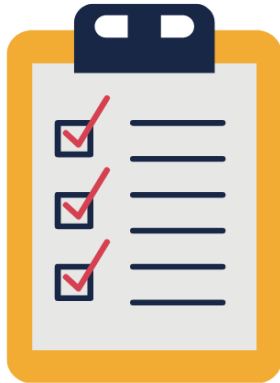




UNIVERSITY  
OF WYOMING

Student Organizations  
and Entertainment

# STUDENT ORGANIZATION HANDBOOK



## Table of Contents

Introduction of Student Organizations and Entertainment .....	3
<a href="#">Student Organizations Policies</a> .....	4
• <a href="#">Becoming a New Student Org</a> .....	8
• <a href="#">Student Organization Recognition &amp; Renewal</a> .....	8
<a href="#">Student Organization Operations and Management</a> .....	10
• <a href="#">Advisors</a> .....	11
• <a href="#">Event Planning</a> .....	12
• <a href="#">Space Reservation</a> .....	18
• <a href="#">Advertising &amp; Marketing</a> .....	22
<a href="#">Banking, Financial, Funding Resources &amp; Services</a> .....	26
• <a href="#">Student Organizations Financial Accounts</a> .....	26
• <a href="#">P-Card Process</a> .....	26
• <a href="#">ASUW Funding Opportunities</a> .....	27
• <a href="#">Fundraising Opportunities</a> .....	28
<a href="#">Student Organization Programs &amp; Services Offered</a> .....	30



UW

Student Organizations  
and Entertainment

## Professional Staff for Student Organizations

### **Erik Kahl**

Associate Director,

Center for Student Involvement & Leadership (CSIL)

307-766-2752

[ekahl@uwyo.edu](mailto:ekahl@uwyo.edu)

### **Gilbert Falcon**

Student Organizations Coordinator,

Center for Student Involvement & Leadership (CSIL)

307-766-6341

[pfalcon@uwyo.edu](mailto:pfalcon@uwyo.edu)

### **Departmental Support**

307-766-6340

[studentorgs@uwyo.edu](mailto:studentorgs@uwyo.edu)

[uwyo.edu/csil/student-orgs](http://uwyo.edu/csil/student-orgs)

Wyoming Union 012 (Lower Level)

Semester Hours:

**Monday, Tuesday, Thursday & Friday:** 8:00 am -5:00 pm

**Wednesday:** 8:00 am -7:00 pm

## Student Organizations Policies

### University of Wyoming Disclaimers in Concern to Student Organizations

*The University of Wyoming does not constitute any endorsement of an organization's purpose or any assumption of responsibility, liability, or sponsorship for any student organization through official recognition.*

*Organizational homepages represent the views, interests, and activities of the organization; they do not represent official positions or policies of the University. The views expressed in them are those of the page authors, and comments on the contents of those pages should be directed to the authors.*

*Per UW Regulation 11-4, the student organization must be non-profit in nature. It may not use its position to solicit or advertise for commercial purposes. Any funds generated by the Student Organization must be put towards the operations of the organization and may not go to individual members. This excludes philanthropic endeavors*

### Relevant UW Policies for Student Organizations

*The following University of Wyoming Policies are relevant to the student organization community and are outlined below. If you have questions or concerns regarding a UW policy, please see a staff member in the Student Organization and Entertainment Office or email us at [studentorgs@uwyo.edu](mailto:studentorgs@uwyo.edu)*

[Student Organizations Classification Policy](#)

[Student Code of Conduct](#)

[Presidential Directive-Anti-Hazing](#)

[UW Regulation-Title IX and Sexual Misconduct](#)

[UW Regulation-Violence in the Workplace](#)

[UW Regulation-Civil Rights Discrimination](#)

[UW Regulation-Use of University Buildings, Grounds Policy, Catering, & Services](#)

[UW Regulation-Recognition Process Privileges, Rights, & Responsibilities of Recognition, Activity Registration, Use of Facilities, and Off-Campus Activities](#)

[Presidential Directive-Use of Buildings, Grounds, & Services by Student Orgs, Political Activities by Student Orgs, and information Circulars](#)

Sexual Misconduct Policy and Procedures\*

*\*The University of Wyoming does not discriminate on the basis of sex in its education programs and activities, consistent with Title IX that requires it not to discriminate in such a manner. Inquiries concerning Title IX may be referred as applicable to the Diversity and Employment Practices, Title IX Coordinator, Bureau of Mines, 307-766-3459, or to the Dean of Students, Knight Hall, 307-766-3296. Additional information may be found at <http://www.uwyo.edu/diversity/fairness/>*

## Student Organizations classification Policy

Is to outline requirements for Student Organizations to be registered with the University, how Student Organizations will be classified by the University, and the distinct privileges Student Organizations shall receive as a result of its classification.

Student Organizations must meet the minimum registration requirement in order to be associated with the University. Based upon the relationship with the University and nature of the activities of the Student Organizations, a designation will be assigned. Designations will be evaluated annually.

- Registrations Requirements, to be a student organization, the following requirements must be met
  - Register annually with the Center for Student Involvement and Leadership (CSIL)
  - Provide and maintain an accurate officer roster including contact information
  - Maintain required membership as outlined in the Student Organization Handbook
  - Submit and maintain a constitution that contains a non-discrimination statement and is approved by CSIL
- Student Organizations Classification will be consistent of three (3) categories based upon the connection to the culture and mission of the University, support from departments and staff, nature of regular activities, and funding sources.
  - Level 1: given to a Student Organization that has demonstrated its primary mission for the benefit of its organization's members
  - Level 2: given to a Student Organization that has demonstrated its purpose to be both aligned with the mission and culture of the University and the benefit of the members internal to the organization.
  - Level 3: given to a Student Organization that has demonstrated purpose that contributes and is intertwined to the mission and or traditions of the University.

For an in-full look at the policy and each Level benefits: [Student Organizations Classification](#)

## Anti-Hazing Policy

Hazing is an abuse of power and relationships, and its purpose is to demean others. Hazing is defined as any action taken or situation created intentionally, whether on or off UW property, by either fraternity and sorority organizations, student clubs and organizations, athletic teams, individual students, or student groups, to produce mental or physical discomfort, endangerment of life, embarrassment, harassment, intimidation, or ridicule. Willingness to engage in any hazing activity does not render the Anti-Hazing Policy unenforceable. Please see [PD 2-1988-1](#) for UW's full statement regarding hazing.

## Travel

Members of your organization are not traveling as an entity of the University, but as individuals. Your student organization agrees to release and forever discharge the University and its employees, agents, officers, trustees, and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including death) you sustain to your person and/or property, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys' fees, which arise out of, result from, occur during or are connected in any manner with your participation in the program and/or any related or independent travel, any activities or field trips (e.g., club activities or sports) irrespective of whether they are sponsored, supervised, or controlled by the University in any manner.

If members of your organization are travelling outside of the state of Wyoming, each member travelling needs to fill out a travel form through the University and notify your advisor and the [Student Organizations and Entertainment Office](#). If you have questions about travelling, contact the [Risk Management office](#).

### **Car Rentals**

The University of Wyoming only allows the rental of Fleet Vehicles to Student Organizations that (1) are classified as Level 2 or 3 organizations and (2) must comply with all registration, regulations, processes, and policies pertaining to university rental Fleet Vehicles and (3) have a UW Foundation Account on file with adequate funds. If Student Organizations are affiliated with specific departments and the department wants to take the payment responsibility of renting a fleet vehicle, then it is the responsibility of the department to determine. Any UW employee or student must pass a Motor Vehicle Record (MVR) check. More information can be found on [Fleet Services](#) site.

For more information about requesting a rental/fleet vehicle please connect with our [Student Organizations Coordinator](#).

