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REGISTERED STUDENT ORGANIZATION

2019-2020

REGISTERED STUDENT ORGANIZATION

Manual

GetInvolved.wsu.edu
Student Org. Center | CUB 331
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Welcome Letter from Student Involvement

Hello!

Thank you for getting involved in the student experience by becoming a part of the Registered Student Organization (RSO) community. This document will help guide you and your organization on your road to success. For over 100 years, Student Involvement has provided a foundation for students to shape their lives, careers, and futures. We believe that engaging in RSOs is a big part of that experience. Our goal is to give you the tools and experience to challenge you to develop your own ideas, critically analyze perspectives, and work as a team to find new ways to conquer today’s problems, whatever they may be.

We are here as your advocates. Our role is to provide information, training, and support for your student organization, the advisor, and your members so that you can set out to achieve what you aim to do. Whether that aim is to host a video game tournament or to raise awareness on an important social issue, we are here to support you. We can help you navigate the university process, with conflict resolution, or with event planning tips and strategies.

We hope you find what you need within this document. If something is missing, let us know and we’ll work to incorporate that into the document. Please note that when going through the digital version of this document, in order to access hyperlinks, you will need to be logged into CougSync. CougSync is the online tool we use for our registered student organizations. All documents and forms can be found on CougSync at www.cougsync.wsu.edu.

We wish you and your organization the best. Please let us know how we can assist you.

Regards,

Sydney Pederson
RSO Community Advisor, Student Involvement
sydney.pederson@wsu.edu | CUB 331 | 509-335-2402

RSO Ambassadors & RSO Creative Services Team
Hezi: rso.ambassador1@wsu.edu | Amanda: rso.ambassador2@wsu.edu | CST: rso.creativeservices@wsu.edu

Office of Student Involvement
getinvolved@wsu.edu | CUB 320 | 509-335-9667
YOUR RSO

What is a Registered Student Organization (RSO)?
A Registered Student Organization (RSO) is a group of currently enrolled WSU Students that have gone through the registration process to become an official organization at WSU in Pullman. Creating or joining an RSO is a prominent way to participate in campus life. Being in an RSO can better your experience in college, help you find your passions, and set your goals. Please let us know if you have any questions about the contents of this manual and come visit us in the Student Organization Center, CUB 331!

Start a New RSO
Registering a new student organization at Washington State University is a simple process and can happen at any time throughout the school year. Here are the steps:

1. **Do your Research**: We want to make sure that there aren’t any duplicate clubs, so we ask that you check out our list of clubs at [CougSync.wsu.edu](http://CougSync.wsu.edu), select “Organizations”, and start browsing. If you don’t see anything like your club, move on to step 2.

2. **Find your People**: At least four club members are required to start an organization. Members and officers must be currently enrolled WSU students who join the organization on CougSync once it is established.

3. **Identify a Club Advisor**: Advisors must be faculty, staff, or graduate students with a teaching, research, or graduate assistantship at WSU. Advisors must fill out an [Advisor Agreement form](http://AdvisorAgreement.form) once per academic year, per club they advise.

4. **Attend Officer Training**: Two RSO Officers must complete an in-person Officer Training. Training dates can be found on our website or you can attend monthly officer training sessions outside of the renewal season.

5. **Create the Constitution**: The constitution establishes your organization’s name, states and supports the mission and philosophy, and sets policy and procedures related to your members, officers, meetings, elections, and other functions that may be unique to your organization. A [constitution template](http://constitution.template) can be found on CougSync. You will upload your constitution into CougSync when you register your new organization.

6. **Make it Official**: Register your new organization by going to [CougSync.wsu.edu](http://CougSync.wsu.edu), select “Organizations”, then select “Register an Organization.” Select to register your new organization under the “Student Involvement” branch. Fill out the registration form to provide basic, descriptive information about the organization and identify your club officers and advisor.
   a. Please follow the RSO naming convention if you choose to include WSU or Washington State University in your club name:
      i. {RSO Name} at WSU OR {RSO Name} at Washington State University

If you have any questions, please give us a call at 509-335-2402, e-mail us at [getinvolved@wsu.edu](mailto:getinvolved@wsu.edu), or visit us in the Student Organization Center in CUB 331.
Student Organization Categories

- **Affiliated**: These are organizations like the Associated Students of Washington State University (ASWSU), ASWSU Committees, Student Entertainment Board (SEB), Sports Clubs, and the Graduate and Professional Student Association (GPSA), among others, that receive Services and Activities (S&A) fee funds, have accounts outside of the RSO Finance Office (CougarCard Center), and have direct advisement within Student Involvement.

- **Non-Affiliated Registered Student Organizations (RSOs)**: These are common RSOs like the Automotive Enthusiasts Club, the Shark Conservation Club, or the Country Swing Dance Club. These groups are student-run, operate with funds generated by fundraisers and other means, and are independent from WSU.

- **Programs/Departments**: These groups are associated with academic departments, or formed to accomplish an in-class project, or have a specific tie to the institution. These groups do not receive all the benefits that an affiliated or non-affiliated RSO have. Sometimes these organizations are financially supported by a WSU College/Department.

Registered Student Organization Benefits

Beyond the skills you’ll gain by being involved in a student organization, there are many additional benefits that come with being in an RSO:

- One fee waiver per academic year for CUB AND Chinook event spaces.
- Free use of meeting rooms and General University Classrooms (GUCs): [scheduling.wsu.edu](http://scheduling.wsu.edu)
- Access to the Student Organization Center (SOC; CUB 331)
  - FREE graphic design, video/photo, and marketing services from the RSO Creative Services Team: Complete an [RSO Creative Services Request](#) online.
  - FREE in-person sessions with proven RSO Leaders to learn more about the inner workings of your RSO with the RSO Ambassadors. Complete a [1-on-1 request](#) to schedule a meeting.
  - FREE event planning support with the RSO Community Advisor or RSO Ambassadors.
  - FREE creative supplies: Includes a Cricut cutting machine, tri-fold display boards, poster boards, butcher paper, paint, markers, glue, tape, and more.
  - FREE locker spaces for storage: Academic year or temporary locker rentals.
  - FREE drop-in computers for RSO business & 100 complimentary black & white prints/academic year.
- A finance account and account management through the RSO Finance Office at the Cougar Card Center.
- 20% off University Catering menu for event catering. Take a look at their extensive menu at [catering.wsu.edu](http://catering.wsu.edu).

We are always looking for new ways to support our RSOs. If you have a need that you think we can support, let us know ([getinvoled@wsu.edu](mailto:getinvoled@wsu.edu)) and we’ll see what we can do.

Annual RSO Renewal

RSO Renewal Season is in April (end of Spring semester) and August/September (beginning of Fall semester). Student organizations are required to renew their club every academic year, by the third week of Fall semester. Follow these instructions to renew your organization:

1. **Transition Leadership**: Hold elections in March-April to identify new club leadership. Pass officer roles and responsibilities to new club officers. This transition includes updating your roster with the new officers in the club’s CougSync page.

2. **Four Club Members**: You still need a minimum of four club members to renew an organization. Members and Officers must be currently enrolled WSU students who have joined the organization on CougSync and are listed under the “People” tab.
3. **Attend Officer Training**: Two RSO Officers must complete an in-person Officer Training every year. More than two officers or members are welcome to attend the training to learn about RSO services and processes. Student Involvement schedules officer-training dates throughout the RSO Renewal Season. Training dates can be found [on our website](#).

4. **Update your CougSync Portal**: During the renewal period (April-September), officers with management access to the club’s CougSync page can log in to CougSync.wsu.edu, select “Organization”, select “Register an Organization”, find your RSO, and “re-register” to renew the organization. Here are some things to update:
   a. Upload an updated constitution. Your Constitution should always be up to date with your organization polices. On the first page of your constitution, include a “last updated” date to ensure that you get credit for your updated constitution.
   b. Reflect on the club’s mission, vision, and values over the last year and make any updates to those as necessary for the next academic year.
   c. Identify the club’s new meeting day, time, and location.
   d. Expand on your club’s keywords to include any new interest areas and to keep the CougSync search function up to date. This will help new students find your club based on one-word searches (i.e. animals, hiking, adventure, etc.)
   e. Update Officer and Advisor positions and contact information. To fulfill the officer-training requirement, the two officers who attend training must be listed as officers.
   f. Officers with management access to the club’s CougSync page can log in to CougSync.wsu.edu, navigate to your organization’s page, select “manage organization”, and “re-register” the organization.

5. **Advisor Agreement Form**: Advisors can be faculty, staff, or graduate students with a teaching, research, or graduate assistantship at WSU. Alternatively, Advisors can find the form under the “forms” tab on CougSync or at this link: [https://wsu.campuslabs.com/engage/submitter/form/start/267904](https://wsu.campuslabs.com/engage/submitter/form/start/267904)

We want to ensure that newly elected officers are aware of pertinent RSO information as you lead your organization. To help facilitate this process, RSOs should renew their organizations between April-September. After the third week of Fall semester, we will lock any organization that has not renewed on CougSync and they will be unable to schedule space on campus or receive any other RSO benefits until the renewal is complete. If you have questions on this process, contact the RSO Community Advisor at 509-335-2402 or [getinvolved@wsu.edu](mailto:getinvolved@wsu.edu).
Student Organization Responsibility | Group Accountability Statement

Washington State University has always emphasized the importance of individual responsibility and accountability in the lives of its students. Additionally, the rights and duties of recognized student organizations also carry with them an obligation on the part of their members, collectively, to uphold the Washington State University Standards of Conduct for Students.

