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Student Involvement supports the overall mission of the Student Affairs Division through the programs, services and facilities we offer the Radford University community.

**Mission**

*Our student-centered facilities, services and programs provide diverse experiences to further intellectual, civic and social development while promoting a sense of community, collaboration and engagement.*
### Staff & Contact Information

<table>
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<tr>
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RU Involved: ruinvolved@radford.edu

Committee on Clubs and Organizations (COCO): coco@radford.edu

Club Programming Committee (CPC): cpcfund@radford.edu
Privileges and Responsibilities

Privileges of Registered Student Organizations

Registered student organizations have the privilege to:

1. Have a profile on RU Involved. (All currently registered student organizations have a profile on RU Involved.)

2. Use Radford University’s name following the name of an organization or following the name of an event. For example, “The XYZ Club at Radford University” is acceptable; “Radford University XYZ Club” or “RU XYZ Club” is not acceptable.

3. Access the resources and assistance provided by the Student Organization Assistance and Resource Office (SOAR). Please see the SOAR Guide at the end of this handbook for a list of available resources and services.

4. Reserve meeting, promotion, and event space on Radford University’s campus.

5. Participate in the annual fall and winter club fairs.

6. Utilize RU Involved to assist in organization management, event promotion, and recruitment.

7. Raise funds on campus through the sale of merchandise or through admission to events. All fundraising activities must be in accordance with the guidelines listed in this handbook, as well as the Standards of Student Conduct and the guidelines of the Student Finance Committee (SFC). Organizations funded directly by SFC cannot fundraise (R-SPaCE, DAP, SGA, AEC, Student Media, ISAC, et al.).

8. Request funds from the Club Programming Committee (CPC) to provide non-profit activities that are open to all Radford University students. Some restrictions apply. SFC-funded organizations do not have access to these funds.

9. Reserve the Game Room in the Bonnie for two hours per semester free of charge. Contact the Game Room at 540-831-5492, to make a reservation.
Responsibilities of Registered Student Organizations

Student organizations are expected to complete the following requirements to maintain registration:

1. Conduct all activities in compliance with Radford University policies and procedures, the constitutions and laws of the United States, the Commonwealth of Virginia, and the City of Radford. Any policies or laws applying to individuals also apply to registered student clubs and organizations. For further information please refer to Radford University’s Standards of Conduct.

2. Annually submit re-registration of the organization by October 1st. Organizations that do not re-register by the deadline will be issued a notice of impending removal of active status. This notice will be sent to the organization’s last listed officer and advisor. One week after notification, if there has been no response, the organization will become inactive and privileges will be revoked. An inactive organization must complete the registration process defined by the Committee on Clubs and Organizations (COCO) to return as a registered organization.
   a. Complete re-registration on RU Involved. Once the re-registration application has been submitted, the club president will be added to the online Leadership Odyssey course hosted on D2L. This course is mandatory and must be completed by all club presidents by November 1st.

3. Conduct an annual review of the organization’s constitution.
   a. Submit any changes or amendments to SOAR at ruinvolved@radford.edu for review and approval by the Committee on Clubs and Organizations (COCO).

4. All student organizations must have an advisor who is a full-time or adjunct faculty or staff member at Radford University.
   a. Clubs and organizations are responsible for the recruitment and selection of their advisor.
   b. The advisor’s name, campus address, and phone number must be listed on RU Involved.
   c. Any registered organization without an advisor will be allowed a maximum of one semester or four months (not including winter or summer vacations) to find an advisor.

5. All organizations must maintain and update their RU Involved portal and roster.
   a. When an officer or advisor change occurs, the organizations must revise its roster on RU Involved and notify SOAR at ruinvolved@radford.edu.

6. Announcements of organizational activities should include the following accessibility statement:
   a. Participants with disabilities who need an accommodation for the activities listed in this announcement are encouraged to contact (insert here the name and phone number of a representative of the sponsoring organization). Individuals with hearing impairments should call (540) 831-5128.

Explanation of Conduct Procedures

All student organizations are expected to conduct all activities in compliance with Radford University policies and procedures. Any policies or laws applying to individuals also apply to registered student clubs and organizations. For further information please refer to Radford University’s Standards of Conduct.
The Standards apply both to the conduct of individual students as well as student organizations. Specifically, the conduct (which may be an intentional or unintentional action) must involve one or more members of a student organization. Members may be general members, officers, new/associate members, or alumni. Examples of conduct that will likely apply to student organizations include, but are not limited to, the following:

1. The conduct is sanctioned by the student organization and/or any of its officers ("sanctioned by" may include, but is not limited to, the following: active or passive consent or encouragement; having prior knowledge that the conduct was likely to occur; or helping to plan, advertise, or promote the conduct); or

2. The conduct is committed during the course of an activity financed by the organization, or financed as a result of one or more members of the student organization contributing personal funds in support of the activity or conduct in question; or

3. The purpose of the activity was related to initiation, admission into, affiliation with, or as a condition for the continued membership in the student organization; or

4. Non-members of the student organization learned of the activity through members, advertisements, or communications associated with the student organization, or otherwise formed a reasonable belief that the conduct or activity was affiliated with or sanctioned by the student organization; or

5. Members of the student organization attempted to conceal the activity or protect other members who were involved; or

6. One or more officer(s) of the student organization had prior knowledge or reasonably should have known that the incident would take place.

