Some initial questions you may want to ask the organization:

1. How much involvement is expected or needed?
2. How often does the group meet?
3. How many major activities does the group plan per semester?
4. How experienced are the student leaders?
5. How do your skills match the needs of the organization?
6. What are some of the problem areas that your organization specifically needs advisory assistance in dealing with? Ask for past examples.
7. What are some of the ways the advisor can be more helpful to the group?
8. Will the advisor be a silent observer at meetings or an active participant?
9. Should you interrupt during meetings if you think the group is getting off track? How? When?
10. If things get unruly, should you interrupt or remain silent?
11. Is the advisor expected to give feedback? How? When?
12. Are there areas of the organization that are “hands off” to the advisor?
13. Does the national organization (if applicable) require an affiliated advisor? If so, what is their role?



Liability & Risk Management

By agreeing to be the advisor of a student organization, you have taken on additional responsibility. Now, you may ask, “**What is my liability as an advisor?**” Because FSU has over 600 student organizations, the answer to this question may vary depending on the type of organization and what activities are involved. In general, it is important for you to keep in mind that as an advisor, you are the university’s representative regarding the organization and its activities. As such, you are expected to give reasonable and sound advice to your organization about programs, events, procedures, etc.

Liability is defined as the state of being legally bound to do, pay, or make good which results from actions taken by an advisor relevant to the business or activities of a student organization and its members in their pursuit of organizational programs. FSU advisors to student organizations or other institutional agents will generally be protected by the state risk management program from liability claims if it can be established that they were acting within the scope of their authority and they were not intentionally negligent or in violation of the injured party's civil rights. It is important that FSU advisors' position descriptions or statement of duties and responsibilities include reference to a duty to serve as an advisor to a student organization.

You are encouraged to take prudent and careful actions as the advisor to stay abreast of your organization. Some of these actions may include:

- Attending regularly scheduled and special meetings.
- Attendance at organizational functions.
- Meet with organizational officers to discuss goals, directions, policies, and programs.
- Be available to organizations when they need help the most.
- Be familiar with institutional policies and applicable state laws.
- Be generally aware of the activities of the organization.
- Warn participants in activities of the risks involved.
- Be familiar with the constitutional and statutory rights of students.
- Be reasonable, consistent, and use common sense in all aspects of your relationship with the organization.

Be aware of the scope of your authority. The university grants student organization advisors the authority to make certain decisions or take certain actions within their stated responsibilities as an advisor. In some instances, the university may also reserve certain rights (for instance, signing contracts). If you remain within the designated responsibilities of this position, you will be able to avoid many unnecessary risks.

Here are some other tips in managing liability and risk reduction:

- Complete a Pre-Event Planning Form to clarify the needs and expectations of participants.
- Identify specific risks involved in the event. These could include physical risks (such as an event with physical activity) and liability risks (events involving alcohol, minors, or travel).



Liability & Risk Management

- Be willing to tell an organization that what it is doing, or planning to do, is wrong, inappropriate, illegal, or risky, and to offer alternative suggestions. For example, if a planned activity may constitute “hazing,” you have an obligation to take appropriate steps to ensure that the activity is not undertaken, including informing the FSU Dean of Students Department and FSU Police Department, if necessary.
- Ensure the student organization obtains release of liability/hold harmless agreements from members of the organization participating in activities, such as retreats, off-campus trips, etc.
- Provide proper instruction, preparation, or training for participants in an activity.
- Report potentially unsafe facility, grounds, equipment or vehicle conditions to institutional officers and assisting the organization in any decision not to conduct the planned activity in light of those conditions.
- Give special attention to events which involve consumption of alcoholic beverages.
- Educate your executive board of the legal implications of the various risks and liabilities (e.g., alcohol, presence of underage participants, physical dangers, etc.) of planned activities and events.
- If several members from the organization need to travel a long distance for an activity or event, consider contracting buses to transport attendees in order to reduce risk. This is especially a good idea if there will be alcohol served at the activity or event.
- To reduce organizational and personal liability, as a requirement for participation in an organization’s activities and events, the board should have members sign a release/waiver of liability form. Remember, only 18+ can sign, if younger than 18, parent or guardian will need to sign the form. Consider having all members complete release/waiver forms at the beginning of each year or when they initially join the organization.
- Communicate with everyone involved (officers, members, participants, and facilities staff).

