



ACADEMIC YEAR 2019-2020

# STUDENT ORGANIZATION RESOURCE GUIDE

# Contents

- Responsibilities.....3**
- Registration .....4**
  - Benefits .....4
  - Requirements .....4
  - Registration Process.....5
  - Organization Status.....6
- Financial Responsibilities.....7**
  - Managing Funds ..... 7
    - Depositing funds into a club account.....7
    - Withdrawing funds from a club account.....8
    - Closing a club account.....8
- Reserving Spaces on Campus .....9**
- Planning your Events.....10**
  - Large Events.....12
- Eagle Link ..... 13**
  - Access to your Organization’s Page ..... 13
  - Action Center ..... 14
  - “How to...” Guide ..... 15
- Marketing and Promotions.....19**
  - Social Media ..... 19
  - Promotions in ADUC..... 19
    - Digital Signage.....19
  - Posters and Fliers.....20
  - Information Tables ..... 20
  - Chalking..... 21
- Risk Management .....22**
  - Process for Assessing Risk .....23
  - Security ..... 24
  - Contracts..... 24
  - Alcohol ..... 24
  - Travel..... 25
- Forms .....26**

# RESPONSIBILITIES

- All Registered Student Organizations (RSO) are required to renew their official registration status each academic year with the Office of Student Activities.
  - Re-registration for all student organizations must be completed via Eagle Link <https://moreheadstate.campuslabs.com/engage/>
- All RSOs are responsible for knowing and understanding risk management policies for all events both on campus and off campus.
- All RSOs are responsible for knowing and understanding hazing policies of Morehead State University <http://www.moreheadstate.edu/Student-Affairs/Student-Activities/Morehead-State-University-Hazing-Policy>.
- All RSOs are responsible for knowing and understanding how to effectively manage all financial accountabilities and obligations including restrictions.
- All RSOs are responsible for knowing and understanding campus policies with respect to publicity, promotions and marketing.
- All RSOs are responsible for knowing and understanding all regulations, policies and guidelines specific to student organizations in the Student Handbook <http://www.moreheadstate.edu/Student-Services/Dean-of-Students/Student-Handbook>.
- All RSOs are responsible for knowing and understanding all requirements from the Student Organization Policy Manual.

# REGISTRATION

Morehead State strongly supports the innovation of our students in creating organizations to meet shared interests. The process for creating a new student organization is outlined below. For additional support, contact Student Activities at **606-783-2071**.

## BENEFITS OF REGISTERING

- Ability to apply for funding through the Student Government Association (SGA).
- Ability to request use of campus facilities through Rendezvous.
- Online portal and free website through [Eagle Link](#).
- Ability to reserve a table at the annual Eagle Fest/Eagle Explosion/SOAR.
- A student organization mailbox in 217 ADUC.
- Ability to apply for a university account through Accounting and Financial Services.
- Eligibility for an SGA Award.

## REQUIREMENTS TO REGISTER

To register or re-register your student organization, you will need the following:

1. **At least 8 members** that can be listed on your roster (this may include officers of the organization)
  - Members are defined as current MSU students enrolled Full-Time (12 Undergraduate or 9 Graduate credit hours)
2. **A constitution or set of bylaws** that governs the organization as well as processes and procedures of the organization
  - [Basic template](#)
  - [Intermediate template](#)
  - [Advanced template](#)
3. **An advisor** that is a faculty/staff member at MSU.
4. **Club Account Authorization Form** – only required for student organizations that are collecting dues or have any other financial interactions. This requires the signature of the advisor (sponsor), president, treasurer and Associate Director of Leadership, Programming and Inclusion. Only those listed on this form can sign check requests for student organizations. **Renewal authorization is required annually.**

# REGISTRATION PROCESS

## 1. Complete Annual Registration via Eagle Link.

### • New Student Organizations

- Sign in to Eagle Link using your MSU login.
- Select "ORGANIZATIONS" from the top menu.
- Select "REGISTER AN ORGANIZATION" from the left menu.
- Select "REGISTER A NEW ORGANIZATION" at the bottom of the page.
- Follow the steps provided to complete the form.

### • Organizations that are Re-Registering

- You must have signed into Eagle Link at least once to be registered as a user before you begin this process and must use your MSU email address to log in.
- Sign in to <https://moreheadstate.campuslabs.com/engage> using your MSU login information.
- Select "ORGANIZATIONS" from the top menu.
- Select "REGISTER AN ORGANIZATION" from the left menu.
- Search for your organization.
- Click the "RE-REGISTER" button and follow the steps provided.

### • Organizations that are Re-Registering after a Period of Inactivity

- Please contact Sami Case about how to register your organization.

## 2. Once you submit a registration/re-registration form, your submission will be approved or denied within 2-5 University business days.

- If approved, you will receive an email stating that your registration was approved and a copy of your Verification Letter.
- If denied, a detailed description of why you were denied will be sent to you through Eagle Link, and you can work with your organization to meet the desired criteria outlined in that description.

