



**MISSISSIPPI STATE UNIVERSITY**

**2016-2017**

**STUDENT ORGANIZATION MANUAL**

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# Introduction

## Welcome, Student Organizations!

### *A Message from the Center for Student Activities:*

Welcome to the Center for Student Activities Office! Our staff is here to service all student organizations. If you need assistance with planning an event, updating your membership and officer list, or guidance in helping your student organization to grow, we are here for you! Student organizations at MSU are the heart of our campus and we want to make sure you have every resource available for you to be successful. Please visit the Center for Student Activities. We are open Monday through Friday from 8:00am-5:00pm in the Colvard Student Union, Suite 314. You can also give us a call at 662-325-2930. Remember each year to update your officer list on the Difference of One website at [www.one.msstate.edu](http://www.one.msstate.edu)!

- Jackie Mullen  
Director for Student Activities

### *A Message from the Dean of Students:*

College is a very stressful time in the life of a student. It is both an academic and a social experiment and there are many issues and situations where you might need more information or a support system here on campus.

The Dean of Students Office, a department within the Division of Student Affairs, serves as a key link between students, parents, administration, and academia. The office supports both the academic mission of Mississippi State University and the Division of Student Affairs by providing programs, services, resources, and advocacy for the needs and interests of all students at Mississippi State University.

We assist student organizations in planning their events and assessing any risks that might arise at an activity hosted at MSU. We encourage you to contact our office to help answer any questions and for event approvals. Furthermore, know we are your advocate while you are here on campus. If you find yourself in need of information or have any problems facing you at MSU, please don't hesitate to stop by and ask for help.

- Thomas Bourgeois  
Dean of Students

## About Student Organizations at MSU

Student Organizations at Mississippi State University (MSU) play an important role in engaging students with leadership and involvement opportunities. Through the Difference of One campaign, the Center for Student Activities (CSA) asks each student to consider getting involved in at least ONE student organization. Research has shown that getting involved on campus has a direct effect on retention and academic success. There are currently over 350 active student organizations on campus that give students a chance to meet new friends, participate in a variety of fun and educational activities, and often provide service opportunities for students to give back to MSU and the Starkville community. To see a list of all current student organizations at MSU, please visit [www.one.msstate.edu](http://www.one.msstate.edu).

Based on the mission, advising, funding, risk, responsibility of your organization and reputational association with the university, the Student Organization Standing Committee shall determine your classification into one of the following categories:

- a. Sponsored – organizations with a mission and culture that is critical to the university. Sponsored organizations will be advised by a determined full-time staff member of the university. All financial accounts that collect university monies will be held in on-campus accounts. Sponsored organizations are allowed to carry the name Mississippi State University or MSU.
- b. Registered – organizations with a mission and culture that is consistent with those of the university. Registered organizations should have a faculty or staff member of the university advise them and may hold off-campus financial accounts. Registered organizations are not allowed to carry the name Mississippi State University or MSU but are to use “at Mississippi State University” or “at MSU” in their name.

## Benefits of Being a Registered Student Organization

As a registered MSU organization, your group is entitled to certain rights and privileges as long as your organization stays in good standing with the university. These special benefits include the following:

1. Being registered as an affiliate of MSU;
2. The opportunity to incorporate, as prescribed by university guidelines, the university name into the organization’s name;
3. Reserve campus facilities and spaces for organizational use, including but not limited to the Colvard Student Union, the Drill Field, and the Amphitheater;
4. Sponsor events and other activities on campus;
5. Post approved events and activities on the Difference of One as well as the Campus Event Calendar;
6. Apply for appropriations (organizational funding) from the Student Association on a semester basis;
7. The privilege to participate in university events such as orientation, homecoming, organizational fairs, etc.;
8. Establish an official web-site in conjunction with Information Technology Services (ITS);
9. Opportunity to get involved in periodic leadership training sponsored by the CSA.

## Responsibilities of Organizations

As a student organization at MSU, your group has certain rights and privileges. With these privileges come certain responsibilities to maintain your organization's status. Those responsibilities include:

1. Each organization will comply with federal, state, and local laws and codes.
2. Each organization is responsible for the activities and/or actions of non-student members and guests while participating in any function sponsored by that organization.
3. Organizational information must be kept current with the CSA through your organizations portal on OrgSync. In order to do so, be familiar with the procedures under the heading "Updating Officer Information" in the Policies and Guidelines chapter of this manual.
4. All organizations are responsible for the planning, supervising, and ensuring the safe operations of each of their programs.
5. All organizations should function using sound financial management and are responsible for any debts that may occur, including those to MSU.
6. Your organization must maintain an advisor at all times. If at any time your organization finds itself without an advisor and is having trouble finding one, please contact the CSA immediately and we may be able to assist you in your search.
7. All university funded activities of any student organization must be open to all students regardless of race, color, ethnicity, sex, pregnancy, gender identity, religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran, or any other status protected by state or federal law or University policy. This includes events funded through university departments or students.
8. Organizations must comply with all applicable policies, regulations, and procedures established by Mississippi State University. Policies related to organizations include but are not limited to: Code of Student Conduct, Definition of a Student, Student and Other University Organizations, Hazing Policy, Food Handling On-Campus by Student Organizations, Blood Procurement, Free Speech and Assembly Policy, Campus Roadways, Facilities Use Policy & Procedure, and the Center for Student Activities Student Organization Manual.

## Creating or Updating Your Student Organization

Follow the steps below to create a new student organization:

1. Log into OrgSync by going to [www.one.msstate.edu](http://www.one.msstate.edu), and selecting the "OrgSync" button.
2. Log in with your netID and password, and then locate the "Browse Organizations" option at the top of your community's homepage. This will bring you to the directory of organizations that are registered in your community.
3. Next, click the green "Register New Organization" button. Select the appropriate umbrella, most organizations will select "Difference of One."
4. Now you will fill out some basic organization information, as well as upload your constitution and a roster.

5. After completing this online process, you will be notified when your advisor and the Center for Student Activities approves, denies, or re-opens your request. You can also view the status of your request under your personal “Requests” page.

New Organizations will be considered by the University Organizations Committee. The committee typically meets the third week of each month during the academic year. You will be notified of whether you’ve been approved by email.

If your organization is already registered on OrgSync, you can apply for renewal if you go to the portal, hover over the wrench icon on the right side of the top menu, then select “Organization Settings”. If you do not see the settings option then you are not listed as an administrator on the portal. In this case, you will need to request an existing administrator or the Center for Student Activities to promote your status.

After accessing the portal settings, this will default you to the “Profile” tab where your organization registration information is stored. Choose the “Update Profile” option to begin updating your org’s profile and submit a renewal request.

For additional help contact the Center for Student Activities at 662-325-2930 or [one@saffairs.msstate.edu](mailto:one@saffairs.msstate.edu).

## Membership Guidelines

Each student organization or group is responsible for taking appropriate steps to comply with the Membership rules below:

A. All Student Organizations are required to acknowledge that it is the policy of Mississippi State University;

1. To prohibit discrimination on the basis of age, race, color, ethnicity, sex, pregnancy, gender identity, religion, national origin, sexual orientation, genetic information, status as a U.S. veteran, or any other status protected by state or federal law or University policy.
2. To promote equal opportunity for all students as valued members of the University community and to support affirmative steps to accomplish that objective.

B. Registered Student Organizations – No Registered Student Organizations may exclude a student from membership or leadership on the basis of his or her race, color, ethnicity, sex, pregnancy, gender identity, religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran, or any other status protected by state or federal law or University policy. However:

1. Certain groups, such as social fraternities and sororities, governing organizations in single-sex residence halls, and other organizations specifically exempted from Title

IX of the Education Amendments of 1972, are permitted to exclude men or women; and

2. Registered Student Organizations may limit their membership and leadership to students who, upon individual inquiry, affirm that they support the organizations religious, political, or other legally protected views, consistent with the First Amendment.

C. University-Sponsored Student Groups – University policies prohibiting discrimination apply to University-Sponsored Student Groups such as choral groups, bands, and cheerleading squads.

## Termination of Registration

The Division of Student Affairs reserves the right to temporarily suspend or terminate the status of any organization. These decisions can or will be based on the following circumstances:

1. A written request from the organization to be dissolved, delivered in person to the CSA.
2. A lapse in communication with the Division of Student Affairs. As stated above, an organization must maintain an active up-to-date file in the CSA.
3. Failure to keep current with or meet financial obligations to the University.
4. Failure to comply with the organization's constitution or by-laws.
5. Failure to comply with the rules, regulations, policies, and procedures of MSU as determined by appropriate University officials.
6. Re-registering a terminated organization under another name.
7. Discovery that an organization is acting as an auxiliary group for another current organization.
8. Submitting false information to MSU.

Appeal Process: A student organization may initiate an appeal with the Vice President for Student Affairs of a suspension or termination decision by the CSA. A letter of appeal may be submitted in writing to the Vice President of Student Affairs and must be initiated within 30 days of receipt of notification of the decision. The letter should include the reasoning for appeal and any additional documentation you feel would be useful.



# Policies and Guidelines

There are firm and purposeful policies and guidelines set forth by the University that all registered organizations must adhere to. Those policies and procedures are considered pertinent to the management of registered organizations and are listed below.

*Many of the policies listed in full or in part below are active operating policies of Mississippi State University and could be changed, updated, altered since the publication of this manual. In cases where differences arise in this manual and the operating policy, the operating policy takes precedence. Further explanation of these policies and guidelines are included in the policies.*

For a complete understanding of the following information and other conduct regulations of MSU, refer to the Dean of Students Office <http://www.students.msstate.edu/>.

## Code of Conduct and Honor Code

### Student Code of Conduct (OP 91.100)

MSU recognizes students as adults who are expected to obey the law and the rules and regulations of the university, to take personal responsibility for their conduct, to respect the rights of others, and to have regard for the preservation of state and university property, as well as the private property of others. MSU will not police the personal lives of students on or off campus or invade their privacy by spying or intrusive searches; however, students whose conduct threatens to cause disorder, public disturbances, danger to themselves or others, or property damage will be disciplined. Those apprehended and found responsible of violating the law or rules and regulations of the university may receive a maximum sanction of expulsion from the university. (See the entire Operating Policy 91.100 Student Code of Conduct.)

### MSU Honor Code (<http://www.honorcode.msstate.edu/>)

“As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”

## Drugs/Alcohol/Firearms, Explosives, and Other Weapons

### Drugs (OP 91.100)

Unlawful sale, possession, use, or distribution of illegal drugs is prohibited.

