

Registered Student Organization (RSO) Handbook

July 2023 - May 2024

UNIVERSITY OF
INDIANAPOLIS

OFFICE OF STUDENT AFFAIRS

Schwitzer Student Center, Room 210

University of Indianapolis

317-788-3530

University students are responsible for knowing the information, policies, and procedures outlined in this document. The University reserves the right to make changes to this code as necessary and at any time. These changes are in effect immediately upon being posted online at my.uindy.edu. Students are encouraged to regularly check my.uindy.edu for the current version of all policies and procedures in effect.

Policies and procedures contained in University Handbooks and Guidebooks, located at www.uindy.edu/policies, supersedes any and all prior practices, written documents, representations, or statements on the same subject matter. The University of Indianapolis expressly revokes any and all previous policies and procedures that are inconsistent with those contained in its Handbooks and Guidebooks. The University of Indianapolis reserves the right to change the content set forth in its Handbooks and Guidebooks, and any and all policies stated in them are subject to change at any time at the sole discretion of the University. In addition to the policies contained in these handbooks and guidebooks, students, faculty and staff are subject to applicable university-wide policies found on the policies web-site at www.uindy.edu/policies.

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Welcome!

The Registered Student Organization (RSO) Handbook is intended as a resource guide and policy manual for officers, members, and advisors of registered student organizations at the University of Indianapolis. The RSO Handbook was developed by the Office of Student Affairs in collaboration with other campus offices.

As you prepare your RSO for the upcoming year, use this handbook as a resource to assist in planning. All members and advisors are expected to be knowledgeable and aware of the policies and procedures outlined in this handbook.

Policies may change during the course of the academic year. RSO presidents and advisors will be notified via email if changes do occur.

The Office of Student Affairs is happy to answer questions and offer guidance:

Office of Student Affairs
Monday - Friday: 8am - 4:30pm
Schwitzer Student Center 210
Phone: 317.788.3530
Fax: 317.788.3383

RSO Contact
Abigail Postma
Student Experience Designer
Phone: 317.788.2101
Email: postmaa@uindy.edu

Lingjing Song
Budget Coordinator
Phone: 317.781.5103
Email: song@uindy.edu

Important Links

Frequently Used Links

Amazon Order Form	RSO's have the privilege to order supplies from Amazon through this form.
Constitution - Sample	Use this sample to build your RSOs constitution
RSO Online Orders - Other Vendors	University credit cards may be requested to use for RSO-related purchases from other vendors in the Student Affairs office. Requests must be made five or more days before the requested date of use.
Deposit Slip	Return a completed deposit slip to the Accounting Office (Esch 151) with funds (ie. org dues or fees) for funds to be deposited into the organization's account.
Fundraising Request Form	This form is now part of the RSO Event Request Form
Payment Request Form	Follow these instructions to request payment to a vendor, or reimburse a RSO member for a purchase.
RSO Event Request Form	Use this form to receive approval for your RSO Event. You will then be sent a link to schedule with Event Services.
RSO Updates Form	Use this form to update President, Treasurer, or Advisor contact information, or to update the public listing for your RSO.
Student Activities Page of MyUIndy	Information about events & activities, RSO listings, and RSO Leader Resources are found here.
Student Affairs Equipment Checkout Form	Checkout equipment and event supplies, such as paint, a DVD player, and more.

Special Use Links

Travel Request Form	Prior to booking travel and/or allocating for travel funds, this form must be completed and organizations approved to travel by the Office of Student Affairs.
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RSO Policies Reference Guide



Approved



Financials



Important Information



Prohibited



Requirement

Overview

Registered Student Organizations (RSOs)

Recognition as a Registered Student Organization (RSO) at UIndy offers many benefits and provides groups a platform to formally engage with the UIndy campus community. The University of Indianapolis recognizes three different tiers of RSOs in order to most effectively meet the needs of different types of organizations.

New RSO Application & Approval Process

RSO's play an important role in the campus life at UIndy and students are encouraged to get involved with organizations they are curious and/or passionate about. If a student wishes to start a new RSO on-campus they must first view the [New RSO page](#) on the Student Activities page of My UIndy and follow the guidelines set by the Office of Student Affairs.

The Dean of Students and/or their designees may approve or revoke the existence of an RSO on UIndy's campus without the approval of the SLAB at any time.

New RSO Reviews

Student Leadership and Activities Board (SLAB) will review new RSO proposals on a weekly basis, each Thursday that classes are in session. New RSO proposals and allocation applications must be submitted to by Mondays at 12pm to be reviewed the following week. Student leaders will receive feedback on their requests no later than two weeks after their request was submitted.

UIndy Club Sports

Club Sports are managed by UIndy Athletic Department and are not eligible for funding through the RSO allocation process.

Unofficial Student Organizations

While RSO recognition through the Office of Student Affairs is meant to help support student organizations and connect them to various campus resources, not all student groups may wish to receive official recognition. Groups who are not officially recognized by the Office of Student Affairs do not have access to the benefits of RSOs and are not formally supported by the Office of Student Affairs when it comes to funding, oversight etc. Unofficial student organizations may individually work with various offices/departments on campus, but are not entitled to the privileges of those groups who maintain an official tier status.

RSO Requirements

All UIndy RSOs must meet the following requirements:



Adhere to Policies & Code of Ethics

- Abide by all University policies and procedures, including those addressed in this handbook and in the student handbook.
- Abide by the code of ethics developed by the Office of Ecumenical and Interfaith Programs, if applicable. Religiously affiliated RSOs must keep an open line of communication between the RSO and the Office of Ecumenical and Interfaith programs.
- Abide by the organization's constitution, bylaws, and mission statement.
- Maintain a UIndy full-time faculty or staff member as an advisor.
- Adhere to the non-discrimination policy of the University of Indianapolis.
 - *The University of Indianapolis does not discriminate on the basis of race, color, national origin, religion, sex, disability, sexual orientation (or gender identity or expression) or age in its programs and activities. The University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act.*
 - The Director of Human Resources has been designated to handle inquiries regarding the non-discrimination policies. For questions, please see Appendix A for the Human Resources contact information.
 - For further information on notice of non-discrimination, contact U.S. Department of Education Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.
- Adhere to the hazing policy of the University of Indianapolis
 - *Hazing is an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy and result in possible sanctions to both individuals and the RSO. Hazing is in opposition to the University's core values and will not be tolerated. Anyone with knowledge of or questions regarding possible hazing involving members of the University of Indianapolis community should*

report it immediately to the Student Affairs office in Schwitzer Student Center 210. In cases of emergency, please contact the University of Indianapolis Police Department at 317-788-3333 and identify as needing the UIndy Police.



Attend Leadership & Involvement Activities

- Attend the RSO leadership & involvement activities as indicated by the RSO Contact from Student Affairs



Communicate

- Review all emails from the Office of Student Affairs / Student Experience Designer or their designee.
- Respond to all correspondence from UIndy officials, staff, faculty, as well as vendors in a timely and professional fashion.