## 3. Attend an Eagle Link 101 orientation workshop

- After your organization is approved, you will be contacted about scheduling an Eagle Link 101 orientation workshop with the Office of Student Activities.
- You will need to send your President or Secretary (or officer responsible for maintaining records and communications) to attend the training.

## ORGANIZATION STATUS

- **Active** – Organization is registered, met all requirements, and in good standing
- **Frozen** – Organization is pending requirements
- **Locked** – Organization is suspended for conduct, academic, or financial reasons
- **Inactive** – Organization has not registered for the current academic year

# FINANCIAL RESPONSIBILITIES

All RSOs that have a club account with MSU must update the form with information of the current financial officer responsible for the funds and the advisor at the beginning of each Academic Year in August (see Forms on page 20). This may take up to 10 business days for the information to be updated in Accounting and Financial Services.

Newly registered RSOs that will have any type of financial transactions with the members are required to submit a Club Account Authorization Form to the Office of Student Activities to establish a club account for the RSO. It may take up to 10 business days for the account to be established with Accounting and Financial Services.

## MANAGING FUNDS

All funds in club accounts are managed solely by the organization and are the responsibility of the financial officer and advisor to ensure those funds are managed appropriately.

A club account is an MSU account that the RSO can use to hold money gathered from dues, fundraisers or any other means of financial support for the organization. Not every RSO will have a club account, if the RSO does not collect dues, fundraise or have any need for financial support, the organization is not required to have a club account or submit the *Club Account Authorization Form*.

### **Depositing funds into a club account**

Any money an RSO needs to deposit into their club account must be deposited using a *Daily Report for Cash Receipts* form available at Student Activities in ADUC 217 or Accounting and Financial Services in Howell McDowell 207.

The *Daily Report for Cash Receipts* form should include date, RSO club account number and amount of the deposit as the name and MSU ID# of the person making the deposit on the appropriately designated line (*full name of the depositor*). The deposit line should include specific information about the how the deposit was obtained, for example: *\$150 from bake sale for community service initiatives on September 4, 2018*.

Once the money is deposited it may take up to 5 business days to show the money in the club account.

It is the responsibility of the financial officer to maintain accurate records and accounts of all financial transactions particular to that RSO. This should also be overseen by the advisor to ensure a system of checks and balance.

RSOs do not automatically receive funding from Student Government Association. Any RSO that is interested in pursuing support funding from SGA must complete a Funding Packet through SGA and follow the procedures outlined from the SGA constitution.

### **Withdrawing funds from a club account**

RSOs desiring to use money in a club account must first purchase the items, product or services and submit a receipt of the purchase to the along with a *Check Request* form (see forms) to be reimbursed for the purchase from the club account.

Money cannot be withdrawn in anticipation of a purchase; a reimbursement of a purchase is the only method of receiving money from a club account.

A Check Request Form must be submitted along with the original receipt(s) to Accounting and Fiscal Services to request a reimbursement of the purchase. This form requires two signatures of the people listed on the Club Account Authorization form as financially responsible for the Club Account.

### **Closing a club account**

RSOs that desire to close a club account must first remove the balance from the account by submitting a check request (see forms section of handbook) indicating that the account is being closed on the request. Once the check has been received removing the balance of the account, one of the officers currently listed on the Club Account Authorization form must visit the Office of Student Activities in AUDC 217 to complete the bottom portion of the Club Account Authorization form currently on file for the RSO. Once that has been completed the form will be submitted to Accounting and Fiscal Services by the Office of Student Activities. The process to officially close the account will take 7-10 business days from the day the form is received in Accounting and Fiscal Services.

# RESERVING SPACES ON CAMPUS

Any student organization that is interested in reserving space on campus as an organization must be registered with the Office of Student Activities for the current academic year.

Reservations are submitted through the Rendezvous Reservation System and must be submitted by a designated person from that student organization.

Once a reservation has been submitted, the RSO should check back in the Rendezvous system to ensure the reservation has been approved to move forward with planning the event.

For more information on scheduling an event on campus please visit the Student Center and Event Services site <http://www.moreheadstate.edu/Student-Affairs/Student-Center-and-Event-Services>.

# PLANNING YOUR EVENTS

Event planning can be a challenge for RSOs if careful thought, consideration and planning are not considered well in advance of the event. When making plans for events RSOs, there are considerations that may need to be taken into account. This guide will help walk you through the event planning process.

- Date of event
  - Depending on the size and scope of the event, the date is the first factor to be considered.
  - Are there any other major events scheduled for that date that may conflict with your date?
  - Is the date far enough in advance to do adequate planning?
  - Do you have an alternate date selected if the first date is not available or doesn't work out?
- Location of event
  - Do you have a location selected for your event?
  - Has a reservation for that location been submitted, if on campus, through Rendezvous?
    - You can check the availability of the space on the reservation calendar.
    - Once submitted you can check the status of the event on your calendar, your event is not confirmed until it turns green on the reservation calendar.
    - Include the setup needed for the event on the reservation.
    - Reservations may not be approved more than three (3) months prior to the date.
  - Do you have an alternate location selected in the event the first location is not available?
  - Keep all reservation emails and documents for your records.
- Speaker/performer/presenter
  - If you are having a person or group speak, perform or present for the event, do you have them identified?
  - What is the cost associated with that person/group?