### **Affiliation with Political Campaigns**

These guidelines apply in the cases where an individual has filed, publicly announced their intentions, and/or expressed their intentions to run for a public office.

1. UW students, faculty, staff, and Student Organizations are considered external users of facilities when acting in a manner unrelated to university purposes, such as campaigning for a candidate or hosting an event for one
2. University facilities may be reserved by individuals and their supporters for the purpose of campaigning, but only with the expressed authorization of the UW president or president's designee
3. External users may use designated bulletin boards to advertise their events, and they may be assessed fees, charges, and deposits for use of university facilities
4. The president has granted permission to candidates, campaigns, and their supporters to reserve breezeway tables in the Union, but they are subject to the rules, registrations, and standard charges established for external users
5. If your group wishes to bring a candidate for office to UW, please contact the Student Organizations and Entertainment Office prior to beginning the process

### **Fronting**

Fronting is permitting a non-University individual, organization, or University entity to use University property and/or services under the guise that the activity is a Student Organization or University Sponsored or Co-Sponsored Event in order to avoid fees or take advantage of benefits specific to Student Organizations and is prohibited. Student Organizations should ensure compliance with [PD 2-1992](#) for use of facilities when collaborating with a commercial entity. Student Organization found to be fronting for an individual or organization shall have all Student Organization privileges revoked for a period up to one year at the time of the infraction

## Student Organizations Status Definitions

### *Good Standing*

For a Student Organizations to obtain and remain in good standing, it must meet all requirement set forth in this manual, the Student Code of Conduct, and UW Regulation 11-4

### *Loss of Good Standing*

Student Organizations may fall out of good standing for several reasons, including but not limited to:

1. Failing to complete annual student org re-registration process.
2. Violation of any University regulation, policy, or procedure

Student Organizations that fall out of good standing may no longer have access to benefits available to student orgs. If a Student Organizations has simply not completed the registration renewal requirements, the groups' officers and advisors will still have access to their organization page to attempt renewal completion the following year, but the group will not be visible to other users. If the officers and advisors currently listed are no longer with the Student Organizations, members who wish to take over the process must notify the Student Organizations and Entertainment Office.

If a Student Organization falls out of good standing due to action taken by the Dean of Students, Student Organizations and Entertainment Office, or other University representative, the group must complete the sanctions set by that University representative to regain good standing status.

### **Loss of Recognized Status**

Per [UW Regulation 11-4](#): Loss of recognition may occur by either the privilege being revoked or the Student Organization deciding to disband for the following reasons:

- To Disband:
  - Any Student Organization may withdraw its recognition at any time. Such withdrawal must be made by a written statement signed by both the officers and the advisor and submitted to the Student Organizations and Entertainment Office. The notification should indicate the disposition of the organization's funds and certifies that there are no outstanding debts or official actions pending.
- Recognized status may be revoked:
  - If an organization has not renewed with the Student Organizations and Entertainment Office for a period of one year
  - If an organization's purpose or activities are or become illegal, deviate significantly from its stated purpose, or violate University regulations, policies and/or procedures
  - If under existing circumstances a clear and present danger exists that such activities may disrupt the education process of the University, endanger or destroy property, or create a condition that is dangerous to the safety of individuals
  - When revocation is deemed by the President of the University to be in the best interest of the University
  - In cases that involve dismissal, the Dean of Students, or designee, shall assign a separate hearing officer. The hearing officer shall exercise control over the judicial hearing

## *Remaining Funds*

Funds remaining in a defunct Student Organization's account shall be utilized to cover any remaining debt incurred by the organization. Any additional funds that remain shall be dispersed according to the organization's constitution. If the constitution language is ambiguous or lacks direction, the funds shall be turned over to ASUW.

## **Becoming a Student Organization**

### **Process and Requirements**

All groups seeking recognition for the first time, or after returning for an inactive status, must follow this process.

1. Determine name and purpose of your group
2. Complete the Register a New Student Organization form
3. Attend a New Student Org Orientation Session (*To set up a session please email us at [studentorgs@uwyo.edu](mailto:studentorgs@uwyo.edu)*) Meet University Student Org Requirements
  - a. Have a minimum of 4 members, 3 of which should be designated as an officer
  - b. Identify an advisor (*pending the organization classification, one may not be required*)
  - c. Create a Student Org Constitution and submit to the Student Organizations Coordinator at [studentorgs@uwyo.edu](mailto:studentorgs@uwyo.edu)

The Student Organizations and Entertainment staff will review all recognition documents for compatibility of the group with the mission of the University of Wyoming, compliance with all UW Regulations, and evidence of future success as a Student Organization.

### **New club Sport formation**

If you are looking to create a new Club Sport, familiarize yourself with the Club Sports Handbook to ensure the group can consistently meet the standards set forth for groups classified as a Club Sport. If your group can meet the standards, the process for creating a Club Sport is the same as a new Student Organization. The Student Organizations and Entertainment office will consult with the Club Sports Coordinator to determine if the group could be a valid Club Sport.

The potential Club Sport group must maintain student organization status for a period of one academic year in order to illustrate to the Club Sports Program that there is a legitimate interest in the group to have access to Club Sports funding and services.

## **Student Organization Recognition & Renewal**

The purpose of recognizing student organizations at the University of Wyoming is to provide an opportunity for students to exercise their right to freely associate for a common purpose. Recognition is the process in which the student organizations become official in the eyes of the university. Recognition from the University allows Student Organizations access to certain privileges and services at the university.



## Goals of the Recognition Process

1. Inform student leaders of expectations, policies, procedures, and responsibilities of being recognized
2. Establish a relationship between the CAC and the newly elected officers and current advisors
3. Get updated information on student organizations in order to have a centralized location where this information is current for students who are potentially looking to find a new involvement opportunity

## Student Organization Re-Registration Process

### *Requirements to re-register*

1. An officer must complete the re-registration form through UWConnect (*WyoCorq*) by the specified deadline found on our website
2. Complete the additional Student Org Informational Form.
3. Have your advisor(s) (*if Applicable*) complete the Advisor Agreement Form found on through UWConnect (*WyoCorq*)

Your student organization will remain unrecognized until all of the requirements are completed. Temporary recognition is granted for the first few weeks of school to participate in Involvement Fest, schedule regular standing meetings for the first month of the semester, and others. However, groups must be fully recognized to host events, get access to certain services, and request funding for ASUW for events and conference registration. Your Student Organization will not receive any Student Organization services until all the renewal requirements have been completed. Groups that have scheduled meetings for an entire semester, but fail to complete renewal requirements, may see their reservations canceled as our event service providers have access to your status as a Student Organizations at any given time during the year.

## General Student Organizations Requirements

- Full membership is limited to full and part-time students. University faculty, staff, and community members can serve as associate members. The majority make-up of the Student Organizations must be composed of full-time students. Full members are the only members who are allowed to vote, hold office, preside over meetings, and solicit funds.
- Membership is not denied to any student due to race, gender\*, religion\*\*, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category and affords each member all the rights, privileges, programs, and other activities generally accorded or made available to members of the organization.
  - \*Per UW Regulation 11-4, membership eligibility based on gender is valid only if gender is a bona fide membership qualification.
  - \*\*Per UW Regulation 11-4, the only time “religion” may be excluded from this statement is when your organization’s aims are primarily sectarian
- Student Organizations must abide by the organization’s constitution and stated purpose.
- Student Organizations must abide by University of Wyoming regulations, policies, local, state, and federal laws.
- Notify the Student Organizations and Entertainment Office when changes in leadership, advising, and important organization information occurs.
- Register all events open to the University community or hosted in a university facility on UWConnect (*WyoCorq*)

## Club Sports

Club Sports that are recognized through Campus Recreation are required to renew their Student Organization status with the Student Organizations & Entertainment Office as they are considered Student Organization and have access to the same services as all other Student Organization. To maintain recognition with the University, Club Sports have different requirements for recognition.