Keep in mind FSU provides resources for you as an advisor to help assess and limit liability: Visit www.union.fsu.edu/eventplanning for a sample waiver along with several other tips for planning safe and successful events.

- The Student Activities Center should be kept abreast of major changes in your organization throughout the year.
- The *FSU Student Handbook* is the source for university rules and regulations. The FSU Student Conduct Code, FSU Alcohol Policy, and FSU Sexual Harassment Policy, for example, have been included in this handbook as well as other information pertaining to various policies.
- Visit www.alerts.fsu.edu for FSU emergency notification information.
- Visit www.deanofstudents.fsu.edu/folder_final.pdf for crucial informational for Faculty and Staff about handling emergencies.
- Visit www.hazing.fsu.edu for comprehensive information regarding hazing. Hazing is NOT permitted by FSU under any circumstances. In fact, hazing is a violation of state law. Hazing includes, but is not limited to: interference with a student’s academic performance, forced consumption of any food, alcohol, drugs, or any other substance, forced physical activity (calisthenics), deprivation of food or sleep, kidnapping, hazardous exposure to the elements, or any activity that would subject the individual to embarrassment or humiliation.

***Taken from the ACPA Advisor Manual and Florida State University General Counsel*



Budgeting & Funding

Fundraising

Fundraising is a great way to earn the money needed to support an organization and plan events while bringing members closer together. Traditional fundraisers like car washes, bake sales, ticket sales, etc. are often successful, but get creative! Just be aware there are restrictions on some types of events, such as those including games of chance. For more information on fundraising and restrictions, refer to the [RSO Handbook](#) or visit the [Event Planning website](#) for other tips.

Obtaining Funding from SGA

Student organizations may consider applying for funding from the Student Government Association to support their events and activities. However, there are very specific requirements that must be met to apply for money from SGA. First, organizations must have their president and treasurer financially certified through SGA. There are two funding boards that organizations can apply to, depending on what activity they are looking fund. The Resource for Travel Allocations Committee (RTAC) allocates funds to organizations traveling outside of Tallahassee to represent the university (at conferences, competitions, etc.), while the Programming Allocations Committee (PAC) allocates funds to organizations putting on programs and events on campus that are open to all students. More details can be found on the [SGA Accounting website](#) and in the [SGA Financial Manual](#).

On-Campus Accounts

Generally, organizations only have an on-campus account if they have received money from the Student Government Association. This funding is typically very restricted and organizations must go through the SGA purchasing process to use any of the money allocated to them. Please review the [SGA Financial Manual](#) for more details.

Off-Campus Banking

Organizations are strongly recommended to maintain an off-campus account to have a safe and secure place to store all organization funds, including dues and fundraising monies. Off-campus accounts can be more accessible and flexible than on-campus accounts and organizations can establish an account at any bank around town (FSU Credit Union, SunTrust, Wells Fargo, etc.). In order to establish an off-campus account you will need to obtain a 501(c)7 status, the proper status for an organization. The organization will need to get an Employer Identification Number (EIN) from the IRS. You cannot file under FSU's tax exempt number. Step-by-step instructions can be found in the [RSO Handbook](#). If your organization has an off-campus account, we strongly advise that you take the necessary precautions. Make sure that your account is not under a member's name and social security number. Advisors are often asked to be one of the signer's on organization accounts and can help transition new officers onto the account each year.



Nole Central

nolecentral.dsa.fsu.edu

FIND EVENTS AND ORGANIZATIONS AT



Nole Central is a comprehensive online resource tool for our student organizations here at FSU. It provides an external presence for RSOs, as anyone from prospective students to faculty and staff can search a listing of all currently-recognized student organizations and find news and information about upcoming events and opportunities on campus on the front page.

It also has a variety of internal management features for organizations to stay organized and communicate with their group members, including:

- Maintain a roster of all active members
- Upload photos from organization events or documents for easy access to members
- Personalize the organization's page, with the ability to link it to their own Facebook and Twitter pages
- Find the organization's official constitution on file with the Student Activities Center
- Create and distribute electronic forms for collecting information (great for applications or sign ups for events)
- Post organization announcements to members or the entire student body
- Submit Event Permits (must be submitted by officers; see the Event Permitting section of this manual for more information)
- Submit purchase requests for funds allocated through SGA

Advisors should be listed on their organization's profile, as well as roster and have complete access to their organization's page. An officer of the organization can add the advisor if they are not already listed.