- Does the RSO have the funds to pay for the person or group?
- Is the person/group available for the date you have set for the event?
- Is there a contract the person/group uses?
  - If a contract is required, contact your advisor to ensure they are aware of the contract and the obligations of the contract.
- Are there any specific requests, usually referred to as a contract rider, included in the contract such as lodging, meals, needs on the day of the event?
  - Some contracts will also include a technical rider with specific technical requirements for the person/group.
- Technology
  - When planning your event make sure you are aware of any technology needs that you may have for the event such as audio or visual needs such as music, videos, presentations etc.
  - When you submit your reservation on Rendezvous, you can include audio/visual (AV) needs on the request if available through the Office of Student Center and Event Services.
  - Review contracts and riders if applicable to ensure your location can meet the needs of the person/group.
- Food Services
  - If you are planning on serving food at your event you must use Aramark due to the contract between MSU and Aramark. Aramark is licensed and certified to prepare, handle and serve food to meet local and state regulations for food handling, preparation and serving.
    - You can submit a food waiver to use another type of food at campus events, but please note that most events on campus must use Aramark for their food needs.
    - No food waivers will be approved for Adron Doran University Center (ADUC).
  - For more information please visit the Student Center and Event Services site <http://www.moreheadstate.edu/Student-Affairs/Student-Center-and-Event-Services> .

The event submission process on Eagle Link helps guide you through many of these questions.

## **LARGE EVENTS POLICY**

Any RSO desiring to bring a speaker, entertainer, or performer to campus should submit a host request to the Office of Student Activities. See Request to Host Large Event form on Eagle Link and the Guide for Hosting Concerts and Large Events (available on the MSU Website).

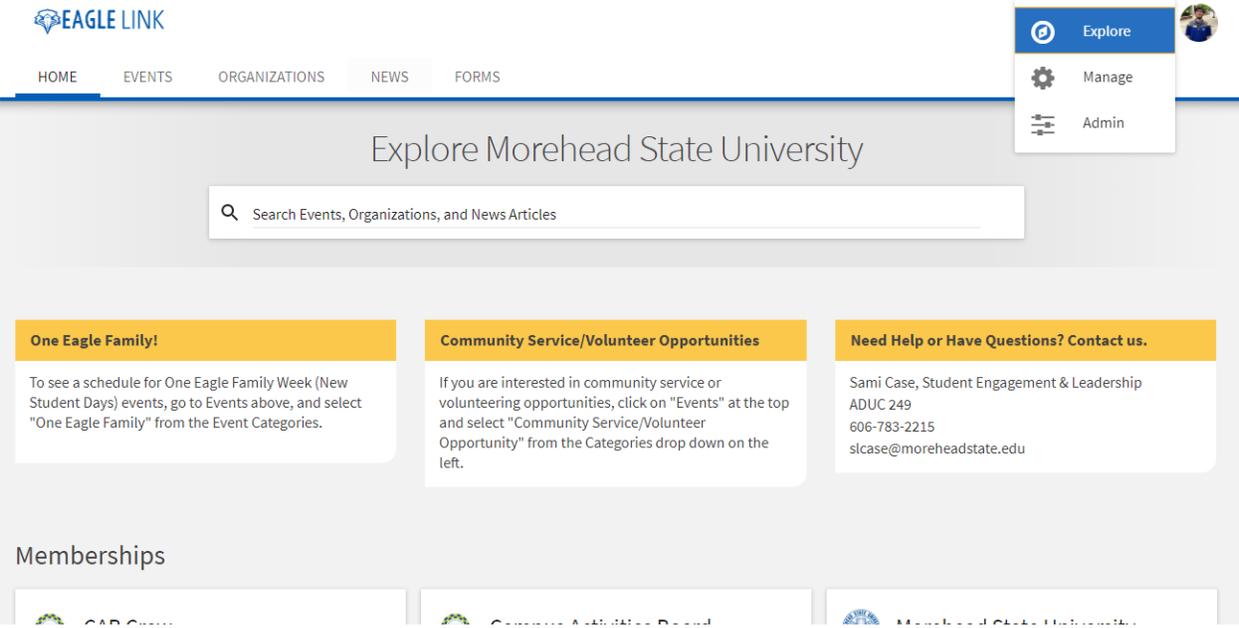
# EAGLE LINK

Eagle Link is Morehead State’s online platform that connects students with student organizations and campus programs. Each student organization receives a unique Eagle Link page where they have the ability to promote upcoming events, communicate to potential and current members, manage their organization’s event planning, and more. Student organizations are required to maintain an active Eagle Link page.