### Alcohol (OP 91.100)

Unlawful sale, possession, or consumption of alcoholic beverages, including beer and wine, by students on campus is prohibited. While the university has no control over off-campus social functions, the following guidelines concerning the use of alcohol at student organizations off-campus functions are suggested:

1. Organizations and individual student members will abide by all federal, state, and local laws and MSU policies.

2. No organizational funds may be used to purchase alcohol.
3. When alcohol is present:
  - a. Non-alcoholic beverages should also be served;
  - b. Food (preferably low salt, high protein) should be served;
  - c. No alcohol should be consumed during the last hour of the event; and
  - d. An effective system should be in place to transport drinkers home (e.g., buses or non-drinking designated drivers).
4. Appropriate and reasonable behavior is expected of all students and their guests who attend an event associated with a registered organization of MSU. The health and safety of students and their guests will be taken into consideration when planning and implementing an activity.

### Firearms, Explosives, and Other Weapons (OP 91.120)

In accordance with university regulations and/or state law, the university prohibits:

1. The possession by a student of any firearm on the campus of MSU.
2. The possession of any type of explosive, other weapon, firecracker, or the like on university-controlled property. Exceptions may be permitted for fireworks displays planned in advance for celebrations.

## Events/Outdoor Amplified Sound/Security/Event Insurance/Waivers

### Events

Student Organization Event Registration:

1. Definition - The term "event" herein refers to meetings, parties, or gatherings hosted by an organization.
2. Registration of Events - All on-campus events hosted by a student organization must be registered with the Colvard Student Union, using a Student Organization Event Form. The university will not approve registration of activities for any organization that is delinquent in its financial obligations to any department or agency of the university.

Closed Events: The following guidelines are for closed events:

1. It is strongly recommended that all student organizations hosting a event limit attendance to dates, and invited guests to minimize safety and legal risks. While security guards are not required at parties they are highly recommended.
2. If an on-campus party is held outside of a student organization's house or other facility, a fence is required to enable the organization to limit attendance to members, dates, and invited guests. The university provides specifications for the fence. The organization's officers are responsible for checking guest attendance and established party entrance(s). A sign stating "By Invitation Only" must be prominently displayed at each entrance.
3. Hours for Events - On-campus events may be conducted on Sunday through Thursday until 12 a.m., and on Friday and Saturday until 1 a.m. the following mornings. In exceptional circumstances, special permission may be granted by the Dean of Students Office to extend the above times for termination of events. The termination time must be specified on the Student Organization Event Form.

4. Organizations must clean up facilities immediately after the conclusion of their event. Organizations are encouraged to have a cleanup plan and kit prior to the start of their event. This plan should include: gloves (if needed), trash bags, and a designated place to dispose of waste. To order trashcans for your event, contact Facilities Management at least 72 hours in advance. The department will drop them off at a designated location near your event site and you should dispose of waste in the same location as the drop-off point. If you do not order trashcans, you should dispose of waste at the nearest dumpster or waste receptacle. Fraternity and Sorority rows must be clean by 7:00 a.m. following the event. These organizations must utilize their private dumpsters in order to dispose of waste.

### Outdoor Amplified Sound (OP 91.310)

The university realizes the privilege to enjoy outdoor entertainment and programs must be weighed against the basic need of students and other residents of the university community to enjoy an atmosphere free from excessive noise. The university allows outdoor amplified sound on campus under the following conditions designed to minimize distractions from the educational purpose of the university and unwarranted disturbance of residents of the university community.

#### **Procedure:**

1. Weekends:

On-campus, outdoor events with amplified sound will typically be the weekends of home football games during the fall semester and typically six weekends during the spring semester. The spring weekends, one of which will be Super Bulldog Weekend, will be set no later than the end of the first week of class of spring semester by a committee comprised of the Dean of Students, the Colvard Student Union, representative of the student body, a faculty representative, and others as deemed necessary.

2. Weekdays:

Outdoor amplified sound during the week will typically be on Thursday evening from 8 p.m. until 11 p.m. Exceptions for special campus-wide events may be made by the above committee. Specially approved weekday outdoor concerts, or other amplified sound events must typically end by 10 p.m. Weekday events with outdoor amplified sound that are held adjacent to classroom buildings may be held to different time constraints and sound levels.

3. Times:

The times during which outdoor amplified sound will typically be allowed on approved dates are as follows:

- a. Thursday: 8 p.m. until 11 p.m.
- b. Friday: 8 p.m. until 1 a.m. Saturday
- c. Saturday: 10 a.m. until 1 a.m. Sunday
- d. Sunday: 1 p.m. until 6 p.m.

4. Sound Levels and Location

The following guidelines regarding sound levels and locations must be adhered to at all times and may be adjusted by the Dean of Students Office as deemed necessary

to preserve the ability for the university to conduct normal business or a special event:

- a. The standard approved sound level permitted for outdoor amplified sound is typically 100 decibels.
  - b. Different locations, such as those adjacent to academic buildings and residence halls, may determine the volume, speaker placement, and any other component of the event.
5. Events planned during normal classroom hours may be considered on a case-by-case basis.
  6. The Dean of Students Office reserves the right to lower the volume to a more appropriate level at their discretion.
  7. Athletic games (sounds originating from the stadium) and MSU band practices are excluded from this policy.
  8. Organizational Responsibility

It is the responsibility of the host organization or individual to monitor the sound level of the event. Complaints received by University Police Department will be relayed to the individual in charge or the organization sponsor. If the sound level is not managed properly, after one warning the event may be stopped by university officials.

### Security (OP 91.200)

At all events on campus, which are open to the general public, either free or through paid admission, the student organization must submit a security plan to assist in the maintaining of control over who attends and the behavior of those in attendance. The amount of security needed will depend on the size and nature of the event and will be determined in consultation with University Police, in conjunction with Dean of Students Office. Failure to adhere to these security policies may result in an administrative and/or disciplinary sanction.

### Event Insurance

Organizations are encouraged to work with insured vendors in order to protect the organization liability and MSU. Event Insurance is recommended for events including but not limited to concerts, mechanical amusements, etc. For more questions regarding event insurance please contact Dean of Students Office.

### Waivers

Any event that may cause physical harm will require a liability waiver to be filled out which will be attached through the event program approval process when needed. This will include but is not limited to Runs/Walks, Inflatables, Sporting Events, Travel/Trips, etc. Although a signed consent form does not necessarily relieve one from any liability, it does show the effort to inform participants of any possible hazard. The waiver form should also ask for disclosure of possible medical conditions that may affect a participant. Child Waivers must be filled out by the parent or guardian, prior to their participation in the event. Waivers must be returned to CSA immediately following the event so that they can be kept on file. A sample waiver is included in this manual in Appendix B.

## **Sexual Misconduct/Harassment/Hazing**

### Sexual Misconduct (OP 91.118)

Mississippi State University does not discriminate on the basis of sex in its educational programs and activities. The University, in an effort to foster an environment of respect for the dignity and worth of all members of the University community, is committed to maintaining an educational environment free of sexual harassment. It is the policy of the University that no member of its community shall engage in sexually harassing or sexually violent behavior toward another. Any student who violates this policy is subject to disciplinary action, which may include expulsion from the University. Sexual harassment, including sexually violent behavior, is illegal under both state and federal law. As a public institution of higher learning, the University also must provide due process to students' accused of Sexual Misconduct. This policy is designed to provide proper due process to anyone accused of Sexual Misconduct as well as the complainant.

### Harassment (OP 03.03)

Mississippi State University prohibits discrimination or harassment on the basis of race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, and status as a U.S. Veteran, or other protected class, which adversely affects an individual's employment or education. The University also prohibits deliberate false accusations of discrimination or harassment. It also is a violation of this policy for a supervisor or administrator to disregard or delay reporting an allegation of discrimination or harassment. In addition, retaliation against a person who has made a report or filed a complaint of discrimination or harassment, is a witness to discrimination or harassment, or has participated in an investigation of a complaint of discrimination or harassment is prohibited.

### Hazing (OP 91.208)

Hazing is prohibited. Physical hazing violates statutes of the State of Mississippi. Any member and/or group failing to comply with this policy are subject to disciplinary action. This policy pertains to all pledges, active, and alumni members of the fraternity, sorority, or other organizations. For purposes of this policy, hazing is defined as any individual or organization that, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engages in conduct that creates a substantial risk of physical injury to such other person or a third person.

## **Publicity/Signage**

### Sidewalk Chalk

Sidewalk chalk on any MSU surface is prohibited except with prior approval from the Dean of Students Office.

### Sign Postings (OP 91.304)

Registered university organizations and university departments may display signs and banners at designated locations on campus. For information regarding these designated locations, contact the Dean of Students office and/or the building facilities coordinator.

Whether advertising for an organization or personal reasons, sign posting should be attached only to bulletin boards, not on doors, glass, or painted surfaces. All signs should be in good taste and cannot make any references to alcoholic beverages. Student organizations should make sure that persons who are responsible for posting signs for the organization are fully aware of this policy. Improperly posted signs will be removed and discarded. When signs are removed from paint, it invariably damages the paint, which, in turn, costs the university money to repaint. Tape on glass is hard to remove and takes time to clean glass, which has had signs posted on it. In addition, any damage done resulting from violations will result in appropriate assessments to the host student organization.

See City of Starkville section on posting signs in the Starkville, MS. Appendix D contains an on-campus and off-campus poster distribution list.

## Copyright/Free Speech and Assembly/Solicitation/Use of MSU Name

### Copyright (OP 06.03)

The University shall control use of its trademarks by way of a licensing program that encourages proper use that will reflect favorably on the University and will produce maximum revenue for its benefit. In order for student organizations to use MSU Trademark's and logos (this use of MSU seal and watermark on t-shirts, print, etc.), the organization must have prior approval through Office of General Counsel. They are located in Allen Hall Suite 513 or you can visit their website at [www.legal.msstate.edu](http://www.legal.msstate.edu).

### Free Speech and Assembly Policy (OP 91.304)

Mississippi State University will protect the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U. S. Constitution. Reasonable time, place, and manner restrictions will be enforced. However, the enforcement will not depend, in any way, on the subject matter involved in an expressive activity. It is strongly suggested that all activities be registered with the Dean of Students Office 48 hours in advance in order to make adequate arrangements for safety and security and to insure the space desired is available. Registration should be completed at the Dean of Students Office. Literature can be distributed in public forums. However, the party distributing the literature is responsible for cleaning up any discarded paper and restoring the campus to its previous condition. Literature may not be distributed in non-public forums.

