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**SAN FRANCISCO STATE UNIVERSITY**  
**REGISTERED STUDENT ORGANIZATION MANUAL**  
**2023-2024**

## SECTION ONE | Registered Student Organizations (RSO)

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### Student Organizations at SF State

Student organizations are a vital part of student life at San Francisco State University, providing events, educational programs, and service to the campus and local community. The Student Engagement & Transition (SET) department welcomes and encourages students to get involved in student life on campus through the over 250 student organizations registered each academic year.

### Joining a Student Organization

SF State offers a wide variety of student organizations on campus. To find and participate in an existing organization, visit <https://sfsu.campuslabs.com/engage/organizations> and contact the organization via email or visit SET (Annex 1). If your specific interest is not represented with the current organizations listed, you may be able to establish your own student organization.

### Student Organization Benefits

- The opportunity to develop personal leadership skills
- Use of the University facilities at low to no cost
- Participation in SET leadership training initiatives
- Use of audio visual and technical support.
- Right to request financial subsidy and other services from Associated Students (AS)
- Utilization of publicity resources on campus
- SF State Web/Email account for the organization at no cost
- Opportunity to open an organization bank account at UCorp
- Conduct fundraising events on campus
- Exposed to leadership & networking opportunities.
- Use of an on-campus mailbox
- The ability to host indoor and outdoor events on campus.
- The ability to conduct meeting on campus.
- The ability to table on campus.

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### *Starting a New Student Organization*

*SET welcomes students wishing to submit a proposal for creating a new student organization at SF State. Developing and establishing a new student organization on campus will assist in*

*developing life-long leadership skills. To start the process, students should familiarize themselves with the SET handbook and meet with an SET advisor to ensure there are no duplications of services.*

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## **Student Organization Guidelines and Expectations at SF State**

The Student Engagement & Transition (SET) department is dedicated to helping students enrich their university experience through student organizations, leadership development, and event planning, while also ensuring the health and safety of members and the SF State community. To assist in ensuring student organization success, all student organizations must abide by the following guidelines:

- Abide by all University policies, local, state and federal laws.
- Have a clear purpose that falls within federal and state law, University policy and Risk Management expectations.
- Have voting membership open only to registered SF State students. SF State faculty, staff and administrators may participate in activities but may not be voting members.
- Consult early and often with SET and University partners when planning major or potentially controversial events.
- Not use the name of the University, any abbreviations thereof or the University logo as part of the student organization's name or logo. Organizations may indicate that their respective organization resides at SF State.
- Not use the name of the University off-campus.
- Be autonomous and manage organization funds wisely and ethically.
- Not sign any contracts representing SF State University.
- Have a core group of five SF State students to start an organization. These individuals serve as authorized representatives of the organization, bearing ultimate responsibility for the organization and its activities.
- Have a minimum of 2 officers, a president and financial officer. The president and financial officer must have a minimum 2.0 cumulative SF State GPA, undergraduate students must be enrolled in at least 6 units and graduate students in at least 3 units.
- Attend the Student Leader Orientation in order for the organization to be recognized. Only officers listed on the form are to attend and will be able to do University business in the name of the organization.
- Notify SET regarding leadership transitions and ensure smooth officer transition through training and keeping good records.
- Provide SET with a current copy of the organization's constitution at the time of registration. Groups affiliated with a national organization must also submit the national constitution/bylaws.
- Have a faculty/staff advisor who is familiar with the operation of the University. SET and auxiliary staff cannot serve as the faculty/staff advisor.

## **Additional Guidelines for New Organizations**

- A student organization needs to demonstrate how it benefits the campus community, and not duplicate services of another registered student organization and identify how they will achieve sustainability over time.
- Must meet with a staff member from the Student Engagement and Transition Office to discuss their organization proposal. Meetings can be scheduled via email at [activities@sfsu.edu](mailto:activities@sfsu.edu).