Follow Event Process

- Conduct ALL RSO meetings, executive board and general member meetings, on-campus. RSOs are funded by the student activity fee (SAF) which is paid by all current UIndy students. Hosting meetings on campus welcomes and invites all current students to get involved.
- Submit ALL events (including general body meetings) that are open to campus to the RSO Event Request Form (linked under Important Links on page 4). *This will automatically include the event in Weekly Email to all of campus*
- Assume responsibility for the behavior of club members, speakers/performers, event attendees, and guests while participating in student organization activities



Maintain Membership

- Consist of at least **five** members who are currently enrolled University of Indianapolis undergraduate or graduate students.



Submit Reports

- Complete and submit a mid-year and end of year report, which also serves as the re-registration for the upcoming school year.
- Inform the Student Experience Designer of immediate organizational changes, such as leadership and/or advisor changes, constitution & bylaw updates, budgetary issues, etc. If a misuse of an RSO's budget is suspected, the RSO must inform the Student Experience Designer as well as their advisor.



Use Resources

- Utilize the Student Activities page on MyUIndy and the Google Classroom for RSO needs (paperwork, RSO contracts, upcoming events etc.).

Probationary Status

Organizations that do not complete one or more of the above requirements will be required to complete the probationary documentation at the beginning of the next academic year if they wish to continue as an actively registered organization. The Student Experience Designer will determine and communicate with the leaders of organizations that are in jeopardy of being on probation.

Organizations that do not complete their probationary documentation will be placed on probation for the following academic year. RSO's on probation will not be eligible to receive their flat allocation at the beginning of the fall semester, must attend *all* leadership trainings, and have a meeting with the Student Experience Designer to be able to allocate for funds and/or receive their spring flat allocation. After one year of probationary status without completing these requirements, the organization will be deemed inactive and will forfeit the money in their account.

Accounting & Finances

All RSOs will be given access to a financial account through the UIndy Accounting Office to manage RSO business and expenditures, as long as they continue to meet the requirements to maintain their status as an RSO.

It is the responsibility of the organization's treasurer to keep accurate and detailed records of the group's available funds. Treasurers should report the financial updates to the organization on a regular basis. It is extremely important to keep track of all purchases. Questions about account balances and/or how to best utilize their UIndy account should be directed to the Budget Coordinator.

The Office of Student Affairs reserves the right to audit an RSO and/or suspend an RSO's ability to maintain an account with the UIndy Accounting Office at any time. Organizations and their leadership will be held liable for misuse of the University or SAF funds. Misuse of funds may result in account(s) being frozen and/or suspended.

No RSO shall utilize any other type of financial account to aid in the money management of their organization, without written permission from the Dean of Students and/or their designees, this includes accounts that may be utilized to aid in efforts to fundraise for the organization.



Examples of accounts that are prohibited include, but are not limited to:

- Apple Pay
- Google Pay
- PayPal
- CashApp
- Venmo
- Square
- Stripe



Account Balances

Contact Budget Coordinator for budget update information and include your RSO account number. A copy of accounting's records can be printed or emailed to you. *PLEASE DO NOT CONTACT THE ACCOUNTING OFFICE FOR THIS REQUEST.* Please allow at least two business days if you request a full accounting history.



Accounting Office Operational Hours

The UIndy Accounting office is open Monday - Thursday, 9:00am to 4:00 pm and is located in Esch Hall 151.

A check will be processed five to seven business days AFTER paperwork is received. Pay invoices/charges promptly to avoid late fees.

Questions regarding the status of checks should be sent directly to accounting-accountspayable@uindy.edu AFTER the five to seven day business period has passed.



RSO Event Supplies Ordering Process and Policies

Please read through the following information related to the credit card reservation process, and direct questions to studentaffairs@uindy.edu.

1. General Rules

1.1 RSOs (Registered Student Organizations) are required to submit their order requests at minimum 2 weeks before their event occurs.

1.2 Student Affairs will process the submitted orders once they are approved.

1.3 Please fill Amazon order form for Amazon orders please see the Google Form listed in the Important Links section. If the order contains more than 5 items, please email the Budget Coordinator the request with the name of the items and the items' links.

All Amazon.com orders will be placed through the Office of Student Affairs.

Most purchases will qualify for free shipping if not RSO is responsible for the shipping fee for the order.. No paid overnight shipping will be utilized. Orders must be requested at least 5-7 business days before the date needed. The cost of the order will be deducted from your RSO account. RSO leaders must keep track of the amounts ordered via Amazon on their shared budget sheet.

1.4 Any other vendors please fill Online Purchase Form to reserve a credit card for processing purchase in the office of Student Affairs. Appointments for processing orders at the Student Affairs Office must be scheduled for a duration of 30 minutes before 3pm.

1.5 Order processing will occur using the Student Affairs Office computer under the supervision of a Student Affairs staff member.

1.6 All the invoices and receipts have to be submitted to Lingjing Song as well as the Payment Request Form and Transaction Form for all the purchases. **Any failure to do so will result in a RSOs inability to use the credit card**

2. 48-Hour Response Rule

2.1 RSOs must pick up their items from the Business Mail Office or Student Affairs within 48 hours of delivery confirmation.

2.2 Failure to pickup within 48 hours will result in Student Affairs assuming ownership of the items or returning the order.

3. Urgent Orders and Personal Reimbursement

3.1 No orders will be accepted within 2 days of the scheduled event.

3.2 If an RSO requires additional items for an event outside of the processing window, they must submit a personal reimbursement form.

4. Credit Card Confidentiality

4.1 Credit card information is to be treated as confidential.

4.2 Only designated staff members are authorized to process orders using credit cards.

4.3 Students are strictly prohibited from obtaining or using any office credit cards or credit card information.

5. Policy Review and Updates

5.1 This policy will be reviewed periodically to ensure its effectiveness and relevance.

Last Updated: October 2023

5.2 Updates to the policy will be communicated to all relevant parties and stakeholders.

Deposits into an RSO Account, Making Deposits

- Deposit funds in the accounting office, Esch 151
- A [deposit slip](#) is necessary to deposit funds. Deposit slips are available at the accounting office's cashier window. Write the amount to be deposited into the account, organization's account number, along with a brief description explaining the deposit. Excessive loose change must be placed in coin wrappers by the RSO
- The cashier will give you a University of Indianapolis receipt. Check to see that the name of the organization, the account number, and the amount deposited are shown correctly

Inactive Accounts

Organizations (and accounts) inactive for more than one academic semester will be deactivated and funds reclassified into the student activity fee account at the end of the academic year. This means that all funds will be removed from the RSO account and placed into the general SAF account. Students must go through the steps of forming a potential Registered Student Organization, available on the Student Activities page of MyUIndy, in order to restart the group and have it formally recognized by the Office of Student Affairs again. Contact the Student Experience Designer and Budget Coordinator to get started. Inactivity also includes failure to meet RSO requirements.



Marketplace

UIndy utilizes Marketplace, an online sales platform, to sell services/merchandise online. Should an RSO need to sell merchandise through an online platform, they should contact the Student Experience Designer for assistance and the Office of Student Affairs will help manage the group's sales.

Negative Account Balances

Contact the Budget Coordinator immediately regarding negative account balances. Each RSO will be held financially responsible for bringing their account to a positive balance if they overdraw from their RSO account. If an RSO has a negative balance at the end of the academic year and is unable to zero out their account, the RSO will not be able to request allocation funds during the following fall semester.