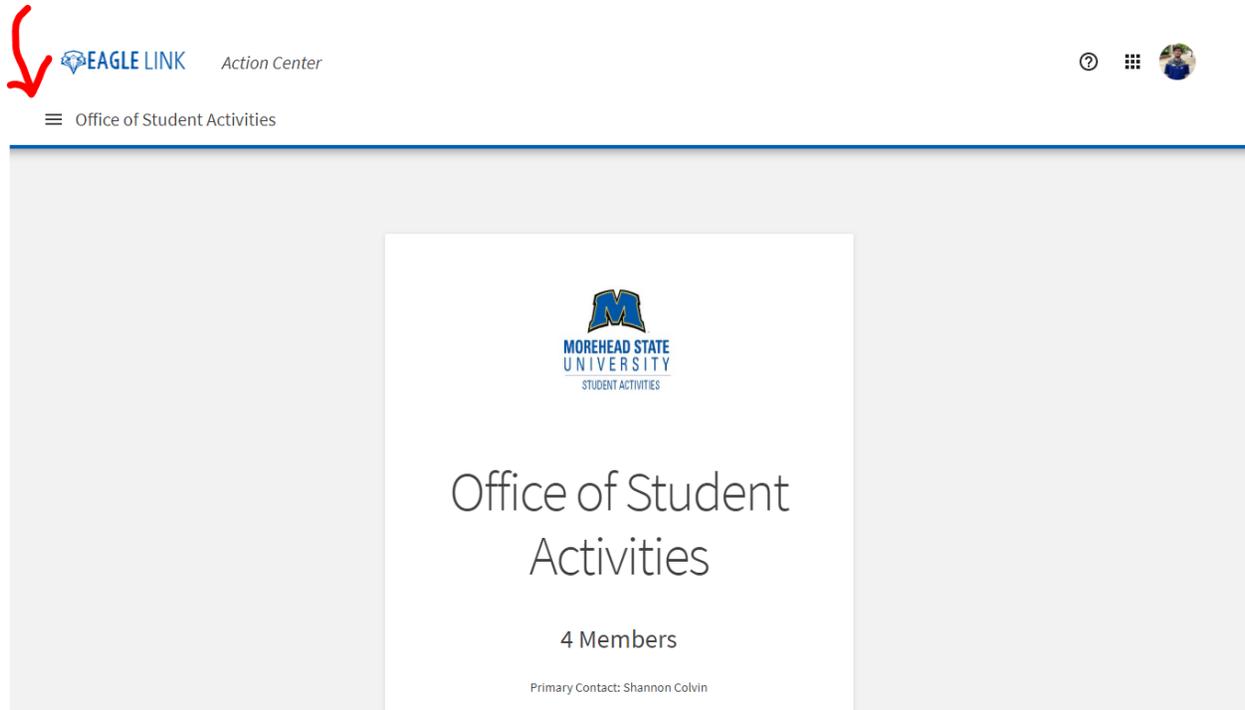
## ACCESS TO YOUR ORGANIZATION’S PAGE

Officers have managerial access to their organization’s Eagle Link page through the Action Center on Eagle Link.

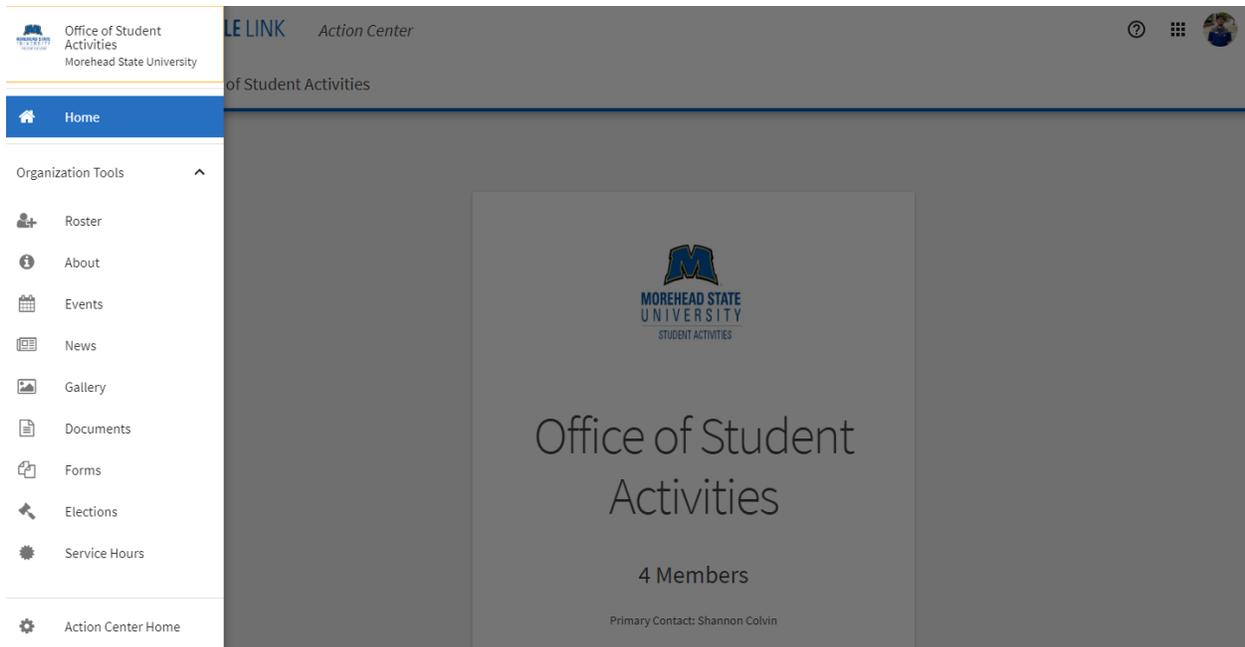
To access the organization’s Action Center: on the home page, click on the grid next to your initial and then select “Manage.”