## Faculty/Staff Advisors

Faculty/staff advisors play an important role in supporting and developing student leaders in student organizations at San Francisco State University. They provide valuable expertise and experience, and can offer guidance on goal-setting, program ideas, conflict resolution, budgeting, and personal growth for student leaders. Advisors are a non-voting member, and their level of involvement varies depending on the organization's activities, the effectiveness of officers, and the advisor's time commitments.

Student organizations select their own faculty/staff advisor, who cannot be SET activities staff or auxiliary staff. Organizations should regularly meet with their advisor and seek feedback, guidance, and provide updates on critical issues. Advisors also assist in connecting student leaders to University resources and best practices.

Faculty/staff advisors are required to complete a mandatory online orientation before the organization can be recognized/registered.

The orientation can be found on Canvas and access can be granted via a request to [activities@sfsu.edu](mailto:activities@sfsu.edu)

Advisors can contact the Student Engagement & Transition Office at [activities@sfsu.edu](mailto:activities@sfsu.edu) or 415-338-3888 or via website resources at: [activities.sfsu.edu](http://activities.sfsu.edu)

## Re-Registering Your Student Organization/Club

All student organizations are required to re-register with the University each fall semester by September 30, in order to be recognized as a current Recognized Student Organization (RSO) at San Francisco State University. Once approved in the fall semester, a student organization is approved for the full academic year (fall & spring), with that registration expiring September 30<sup>th</sup> of the following academic year. Meeting the deadline allows you to also meet the Associated Students (AS) funding schedule, deadlines and requirements. Student organizations' registration is valid for one calendar year, ending September 30 (the registration deadline for the new academic year). Registration is an extensive process and may require some time for forms to be processed, so please plan accordingly. For registration go to GatorXperience <https://sfsu.campuslabs.com/engage/>.

\*Please Note: Registration does not imply that the University endorses positions or points of view espoused, privately or publicly by registered student organizations.

## Avoid Common Mistakes

- Officers must have a 2.0 cumulative SF State GPA.
- Undergraduate students must also be registered in at least 6 units during their term of office. Graduate students must be enrolled in at least 3 units during term.
- The student organization is responsible for finding a faculty/staff advisor. Advisors can be part-time/full-time faculty or staff. Select an advisor who has a genuine interest in your organization and is familiar with the operation of the University.
- Each organization must have a minimum of five members, including two officers (a president and financial officer).
- The president and financial officer must attend a Student Leader Orientation in order to be recognized. For the Student Leader Orientation please contact an SET advisor.

## **Special Notes:**

### **Notify Student Engagement & Transition (SET) Office and Activities Staff of Organization Changes**

Student organizations are required to update registration status each time new officers are elected. SET requires written and signed documentation by the student organization president in order to implement the following changes:

- Change of officers' names.
- Name of the organization.
- Changes to the constitution.
- Email/Web account changes.
- Adding/Deleting organization information.
- Change of bank account signers/officers
- Change AS Funding account signers/officers

## SECTION 2 | Important Policies, Procedures and Requirements

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### Student Organization Conduct – Overview

As a student leader of a registered student organization, you represent not only your organization but also San Francisco State University as a whole. With this representation comes a great responsibility to conduct yourselves and your organization in a manner that aligns with the policies and values of the University. It is essential that you and your organization members understand and abide by all University policies, including those related to events, finances, and behavior. Not only is this necessary to maintain the organization's recognition, but it also ensures the safety and well-being of all members and the University community. Remember, your actions reflect not only on your organization but also on the entire university. It's important to conduct yourself, your organization, and the members of your organization with integrity and to make decisions that will benefit the organization, the University and the community.

General members of registered student organizations, are expected to act as responsible citizens and are held accountable for actions as individuals and/or organizations. To be effective members of the campus community and maintain strong commitment to your organization values and the values of the University, it is essential that organization members semiregularly review and become familiar with University policies, expectations, and student organization conduct policies. Students should become familiar with all University policies and expectations, and federal, state and local laws.