Officers

Officer Roles

Advisors work closely with student organization officers. As an advisor it is important to know what officer positions are present in your organization and their roles. Each organization has the power to determine how it will run and structure itself. Therefore it is important to refer to the current officer positions found in your organization's constitution. The organization's constitution can be found on their page on Nole Central (nolecentral.dsa.fsu.edu).

Officer Transition

One of the most important functions of an advisor is to assist in the transition from one set of organization officers to the next. The advisor is often the one who has seen changes, knows what works, and can help maintain continuity through the officer transition each year. Investing time in a good officer transition early on will mean less time spent throughout the year training new officers.

The key to a successful transition is making sure new officers know their jobs **BEFORE** they take office. Expectations should be clearly defined. There are a number of ways to conduct the officer transition. The following examples demonstrate two commonly used methods:

The Team Effort

The team effort involves the outgoing-officer board, the advisor, and the incoming-officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:

1. Past records/manuals for their office and updating these together
2. Discussion topics should include:
 - Completed projects for the past year.
 - Upcoming/incomplete projects.
 - Challenges and setbacks.
 - Anything the new officers need to know to do their job effectively.

The advisor's role may be to:

- Facilitate discussion and be a sounding board for ideas.
- Organize and provide the structure of a retreat.
- Offer suggestions on various concerns.
- Refrain from telling new officers what they should do.
- Fill in the "blanks". If an outgoing officer doesn't know how something was done, or doesn't have records to pass on to the new officer, you can help that officer by providing the information that officer doesn't have.



The structure of a officer transition retreat can take many forms. The advisor's role in this process is to provide historical background when needed, help keep goals specific, attainable and measurable and provide advice on policies and procedures.

One on One Training, Advising with Officers

While it is ideal to have the outgoing officer team assist in training the incoming officers, often it is left up to the advisor to educate the incoming officers. Ideally, there should be a joint meeting of the new officers, if possible. After that meeting, the advisor should meet individually with each new officer. Ideally, the exiting officers will have left officer manuals for the new officers, in which the advisor can go over with the new officer. If the previous officer did not leave an officer manual, you may try to create one with the new officer.

Things to include in a new officer manual:

1. Any forms the officers may need to use
2. Copies of previous meeting agendas
3. A copy of the organization's constitution and bylaws

Talk about what the officers hope to accomplish in the forthcoming year. Assess the officer's role in the organization. What are the expectations of each position? What are the student's expectations of the position and his/her goals?

Additional information on Officer Transition can be found in the RSO Handbook.

***Information provided by Jim Mohr, Advisor for Student Organizations and Greek Life, Eastern Washington University*

Creating An Officer Manual

One of the most helpful tools an advisor can have in transitioning officers are officer manuals from exiting officers. An officer manual is a summation of all the duties the exiting officer fulfilled in the previous year. It can include tips on how to plan annual programs, personal reflections of what went well over the past year, and what could use improvements. It can also include recommendations for areas the new officers should focus on after immediately taking office to help provide direction. Officer manuals are meant to be used as a reference guide for the new officer. When a question or a situation arises that the officer does not know how to handle, they have somewhere to look for guidance. While officer manuals are traditionally kept as physical binders given to new officers, it can be enormously beneficial to keep an electronic version that contains additional items such as meeting agendas and may be passed down and edited from year to year.



University Policies

Student Code of Conduct, Codes and Policies

The Florida State University Student Conduct Code applies the principles found in the "Statement on Values at Florida State University" by promoting responsible freedom for all students. Responsible freedom is exercised when actions are directed by ethical standards. This Code seeks to apply the principle of responsible freedom as it guides the conduct of FSU students. Moreover, the Code operates as a vehicle for informing students about their rights and responsibilities while reinforcing the development of ethical standards that make responsible freedom possible. FSU jurisdiction regarding discipline is generally limited to conduct of any student or Recognized Student Organization that occurs on Florida State University premises. However, the University reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the University community and its international programs. Students and RSOs should be aware of the Student Code of Conduct, as it is the document that should guide their behavior and operations. View the [Student Conduct Code in its entirety online](#).

Alcohol Policy

Below are alcohol policies that are pertinent to RSOs; however, RSOs should be aware of all university alcohol policies as listed in the FSU Student Code of Conduct and the [FSU Student Organization Code of Conduct](#). View the [Student Conduct Code in its entirety online](#).