Now you are in your Action Center. Once in your Action Center, click on the organization you want to manage under “My Memberships.” Then click on the “Manage Organization” button on the top right of your organization’s page.



Once you’ve clicked on the organization you’ll be taken to your Organization’s Action Center. Here you can hover over the three lines next to the organization name to access managerial functions for your organization.



## ACTION CENTER

Below is a description of each page within the Action Center. We suggest taking time to click around your Eagle Link page to become familiar with its many features.

- **Home:** This page is the management landing page for the organizations. During the Recognition Process this is where you will find the blue “Re-Register This Organization” button to submit the re-registration form.
- **About:** This page is where the organization’s description, contact info, photo, and social media sites are updated.
- **Events:** This page is where you can submit an Event Form. Go to the “Create an Event” button at the top of this page to do so. Events can also be managed through this page once they are approved by Student Activities.
- **News:** This page allows officers to create news articles about their organization. When these news articles are published they are shown on the homepage of Eagle Link so this is a great publicity tool for organizations to use.
- **Gallery:** This page allows officers to upload pictures of the organizations
- **Documents:** This page allows officers to upload organization documents such as the organization’s constitution. Uploading documents to this page aids in the officer transition process each year.
- **Forms:** This page allows officers to create forms such as sign-up forms, interest forms, etc.
- **Elections:** This page gives officers the option to hold elections via Eagle Link

## HOW TO:

### **Invite and Accept Members**

Inviting members happens from the Roster Page of your organization's Eagle Link page. To invite members, click on the blue "INVITE PEOPLE" button on the top of the Roster Page. On the next page, list the email addresses you are sending invites to. Click "ADD E-MAIL ADDRESS" and then click "SEND INVITATION." To respond to member requests, click on the Prospective tab on the Roster Page and respond to member requests.

### **How to Update Rosters**

Primary Contacts/Presidents have the ability to update rosters. When your organization transitions each year, the outgoing Primary Contact must update the roster to change the Primary Contact to the new President. Note: a person must be listed first as President in order to be the Primary Contact.

### **How to Update Positions**

On the Roster Page of your organization's Eagle Link page, you have the ability to create new positions. To do so, click on the "Manage Positions" button on the roster page, then click on "+ POSITION" to create a position. Note: the four required positions are already set (President, Vice President, Secretary, & Treasurer) and officers should be in those four set positions.

### **To Assign People Positions**

On the Roster Page, search for the person you are assigning a position to. Once you've located the person, click on the pencil icon next to their name. Then check the position they hold. Note: when updating rosters, you also need to remove people from their previous positions by following the same steps.

## NAVIGATION TO EVENT SUBMISSION PROCESS

1. Navigate to Eagle Link and log-in
2. Click on the grid at top right of screen and select manage
3. Click on your organization's name
4. Click on the Organizational Menu (square next to the org's name at top left of screen)
5. Select Events
6. Click on Create Event (top right of screen)

## EVENT SUBMISSION PROCESS

This process must be used for all events your organization is hosting (with the exception of general business meetings and tabling).

### Create Event

1. Event Title: Name of Event
2. Theme:
  - Arts and Music – movies, crafts, performing arts, etc.
  - Athletics – Club sports events, athletic events, etc.
  - Cultural – Diversity/inclusion-focused
  - Fundraising – only for events where groups are fundraising
  - Group Business – Organization meetings and/or business
  - Learning – Educational events, seminars, in-services, workshops, trainings, etc.
  - Service – Community service/volunteer opportunities only
  - Social – Entertainment events, receptions, games, etc.
  - Spirituality – religious/faith/spirituality-based services/events
3. Description: This is shown to students and is used primarily for advertising your event
4. Additional Organizations Co-hosting this event: If you are co-hosting an event, add those organizations here
5. Start/End Date and Time
  - If event is happening multiple times, please scroll down and select “Add Another Date”
6. Location
  - Click add location
  - Suggest clicking “No” at top and typing in “Building and Room Number” into the Location Name (e.g. – ADUC 311)
  - Most campus locations available on Rendezvous are added
  - Click on save