The Director of Student Standards and Conduct (Director) communicates, as appropriate, with University offices, advisors, national associations or affiliations, and others on conduct allegations involving student organizations. At the discretion of the Director, and as appropriate, student organization violations may be processed by the appropriate self-governing bodies or councils provided they have received adequate training from the Office of Student Standards and Conduct. Any such bodies will follow the same procedures and guidelines outlined in the Standards and will convene with a chairperson appointed by the Director.

Policies and procedures applicable to student organizations set forth or overseen by individual offices such as Student Organization Assistance and Resources (SOAR), Campus Recreation, or the Office of Fraternity and Sorority Life are regulated by those offices.
Procedures for Handling Conduct Charges for Violations of the Standards of Student Conduct

Reporting a Suspected Violation
Any individual may refer a student organization to SOAR or the Office of Student Standards and Conduct for an investigation of conduct charges. Referrals may also be made anonymously by using the link on the Office of Student Standards and Conduct website. Once a referral is made it is reviewed by the Director of Student Standards and Conduct, or designee, to determine whether sufficient information exists to allege that a violation may have occurred.

Resolution Options
Typically there are two processes used to resolve a student organization case, one is referred to as the partnership model and the other is a more traditional hearing model. For a full list of resolution option please see the Standards of Student Conduct.

1. Partnership Model – This method is a collaborative process used to resolve an issue that has occurred. It requires that the student organization in question be fully cooperative and forthcoming throughout the process. In this process, the student organization and the conduct officer work together to develop sanctions that address the behavior and better the organization. In this model, the student organization must accept responsibility for the appropriate policy violations. This model is considered a facilitated conflict resolution process.

2. Hearing Model – This method is a more traditional method, where the student organization attends a hearing and the level of responsibility is determined by a conduct board with the sanctions issued with no input by the student organization.
Sanctions
If found responsible, the following sanctions, in addition to the Standards of Student Conduct Guidelines, may be applied to any student or, where applicable, student organization:

1. **Formal Warning**: A formal warning is an official written notice that the respondent is in violation of the Standards. Subsequent violations of the Standards will normally be met with more severe sanctions, including conduct probation.

2. **Educational or Restorative Measures**: Educational or restorative measures may include, but are not limited to, the following:
   a. Active or passive sanctions, such as research or reflection papers, projects, meetings, or attending or organizing appropriate educational activities;
   b. A specified number of community restitution hours in which a student or student organization must perform service to a designated community;
   c. Participation in classes, assessments, counseling, programs, modules, or workshops;
   d. Applicable fees may apply.

3. **Restitution to the University**: Restitution may include reasonable compensation for loss or damage to University property, funds, or premises.

4. **Conduct probation**: Conduct probation is a period of fixed duration during which the fitness of the student organization to continue at the University is evaluated. A student organization placed on probation is not considered to be in good standing with the University. Subsequent violations may result in suspension or dismissal from the University.

5. **Loss of Privileges**: Loss of privileges includes denial or restriction or privileges for a designated period of time. This may include but is not limited to the loss of privileges to hold events or meeting, use of university facilities.

6. **Suspension of organizational status**: Student organizations may have their status as a student organization suspended on a temporary or permanent basis. A student organization whose status is suspended is no longer eligible to receive benefits normally afforded to student organizations including, but not limited to, the ability to utilize University facilities or funds to support any activities related to the student organization. A suspended student organization must comply with any conditions imposed as well as any reactivation or recognition privileges in effect at the time the suspension is set to expire.

7. **Revocation of organizational status**: A student organization whose status is revoked is no longer eligible to receive benefits normally afforded to student organizations including, but not limited to, the ability to utilize University facilities or funds to support any activities related to the student organization.
**Statement on Hazing**

Hazing or allowing hazing, by any organization or by any individual on behalf of an organization or group of an individual, organization or visitor within the Radford University community, is a violation of the Standards of Student Conduct.