- Attend mandatory trainings as required by the Club Sports Program
- Register your group via UW Connect to update your roster and officer information
- Maintain a current constitution that meets University requirements with the Student Organizations and Entertainment Office
- List the Club Sports Coordinator on your UW Connect page, as they are the advisor for all Club Sports

## Fraternities & Sororities

Even though fraternities and sororities are supported by the [Fraternity and Sorority Life](#) office they are still considered Student Organizations. All fraternities and sororities must meet the same requirements set forth by the Student Organizations and Entertainment Office to be recognized on an annual basis. In some cases, fraternities or sororities will have extra steps to complete in their recognition and recruitment processes. Consult with the FSL office and inter-national organizations for requirements.

## Student Organizations Operations and Management

### Student Organization Constitution:

#### *Inter-National vs. Chapter Constitutions*

The university requires all Student Organizations to have a constitution on file with the Student Organizations and Entertainment Office in order to be recognized. Some Student Organizations have a national constitution that oversees all groups that exist across the nation. This is perfectly acceptable and can be a guiding document for your group. However, the University of Wyoming requires that certain statements, such as abiding by our policies and our non-discrimination clause, be incorporated into the local chapter's constitution.

In order to be recognized by the University, your group either needs to create its own chapter constitution, or in cooperation with your national organization, edit the national document to suit the university's needs and accommodate all policies set forth for the organization. Please check with your national organization first, and then proceed with assistance from your advisor or the Student Organizations and Entertainment Office as necessary.

#### *Changing a Student Organizations Constitution*

1. E-mail a Microsoft Word version of the proposed constitution to [StudentOrgs@uwyo.edu](mailto:StudentOrgs@uwyo.edu) from a valid Student Organizations officer's UW e-mail address and copy the Student Organization's advisor on the e-mail
2. If changes need to be made to the proposed constitution, the Student Organizations and Entertainment Office will track changes to make suggestions
3. Once the changes are approved, the Student Organizations and Entertainment will notify the officer requesting the change and their advisor, send a PDF version of the constitution, and upload the updated constitution to UWConnect (*WyoCorq*).

Please note that some statements are required to stay within a Student Organization's constitution. Please see our constitution sample here for guidance on these required sections.

### **Student Organizations Constitution Audits**

When appropriate, the Student Organizations and Entertainment Office will periodically audit Student Organization's constitutions to make sure they meet all applicable policies and procedures. Proper notice will be provided prior to this process beginning and when it must be completed by. When requested by the Student Organizations and Entertainment Office, the Student Organization must amend the organization's constitution to reflect current University regulations, as well as local, state, and federal laws.

### **Changing a Student Organization's Name**

The process to change a Student Organization's name is the same as requesting a change to the Student Organization's constitution. Please follow the procedures as outlined above, as your organization's name is included in the constitution. Once approved, the Student Organizations and Entertainment Office will upload the updated Student Organization's constitution and change the name within UW Connect. For name change requests, we recommend waiting until after the renewal process has been completed. Please note a Student Organization may not use "University of Wyoming" at the beginning of its name. Student Organization can however say "at the University of Wyoming."

### **UWConnect (WyoCorq)**

The Student Organizations and Entertainment office utilizes WyoCorq, an online Student Organization management platform, for organization operations

- Creates a centralized online location for students to find clubs and organizations on campus
- Acts as an online management tool for groups to manage rosters, store documents, have elections, and more
- Allows for groups to complete their annual recognition process
- Allows groups to submit their events for approval and get on the Student Organizations poster run
- Allows groups to request ASUW funding for Student Organization events

All Student Organizations officers have access to their organization's administrative features to manage the page, roster, and events.

## **Advisors**

### **Recruiting an Advisor (*when applicable*)**

As with the new student organization classification system, our level two (2) and three (3) organizations are required to have an Advisor that is currently employed full-time, UW faculty or staff person to serve as the organizations advisor. For our level one (1) student organizations, may opt to seek out an advisor, however, is not required for their classification.

When approaching a potential advisor, make sure they are someone who will devote time to the group, will take the role seriously, and has knowledge, skills, or interest in the purpose of your organization. Your organization leadership should have a conversation with your advisor about the expectations and the responsibilities of your advisor.

If your group is having a hard time finding an advisor, please contact the Student Organizations and Entertainment Office. Our office will not conduct a search for your organization but can help you figure out avenues you can explore that you may not have considered before.

### **Expectations of the Advisor**

- Complete the required Advisor Agreement on an annual basis
- Approve all organization event requests on WyoCorq
- Attend group meetings and individual meetings with the organization leaders regularly
- Act as a reference for general information regarding University of Wyoming policies and procedures
- Provide information relevant to the group's needs, interests, activities, and organization
- Assist in the financial matters of the group
- Act as a reference person in terms of the organization's history
- Provide advice and guidance in the planning and implementation of the organization's activities

### **Responsibilities of the Organization to the Advisor**

- Keep the advisor informed about the business and events happening in the organization
- Meet regularly with the advisor to discuss organization business
- Solicit the opinion and advice from advisor when problems arise
- Be courteous to your advisor

### **Mandatory Reporting**

Every Student Organization Advisor is a mandatory reporter. As a mandatory reporter, they are required to report concerns related to possible discrimination, sexual harassment or violence as stipulated in the following regulations and policies

- [UW Regulation 1-5 Civil Rights Discrimination](#)
- [UW Regulation 1-44, Violence in the Workplace](#)
- [UW Regulation 1-256 Policies and Procedures Governing Sexual Misconduct](#)
- [Sexual Misconduct Policy and Procedures](#)

### **Multiple Advisors**

If a Student Organization is particularly active or there is interest from multiple individuals that meet the requirements set above, a Student Organization may maintain more than one advisor. If mentioned in the Student Organization's constitution, the Student Organization should adjust the wording to address having multiple advisors.

## **Event Planning**

### **Registration of Events on UWConnect (WyoCorq)**

UW Regulation 11-4 requires student organizations to register activities and events that are open to the University community or utilize University facilities and services. All Student Organizations register their events through UWConnect

(WyoCorq) . Events must be registered at least two weeks in advance of their event date. However, if you are requesting ASUW funding, your request must be submitted at least five weeks in advance. For guidance on completing this event registration, please review the walkthrough.

Registering your event serves as an agreement of all parties involved in providing services for the activity assuring the student organization is knowledgeable of all regulations, risks, and opportunities. It is also a requirement to receive funding from ASUW Funding Board. Failure to submit an event through UWConnect (WyoCroq), for an appropriate activity, may result in forfeiture of privileges granted by university recognition.

### **Associated Student Technical Services (ASTECC)**

ASTECC offers the following services

- Live sound reinforcement
- Stage Lighting
- Projector Rental and setup
- Technical consultations
- Event Partnerships, Audio recording, & Stage Crews

ASTECC's services must be reserved at least **two (2) weeks** prior to the event. [Event reservations](#) need to be made before registering the event on UW Connect. Reservation requests with less than two weeks' notice will be considered at the discretion of the ASTECC Coordinator and may be subject to a rush fee if services can be provided. Late cancellations or failure to notify ASTECC of a cancelled event or event location change within 48 hours of ASTECC's service schedule may result in penalty fees and the organization losing access to ASTECC services for up to a calendar year.