This statement of group accountability acknowledges that unacceptable behaviors by individuals functioning as members or officers of a student organization may have consequences for those individuals as well as for the organization. Also, the privilege of being an officer of a student organization carries with it particular responsibility for the reasonable anticipation and prevention of foreseeable violations of University policies, resulting from either deliberate or negligent behavior of the organization’s members or guests.

In general, a recognized student organization may be held accountable for the behavior of its members and guests on its premises, at events sponsored (or co-sponsored) by the organization, or when a group including significant numbers of members or guests violates University policies. Organizations that violate University policies and Standards of Conduct are subject to sanctions. It is the responsibility of organization officers or those in charge of an event to identify foreseeable problems that may arise and to take timely corrective action. Sometimes it is appropriate for an organization’s officers or members to ask for assistance from University offices (WSU Police, Center for Fraternity and Sorority Life, Center for Community Standards, and Student Involvement) or outside agencies (police, fire department, ambulance).

The conditions under which an organization maintains responsibility for violations of University policies and standards include (but are not limited to):

- the actions constituting the violation were tacitly or overtly condoned by the organization or its officers;
- the organization or its officers should have foreseen yet failed to take reasonable precautions against such actions;
- a policy or practice of the organization was responsible for a violation; or
- the behavior in question was committed by, condoned by or involved organization officers or a significant number of organization members or guests.

In determining whether an organization or its officers failed to take reasonable precautions, the University may take into account the repeated occurrence of relevant other incidents involving the organization.

In general, reported organizational violations of Departmental policies and standards should be addressed, and appropriate sanctions imposed, by the University office with administrative oversight of the organization. Possible violations of University Standards of Conduct should be reported to the Center for Community Standards for disciplinary action.
Student Organization Center (SOC) Resources

- **RSO Creative Services**: Free graphic design, video/photo, and marketing services (https://studentinvolvement.wsu.edu/rso/soc/creative-services/)
- **RSO Ambassadors**: In-person sessions with proven RSO Leaders to learn more about the inner workings of your RSO. Complete a 1-on-1 request to schedule a meeting.
- **RSO Community Advisor**: We don’t expect you to know everything, that’s why we have a full time RSO Community Advisor in the SOC that is available to assist with anything related to your RSO.
- **Meeting Space**: You don’t have to cram 23 people into your 2-bedroom apartment. Collaborate in the SOC or Student Involvement office with our meeting tables.
- **Creation Station**: Welcome to the DIY dream lair. You have FREE access to our Cricut machine, tri-fold boards, construction paper, large butcher paper rolls, markers, paint...all you need to bring is caffeine.
- **Computer Stations**: Did your roommate prank you by changing the password on your laptop? A drop-in computer is available for RSO use and includes limited black and white printing.
- **Lockers for Storage**: Rent a half-size locker on a temporary or academic-year basis.
- **Check Out Equipment**: Come check out anything from canopy tents, to card swipes for taking attendance, to a hot water dispenser for your hot-cocoa events.

CougSync (Powered by Engage, Campus Labs)
CougSync is an online tool for RSOs to help students manage organizations. Sign in using your WSU Network ID and password to access CougSync. Here are some things that you can do in CougSync to help manage and maintain your student organization:

- **Home**: Home provides an option to explore the campus and activities. You will also see what organizations you are apart of under Memberships.
- **Roster**: The Roster tool includes your ability to manage positions for the organization, send organization messages, invite members, remove members, and approve pending memberships.
- **About**: In the About tool, you can update some of your organization’s basic details, such as the profile photo, description, summary for the organization directory, contact information, and social media links.
- **Events**: The Events tool allows you to create and manage your organization’s events. Submit an event request, or manage an individual event, including inviting attendees, tracking participation, or changing an event’s details. Your events are included in a student organization community calendar.
- **News**: The News tool helps you share what your organization is doing with the community. You can create, edit, and delete News posts from this area.
- **Gallery**: The Photo Gallery helps you create a more visually appealing organization homepage. Photos are a great way to show off the exciting things your organization has done! Your gallery photos will be showcased at the top of your organization’s public-facing page.
- **Documents**: The Documents tool allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or Position holders within your organization. Also view important documents about student organization guidelines and resources.
- **Forms**: Use the Forms tool to move any of your organization’s paper forms into CougSync. Use forms for sign-ups, interest forms, applications, and more!
- **Elections**: The Elections tool allows you to create elections for your organization, either for the entire community to vote on, or exclusive to organization members.
• **Explore View**: Click "Explore View" to navigate to the public-facing page for your organization.
• **Action Center Home**: Use this button to return to the general homepage for your Action Center, where you can switch back and forth between Action Centers for different organizations you are involved in.
PLANNING EVENTS AT WSU

On campus RSO events/activities come with a potential for risk, putting the advisor, organization, and individual members in a place where the potential for liability in the event of a claim is very real. Due to this level of risk, **WSU requires organizations to submit an “Event Request” through CougSync, which will begin the event review and risk assessment process.** We encourage RSOs to take the risk evaluation of their activities seriously to avoid any consequences.

**CougSync Event Request Procedure**

1. First, for on campus events, **reserve your location at scheduling.wsu.edu.** We recommend that you reserve your location at least 4 weeks in advance. You will receive a notification that you reserved the location via email and a confirmation of the reservation will occur 1-3 business days after you reserved the space.

2. After you reserve a location at scheduling.wsu.edu, **create an event on CougSync.** On the organization’s CougSync page, an organization administrator can select “Manage Organization”, then navigate to the “Events” tab in the organization tools and select “Create Event”.
   a. You must **submit your event request 1-7 weeks in advance**, depending on the type of the event (see event request timeline above). Please be as detailed and specific as possible when completing the event request form.
   b. You cannot edit your event request after you submit it and it is in pending status. If you need to change the date/time/location/details of the event, comment on the pending request to signal action from the RSO Community Advisor to edit the request.

3. The RSO Community advisor will add **campus reviewers** that need to approve your request. Depending on the details of your event, reviewers may include WSU Police Department, University Schedulers, Environmental Health and Safety, etc.

4. Campus reviewers may ask you **questions, make comments, or they will approve/deny** your event request.
5. You will be **notified via email regarding any questions or comments** made by reviewers and you are expected to respond promptly.

6. When the necessary reviewers have reached an approval on the request, the **RSO Community Advisor will approve the event** and the organization can have the event as it was requested.

**IMPORTANT**: If an RSO fails to complete the CougSync Event Request process, the event may be cancelled, and a documented warning will be sent to the RSO. If the RSO fails to complete the Event Request process a second time, the event can be cancelled, and the RSO will be locked until two additional officers take the RSO Officer Training.

**Frequently Asked Event Questions:**

**When do I submit my event request?**
The best answer to this question is the earlier, the better. Events submitted earlier have higher attendance and they are more likely to get approved on time. Every event is different and will require different amounts of time for review. Please follow these event request timeline requirements:

- **1-Week: Group Meetings**
  - Recurring event on event request
- **2-Weeks: Information Tables**
  - Food/Raffle/Fundraising = EVENT (not info table)
- **3-Weeks: Events**
  - Simple events, events w/ FOOD, events w/ 100+ people
- **4-Weeks: High-Risk Events**
  - Mechanical Bulls, Animals, Athletic Activities, etc.
- **7-Weeks: Events w/ Alcohol on Campus**
  - Obtain License or Permit from WA State Liquor & Cannabis Board

**What is a Group Meeting/Info Table?**
Is your group planning a group meeting, informational table, or an event? It is important to know the difference when filling out the Event Request Form on CougSync.

- **Group meeting**: Your RSO is only reserving a meeting room or classroom to conduct RSO business or hold informational sessions. No hazardous activities take place. If open to non-members, food is permitted, and you must specify what food you will have/how it will be prepared. Group meetings must be registered on CougSync.
- **Informational table**: Informational tables are designated as events where groups are promoting their organization, or a cause, by simple information dispersal (e.g. flyers, poster displays, word of mouth). No food or alcohol or loud music is permitted. If you are submitting a request to have a tabling event with food, you must select the “event” category rather than the “tabling” category on your event request form.

**Facility Reservations:**
Below is the information on where and how to schedule spaces across campus. Not every space can be scheduled and there are some that don’t have a mechanism to be scheduled. If you are unsure, please email us to see how we can help you get your space reserved.

**CUB/Chinook/ESF Cultural Center, General University Classrooms, Outdoor Spaces, UREC Facilities, etc.:** Reserve these spaces by visiting [scheduling.wsu.edu](http://scheduling.wsu.edu).
- Notes: See cub.wsu.edu/reservations/faqs-and-fees/ for more information.
  - RSOs can schedule an unlimited number of meeting rooms (max of two-hours) at no charge.
  - RSOs can schedule an unlimited number of events in Butch’s Den (L60), The Lair (101), and Reunion Stage (50 S) free of charge but can only schedule them one at a time.
  - CUB/Chinook Event Venues: RSOs get one (1) Venue Fee Waiver per academic year, per building for the following facilities: CUB Sr/Jr Ballrooms & CUB Auditorium and Chinook 150.
  - CUB has an exclusivity contract with University catering and CUB food vendors. Student Organization events serving food in the CUB must acquire their food from University Catering at a 20% discount or a CUB food vendor such as Panda Express, Subway, Pizza Pipeline, etc. Catering can be reached at 509-335-3570 or catering.wsu.edu.
    - Student Organization Meetings – Student Organizations may purchase or bring their own snacks or light refreshments from outside vendors to a regular organization meeting in CUB meeting rooms (not for events in CUB event venues) provided, (1) the value does not exceed $100, (2) the snacks or light refreshments do not include meal or entrée items, e.g. pizza or sandwiches, (3) the snacks or light refreshments are provided for a regular group meeting rather than a special event, and (4) the snacks or light refreshments are not advertised to the general public.
    - Fundraising with food (Bake Sales, Krispy Kreme Fundraisers, etc.) are permitted provided that (1) the RSO owns the items they are selling and (2) the fundraiser has been approved through a CougSync event request.