### Event Details

1. Shown to:
  - The Public: anyone anywhere in the world can see this event
  - Students & staff at Eagle Link: anyone with a MSU log-in can see this event (includes alumni, students, staff, faculty, MSU affiliates, etc.
  - Organization Members: Only members of your student organization can see this
    - i. Use this option for regular meetings so that all of campus
  - Invited Users Only: Only those you invite can see this event
    - i. Can be used for FSL standards meetings or Executive Board meetings
2. Allow attendance at this event to be shown on the Eagle Involve: Attendees can add this to their Co-curricular transcript
3. Allow anyone to self-report attendance: Anyone can say that they were at your event
4. Event Categories: Select all that apply.

5. Perks:
  - Free food: If there will be free food/drinks at an event (Keep in mind the food waiver policy through Auxiliary Services)
  - Free Stuff: If you are handing out swag or free items/prizes
  - Credit: If it is used for class credit or community service hours

Click “next” at bottom right of screen

## RSVP Settings

1. Who can RSVP:
  - Anyone: Anyone can RSVP to your event
  - Only invitees: only people you send an invitation to can RSVP
  - No one: Turns off the RSVP option for the event
2. Limit number of RSVP spots
  - Maximum number of RSVP spots allowed: Number of spots available
  - Show number of spots to public: lets users see how many spots are left
3. Allow Guests
  - Limit number of guests per RSVP: lets you choose how many guests each RSVP can bring
  - Count guests against remaining RSVP spots: makes guests count as part of the overall RSVP spots
4. You can also create custom questions, such as t-shirt sizes, a guest list, etc.

Click “next” at bottom right of screen

## Picture Uploader

1. Click on Choose File and upload a promotional image to attach to your event
  - Good for attaching a flier or catchy image to draw people into your event

Click “next” at bottom right of screen

## Space Reservation

1. Have you booked this event on Rendezvous?
  - Yes – you have submitted a space reservation on Rendezvous and the location/time/date matches the location/date/time on this form
  - No – you have not submitted a space reservation yet
  - N/A – this event does not take place on campus or does not need a reservation

Click “next” at bottom right of screen.

## **Risk and Liability Management**

1. Which of these types of risks may this event involve?
  - This section describes any risks that may be associated with the events
    - i. Emotional - Sexual harassment; diversity and inclusion; peer pressure; hazing; stress
    - ii. Facilities - Damage to property; damage to buildings
    - iii. Financial - Budget; money; theft; fraud; embezzlement
    - iv. Physical - Alcohol; travel; hazing; assault; food; physical labor (running, jumping, prolonged exertion, etc.)
    - v. Reputational - Lack of members; lack of leadership; recruitment concerns; organization and university policies and guidelines; national compliance (ADA, FERPA, HIPPA, etc.)
    - vi. Alcohol – This event includes the usage of alcohol
  - Select all that apply and click next
  - Depending on which ones you select, fill in the requested information

## **Reviewer Options**

1. Is this submission for a Fraternity and Sorority Life event?
2. Is this submission for a CAB Event?
3. Is this submission for a Community Service Opportunity?
4. Any additional comments/concerns: leave any comments for the reviewer (Sami Case) here

Click “next” at bottom right of screen.

Click “Submit” after reviewing details.

# MARKETING AND PROMOTIONS

Marketing and promoting your events can be one of the most challenging parts of a student organization. There are several ways to market and promote your events including meetings and interest sessions for your organization.

## SOCIAL MEDIA

RSOs can have social media accounts specific to that organization but must be careful in posting information to these accounts. Although MSU may not oversee the account, the fact the RSO is registered through the university brings another level of responsibility to the use of social media. Organizational social media accounts are expected to use the same principles as MSU when posting for their organization, respect and responsibility. If MSU is aware of a posting that is inappropriate in any way, the RSO will be contacted and could be asked to remove the posting as well as possibly face disciplinary actions. For more specific information about posting policies please refer to UAR (University Administrative Regulation) 704.01 <http://www.moreheadstate.edu/MSU/media/UARs/UAR-704-01-Communications,-Marketing,-Media-Relations,-and-Digital-Publishing-Policies.pdf>.

## PROMOTIONS IN ADUC

Promotions and marketing in ADUC will be limited to digital signage and information tables. Due to the different layout of the university center and communal spaces, hanging posters and flyers in specific areas are no longer permitted. RSOs can promote and market their events through digital signage throughout the facility and reservation of information tables in ADUC.