Terms to Know

- Index (AKA account number): The six (6) digit number used to charge your account and track your budget
- Account (AKA subcode): A four (4) digit number used to track your transactions in categories. Commonly used subcodes include:
 - 0370 - gifts or donations
 - 0470 - deposit in your RSO account at the accounting office
 - 3100 - programmatic
 - 3211 - conferences, memberships, and conference travel
 - 3252- food
 - 3290 - promotional items
 - 3500 - equipment rental
 - 3205 - performer expenses
 - 3337 - student engagement
 - 3900 - printing
 - 4100 - travel expenses
 - *ALL account subcodes can be found by [clicking here](#)*
- Vendor: A business from whom you purchase products
- Invoice: A bill from a vendor
- Payment Request Form: The form needed to fill out to receive a reimbursement for a RSO-approved purchase
 - The form can be found by Important Link Section
 - Once this form has been completed, please submit it with the receipts to the Office of Student Affairs or email to the Budget Coordinator.

Advisors

Each University of Indianapolis RSO is required to have a minimum of one full-time UIndy faculty/staff member as an advisor. Serving as an RSO advisor is voluntary unless written into one's job description through the University. UIndy faculty/staff members will not receive additional compensation if they agree to serve in these roles.

Advisors can serve as excellent resources to student organizations. It is not the responsibility of the faculty/staff advisor to regularly attend meetings; however, the advisor must be kept up-to-date on organizational business. Therefore, it is important to utilize advisors and maintain an open line of communication with them.

If an RSO's advisor goes on sabbatical or extended leave (e.g. maternity leave) an interim advisor must be found and the Student Experience Designer must be informed. If an RSO needs assistance finding an advisor, contact the Student Experience Designer.

Advisor Description:

There is no exact job description for the role of a student organization advisor, but it is essential that the advisor and club members meet regularly and establish the best way to make their relationship productive, successful, and fulfilling. However, there are a few specific responsibilities that an advisor should abide by once they commit to advising an RSO, including:

- Communicate regularly with executive board members
- Thoroughly read all communications from the Student Experience Designer
- Sign appropriate paperwork and documents

Expectations:

The role of an advisor is voluntary, so it is up to the advisor to decide the amount of time and energy they can devote to the student organization. It is vital for advisors and students to discuss limits and expectations of both advisor and members. For instance: What meetings do members expect an advisor to attend? Do students expect advisors to attend all programs and activities? Does the advisor have any additional functions outside of meetings and programs? Students and advisors should reach mutual and comfortable guidelines. Advisors will be supplied with a packet with more information and worksheets to develop the advisor-student experience.

IMPORTANT CLERY ACT INFORMATION: Advisors of recognized student organizations are considered “campus security authorities (CSA)” for the University of Indianapolis. As such advisors shall immediately report any crimes that they are made aware of to the UIndy campus police. For more information, including responsibilities of CSAs and how to make a report, visit the UIndy Public Safety channel under Cleary Info & CSA Report Form. [Click here to complete the CSA training.](#)

Additionally, advisors should:

- Provide leadership to student leaders and general members
- Know the RSO's account information and assist with accounting paperwork
- Encourage participation at all levels of involvement
- Provide constructive feedback when applicable
- Assist in emergencies or crisis situations
- Report incidents or concerns to the Office of Student Affairs
- Attend advisor trainings sponsored by the Office of Student Affairs when available
- Know policies, procedures, and responsibilities described in the registered student handbook
- Be available to the students outside of meetings and events
- Attend organization's events (advisor presence is mandatory at late night events and activities, activities where there is a higher level of risk (car smash, inflatables, etc.), events that happen in Ransburg Auditorium, and other activities that the Office of Student Affairs deems necessary).
- Assist in event planning with the organization
- Attend conferences and off campus trips with students, if applicable
- Provide resources and support to develop students' leadership abilities
- Allow students to be the driving force behind activities and events

Event Planning

Event Requirements for RSOs

- Organizations will be limited to TWO in-person, on-campus events per month.
 - This does not include organizational meetings or leadership meetings.
 - This does not include tabling/promotional efforts in Schwitzer Student Center.
 - This does not include virtual events. Resources will be available to organizations to plan and execute successful virtual events.
- All proposed Friday and Saturday events taking place in the evening should be in collaboration with the Office of Student Affairs' Student Leadership and Activities Board (SLAB). RSO's are encouraged to hold independent programming during the week or during the day on weekends, or at a non-conflicting time as existing weekend programming.

See Appendix A for SLAB contact information

Steps to hosting events for RSOs

1. Events should be planned AS EARLY AS POSSIBLE, with events ideally planned a semester or year ahead. For events not planned a semester ahead or annually, the RSO must request the event no later than the 2 weeks before the date of their event.
 - a. Submit all events in the RSO Event Request Form (see Important Links) no later than the 2 weeks before the date of event.
 - i. Just because an event has been submitted here does not mean that it will be approved.
 - b. Organizations will not be permitted to change the date of their events after submission of this form, unless it is prior to the deadline or if their originally selected date was not available.
 - c. Please note that if multiple events are scheduled on the same day and room does not permit, requests will be approved on a first come, first serve basis.
 - d. Events not requested according to the timeline above may be requested via email to the Office of Student Affairs, and will be considered on a case by case basis by the Event Services Team.
2. Your requests will be reviewed by the Office of Student Affairs and Event Services. Please remember the event is not approved unless you receive an email from Student Affairs.

- a. If approved by the Office of Student Affairs, groups will be instructed to work directly with the University Events team to finalize their event planning.
 - i. University Events will not schedule any RSO events until they are approved by the Office of Student Affairs.
- 3. RSO's must complete an in-person or virtual event consultation with University Events *at least* two weeks prior to the event. Prior to this meeting you must have all aspects of your event finalized. During the meeting you will choose the layout of the space, discuss the group's needs, and talk about event planning procedures. *Only one representative, preferably the main event coordinator, should attend this meeting.*
 - a. Event date, time, and location are subject to change until the group confirms these details with the University Events team, during their event consultation.
- 4. If any changes need to be made following the event consultation, they must be made in writing to University Events at least one week prior to the event.

See Appendix A for Event Services Contact Information.

Failure to comply with one or more of the event requirements above could result in loss of privilege to use space on campus for the remainder of the semester or academic year, as deemed necessary by the Office of Student Affairs and University Events. All on-campus events must be approved by the Office of Student Affairs AND University Events prior to occurrence.

A-Z Reference for Event Planning



Alcohol Policy

The University of Indianapolis is committed to maintaining a safe and inviting campus environment for its community members and visitors. All members of the University of Indianapolis and visitors are required to follow this policy to ensure alcohol is served in a responsible manner at approved events. While alcohol is not recommended for most student events the university has a specific vendor with predetermined prices that must be utilized for all events. Please ensure that your organization has the available funds prior to requesting approval (minimum fees begin around \$700 before the cost of the alcohol). Selling alcohol is not an appropriate fundraiser.

A [completed alcohol request form](#) must be submitted to the Event Services Director (see Appendix A) at least 30 days prior to the event to be considered by the alcohol review committee.