### **Tips for Technical Arrangements**

- To ensure the best technical arrangements, please contact ASTECC as soon as you have scheduled your event. Our two-week notification policy allows for an appropriate period for planning and arranging the technical requirements. Many events on campus get booked with ASTECC months in advance, so plan ahead.
- Scheduling a production meeting with all departments providing services or facilities for your event is a useful tool for a successful event. In a production meeting, more in-depth discussion can allow all parties to know what is required for the event and any part of your event that has changed since your reservation.
- Consult with the ASTECC Coordinator in order to assess the time needed for setup, tear down, sound check and any necessary technical rehearsal or light focusing. During this time, it is important for the technical crew to have nothing impede them. If rehearsals, decorating or any other action needs to take place in the stage area please add additional time for them.
- Always ask a performer for a technical rider. The information contained in riders is very important and will often determine the feasibility and/or location of the event. In the unlikely event that a performer does not have a technical rider, please have them get in touch with ASTECC as soon as possible.
- At the beginning of event setup, the student organization representative should introduce themselves to the setup and technical crew. This will provide clear communication about what the organization wants and what the crew can provide.

## ASTEC Policies

- Student Organizations receive free services so long as their event is held on campus and is free for students to attend
- Student Organizations working with departments to host events must be the primary contact for all event organizing and be the organization in charge of the event while it is happening
- ASTEC's service agreement is issued upon the receipt of a reservation. If you would like to read the service agreement before completing a reservation, contact them directly.

## Contact Information

Wyoming Union, 41 & 43

307-766-3837

[astec@uwyo.edu](mailto:astec@uwyo.edu) <http://www.uwyo.edu/astec/>

## Food & Drink

Pepsi-Cola manufacturer, Wyoming Beverage Inc., is the University of Wyoming's exclusive beverage provider. When a Student Organization brings drinks onto campus, they must be a Pepsi-Cola product according to our agreement with Wyoming Beverage Inc. To get a [full list of drinks](#) supported by the University, please contact [StudentOrgs@uwyo.edu](mailto:StudentOrgs@uwyo.edu)

## Catering Policy

UW Approved Caterers: Students have the option to utilize any approved UW Cater found [here](#) in terms of having food at their next event, meeting, or program. If an external caterer is not on this list and your organization would like to seek approval for the caterer, please have the caterer [fill out this form](#) and send it to [Procurement](#). This can take time, so plan ahead if you are looking to use a vendor not found on this list.

UW Catering: To minimize the cost of an event for Student Organizations, UW Catering has developed a low-cost menu specifically for Student Organizations available [here](#) and can be contacted at 307-766-2050.

On-Campus Caterers: For small requests in the Union, the Union Food Court may be able to assist you and can be contacted at 307-766-6269.

*If your organization is looking to receive donations in the form of food for an event, it must come from an approved caterer from any of the above resources, or they must go through the process to become an approved vendor.*

## Planning a Catered Event

- Shortly after reserving a space for your event, contact the appropriate catering service
- Plan the event's menu with the catering manager at least two weeks in advance and speak to the Events Office to confirm details such as room set-up, number of people, and other similar arrangements
- Inform food service of the number of people expected to attend no later than 48 hours prior to the event
- Arrangements should be made far enough in advance to ensure that equipment is available

## Alcohol for an Event

Authorization to serve alcohol anywhere on campus, besides the Wyoming Union, for events must be requested by completing the alcohol request form (please contact, [Student Organizations Coordinator](#)).

Organizers are responsible for complying with all ordinances, regulations, and laws, including but not limited to liquor laws and permit requirements, if alcohol will be served at the event. Please note that if a Student Organization opts to serve alcohol at an event, additional “event insurance” containing liquor liability coverage will be required. Additional safety measures and additional insurance may be required from the Risk Management office.

For any questions, please call 307-766-6717/2487 or [email](#) Central Scheduling.

### **Food Eating Competitions**

Due to high risk and interest in safety of our student org community, event request for Food Eating Competitions are strictly **prohibited**.

### **Contracts**

#### *University Contracts*

If University or ASUW funds will be used as part of an agreement, the agreement is required to go through the University contract process. This process takes a minimum of six weeks, so please plan ahead. To use University contracting, please contact the ASUW Program Coordinator, as this is the only way you can pay a vendor through ASUW funding. If you have any questions related to the contract process please contact Student Organizations and Entertainment Office at 307-766-6340 or [StudentOrgs@uwyo.edu](mailto:StudentOrgs@uwyo.edu)

### **Student Organizations Contracts**

If a group does not utilize the University Contract process because they are not receiving funding from the University or ASUW, they are entering into binding agreements on their own accord. A contract is a legally binding obligation, and usually involves an agreement to pay a specific sum of money for services or a performance. Student Organizations are cautioned to use care when discussing potential performances over the phone or e-mail. Both Student Organizations and individuals in those organizations can be held financially liable for contracts or agreements, both written and oral. The Student Organizations and Entertainment Office can advise groups as they look to enter into agreements, with the understanding that the Student Organizations and Entertainment Office or University are not liable for any decisions Student Organization make.

### **Screening Moves at Your Events**

Copyright law prohibits the showing of film in a public setting unless the company who owns the rights to distribute the film grants approval or the film is rented from a licensed public film distributor, which generally includes licensing fees. Film programming may be shown in a public setting at an educational institution without additional approval or licensing if the program fits under the educational exception stipulated in copyright laws.

All film programming for public viewing at the University of Wyoming by Student Organizations must be registered with the Student Organizations and Entertainment Office. Student organizations planning a film program for public viewing should consult with the Student Organizations and Entertainment staff to learn more about the copyright law educational exception or to review catalogs of licensed public film vendors and to complete the online event form through UW Connect.

The Student Organizations and Entertainment Staff will be happy to assist you in planning a successful film program that complies with copyright laws. In order to determine the cost, the Student Organizations and Entertainment Office will need to know the following:

- The film title
- The film screening date, time, venue & capacity
- If there is an admission charge, and how much

If the group already owns a physical copy of the film and if not, what format the film needs to be sent to us in.

Please note, foreign and anime films can sometimes be difficult to find licenses for in the U.S. We ask that you be proactive and approach us three to four weeks prior to the screening so we can do outreach to our distributors. In some cases, for smaller independent films or documentaries, filmmakers will often allow campuses to screen their works free. However, we still need formal documentation of rights to show the film from the film company.

Licensing Groups that our Office typically has worked within the past have been [Swank](#) and [Criterion](#).

### **Ticketing for Events**

If a Student Organization is not charging admission, but wishes to set a headcount, the Union Information Desk will hand out tickets free of charge to the Student Organization. The Student Organization will be required to fill out an online form to provide information about the event. This form must be filled out at least one week prior to the event and need to contact the [Events office](#) to discuss their needs.

Tickets may also be sold for events. If tickets are sold for on-campus events, we recommend using the Fine Arts Box Office. Using their service allows groups to sell at their box office, online, and at the Union Information Desk. Please be aware that state sales tax will be deducted from the ticket profit and a service fee will be charged per ticket on behalf of Fine Arts and the Union. To utilize their service, call 307-766-6666 or [email](#) the Fine Arts Box Office.

### **Charging Admission vs. Suggested Donations**

Student Organizations are welcome to charge for their on-campus events, however, the Student Organization will be charged for spaces and services for their event, even if the admission charge is for philanthropy. To avoid extra charges, Student Organizations can advertise and have suggested donations at their event. However, if a patron wishes to attend the event without donating to the cause, the Student Organization must allow them to participate per the advertisement. Groups found charging admission for events will be assessed appropriate rental and service fee charges as seen fit by the Union Events Office, Central Scheduling, and other University entities.

### **Video/Live Streaming/Photography at Student Organizations Events**

Student Organizations must obtain consent from individuals attending any Student Organization event in which video, live streaming, or photographs may be taken. Be aware of the [Photography & Film policy](#) and fill out the [Facilities Use Permit for Filming and Photography on Campus form](#). The form must be submitted at least two weeks in advance of the event date.