### **Digital Signage (More Info Coming Soon)**

RSOs desiring to submit items for digital signage must submit the material to the Office of Communications and Marketing (OCM) via the Request a Project Form. Material must include the following information:

- Beginning and ending date for the material
- Contact information for the person that will serve as the main contact for the event
- Date of event
- Time of event

- Location of event
- Any fees that are associated with the event such as an entrance fee

All materials must be submitted to the Office of Student Activities at least two weeks in advance of the event. The person submitting the request will be notified of the status of approved or not approved within 2 business days of the submission request. If additional time is required for the approval process, the person submitting the request will be notified.

## **POSTERS AND FLYERS**

Posters and Flyers are permitted to be posted on general use bulletin boards in campus facilities, with the exception of Residence Halls and ADUC. Posters and flyers must include the following information:

- Contact information for the person that will serve as the main contact for the event
- Date of event
- Time of event
- Location of event
- Any fees that are associated with the event such as an entrance fee

Posters and flyers are not permitted to be posted in residence halls as there are no general use boards in those facilities. For questions regarding postings in the residence halls, please contact Student Housing at 606-783-2060 or [housing@moreheadstate.edu](mailto:housing@moreheadstate.edu). Individual members of the organization may post material on the exterior of their assigned room exterior doors; however, the material must be appropriate for public viewing.

## **INFORMATION TABLES**

RSOs desiring to reserve an information table in ADUC must use the Rendezvous Reservation System.

Reservations are submitted through the Rendezvous Reservation System and must be submitted by a designated person from that student organization.

Once a reservation has been submitted, the RSO should check back in the Rendezvous system to ensure the reservation has been approved to move forward with planning the event.

For more information on scheduling an event on campus please visit the Student Center and Event Services site <http://www.moreheadstate.edu/Student-Affairs/Student-Center-and-Event-Services>

## **CHALKING**

Chalking on campus to promote RSO is permitted only on horizontal surfaces that are in the open air and therefore can be touched by rain. Sidewalk chalk is the only medium that is permitted, chalk paint is not permitted as it is sometimes hard to remove, and rain does not usually remove it. Surfaces that are on the underside of surfaces such as doorways or in doorways are not permitted to be chalking on per the policy in the Student Handbook <http://www.moreheadstate.edu/Student-Services/Dean-of-Students/Student-Handbook/Regulations,-Policies-and-Guides/Chalking>.

# RISK MANAGEMENT

Risk management as a plan to manage any event that may have a risk of injury, loss or damage to property. Risk management also includes events that may pose a threat to public reputation of the individual, organization or institution (Morehead State University).

A good risk management plan should include but is not limited to these considerations:

- Is there any chance that an individual may be injured or worse as a result of attending this event?
- Is there any chance that an individual may be injured or worse as a result of voluntary participation in this event?
- Is there any chance that this event presents a significant risk of injury, loss or worse through a required participation in activities planned for this event?
- Is there any chance this event may be harmful or detrimental to the reputation or public opinion to an individual, organization or institution (Morehead State University).

Organizers of all event should have a risk management plan in place during the planning phase of the event and share that plan with all members responsible for organizing the event as well as members in charge of risk management for the organization. Risk management plans should include but are not limited to:

- A list of contact numbers for emergency services and law enforcement agencies that may have to respond to the event.
- A list of contact numbers for individuals that may be directly responsible or accountable for the organization (advisors, department heads, Deans, etc.)
- A plan for crowd control in the event of a major impact such as fire, medical emergency etc.
- A comprehensive list of individuals either currently at the event or has previously checked into the event. This list is important in the case of something that would require a confirmation of who is and/or was at the event.
- Forms that may need to be submitted as a result of an incident at the event such as accident report (see forms section), risk management plan, permits, event registration form, etc.

# PROCESS FOR ASSESSING RISK

## 1. Identification

Prior to the event the organization should identify any possible risk factors that may occur during the event, this includes the set up for the event as well as the break down and clean-up of the event. Risk can be but is not limited to personal injury, loss, financial considerations, reputation and damage. Below are the five main types of risks:

- Emotional - Sexual harassment; diversity and inclusion; peer pressure; hazing; stress
- Facilities - Damage to property; damage to buildings
- Financial - Budget; money; theft; fraud; embezzlement
- Physical - Alcohol; travel; hazing; assault; food; physical labor (running, jumping, prolonged exertion, etc.)
- Reputational - Lack of members; lack of leadership; recruitment concerns; organization and university policies and guidelines; national compliance (ADA, FERPA, HIPPA, etc.)

## 2. Evaluation

Once possible or potential risks have been identified, it is the responsibility of the organization to take steps to mitigate those risks. This could include make significant changes to the event itself, changing activities planned for the event, hiring additional security for the event and any other reasonable step that can be taken to remove or reduce the risk.

## 3. Action

The next consideration for the organization should be what action the members can put into place that will manage the risk most effectively. The answer may not be to eliminate that activity because the risk exists, it may be to put other safety measures in place to best manage that risk.

## 4. Implementation

To effectively and efficiently manage any risk, the organization and its members have to be prepared and willing to implement the risk management plan and take the

appropriate steps to address the situation. This step should including any member that is a part of the risk management team and any other members of the organization that should be aware of the plan and can act according to manage the risk.