*Hazing: Activities related to the initiation, admission into or affiliation with, or as condition of continued membership in a club, organization, association, fraternity, sorority, or student body that may intentionally or recklessly endanger the mental or physical health or safety of any person; inflict bodily injury; remove or destroy public or private property; and/or assist, direct, or cause participation that in any way demeans, humiliates, ridicules, or degrades regardless of the consent or acquiescence of a participant.*

*Code of Virginia § 18.2-56, as amended, which declares hazing illegal, establishes conditions for civil and criminal liability and outlines the duties of the University when a student has been found guilty of hazing.*

*For additional information, refer to Code of Virginia § 18.2-56: [https://law.lis.virginia.gov/vacode/18.2-56/](https://law.lis.virginia.gov/vacode/18.2-56/)*

Any individual or organization found responsible for a hazing violation is subject to sanctioning as stated in the Standards of Student Conduct. This includes, but is not limited to suspension of an individual or organization, removal of specific members of the organization and/or revocation of organizational status.

**Statement on Alcohol**

There are three Virginia Alcohol Beverage Commission laws with which people most often have trouble. Be sure you understand them before your organization has alcohol at an event.

**Age of Alcohol Consumer** - Persons who are 21 years of age may buy, drink and possess beer, wine and distilled spirits (hard liquor). Individuals who are under 21 years of age may not buy, drink or possess any alcoholic beverage. It is against the law for anyone to buy alcoholic beverages for under-age persons.

**Location of Consumption** - It is illegal for an individual to drink or offer a drink of alcohol to another individual in a public place (excluding businesses licensed for on-premise alcohol consumption). This includes any area that can be seen from your neighbor’s property (i.e., backyard areas, porches, tents, etc.).
**The Sale of Alcohol** - Alcohol may be sold by individuals or groups only if they hold an Alcohol Beverage Control Commission license. The “sale” of alcohol includes receiving money for drinks, “sign-up” collections, admission charges, or sale of items such as cups or t-shirts which entitle the buyer to “free drinks.”

Organizations may apply for a license that allows them to sell alcohol at a specific off-campus function. For further information about license applications, email enforcement@abc.virginia.gov, contact (540) 562-3604, or write to Regional Office in Roanoke, 2943 D Peters Creek Road, Roanoke, VA 24019.

Please also note that the unlicensed sale of alcohol will most likely result in suspension from the university for individuals involved. Further information can be located in the Standards of Student Conduct in the statement on alcohol and other drugs.

Under Virginia State Law, persons can be fined if caught drinking alcoholic beverages in public. In addition, under Virginia State Law, those persons attempting to use a fake or altered I.D. to purchase alcoholic beverages shall be guilty of a Class 3 misdemeanor, and upon conviction of a violation of this section (46.2-347). ([http://law.lis.virginia.gov/vacode/title46.2/chapter3/section46.2-347/](http://law.lis.virginia.gov/vacode/title46.2/chapter3/section46.2-347/)) The court shall revoke such convicted person’s driver's license or privilege to drive a motor vehicle for a period of not less than thirty days nor more than one year.

- It is illegal for intoxicated persons, regardless of age, to purchase or possess alcoholic beverages. Under Virginia State Law, persons convicted of this violation are subject to a fine of up to $2,500 and up to 12 months in jail or both.
- It is illegal to purchase alcoholic beverages for, serve, or sell alcoholic beverages to a person who is suspected of being under age or intoxicated. Persons who are intoxicated must not be permitted to remain in an area where alcohol is served. Under Virginia State Law, the purchaser or seller may be sentenced to 12 months in jail or fined up to $2,500 or both.
- Driving a motor vehicle while under the influence of alcohol is illegal. Note: Under Virginia State Law, if persons are charged with driving while intoxicated the car could be impounded, even if it belongs to parents or a friend, persons could face fines or a jail sentence, and would probably lose their driver’s license.
- Open container penalties. It shall be unlawful for any person to be in possession of glass, can, cup, or opened container of any description containing any alcoholic beverage (whether or not mixed with some other beverage) in or on public parks, playgrounds, or public streets in the City of Radford, Virginia. Any person violating this subsection shall be guilty of a Class 4 misdemeanor and shall be punished by a fine of not more than two hundred fifty dollars ($250.00).
The Office of Student Organization Assistance and Resources (SOAR) is designed to foster the development of future leaders who are critical thinkers and who approach every situation as a learning opportunity. Civic responsibility and commitment to fulfilling the obligations which come with being a citizen will be encouraged through the use of sequenced and varied experiential opportunities.

**Organization Privileges**

SOAR is designed to assist student leaders of registered organizations with promotion of their activities, recruitment of new members, and leadership development. As a registered organization all resources in the office are available to you however, with the following limits:

- 500 black and white copies per month
- 25 color copies per month
- 4 banners per month
- 5 poster boards per month

Additionally, SOAR offers a wide variety of teambuilding activities (with supplies) and leadership books from our Leadership Library. A full listing of the Leadership Library inventory can be found in the appendix.