1. No amplification equipment may be used.
2. Use of campus land is on a temporary basis.
3. Flyers may be placed on open bulletin boards inside or outside university buildings.
4. No activity will be permitted that blocks access to university buildings, streets, sidewalks, or facilities, defaces property, injures individuals, unreasonably interferes with regular or authorized university activities or functions, or disrupts the free flow of pedestrian or vehicular traffic.
5. Private business or commercial solicitation on campus is generally prohibited. (Refer to OP 91.110: Campus Solicitation.)

### Solicitation (OP 91.110)

Solicitation shall include any undertaking of an individual or group, which attempts to promote the sale or use of a particular product or service. Requests for solicitation approval must be directed to the Event Services Office and the Dean of Students Office or to the Game Day Committee for athletic event related game day activities, and must meet the following conditions:

1. Activities do not conflict with the educational purposes of the University.
2. No door-to-door solicitation is permitted in administrative buildings, academic buildings, residence halls, and fraternity or sorority houses.
3. No disruption of traffic, either vehicular or pedestrian, is allowed.
4. Funds derived from activities must be used for purposes consistent with the goals of the organization conducting the solicitation.
5. Campus mail may not be used for fund raising or solicitation, unless specifically authorized by the appropriate University Vice President.
6. Requests must be submitted at least forty-eight hours in advance of the activity.
7. Policies governing solicitation in academic and non-academic areas (e.g. residence hall regulations) must be followed.
8. Activities held outside on campus grounds/premises must be restricted to a specified and acceptable area as designated by Event Services and the Dean of Students Office or the Game Day Committee for athletic event related game day activities.

The following guidelines governing on-campus political activities must be followed:

1. General posting on campus or in campus buildings of handbills, cards, banners, or similar notices is limited to approved bulletin boards with approval by the appropriate office;
2. General handouts on campus grounds adjacent to buildings or in buildings are not permitted;
3. The use of mobile or stationary amplified sound systems for political purposes on campus grounds and streets is prohibited; and
4. Political activities including speakers must follow general university policies governing speakers, rallies, parades, or similar activities, as outlined in OP 91.304: Free Speech and Assembly Policy.

The University recognizes that there are activities associated with the performance of one's official duties as an employee of the institution, which involve solicitation related activities (e.g. United Way). Nothing herein shall be construed as prohibiting activities which are inherent to the execution of one's duties and which are performed in an official capacity for the University.

### Use of Mississippi State University Name

To understand the appropriate use of the MSU trademark and logo please visit the visual identity section <http://www.msstate.edu/web/visualid/>.

## Event Forms

An event form is required for each activity, program, or meeting a student organization holds on campus or in buildings managed by MSU. Please follow the following steps to submit an event form:

1. Contact Event Services to reserve the space where you would like to host your event. Please note that this is simply a HOLD on the space, and your reservation will not be complete until you submit the appropriate event form via OrgSync.
2. Log into OrgSync via the Difference Of One website, [one.msstate.edu](http://one.msstate.edu).
3. Go to your organizations OrgSync portal via the “My Memberships” tab.
4. Click on the “Events” tab..
5. Select the green “Create an Event” tab and fill out the appropriate information for your event. *Note: Only members given permission by organization administrators will be able to create events*
6. Wait for your event to be approved by the appropriate university officials.

Please remember that all event forms should be submitted within one (1) week prior to the date of the event. The Dean of Students office also reserves the right to alter the event to accommodate for university policies or any other potential liability.

## Off-Campus Event Notification Form

Organizations are encouraged to fill out forms for their event via OrgSync for calendar purposes. Notification of an event does not represent Mississippi State University’s approval of this event. For assistance in planning your event, contact Student Activities staff.

## Construction Rules/Regulations

See Appendix E for rules about construction on campus, including contracting services and building of apparatuses.

## City of Starkville

Signs and banners may be placed or hung provided that you have secured and purchased a banner permit. The link to apply for a banner permit can be found <http://www.cityofstarkville.org/DocumentCenter/View/773>. A permit is also required if your organization wants to host an event on city property. The link to view the City of Starkville’s events policy document is <http://www.cityofstarkville.org/DocumentCenter/View/782>. Organizations must comply with all city codes, available at this <https://library.municode.com/index.aspx?clientId=14622&stateId=24&stateName=Mississippi>.

## Finances

### Overview

Student organizations must maintain funds in an on-campus or off-campus account, depending on their classification (sponsored or registered organization). Any funds collected, donated, or received should be stored in a checking account specifically for the student organization.



## On-Campus Bank Account

Sponsored organizations whose existence is the direct outgrowth of a department whose funds are derived from student fees or other university funds, must keep those funds in an on-campus account in the name of the student organization.

## Off-Campus Bank Account

Registered organizations may use an off-campus account, usually a checking account, provided the following conditions are met:

1. The name "Mississippi State University" may not be used.
2. All funds placed in any off-campus account must come from student-initiated projects, self-assessed fees or dues, or other income not from university sources. The funds cannot be university-collected or university-assessed fees.
3. See tax implication information form below.

To start an off-campus bank account, we suggest visiting several banks to see which one best suits the organization's needs. We strongly suggest your organization acquire an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). By having an EIN, this keeps the President, Treasurer, or Advisor from being required to have someone's Social Security Number associated with the organization's account.

## Pay Pal Accounts

A student organization can set up a Pay Pal Account to be used with the iPad Square device so the student organization can accept credit cards and debit cards to link to their off-campus checking account. Please ensure that the organization has completed the SS-4 form to get the organization's Employer ID number (EIN) and be prepared to file the IRS form 1023 to obtain federal tax-exempt status. Additionally, you should be prepared to begin filing the IRS Tax Return Form 990-N or 990-EZ.

## Tax Implication Forms

### ***University Tax ID Number and Employer Identification Number (EIN)***

Mississippi State University does not allow any student organizations or other organizations, outside of the individual, internal entities that report to the office or department to use the Mississippi State University Tax ID Number. The Employer Identification Number is the equivalent of the University's Tax ID Number. Student organizations can obtain an EIN by filing the SS-4 Form, Application for Employer Identification Number, in order to get the required EIN to open a bank account. Page 2 of the SS-4 Form has highlighted which category student organizations fall under the SS-4 Form. This instruction indicates to applicants what parts of the SS-4 Form needs to be completed. IRS Form SS-4 can be found at <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employer-ID-Numbers-EINs>.

### ***IRS Form 1023, Application for Recognition of Exemption Under Section 501 (c) (3) of the Internal Revenue Code***

Form 1023 requires a \$400 user fee if the organization expects to have revenues of \$10,000 or less over a four-year period. Otherwise, the user fee is \$850. This form will allow a student organization to receive non-profit status. IRS Form 1023 can be found at <http://www.irs.gov/pub/irs-pdf/f1023.pdf>. Additional information can be found at <http://www.irs.gov/Charities-&Non-Profits/Application-for-Recognition-of-Exemption-1>.

### ***IRS Form 990-N/990-EZ***

When student organizations obtain federal tax-exempt status, you will most likely be required to file Form 990-N each year, which is the e-Postcard. 990-N is for organizations with gross receipts normally under \$50,000. If the organization has gross receipts over \$50,000, but under \$200,000, you can file Form 990-EZ. Information on the 990-N Form can be found [http://www.irs.gov/Charities-&Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-\(e-Postcard\)](http://www.irs.gov/Charities-&Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-(e-Postcard)). The 990-EZ Form is found at <http://www.irs.gov/pub/irs-pdf/f990ez.pdf>.

## **Appropriations**

Student organizations may receive appropriations from the Student Association each semester. Appropriations will be allocated continuously until the funds for that specific semester run out. The SA Senate will communicate via OrgSync to student organizations. Mississippi State University funds may not be used to purchase the following:

- Alcohol or Tobacco Products
- Gifts or gift cards for MSU Employees
- Gasoline
- Travel related expenses for MSU Employees
- Items for personal use
- Radioactive, Explosive or other Hazardous material

For any specific questions concerning the appropriations process, please email the SA Senate Appropriations Committee at [msusaappropriations@gmail.com](mailto:msusaappropriations@gmail.com). For questions regarding the proper spending of MSU funds, please visit the Center for Student Activities staff in Suite 314 of the Colvard Student Union or give them a call at 662-325-2930.

## **Promotional Items**

The use of promotional items to promote your organization and events are a great way to brand your organization. The use of MSU logos has strict guidelines, as noted in the previous section "Use of MSU Name."

MSU has a list of approved vendors that may be used to produce promotional items. All promotional items and merchandise that contains the Mississippi State University name, logo, or word mark must be produced through one of these approved vendors. To see if the vendor you would like to use is an MSU approved vendor, call the Office of Procurement and Contracts at (662) 325-2861.

# Travel

## Travel Procedures

Any student organization that is housed within a University department and possesses a University banner account may file for University sponsored travel. In order to do so, the student organization must follow the following procedures\*:

1. Contact department at minimum 10 days out from travel period to obtain necessary travel forms.
2. Complete the A-03 form, which can be found on [www.travel.msstate.edu](http://www.travel.msstate.edu), and get all necessary approval signatures.
3. File form with the department representative at minimum 10 days out from travel who will then file form with MSU Travel Services. At this time department representative will make student organization representative aware of any necessary receipts or documents that will be needed upon return.
4. Proceed with travel.
5. When you return from travel, provide department representative with all required documentation in order to complete travel procedure.

\*Individual department procedures may differ from those listed above. Please check with your department to insure proper protocol is followed.

## Travel Policies

Pursuant to the Clery Act, the University is required on an annual basis to disclose certain crime statistics that occur during University-sponsored domestic and international student trips. In accordance with the abovementioned, please use the incident report form on the Dean of Students Office website to provide of any reported crimes during your trip:

1) The University must have control over the trip or program accommodation and/or academic space. Control, as defined by the Clery Act, means that there is a written agreement (no matter how informal) directly between the University and the end provider for use of the space.

Some examples of a written agreement include renting hotel rooms, leasing apartments, leasing space in a student housing facility or academic space on another campus and even an e-mail agreement for use of space free of charge. Hostels are not normally reportable unless the written agreement gives the University control over the space within the accommodation.