Alcohol policy statement: All persons must comply with federal, state, and local laws and the policies of the University of Indianapolis and the Board of Trustees governing the use, possession, manufacturing, distribution, dispensation, and sale of alcoholic beverages while on the University of Indianapolis campus, attending the University of Indianapolis events either on- or off-campus and attending guest-hosted events on University of Indianapolis property. Alcohol may be served at the University of Indianapolis events or guest-hosted events on-campus with prior approval from the Alcohol Review Committee. Requests must be made in writing by the event organizer on the Alcohol Request form (found on the Student Activities page on MyUIndy) no later than thirty (30) days prior to the date of the event.

No alcohol may be served and/or consumed in any of the University of Indianapolis residence halls. Alcohol may be consumed responsibly at Greyhound Village by its lessees and their invitees in accordance with the lease agreement. All University of Indianapolis events and guest-hosted events held at Greyhound Village where alcohol is to be served must adhere to this policy. Additionally, no university funds or monies from student organization accounts may be used to purchase alcoholic beverages without the authorization of the Dean of Students or their designee.

Definition of Terms

- Campus: University-owned or leased buildings, grounds and property, including sidewalks and streets within campus boundaries
- Guest-hosted event: Any event or activity organized, sponsored, or supervised by a person or entity that is not the University of Indianapolis
- Organizer: The University of Indianapolis, college, school, office, department, unit, or affiliate organizing, sponsoring, and/or supervising the University of Indianapolis event
- University of Indianapolis events: Any event or activity organized, sponsored, or supervised by a University of Indianapolis college, school, office, department, unit, or affiliate
- Alcohol review committee: Vice President and General Counsel, Vice President for Mission, Vice President for Student Affairs and Dean of Students, Vice President and Secretary to the University, and Director of University Events.



Athletic Space Reservations

If you wish to reserve space in one of UIndy's athletic facilities (*the ARC, Ruth Lily Fitness Center, Nicoson Hall, Key Stadium, practice fields etc.*),

Contact Associate VP for University Athletics - See Appendix A



Blood Drives

Hosting a blood drive is a great way for student organizations to give back to the community. The Student Experience Designer will coordinate all blood drive dates and seek RSOs as sponsors. *Student organizations are not permitted to host blood drives without the Student Experience Designer approval.*



Campus Walks/Runs/5Ks

To ensure safety and proper logistics, all RSOs are required to submit a [campus walk/run/5K proposal](#) at least two months prior to the date of the anticipated walk/run/5K to the Student Experience Designer. Campus space needed for the events should be reserved prior to the proposal submission. The Office of Student Affairs and General Counsel will review all proposals and approve or deny requests. Decisions will be made at least one month prior to the event date. Advertisements or promotions of the event should not begin before approval is obtained from the Student Experience Designer.

Please note that race courses should be on-campus roads only. Per university general counsel, RSOs will not be allowed to use city-streets or request permits for road closures.



Emergency Protocol

If an RSO hosts an event or meeting after regular business hours and a university staff/faculty member is not present, the RSO members are responsible for the event and its attendees.

Call UIndy Campus Police at 317.788.3386 (non-emergency number) if any of the following take place:

- Room is locked and the RSO has it reserved
- Unruly behavior by participants (inappropriate language, intoxication, physical force used, etc.)
- Suspicious behavior of those in the building or in attendance
- Presence of illegal substances or alcohol
- Safety is at risk

When in doubt or in need of any additional support, call UIndy Campus Police for further assistance. Dial 911 for all emergencies.

During all events, an RSO member should be checking their mobile phone for UIndy Watchdog alerts. In case of emergencies, the RSO is responsible for stopping the event/meeting and taking necessary procedures. For example, if there is a tornado approaching, the university will send out a Watchdog alert. The RSO will need to stop the event/meeting and make sure that all attendees are escorted safely to the lowest level of the building away from all windows and glass. As the event host, call Campus Police to inform them of the group's location and number of attendees.

RSOs are asked to refer to all emergency procedures posted in each room on campus to handle emergencies while hosting events/meetings on campus.



Emergency Protocol - Student Medical Reporting

In the event of a medical emergency, the sponsoring group must report the incident according to the procedures outlined in the [Student Medical Event policy](#).

- If a faculty or staff member is with a student when he or she suffers a medical event, stay with the student to ensure that either emergency medical assistance (911) or non-medical emergency assistance (University Health & Wellness Center or after-hours clinic) is procured.
 - Once the student is assisted and it is during business hours, the faculty or staff member should call the Office of Student Affairs to notify them that a medical event has occurred. The Office of Student Affairs can be reached at 317-788-3530. The Office of Student Affairs will immediately check on the student's welfare, make arrangements if the student needs additional assistance, assess whether a family member should be called, etc.
 - Once the student is assisted and it is after business hours, the faculty or staff member should call the University of Indianapolis Police Department at 317-788-3333. Campus Police will notify the Office of Student Affairs so they can immediately check on the student's welfare.
- Reporting Requirements for Student Medical Events
 - The RSO leader/advisor who assisted during the medical event, should complete a [Medical Event Form](#) within 48 hours and return to the Student Experience Designer, who will then share it with the Office of Risk Management.
 - The Student Medical Event forms are reported (with the student name omitted for confidentiality) to the University Safety Committee for review and discussion of prevention and corrective action planning with regard to campus safety issues.



Equipment Checkout

A variety of games, craft supplies and materials are available for use by RSOs. You may stop in the Office of Student Affairs to check if needed items are available. Please leave your contact information, RSO name, event name, items you are taking and the date you can bring them back to our staff members.



Food & Beverage

Due to health and safety concerns, RSOs may not allocate for foods that they have to cook themselves.



Only individual pre-packaged items with the seal and packaging still intact will be allocated for by RSOs. Other types of food at events will need to be prepared by professional food service providers.



RSOs who wish to have food at a closed meeting may use their flat allocation money to purchase food from an outside vendor.



RSOs may provide pre-packaged foods, such as chips, crackers, etc. for events as long as basic health/sanitation precautions are followed.

Quest Food Services: The University of Indianapolis has partnered with Quest Food Management Services as its food provider.

[Quest Food Catering Requests](#) can be found on MyUIndy.

Food orders should be completed *at least one week* prior to the event date. The final bill will automatically be taken out of the RSO's budget. There is no additional paperwork for payment.

To contact Quest Catering, see Appendix A.

Information Technology (IT)

Located in Schwitzer Student Center 050, IT is the resource center for instructional technology support on the University of Indianapolis campus, such as laptops, DVD players, VGA cables, etc. You cannot reserve these items through IT.

To contact IT, see Appendix A.

Insurance Requirements

If you are bringing any act or event to campus you are required by the University of Indianapolis to obtain a certificate of insurance from the person(s) hired by your organization that lists the

University as an additional insured. Event Services must receive the certificate at least one month prior to the event and the RSO will also keep it on file.



Lecture Performance (L/P) Credit Applications

L/P credit may be given for lectures or performances which are at least 30 minutes in length and meet L/P criteria. An application form must be submitted by the appropriate deadline and approved by the L/P committee.