**Hours of Operation**

SOAR is located on the second floor of the Bonnie (Hurlburt Student Center) in room 237.

Monday – Thursday 10am-6pm  
Friday 12pm – 5pm  
Saturday – Sunday CLOSED

Hours are posted on the SOAR office door and are subject to change!
Resources

All resources are available for Radford University’s registered clubs’ student leaders to use for organization purposes only. Banners and posters are for on-campus use only. If you would like these for use at your organization’s off-campus events or housing, check with SOAR for vendor information.

SOAR’s Resources:

- RU ID Event Scanner (can be connected to RUInvolved to track event attendance)
- Organization Mailboxes
- Banner paper (limited to four banners per month per organization)
  - Ellison die-cut shapes and letters machine
- Poster board (limited to five poster boards per month per organization)
- Colored paper and cardstock
- Craft/Art supplies
  - Markers, colored pencils, glue sticks, etc.
- Computers
  - Adobe Suite (Photoshop, Illustrator, and InDesign)
- Scanner, printer, and copier (limited to 500 black and white copies and 25 color copies per month per organization)
- Hot and cold laminators
- Leadership Library (leadership books, icebreaker ideas, teambuilding activities)
- Leadership Resources (resources can be checked out for retreats, workshops, etc.)
- Decorations
- Games

Organization Mailboxes

Every registered club and organization on campus has the privilege of receiving mail in SOAR.

The mailing address for these boxes is as follows:

- [Organization Name], Radford University, PO BOX 6895 Radford, VA 24142

Mailboxes must be checked on a regular basis by each organization. All mail must be cleared out of the mailbox on a monthly basis and before breaks. Mail that has not been picked up in a timely manner will be shredded.

These mailboxes are not secure or private. We recommend not sending banking and other personal information to this mailbox. Organizations may rent a PO Box from the campus post office for receiving more secure mail.

Several organizations have an alternate mailbox site on campus. These organizations include: the Student Government Association, Sport Clubs, and R-SPaCE. If you are trying to send information to these organizations, please send/carry the mail to the sites listed below:

- **SGA**
  - Hurlburt Student Center, Room 208, Radford University Box 6984

- **Sport Clubs**
  - Student Recreation and Wellness, Radford University Box 7033

- **R-SPaCE**
  - Hurlburt Student Center, Room 229, Radford University Box 6895
RU Involved

RU Involved is the online communication and management tool for registered student organizations, student leaders, and advisors. RU Involved can revolutionize the way you and your organization do everything!

RU Involved enables you and your organization to:

- Register your organization at the beginning of the school year to maintain status as a registered student organization
- Promote and publicize organization events and meetings
- Communicate with organization members
- Manage membership and participation
- Store files and documents
- Share photos from events
- Hold online elections
- Recruit new organization members
- Contact the leaders and members of other organizations
- Find other organizations to co-sponsor events with your group
- Discover other organizations you may be interested in joining
- Track your own involvement during your college career
- Create a student involvement transcript

To sign into RU Involved, log into the MyRU portal using your RU username and password, then click on the icon of RU Involved located on the bottom left of the screen.

**Important:** Every registered student organization at Radford University is required to maintain an up-to-date profile on RU Involved. Organizations must keep their roster current and register by the deadline each academic year in order to continue to receive the benefits and privileges available only to registered student organizations at Radford University.

For assistance with RU Involved, please email ruinvolved@radford.edu or visit Student Organization Assistance and Resources in room 237 in the Bonnie.
How to Start a New Organization

Getting involved in a student organization is a great way to enhance your college experience. Being involved can help you gain new skills, build your resume, allow you to make new friends, and give you memories to last a lifetime. The office of Student Organization Assistance & Resources (SOAR) is here to help you accomplish your goals. Use the “How to Start a New Organization Handbook” to guide you through the steps you need to take to start a new student organization or reactivate an old one.

Please note: In order to be registered, all student organizations at Radford University must be student-initiated. Faculty/staff involvement in an advising capacity is encouraged and an advisor is required, but the Department of Student Involvement supports the learning opportunities inherent in student-led initiatives.

Below is a brief overview of the steps to start a new organization.

1. **Submit the NEW Student Organizations Interest Form.** Check on RU Involved or with the SOAR office to be sure a similar organization does not already exist on campus, and then submit the form on RU Involved.

2. **Recruit** at least four other currently-enrolled Radford University students to be members of the organization.

3. **Secure an advisor** for the organization. The advisor must be someone who works as full-time or adjunct faculty/staff at Radford University, not a sub-contracted entity (such as the bookstore or a food service vendor).