The alcohol policy pertaining to all members, groups, events, and organizations in the University Community states:

- (a) No individual under the legal drinking age (minimum of 21 years of age) may serve, sell, consume or possess alcohol on university properties, except to the extent allowed by law within licensed premises or designated areas of the university.
- (b) No individual may serve or otherwise provide alcohol to persons under the legal drinking age.

All members of the campus community (students, faculty, staff, alumni, and guests) must adhere to all applicable state and local laws and university regulations related to the sale and use of alcohol. They include, but are not limited to the following:

1. It is unlawful for any person to aid or abet an underage person in the purchase or attempt to obtain alcoholic beverages.
2. It is unlawful for any underage person to falsify a driver's license or other identification document in order to obtain or attempt to obtain alcoholic beverages.
3. It is unlawful for any person to permit use of his/her driver's license or any other identification document by an underage person to purchase/attempt to purchase alcoholic beverages.
4. No person may bring any type of alcoholic beverage into a licensed facility or area nor may any person take alcoholic beverages out of the licensed facility or area.
5. Transportation of all alcoholic beverages on campus shall be in unopened and unobservable containers.



6. Damage to or destruction of property, or injury to person(s), which is caused by or can be shown to be related to the consumption of alcohol will be subject to disciplinary action, as will any other violation of this rule.

Promotional guidelines in regard to alcohol state:

The on-campus promotion of activities or events shall not advertise alcohol or sponsorship by alcohol marketers without prior written approval of the Vice President for Student Affairs.

Hazing Policy

Please visit <http://hazing.fsu.edu> for more information.

Florida law defines hazing as "any action or situation that recklessly or intentionally endangers the physical health or safety of a student." That includes pressuring or coercing the student into violating state or federal law or engaging them in any forced activity that could endanger their well-being. The law also condemns brutality of any kind, such as whipping, beating, branding and forced consumption of food, liquor, drugs or other substances.

Hazing includes, but is not limited to:

- Interference with a student's academic performance.
- Forced consumption of any food, alcohol, other drugs, or any other substance.
- Forced physical activity, such as calisthenics.
- Deprivation of food or sleep.
- Kidnapping
- Hazardous exposure to the elements
- Any activity that would subject the individual to embarrassment or humiliation.

RSOs must also abide by all State of Florida hazing laws.

University Posting Policy

It is important that the campus environment remains aesthetically pleasing and welcoming for faculty, staff, students, alumni, community members, and visitors. The campus should be free from excessive and abusive postings, chalking and the distribution of commercial and promotional materials, which deface, and depreciate the value of our grounds, facilities, and campuses. To ensure proper posting, FSU has a posting policy that applies to all entities that post, including student organizations. The University Posting Policy can be found online at <http://posting.fsu.edu> and is so important and relevant to our student organizations, that the link is in every organization's constitution, as well.

Use of Campus Facilities

Many campus facilities have their own policies, but there are general guidelines for the use of campus facilities. Organizations using these facilities may have to fill out a [Facilities Use Agreement](#) in order to use any facilities. The Oglesby Union is one of the most common venues for RSO events and meetings, so organizations should be aware of the [Oglesby Union Policy](#) if they plan on using any part of the Oglesby Union complex.



RSO Review Process

The Recognized Student Organization (RSO) Review Board Process is in place to educate organizations about the responsibilities of having official University recognition, to hold organizations accountable for violations of University Policy, and to protect the rights of recognized student organizations. The RSO Review Board is comprised of members who are student leaders from many different student organizations across campus.



Reports of alleged incidents are reported to the Student Activities Center through an incident report form, which can be found on our [website](#). Incidents can be referred for behavior that occurs both on and off campus. Any office, department, student organization, or individual can complete and submit an incident report form to the Student Activities Center [online](#).

Once an incident is submitted, the Review Board will review the incident report and determine the severity of the incident. If the violation is determined to be minor and does not require a review to be held, a warning letter will be sent to the organization and the faculty/staff advisor. If the review board determines that the severity of the alleged incident is more serious, or if there have been multiple incidents reported, the RSO will be called to a review meeting regarding the incident. If the incident violates the Student Conduct Code or Student Organization Conduct Code (hazing, alcohol, etc.), it will be directed to the Office of Student Rights and Responsibilities.