2) The same location is used on a regular basis (i.e., the University has a long-term agreement or practice of using the same space for a particular program), OR the trip or program is longer in duration than 2 nights.

3) The University controlled space must be used in direct support of, or in relation to, the institution's educational purposes.

4) The space must be frequently used by students.

## Updating Officer Information

*If the administrators are available to login:*

A member with administrative access will login to OrgSync via the Difference of One website ([www.one.msstate.edu](http://www.one.msstate.edu)) and go to your organizations main portal. Users with access will be able to select the “Manage Profile” option found at the bottom of the “Portal Information” section. Then, you may select the “Update and Renew Profile” option and click through the steps to update your organizations profile information. After completing these steps, be sure to save your changes. If you have any questions or concerns regarding this process, please contact Student Activities staff for assistance.

*If the outgoing administrators are not available to login:*

Contact Student Activities staff for assistance.

We suggest that you add your organization advisor as an administrator so they can assist you in updating your officer information as you transition each semester.

## Websites

Student organizations may construct a website using a domain name and web space provided by ITS. Complete a Web Space Request Form found on the ITS website. The document must be turned into ITS in Allen Hall. Maintenance of the website must be provided by the organization. The initial setup is the only assistance provided by ITS.

# Facilities and Events

Many of the policies and fees listed in full or in part below are active operating policies of Mississippi State University and could be changed, updated, altered since the publication of this manual. In cases where differences arise in this manual and the operating policy or fee structure, the latter takes precedence. Rates listed in this section apply to registered student organizations only. Hyperlinks are provided for current reference. Further explanation of these policies and guidelines are included in the policies.

## Event Services

The Event Services office books all rooms in the Colvard Student Union, Bettersworth Auditorium (Lee Hall), in addition to other spaces on campus, including the Junction and the Amphitheater. The Event Services office is located on the first floor of the Colvard Student Union in Suite 117 across from the POD convenience store. When visiting the Event Services office, be prepared with the time and date of your event or meeting. After booking a room with Event Services, you will then need to complete a Student Organization Event Form which you can find on Orgsync via the Difference of One website ([www.one.msstate.edu](http://www.one.msstate.edu)).

### Reservations

Completing and submitting a Student Organization Event Form confirms your reservation. Please be aware that if you book a room or facility and do not return your completed event form, your room will be canceled for your event.

### Pricing for Colvard Student Union

In addition to the possible reservations and booking costs, always be aware of costs that are involved with requesting other services as a student group. If your group will have these needs, you will need to make prior arrangements with a member of the event services staff. Below are the prices of services and materials such as tables, chairs, AV, microphone, podium, etc. for the most popular locations to host an event.

#### **Whittington Boardroom, 324 Boardroom & Fowlkes Auditorium**

Organization/User	Rental Price
Registered Student Organization	\$25.00
University Department	\$50.00
Off-Campus Groups	\$200.00

#### **General Meeting Rooms: 226, 227, 230, 231, 325, 326, 327, 328, 329, 330**

Organization/User	Rental Price
Registered Student Organization	\$0.00
University Department	\$25.00
Off-Campus Groups	\$75.00

### **Dawg House**

Organization/User	Rental Price	Furniture Removal
Registered Student Organization	\$75.00	\$150.00
University Department	\$150.00	\$150.00
Off-Campus Groups	\$300.00	\$150.00

### **Old Main Lounge**

Organization/User	Rental Price	Furniture Removal
Registered Student Organization	\$75.00	\$250.00
University Department	\$150.00	\$250.00
Off-Campus Groups	\$300.00	\$250.00

### **Union Terrace**

Organization/User	Rental Price
Registered Student Organization	\$100.00
University Department	\$100.00
Off-Campus Groups	\$100.00

### **Foster Ballroom Rental Rates (rates expressed as section/all)**

Organization/ User	8am - 10pm Monday-Friday Section/All	8am - 10pm Saturday-Sunday Section/All	10pm-8am or MSU Holidays Section/All
Registered Student Organization	\$50.00/\$125.00	\$75.00/\$175.00	\$200.00
University Department	\$125.00/\$300.00	\$175.00/\$425.00	\$200.00
Off-Campus Groups	\$400.00/\$1,000.00	\$650.00/\$1500.00	\$250.00

**\*\*Paid Event Rental Charges are double rental charges**

**\*\*Union Clean Up Fee - \$50**

**\*\*Union Furniture Removal Fee - \$50**

### **Frequently Utilized Resources - Colvard Student Union**

Resource Name	Resource Description	Price
Anchor Portable Audio System	Anchor Portable Audio System	\$50.00
10' X 8' Backdrop	10 X 8 Backdrop Union	\$25.00
10Str Round Table	10Str Round Table Union	\$12.00
1st 25T & 250C Union	The First 25 Tables & 250 Chairs - Student Orgs	\$150.00
1st 25T & 250C Union	The First 25 Tables & 250 Chairs - Departments	\$300.00
48" Plasma Cart	48" Plasma Cart Union	\$30.00
6' Table	6' Tables Union	\$7.00
6' X 8' Stage	6' X 8' Section of Stage Union	\$30.00
8Str Round Table	8Str Round Tables Union	\$10.00
After Hours/Weekend/Holiday Crew	10p - 7:59a; Saturday & Sunday; University Holiday Union	\$200.00
Ballroom Chair	Ballroom Chairs Union	\$2.50
Ballroom Cleanup Fee	Ballroom Cleanup Fee Union	\$250.00
Ballroom Movie Package	Ballroom S Projector With Standard Sound	\$300.00
Ballroom No Show Fee	Ballroom No Show Fee Union	\$100.00

Inflatable Screen	Inflatable Screen with projector/sound system	\$1,000.00
Choral Risers	Choral Risers	\$30.00
CD Player Union	CD Player Union	\$25.00
Coat Rack Union	Coat Rack Union	\$25.00
Country Man Microphone	Country Man Microphone Head Gear Union	\$25.00
Folding Black Chair	Folding Black Chair Union	\$2.00
Folding Maroon Chair	Folding Maroon Chair Union	\$2.00
Grand Piano Tuning Union	Grand Piano Tuning Union	\$200.00
Grand Piano Union	Grand Piano Union	\$150.00
Handheld Wireless Microphone	Handheld Wireless Microphone Union	\$25.00
IPOD Cable	Data Cable for IPOD Union	\$25.00
Lapel Wireless Mic	Lapel Wireless Microphone Union	\$25.00
Large Sound System Union	Large Sound System Union	\$250.00
LCD Monitor	LCD Monitor Union	\$30.00
LCD Portable Projector	LCD Portable Projector Union	\$75.00
Lectern	Lectern Union	\$20.00
Microphone	Microphone Union	\$25.00
MS State Flag Union	MS State Flag Union	\$25.00
MSU Flag Union	MSU Flag Union	\$25.00
MSU Seal Union	MSU Seal Union	\$30.00
Netbook	Netbook Union	\$30.00
No Show Fee	No Show Fee Union	\$25.00
Overhead Projector	Overhead Projector Union	\$25.00
Phone Line w/ Regular Phone	Phone Line with Regular phone	\$50.00
Pipe & Drape	Black Curtain/Silver Metal Pipes Sections Union	\$20.00
Podium w/Mic Union	Podium With Microphone in Union	\$80.00
Portable DVD	Portable DVD Union	\$25.00
Power Point Clicker	Power Point Clicker Union	\$15.00
Projector M Ballroom	LCD Projector in M Ballroom Union	\$125.00
Projector S Ballroom	LCD Projector in S Ballroom Union	\$125.00
Projector U Ballroom	LCD Projector in U Ballroom Union	\$125.00
Riser 3' X 8'	Riser 3' X 8' (8") &/or Choral Union	\$30.00
Slide Projector	Slide Projector Union	\$25.00
Small Sound System Union	Small Sound System Union	\$75.00
Sound Crew Union	Sound Crew Union	\$35.00
Speaker Phone	Speaker Phone Union	\$25.00
Spotlight Union	Spotlight Union	\$50.00
Student Crew/Foreman	Student Crew/Foreman Union	\$25.00
Student Sound Crew	Student Sound Crew Union	\$25.00
U.S. Flag Union	U.S. Flag Union	\$25.00
Union Cleanup Fee	Union Cleanup Fee (Everything But Ballroom) Union	\$50.00
Union Setup Fee	Tables and chairs for rooms	\$50.00

## Pricing for Betterworth Auditorium (Lee Hall)

### **Betterworth Auditorium**

Organization/ User	8am – 10pm M-F	8am – 10pm Sat-Sun	10pm-8am or MSU Holidays
Registered Student Organization	\$125.00	\$175.00	\$200.00
University Department	\$300.00	\$425.00	\$200.00
Off-Campus Groups	\$1,000.00	\$1500.00	\$250.00

**\*\*Paid Event Rental Charges are double rental charges**

## Pricing for Chapel of Memories

Organization/User	1 Time Slot Rental Price	Full Day Rental Price
Off-Campus Groups	\$400.00	\$1,000.00

**\*\*Half-Day Price includes 1 rehearsal period of 1 hour**

**\*\*Full Day Price includes 1 rehearsal period of 2 hours**

## Pricing for Outdoor Events

### **Amphitheater**

Organization/ User	8am – 10pm M-F	8am – 10pm Sat-Sun	10pm-8am or MSU Holidays
Registered Student Organization	\$125.00	\$175.00	\$200.00
University Department	\$300.00	\$425.00	\$200.00
Off-Campus Groups	\$1,000.00	\$1500.00	\$250.00

**\*\*Paid Event Rental Charges are double rental charges**

**\*\*Amphitheater Dressing Rooms \$250 each**

### **Frequently Utilized Resources – Outdoor Events**

Item	Price
20' x 20' tent	\$300.00
30' x 45' tent	\$875.00
30' x 60' tent	\$1075.00
30' x 50' tent	\$750.00
6' tables	\$7.00
8str round tables	\$10.00
10str round tables	\$12.00
Metal folding chairs	\$2.00
Small sound system (includes ipod hook-up, cd player and 2 mics)	\$125.00
Large sound system (includes 3 or more mics plus ipod hook-up and cd player)	\$250.00
Outside Stage 12' x 24'	\$350.00
Sound Man- between 8am-5pm	\$30.00 per hour
Sound Man- after 5pm, weekends	\$45.00 per hour
Crew Labor- per person	\$25.00 per hour

## Catering (OP 91.355)

MSU Dining Services/Catering (Aramark) is a food services management company contracted by MSU to provide campus dining services, will cater all events for sponsoring



University departments, organizations, or individuals cleared through the Event Services Office and scheduled in the Perry Cafeteria Building, or the Colvard Student Union. Events scheduled at all other locations on University property, or in off-campus buildings where University departments are permanently housed, may be catered by MSU Dining Services or other sources. The sponsoring entity is responsible for ensuring that the venue utilized is cleaned after the event.