**Ensminger Pavilion:**
Contact Krissie Stewart (509-335-4561, kristine.stewart@wsu.edu)

**Beasley Coliseum:**
Contact Leo Udy (509-335-3748, udy@wsu.edu)

**Phys. Ed. Bldg., Smith Gym, Bohler Gym, Hollingbery Field House, Pools, Playfields, Student Rec. Center Facility:**
Contact urec.scheduling@wsu.edu or visit CUB 140
Event Safety
Due to the variety of activities our RSO’s plan throughout the year, we feel it is important to provide the following information. Here you will find advice, policies, and procedures related to specific activities that are common for student groups to plan. You will find information on food, alcohol, noise permits, contracts, and more. If you find something that’s missing, please let us know and we’ll work to make the addition.

Alcohol Procedures
Student Organizations are able to have alcohol at events on campus, as long as the group follows the correct procedures. There are three options for making alcohol available at your event; you can purchase the Special Occasion License, the Banquet Permit, or use a Licensed Caterer with alcohol catering privileges.

If your organization is:
- Hosting a private event on campus where alcohol will be provided free of charge to your guests, you need a Banquet Permit.
- Selling alcohol at an event that is open to the public on campus, you need a Special Occasion License.
- Sponsoring a public event that will hire a private business to sell and serve alcohol (Paradise Creek, University Catering, etc.) or a private event not open to the public, you need a Licensed Caterer with alcohol catering privileges.

Special Occasion License:
- A special occasion license is required for a registered nonprofit organization to serve alcohol for purchase by the drink at an event open to the public.
- For events including fundraisers, festivals, beer gardens, wine tastings, etc.
- An organization may apply for up to twelve Special Occasion licenses per calendar year.
- Proceeds from the sale of alcohol must be retained by the organization.
- Spirits, beer, and/or wine in original, unopened containers may be sold or auctioned for off-premises consumption with the Washington State Liquor and Cannabis Board approval.
- Fee: $64 per day, per location (price subject to change).
- How to Apply: Download an application at lcb.wa.gov and mail to the address on the application.
- Timeframe: Applications must be submitted at least 45 days before the event. Once received, local authorities have 20 days to approve or object to the application.
- Registered Student Organizations are only allowed to provide beer and wine on campus.
- If you are not using a third-party licensed alcohol caterer for your event, any person serving the alcohol must complete Mandatory Alcohol Server Training (MAST). MAST is required by law for persons who serve, mix, or sell alcohol.
- A third-party security company (i.e. Staff Pro) is required to check IDs.

Banquet Permit:
- A banquet permit is required to allow the service and consumption of alcohol at a private, invitation-only event or gathering in a public place or venue.
- Attendance is by invitation only.
- May not be advertised to the public, including social media.
- Alcohol is provided free of charge by the sponsoring organization, no donations can be accepted.
- Alcohol must be purchased at retail before the event.
- Fee: $11 per day (price subject to change).
- How to Apply: Applications are online only at: lcb.wa.gov.
If you are not using a third-party licensed alcohol caterer for your event, any person serving the alcohol must complete Mandatory Alcohol Server Training (MAST). MAST is required by law for persons who serve, mix, or sell alcohol.

A third-party security company (i.e. Staff Pro) is required to check IDs.

**Licensed Caterer**

- A nonprofit organization that wants to sponsor a public event where liquor will be sold by the drink but does not want to be responsible for the sale and service of the liquor may hire a licensee with an alcohol catering privilege for the event.
- The licensed caterer and the RSO must notify WSU PD Enforcement of any alcohol catered events that are open to the public.
- The location cannot be at a licensed premise.
- This is also necessary to hire a private business to sell and serve alcohol for a private event not open to the public.
- All alcohol events in the CUB are required to work with WSU Catering for alcohol services. South Fork is contracted with the CUB and the ESF Cultural Center for alcohol services. Contact Amy Gibson for events in these venues (agibson@wsu.edu, 509-335-3570).

**RSO Events with Alcohol - Checklist**

Now that you know more about what you need in order to serve alcohol, here is the official checklist to be sure you’ve done everything you need to have alcohol at your event on campus:

- You must complete all of the RSO renewal requirements and be an active RSO on CougSync.
- Submit event request on CougSync (must be done at least 45 days before your event).
- Fill out a Special Occasion License or Banquet Permit application and submit to the Washington State Liquor and Cannabis Board.
  - Special Occasion License - $64
  - Banquet Permit - $11
- Complete the risk assessment evaluation with WSU PD and Fire/Safety Compliance.
  - Request a meeting via e-mail with steve.hansen@wsu.edu.

***Don't underestimate the time it will take to make these arrangements***

**Food Service Event Procedures**

We know how much it can help an event to provide food for participants. To be sure you are serving food safely, you should review the following information to get all the info you need about serving food to the public at your on-campus events.

- All forms and information on food events are available at https://ehs.wsu.edu/public-health/food-safety/
- Click on the WSU Temporary Food Service Procedures link.
- Determine if your proposed food service event is private or public.
  - A private food service event is defined as a social event with food, regardless of fee, promoted by limited word of mouth or advertising to a limited group of people. For example, word of mouth or an advertisement for a club, department or college potluck (potlucks are only allowed for private events). No permits or waivers are required for private events. Student Involvement and Environmental Health and Safety (EH&S) recommends that these links be utilized: Rules of Operation for Temporary Food Establishment Facilities, Temperature Log for Potentially Hazardous Foods, and borrow a thermometer from Student Involvement to check food temperatures.
A public food service event is defined as a social event with food, regardless of fee, promoted by advertising (word of mouth, radio, WSU announcements, Daily Evergreen, etc.) inviting the general public to attend. A Temporary Permit or Exemption from Permit may be required for public events. Access the links WSU Temporary Food Service Permit Application (or Application for Exemption from Permit). Please contact EH&S at (509) 335-3041 for further assistance and information if necessary.

- **IMPORTANT:** For all Public Events requiring a Temporary Food Service Permit you must submit an Application at least 14 days prior to the event otherwise it WILL result in foods not being served at the event due to State regulations (no exceptions).

### Sporting Events and Tournament Procedures

Based on issues that may arise from risks associated with sports, particularly those played in a competitive setting, student organizations will be required to have sufficient facility supervision for the sport activity. Sufficient supervision for the sport activity will include officials trained to the WSU standard for Intramural Sports activities or certified by the appropriate National Governing Body for officials of that sport. Any student organization event in WSU facilities that are scheduled in a competitive nature will be required to have the following minimum requirement of officials that meet the training or certification standard. Competitive sports can be defined as activities involving participants from outside the student organization, competing against each other in an event where score is kept, and the winner is either awarded a prize/recognition or the right for further play in the tournament. Other high-risk sport activities such as rugby and lacrosse will not be held unless under the structure of WSU Recreation Sport Clubs or without an independent review of the activity.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Max # of Players per team on field/court</th>
<th>Min. # of Req’d Officials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball-Full Court</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Basketball- Half Court</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Dodgeball</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Flag Football</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Flag Football- Small Field</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Kickball</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Soccer</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Soccer- Indoor</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Soccer- Small Field</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Softball</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>Ultimate Frisbee</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Volleyball</td>
<td>6</td>
<td>0</td>
</tr>
</tbody>
</table>

### Other Safety Restrictions

*Potentially Hazardous Activities or Conditions*

Events that involve any potentially hazardous activity or condition require the evaluation and approval of an Environmental Health and Safety (EH&S) staff member via the CougSync event request process.

The following is a partial list of potentially hazardous activities or conditions:

- Use of Chemicals – aerosol cans, car bashing, paint to any surface such as car painting, scientific experiments
- Powered Tools/Equipment – Cutting with circular saw, drilling holes
- Sharp Objects – blood drives, knife throwing, pumpkin carving
• Flying Particles - car bashing
• Fall Hazards > 30 inches– bungee jumping, rappelling, pumpkin dropping, slip and slide
• Contact with animals
• Physical Activities – car bashing, fire-dancing, jousting, ice block sledding near trees or parking lots, dodgeball tournament, etc.

Emergency Medical Technicians (EMTs) and Standby Firefighters
The following list of criteria will help in determining if EMTs or standby firefighters are required for campus events.
  • How many people will be there?
  • Will fire be used in any capacity?

EMTs come in pairs, and standby firefighters are individually contracted at a cost per hour. Be prepared to discuss your event completely and honestly – you and your attendees’ safety is their concern, not selling you their services. Most events require assessment and approval from the WSU Fire and Safety Compliance Officer.

Fire Safety
Standby firefighters may be required when fire is used in any event. Pyrotechnics are prohibited unless used by a licensed operator and approved by the WSU Fire and Safety Compliance Officer. Bonfires shall not be conducted within fifty feet of a structure of combustible material unless the fire is contained in a barbeque pit. Open flame burning (candles, burners, incense) is prohibited. Any exceptions must go through the WSU Fire and Safety Compliance Officer, who will evaluate them on a case-by-case basis. Fire capacity is determined by the square footage of the room and the number of exits. The exact calculations will be determined by the WSU Fire and Safety Compliance Officer.

Security for Events
You should consider security requirements when planning your events. The following list will help determine if your event needs a security presence. The cost for security will be charged back to the student organization, so plan accordingly and note the answers to these questions within your event application:
  • How many people will be there?
  • Is the event open to the public?
  • Is there live music or a DJ?
  • Is there alcohol or the potential for attendees who may be under the influence of alcohol?
  • Is the event indoors or outdoors?
  • Is the topic or speaker controversial?
  • What is the venue?
  • What time of day?
  • Will there be advisors and/or Student Involvement personnel present?