The RSO review is a meeting to gather information about the alleged incident from the student organization, discuss the incident, explain the discipline process to the student organization, and to determine what, if any, steps need to be taken. Three outcomes could result from a review: 1) charges and sanctions are assigned to a student organization; 2) no charges or sanctions are issued; 3) an individual(s) or organization is referred to an appropriate office for his/her behavior. There are two kinds of sanctions that can be assigned: educational and administrative. Educational sanctions require a student organization to participate in one or a series of activities that will cause organization members to reflect on the policy violation and to deter it from occurring again. Administrative sanctions impact an organization's status as an organization and/or its ability to conduct its operations. One or more sanctions can be issued.

You can find more detailed information on the RSO Review Process and procedures and RSO Review Board on our [website](#) or by contacting the Student Activities Center.



Benefits of Recognition

The benefits of a recognized student organization are numerous. Below are several examples of benefits for recognized student organizations.

- Free publicity! Registered student organizations are automatically included in a list of current organizations on [Nole Central](#). Organizations can also utilize the Leaders ListServ to promote events and information to other student leaders. See the Resources section at the end of this manual for more information.
- Campus promotion privileges including chalking, distribution of handbills, and posting flyers. Check <http://posting.fsu.edu> for posting locations and restrictions.
- Tabling during [Market Wednesday](#) to promote the organization and its events.
- Eligibility to apply for an office space assignment in the SAC. Applications are due early in the Spring Semester. Space assignments begin in the summer and last for one full year. The Oglesby Union Board oversees the office space and application process. For more information about the space allocation process, please contact the Union Board (A305 in the Student Activities Center).
- Eligibility to apply for a campus mailbox in the SAC.
- 5,000 free copies each year on the copy machine in the Student Activities Center (SAC), however, groups must provide their own paper. A copy code is given to each RSO and is required to utilize the free copies.
- Access to computers and a fax machine in the SAC – usage of these tools should be for organization business **only**.
- Support from the Student Organization Advisory and Resource (SOAR) Board, who puts on workshops and events and provides consultations with organizations to help them be sustainable and successful.
- Ability to co-sponsor events or request help with an event by contacting Union Productions (upcosponsors@fsu.edu).
- RSO Officers are added to the Leaders Listserv, a weekly newsletter with opportunities for student organizations and upcoming campus and RSO-sponsored events.
- Eligibility to win awards such as “Student Organization of the Year,” “Student Organization Advisor of the Year,” and the “Vires, Artes, Mores” Awards at Leadership Awards Night held each spring – nominations are typically due in February.

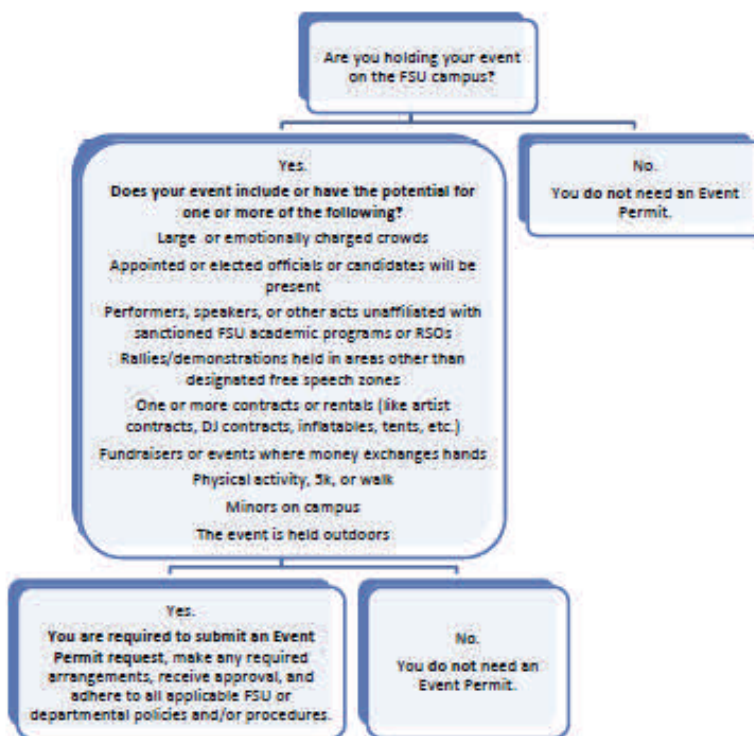
Space Reservations

RSOs can reserve rooms for meeting and event space on campus through [Oglesby Union Guest Services](#) (for Oglesby Union, Student Services Building, and Askew Student Life Center), [The Globe](#), or [The Registrar](#) (for academic buildings). The process to reserve academic space is more difficult and does require an advisor’s signature, and is typically recommended only if nothing else is available.