### Use Guidelines

The following policies and procedures documents apply to their respective locations:

- Colvard Student Union
- Bettersworth Auditorium

The following contract applies to use of all rooms and facilities in the Colvard Student Union:

<http://www.union.msstate.edu/pdfs/Union-Room-Guidelines-Contract.pdf>

## Campus Operations – Parking & Transit, Electricity, Landscape

### Parking Services

Parking Services offers many services to student organizations to assist with on-campus events. The following is a table of services and their associated fees. .

Services Offered	Fee
Parking Attendant and/or Bollard Removal	\$20.00 per hour
Meter Reserved Space (includes cone and meter cover)	\$6.00 per day
Gated Reserved Space (includes cone)	\$9.00 per day
Gated Visitor Unreserved (Park as space is available)	\$7.00 per day
Reserved Space outside gated (includes Cone)	\$5.00 per day
Barricade Rental	\$5.00 each
Cone Rental	\$1.00 each
Bully Bike with helmet reserved (20 available)	\$5.00 per day
Golf Cart Rental (4 seat or 6 seat)	\$25.00 per day

### Transit Services

Transit Services offers the use of University shuttles on a flat hourly rate per bus. The rates listed below include the driver and fuel, and require a three-hour minimum block use for each bus. Contact Transit Services to book shuttle services. Please note that there are many rules and some fees that apply to shuttle requests. They are outlined in the first few pages of the online form (linked above) but are not included in the appendix. A Priority Processing fee of \$100.00 is assessed for requests that are submitted less than 14 business days prior to the requested event date, so book early.

Day(s) of Week	Time	Type of Rate	Fee
Sunday - Saturday	7:00 a.m. - 11:59 p.m.	Regular Rate	\$95.00 per hour, per bus
Sunday - Saturday	12 Midnight - 6:59 a.m.	Late Night Rate	\$125.00 per hour, per bus
Sunday - Saturday	N/A	Administrative Fee	\$30.00 per event
Holidays	N/A	Holiday Rate	Double the normal rate(s) above

### Landscape and Grounds Services

If your event will be held outside on a campus common area such as the Junction or the Drill Field, it may interfere with the automatic sprinkler system on campus. To request the sprinklers be turned off, contact Bart Prather at least 72 hours in advance of the event at (662) 325-5830.

### Utility Services

If an outdoor event will involve electricity needs, such as lighting or power for a stage, power for inflatables, power switch on/off, or lighting of an area, contact utility services as far in advance as possible to make certain the needs of your stage or other structure match the capabilities of the outdoor outlets in the area. The contact for this department is Bubba Forrester and his number is (662) 325-5830.

# Smart Event Planning

## Step-by-Step Guide

### Audience Analysis

Through group discussions, informal/formal surveys, and other means of gathering information and feedback, find out what your target audience (e.g. the campus community, your members) desires and how your organization can deliver on those desires. Basing your programs on hard facts about people's interests, rather than intuitions, traditions, or personal preferences, will greatly increase your chances for implementing successful organizational programs.

### Designing a Program

When choosing a program, focus on your overall goals and how it relates to your group's larger purposes. If you and your fellow members are unable to identify a direct relationship, you must honestly consider whether the program is worth pursuing or if your time would be better spent on other projects. Make sure the programs you are planning have a purpose!

### Planning and Budgeting

First, identify the available resources for the event, including funding within your organization, possible co-sponsors (on and off-campus), individuals who can assist in finding speakers, entertainment, and supplies, and finally, potential locations for the event. Then, finalize the structure of the planning committee and delegate clearly communicated responsibilities and follow-up deadlines. Be certain to obtain all necessary approvals from the Center for Student Activities (CSA) and the Dean of Students Office.

It may be worth considering co-sponsoring the event with either another student group and/or a University office. Co-sponsorship can assist you in raising more funds, mobilizing more volunteers, and reaching a wider audience. Complete a co-sponsorship agreement, found in Appendix I. In advance, please make sure to put all agreements—most importantly financial agreements—in writing and submit a copy to the sponsoring organization advisors involved. Be sure to review all university policies.

### Schedule Time(s) and Location(s)

The time and location of your event is very important in making your event successful. Make sure to check the MSU academic calendar and event calendar to avoid scheduling on holidays or on already planned MSU events. For example, no event or meeting may be held on Reading Days. To secure your room and location, make sure to visit the Event Services office for reserving building spaces, classrooms, residence hall lounges, lawns and plaza, and other facilities. Event Services can also help arrange setup, technical, and security services. You may need to schedule a time with an Event Services staff member to secure event arrangements at least 2 weeks prior to an event. After reserving your time and location, make sure to complete the Event Form, found on OrgSync.

## Publicize the Event

**Poster Distribution:** Posters are an effective way to advertise your event and a great way to involve your members in distributing flyers. Your student organization will need to secure permission for display of poster on various campus bulletin boards by visiting the main office in each facility. Often the room location for poster posting authorization is located on the bulletin board itself. For a listing of poster locations on campus and off campus, see Appendix D. When visiting off-campus locations, make sure to secure permission from the business owner/manager.

**Social Media:** Twitter, Facebook, Instagram, etc. are all great (and FREE!) ways to publicize events.

**MSU OrgSync Calendar:** Always add your events to the MSU OrgSync Calendar! Select the audience for the program during the event form process.

**Napkin Dispensers:** Display information about your event in the napkin dispensers at the dining facilities. Contact Keri Lum at lum-keri@aramark.com to reserve a space.

**Signs:** Signs and banners are encouraged to publicize your events on campus. Signs and banners can be hung from the 2nd floor of the Colvard Student Union (please contact Event Services for permission and hanging information).

**Digital Signs:** Add your events to the digital signs in the union! Submit designs to bhill@saffairs.msstate.edu for union signs. Submissions must be 766 x 366 pixels.

**Walkby/Passouts/Canvassing:** Remember if you are setting up a booth or a tent on campus to publicize an event (including passing out flyers), you must complete the Student Organization Event Form. Please keep environmental considerations in mind when planning and executing your publicity strategy.

## Final Review

Make certain that all plans are set and in order during the week preceding the event. This includes reviewing members' assignments on the day of the event, assigning any additional responsibilities, and walking through the program step-by-step in an attempt to anticipate any potential problems. Confirm reservations with all service providers and/or performers that you have enlisted, including their expected arrival times and any other relevant information.

## Host the Event

Running the event should be the easiest step, assuming that a comprehensive plan was established in advance. On the day preceding the event, be sure to gather and prepare all necessary checks to pay for performances and/or services. Lastly, make sure to arrive at the event site early in order to oversee the event from set-up through clean-up. This is a time to have FUN, but please remember that YOU are the host of the event, act professional!

## Evaluate and Follow Up

Evaluations are extremely helpful for planning future events and should be conducted whenever possible. They also help ensure that all expenditures and income are fully accounted for. Lastly, do not forget to write thank-you notes, which are not only courteous but also a good way to maintain relationships and establish contacts and referrals for future events. .

## Marketing through MSU Outlets

### OrgSync Calendar

The OrgSync calendar for MSU is a great resource for publicizing your event. To have your event listed, login to your organizations OrgSync portal. Under the heading “Events”, click “Create an Event.” Fill out and submit the form, and your event will be reviewed before being posted. If you would like your event on a news post, submit your information and an image to [one.msstate.edu](mailto:one.msstate.edu).

### Press Release

A press release is a useful tool for marketing your event, especially to local news outlets. A sample press release is included in Appendix E. Sending the press release to the Reflector, Public Affairs, the Starkville Daily News, Columbus Dispatch and other news outlets allows the editors of these publications to have access to the information about your event but does not guarantee it will be included or published. A press release is an opportunity to make a “quicklist,” a bulleted list of the main details a reader needs to know – who, what, when, where, why, how much (price)?

### Student Association social media

Your organization’s social media outlets are always at your disposal for marketing an event or program for students, but may not have the following that other accounts have. A large number of students, as well as campus and community members follow the @MSU\_SA Twitter handle and MSU Student Association Facebook page for updates on what is going around on campus. To ask permission for a retweet or a mention of your event, contact the Student Association’s Director of Marketing. Refer to [www.sa.msstate.edu](http://www.sa.msstate.edu) for contact information.

### MSU Cable Channel and Radio Station

The “Bully Board” announcements and interview spots that run through the MSU Cable Channel can be set up through Lewis Halbert at the University Television Center. His contact information is (662) 325-8758.

The MSU Radio Station, WMSV, offers on-air radio announcements and advertisements for marketing. The contact is Anthony Craven, who can be contacted through email at [acraven@wmsr.msstate.edu](mailto:acraven@wmsr.msstate.edu) or by phone at (662) 325-8481.

# Membership

## Recruiting and Retaining Members - FAQs

*Whether it is the beginning or the middle of the year now is the time to recruit. A student organization can always use new ideas and energy.*

### *What should I do before beginning the recruitment process?*

Before beginning the recruitment process, your student organization must identify the kinds of skills and attributes you are trying to recruit, as well as identify why those students might want to join (one way to do this is by asking current members why they joined). Your goal should include the recruiting of people who will help make your student organization the best it can be. Make sure that your student organization contact information is correct on the Difference of One website. Students will contact you directly through this communication to get involved.

### *What are some reasons that students get involved?*

An important component of a student organization is to understand why members want to join a group. For some, the choice is based on academic concerns. Students will join student organizations that complement their fields of study to create networks and later use their contacts for respective jobs.

Another major reason individuals will join a student organization is to expand their circle of friends and acquaintances. Particularly at the university level, students look to expand their social networks.

Individuals will also join a student organization to gain new experiences, broaden their perspectives, and serve their university community. In order to gain an understanding of what draws people to an organization, ask current and former members. By doing some research, a student organization can find the most effective methods of promoting their group.

### *I know there are benefits and opportunities for students who are members of student organizations, but what?*

Make a list of the benefits and opportunities that new members will receive for their involvement (i.e., input in bringing entertainment to campus, free admission to your organization's events, meeting people, skill enhancement in areas of publicity and advertising...).