As a member of an RSO, it is important to be aware of and comply with university policies, including [Executive Order 1068](#), which outlines the procedures for responding to and reporting acts of discrimination, harassment, and retaliation on campus.

The following is a summary of key points from the Executive Order [1068] and how they apply to RSOs at San Francisco State University:

- 1. Discrimination, harassment, and retaliation are prohibited:** RSOs are expected to create an inclusive environment for all members and must not engage in discriminatory or harassing behavior towards any member or participant based on any protected status, including but not limited to race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.
- 2. Responsibilities of RSO members:** RSO members have a responsibility to report any incidents of discrimination, harassment, or retaliation that they have witnessed or experienced. They should also be aware of the resources available to them, such as the Title IX Coordinator, and the Employee Assistance Program.
- 3. Responsibilities of RSO leaders:** RSO leaders have a responsibility to promote a safe and inclusive environment for all members and to take appropriate action if they become aware of any incidents of discrimination, harassment, or retaliation. They should also be familiar with the university's policies and procedures for responding to such incidents.
- 4. Reporting incidents:** Any incident of discrimination, harassment, or retaliation should be reported to the Title IX Coordinator or to the Office of Equity and Inclusion as soon as possible. San Francisco State University will conduct an investigation and take appropriate action to address the incident.

5. **Training and education:** RSOs are encouraged to participate in training and education programs offered by the university to learn more about discrimination, harassment, and retaliation and how to prevent them.

By following these guidelines, RSOs at San Francisco State University can help ensure that the university community is safe and inclusive for all members. If you have any questions or concerns, please contact the Title IX Coordinator or the Office of Equity and Inclusion.

San Francisco State University and the Student Engagement & Transition Office strongly recommend that all student leaders and RSO general members read and understand the policies and standards outlined in EO 1068: <https://calstate.policystat.com/policy/10170470/latest/#autoid-6ra98>

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## **Formal Policies & Standards for Student Organization Conduct:**

### **Standards for Student Conduct Title V, 41301**

*The University is committed to maintaining a safe and healthy living and learning environment for students, faculty and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences (corrective solutions?).*

### **Student Responsibilities**

*Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their University, to be civil to one another and to others in the campus community, and contribute positively to student and University life.*

*Students or applicants for admission, who display inappropriate conduct, including cheating and plagiarism, may be subject to disciplinary action as provided in Title 5, California Code of Regulations. Any student may be expelled, suspended, placed on probation or given a lesser sanction for discipline problems. The Office of Student Conduct, housed in the Vice President for Student Affairs Office, is responsible for administering the Student Disciplinary Procedures for the California State University and should be contacted for further information at 415-338-2032.*

*For additional information visit: [conduct.sfsu.edu](http://conduct.sfsu.edu)*

### **Non-Discrimination**

*As a condition of recognition, all student organizations must comply with the California State University's Non-Discrimination Policy:*

*No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to fraternities or sororities, or to other university living groups (such as?).*

### **Hazing**

*The State of California and San Francisco State University have expressly and repeatedly asserted their opposition to hazing and pre-initiation activities which do not contribute to the positive development and welfare of new members. Whether on or off campus, planned or spontaneous, California law makes it a criminal offense for anyone to participate in hazing. Students are entitled to be treated with consideration and respect. No individual shall*



*perform an act that is likely to cause physical, psychological or social harm to any other person within the University community on or off campus.*

***The following actions are expressly forbidden:***

*(a) physical abuse, commonly known as hazing, including, but not limited to, paddling, slapping, kicking, choking, scratching, exposure to extreme water temperatures (i.e. cold or hot showers), and consumption and/or ingestion of any substance or beverages that are of such a type or in such quantity as to be harmful;*

*(b) excessive mental stress, including, but not limited to, placing of prospective members of a group or organization in ambiguous situations which lead to confusion and emotional stress;  
and*

*(c) verbal abuse, including, but not limited to, shouting, screaming, or use of derogatory, profane, or obscene language.*