## **Accessibility at Events**

### Services

- Contact the UW Disability Support Services to [request a transcriber or interpreter](#) for your event or assist you with the [creation of captions or transcripts](#) for audio and visual clips
- Contact [Abilities](#), the UW student organization focused on spreading awareness about accessibility issues, to arrange for a consultation about your event or to arrange for a workshop to learn more about accessibility issues
- The Union Events Office can produce and print room diagrams with notations on accessibility accommodations in the rooms. [See sample diagram here](#). They can also provide signage to label the most accessible routes or signs for reserved accessible seating at tables. For larger scale events, they can work with event organizers to brainstorm stage layouts to include ramps or a wheelchair lift
- Include [contact information](#) for UW Disability Support Services on marketing materials so accessibility accommodation requests can be made

## **Risk Management**

Risk is the possibility of loss or injury. It further implies a person or thing that is a specified hazard to an insurer. Because all events present situations that imply potential risks and liabilities, it is beneficial to the student organization to know how to anticipate and prevent risky situations and to be aware of its responsibilities in case an incident occurs. The Student Organizations and Entertainment & Risk Management Office can advise a Student Organization about liability and insurance issues when it comes to events.

### **Risk Management Contact Information**

Knight Hall Room 247 | (307)-766-5767 | [risk@uwyo.edu](mailto:risk@uwyo.edu) | <http://www.uwyo.edu/risk/index.html>

## **Risk Assessment**

Organizations should exercise reasonable care to prevent harm that might occur because of activities or events and plan with the Student Organizations and Entertainment and Risk Management Office. Student Organizations should consider risks in the following areas when planning events.

**Harm:** Physical injury to person or property - food-related illness, alcohol consumption, injury from a physical activity, and others

**Reputation:** Negative representation of the group that could impact individual members, the group, or the institution - decisions of poor conduct, hazing, and others

**Emotional:** Impacts, thoughts, and feelings of a group's membership or attendees - hazing, lack of accessibility, discrimination, and others

**Fiscal:** Monetary issues - budget management, failing to meet fundraising goals, and others

**Facilities:** Failing to treat spaces with respect - include inclement weather, improper set-up or clean-up for the event, safety/security issues with a specific venue, and others

## Waivers

In the instance that Risk Management requires the organization to obtain signed waivers for your event or program, the Student Organization is required to turn in the signed waivers to the Student Organizations and Entertainment office within one week of the event concluding. Failure to turn in waivers will affect the ability for the Student Organization to receive approval for future events. If participants of the event are under the age of 18, they must have a parent or guardian sign the form. In addition to signing the form, you should go over the possible dangers participants may encounter while engaging in the activity.

## Additional Event Insurance

In some cases, Risk Management will require that your event carry additional “special event” insurance. They will inform you on the limits that need to be set forth in the insurance policy. The University of Wyoming utilizes Tulip to procure insurance. STUDENT ORGANIZATIONS can receive a quote from their [website](#). Groups may also solicit quotes from other insurance vendors. In cases where additional insurance is required for a Student Organization requesting ASUW funding, a quote should be generated and given to Risk Management to be included in the budget request.

## Minors on Campus

The University of Wyoming is committed to the safety, protection, and wellbeing of minors who participate in University-sponsored or University-approved programs. To facilitate the safety of minors on campus, the University has implemented a policy to establish minimum requirements in which minors participating must comply without regard to the location of program activities. Student Organizations should be familiar of the [Minors on Campus Policy](#) in university-approved programs. If your Student Organization wants to have an event that will have participants under the age of 18, please [contact](#) the Risk Management office.

## Reserving Space on Campus

### Wyoming Union Reservations

Student Organizations can use Union facilities at no charge if you are not charging a fee to attend your event. The Union will charge for their services and space when there is an admittance charge for the event. Additionally, student organizations may be assessed fees if their event extends beyond regular building hours, or for unusual cleanup. The [Wyoming Union Events Office](#) reserves meeting and activity space in the Wyoming Union. Please contact them if you are interested in reserving anything in the Wyoming Union.

Phone: 307-766-3161

Email: [unionres@uwyo.edu](mailto:unionres@uwyo.edu)

Office: Wyoming Union, room 210

[Room Reservation Form](#)

## Priority Scheduling

Spaces in the Union can be reserved through the Events Office only for the current academic year. Reservations for the next academic year will not be accepted until a designated week in the spring. More information will be available every spring semester.

## Union Event Space Details

- Basic information about room setup should be communicated at least three weeks before the event
- Consider how much pre- and post-event time you will need, as many events and meetings are back to back
- Union Events can arrange rooms to be set with: a projector or big screen, conference phone, slide advancers, podiums, sign stands, and additional chair and tables
- When decorating for an event, Student Organizations are prohibited from using lit candles, confetti, and others
- Command painter's tape is the only approved tape for hanging decorations on the walls

## Breezeway Table Reservations

[Breezeway tables](#) provide opportunities for Student Organizations, Laramie community members, UW departments, and such, to reach a high level of individuals throughout the day in the main walkway of the Wyoming Union. Each Student Organization can request up to ten breezeway tables a month. If a reservation is made and a group does not show up three times in an academic semester, the student group will lose the privilege to use breezeway tables. Tables are available 8:00 a.m. – 5:00 p.m. Tabling is not available during finals weeks.

## Food Guidelines for Breezeway reservations

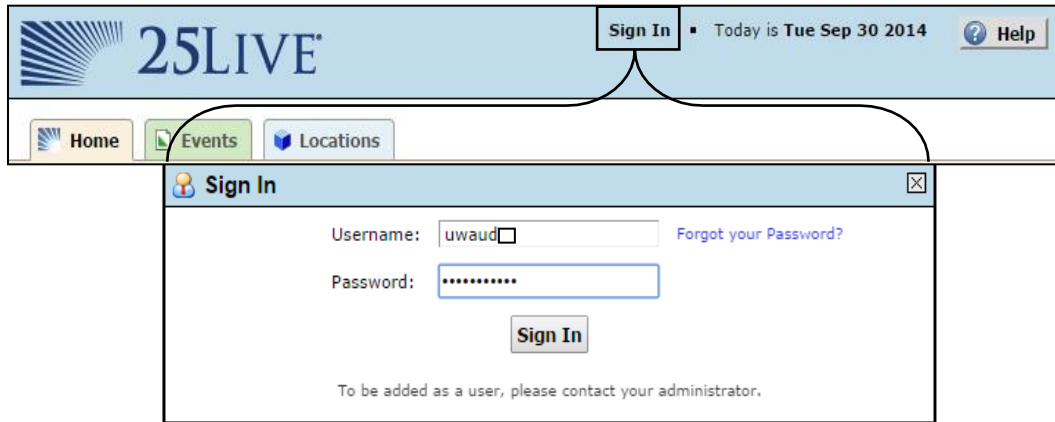
- Prepackaged snack items that are less than 3 oz. may be distributed for promotional purposes, after being approved by the Union Events Office.
- All food and beverages given away at breezeway tables, other than promotional prepackaged snack items, must be purchased through UW Dining/Catering.
- At the time the reservation or prior to the date for which the table has been reserved, the Union Events Office must be notified that food or snack items will be distributed.
- Bake sales and fundraisers must be submitted on UW Connect using the Event Notification Form
- We strive to create a welcoming environment for students in the Union. There is a strict no solicitation policy in the Union. All the members of your group must stay behind the table and are asked to refrain from aggressive salesmanship.

## Pete's Game Room

Student Organizations are allowed to rent Pete's Game Room for a nominal fee. Located in the lower level of the Wyoming Union, the space has pool tables, ping-pong, foosball, Xbox Ones, shuffleboard, and darts. Please contact our friends at [Union Events](#) to make a reservation.