4. **Write a constitution** for the organization. There are helpful guidelines and an easy-to-follow sample constitution in the How to Start a New Organization Handbook.

5. **Submit a final application** on RU Involved and make a presentation to the Committee on Clubs and Organizations (COCO). The final application must include a finalized constitution, contact information for the advisor, a list of names and email addresses of all founding members of the organization (there must be at least five), and all questions on the application must be answered. After your application materials have been reviewed, you will be invited to give a presentation about your organization at a COCO meeting.
Advertisement and Publicity

Please refer to the posting guidelines to have all relevant content in organization advertisements and publicity.

Additionally, please refer to Use of Radford University Logo for Flyers and Apparel before using it on any publicity.

All announcements of organization of activities should include:

- The name of the sponsoring organization
- Date of the event
- Time of the event
- Location of the event
- Contact information for the sponsoring organization (an email address or phone number of an organization member who will be able to answer questions about the event)
- The accessibility statement

Social Media

SOAR can help promote your events through our social media accounts. Follow us on Twitter and Instagram at @RUInvolvedRU so we can share your publicity with a wider audience.
Traditional Print Media

Bulletin Boards

Flyers may be displayed on eight common area bulletin boards at the following locations:

Dalton Hall:
- 1 location by the ATM machine next door to the Post Office

Radford University Post Office:
- 1 bulletin board to the right of the main entrance

Peters Hall:
- 1 bulletin board on the ground floor

Hurlburt Student Center:
- 1 located by the Jefferson Street entrance
- 1 located by the Information and Event Planning Office on the 1st Floor
- 1 located by the Student Computer Lounge on the 2nd floor

Heth Hall:
- 2 located on the lower level
- 2 located at the landing, in the main stairwell, between the 1st and 2nd levels

Additionally, Housing and Residential Life Office, Heth 226, will accept 88 flyers to post in the residential halls throughout campus! Also, the Student Recreation and Wellness Center has four bulletin boards. Deliver four copies of your flyer to the check-in desk on the main level and staff will post it for you.

Banners

Reservations through the event planning office, 540-831-5420, will be accepted on a first-come, first-served basis for the Heth Hall/Dalton Hall bridge-way railing. Professional quality banners must meet the following specifications:

- Be constructed of canvas or vinyl with waterproof paint only. Other materials will not be approved.
- All lettering must be stenciled or professionally lettered.
- Size is limited to a maximum of 3’ high by 12’ wide.
- Banners must have grommets and be attached by rope or cord.
- No tape is allowed to secure the banner to the railing.

Please refer to the banner guidelines for more information.
Channel 14/Campus Broadcast System

Channel 14 is available for use by all registered student clubs/organizations. Only events open to the entire university community will be considered for placement on the campus broadcast system. Slides are normally posted for a two week period. Content must be appropriate in nature – no inappropriate pictures, words, context, etc. will be posted to the university TVs.

Information for the university TVs should be sent as follows:

- PowerPoint slide (preferred) or a jpg that is 1280 x 720 in size. Please do not send a pdf file as it is not easy to upload into the system. If it is a PowerPoint slide, it allows us to adjust if it is difficult to view once posted.

- All font on the slide should be at least 36 in size to be easily readable (larger, standard type font is easier to read)

- Because the slide is only showing for 10 seconds at a time, the less text and more important information posted, the better

- Background –recommend a dark background with light font. If a light background is used, be sure to use a dark (black recommended) font to display well.

- Indicate preferred posting dates when sending the slide (s)

- All information should be sent to scheduling@radford.edu

University Relations

The Office of University Relations (http://www.radford.edu/content/university-relations/home.html) should be contacted for assistance in obtaining media coverage of a major event or item of special interest to the campus and the community.

The Office of University Relations may consider promoting a campus-wide event sponsored by your organization if you complete and submit the form found at this link: https://www.radford.edu/content/university-relations/home/our-services/media-services/ru-announce.html

The Office of University Relations will attempt to place notices, such as special student-award recognitions, in the hometown newspapers of your club/organization members. In order to do so, the Office of University Relations will need the following information:

- Member’s full name
- Criteria for membership in your organization
- Member’s major
- Member’s academic classification
- Member’s hometown
- Member’s parents’/guardians’ names and addresses
Fall Club Fair

*Radford’s Annual Celebration of Student Involvement*

Moffett Lawn, 2:30-5:00 PM

First Friday of each academic year

Registered clubs and organizations as well as local businesses will be on Moffett Lawn

Take advantage of this student involvement opportunity!

Who can participate?