***Defining Hazing and Consequences: SEC 3.245.6***

*This section shall be known and may be cited as “Matt’s Law” in memory of Matthew William Carrington, who died on February 2, 2005 as a result of hazing.*

*As used in this section “hazing” or “haze” is conduct which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to another person in the course of the other person’s preinitiation into, initiation into, affiliation with, holding office in, or maintaining membership in any organization. The terms “hazing” or “haze” do not include customary athletic, fire department, police department, military, or quasi-military training, conditioning, or similar events or activities.*

*Any person who hazes or conspires to participate in hazing is guilty of a misdemeanor punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail not to exceed one year, or by both fine and imprisonment.*

*Any person who hazes or conspires to participate in hazing which results in death, great bodily injury, or great psychological injury is guilty of a felony punishable by imprisonment in the state prison.*

*An organization is guilty of violating subdivisions (b) or (c) if the organization’s agents, directors, trustees, managers, or officers authorized, requested, commanded, encouraged, participated in, ratified, or tolerated the hazing.*

*The implied or expressed consent of the person or persons against whom the hazing was directed shall not be a defense to any action brought under this section.*

*This section does not apply to the person against whom the hazing was directed.*

*This section shall not, in any manner, limit or exclude prosecution or punishment for any other crime or any civil remedy.*

*The person against whom the hazing is directed may commence a civil action for injury or damages, including mental and physical pain and suffering that results from the hazing. The action may be brought against any participants in the hazing, or any organization whose agents, directors, trustees, managers, or officers authorized, requested, commanded, encouraged, participated in, ratified, or tolerated the hazing. If the organization is a corporation, whether for profit or not, the individual directors of the corporation maybe held individually liable for damages.*

### **University Expectations & Consequences for Hazing**

*Should the University become aware of such abuses on the part of the student organization or any of its members, the University will immediately suspend the organization indefinitely pending the results of the University's internal investigation. The organization/group will also be referred to the District Attorney's Office. In the event the charges are substantiated, the University will invoke appropriate corrective action against the individuals as well as the individual group or organization involved.*

**For additional information, visit: <https://conduct.sfsu.edu/standards>**

*If you are aware or concerned about a possible hazing incident or ongoing hazing-like behavior, please report your concerns to all or one of the groups listed here:  
<https://dos.sfsu.edu/student-referral-reporting>*

### **Alcohol and Illegal Drugs**

*San Francisco State University expects the campus community as well as external groups to be aware of all state and local laws with reference to possession, serving and consuming of alcohol; to inform decisions about alcohol and drug use; and to be responsible for the consequences of those decisions.*

### **Current California Law-Alcohol**

*Every person who sells, furnishes, gives or causes to be sold, furnished or given away, any alcoholic beverage to any person under the age of twenty-one years is guilty of a misdemeanor. (California Business and Professions Code, 25658)*

*Every person who sells, furnishes, gives, or causes to be sold, furnished or given away, any alcohol beverage to any habitual or obviously intoxicated person is guilty of a misdemeanor. (California Business and Professions Code, 25602)*

### **Student Organization Sponsored On-Campus Events**

*Alcohol service is not permitted at student organization sponsored events on the SF State campus or any related properties.*

### **Off-Campus Events**

*Student organizations should not serve alcohol at events on or off campus.*

### **Illegal Drugs**

*The sale, manufacture, distribution, use, or possession of illegal drugs is against San Francisco State University policy. This policy applies equally to all administrators, faculty, staff and students.*

### **University Administrative Sanctions for Violation of the Illegal Drug Policy**

*The manufacture, use or possession of illegal drugs by a member of the University community will normally result in either probation, suspension from, or severance of, the relationship with the University. Sale or distribution thereof will normally result in severance of the relationship with the University. This policy applies within or upon the grounds, buildings or any other facilities of the University or at University sponsored activities off-campus. Penalties for possession off-campus at a non-University sponsored activity will be considered, if the amount of possession is considered sufficient for intent to sell. 25602*