## 25Live Reservations-Arts & Sciences/Education Auditorium

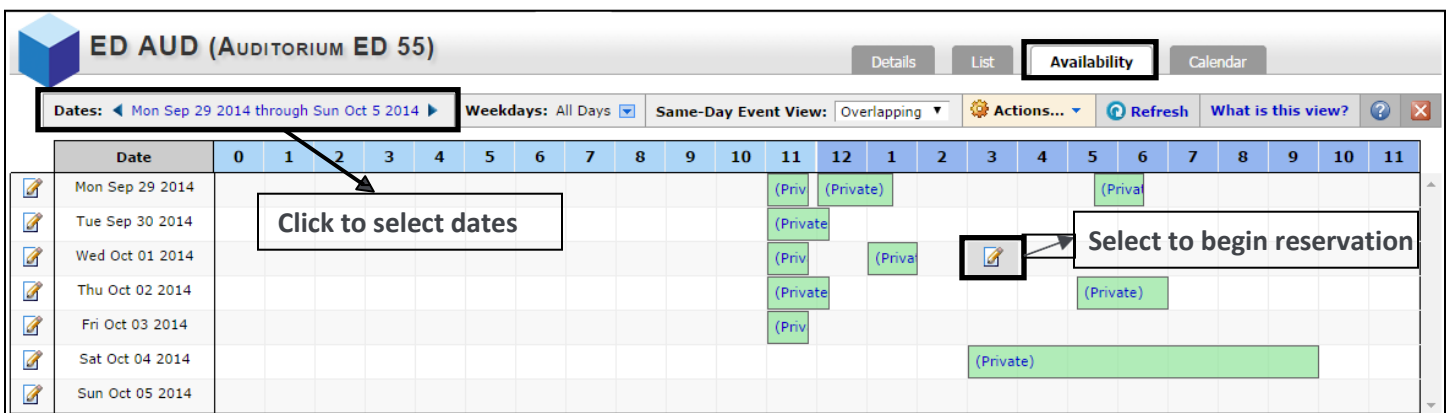
1. Navigate to the 25Live webpage: [Login Here](#)
2. Select "Sign In" at the top of the page and enter Username: uwaud, Password: AS\_ED



3. Once signed in, on the home tab under Dashboard, select which space you would like to schedule.



4. Once the availability for the space is loaded, select the date and time you would like to request



Once taken to the Event Wizard complete the required fields and submit your request by selecting Finish You will receive an email confirmation once your event has been approved.

- Arts & Sciences/Education Auditoriums Details

- The Arts & Sciences Auditorium seats 1,800 people and is used for events and rehearsals only
- The Education Auditorium seats 400 people and is used for meetings and events
- Consider how much time you will need for pre and post event times
- In the event description, please provide general information about the event and equipment needed
- Groups who book major events can only reserve the venue for up to two rehearsals and the event itself
- Groups who wish to book weekly events can only do so one month at a time

## Campus Facilities

Many facilities on campus are offered at no charge or at a reduced rate to Student Organizations. Below is a list of different facilities that have been used by in the past by Student Organizations. Please contact each facility to check on venue policies, booking procedures, pricing, and availability, as no two places have the exact same type of processes. All Student Organization policies and procedures are in effect at all facilities on campus. If you want to reserve an outdoor space, note that loud sound is only allowed between 11:45am – 1:00pm and 5:00pm - 6:00pm.

### [Academic & Outdoor Spaces](#)

307-766-6717

### *Foundation House*

307-766-6300

### *Fine Arts complex*

307-766-2198

### *Gateway & UW Conference Center*

307-766-2050

### *Alumni House*

307-766-4166

### *Washakie Center*

307-766-3175

### [Half Acre & Corbett](#)

307-766-3428

## Central Scheduling

If you are interested in holding a meeting, event or program in any other space on campus that has yet been mentioned, than make sure to connect with our colleagues over in Central Scheduling. They can reserve a variety of on-campus academic spaces, Fraternity and Sorority Mall, Prexy's Pasture, and Simpson's Plaza. Their contact is [central-scheduling@uwyo.edu](mailto:central-scheduling@uwyo.edu)

## Developing a Day of Schedule

If you are working with an artist or a speaker, event service providers, or other professionals, developing a day of schedule can help keep everyone on the same page. Day of schedules have the following information:

- General Information – Event name, date, location
- Contact Information – Student Organization contacts, ASTEC, venue contact, police, secondary contacts, others
- Itemized, detailed schedule that outlines room setup & availability time, production setup, sound check, arrivals, volunteer & group member arrivals, when doors open, event start time, change overs, event end time, clean up, venue curfew, and others

## **Advertising and Marketing**

### **Steamboat and UW Logo Usage**

Student Organizations do have permission to use the University of Wyoming logo for the purposes of their organization as long as it is not altered in any fashion. Please contact Institutional Marketing at [uwmktg@uwyo.edu](mailto:uwmktg@uwyo.edu) or 307-766-3257 for additional information. To obtain permission to utilize Steamboat, please contact Trademark Licensing at 307-766-3264.

### **Publicity Policies**

This policy provides guidelines for the posting of signs and banners, publicity, and advertising for Student Organizations at the University of Wyoming. All advertisements must be approved by the Student Orgs & Entertainment Office.

Sidewalk chalk is prohibited for use on University of Wyoming grounds and buildings

The advertisement, publicity, sign, or banner will not be approved if it contains language or encourages conduct that violates any University policy or law

If the event is on campus and open to the campus community, it must be approved through the event form on UW Connect

Posted advertisements may be placed on approved bulletin boards across campus through the Poster Run. If you miss the Poster Run, please visit the Campus Activities Center to get a list of approved bulletin boards.

Posting is not permitted on interior and exterior doors, interior and exterior walls, windows, fences, vehicles, directional and informational signs, lamp posts, bus waiting areas, light poles, barricades, trees, walk ways, waste baskets, and others

Posting over or removing existing material that has not expired is not allowed

All commercial posting by off-campus organizations, businesses, entities, and individuals is prohibited unless sponsored by a Recognized Student Organization, department, or academic unit, in which case the sponsor must be visibly noted on the poster. Per [UW Regulation 3-690](#), it is not permissible to post a third-party business name on posters or via online resources when the student organization is collaborating with the third-party businesses for financial gain

### **The promotion for sale or consumption of alcoholic beverages and tobacco products is prohibited**

*Failure to comply with these policies may result in cancellation of event, forfeiture of privileges, or loss of University recognition status.*

### **Poster Run**

This service distributes posters to designated bulletin boards across campus free of charge. This service is only offered to Student Organizations, Center for Student Involvement & Leadership, Dean of Students, and Residence Life partners.

Beginning fall 2021, campus departments may request use of the poster run for a fee of \$10 per use (per [UW FY22 Fee Book](#)) under a few conditions: A.) the event(s) or activity being promoted are primarily for students and pertain to leadership, involvement, or engagement and B.) there is sufficient space remaining on campus bulletin boards. To request the service, please email a copy of your requested poster to [StudentOrgs@uwyo.edu](mailto:StudentOrgs@uwyo.edu). If approved, bring 29 copies to Union 012 no later than 10 AM on Fridays. The fee will be billed via IDT. *Businesses or companies not affiliated with the University may not use the Poster Run service.*

**Poster Run Requirements for Student Orgs:**

- Posters must be no larger than 11” x 17” and are required to contain the following information prior to being included
- Sponsoring Organization’s Full Name (No Acronyms)
- Meeting or Event name
- Date & Time
- Location
- The ASUW logo on all advertisements if your organization receives funds from ASUW for the event

*If your event is being held on campus and is not a regular meeting you must register your event through UW Connect and have it approved before a poster can go on the poster run. Please note that you should register your event 2-3 weeks in advance of your event date to utilize the poster run for multiple weeks before the event date.*

Bring one poster or email digital copy to the Student Organizations and Entertainment Office ([StudentOrgs@uwyo.edu](mailto:StudentOrgs@uwyo.edu)) to have it approved by a staff member

Once your poster is approved, bring **29 posters** to the Student Organizations and Entertainment Office by Friday at 10:00 a.m. If your group misses this deadline, the organization can distribute flyers on their own and the Student Organizations and Entertainment will provide you with a list of the available bulletin boards, but your poster still needs to be approved by the Student Organizations and Entertainment staff and stamped

During peak months bulletin boards are highly utilized. Posters are hung to the best of our ability and no preferences will be given

The Poster Run service typically runs the Friday before the first week of the academic year through the week before Finals. Poster Run services also may not be available around or during university holidays/closures.