Refer to the [L/P page](#) on MyUIndy for guidelines, deadlines for submission, and the application. Applications for on-going events should be submitted one semester in advance.

For a contact for L/P credit questions, see Appendix A

Liability Waivers

Some events may carry an inherent amount of risk and it is important that students recognize the potential risks of participating in these programs. The Office of Student Affairs offers a general liability form that helps RSOs plan for these types of situations. Any event where students are engaging in travel, physical activity, or an activity that poses some risk to student's well-being should require students to complete a liability waiver. Contact postmaa@uindy.edu to discuss whether your event needs a liability waiver.

Minors on Campus

To ensure the safety of the campus stakeholders and university visitors, groups that wish to hold an event where minors will be present must adhere to the university Minors on Campus Policy. Student groups should work with the Student Experience Designer to ensure compliance with the policy. Please contact the Student Experience Designer a minimum of 60 days prior to your event to accommodate the planning process.

- The Minors on Campus Policy Establishes:
 - The requirement that all programs with minors must register with the Office of Risk Management;
 - Annual background screening requirements for authorized adults who interact with minors (as recommended by the American Camp Association);
 - Minimum training requirements for authorized adults;
 - Reporting requirements for abuse and inappropriate activity involving minors;
 - Supervision ratios;
 - Required forms and procedures;
 - Program evaluation for risk;

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- Procedures for residential programs;
- Transportation; and,
- Minimum standards of conduct for interacting with minors.

[Read the entire Minors on Campus policy here.](#)

Movie Showings and Movie Rights



Public viewing of movies is strictly regulated by the Motion Picture Association of America. DVDs and videotapes may not be used at an event or as entertainment unless the public performance rights (copyright) has been purchased or secured. DVDs and videotapes that people purchase or rent are intended for home viewing use only. These movies are permitted to be viewed within the confines of a student's room to a private audience.

With the exception of a faculty member showing a film in an officially registered class at the university, all other public showings on campus are prohibited unless a public performance right is secured. This is true regardless of the number of people who attend and/or whether or not admission is free. These guidelines apply to, but are not limited to, classroom space (while not in use for officially registered classes), lecture halls, residence hall lounges, the library and Schwitzer Student Center.



Whenever a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchases for a film are typically between \$300 and \$1000 depending on the movie title (more recent titles are on the higher end).

To show a movie on campus, RSOs should contact the Student Experience Designer at least three weeks before the event for help in purchasing the movie rights.

Performer Contracts & Riders



Contracts are needed for any artist, performer, or event where an outside agency is needed. Contracts must be reviewed by the Student Experience Designer, and then signed by the Vice President of Campus and Student Affairs. **STUDENTS AND ADVISORS ARE NOT ALLOWED TO SIGN CONTRACTS ON BEHALF OF THE UNIVERSITY.** Individuals who sign a contract on behalf of UIndy will be held personally responsible and the university is not obligated to honor said contract.

Contracts should be submitted to the Student Experience Designer at least one month prior to the event. Allow a minimum of one week for the contracts to be reviewed and signed. Contracts will be returned to the RSO after they are signed.



All technical riders must be submitted to Event Services at least one month prior to the event. If technical requirements cannot be met by Event Services, the RSO may need to rent equipment and/or hire technical personnel from an external company.

If a performer/speaker/artist does not provide a contract, please make sure to ask them for one. If the performer/speaker/artist is unable to provide a contract use the [UIndy Professional Service Agreement template](#) located on MyUIndy.

Portable Sound System: A portable sound system may be requested for use inside Schwitzer and other locations - when available. The system may be requested through Event Services and may be set-up by their staff or by a representative from the requesting group (depending on a number of factors). Contact Event Services to request the system prior to the event date.

Additional Sound and Production

RSOs hosting performers that require additional sound and production that cannot be accommodated through Event Services are responsible for hiring and paying an outside production company. Provide the outside company with the performer's contract and event information to receive a price quote.



Political Events

Events of a political nature or involving declared candidates seeking office or elected staff members will be treated with a sensitive nature. This is to ensure fair access and provide opportunities for balanced viewpoints whenever possible. The university will not host or appear to sponsor an event or speaker that will be potentially viewed in favor or support of a particular candidate, party or political agenda. RSOs should remain cognizant of these concerns and contact the Student Experience Designer at least three weeks prior to the event, in order to begin the planning process. Individuals/groups concerned about speech and expression issues related to an event, protest or other matter are encouraged to contact the Office of Student Affairs (317-788-3530).

Residence Hall Programming

Any registered student organization that wishes to utilize residence halls for events must receive permission from the Assistant Director of Residence Life at least two weeks prior to the event.

To contact Residence Life, see Appendix A

Security for events

Organizations sponsoring a late night event (ending after 12am), such as a dance or concert (both on and off campus), are required to make the necessary arrangements to provide security personnel. The RSO advisor or other university faculty/staff member must also be present at all late night events. Campus police must be notified at least four weeks prior to the event date to allow time to secure officers to work the event. A minimum of two officers is required for events.

RSOs sponsoring events where more than 200 attendees are anticipated, or if outside community members (individuals not affiliated with the University of Indianapolis) are present, must contact campus police for on-site security.

For all event security needs, complete the [University Event Security Request Form](#) and submit to the Student Experience Designer at least one month prior to the event. When Campus Police Officers are hired for an event, a transfer of funds will automatically occur from the RSO's account. It is important to financially plan ahead of time if event security is needed. RSO members or other students are not to act as event security.

For further security questions, see Appendix A for Campus Police



Solicitation and Selling

[Link to Solicitation/Selling Policy](#)

Students, faculty, and staff should be free from unnecessary distractions and be able to live, study, and work in an environment that is predictable and orderly. **Organizations are not allowed to approach students, faculty, staff or solicit business on the UIndy campus, grounds, and/or property** unless a registered student organization (RSO), office, or department is sponsoring the organization for a specified:

- Period of time
- Location
- Event

Prohibited areas of solicitation include residence halls, offices, classrooms, and all other University property.

RSOs, offices, and/or departments wishing to sponsor an outside organization on campus may do so with approval from the Office of Student Affairs. Individuals (whether faculty, staff, or students) may not sponsor an outside organization. The request must come from

a recognized RSO, office, or department. The request should be submitted to the Student Experience Designer in writing at least 10 business days prior to the date they wish to bring the organization to campus.

Space on-campus may only be reserved by a member of the university community and should not be booked until approval from the Office of Student Affairs is given. Groups should acknowledge the following limitations on which organizations they may bring to campus:

- Representatives acting on behalf of their university RSO, office, or department AND employed by an outside organization may not reserve campus space for their employer
- In the event that UIndy has a contract for a specific product or service with a vendor, groups may NOT sponsor other vendors who offer that same product or service
- Businesses may not come to campus with the intention of selling goods and or services to UIndy students, faculty, or staff
- Political candidates may not campaign or recruit support on campus
- Credit card solicitation is strictly prohibited

If approval to sponsor an organization is given, the following guidelines should be followed:

- The organization must be accompanied by a UIndy representative from the sponsoring group at all times
 - If a UIndy representative is not present, the organization may be asked to leave campus and the sponsoring group may not be allowed to sponsor others
- The length of time an organization may be on campus is limited to a reasonable time frame that will be determined by the Office of Student Affairs
- Only spaces in Schwitzer Student Center shall be reserved to host outside organizations
 - The organization must stay within a reasonable proximity to the space that has been reserved and groups may not wander the campus in order to solicit individuals
- The UIndy sponsor should ensure that activities are arranged in a manner such that UIndy students, faculty, and/or staff are not approached but, instead, UIndy affiliates may choose to approach the organization
- UIndy RSOs, offices, and/or departments may not receive compensation directly from an organization for sponsoring their time on UIndy's campus

Unauthorized organizations on campus should be reported to the Office of Student Affairs (317-788-3530) and the University Police (317-788-3333).