Noise Variance Permits
If your event requires amplified sound (concert, music from speakers, outdoor movie, etc.), you need to complete a Noise Variance Permit Application with the City of Pullman. There is no fee associated with this permit. You should submit the application at least 3 weeks before your event to allow enough time for processing. If you have questions,
please let us know! The Application can be found at: https://www.pullman-wa.gov/departments/police/online-services/licenses-registrations-permits/event-permits/noise-variances

Responsibilities of Organizations
The organization will be held responsible:

- When the organization fails to comply with a duty imposed by a written University policy, including, but not limited to, improper membership education and initiation, improper organizational registration of activities for which registration and/or permission is required; failure to comply with applicable health and safety regulations; misuse of University property, facilities and equipment; violations of University regulations on the use of alcohol; misrepresentation of the organization or group; abuse of student election procedures and regulations; misappropriation of funds; and violations of any rule or policy applicable to organizations.
- When the organizational purposes are not compatible with the educational purposes of the University; engage in financial mismanagement; or conduct activities that are in violation of University regulations, local, and state laws.
- When a student organization or an affiliated University group is charged with a violation of WSU’s Community Standards, the presiding officer or individuals affiliated with the group shall be required to participate in proceedings conducted under these Community Standards as representatives of the group.
- When one or more officers refuse or neglect to perform duties outlined in the Student Handbook for Community Standards.

Insurance Policy
WSU provides no liability insurance for student organizations. Students are personally responsible for any negligent acts or omissions. WSU provides no medical insurance for students. It is the student’s responsibility to provide their own health insurance coverage.

Liability Releases and Assumption of Risk
No release or assumption of risk form will be perfect for every situation. The form must be tailored to fit the specifics of the activity and set forth in detail the risks inherent in the activity so the participant can make an informed decision to participate or not. If you would like assistance in tailoring this form to fit your activity, please contact Student Involvement. You can find a generic liability waiver template in the documents tab of the Student Involvement CougSync page. It can also be found at: https://wsu.campuslabs.com/engage/organization/student-involvement/documents/view/1125892

Travel Recommendations
Student Involvement recommends travel times restricted between the hours of midnight through 6:00 a.m., and no more than 500 miles or 10 hours total in one day. Lodging must be arranged during the midnight to 6:00 a.m. period. All vehicles are recommended to have two drivers that have successfully completed “Coaching the Van II” training offered through Human Resource Services (French 139), (509) 335-4521.

WSU Motor Pool: RSOs cannot reserve WSU Motor Pool vehicles. RSO accounts cannot be used pay for the rental of University Vehicles directly as RSOs are not state funded. A University college or department may sponsor an RSO at their own risk. If state vehicles are in use: seatbelt usage is mandatory; do not exceed posted speed limits; no alcoholic beverages or non-prescription drugs; drivers and passengers are responsible for safe operation.
Private Vehicle Use: It is recommended that all private vehicles be driven by authorized drivers who have completed the “Coaching the Van Driver” training. Personal car insurance is the only coverage; liability falls on the personal owner/driver of the vehicle. All state vehicle guidelines apply.

Registered Student Organization (RSO) Finance Accounts
Registered Student Organizations (RSOs) are not permitted to have private bank accounts. However, RSOs qualify for RSO accounts on campus. The following are benefits of having an RSO account: no individual tax consequences, daily balance is always available, detailed financial statements can be emailed to you monthly by request (please email rsohelp@wsu.edu to request the statements), and a check issuance turnaround time of approximately one day.

Signature Cards
- Obtain a new signature card from the CougarCard Center, CUB G60, each Fall.
- Minimum signatures
  - 2 students
    - Must be enrolled students
  - 1 advisor
    - Must be WSU faculty, staff, or graduate assistant
- Update anytime there is a change to authorized signers
- New card must be completed every August

Reimbursements to Individuals and Payments to Off-Campus Vendors
- Complete a Request of Check Issuance Form (3-part carbon copy forms available at the CougarCard Center, CUB G60 and an online version is available on CougSync in the Files section within the Financial Forms Folder)
  - Name of organization
  - Organization account number
  - Name of claimant
  - Complete address of claimant
  - WSU ID number for claimant
    - If the individual doesn’t have a WSU ID number a Social Security number or TIN must be provided
  - Two approving signatures
    - One student AND one advisor
    - Both signers must be on the signature card
    - Neither signature can be the person receiving the money
  - Select and circle one of the check handling options
    - Mail to claimant
      - Mark “ME” next to Mail to claimant if supporting documentation should be included with the check
      - Include an extra copy of the documentation that is to be mailed
    - Hold for pick-up
  - Description of purchase
  - Amount of payment
  - Attach supporting documentation for the payment
    - Itemized receipt
    - Itemized invoice
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- Submit the top two copies of the 3-part form (white and yellow) or two copies of the completed online form to the CougarCard Center, CUB G60 for processing
- Keep the pink copy of the 3-part form or a photocopy of the online form and a copy of the documentation for organization records
- If the completed forms are submitted by noon, to Administrative Services, CUB Room 60, the check will be available for pick-up the following business day after 3:00pm or will be mailed out to the address provided

- Direct Deposit
  - Must activate “Travel/AP Direct Deposit” in myWSU account.

Common Problems and Additional Information with the Request of Check Issuance Form

- Missing or lost documentation (receipt/invoice)
  - Try to obtain a new copy from the vendor
  - If a new copy cannot be obtained complete an Affidavit of Lost Receipt and submit with Check Request form to serve as the documentation
- Donations – when there is no receipt/invoice
  - Include a copy of the minutes where the student organization approved the expenditure OR a detailed memo to serve as the supporting documentation that includes:
    - What charity will be receiving the funds
    - Complete details of the purpose of the payment
    - Indicate that the organization has voted and agree to contribute the funds
- Travel Grants – prepayment to individuals traveling as organization representatives
  - Include a copy of the minutes where the student organization approved the expenditure or a detailed memo to serve as the supporting documentation that includes:
    - Complete details of the purpose of the payment
    - Complete details about the travel
      - Who is traveling
      - Where will they be traveling
      - When will they be traveling
      - Why are they traveling
    - Indicate that the organization has voted and agree to help defer travel costs
- Scholarships
  - Provide a detailed memo describing the scholarship AND a completed Scholarship Authorization Form (available on CougSync) for EACH recipient, including their WSU ID #.
  - Include in the memo:
    - Who is receiving the Scholarship
    - Complete details about the Scholarship
    - The Scholarship amount
    - Indicate that the organization has voted and agrees to award this Scholarship
- Gift Card Purchases
  - The name, WSU ID #, and amount received must be noted on the Check Request form for all gift card recipients
  - Gift Cards and Cash prizes cannot be given to WSU employees or graduate students on an assistantship
  - Please consult the RSO Financial Office for additional information. For References see BPPM 55.56, RCW 41.06.070 and RCW 42.52.150
- Alcohol Purchases
Alcohol purchases are strictly prohibited unless University procedures are followed.

**Payments to On-Campus Vendors or other RSOs (Cougar Copies, Ferdinand’s, ORC, etc...)**
- Complete an IRI form (3-part carbon copy forms available at Administrative Services, CUB Room 60 and an online version is available on CougSync in the Files section within the Financial Forms Folder)
  - Organization name
  - Organization account number
  - Vending department name
  - Description of purchase
    - Reference the invoice or account number so the vending department can easily identify what the organization is paying for
  - Total Amount
  - Two approving signatures
    - One student AND one advisor must sign
    - Both signers must be on the signature card
  - Submit the top two copies of the 3-part form (white and yellow) or two copies of the completed online form to Administrative Services, CUB Room 60 for processing
  - Keep the pink copy of the 3-part form or a photocopy of the online version for organization records
- Transfer money to another RSO:
  - Email rsohelp@wsu.edu with the account name and number of both the giving and receiving clubs, the amount to be transferred, and a brief sentence explaining what the transfer is for.

**Making Deposits**
- University Cash Handling policy requires that all persons handling cash complete the Cash Handling Training
  - See Human Resources Services website (www.hrs.wsu.edu/Video+Streamed+Training) for video-streamed training
- Complete a **Cash Deposit Report** (2-part carbon copy forms available at Administrative Service, CUB Room 60 or at the Cashiers Office, French Ad Room 240 and on CougSync in the Files section within the Financial Forms Folder)
  - Organization name (Department)
  - Date
  - Organization account number
  - Total deposit
  - Amount of coin
  - Amount of currency
  - Amount of checks
    - Endorse each check with the organization name and account number
    - Two calculator print-outs is required when there is more than one check in the deposit (the total of the checks only)
  - Printed name and signature of the person preparing the deposit report
  - Submit both of the carbon copy form (white and yellow) or two copies of the completed online form to the Cougar Card Center, CUB Room 60 or to the Cashiers Office, French Ad Room 240 for processing
- Deposit all money within 3 day of receiving

**Cash Fund/Cashbox Request**
Cashbox funds are available for fund raising activities and special events.
• Complete a RSO Change Fund Request form (available at Administrative Services, CUB Room 60 and an online version is available on CougSync in the Files section within the Financial Forms Folder).
  o Organization name
  o Date and time needed
  o Requested amount
    ▪ Maximum of $100.00
  o Need a cash box?
  o Return date
  o Denominations needed
  o Two approving signature
    ▪ One student AND one advisor
  o Contact phone number
• Submit completed form to Administrative Service, CUB Room 60 a minimum of 3 days prior to the date needed
• Return the cash till fund to Administrative Service, CUB Room 60 no later than the return date specified on the form