**Posters around Town**

Putting posters for your event around Laramie is a way to reach a greater audience and involve the community beyond campus in your event. Historical in the pass the listed business below have offered (*subject to availability of space*), placement of posters in their spaces.

Only 8.5x11 (Copies)-restrictions if any	Nothing bigger than 11x17 (Copies)-restrictions if any
McAlister’s (1) cannot involve the selling of food Turtle Rock Coffee Shop (1) Pedal House (1) Paddle House (1) Up In Smoke (1)	Uptown Coal Creek (1) Albany County Library (2) Paddle House (1) Sweet Melissa’s & Front Street (2 one per establishment) Downtown Coal Creek (1) Atmosphere (1) Big Dipper Ice Cream Shop (1) Herb House (1) Civic Center (1)

## Poster Room Access

The poster room in the Student Organizations and Entertainment Office offers free poster making supplies for any event registered by a Student Organization. These supplies include but are not limited to: paper, markers, paint, glitter, a button maker, and a helium tank. This service also extends to advertising for regularly occurring meetings. Please note that service and access to materials may be revoked to Student Organization who fail to clean up after themselves.

## Graphic Design Assistance

The CSIL Marketing Office can offer graphic design assistance to Student Organization. To take advantage of this service, please contact [csilmktg@uwyo.edu](mailto:csilmktg@uwyo.edu).

### Please be aware of the following guidelines:

- Requests must be made at least six weeks in advance. No exceptions will be made
- Project requests will be accepted on a first come, first serve basis for all Student Organizations, so reserve your space early
- Each student organization will be limited to one design project per academic year. Design project options include:
  - Poster (11" x 17" max.)
  - Table Tents (11" x 17" with 4 per page)
  - Handbills (8.5" x 11" with 4 per page)
  - Large Posters (2' x 3' max.)
  - Digital Sign (1228 x 1031 pixels)
  - Social Media
  - Newspaper Ad
  - T-Shirt Design
  - Special approval will be considered for projects not on the list above.
- Each Student Organization is responsible for all printing and advertisement costs. The CSIL Marketing Office is responsible for the design work only.

## Advertising in the Union

### ***Union Digital Signage***

Digital signage requests should be done via UW Connect during the event submission process. During the submission process, your Student Organization will be asked to upload an image meeting the guidelines below.

### Union Digital Signage Guidelines:

- The final image size must be 1228 x 1031 pixels OR 11.4 inches (width) x 10.11 inches (height)
- No text should be smaller than 25 pt. size
- Only use legible fonts & no more than three types of fonts
- Images, logos, etc. should not be stretched or pixelated



- Include specific info about your event such as date, time, location, your Student Organization's name/logo, contact info, etc.
- Files submitted must be in .jpg or .png formats
- The file resolution should not be less than 72 dpi.

If you need assistance with Union digital signage, contact the CSIL Marketing Office at [csilmktg@uwyo.edu](mailto:csilmktg@uwyo.edu).

### ***Union Reservation Advertising***

The Union Events office provides multiple ways to advertise within the Union. Please contact [unionres@uwyo.edu](mailto:unionres@uwyo.edu) or [request a reservation](#) online to utilize services. These services include:

- Breezeway Tables
  - Each student organization can request up to ten breezeway tables per month
  - If a reservation is made and not used three times in a semester, the Student Organization will lose privileges
- Table Tents
- Sandwich Boards
  - Posters hung on sandwich boards must be 2' x 3'
  - No flyers will be allowed
  - Space is granted on a first come, first serve basis as reservations allow
  - A maximum of two posters may be hung for a ten-day period over the course of a calendar month

### **Involvement Fest**

Involvement Fest happens bi-annually and is an opportunity for your Student Organization to recruit new members and publicize your upcoming events. The fall event happens between the 1-2 weeks of the fall semester on Prexy's Pasture while the winter event happens during the 2-3 week of the spring semester in the Union.

### **Student Organization Newsletter**

Monthly emails are sent to all Student Organization officers and advisors. If you would like your Student Organizations event or announcement featured in our weekly newsletter, please email us at [StudentOrgs@uwyo.edu](mailto:StudentOrgs@uwyo.edu) by Mondays at 2pm. Please note that your event must be approved on WyoCroq prior to us advertising it on the Student Organization newsletter.

[Check out our past editions](#)

## **Banking, Financial, Funding Resources & Services**

### **Student Organizations Financial Accounts**

All student organizations should maintain an account for their organization that is separate from the personal account of individual members of the group and the advisor. There are two options for Student Organizations for setting up accounts.

#### ***Local Bank Account\****

Student Organizations may set up an account at any bank in the area. Both Uni-Wyo Federal Credit Union and First Interstate Bank have been great for groups to work with. To establish a bank account, you will need a tax identification number (also known as employer identification number) with the account. We **DO NOT** recommend that you use any individual member's or your advisor's social security number. You can get a tax identification number through the IRS. The process is available online and you will receive the tax identification number instantly. For more information and to set up a tax number for your organization visit here. Student Organizations are not allowed to use the University of Wyoming EIN without the expressed consent of an authorized university official.

#### ***UW Foundation Account***

Student Organizations may also elect to utilize the assistance of the ASUW office to manage their finances. When a student organizations receive money through different ways they can elect to take that money to the Student Organizations & Entertainment Office and have it placed in an account specifically for their organization. When student organizations need that money, they will request funds from their account from the Student Organizations & Entertainment. If you are interested in obtaining a UW Foundation Account, please contact [studentorgs@uwyo.edu](mailto:studentorgs@uwyo.edu)

*\*Please be aware that if you're Student Organization uses any sort of funding or owns a bank account it is required to maintain ALL documentation of revenues and expenses for seven (7) years per IRS guidelines.*

### **P-Card Process**

Student Organizations that have active UW Foundation accounts can now utilize the Procurement Card (P-Card) method to purchase items for events, programming and other organizational needs. If your organization is interested in using this method, please review the follow document of what the card can be used for purchase wise.

For **any online** purchases (*such as Amazon*) please connect with the [Student Organizations Coordinator](#) to set up a date and time to make the purchase.

### **Tax Exemption**

Obtaining tax exemption can be a tricky process. There are many guidelines dependent on the source of the funding and how it will be utilized. In many cases, it may not be worth the effort or savings for your group to go through this process. Student Organizations can only use the UW Sales Tax Exemption and Tax ID status if they use a **foundation account**. Otherwise, Student Organizations are responsible for filing for their own.

Student Organizations with UW Foundation Accounts can contact Shelly Schaefer, our Business Manager for Dean of Students, CSIL & Res Life at [sschaefer@uwyo.edu](mailto:sschaefer@uwyo.edu), to figure out a solution that best meets the need of your group.

## **ASUW Funding Opportunities**

Student Organizations may request ASUW funding for programs and conference registration at any time during the academic year. The Student Organization Funding Board meets weekly on Mondays at 3:00 p.m. during the academic year to review requests. The Board will evaluate requests based upon the number of students served, the general value and scope of the event, and whether the event falls within ASUW Finance Policy. Events that are requesting funds must be submitted at least five weeks in advance. Please review the [Student Organization Funding Board](#) page for more information.

### **Conference Registration Funding**

Student Organizations may request up to \$750 per semester to go towards conference registration. Funds do not cover lodging, travel, or meals. Registration funds are available only to student members of the organization. Application forms are available on the [ASUW website](#). Please complete your request and deliver to the ASUW Office.