Weekend Programs

Before planning a program on a Friday or Saturday evening, RSOs should first check to see what other events are being held on campus. The Office of Student Affairs, Office of Residence Life, and Student Leadership and Activities Board host programming every Friday and Saturday and efforts to not duplicate these events should be made.

Weekly and Monthly Meetings

When a series of meetings is scheduled, an event consultation must also be scheduled for the series – one consultation for the entire series, not each individual meeting.

Funding Sources

RSO Funding & Spending

Registered Student Organizations are offered the benefit of spending University funds to supplement their organization and enhance the UIndy student experience. Organizations are required to be good stewards of University funds and adhere to all University policies when making purchases on behalf of the organization. If funds are misused or inappropriately used, organizations may lose their ability to receive and use funds. All funding of registered student organizations is pulled from Student Activity Fee (SAF) funds. Each enrolled student at UIndy pays a Student Activity Fee at the beginning of each semester. Therefore, funding of RSO's is directly paid by students at UIndy, and therefore should be used in a respectful and useful manner, making a positive impact on the campus community.



Flat Allocation

All RSOs will receive a \$500 flat allocation at the beginning of the fall semester after completing the previous spring's student organization registration form. Student Affairs no longer provides extra fund allocation. If your RSO event is campus-wide and needs support, please contact our office.



Fundraising

At times an RSO may wish to fundraise money to help with event expenses or to make a charitable donation on behalf of the organization. The following guidelines should be observed for all fundraising events.



Use of the Marketplace: When selling goods for a fundraiser, student organizations are not permitted to utilize cash payments or virtual transaction apps (ie. Venmo, etc.). A UIndy Marketplace can be set up for the organization and the revenue will be immediately deposited into the organization's account (see pg. 18 for more information). Contact Abigail Postma (postmaa@uindy.edu) to set up a Marketplace page *after* an organization has submitted the fundraising form and received approval for the fundraiser.



Fundraising Form: RSOs MUST submit an RSO Event Request Form for every project that generates funds or items and should be completed at least one month prior to executing the project. Fundraisers, including the advertisement of fundraisers, should not begin until after approval has been granted.

RSOs may generate funds in several ways:

Donations: An online fundraising form should be submitted and approved before any on-or-off campus donations are solicited (this includes monetary donations or in-kind items; for example, asking Subway for a sub to serve at an event). RSOs MUST submit an Event Request Form for every project that generates funds or items collected to benefit any agency or entity (including the RSO itself). The form is to be completed at least one month prior to advertising and holding the fundraiser.

According to IRS rules, no donation of any kind may be made to cover an individual student's expenses. Donations to cover costs for a specific student's trip or experience are not tax deductible and not a charitable donation. These are considered payments for a trip or experience and will not be processed by the Advancement Office.

Admission Charges: Charging admission is a way to cover event expenses. All receipts and money should be deposited into the RSO account as soon after the event as possible.

- Events that are funded by SLAB allocated monies may not have an admission charge.

Sales of Goods or Services: This fundraising option includes car washes, bake sales, candy sales, etc. A housekeeping or odd job service is acceptable; a “servant” auction is not.

Dues or fees: Dues or fees charged to members should be fair and not in violation of the [University nondiscrimination policy](#). Dues must be collected via the UIndy Marketplace (more information on pg. 18).

Raffles: A drawing, raffle, or other random method of distributing prizes may be used ONLY if it is possible to obtain a chance to win without purchasing a ticket (i.e. the ticket is free). If the only way to win a prize is by purchasing a chance/ticket, then this is considered a raffle and is strictly prohibited, as are other forms of gambling.

Donation Check and Donation Recipient Letter

When requesting a donation check from Accounting to a charitable organization, RSOs must complete a [Donation Recipient Letter](#) and attach it to their accounting paperwork. A letter template can be found on the Student Activities Page on MyUIndy. Accounting will not process donation checks unless this letter is attached. A copy of the letter will be sent to the charitable organization along with the donation.

Marketing

Promotional materials should be creative, attractive and of high quality. They should always include:

- Day of the Week
- Date and Month
- Time
- A description of activity
- Location
 - Rain date/location if applicable
- Admission price (if any)
- Sponsoring organization(s) names
- Contact information

Advertising:

University Posting Policy:

- Flyers and/or other materials should be submitted to the Office of Student Affairs at least two weeks prior to the event to make sure advertising is displayed ahead of time
- Students are not to display any advertising on their own in the residence halls
- Please submit the number of flyers you wish to have hung in the buildings you choose.

For all buildings, please provide 80 flyers.

- Central Hall (8)
- Cory Bretz Hall (8)
- Cravens Hall (9)
- East Hall (4)
- Greyhound Village (10)
- Roberts Hall (5)
- Schwitzer Student Center (2)
- Warren Hall (14)
- Please reference the [University Posting Policy](#) for further information regarding university postings. Direct questions to Lingjing Song (song@uindy.edu)

All Hall Calls:

- On the day of your event, RSOs can call the front desk of each of the residence halls to request an announcement to be made to the entire building. Let the front desk know the event name, date, time, and location, along with a brief description.
 - Central Hall: 791-7900
 - Cory Bretz Hall: 781-5300
 - Cravens Hall: 781-5200
 - East Hall: 791-4413
 - Robert's Hall: 791-4430
 - Warren Hall: 781-5000
 - Greyhound Village: no all hall calls

- **Sidewalk Chalk:** If you would like to utilize sidewalk chalk to promote an event or program, contact Facilities via email at facilities@uindy.edu.
- **MyUIndy Event Calendar:** Submissions should be made to the **RSO Event Request Form** (*see Important Links*) to feature an event on the My UIndy event calendar, Weekly Email, and the student involvement calendar.
- **The Reflector:** The campus newspaper offers a small amount of advertising space for student organizations to purchase. Please contact them at the reflector@uindy.edu at least one month prior to an event.
- **Weekly & Weekend Activities Email from the Dean of Students:** For information about your organization or initiative to be featured in the Dean of Students' weekly and weekend emails, please submit all your information through the [Student Activities page on MyUIndy](#).
- **Social Media:** Please make sure the University and its students are portrayed positively through Facebook, Twitter, Instagram, Snapchat, or any other online mediums.
- **Student Center Lobby Table:** RSOs must work with Event Services to reserve a table to promote meetings or upcoming events during the lunch and/or dinner hours.