### *What kind of students should we recruit?*

List the qualifications that you are looking for in the new members of your student organization. For example: enthusiasm, skills, abilities, motivation, commitment to the organization, interest in the organization's goals and objectives. After you have decided all

of this, you are ready to begin your recruitment campaign! Recruitment requires the involvement of everyone in your student organization!

### What are some helpful recruitment techniques?

#### **Personal Contact/Word of Mouth**

- People are more likely to get involved if a friend or neighbor personally asks them to get involved.
- Introduce yourself and describe your student organization and its goals.
- Answer questions about the student organization.
- Have a list of the benefits and a sample of what your organization does. Attach the date and time of your next meeting and invite them.
- Take down names and phone numbers so you can call and remind them of the meeting.
- Offer to walk with them to the next meeting.

#### **Announcements**

Get the word out! Send information to your target population with a tear off on the bottom to send back with their names and phone numbers. Include the purpose of your student organization, goals, upcoming events, benefits of joining, and your meeting dates, time and location. Use posters, handbills and campus newspaper classified ads.

#### **At your next event**

Have an information table with a sign-up sheet for prospective members. Have someone there to answer questions.

#### **Recruit within the publicity of your event**

On an advertisement for your next event, recruit new members with a simple "If you are interested in helping plan our next event call..."

#### **Interactive technology**

If your group has a homepage or Web site, add a section detailing how to join your student organization. If your group does not have either, create one.

Technology savvy organizations appeal to today's student and help your student organization reach thousands of students by simply pointing and clicking.

#### **Work with other groups**

One of the great ways to get your group's name out is to co-sponsor events with other student organizations. Not only can your combined resources lead to a more successful event, but students will often belong to more than one student organization. It can only help your student organization to recruit members of other groups.

#### **Be available**

The most important things are to be available to answer questions or help new members join. If interested individuals are unable to contact someone from your student organization, your publicity efforts have gone to waste. You may want to create the position of Head Recruiter or create a recruiting committee to facilitate making sure new members can get in touch with your student organization and feel engaged.

# Officer Transition - FAQs

## What is Leadership Transitioning?

- Implements effective officer transitions into your student organization.

## Why is transitioning is important?

- Provides for transfer of significant organizational knowledge.
- Minimizes the confusion of leadership change.
- Gives outgoing leaders a sense of accomplishment and closure.
- Utilizes the valuable contribution of experienced leaders.
- Helps the incoming leadership take with them some of the special expertise of the outgoing leaders.
- Increases the knowledge and confidence of the new leadership.
- Minimizes the loss of momentum and accomplishments of the group.
- Provides a sense of continuity among the membership.

## How do I begin to transition new officers?

- START EARLY!
- Identify the leaders in your organization early in the year.
- Encourage these potential leaders through personal contact.
- Encourage current officers to develop the potential leaders' skills by delegating job responsibilities.

## What can I do to enhance our transition?

- Create an organizational structure to support leadership development.
- Develop a mentoring program.
- Develop leadership notebooks.
- Create a shadowing program.
- Orient all of the new officers together with the outgoing officers so they can understand each other's roles and start building their team.
- Transfer the knowledge, information and materials necessary for them to function well.
- Ask outgoing officers what they wish someone had told them.

## What can I do so my student organization has an effective and smooth transition?

- Election of officers one month before installation to provide an overlap period for new and old officers to work together.
- Filling the gaps for new officers by asking yourself what you wished someone had told you a year ago.
- Review and make current if necessary your constitution and by-laws to reflect changes made during your administration.
- Review job description to make sure they accurately describe the offices your organization needs and uses.



- Encourage informal meetings between incoming and outgoing officers.
- Create a transition retreat if you are able to afford to do so.
- Review your mailing list or membership records to make them current.
- Leave behind files that you will not need, but think might be helpful to the new person.
- Introduce incoming officers to advisors, CSA staff, Student Association Exec and Cabinet representatives, and other student leaders and university administrators.
- Orient incoming officers to resources used.
- Share the effective leadership qualities and skills you learned on the job.
- Share problems and helpful ideas, procedures and recommendations.
- Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns, or ideas never carried out.
- Encourage the officers go through personal and organizational files together.
- Acquaint the new officers with physical environment, supplies, and equipment.
- Introduce related personnel (advisors and contacts, etc.)

*It is also important to remember to share some of the following information with new leaders.*

Including:

- Constitution and by-laws
- Job descriptions/role classifications
- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluation of previous projects and programs
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Mailing lists
- Historical records, scrapbooks, equipment

### **Key Points**

- START transitioning EARLY
- Create a binder or a jump drive of important information for the incoming officer
- Share ideas, areas for improvement, what you would have done differently

## **The Advisor**

### Overview

All registered student organizations are required to have an on-campus advisor. An advisor may be a faculty member or a professional staff member. Greek organizations may have an off-campus advisor, but must also have an on-campus advisor. Some groups can have affiliated advisors to serve as on-campus advisors but must be approved through MSU.

Advisors are needed to:

- Maintain contact with the student organization to become familiar with its programs and personnel.
- Advise the student organization about its programs and personnel, having in mind not only the objective of the particular group but also the purpose of the university.

### The Advisor's Role

By sharing knowledge about the university and personal experiences, the advisor can assist the student organization in its activities. In addition, valuable, mutually rewarding, co-curricular relationships between student and advisors are fostered. The relationship between the administrator and a student organization will vary from year to year and individual to individual. However, the student/advisor relationship can be critical to the success of the student organization. We suggest the following guidelines for fostering that relationship:

- The advisor shall recognize and support the participation in the student organization for the educational and personal development of students.
- The advisor should work with student organizations, but not dictate the group's programs or activities. However, the advisor should be frank in offering suggestions, considerations, or ideas, and discussing possible consequences.
- The advisor should be well informed about the plans and activities of the group. The expectation is that the advisor will attend some meetings and will consult with the student organization's officers.
- The advisor should know the goals and direction of the student organization and should help the group evaluate its progress. The advisor should be aware of the constitution and bylaws of the group and help with interpretation.
- The advisor should provide a source of continuity within the student organization and be familiar with the group's history.
- The advisor should be familiar with university policies and procedures and help the student organization comply with them.
- The advisor should be aware of the general financial condition of the student organization and encourage good record keeping.
- The advisor should aid and offer guidance in the training of new officers and help them to develop their leadership skills.
- The advisor should be prepared to deal with and aid the student organization through any negative or adverse situations or activities that the student organization may encounter.
- The advisor should help to monitor the functioning group and encourage members to fully participate, to assume appropriate responsibility for group activities, and to encourage and foster the members in the appropriate balance between academics and co-curricular activities.

### The Organization's Responsibility to the Advisor

- Notify the advisor of all the student organization's meetings and events.
- Consult him/her in the planning of projects and events.
- Consult him/her before any changes in the structure of the group or before the

policies of the student organization are changed, and before any major projects are undertaken.

- Understand that although the advisor has no vote that he/she should have speaking privileges.
- Remember that the responsibility for the success or failure of the group rests ultimately with the student organization, not the advisor.

### Expectations of Student Organization Officers

- Become knowledgeable about university policies, guidelines, and procedures that relate to student organizations and their activities.
- Do not act on behalf of the university, which includes signing contracts.
- Attend the Student Organization Risk Management meetings sponsored by the CSA and Dean of Students Office.
- Inform the organization's members of university policies.
- Notify the CSA of all changes to the organization's constitution or bylaws.
- Notify the CSA when their officers or advisors change.
- It is important to note that officers are not merely figureheads for the organization. These persons are to be true leaders who have distinct responsibilities. All such persons must establish lines of communication with the group in order to know what is going on within the organization. "I did not know this was occurring" is an unacceptable excuse for an officer except for unusual circumstances. Part of being a leader is taking responsibility at a higher level of leadership than other members of your group.

# Contacts Quick Reference Guide

Office	Phone	Location
Center for Student Activities	(662) 325-2930	Colvard Student Union Suite 314
Dean of Students Office	(662) 325-3611	Allen Hall 6 <sup>th</sup> floor
Dining Services	(662) 325-3663	Between State Fountain Bakery and Subway
Event Services	(662) 325-3228	Colvard Student Union Suite 117
Facilities Management	(662) 325-5830	Gast Boll Weevil Research Lab Building (backside/horseshoe side of Sorority Row)
Fraternity and Sorority Life	(662) 325-3917	Colvard Student Union Suite 300
Parking Services	(662) 325-3526	Roberts Building
Transit Services	(662) 325-0407	95 Buckner Lane
MSU Police	(662) 325-2121	Williams Building (between Butler Guest House and Hull Hall)
Health Center	(662) 325-2431	Longest Student Health Center (east of Mitchell Memorial Library, across Eng. Row)
The Reflector (ad sales)	(662) 325-7907	Student Media Center (between Subway and University Florist)
Greater Starkville Development Partnership	(662) 323-3322	200 E Main Street, Starkville
City of Starkville City Planner	(662) 323-4583	Starkville City Hall 101 E. Lampkin St.
Butler Guest House	(662) 325-4140	Butler Guest House (between the MSU Police station and Hull Hall)
Holmes Center Diversity Center	(662) 325-2033	Colvard Student Union Suite 220
Maroon Volunteer Center	(662) 325-2150	Moseley Hall Suite C306
Alumni Association	(662) 325-7000	Hunter Henry Center
Housing & Residence Life	(662) 325-3555	Herbert Hall
Recreational Sports	(662) 325-7529	Sanderson Center (east of Humphrey Coliseum & north of Evans Hall)

# Online Resources

## Dean of Students' Office

Website:

<http://www.students.msstate.edu/>

## Difference of One

Website:

<http://www.one.msstate.edu/>

## Student Association - MSU's Student Government and Programming Board

Website:

<http://www.sa.msstate.edu/>

## Greek Life

Office of Fraternity and Sorority Life Website:

<http://www.greeks.msstate.edu>

## Academic Calendar

<http://www.registrar.msstate.edu/Calendars/academiccal.html>

## MSU Calendar

<http://msstate.edu/web/calendar/>

## University Directory

<http://www.msstate.edu/web/directories2.php>

*"Recruiting and Retaining Members" was adapted from [http://usu.csun.edu/toolbox/pdfs/rec\\_ret\\_members.pdf](http://usu.csun.edu/toolbox/pdfs/rec_ret_members.pdf)*

*"Transition Tips for Students Organization Officers" was adapted from <http://cns.utexas.edu/community/student-organizations/377> and written by Laura Green.*

*"The Advisor" was adapted from <http://cns.utexas.edu/community/student-organizations/377>*

# Appendices

- A.** Sample Constitution
- B.** Sample Liability Waiver
- C.** Construction Rules/Regulations
- D.** Poster Distribution List
- E.** Sample Press Release
- F.** Co-Sponsorship Agreement Form

# Appendix A

Official registration of University organizations occurs through the Organization Committee. Information and forms may be obtained from the Student Association, 314 Colvard Student Union. Telephone: 325-3917.