## **5. Assessment**

One of the most effective ways to manage risk is to assess the event in its entirety after the event has happened. Have a specific plan to ask questions to all involved to be prepared to assess the event honestly and effectively. If a risk occurred, what it managed appropriately and effectively? What was managed well? What could and should be improved on for the next event? This step should be a part of each risk management plan and should happen on a regular basis.

## **SECURITY**

Any organization that hosts or sponsors an event that requires security at the event is responsible for providing that security to ensure the safety of all attendees. If the event is scheduled on campus, the organization may be required to submit the event registration to the University Police Department as well as the Office of Environmental Health, Safety and Risk Management. Notification to additional offices for the purpose of security is the responsibility of the organizers of the event.

Additional offices such as the ones mentioned above should have at least 30 days of notification before the event to adequately respond and prepare for the event.

## **CONTRACTS**

Any event requiring a contract for a service or entertainer must follow the procedure to acquire and submit the contract through the appropriate channels. All contracts have to be approved and signed by all required personnel before the approval is given to the organization for the event.

## **ALCOHOL**

Alcohol is prohibited on university property for events sponsored and hosted by student organizations. Student organizations may not use club account funds to purchase alcohol for the organization or event. Organizations that have a governing board that is not an entity of Morehead State University are required to follow the procedures set forth in current

governing documents approved by that particular board. However, the MSU alcohol policy prohibiting alcohol supersedes state, regional, and national policy if that policy is a violation of the Student Handbook. This especially applies to events on any university property.

## TRAVEL

For many RSOs travel to local, state, regional and national conferences are an integral part of the involvement experience.

All RSOs are required to complete an RSO Travel Form at least two weeks prior to the scheduled trip. Although the Office of Student Activities is not an approver for travel by RSOs, the office will serve as the central place that all travel information for RSOs are held.

Travel to conferences and events are the responsibility of the RSO and should be planned carefully to ensure all safety measures and risk management procedures are in place for the trip. The cost of the registration, travel and food fall to the RSO, MSU does not provide resources to cover costs of RSO trips. RSOs can apply for funding assistance through the Student Government Association, see the Student Government Association site for more information and details. <https://www.moreheadstate.edu/Student-Services/SGA>

Insurance for student travel is covered by the Office of Environmental Health and Safety. For more information please visit the following page [https://www.moreheadstate.edu/Administration/Facilities-Management/Environmental-Health-Safety-\(1\)/Risk-Management-Insurance/Domestic-Trip-Travel-Insurance](https://www.moreheadstate.edu/Administration/Facilities-Management/Environmental-Health-Safety-(1)/Risk-Management-Insurance/Domestic-Trip-Travel-Insurance).

# FORMS

## ACCIDENT FORM

To be completed and submitted to the Office of Environment Health and Safety anytime an injury occurs in the course of the function of the RSO.

[http://www.moreheadstate.edu/getattachment/Administration/Facilities-Management/Environmental-Health-Safety-\(1\)/Risk-Management-Insurance/Accident-Report-Form.pdf.aspx?lang=en-US](http://www.moreheadstate.edu/getattachment/Administration/Facilities-Management/Environmental-Health-Safety-(1)/Risk-Management-Insurance/Accident-Report-Form.pdf.aspx?lang=en-US)

## CHECK REQUEST FORM

Used to receive reimbursement from club accounts for purchases made for the organization.

[http://www.moreheadstate.edu/getattachment/Administration/Accounting-Financial-Services/Forms-Resources/checkrequest-edit-\(1\).pdf.aspx?lang=en-US](http://www.moreheadstate.edu/getattachment/Administration/Accounting-Financial-Services/Forms-Resources/checkrequest-edit-(1).pdf.aspx?lang=en-US)

## CLUB ACCOUNT AUTHORIZATION FORM

To be updated at the beginning of each academic year or when there has been a change in president, treasurer or advisor.

[http://www.moreheadstate.edu/getattachment/Student-Services/Student-Organizations/Start-a-New-Org/clubaccountauthorization-\(1\).pdf.aspx?lang=en-US](http://www.moreheadstate.edu/getattachment/Student-Services/Student-Organizations/Start-a-New-Org/clubaccountauthorization-(1).pdf.aspx?lang=en-US)

## FOOD WAIVER FORM

To be used to ask for exemption from using Aramark for provision of food at events for RSOs.

<http://www.moreheadstate.edu/getattachment/Student-Affairs/Conference-Event-Services/Food-Waiver.pdf.aspx?lang=en-US>

## LIABILITY WAIVER FORM

To be used when events and/or activities by the student organization have risk or a potential to create risk.

<https://moreheadstate.campuslabs.com/engage/organization/studentactivities/documents/view/1004172>

## TRAVEL NOTIFICATION FORM

To be used when traveling outside of Rowan County.

<https://moreheadstate.campuslabs.com/engage/submitter/form/start/306284>