Event Permitting

The Event Permitting (EP) process was created to assist student organizations with event planning, with the hopes to ensure safe and successful events on campus. Once the permit is completed, it is sent out to various campus departments for approval (i.e. Guest Services, FSUPD, Environmental Health and Safety, etc.) The permitting process ensures that all stakeholders in the event are informed about the event and can provide the organization with the adequate support to make the event both safe and successful. Weekly business meetings or events held off campus do not need an event permit. Check out the chart below to see if an event permit is necessary for your organization's event!



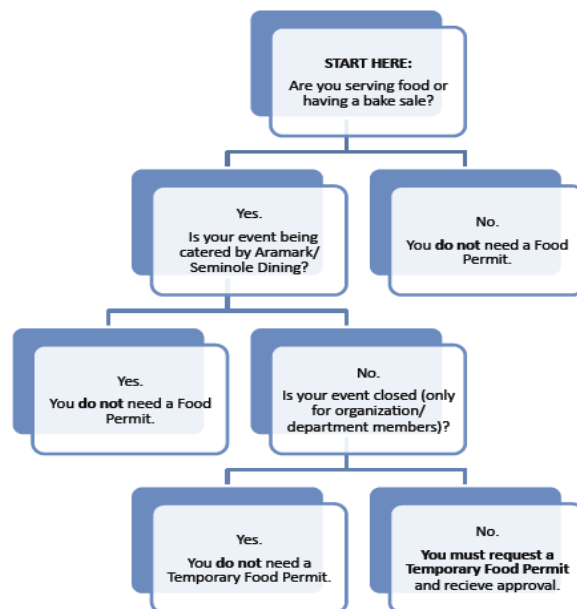
Why is an Event Permit important? Each event is different and has risks associated with it, such as large crowds, the potential for food-borne illness, injury, financial risks, etc. The Event Permit process allows your organization to work with campus partners such as FSUPD, The FSU Medical Response Unit, facilities, and SAC staff which can assist you in limiting risk involved with your events. Many students do not know that as an RSO officer or event coordinator that they can be held legally liable for what happens at their events. The Student Activities Center wants to help students limit the liability for themselves, their organizations, and FSU by partnering together to help all events be safe and successful.



Event Permits

Student organization officers can enter Event Permit requests through their organization profile on Nole Central (nolecentral.dsa.fsu.edu). **Event Permit requests are due at least (10) business days in advance of the event.** Registered Student Organizations should make space reservations for their event through the appropriate office BEFORE entering the online event permit request. As an advisor, you will receive a copy of all event permits that are submitted by the organization.

Food permits are also required as part of the event permit if the event will have food of any kind. Environmental Health and Services will approve the request for food and give suggestions on how to prevent any potential food risks. The following chart can help you figure out whether or not your event will need a food permit.



More details about the event planning, event permitting, and food permitting processes can be found online at <http://union.fsu.edu/sac/event-permit/>. Students can also set up an event planning consultation by contacting the Student Activities Center at 644-6673.

Contracts

Please keep in mind that any event sponsored by a RSO, which brings an outside person or company to campus, has to be officially contracted by the University. This includes, but is not limited to DJs, speakers, bands, and conferences. Contracts are legal documents on behalf of Florida State University and there must **ALWAYS** be signed by official staff of the SAC. Students or advisors should **never sign contracts themselves**. If they do, they risk making their organization responsible for paying the entire fee on their own! Also, students and advisors should never verbally commit a date or a certain fee to an artist – **verbal commitments are legally binding in the state of Florida**. The Student Activities Center is always here to help with any questions about contracts.