All registered organizations are encouraged to participate in the annual Club Fair that is held at the beginning of each semester. Club Fair is designed to give Radford University organizations an opportunity to present displays and information to students concerning club activities. It offers organizations a great opportunity to recruit new members.

Local businesses and vendors must be members of and register with the Radford Chamber of Commerce to participate. No individual, group, or business may have a table or distribute information of any kind during this event, unless they have pre-registered.

Important: Due to guidelines set by the Montgomery County Health Department, food and beverages may not be served by clubs, organizations, departments, or local businesses. Only pre-wrapped hard candy is allowed. Do not attempt to give away or sell any food or beverages.

How to Register

Registration for Club Fair takes place through RU Involved. When registration is open, a link will be available on the RU Involved homepage. Registration for Fall Club Fair typically runs March – early August. Businesses register through the Radford Chamber of Commerce.

Registered student organizations who miss the club fair registration deadline may still participate in club fair. For each club fair there are a limited number of tables available for registered student organizations on a first-come-first-served basis.
Winter Club Fair

Winter Club Fair is usually scheduled for the first Friday of the spring semester at an indoor location. Check RU Involved near the end of the fall semester for information on registration. Due to space limitations at indoor locations, tables will be assigned to groups on a first-come, first-served basis.

Funding

Money Handling

Student organizations are encouraged to find creative ways to raise funds for supplies and events to support their organizations. Methods may include fundraising events, sales, soliciting donations, collecting dues, et al. Most student organizations (those not directly funded by the Student Finance Committee) are considered private associations registered with the university, rather than functional entities of it (i.e. the Biology Club is an independent private association registered with the school versus the Biology Department which is considered part of the school itself). Hence, student organizations are expected to manage all aspects of money handling themselves, including establishing tax-exempt status, creating bank accounts, and overseeing collection, disbursement, and management of funds. It is important to keep thorough records of all transactions involving organization money.

Recommended money-handling guidelines

1. Registered student organizations should establish and maintain, at minimum, a checking account in the name of the organization. Organizational funds should not be co-mingled with the private funds of any officer or member.
2. Prior to opening any bank account, banking regulations require that the organization apply for and maintain a Federal Employers Identity Number (FEIN), which basically serves the same purpose for your organization that a Social Security Number (SSN) provides for an individual. Please note: It is not appropriate to use any individual’s SSN for the organization’s banking purposes. **No organization is authorized to use Radford University’s FEIN.** FEIN applications are available online through the Internal Revenue’s Website at http://www.irs.gov/pub/irs-pdf/fss4.pdf (form) and http://www.irs.gov/pub/irs-pdf/iss4.pdf (instructions). You can also complete this form online: https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online
3. It is recommended that, when establishing or renewing an account, two signatures be required on checks, usually the organization’s president or treasurer and advisor.
4. All financial obligations should be paid promptly. Failure to do so could result in the organization’s suspension based on violations of good business practices as specified in the organization’s registration agreement.
5. Deposits should be made promptly and appropriate security should be maintained over any cash or
checks collected.

6. **Important**: Receipts should be issued for any money collected by the organization. This includes dues collected from organization members.

7. It is recommended that the treasurer be required to submit monthly reports to an appropriate executive officer and/or advisor and that the organization’s books be “closed out” and audited during the transition from one treasurer to the next.

8. It is recommended that organizations outline guidelines for any refunds of membership dues or other fees paid to the organization for students who leave the club or do not participate in an activity to which they contribute funds. Refunds are not required, but organizations are strongly encouraged to outline club policies regarding refunds to avoid disputes with club members later on.

**Funding Resources for Events and Travel**

Some alternative sources of funding are available to registered student organizations through the Club Programming Committee. This funding affords the opportunity to contribute to the quality of campus life by sponsoring special events and programs that may not be possible without additional financial assistance. This funding is intended to enhance the college experience of the entire Radford University community, not to cover operational expenses for an organization. There are strict regulations on what may be purchased using these funds. Please refer to the funding application instructions for each entity for more detail. Application deadlines are crucial for each of these funding opportunities. In each case, late applications will be rejected automatically, so make your plans and submit your funding applications well in advance of your proposed event or travel opportunity.

**Please note**: Organizations directly funded by the Student Finance Committee (including R-SPaCE, Diversity Awareness Programming, Appalachian Events Committee, Peer Health Educators, Highlander Student Media, ISAC, and BSAC) and organizations that are part of the Sports Club Council are not eligible to apply for funding through these sources.
Club Programming Committee Funding

Funding from the Club Programming Committee (CPC) is available for registered student organizations to host on-campus programs or to attend conferences or other out-of-town activities.

CPC funding grants registered student organizations, not directly funded by the Student Finance Committee, access to $4,000 through an application process for travel and on-campus programming. Up to $950 can be allocated for travel funding per academic year.