### **Program Funding**

Funding for Student Organizations programs is available during the academic year through an online application process to the Student Organization Funding Board. The application forms are embedded in the event registration form on UW Connect. Please complete and submit the request at least five weeks prior to your event. The application will be forwarded to the ASUW Director of Student Organizations Relations once all other parties have approved the event.

However, if a performer or catering contract is involved, it may take up to eight weeks. Most requests will be considered in the semester they are to occur. Exceptions will be made for those events that occur early in the following semester. Please submit your funding request as soon as possible.

The process for receiving funds after your application is submitted to the ASUW Business Office is as follows:

- The Director of Student Organizations Relations will schedule a time for you to present your request to the Board
- The Board will (1) approve the request, (2) approve it with amendments, or (3) deny the request
- If the amount approved is less than \$3,499, the Student Organization will be informed of the Board's decision immediately
- If the amount approved is \$3,500 or more, the request will go to the next ASUW Senate meeting for final approval
- Upon approval of funding, a representative of the funded Student Organization must work with the ASUW Accountant & Director of Student Organizations Relations and the Student Organizations and Entertainment Office to successfully complete the planning and funding of the event within university approved procedures

Basic guidelines for requests are:

- Programs should be open and free to all students
- Programs should be advertised across campus and display the ASUW logo
- Programs should have a valid educational purpose
- Programs must not include alcohol, tobacco, or any other illegal substance
- Programs should not be a charitable fundraiser for themselves
- Programs should not foster excessive entanglement between the University of Wyoming and a particular religious or political ideology

## **General Fundraising Opportunities**

Individual fundraising efforts by Student Organizations have proved to be one of the most successful methods of obtaining funds. Be creative and resourceful when brainstorming ideas.

Fundraising activities for an event require completion of an event submission form through UWConnect (*WyoCorq*). Tables in the Wyoming Union Breezeway, rooms, or public spaces in other campus buildings can be reserved and utilized for fundraising. (***Please note, all appropriate reservations are need prior to the submission of the event submission form***)

### **Athletic Concessions**

Athletics offers the opportunity for Student Organizations to work the concessions at War Memorial Stadium during the football games. Please contact [athconcs@uwyo.edu](mailto:athconcs@uwyo.edu) for more information if you are interested in participating.

### **Landmark Staffing**

Landmark will pay Student Organizations to help take tickets, usher, check bags, oversee parking, and other security activities at athletic events on campus. For more information, please contact [glenf@landmarkeventstaff.com](mailto:glenf@landmarkeventstaff.com).

### **Bake Sales**

Please review the Wyoming Union Policies & Operating Procedures for how to hold a bake sale.

1. Only UW recognized student organizations may hold bake sales within the Wyoming Union
2. The UW recognized student organization must identify itself with a sign that is displayed at the site of the sale
3. Bake sales are limited to baked homemade food items
4. Student organizations must register bake sales, or any fundraising activity, on UWConnect (*WyoCorq*)
5. The UW recognized student organization assumes all liability associated with any bake sale

### **Co-Sponsorships**

The Student Organizations and Entertainment Office is excited at the opportunity to collaborate with organizations across campus. Please visit our [Co- Sponsorship](#) site to see if we can work together. Other Student Organizations may also be looking to put on an event of a similar nature. Reaching out to them may open doors you had not yet considered.

### **Fundraising Nights at Local Restaurants**

Some local restaurants like to support our Student Organizations through a variety of programs. Please get in touch with ASUW to see if there are any that do a program that fits in with what your Student Organization is trying to accomplish.

### **Raffles**

Student Organizations can hold raffles for the purposes of fundraising for their organization or charitable donations as long as the prizes are not money. Prizes and raffles must be conducted in line with all UW, state, and federal guidelines. When reserving space to promote a raffle, please be specific as to the process and prizes when contacting the appropriate parties.

---

### **Reaching Out to a UW Department or College**

Occasionally, a UW Department/College will donate funds to a Student Organization with a similar mission. If you are interested in this type of partnership, please review the [Departmental Donation form](#).

### **Community Solicitation of Donations**

Please contact Student Orgs & Entertainment ahead of time if you are planning to solicit funds from members of the Laramie community and if they would tax document to reflect the donation (**only available to Student Orgs with UW Foundation Accounts**)

### **Safe Ride Sidekicks**

Student Organizations can earn incentive money for sidekicks. For more information, see their [website](#).

## Student Organization Programs & Services Offered

### Student Org Workshop Series

Every semester student org leaders have the opportunity to attend variety of workshop dedicated to support them through their student org leadership journey. Ranging from the basics of planning an event on campus to community services opportunities for your student org and how to be a part of different campus initiatives. Check out the offers for this upcoming semester.

[List of Semester Student Org Workshop Series](#)

### Student Orgs @ Night (Pilot for FA 2021)

Is a program focused on provide an opportunity for student orgs and its memberships to connect after the “*traditional*” programing hours of 8:00 A.M.-5:00 P.M. Student Orgs @ Night are scheduled to occur twice in the Fall semester with them taking place in September & November. Make sure to follow our [@uwyoocsil](#) on Instagram and read our monthly student org newsletter for all the exciting details of Student Orgs @ Night.

### Awards of Excellence Program

Make sure to participate in the celebration of your student org’s accomplishments of the year by submitting them for an award. Every Spring semester, the Student Organizations and Entertainment Office highlights the amazing accomplishments of our student org community in variety of categories from Officer of the Year to Best Poster Design and so much more!! The Review process opens in November

### Student Organization Equipment/Rental Program

Each of these items in reserved on a first-come, first-serve basis and reserved items must remain on campus. To make a reservation, please stop by the Student Organizations and Entertainment Office in the Union, Room 012, and speak with our Student Orgs Office Aide. The Student Organizations and Entertainment Office offers these items for checkout free of charge to Student Organization. Check Out: Corn hole, Spike ball, Popcorn machine, a variety of board games, and a few of the latest gaming systems. [Find more details here!](#)

### Student Organization Mailboxes & Campus Mail Service

Student Organizations can use the Student Organization and Entertainment Office mailboxes to receive mail. To request a mailbox in the Student Organization and Entertainment Office, check the box on your annual renewal form through UW Connect. There are a limited number of mailboxes available, so not all requests will be fulfilled. If groups fail to check their mailbox after three contact attempts by the Student Organizations & Entertainment, **mailbox privileges will be revoked for up to two semesters.**

If you would like to check the present status of your organization’s use of this service, please contact [StudentOrgs@uwyo.edu](mailto:StudentOrgs@uwyo.edu) Information placed in these mailboxes must be affiliated with a Student Organization or the University of Wyoming only.

---

Campus Mail Service is utilized for mailings on campus, Student Organizations must pay for any mail being delivered off-campus.

If your Student Organization is granted a mailbox, the address for your Student Organization will be:

*STUDENT ORGANIZATION NAME*

*1000 East University Avenue Dept. 3625*

*Laramie, WY 82071*

### **Student Organization Centralized Drop-Off Location**

If your Student Organization needs to have a centralized location for members or others to drop off applications or the like, the Student Organizations & Entertainment Office can act as that centralized location. Because of security issues, we cannot accept cash on behalf of groups, but can accept checks, applications, and the like. To utilize this service, please contact [studentorgs@uwyo.edu](mailto:studentorgs@uwyo.edu)

### **Student Organization Storage Opportunities:**

The Student Organizations and Entertainment Office, now oversee storage opportunities for student orgs that many have items they cannot acquire space for. Please contact our Student Org Support Team at [studentsorgs@uwyo.edu](mailto:studentsorgs@uwyo.edu)

All policies and procedures are subject to change. **Last updated 9/28/21**