Campus Resources

Student Activities Center: The Student Activities Center is your direct connection to getting involved on campus. We have resources for student organizations, provide assistance with event planning and permitting process, and provide student-run programs and entertainment, such as comedians, concerts, lectures, and special events. Union Productions, our student programming board, also co-sponsors many events with student organizations throughout the year. Find all of this and more on our website, at <http://union.fsu.edu/sac/>

Phone: 850-644-6673

Office: Oglesby Union, A305 (3rd Floor)

SOAR Board: The Student Organization Advisory and Resource (SOAR) Board offers support to student organizations through workshops, events, and personal consultations. SOAR Board oversees Market Wednesday and can help organizations market themselves, plan events, or assist them through the funding process. For more information, please go to: <http://union.fsu.edu/soar/>

Phone: 850-644-6673

Office: Student Activities Center, Oglesby Union A305

Union Board: The Union Board represents the University community to ensure that the facilities, services, and amenities offered by the Oglesby Union Complex meet the needs and interests of their constituents. The Union Board oversees the office space in the Student Activities Center and allocates it to student organizations each year. To learn more about the Union Board, please go to: <http://union.fsu.edu/unionboard/>

Phone: 850-644-5322

Office: Student Activities Center, Oglesby Union A305M

Leaders' Listserv: The Leaders' Listserv is a weekly newsletter sent electronically to all RSO officers. The president of each RSO is automatically subscribed to the list and other interested students have the option to join the list. Messages about campus activities and leadership opportunities are regularly distributed through the Leaders' Listserv. This is a great way to inform other campus leaders about your organization's events. For more details about how to submit information to the Leaders' Listserv, please go to: <http://union.fsu.edu/sac/involvement/rso-resources/>

Phone: 850-644-6673

Office: Oglesby Union, Student Activities Center



Campus Resources

Oglesby Union: The Oglesby Union is a diverse and engaging community that fosters individual and collective learning by providing outstanding services and opportunities for involvement. The Oglesby Union spans across multiple buildings, including the Student Services Building, the Askew Student Life Center, and the Jack Haskin Circus Complex. The Union houses many different venues, including:

- Art Center - offers art classes or is open for anyone to explore their creative side and paint a variety of different objects at Paint-a-Pot
- Crenshaw Lanes - FSU's on-campus bowling and billiards center, where student organizations can reserve lanes for an outing
- FSU Flying High Circus - one of only two collegiate circuses in the United States, the Circus is a year-round program in which FSU students can participate
- Student Life Cinema - The film program features movies six nights a week, scheduled by the student-run Film Committee, and brings every type of movie to the university community, with titles that range from Hollywood blockbusters to foreign, independent, and documentary favorites.

For more information on all of these areas, visit: <http://union.fsu.edu/>

Phone: 850-644-6860
Admin Office: Oglesby Union, T211

Oglesby Union Guest Services: Guest Services handles all space reservations for the Oglesby Union. RSOs are able to reserve space by submitting a space request online. Guest Services can also take care of technical needs and setup of the reserved rooms. For more information about Guest Services, please go to http://union.fsu.edu/guest_services/

Phone: 850-644-6083
Office: Krentzman Lounge, 2nd Floor, Oglesby Union

Seminole Dining: Classic Fare Catering, the catering arm of Seminole Dining, offers a wide array of food options for all your catering needs. Please contact Classic Fare Catering to review options for your next event. For more information about Seminole Dining, please go to <http://www.campusdish.com/en-US/CSS/FloridaState/Catering/>

Phone: 850-644-7509

Student Government Association: The Student Government Association allocates money from A&S Fees to several funding boards who in turn distribute this money to RSOs. SGA Accounting manages the expenditure of funds by RSOs. For more information regarding account rules, funding board contact information, and much more, please go to <http://sga.fsu.edu/>

Main Office: 850-644-1811
Accounting: 850-644-0940
Office: Oglesby Union, A209



Campus Resources

University Housing: The FSU campus communities offer students the opportunity to develop new friendships, leadership skills, and attend hall programs and campus events. Students can also benefit from university housing by living near classes, labs, and libraries, and becoming familiar with the campus environment. For more information, please go to: <http://housing.fsu.edu/>

Phone: 850-644-2860

Office: 109 Askew Student Life Building

Campus Recreation: FSU Campus Recreation offers students a chance to participate in healthy and fun activities. From the Leach Recreation Center to Intramural Sports, students have a variety of activities offered to them. The Leach Recreation Center also offers several exercise classes a day. For more information, please go to: <http://campusrec.fsu.edu/>

Phone: 850-644-0551

Office: 210 Leach Center

FSU Challenge: The FSU Challenge is a great way for your organization to bond as a team through teambuilding activities including group initiatives, a low ropes course, and a high ropes course. Your group may have to cross an imaginary canyon, climb a wall, or move through a gigantic spider's web. While no special physical skills are needed to participate, some physical effort is required for most tasks. The real challenge lies in communicating with fellow participants in order to solve the task at hand as a group. The FSU Challenge is the perfect addition to any RSO's orientation or retreat! For more details on placing a reservation for the FSU Challenge, please go to:

<http://campusrec.fsu.edu/challenge/courses.shtml>

Phone: 850-644-6142

Office: The Rez, 3226 Flastacowo Road

Medical Response Unit: The Medical Response Unit (MRU) functions as a basic life support and quick response unit at Florida State University. Staffed by trained student volunteers the First Responder Unit is an affiliated project associated with University Health Services, FSU Police Department and FSU Division of Student Affairs. The MRU offers support to existing emergency medical and safety units during campus events. The unit provides a safety net on the FSU campus in case of medical emergencies in addition to the normal response already provided by the FSU Police Department and the community 911 system. The unit is available to any campus organization requesting assistance for campus events. Beyond its first response presence on campus, the program serves to educate by making students aware of what can be done to prevent, as well as handle an emergency situation. To learn more please go to: <http://www.tshc.fsu.edu/fru/>

Phone: 850-644-6230

Office: 1054 Wellness Center



Campus Resources

Dean of Students: The mission of the Dean of Students Department is to support the academic mission of Florida State University and the Division of Student Affairs by providing services, resources, and advocacy for all our students through creative problem-solving, accessibility to students, accountability, and a thorough approach to their work. The Dean of Students Department fulfills this mission through the following offices: First Year Experience, Greek Life, Student Rights and Responsibilities, Withdrawals, Victim Advocate Program, Student Disability Resource Center, and Orientation. For more information on these offices, go to: <http://deanofstudents.fsu.edu/>

Phone: 850-644-2428

Office: University Center A, Suite 4100 (4th Floor)

The Center for Leadership and Social Change: The Mission of the Center for Leadership & Social Change is to transform lives through leadership education, identity development and community engagement. The Center is your source for leadership learning, service opportunities, and social justice education on Florida State's campus. Our mission is to transform lives through leadership education, identity development and community engagement. Find more information on their website: <http://thecenter.fsu.edu/>

Phone: 850-644-3342

Office: Dunlap Student Success Center

Center for Global Engagement: The Center for Global Engagement provides immigration and support services to international students, scholars, faculty and staff. In addition, the Globe offers programs that promote cultural awareness and understanding. The Globe provides programs and activities that help students and their families adjust to Florida State and to the U.S. For more information, please visit: <http://www.cge.fsu.edu/>

Phone: 850-644-1702

Office: The Global and Multicultural Engagement Building (The Globe)

Career Center: The Career Center offers student a variety of resources and services to help students explore careers and majors. The Center offers advising, mock interviews, and workshops to help students prepare. For more information on the services offered, please visit: <http://www.career.fsu.edu/>

Phone: 850-644-6431

Office: Dunlap Success Center, 100 S. Woodward Avenue



Campus Resources

Counseling Center: The counseling center is here to provide support for students when they need it. The counseling center first meets with the student for an intake session to determine how they can help the student. Sometimes students may be better served elsewhere, in which case, the appropriate referral will be made. The counseling center can also provide referrals to other campus counseling services and private practitioners upon request. Please see the Counseling Center website for more information: <http://counseling.fsu.edu>

Phone: 850-644-2003

Office: 201 Askew Student Life Building

University Health Services: Florida State University's fully accredited primary care facility, provides medical care and outreach programs through a team of dedicated professionals. As a student-focused, student-friendly center, its mission is to advance the quality of life for university students, improving academic performance and increasing retention. University Health Services works in conjunction with many university departments, but is part of the Division of Student Affairs to maintain our focus and attention on serving students. For more information about University Health Services, see <http://uhs.fsu.edu/>

Appointments: 850-644-4567

Information: 850-644-6230

Health Promotion: 850-644-8871

Office: Health & Wellness Center, 960 Learning Way

C.A.R.E.: The Center for Academic Retention and Enhancement (CARE) contributes to the successful retention and graduation of undergraduate students attending The Florida State University. It enhances undergraduate student diversity through outreach and support of students who have been disadvantaged by virtue of economic, educational, or cultural circumstances. In order to fulfill its mission, The Florida State University Center for Academic Retention and Enhancement draws from the support of the university administration, faculty, staff and student body, as well as community representatives, educational institutions and the corporate sector. To learn more about the program, please go to: <http://care.fsu.edu/>

Phone: 850-644-9699

Office: University Center A, Suite 5400