More information about the CPC application process can be found in the CPC Guidebook.

University Guidelines, Policies, and State Law

A full list of Guidelines and Policies can be found here.

Use of Radford University Logo for Promo and Apparel

Due to legal and trademark reasons student organizations may only use the name “Radford University” or “RU” after the name of the organization, not before. For example, naming your new organization “The XYZ Club at Radford University” is acceptable; “Radford University XYZ Club,” “RU XYZ Club,” and “Radford U XYZ Club” are not.

Student-run organizations may not use their name/brand with the university logo, without prior permission from Associate Vice President of Student Life and the Office of University Relations.

Only official units of the university, including directly funded SFC organizations, may have logo lock-ups.

The logo must be not be in close proximity to any artwork or club logo and must be used according to the university’s logo standards, which can be found on the University Relations graphic identity page: https://www.radford.edu/content/university-relations/home/our-services/creative-services/graphic-identity.html
Student organizations may only use the university logo on their communications or printed items with permission from University Relations. The email for permission to use the logo is branding@radford.edu.

Any use of the Radford University logo, seal, or mascot symbol on items for purchase, to raise funds or make a profit, must be approved by Cory Durand, Director of External Operations for Radford Athletics. He may be reached at cdurand@radford.edu or 540-831-6423.

Complete Radford University Promotional Items Policy:  
http://www.radford.edu/content/dam/departments/administrative/financial-services/policies-procedures/PromotionalItemsPolicyrevised09022010.pdf

Complete Purchase of Radford University Apparel Policy:  

**Candle Usage Guidelines**

Candles are not permitted in campus facilities; this includes both burning and non-burning candles. Battery operated candles are permitted. For more information, call the event planning office at (540) 831-5420.
Posting Policy

The full posting policy for Radford University can be found here.

Bonnie Lobby and Plaza Table Reservation Guidelines

- Indoor table space is limited to 5 tables. One table per student organization.
  - If the plaza is reserved and weather conditions are not feasible, indoor table space may not be available.
- Folding chairs must be checked out for the plaza locations. A Radford University ID must be presented and held by the Information Desk Assistants until the chairs are returned.
  - There is a maximum of four chairs per table. If the maximum number of table spaces is reserved for the lobby and plaza, chairs may be limited to two per table.
  - Extra chairs cannot be pulled from dining area or Game Room. Organizations should limit the number of people working at the table.
- Music/Laptop volume must be kept at a minimum.
- Signs are not allowed to be taped on wall space.
- Cancellations must be reported to the Information Desk by calling 540-831-5420.

Demonstration Policy

Radford University celebrates the right to freedom of expression on campus. The full Free Expression Policy can be found here.
Event Decorating Guidelines

- Flammable liquids are prohibited. (i.e. oil lanterns, spray paint)
- Helium tanks are permitted but must be stored in a secure location. Stored tanks must be secured in a manner that insures it remains in an upright position.
- Decorations may not hang from ceilings or light fixtures.
- Windows and doorways must remain free of materials/decorations.
- Windows cannot be blocked or covered without approval from the Director of Student Center Operations.
- Smoke detectors and Exit signs must remain free of material/decorations.
- Heating units may not be blocked, covered or decorated.
- All surfaces, to include doors and walls, are limited to 10% coverage.
- No tacks, nails or screws of any kind can be utilized.
- No duct, packing, scotch or electrical tape can be utilized.
- No dried vegetation may be used (includes hay, bamboo, dead trees, straw, leaves, etc.).
- Live potted plants and artificial plants are permitted.
- Small strand lights are permitted.
- Light strands utilized as an extension cord is prohibited.
- One hundred lights are the allowable limit.
- The "UL" tag must remain attached to the cord.
- Lights atop other materials/decorations are prohibited.
- Confetti and/or glitter are prohibited.
- Exit pathways must be four feet wide must remain clear.
Public Performance Copyrights and Your Rights (Movie Guidelines)

It is against federal law and university policies for organizations to show any kind of movie or documentary without following proper licensing procedures. To inquire about how to obtain a public performance license, please contact ruinvolved@radford.edu. Radford University currently works with Swank Motion Picture, Inc. for all film licenses (800/876-3344).

“Public Performance” (from www.mpaa.org)

Unauthorized public performances refer to situations where an institution or commercial establishment shows a tape or film to its members or customers without receiving permission from the copyright owner. This includes “public performances” where an admission is charged as well as those that are simply offered as an additional service of the establishment.

What the Law Says (from www.copyright.org)

In some instances no license is required to view a videotape, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.

This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

Frequently Asked Questions

Q. We own the video, do we still need a license to view or show it in public?
   • Yes. The location requires a license regardless of who owns the video. While you may own the actual Video, you are only granted the right to view it in your home, not to perform in public.