Bookkeeping and Record Retention
• Organizations should always maintain complete account records
  o Pink copies or a photocopy of all Check Requests and IRI’s
  o Log all check and cash payments as they are received (see example of Check Log, available online on CougSync in the Files section within the Financial Forms Folder).
    ▪ Date received
    ▪ Customer name
    ▪ Amount
    ▪ Check or reference number
    ▪ Name or initials of who recorded the payment
    ▪ Name or initials of who deposited the payment
    ▪ Deposit date
    ▪ Payment type (donation, fundraising, dues, etc…)
  o Yellow copies of all deposit slips
  o Maintaining a complete register of all income and expenditures (see example of Account Register, available online, on CougSync in the Files section within the Financial Forms Folder).
    ▪ Date
    ▪ Claimant/Customer
    ▪ Amount
    ▪ Remaining balance
• Reconcile account balance regularly
  o Account registers should be reconciled with the budget statements or transaction printouts each month at the minimum
    ▪ Upon request we will campus mail a monthly budget statement to your organization advisor
    ▪ Transaction printouts and balances are available upon request from Administrative Services, CUB Room 60
  o For assistance with your reconciliation please contact the RSO accountant in Administrative Services, CUB Room 60
Abandoned Registered Student Organization Accounts

- Registered Student Organizations (RSO)
  - Disbanding group funds will be transferred to the designee group, if there is no designee group the funds will be transferred into Abandoned RSO account (6680 3601).
- Process for disbanding of a RSO
  - A group that has not registered for four or more consecutive semesters (2 academic years) will be deemed disbanded/abandoned.
  - Student Involvement will review all RSO’s annually and initiate the process of formal disbandment for those groups that have been inactive for four or more consecutive semesters.
  - Funds held in the account of a disbanded/abandoned group will be deemed abandoned.
  - Administrative Services will review all RSO accounts annually at fiscal year end and work with Student Involvement to compare to disbanded/abandoned groups - abandoned accounts will be closed.
  - RSO’s who register annually and maintain a current status may or may not have financial transactions in their account. Only accounts that have been deemed disbanded/abandoned will be closed.
- Redistribution of abandoned funds in 6680-3601
  - Administrative Services will review abandoned account balance on an annual basis. If the balance is $5,000 or greater the amount will be transferred to the S&A pool of funds for redistribution via the S&A allocation process.
- Sample designee information included in RSO application process.
  - Should the [name of the club] club disband, we designate that the balance of the club funds be transferred to the [name of designee club]. Funds given to a beneficiary become the sole responsibility of the beneficiary. The disband group will not have any right to reclaim any funds given to a beneficiary or any abandoned funds. If no account is indicated, any remaining funds will be transferred to the Abandoned RSO Account 6680-3601, and be redistributed via the Services and Activities Fee allocation process. Any RSO that has not registered for four or more consecutive semesters will be considered to be abandoned and the balance will be transferred to the Abandoned RSO Account and redistributed as above.

RSO Finance Account Questions or Concerns

- Contact the RSO Accountant
  - Administrative Services, CUB Room 60
  - Phone 509-335-1085
  - Email rsohelp@wsu.edu

Fundraising Opportunities

Many of the Registered Student Organizations on campus need funding in order to host events and raise awareness on campus, or to advertise about the goals or purpose of their RSO. Whatever the reason, we have some funding opportunities available to RSOs in order to help you be successful. Check out the list below for some RSO funding opportunities.

CougParents Fund
The CougParents Program is housed within the WSU Foundation and supports RSOs through the CougParents Fund. These funds are awarded based on need, the number of WSU students being served, and the educational benefits of the
program, project, or event. A link to the application can be found at https://foundation.wsu.edu/parents/. If you have any questions about the application or application process, please contact cougparents@wsu.edu.

**ASWSU Crimson & Gray Funding Request**
The Associated Students of Washington State University (ASWSU) has funding opportunities for student organizations during the academic year. To apply, please visit the forms directory in CougSync and search for “Crimson and Gray”.

**GPSA Funding for Graduate and Professional RSOs**
GPSA funding is available to graduate or professional Registered Student Organizations (RSOs) to promote the interests of the constituents of GPSA. GPSA RSO Funding hosts two funding periods per academic year; Fall and Spring Semester.

RSOs are also able to apply to become a GPSA Affiliate RSO. Affiliate status guarantees a full year of funding, but also has some additional requirements. Visit GPSA’s website for more information about GPSA Affiliate RSO status: https://gpsa.wsu.edu/programs/rso-funding/

**The Student Advertising Fund Application**
This fund supports student organizations at Washington State University each year by awarding advertising grants to RSOs. These funds are contributed by the Student Services & Activities Committee and the Daily Evergreen for a total of $20,000, of which $10,000 will be allocated each academic semester. Awarded funds are for event advertisement in the Daily Evergreen. All RSOs are encouraged to apply for the grant by filling out the application found in the forms directory on CougSync.

**The SEB Arts Award**
The Student Entertainment Board Arts Committee under Student Involvement offers an Arts Sponsorship Program for WSU Pullman campus groups. A total of $3,000 is awarded each year, in hope of sustaining the creative community at Washington State University. All submissions should be sent to seb.arts@wsu.edu. Visit seb.wsu.edu for more information.

**Holding fundraisers**
Students are encouraged to plan fundraising events on campus to help support their organization. Selling tickets to an event or having a bake sale are a couple great ways raise money. Drop by the Student Organization Center (CUB 331) to brainstorm other fundraising ideas with an RSO Ambassador.

**Collaborate with local businesses or other RSOs**
When planning an event or activity on campus, groups can seek out local businesses or other interested RSOs to collaborate, partner with, or sponsor their event. Perhaps a similar RSO partners with your group and covers the venue cost in exchange for artistic or logistical input regarding the event. Maybe a local business sponsors your group’s event, donating some money in exchange for putting their logo on your event’s advertisements. There are many financial possibilities and opportunities available when collaborating or working with others in the community.
Raffles (RSOs ARE NOT ALLOWED TO HAVE TRUE RAFFLES AT THIS TIME)
A raffle is an event where an organization sells tickets and awards prizes based on a drawing conducted by the sponsoring organization. RSOs ARE allowed to have drawings or giveaways. Where there is NOT a monetary cost per chance to win an award.
RSO MARKETING GUIDE

Guidelines for Use of WSU Names and Identifying Marks
There are several guidelines that govern use of the university’s graphic identity and trademarks by student groups. These guidelines—administered by the campus Trademarks and Licensing Office—regulate, promote, and protect use of the university’s identity. The guidelines govern use of the identity for both on and off campus and for both commercial and non-commercial uses.

A student group must obtain the written permission of the Trademark and Licensing Office before it uses one of the registered trademarks for any purpose other than official university business. Trademarks include, but are not limited to, the identifying names “WSU,” “Washington State,” “Wazzu,” and “Cougars,” or artwork such as the popular Cougar head symbol and the Washington State University academic signature.

The university identity is registered with the State of Washington and the United States Patent and Trademark Office. These registrations ensure protection of the identity while simultaneously enabling the university to collect royalties when the identity is used. In addition, by ensuring that products bearing the WSU identity are of the highest quality and good taste, the Trademarks and Licensing Office stimulates public awareness and promotes the university.

Student groups that would like to develop artwork for apparel or other memorabilia are required to use a WSU licensed vendor. These vendors are familiar with the licensing process and are responsible for knowing the rules for using university names and artwork. Among the issues student groups should pay particular attention to are the following:

- Artwork used for student elections
- Artwork that promotes the annual Apple Cup competition
- Use of the university crest or Cougar head alone

Students, departments and alumni groups that would like to develop artwork for apparel or other memorabilia are required to use a WSU-licensed vendor. These vendors are familiar with the licensing process and are responsible for knowing the rules about using University names and artwork, thereby saving everyone time and effort. For a list of approved vendors, visit WSU Trademark Licensing’s website: https://trademarks.wsu.edu/licensed-vendors/.

For details about the use of the university’s graphic identity and trademarks, visit trademarks.wsu.edu or contact the Trademarks and Licensing Office at logolicensing@wsu.edu
Design and Print Resources for Student Organizations
We know you want to spread the word about your organization and its events. The following information will help you find resources for printing and how to promote your event across campus.

RSO Creative Services
The RSO Creative Services team provides FREE design and marketing for RSOs, including posters and fliers for events; t-shirt design; and logo design. On top of providing graphic design services, we also provide Videography and Photography services; including free photography, filming, or video editing for RSOs and other student groups. The average turnaround time for projects from the date they are submitted to the first draft is 10 business days. Creative service requests with requested completion dates less than 10 business days from when they are submitted may not be accepted. To submit a creative service request, visit the RSO Creative Services design request portal: getinvolved.wsu.edu/rso-creative.

RSO Rewards Program
RSOs that use RSO Creative Services will accumulate points toward awesome prizes for each work order submitted! Work order submissions will be tracked during fall and spring semesters. RSOs earn rewards based on the number of work orders submitted.

- 3 work orders: 11x17 poster print limit increase from 25 to 50 prints
- 6 work orders: Tabletop pull-up banner with your RSO’s design
- 9 work orders: Contribution of up to $100 for your RSO (e.g., pizza party, promotional items, etc.) Contribution can be used as an expense transfer or toward a new expense or purchase.
- For information about rules and limitations, visit getinvolved.wsu.edu/rso/soc/creative-services/.