If your organization is a local chapter of a national organization, you must include one copy of the constitution of the national organization.

## **SAMPLE CONSTITUTION**

### **ARTICLE I NAME**

The name of this organization shall be \_\_\_\_\_. (If you wish to use Mississippi State University within the organization name, request this of the committee. Religious organizations may not use Mississippi State in their titles.)

### **ARTICLE II PURPOSE**

The primary purpose of this organization shall be to \_\_\_\_\_.

**OR**

The specific purposes of this organization shall be the following:

- A. To provide \_\_\_\_\_.
- B. To promote \_\_\_\_\_.
- C. To \_\_\_\_\_.

### **ARTICLE III LOCATION AND GOVERNMENT**

- A. The location of this organization shall be Mississippi State University.
- B. The organization shall be governed by this Constitution and By-Laws\*.  
(\*If you are including By-Laws)  
(\*DO NOT include the words "By-Laws" if they are not part of your constitution.)

### **ARTICLE IV MEMBERSHIP**

- A. Membership categories shall be the following (membership or inactive members):



1. Active or full membership shall be composed entirely of faculty, students, and staff.
  2. Inactive members shall be composed of alumni and honorary members; however, inactive members may not be allowed to vote or hold office.
- B. Qualifications for membership (list them).
- C. Membership selection procedure (state how you choose members).

## ARTICLE V OFFICERS

- A. All executive powers of (Name of Organization) shall be vested in a President, Vice-President, Secretary, and Treasurer (continue if needed). These officers shall be appointed/elected in the fall/spring semester in a manner prescribed by the By-Laws and shall serve a term of one semester/year. (Only refer to By-Laws if you include them).
- B. Duties and Powers of Officers:
1. Duties and powers of the President
    - a. \_\_\_\_\_.
    - b. \_\_\_\_\_.
  2. Duties and powers of the Vice-President
    - a. \_\_\_\_\_.
    - b. \_\_\_\_\_.
  3. Duties and powers of the Secretary
    - a. \_\_\_\_\_.
    - b. \_\_\_\_\_.
  4. Duties and powers of the Treasurer
    - a. \_\_\_\_\_.
    - b. \_\_\_\_\_.

(Continue with other officers if applicable.)
- C. Executive Board (define if needed).
- D. The advisor of (Name of Organization) shall be a member of the faculty or staff at Mississippi State University.
1. The advisor (will/will not) have a vote.
  2. List alternatives for selecting advisor(s).
  3. Advisors must sign all financial transactions and University approval forms (including Activity Forms) for events.
- E. Describe removal from office or impeachment proceedings.

## **ARTICLE VI MEETINGS**

- A. Specify how meetings will be conducted (i.e. Order of Business).
- B. Describe if and how Parliamentary Procedure will be used. (i.e. Garfield Jones or Robert's Rules of Order)
- C. If there is a called meeting, the members will be notified at least \_\_\_\_\_ weeks/days prior to that meeting through a written or verbal notice.
- D. List the procedure for calling a meeting.
- E. A quorum shall consist of some figure you set, e.g., 50 percent plus 1, 3/4 of the membership, or 2/3 of the membership. Some define a quorum as "all members present at a meeting." You should try to realistically judge a figure that will permit you to regularly conduct business, but guard against allowing a handful of people to do so.

## **ARTICLE VII DUES AND ASSESSMENTS**

- A. State how the amount of dues and assessments will be determined and who will determine them.
- B. State when these dues and assessments will be paid.
- C. It must be stated that all financial transactions must be signed by the faculty/staff advisor and the President or Treasurer.

## **ARTICLE VIII AMENDING PROCEDURE**

- A. Amendments to this constitution shall be proposed in writing at least \_\_\_\_\_ days/weeks prior to the time they are to be voted upon.
- B. Adoption of amendments shall be by a 2/3 vote or a 3/4 vote of either the total membership or of those present and voting.

**NOTE: BY ITS NATURE, THE CONSTITUTION SHOULD BE DIFFICULT TO AMEND; THEREFORE, IT SHOULD NOT INCLUDE PROVISIONS SUBJECT TO FREQUENT CHANGE. (i.e., MEETING TIME AND PLACE, AMOUNT OF DUES, ETC.)**

## **ARTICLE IX REVISION**

Revision of this Constitution shall be undertaken only if a motion of revision is approved by a (2/3 or 3/4) vote of the members present and voting.

If such a revision is approved, it shall be undertaken by a committee appointed by the President of (Name of Organization). The President shall appoint a member to serve as Chairman of the Revision Committee.

The revision of this Constitution shall be by ballot and shall require a (2/3 or 3/4) vote of the members present and voting.

## **ARTICLE X NON-DISCRIMINATION CLAUSE**

(Name of Organization) does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, group affiliation, handicap/disability, or veteran status.

## **BY-LAWS – HOW TO WRITE**

The By-Laws are next in importance to the Constitution, but are not required to be a registered MSU student organization. The By-Laws include such things as meeting times, method of calling special meetings, duties of officers, details concerning selection of members, name of standing committees, dues and means of amending the By-Laws.

The By-Laws should not include items which are basically procedural or relate to matters of business organization. These latter items are the proper concern of the standing rules. The amending clause should include a requirement that members should receive notice in advance of a meeting at which amendment of the By-Laws is to be considered.

Ordinarily, amendments of the By-Laws require a special majority in order to pass (such as 2/3 or 3/4 or a majority of all members). As with the Constitution, the proposed By-Laws should be considered by paragraph, amended as desired by the organization, and then approved as a whole.

# Appendix B

# THE ROAD TRIP // 2011



## PARTICIPANT INFORMATION SHEET



Full Name \_\_\_\_\_ Net ID \_\_\_\_\_ T-shirt size \_\_\_\_\_

Classification      Fr      So      Jr      Sr      Gr

Local Address \_\_\_\_\_  
\_\_\_\_\_

Cell phone number \_\_\_\_\_ Date of Birth \_\_\_\_\_

### HEALTH INFORMATION

Food Allergies/Medical Conditions  
\_\_\_\_\_  
\_\_\_\_\_

Healthcare Insurance Provider \_\_\_\_\_ Policy # \_\_\_\_\_

### IN CASE OF EMERGENCY

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ home / cell / work

Relationship to you \_\_\_\_\_ Hometown \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ home / cell / work

Relationship to you \_\_\_\_\_ Hometown \_\_\_\_\_

### OTHER

Will you be traveling alone or with others? If with others, list names \_\_\_\_\_  
\_\_\_\_\_

### BELOW FOR OFFICE USE ONLY

#### PAYMENT

Method of payment:    Cash                      Check # \_\_\_\_\_                      Student Account

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Via: in person / mail

#### RESERVATION

Order # \_\_\_\_\_ Bus # \_\_\_\_\_ Seat # \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

# MISSISSIPPI STATE UNIVERSITY

## Activity and Participation Agreement

*This is a Release of Legal Rights – Read and Understand BEFORE Signing.*

I, (Student's Name) \_\_\_\_\_, will be participating in the \_\_\_\_\_ (hereinafter "Activity"), which will be held at \_\_\_\_\_. I hereby agree as follows:

In consideration for participating in the Activity and other valuable consideration, I hereby **COVENANT NOT TO SUE**, and further **RELEASE, WAIVE**, and **DISCHARGE** Mississippi State University, the Board of Trustees for the State of Mississippi, the State of Mississippi, their officers, servants, agents, and employees (hereinafter "**RELEASEES**") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, **WHETHER CAUSED BY THE NEGLIGENCE OF OR A BREACH OF ANY EXPRESS OR IMPLIED CONTRACT BY THE RELEASEES**, or otherwise, while participating in such Activity, or while in, on or upon the premises where the Activity is being conducted or while in transit during and to and from said Activity.

I further acknowledge that the Releasees, as public entities, do not carry liability insurance for this Activity and that in order to provide this Activity, and others like it, as part of the Releasees' educational program, it is essential that the Releasees not be subject to liability or such Activities sponsored by the Releasees may not be feasible in future public educational programs offered by the Releasees.

I further hereby **AGREE TO INDEMNIFY AND HOLD HARMLESS** the Releasees from any loss, liability, damages, or costs, including, but not limited to, court costs and attorney's fees, that may result from my participation in said Activity.

To the best of my knowledge, I can fully participate in this Activity. I am fully aware of the risks and hazards connected with the Activity, and I hereby elect to voluntarily participate in said Activity, and to engage in such Activity knowing that the Activity may be hazardous to me and my property. I **VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH**, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such Activity.

It is my express intent that this agreement shall bind the members of my family and spouse (if any), if I am alive, and my heirs, assigns and personal representative if I am not alive, and this Agreement shall be deemed as a **RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE** the above Releasees. I hereby further agree that this Agreement shall be construed in accordance with the laws of the State of Mississippi.

I understand that the Releasees are not responsible for any medical costs associated with any injury or illness I may sustain resulting from my participation in this Activity. I further acknowledge that the University may (but is not obligated to) take any action it considers to be warranted under the circumstances regarding my health and safety. I hereby authorize the University or a university official to procure all necessary medical assistance while I participate in this Program and to authorize any competent medical person to do all things reasonably necessary to treat any injury or illness which occurs during my participation in the Program. I agree to pay all expenses relating thereto and release the University from any liability or any actions.

**IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I HAVE READ** the foregoing agreement, that I **UNDERSTAND IT**, that I sign it **VOLUNTARILY** as my own free act and deed, and that no oral or written representations or statements of inducements, apart from the foregoing written agreement, have been made. I execute this Agreement for full, adequate and complete consideration fully intending to be bound by same.