Q. We do not charge admission. Do we still need a license?
   • Yes. Regardless of whether or not an admission fee is charged, a license is required.

Q. We are non-profit. Do we still need a license?
   • Yes. The legal requirement to obtain a license applies equally to non-profit and for-profit organizations.

Q. We are not open to the general public. Do we still need a license?
   • Yes. Any location outside of the home is considered public for copyright purposes.
Fundraising Guidelines

Registered clubs and organizations wishing to engage in fundraising projects on campus should first consult the Assistant Director for Student Involvement and reserve use of the facility in which the activity is to be held through the Scheduling Office. Funds raised must go toward or support the overall purpose of the organization. Fundraising events and advertisements for events must not violate Radford University policies or local, state, and federal laws.

Organizations that are not registered with Student Involvement may not engage in fundraising; however, these organizations may work with Student Involvement to purchase a fundraising table on campus.

Sales, Auctions, or Solicitation

Fundraising activities must not inconvenience, harass, or annoy other members of the university community and may not include any type of door-to-door sales or solicitation. Approved sales may take place on Bonnie Plaza, Heth Plaza, and other campus buildings after first obtaining approval from the appropriate facility manager. The City Manager or appropriate city or county officials must approve any off-campus door-to-door sales or solicitations. Solicitation is strictly prohibited!

Raffles and Bingo Games are legal for Radford University clubs and organizations under certain conditions. According to communications from the Office of the Attorney General and per Virginia Code 18.2-340.16, student clubs and organizations are considered ‘qualified’ organizations because they “...are operated exclusively for religious, charitable, scientific literary, community, or education purposes” and, therefore, allowed to conduct raffles, bingo, and instant bingo games.

Monte Carlo, Casino, Las Vegas, Reno Nights or Poker/Card Game Nights

These types of events are illegal according to communications from the Office of the Attorney General and per Virginia Code 18.2-325.

It is legal if: (1) All participants paying an admission fee equally have the chance to win items at the end of the night and winning is not dependent upon bidding of auction items by those who accumulated the most play money/chips and (2) All participants do not have the opportunity to purchase additional quantities of play money/chips by the outlay of real money.

In order for an organization to participate in raffles or bingo games, proceeds must not exceed $25,000. If proceeds should exceed $25,000, a local permit may be obtained by completing an application available through the Hurlburt Information/Event Planning Office or by calling the Charitable Gaming Commission at (804) 786-1681. Organizations are encouraged to exercise extreme caution before entering into business deals and sponsoring presentations. High pressure sales agencies are: Agencies which pressure students to sign orders on the spot, agencies which pressure partial or full payment before delivering items ordered, or agencies which have a reputation of late delivery or not delivering what they have agreed to deliver. Students cannot sign agreements/contracts; so, work with your advisor before entering into business deals or viewing presentations.

Vehicle Use

As a general rule, student organizations use Enterprise for their vehicle needs. These rental vehicles are for university-related use only. A rented vehicle may not be used for any personal reasons. It is important that no vehicle will be used for any purpose which will endanger anyone, cause unnecessary wear or damage to the...
vehicle, or have a negative effect on the individual(s) involved and/or Radford University. Pay close attention to vehicle pick up and return times to avoid late fees. If a vehicle is not returned on time, the individual driver (not CPC or other funding body) will be responsible for paying any late fees and additional rental charges. To inquire about vehicle usage, contact the Account Manager in Bonnie Hurlburt Student Center Room 226 or call 831-5044.
Student Grade Release Form

I, _________________________ (print full name), give my permission for my grades and grade point average to be released to _______________________________

(name of organization) for the sole purpose of verifying grade point average requirements for membership.

Student ID Number: ____________________________

Signature: ____________________________________

Date: _____________________
When hosting events or holding various programs, it can be important for clubs/organizations to create event waivers.

The waiver described below is simply a sample – so, be sure to compose your organization’s waiver with your advisor’s assistance.

Waiver Form for XYZ Event

Full Name: _____________________________________________

Address: _____________________________________________

Email address: _________________________________________

Telephone: ___________________________________________

Emergency contact name and telephone number:

_________________________________________________________________________________________

I am aware that during my participation in the XYZ event that the organization will not be held liable for any personal injury that may occur during this event. Certain risks and dangers may arise including but not limited to hazards and/or death are inherent by participation in this event and/or careless acts by other participants or personal injury from the facilities area.

By signing this waiver, I am aware of the risks and accept full responsibility for all injuries that may occur during this event. I will not hold the organization liable for any injury as a result of an accident during this event.

Signature: _______________________________________________________________________________

Date: ___________________________________________________________________________________