Print Resources

RSO Creative Services
The RSO Creative Services team also has additional FREE printing and marketing services when you use their graphic design service:

- CUB Digital Display: Design & Submission (Unlimited)
- CUB Bathroom Stall Ads: Design, Printing, & Submission (Unlimited)
- 8.5" x 11": Printing of full/half/quarter sheets (Limit 100/Semester)
- 11" x 17": Printing (Limit 25/Semester)
- Residence Hall Posters: Design, Approval, & Printing (Limit 1/Semester; Standard 8.5" x 11" size)
- Sandwich Board: Design, Printing, & Submission (Limit 1/academic year)

University Communications
Cooper Publications Building | ucomm.wsu.edu | consult.ucomm@wsu.edu | (509) 335-3518
*Visit https://posters.wsu.edu/pricing/ for UComm pricing guide
Provides large format printing (signs, banners, etc), specialty printing, books, copies, and more. For more information, contact Jessica Schloss, Jessica.schloss@wsu.edu, 509-335-3276
Turnaround time: 1-2 business days

Biomedical Communications Unit (BCU)
123 Bustad Hall | bcu.vetmed.wsu.edu | bcu@vetmed.wsu.edu | 509-335-2624
Provides large format printing, decals, 11x17 printing, window/wall clings, etc. For more information, visit bcu.vetmed.wsu.edu/posters
Turnaround time: 1-3 business days
*Posters, prints, and BCU services must be paid for at time of pickup
**Visit http://bcu.vetmed.wsu.edu/ and click on Price List in sidebar for BCU pricing guide.
***RSOs may ask to submit a blanket account with BCU and receive a 10% discount on most products.

CougPrints Plus
CUB ground floor Room 80 | cougarcopies.wsu.edu | color@wsu.edu | 509-335-1647
Provides printing and binding, especially large quantities. For more information, visit cougarcopies.wsu.edu
Turnaround time: 1-3 business days
*Email color@wsu.edu or call with your order details for a pricing quote

Online/Digital Distribution

Digital Signage
CUB, SRC, Chinook:
- **Best for:** Events or causes open to members of the WSU community
- **Timeline:** Two week run, allow up to 7 business days for submission processing
- **Requirements:** studentaffairs.wsu.edu/digital-signage/
- **Cost:** Free
- **Submission:** studentaffairs.wsu.edu/digitalsignage/
- **Questions:** Sarah Page, spatterson@wsu.edu

The Spark:
Hillside LED Screens
- **Description:** East hillside display screens near 1st/2nd floor stairs, on 24 hours/day. Can display images or videos.
- **Format Requirements:** Images: saved as .jpg. Videos: 24 frames/second, saved as AVI, 20 seconds long or less.
- *All files must be no larger than 250 MB; 1:1 aspect ratio; minimum 800x800 px, maximum resolution 96 dpi
- **Posting Price:** Free for RSOs
- **Duration of Post:** Through day of event
- **Submission Directions:** Contact AOI at ams@wsu.edu to schedule

4k Video Wall
- **Description:** Large 5x5 video wall in atrium (G40), on 24 hours/day. Can display images or videos.
- **Format Requirements:** Images: saved as .tif. Videos: 30 frames/sec, H.264 codec, saved as MP4, 20 seconds or less.
- *All files must be no larger than 1 GB; 16:9 aspect ratio; minimum 1920x1080 px/150 dpi. 3840x2160 px recommended.
- **Posting Price:** Free for RSOs
- **Duration of Post:** Through day of event
- **Submission Directions:** Contact AOI at ams@wsu.edu to schedule
  **You may request a detailed SPARK posting policy in CUB 331

Social Media

Social Media Ads and Posts (Paid and Unpaid)
- **Best for:** Events or causes that appeal to WSU students, faculty/staff, alumni, or audiences with interest in WSU
- **Timeline:** Depends on event
• Cost: Ads: $10-$100+, Posts: Free

Readerboards
Beasley
   Best for: Events or causes that appeal to WSU students, faculty/staff, alumni, or audiences with interest in WSU
   Requirements: 4 lines/15 Characters Long (less information = bigger font size)
   Cost: 1 Day: $30, 2 Days: $50, 3 Days: $65, $15 per additional day after 3 days
   Submission: submit requests at Beasley.wsu.edu/reader-board-request/

Tri-State
   Best for: Non-profit organization events and causes only
   Requirements: 605 x 96 pixels horizontal, 96 DPI or better, .jpeg or .pdf format, avoid fine print
   Cost: Free
   Submission: shaneo@t-state.com
   Questions: (208) 882-4555

Radio Ads
Inland Northwest Broadcasting
   Best for: Events or causes open to the Moscow/Pullman community
   Questions: www.inlandnwbroadcasting.com/contact-us/

KZUU
   Best for: Events of causes open to the WSU/Pullman community
   Questions: promotions.kzuu@wsu.edu

KQQQ
   Best for: Events or causes open to the Moscow/Pullman community
   Questions: pullmanradio.com/contact-us/

Wazzu Wednesday
   Best for: WSU events or causes open to the public
   Timeline: Request timeslot at least one week in advance
   Cost: free
   Submission: Sign up for radio airtime at studentinvolvement.wsu.edu/free-radio
   Questions: studentinvolvement.wsu.edu

Community Calendars
Daily Evergreen Community Calendar
   Best for: events open to WSU community
   Timeline: Submit one week in advance
   Cost: Free
   Submission: Email Daily Evergreen News Editor at meditor@dailyeverygreen.com
   Questions: Daily Evergreen Office at 509-335-4573

Inland 360
   Best for: Events open to the Pullman Community
   Timeline: submit two weeks in advance
   Cost: Free
Submission: Email arts@inland360.com
Questions: inland360.com

**Inlander**
- **Best for:** events open to the greater Washington community
- **Cost:** free
- **Submission:** posting.inlander.com/Spokane/events/addevent
- **Questions:** 509-325-0634

**Moscow-Pullman Daily News**
- **Best for:** Events open to the Pullman Community
- **Timeline:** Submit one week in advance
- **Cost:** Free
- **Submission:** email briefs@dnews.com and ask for inclusion in “Get Out and Do It” calendar
- **Questions:** (208) 883-8205

**WSU Events Calendar**
- **Best for:** Events open to WSU community
- **Timeline:** submit two weeks in advance
- **Cost:** free
- **Submission:** calendar.wsu.edu/events/
- **Questions:** events.wsu.edu

**CougSync**
- **Best for:** Events open to the WSU community
- **Timeline:** Submit three weeks in advance
- **Cost:** Free

**Other**
**Daily Evergreen Online Ads**
- **Best for:** events or causes open to WSU students, faculty, or staff
- **Timeline:** submit Wednesday before desired run date
- **Requirements:** Rate card at dailyevergreen.com/advertise-with-us/
- **Cost:** $65-500
- **Submission and Questions:** 509-335-1573, advertise@dailyevergreen.com
Print Distribution

Flush Flash
- **Description:** Bathroom stall ads displayed throughout the CUB
- **Best for:** Events or causes open to WSU students, faculty or staff
- **Timeline:** Prints will be distributed within 2 business days of receipt, space limited.
- **Requirements:** 12 copies, 11” x 8.5” (landscape orientation)
- **Duration of Post:** 2 weeks through day of event
- **Cost:** Free
- **Submission:** Bring 12 copies to Union Marketing Services CUB room L44 (posters displayed within 48 hours of submissions)

Lighty Bridge Banner
- **Best for:** Events only. Must be WSU-affiliated
- **Timeline:** Banner will be distributed within 2 business days of receipt, space limited.
- **Requirements:** studentaffairs.wsu.edu/marketing
- **Cost:** $250
- **Submission:** Deliver to Student Affairs Marketing, CUB L44

Mailers
- **Best for:** Direct outreach to selected individuals. Mass mailers to all students, faculty/staff are possible
- **Timeline:** Process takes about 8 weeks from design to mail date. Work closely with University Communications to complete proper steps
- **Cost:** $100-$1,000+
- **Submission:** Jessica.schloss@wsu.edu, 509-335-3276
- **Questions:** University Communications

Daily Evergreen Print Ads
- **Best for:** Events or causes open to WSU students, faculty or staff
- **Timeline:** Submit Wednesday before desired run date
- **Requirements:** Rate card at dailyevergreen.com/advertise-with-us/
- **Cost:** $35-995+ See “Student Ad Fund Application” on CougSync forms to apply for free ads
- **Submission:** 509-335-4573, advertise@dailyevergreen.com
- **Questions:** advertise@dailyevergreen.com

Poster Distribution: Campus Buildings
- **Best for:** Events or causes open to WSU students, faculty or staff
- **Requirements:** Self-distribution only
- **Cost:** $1.40 each for 11x17” posters
- **Questions:** Distribution: studentaffairs.wsu.edu/marketing

Daggy Hall Bulletin Boards
- **Format Requirements:** 8.5”x11” or 11”x17” (Recommended)
- **Duration of Post:** Through day of event
- **Submission Directions:** Bring two copies. Students have permission to post on boards. Do not post on doors or windows, on the kiosk outside of Daggy Hall, or in the theatre lobby.
**Holland and Terrell Library**
- **Description:** Bulletin boards in both entrances
- **Duration of Post:** Boards are cleared every 30-45 days
- **Submission Directions:** Bring two copies to library. Students have permission to post themselves

**Todd Hall Bulletin Boards (409, 330, 203, and CB classrooms)**
- **Format Requirements:** 8.5”x11” or 11”x17” (Recommended)
- **Duration of Post:** Through day of event
- **Submission Directions:** Take to Todd 126 Office of Technology

**Todd Hall First floor Bulletin Boards**
- **Format Requirements:** 8.5”x11” or 11”x17” (Recommended)
- **Duration of Post:** Through day of event
- **Submission Directions:** Bring two posters to the Carson Center

**All Other Classroom Bulletin Boards (GUCs)**
- **Format Requirements:** 8.5”x11” or 11”x17” (Recommended)
- **Duration of Post:** Through day of event
- **Submission Directions:** Bring approximately 25-30 copies. Students have permission to post on boards within classrooms.