\_\_\_\_\_  
*Signature of Participant*

\_\_\_\_\_  
*Date*

# Appendix C

## STUDENT GROUP CONSTRUCTION RULES AND REGULATIONS

At Division of Student Affairs, the safety of our students is of our utmost concern. With that in mind, student organization from time to time construct temporary structure and decorations for special events which are potentially dangerous and may become unsightly if not properly disposed. It our commitment to partner with student organizations in an attempt to identify and correct any potential hazards which might present an unsafe environment with that desire is it important to maintain a respectable atmosphere that is in keeping with our educational mission. It is ultimately the responsibility of the student group to remedy any hazards.

The following rules and regulations have two primary goals:

1. That student organization's constructing temporary structures identify and mitigate potential dangerous and hazardous conditions.
2. That unsightly construction and debris remaining after an event be properly disposed of in a timely manner.

### **The University has outlined the following regulations for all construction on property owned or leased by registered student organizations:**

Student organization's interested in building temporary structure must have their builds approved and are encouraged to engage their executive teams, advisors, the Center for Student Involvement and the Dean of Students Offices to ensure a fast and efficient approval process. This process is provided as a partnership service to the student group. It does not constitute a certification or guarantee that a structure is safe, and should not be construed to be all-inclusive. Each student organization must complete the following three steps.

#### **1) INITIAL DESIGN REVIEW AND RISK ASSESSMENT**

Both written description of the construction outline, material list, and a design plan must be turned into the Office of the Dean of Students' at least four (4) weeks prior to the planned construction. Also, the Student Affairs Event Form must be submitted at this time for the event at which the build will take place

#### **2) SAFETY BRIEFING AND RISK ASSESSMENT PACKAGE**

Upon review of the Initial design review and risk assessment, the student organizational leader in charge of the project will meet with the Dean of Students' representative to receive a safety briefing and risk assessment for the student organization's planned events. At this time, a risk mitigation plan will be decided and the student organization will resubmit the packet or if nothing needs to be changed event will be go ahead to final approval

#### **3) FINAL APPROVAL**

The student leader will turn in a completed risk assessment to the Dean of Student Office at the next meeting. The Dean of Student Office will review the design plan, risk assessment package and materials list. If the Risk Manager finds the above documents satisfactory, construction may proceed no earlier than noon, two days prior to the event. Once construction begins, the project and site are subject to random observation by Student Affairs and Greek Life professional staff, primarily the Dean of Students Office.

**\* Student Affairs professional staff (usually the Dean of Students') or Greek Life personnel authorities may halt construction, order the dismantling of a structure, or forbid the use of a structure at any time if safety concerns are raised.**

A contractor may be used to build a structure. However, all guidelines listed above still apply. In addition, a signed contract in which the contractor assumes all liability for the structure must be turned into the Dean of Students' Office for approval at least one month prior to the date of use.



**In addition to the risk management process outlined above, the following rules must be adhered to regarding construction:**

1. Only light construction with approved building materials is permitted. Examples include blinds, fences or decks.
2. Approved building materials are defined as lumber or materials which would ordinarily be used to construct a privacy fence or a patio deck. Examples include fence posts or ties not greater than 4x4 inches in diameter, 2x4 planks, 2x6 planks, one-inch thick plywood, bamboo poles, and camouflage netting or any material your contractor and engineer approves.
3. Logs, timbers, or large beams are specifically prohibited and may not be used (Engineer APPROVED ONLY)
4. No structure or fence will be erected such that failure will cause them to reach a utility system, sidewalk, road, or parking lot.
5. No platforms or other structures on which people can stand may be more than 3 feet above the ground.
6. No fence posts or poles greater than 4 inches in diameter may be used (UNLESS REQUIRED BY THE CONTRACTOR OF ENGINEER)
7. No structure may be over 12 feet high.(ENGINEER APPROVED ONLY)
8. No pools or standing water may be constructed.
9. No water slides may be built above ground level.
10. No torches or other open flame
11. All materials used in the construction must be obtained legally. Do not, for instance, illegally cut bamboo from a wildlife refuge or private property without the owner's consent.
12. Upon request of the student group, ONE CALL and MSU Facilities Management will provide information on location of known utilities lines or other things which may affect the project; however, MSU Facilities Management will not design, coordinate, or approve student build structures.
13. All construction, decorations, debris and unsightly materials must be completely removed from the site of the event and university premises by 5 pm on the day following the event

Any violation of the above regulations, including failure to follow the risk management process in a timely manner or problems as a result of construction (examples, but not limited to cutting illegally, fire, injury, disposal, etc.) may result in disciplinary charges which may include but are not limited to the loss of building privileges for an indefinite period of time and may result in a permanent loss of building privileges for the entire system or social probation. Additionally, willful failure or neglect of the above procedures may result in additional sanctions as determined by the Dean of Students'.

# Appendix D

## POSTER DISTRIBUTION LIST

*The locations included in this distribution list are suggested places to post flyers, handbills, and posters for approved events. Please use good judgment to consider the effectiveness of your messages at each location, as well as to conserve materials and limited resources.*

Building	Poster Count		Place of Business	Poster Count
Allen Hall	6	<b>For on campus buildings, please make sure that posters are noticeable. Use good judgement to consider effectiveness of your message.</b>	929 Coffee Bar	1
Band/Choral Rehearsal Hall	2		Bin 612	1
Butler Hall	2		Board Town Bikes	1
Carpenter Hall	2		Buffalo Wild Wings	1
Colvard Student Union	2		Bulldog Burger	1
Dorman Hall	2		Campus Book Mart Downtown	1
Fresh Foods Company	6		Campus Book Mart Off Campus	1
Garner Hall	1		Campus Book Store	1
Giles Hall	2		City Bagel	1
Greek Office	1		Commodore Bob's	1
Hand Chemical Lab Building	4		Copy Cow	1
Harned Hall	2		Cotton District Laundry	1
Henry Meyer Media Center	1		Dave's Dark Horse Tavern	1
Herbert Hall (Housing & Residence Life)	40		George Sherman	1
Hilbun Hall	2		Gringo's	1
Holmes Cultural and Diversity Center	2		Hungry Howie's	1
Howell Building	1		Little Dooley	1
Industrial Education Building	1		Local Culture	1
Lee Hall	2		Mama Jean's Café	1
Lloyd-Ricks Hall	2		Maroon & Co.	1
Longest Student Health Center	2	McAllisters	1	
Magruder Hall	1	Oby's	1	
McArthur Hall	2	Papa John's	1	
McCain Engineering	2	Salsarita's Fresh Cantina	1	
McCarthy Gymnasium	2	Shep's Cleaners	1	
McComas Hall	2	Stagger-In	1	
McCool Hall	4	Starkville Café	1	
Memorial Hall	1	Strange Brew Coffeehouse	1	
Middleton Hall (ROTC)	1	Stromboli's	1	
Mitchell Memorial Library	4	The Biscuit Shop	1	
Montgomery Hall	4	The Cigar Shop	1	
Patterson Engineering Building	2	The Grill	1	
Perry Cafeteria	2	The Klass Room	1	
Robert Building	4	The Lodge	1	
Sanderson Center	2	The Veranda	1	
Simrall Engineering Hall	2	Tutti Frutti	1	
Swalm Chemical Engineering	4	University Screen Print	1	
		<b>For off campus places of business, please make sure that you receive permission to place the poster at the place of location if any location on this list changes, please notify the Center for Student Activities staff so that the list can be updated.</b>		

# Appendix E

# Sample Press Release

Banner [ **Miss Mississippi State University Pageant  
Center for Student Activities  
Suite 314, Colvard Student Union  
Mississippi State, MS 39762**

Contact [ Contact: Amelia Treptow, Coordinator for Programs, Center for Student Activities  
Phone: 662-325-2930  
Fax: 662-325-3323  
Email: [atreptow@saffairs.msstate.edu](mailto:atreptow@saffairs.msstate.edu)

Date & Release Date [ April 11, 2013 **For Immediate Release**

Headline [ **MISS MSU TO HOST TEA PARTY FOR CHILDREN'S MIRACLE NETWORK**

Lead Line [ **Starkville, MS-** Miss Mississippi State University, Jasmine Murray, will host a "Whimsical Princess Tea Party" on Sunday April 21, from 1:00-3:00 p.m. in the Butler Williams Guest House Lobby on campus.

Body [ Murray, a native of Columbus, will be competing this July for the title of Miss Mississippi. Come out and enjoy light refreshments while getting your picture taken with Jasmine and other form Miss MSU's who will be in attendance. Proceeds from the event will go to the Children's Miracle Network, a national platform of the Miss America Organization.

Tickets are \$5 and can be purchased in advance at the Center for Student Activities, in Suite 314 of the Colvard Student Union. They will also be available at the door. All are welcome and light refreshments will be served.

For More Info [ For more information about this event or scheduling for appearances, please email [atreptow@saffairs.msstate.edu](mailto:atreptow@saffairs.msstate.edu) or call (662) 325-2930.

Closer [ ###

# Appendix F

# CO-SPONSORSHIP AGREEMENT\*

This agreement is made on \_\_\_\_\_ between the \_\_\_\_\_  
!!!!!!(Date) ! !!!!!!!!!!!!!!!!!!!!!(Sponsoring Organization)

\_\_\_\_\_ for the program \_\_\_\_\_ on \_\_\_\_\_,  
(Co-sponsoring Organization) (Event Title) (Date) !

at \_\_\_\_\_, in \_\_\_\_\_.  
(Event Time) (Location)

## TERMS AND CONDITIONS\*

The co-sponsor agrees to the following terms:

\$ \_\_\_\_\_ in funding for \_\_\_\_\_

Revenue is to be split as follows: \_\_\_\_\_

Provide \_\_\_\_\_ number of volunteers to work at the event.

Provide assistance in publicity by \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other (please specify): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Banner Account # \_\_\_\_\_

<b>SPONSORING ORGANIZATION*</b>	<b>* CO-SPONSORING ORGANIZATION*</b>
---------------------------------	--------------------------------------

Name!	Name!
Phone!	Phone!
Email!	Email!
Signature!	Signature!
Date!	Date!

## OTHER INFORMATION

**This agreement is between entities of Mississippi State University only. It is not to be used with outside organizations.**

- The co-sponsoring organization has read and agrees to the above terms, and by signing gives the Center for Student Activities permission to transfer the agreed upon funds to/from the above listed banner account.
- This agreement may not be altered without the written consent of the both parties.
- The individuals signing below warrant they are the official representative from their respective organizations and are therefore authorized to sign on behalf of each organization.