Printing

RSOs may utilize the services of the Copy Center, in the basement of Esch Hall, by either taking a copy of the print job (flyer, brochure, etc.) in person or going to the Copy Center Channel on MyUIndy to upload your documents directly. In either case, the RSO representative must be authorized to make the copies on behalf of the organization. The total cost of the copy order will be charged to the group's RSO account number.

The Student Business Center (SCHW 105) is available for making black and white copies; however, please send larger (more than 50) printing orders to the Copy Center.

Promotional Items

Logos & Media



If your organization is planning on using the University of Indianapolis name or branding in developing a logo, printing out a professional quality banner, designing shirts, or ordering promotional items, the items must be approved by University Communications and Marketing. This approval does not apply to on-campus flyers or postings or items that do not carry the University of Indianapolis name or brand. To get your RSO's logo approved, please email the logo to the Associate Dean of Students.

University Approved Vendors

For a full list of approved vendors or questions about trademark and licensing please visit <http://uindy.edu/communications-marketing/uindy-licensing>.

Bright Ideas of Broad Ripple

Contact: Meredith Beck

Email: meredith.beck@bright-ideas.org Phone: 317.257.4111 (ext. 222) Website: www.bright-ideas.org

Campus Marketing Specialists

Contact: Tim Lorenz

Email: timl@campusmarketing.com Phone: 603.657.4559
Website: www.campusmarketing.com

Proforma Innovative Ideas

Contact: Mindy Porter

Email: mindy.porter@proforma.com Phone: 317.660.7422
Website: www.mylogopromo.com

If your choice company is not on the full list, please contact the Office of Student Affairs to discuss how the company can become a UIndy licensed vendor.

The licensed vendor will submit your proposed design to the University Communications and Marketing Department for approval.

After review, the licensed vendor will contact you with the approval or the changes that need to be made to your design. Preferred vendors will send your student organization an invoice to process payment for their services.

Social Media

The University of Indianapolis understands the popularity and usefulness of social networking sites such as blogs, Facebook, Twitter, and YouTube. When establishing or participating in a UIndy sponsored site (one that is affiliated with a department, program or organization) faculty, staff, and students are responsible for representing the University in a professional manner in accordance with all University policies.

The following criteria applies to any content posted to an official University of Indianapolis social media account:

- All content must follow the [University's Brand Guidelines](#).
- Accounts must be created using an official University email account (e.g. name@uindy.edu).
- Managers of social media accounts will not:
 - Post offensive, illegal, discriminatory, or libelous material or any material which may violate any University policy or code of conduct
 - Post sensitive or confidential information
 - Share their login details and passwords with anyone other than the Associate Dean of Students and their advisor, except as required or authorized by this policy.
- Authorized users should post regularly in accordance with the objectives of having an official University social media account. For more guidance on best practices regarding frequency of posting and voice/style, please consult the Communications and Marketing department.
- Authorized users must designate a representative of the RSO who created the social media accounts to monitor the account and respond to incoming messages
- Employees and/or authorized users should promptly bring to the attention of the Vice President of Communications and Marketing (or designee) any content that is posted within a comment or response to a University post that would be considered offensive, illegal, discriminatory, libelous, or violate a University policy.

Social media sites should adhere to the guidelines set forth by the [Official University Social Media Account policy](#).

Travel Off-Campus

Organizations must complete ALL of the following steps in order to ensure that any off-campus trip is approved by the University:



1. If your organization is planning to travel overnight or more than 50 miles from campus, you must first complete the “[Travel Request Form](#)” (see *Important Links*) (*NOT* the “Allocation Request Form”)



- a. Travel requests must follow the guidelines of this RSO Handbook
2. Following the review of the request, the Dean of Students will either approve or deny the request via email.

- a. If the org indicates that the trip leader is not a Campus Security Authority (CSA), they will be given a link to complete the CSA training.



3. If the request is approved, it will be communicated by the Dean of Students via email.

- a. Approved organizations must fill out the “[UIndy Student Travel Overview](#)”, at least one week prior to their departure.
 - b. If the request is denied, the student organization may appeal the decision through the proper process, if desired.



4. If approved, the Dean of Students will provide the trip leader with the Student Activities’ “Emergency Preparedness Procedures” document.

- a. The Dean of Students has the right to ask any questions of the organization prior to their departure. The organization is required to thoroughly review the RSO Handbook, as well as read the Emergency Preparedness Procedures document given to them by the Dean of Students.

Trip leaders should plan travel arrangements ahead of time with the understanding that UIndy credit cards may not be taken with an RSO leader on the trip, and therefore, either online reservations or the reimbursement process are recommended for payment.

Travel must be approved for the entire campus community for RSO travel approval. Please refer to the UIndy COVID-19 website for re-engagement information.

Unless otherwise approved, RSOs must have a UIndy faculty/staff member accompany their travel that is more than 50 miles away from campus or overnight.

This policy does not apply to:

- Travel organized by individual students or student organizations that are not officially recognized by the Office of Student Affairs
- Travel regulated by under NCAA rules and regulations concerning student athletics travel;

- Domestic travel related to expectations for students engaged in student-teaching, internships, practicums, co-ops, observations and/or research

International Travel

Any RSO wishing to travel internationally must first set up a consultation meeting with the Dean of Students and the Director of International Services. Please email postmaa@uindy.edu to set-up an appointment. This appointment should happen no less than 3 months prior to the anticipated travel dates.

Travel by Motor Vehicle

Student Drivers



While traveling on behalf of the University of Indianapolis, students may only drive their own personal vehicles and are **not allowed to rent or drive car rentals**. Please note that when students, faculty, or staff are driving personal vehicles while on university business, the university will not cover any accidents, damages, or injuries incurred while traveling. It is important for drivers to be aware of this and to make sure they have the proper insurance coverage.



Students may be reimbursed based on mileage out of their respective RSO budget and at the university's current reimbursement rate if they submit the Mileage Reimbursement form.



Per university policy, university credit cards cannot be used to pay for gas for personal vehicles.



UIndy staff/faculty members may drive a rental vehicle on behalf of the RSO. Staff/faculty members must meet the criteria outlined by the University's Procurement Office in order to drive students off campus.



All participants must travel to and from in the vehicle in which they originally traveled in. No participants may leave the group at any point during the RSO related travel.

Rental Cars

All car rentals are reserved through Lingjing Song (song@uindy.edu) in Student Affairs using Enterprise/National Rent-A-Car center at least two weeks in advance. Faculty and staff members are able to rent and drive rental vehicles in compliance with university policy, but students are not. Some additional restrictions may apply.



Money used for travel in taxis, Uber, LYFT, or other similar services cannot be allocated for or reimbursed.

Bus Transportation

All bus rentals must be requested to studentaffairs@uindy.edu in Student Affairs at least four weeks in advance. No other reservations should be made.