**Poster Distribution – WSU Housing and Greek Life**
- **Best for:** Events or causes that appeal specifically to WSU students living in Greek houses or Residence halls
- **Timeline:** submit two weeks before desired distribution date, RA meetings are on Tuesdays
- **Requirements:** Posters must be pre-approved by WSU Housing. Bring 1 copy to the Residence Life office (Streit-Perham 2nd Floor) or email to request an approval stamp. 190 copies can then be made and returned to Res Life for posting: starria_stevens@wsu.edu or 509-335-1227
- **Cost:** $1.40 each for 11x17” posters, ask WSU Housing for quantity and approval stamp before printing
- **Questions:** starria_stevens@wsu.edu or 509-335-1227

**Poster Distribution – Community**
- **Best for:** WSU events or causes open to the public
- **Requirements:** self-distribution only

**Sandwich Boards**
- **Best for:** Events or causes open to WSU students, faculty or staff
- **Timeline:** Prints will be distributed within 2 business days of receipt, space limited
- **Requirements:** Quantity: 2, 30” x 40” vertical, professionally printed on waterproof paper
- **Cost:** $75
- **Submission:** Deliver to Student Affairs Marketing, CUB L44

**Handouts/Quarter Sheets**
- **Best for:** Events or causes that require direct outreach or tabling
- **Requirements:** Self-distribution only

**CUB Stairwell Decal**
• **Best for:** Events or causes open to WSU students, faculty or staff
• **Timeline:** Decal placement date must be approved by Student Affairs Marketing
• **Requirements:** One 49.5” x 135.5” vertical, printed on adhesive fabric
• **Cost:** $315
• **Submission:** Deliver to Student Affairs Marketing, CUB L44

### Communication

**Parent Newsletter**

• **Best for:** Events or causes that appeal to parents of WSU students
• **Timeline:** Monthly deadlines
• **Requirements:** New Student Programs reserves the right to deny any request
• **Cost:** Free
• **Submission:** orientation@wsu.edu

**WSU Announcements**

• **Best for:** Events or causes that appeal primarily to WSU faculty and staff
• **Timeline:** Announcement can run as soon as 9 AM the day following submission, but scheduling further out is encouraged
• **Cost:** Free
• **Submission:** Insider.wsu.edu/submit-announcement/
• **Questions:** bcampbell@wsu.edu

**Pitch to WSU News**

• **Best for:** WSU events or causes that appeal to the WSU community and the public
• **Timeline:** Depends on type of coverage sought
• **Requirements:** Specific formatting is required. Photos (not graphics) are beneficial but not required.
• **Cost:** Free

**Pitch to Daily Evergreen**

• **Best for:** Events or causes that appeal to WSU students, faculty or staff
• **Timeline:** Depends on type of coverage sought
• **Requirements:** Specific formatting is required. Photos (not graphics) are beneficial but not required.
• **Cost:** Free
• **Questions:** (509)-335-4573

### Direct Outreach

**Direct Email**

• **Best for:** Direct outreach to selected individuals
• **Timeline:** One week in advance
• **Cost:** Free
• **Questions:** Contact getinvolved@wsu.edu the Student Organization Center CUB 331

**Tabling**

**CUB and Chinook**

• **Best for:** Direct outreach to WSU community
• **Requirements:** Reserve a tabling space at cub.wsu.edu/reserve-a-table/
- **Cost:** Free
- **Questions:** CUB Scheduling: scheduling@wsu.edu, 509-335-9444, CUB Administration 140

**Dining Centers**
- **Best for:** Direct outreach to WSU community
- **Requirements:** Tabling must be approved by WSU Dining
- **Cost:** Free
- **Questions:** dining.wsu.edu/contact-us

**Other**

**Greek Programming Credit**
- **Best for:** Events or causes that appeal to Greek life or to specific classes or majors
- **Questions:** Presidents and Programming chairs:
  - IFC: ifcpresident@wsu.edu; ifcprogramming@wsu.edu
  - Panhellenic: panpresident@wsu.edu; panprogramming@wsu.edu
  - UGC: ugc.president@wsu.edu
  - NPHC: nphc.info@wsu.edu

**Department Partnerships/Class Extra Credit**
- **Best for:** Events or causes that appeal to specific classes or majors
- **Questions:** Contact getinvolved@wsu.edu or the Student Organization Center CUB 331

**Promo Items**
- **Best for:** Events or causes that require direct outreach, tabling, incentives, or prizes
- **Timeline:** Varies
- **Requirements:** trademarks.wsu.edu/promoitems.html
- **Cost:** Varies
- **Questions:** Contact getinvolved@wsu.edu or the Student Organization Center CUB 331
Advisor Information

Advisors and Student Expectations of Advisor Role

University guidelines require each student organization to have a faculty member, staff member, or graduate assistant as an advisor. Advisors are responsible for guiding, advising, and helping the organization fulfill its goals, purpose, and ideas. Their knowledge of Washington State University’s (WSU’s) policies and operations should enable them to best aid the organization in their successful achievement of these goals. Advisors should ensure that their organization upholds WSU’s values without directly controlling the group’s programs and activities. Responsibilities for advisors are outlined below, but we encourage advisors with additional questions or in need of support to reach out to the Student Organization Center (SOC) for assistance.

Advisor Guidelines and Information

Current University regulations require each student organization to have a faculty, staff, or graduate assistant as an advisor. **Responsibilities may include the following:**

- Advisors interest in the RSO indicates that they would judiciously advise the organization concerning its goals, purposes, and procedures. Advisors guide the group in accordance with the purposes and ideals of the organization and the University. They do not directly control the group’s programs and activities.
- Advisors assist Student Involvement in implementing policies for student organizations.
- An advisor provides continuity to student organizations whose composition changes from year to year as new students arrive and others graduate.
- The advisor’s knowledge of WSU policies and operations should enable them to assist the organization in the successful achievement of its goals.
- The advisor serves as an authorized signature for the RSO account and other WSU services, such as equipment.

University Expectations of Advisors

- The advisor will uphold the best interests of the University and organization.
- The advisor will work with the organization to ensure the organization takes reasonable precaution in its activities in order that policies and laws not be violated, and the welfare of individuals are not endangered.
- Participation in the organization without actually making decisions or setting policies for the organization.
- Assisting in arranging for University facilities (WAC 504-28-020)
- The advisor is expected to be a resource for the students and to act in the event of an incident.
- Please do not accept the position of advisor or continue to serve as an advisor if you are not prepared to fulfill the expectations of such. Advisors must be currently and continually employed as a full-time faculty, staff, or graduate assistant of Washington State University.
University expectations

WSU asks that RSO advisors uphold the best interests of the University and organization. Advisors must be currently and continually employed as full-time faculty, staff, or graduate assistants of WSU. Their interest in the RSO indicates that they would judiciously advise the organization concerning its goals, purposes and procedures. They will work with the organization to ensure the organization takes reasonable precaution in its activities in order to ensure policies and laws not be violated, and the welfare of individuals are not endangered. Advisors will serve as an authorized signature for the RSO account and other WSU services, such as equipment. Advisors will be expected to participate in the organization without making decisions or setting policies for the organization, as well as act as a resource for the students and to act in the event of an incident.

Please do not accept the position of advisor or continue to serve as an advisor if you are not prepared to fulfill the expectations of such.

Responsibilities

Campus Security Authority

Because of their position as someone with significant responsibility for campus and student activities, RSO advisors are also considered Campus Security Authorities (CSAs).

What Does a Campus Security Authority Do?

The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus police or security department, those allegations of Clery Act crimes that he or she receives. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

Enhance your experience as an advisor

Get to know students on an individual level and learning what they want to get out of the organization.

- Attending the organization’s meetings.
- Reaching out to other advisors or departments (i.e. Student Organizations) for assistance and support.
- Empowering students to take action and to have satisfaction in seeing the organization succeed
Consultation
The advisor should meet regularly with officers/chairpersons concerning activities and should be aware of what projects and events are being planned. Through continued open interaction where ideas can be expressed freely, the advisor serves as a resource person to point out new perspectives and guide the group toward activities and individual performance worthy of a major university.

Clarification of Roles and Establishing Good Practices
It is imperative to establish early the defined expectations for your and your student’s roles so that all parties understand what responsibilities they have within the organization. It may be helpful to set up a meeting with your organization’s cabinet or attend a yearly kickoff meeting so that you can get to know students on an individual level and learn what they want to get out of the organization. Some advisors are more involved and others less involved, it’s important to know what type of advisor you want to be and whether that’s a good fit for this organization.

Certain practices that you adopt and share with your group will assist in developing your relationship with them as well as promoting their organizational success. It is important to discuss these ideas with the organization and come to a mutual decision of what practices will work best. You as the advisor should meet regularly with officers/chairpersons concerning activities and should be aware of what projects and events are being planned. Through continued open interaction where ideas can be expressed freely, you serve as a resource person to point out new perspectives and guide the group toward activities and individual performance worthy of a major university.

Remember advisors add to the continuity of the group as members graduate. They can share the history of the organization and explain why past decisions were made to new officers.

Advisors also serve as liaison between the university and organization. They will explain the university’s policies and connect students to the appropriate offices for assistance.

ADVISORS ARE NOT

An advisor’s job encompasses many different roles, but they are NOT: an officer in your organization, a runner of meetings, a preventer of failures, or a decision-maker for the group. It is unreasonable to expect your advisor to be responsible for everything or to know all the answers.