Vehicle Operator Requirements

- Operators shall take a mandatory 15 minute rest break every four hours
- Operators shall drive no more than 10 hours in any 24 hour period
- Trips requiring more than 10 hours of driving time to reach a point of destination shall require overnight lodging
- Operate Motor Vehicles in a safe and courteous manner and in accordance with all applicable federal, state, and local laws and University policies.
- Do not exceed the posted speed limits
- Maintain possession of valid United States driver's license while operating Motor Vehicles.
- Only transport University employees, students, or other authorized individuals in Motor Vehicles.
- Do not use cell phones (unless GPS), headsets or earphones while operating Motor Vehicles.
- Do not type or read text messages or emails while operating a Motor Vehicle. Additionally, drivers may not use iPods, MP3 players, or similar devices while operating Motor Vehicles.
- Use seat belts at all times, regardless of whether the Motor Vehicle is being operated on or off campus. The number of passengers permitted in any Motor Vehicle may not exceed the number of seat belts.
- Do not allow passengers to ride in the rear cargo areas of pickup trucks, vans, or sport utility vehicles unless prior authorization.
- Close all doors (cargo, tail, and lift gates) at all times when a Motor Vehicle is in motion unless prior authorization.
- Clean the Motor Vehicle's hood, windows, and roof of snow and ice before operating it.
- Ask for a passenger's assistance when backing a Motor Vehicle such as a truck, delivery van, or vehicle carrying heavy equipment into a parking space, loading dock, or similar area. The passenger should exit the Motor Vehicle and provide assistance for the operator as a spotter. If the driver of the Motor Vehicle does not have a passenger who can perform this service, the Authorized University Driver must perform one of the following:
 - Exit the vehicle and check the space before backing up; or
 - Drive by the space, checking for any hazards, before backing up.
- Do not drink, use or possess alcohol, other intoxicating substances, legal prescription drugs, or illegal drugs that could impair driving of Motor Vehicles.
- Do not tow anything behind a Motor Vehicle without prior authorization.
- Do not transport regulated hazardous materials in a Motor Vehicle without prior authorization.
- Do not drive on grass, landscaping, sidewalks, or other unapproved vehicle access lanes, streets, driveways or roads, and rights of way, unless it is specifically required to perform

job duties and there are no other means available to access the building, facility, or work site.

- Return University Motor Vehicles with interiors in a clean condition and free of trash.
- Shut down engine and remove keys from any Motor Vehicle, which will be out of the immediate sight and control of an Authorized University Driver. A Motor Vehicle must never be left running merely for convenience (i.e., running the heater to keep it warm on the air conditioner to keep it cool). It is strongly recommended that any unattended Motor Vehicle be secured with the windows closed and the doors, if so equipped, locked.



Refueling Guidelines:

- Turn off the vehicle's engine while refueling.
- Never smoke, light matches, or use lighters while refueling.
- Do not get into the vehicle during refueling, as this presents a flash fire hazard.
- Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.
- Never force the hold-open latch on the gasoline pump with any means other than the latch provided.



Travel by Airplane

All University staff, faculty members, and students are expected to travel at the lowest available airfare. The traveler should make flight reservations at least 3 weeks prior to travel to assure the greatest opportunity to obtain the lowest fare.



Lodging

Students are expected to use lodging accommodations that are necessary and reasonable. The cost of lodging should be kept to a minimum consistent with a reasonable level of comfort, convenience, and security for the traveler. Standard room rates are generally the most reasonable.



Travel Meal Costs

Students traveling with RSOs are responsible for their own meals and are not able to allocate or be reimbursed for expenses related to food.



Advisor Expectations

University advisors are held to a high standard of conduct that will maintain the educational quality of the campus. It is necessary for all advisors to follow UIndy guidelines as well as enforce them. Advisors responsible for violating university regulations will meet with the Associate Dean of Students.

Expectations include, but are not limited to, the following:

- If travel is beyond 50 miles from campus or require overnight accommodations, attendance in its entirety, traveling with students to and from the destination, and staying in the same accommodations as students
- Ensuring students uphold the policies and procedures set forth in the University's student handbook whether on or off campus

- Reporting major incidents and violations of UIndy's student conduct upon return to the Associate Dean of Students
- Knowledge of travel arrangements, logistics, and emergency contact information of all participants
- Sharing personal contact information with students on trip
- Knowledge of room assignments of students (who is in each room, room #'s, etc.)
- Assisting with trip logistics (drive a vehicle, check-into the hotel, etc.)
- Handling of emergencies, situations, etc. that may arise
- Setting check-in times or expectations for students each day

Incident Reporting

In the case of an incident during travel, including but not limited to accident, injury, participant misconduct, sexual assault, harassment etc. please call for emergency assistance first. As soon as possible, the advisor and/or trip leader should notify the University Police of the incident and so that the appropriate administrators can be contacted. Notify the UIndy Police Department at (317) 788-3333. Incidents should be reported by the designated Campus Security Authority for the trip.

Appendix A: Additional Contacts on Campus

ATHLETICS - *athletics space reservations*

Bob Brubeck, Associate VP For University Athletics
317.791.5962 | brubeckr@uindy.edu

CAMPUS POLICE / SECURITY

Brandon Pate, Assistant Chief, Campus Police
317.788.3386 | pateb@uindy.edu

EVENT SERVICES

Jeffrey Barnes, Director, Event Services
317.788.2135 | jbarnes@uindy.edu
Brayton Lipperd, Assistant Director, Event Services
317.788.2135 | lipperdb@uindy.edu
Jenny Randol, Business Operations Manager, Event Services
317.788.3566 | randolj@uindy.edu

FACILITIES

317.788.3258 | facilities@uindy.edu

HUMAN RESOURCES - *inquiries regarding the UIndy non-discrimination policies*

Kara Ooley, Director of Human Resources
317-788-2127 | oooleyk@uindy.edu

INFORMATION TECHNOLOGY

Contact IT at help@uindy.edu or 317.788.3318

LECTURE & PERFORMANCE - L/P EVENTS

Morgan Mylcraine, Lecture Performance Coord., Shaheen College of Arts and Sciences
317-791-4442 | mylcrainem@uindy.edu

QUEST CATERING

Amy Dugan, Quest General Manager
dugana@uindy.edu

RESIDENCE LIFE

Rob Williford, Associate Dean of Judicial Affairs and Residence Life
willifordr@uindy.edu

Appendix B: Appeals Processes

New RSO Approval Appeal

A group's appeal with respect to the RSO approval decision of the Student Leadership and Activities Board (SLAB) shall be as follows:

1. An RSO will initiate their appeal of a decision made by SLAB, by submitting a written statement to the Student Experience Designer, within three (3) business days of receiving SLAB's decision. A written statement that sets forth all grounds for the appeal should be signed by the individual who submitted the application and the RSO's advisor, and submitted to the Student Experience Designer.
2. If the Student Experience Designer finds reason for the appeal warranted, then they will discuss the matter with the RSO representatives who submitted the application as part of the process of investigation.
3. The Student Experience Designer will then meet with the Dean of Students and Vice President of Inclusion and Equity to discuss the appeal. As representatives for the SLAB these individuals will have the authority to sustain, amend, or reverse any decision made by SLAB concerning the group's status.
4. This process will be conducted in a timely manner, so that a decision may be reached.
5. The Student Experience Designer will notify the presenting students and the Student Experience Designer in writing of the review board's decision with respect to the appeal.
6. The appeal decision communicated by the Student Experience Designer will be considered final.

Questions or concerns regarding the information in this handbook may be directed to:

*Abigail Postma
Student Experience Designer
postmaa@uindy.edu*