The Different Hats an Advisor Wears

Educator

As an advisor, your role of educator will often come through modeling behavior. You are guiding students to become responsible leaders by serving as a positive role model and resources person. Since RSOs are student run, there are often gaps in member’s knowledge of group processes and functions. It’s your responsibility to help fill those gaps as they come up.
Some common problems that can blindside an organization include a severe lack of communication and neglecting evaluation of members as well as programs. It may be a good idea to help the group to understand verbal/nonverbal communication techniques as well as written communication (memos, letters, agendas, minutes, resolutions, etc.). Enhanced communication skills will help the organization to function more smoothly. It is also helpful for students and advisors to get in the habit of evaluating one another, so that any feelings/misunderstandings about performance or expectations can be addressed. Programs and events should also be assessed so that the organization will know what worked well and what did not work well and why.

This role can also extend more directly into mentorship. Often, students come to their advisors seeking help in their personal and professional development. Students may be looking for someone to review their resume, give them advice on resolving conflict, connect them with additional resources in their field, or reflect on their current path and how it might intersect with their future. This mentoring relationship can be rewarding for both advisors and students, and last for years to come.

**Historian**

As the organization grows and ages, officers and members graduate and move on. Often pieces of information will be lost as the change within student organizations is near constant. As the advisor, you may wind up being the only one able to recall longstanding knowledge of group operations. Students may be unaware of or misinterpret the organization’s policies, causing them to act inappropriately. The more you know about the guidelines under which your group functions, the better advising you can provide on how policies should translate into action. An advisor can assist in orienting new officers and ensure that responsibilities and requirements of the club are being met while undergoing leadership transitions.

**Financial Advisor/Supervisor**

An advisor will make sure that organizations know how to manage their budget responsibly and within the guidelines for use of state funds. In addition to these roles, an advisor can serve as an informal counselor for individuals, a problem solver, a good listener, a guide to managing administrative details, and a mediator. Advisors can also help identify possible consequences of actions, pros and cons of a decision, and pitfalls or land mines to avoid. Advisors help ensure that the group examines all sides of an issue, so expect to challenge the organization, by asking questions like “What are your reasons for doing this,” “How does this fit in with the organizations purpose,” or “Is there a better way?”

**Evaluator and Reflective Agent**

One of the best opportunities for growth that advisors and students have is found in reflection and evaluation. We encourage advisors and students to evaluate each other so that any feelings or misunderstanding about performance or expectations can be addressed. Regarding reflection, ask your officers about how they are performing, their strengths, and their weaknesses. Aim to provide honest feedback and criticism. If there is a major discrepancy between your perception of the organization’s performance and their self-evaluation provide concrete examples of actions they took which may cause that difference.
Always aim to be constructive in your feedback, opting to improve areas of weakness rather than focusing on them.

**Tips for being a great advisor**

**Time Management**

Find a suitable balance between over-committing and under-committing. It’s okay if you can’t attend every meeting and program! Once expectations are clearly defined, adhere to them. This organization is for the students. You are there to advise their decisions and to assist them in the process.

**Training**

This should take place at the beginning of the year when the group comes together. It encourages a cohesive group that will work together. A retreat or a teambuilding workshop scheduled for the beginning of the year can be a good idea. Using teambuilding activities, a group will be able to understand:

- Their developmental stage
- Various leadership styles
- Individual and group strengths and challenges
- The concept and practice of teamwork

**Motivation**

Sometimes students will burn out and lack the motivation to continue to work for the organization’s success. As an advisor, you can help determine what will motivate students (recognition, achievement, value, approval, etc.) You should try to be in tune with the emotional responses of the students that you advise as well as the way in which you respond to them. If you can recognize signs of distress or frustration with any of the students in the organization, you will be better prepared to acknowledge them and deal with them accordingly. However, recognition may also speak to students’ efforts and success. Students need to feel appreciated and recognized for the great work that they do. Take some time to think about (or even directly ask) the type of motivation that your students best respond to and find ways to incorporate it into your advising style.

**Quality Over Quantity**

Ask yourself if you are engaging in meaningful interactions with the students in the organization as opposed to just being around a lot. It is very important to have a presence, but it is more valuable to have a meaningful presence.

**Resignation**

There may come a time when you, the organization, or both parties determine that another adviser would better serve the organization. There may be several factors considered in this decision. However, once this decision has been made, it is important to have a discussion with the leadership of the
organization. You may be able to assist them with the process of finding a new adviser. The group profile in the RSO portal should be updated to reflect any changes. As all organizations are required to have a WSU faculty, staff, or graduate assistant as an advisor, efforts should be made to find a new advisor before you vacate your position.

Thank You!
Washington State University would like to extend gratitude to you for serving in such a worthy capacity. Advisors are an integral part of the development of student organizations and student leaders. We count on you as the students that you advise count on you. Thank you for the wonderful job that you do!

The Role of the Advisor:
Teacher/Coaches: Advisors teach techniques of good leadership and followership. They can work with the organization and individuals to develop effective group behavior and leadership.

Consultants: Advisors can assess the effectiveness of the organization, both as a supportive environment for members and as a structure to facilitate the accomplishment of group goals.

Continuity: Advisors can provide valuable insight into past activities of the group, help with transitions, and make sure groups don’t have to “reinvent the wheel” from year to year.

Link: An advisor often serves as the bridge between the university administration and the student organization. The advisor can represent student needs and interests to university officials, and can interpret policies, share information regarding university decisions and actions to the organization.

Navigator: An advisor is helpful for navigating through the procedures, offices, policies and personnel that organizations need to work with to accomplish goals.

Observer: Advisors can sit back and observe group process—why things are working or what can be done to improve group operations. Because they aren’t involved in the running of meetings, or the day-to-day operations, they can see the interactions and relationships more objectively. Resource: An advisor will either have the information you need, or they will be able to refer you to the appropriate office or persons to help you.

Financial Advisor/Supervisor: An advisor will make sure that you know how to manage your budget responsibly and within the guidelines for use of state funds. In addition to these roles, an advisor can serve as an informal counselor for individuals, a problem solver, a good listener, a guide to managing administrative details, and a mediator. Advisors can also help you identify possible consequences of actions, pros and cons of a decision, and pitfalls or land mines to avoid. Advisors help ensure that the group examines all sides of an issue, so expect that they
will challenge you, by asking questions like “What are your reasons for doing this,” “How does this fit in with the organization’s purpose,” or “Is there a better way?”

**Student Section**

**Responsibilities of the Organization and Advisor**

Students within the organization should connect with their advisor to discuss the needs of their group and outline the organization’s expectations of their advisor.

This includes arriving at a mutual understanding of the advisor’s level of involvement in their organization. Keep your advisor informed on the organizations plans, problems, and successes, and make use of the advisor’s background and experiences. Students should allow the advisor to help solve problems. The advisor should be the first contact when problems arise.

Make the advisor feel like an integral part of your organization. Take the initiative to arrange regular meetings with the advisor. Invite the advisor to all events. Their attendance should not be taken for granted; be understanding of the possible prior commitments.

Advisors should believe in the organization and have the enthusiasm necessary to help the organization reach its potential. They should have a solid understanding of the organization, and awareness of its purposes while assistance in formulating goals. Advisors should provide assistance in the development of procedures and methods for maintaining an effective organization. They should provide assistance in improving leadership skills, and in matters of WSU procedures. Finally, an advisor should serve as a liaison between the organization and other departments, colleges, and the school if necessary.

**How can a student contribute to the development of the advisor/student group dynamic?**

- Set up a meeting at the beginning of the year to discuss expectations
- Have regular meetings with your advisor
- Discuss all financial matters with your advisor before acting
- Give your advisor copies of letters, memos, goals, etc. Make sure your advisor knows about upcoming meetings, events, activities, and issues
- Use your advisor’s expertise and knowledge so you don’t reinvent the wheel
- Use your advisor as a sounding board before presenting ideas to the whole committee
- Ask for regular feedback about your performance and the committee’s performance
The responsible department ensures that the following criteria are met:
- A volunteer performs assigned and authorized duties for WSU without receiving wages.
- The volunteer freely chooses to perform his or her assigned WSU duties.
- The volunteer duties directly benefit WSU and are supervised by WSU personnel.
- WSU understands and accepts that the volunteer is acting on WSU’s behalf.
- A volunteer is designated as such by a WSU department and is registered. See designation procedure below.
- WSU may reimburse a volunteer for actual expenses incurred in the performance of assigned and authorized duties without the volunteer losing the volunteer designation.

Examples/Explanations
- Interns receiving class credit may be considered volunteers if the assigned duties benefit WSU.
- Students performing duties for student clubs are not volunteers.
- 4-H volunteers are considered to be University volunteers (because the University is required to provide 4-H programs).
- Employees volunteering for other duties are not volunteers.

Liability Statement Regarding Advisors of Registered Student Organizations

In order for the WSU to "indemnify" its officers, employees and agents, they must be acting within the scope of their employment and in good faith. The role of an RSO advisor is to provide information and guidance to further the RSO’s mission and goals. It is not the Advisor’s role to plan or participate in RSO activities. Advisors that actively participate in RSO functions or events may be acting outside the scope of their employment and subject to personal liability. Planned activities by registered student organizations and the use of university facilities by registered student organizations is granted with the express understanding and condition that such organization assumes full responsibility for any loss, damage or claims arising out of such use. The University does not sponsor or accept responsibility for these voluntary student organizations or accept responsibility for event that occurs off of the campus. When university officials or faculty manage or supervise activities, they have a duty to students and third persons to act without negligence. If university officials or faculty actively participates in and carelessly manages the organized activities negligent manner, the university and individual official may be liable.
LINKS

Advisor Agreement Form: https://wsu.campuslabs.com/engage/submitter/form/start/267904
Officer Training Dates: https://studentinvolvement.wsu.edu/rso/renew/officer-training/
RSO Creative Service Request: www.getinvolved.wsu.edu/rso-creative
RSO Ambassador 1-on-1 Request: https://wsu.campuslabs.com/engage/submitter/form/start/275008