### **Organization Accountability**

*Violations of the alcohol and drug policies may result in student organization privileges being revoked, including recognition. Any alleged violation will be reviewed and based on initial investigation, forwarded to appropriate University official(s) for review and possible sanctioning. Written documentation will be placed in the student organization's file and notification will be forwarded to Judicial Affairs.*

### **Organization Misconduct**

*Student organization members are expected to follow the Student Conduct Code and all University policies and procedures for student organizations. In situations of collective responsibility, where organization members break policy and/or law, the organization may be held accountable for individual members' actions.*

### **Collective Responsibility**

*It is expected that each organization will establish and enforce policies to achieve responsible group governance. While members may be held accountable for their actions individually, corrective actions may also be imposed upon an entire organization for individual members' actions when the behavior is inconsistent with SF State policies. Student organizations may be held accountable if a substantial number of organization members (3 or more) or officers (2 or more) participate in or are aware, in advance, of the intended misconduct and fail to*

*take appropriate steps to prevent it from taking place. Each case will be reviewed by SET staff and may be forwarded to the Office of Student Conduct. Problems with individual members may also be referred to the Office of Student Conduct (SSB 403) for review.*

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# SF State | Time, Place & Manner (TPM) Policy

## Executive Directive 89-13

Public universities, such as San Francisco State University (SF State), are places where different ideas and perspectives are discussed and debated. The university values of courage, life of the mind, community, equity, and resilience guide the institution's commitment to being a principled and value-driven university.

To create an open and inclusive environment for free expression, SF State provides a forum for ideas, perspectives, and viewpoints to be shared and questioned. However, there may be times when differing viewpoints lead to conflict and dissent. The university's responsibility is to uphold the US Constitution and the right to freedom of expression, while also ensuring public safety, protecting university facilities, and not interfering with the university's educational mission.

Freedom of expression at SF State is subject to reasonable restrictions of time, place, and manner. The University Executive Directive (UED) 89-13 on Time, Place, & Manner (effective as of January 1, 2018) sets guidelines for fostering and sustaining a forum for the free and orderly exchange of ideas, values, and opinions. Activities covered under this directive include, but are not limited to, speeches, assemblies, demonstrations, rallies, picketing, petitioning, performances, and religious or political expression.

## WHY IS TIME, PLACE & MANNER (TPM) RELEVANT TO REGISTERED STUDENT ORGANIZATIONS?

Time, Place, & Manner (TPM) policies are relevant to Registered Student Organizations (RSOs) at San Francisco State University (SF State) because they provide guidelines for how and when RSOs can express their views, hold events and activities on campus. TPM policies help ensure that RSOs are able to exercise their right to freedom of expression, while also ensuring public safety, protecting university facilities, and not interfering with the university's educational mission.

TPM policies also set guidelines for the use of university facilities, such as buildings and grounds, for events and activities. RSOs must follow these guidelines when planning and hosting events and activities on campus. This includes getting the necessary permits, approvals and ensuring that events are held in appropriate spaces and at appropriate times.

Additionally, TPM policies help to promote an open and inclusive environment for free expression on campus. By setting guidelines for how and when RSOs can express their views and hold events, TPM policies help to ensure that all members of the university community have equal access to the forum for free expression and that the exercise of free expression does not impede the rights of others.

TPM policies are relevant to RSOs because they help to ensure that RSOs are able to exercise their right to freedom of expression in a safe and orderly manner, while also protecting the rights of others and the university's resources. RSOs should be familiar with TPM policies and follow them when planning and hosting events and activities on campus.

For more information on the Time, Place, & Manner policy and guidelines, RSOs and students can refer to the [University Executive Directive \(UED\) 89-13 – Time, Place & Manner](#).

### Additional Resources & Links Related to TPM:

- [Tabling On Campus & Request Forms](#)

- [Request to Post Free Standing Signs](#)
- [And Campus for All: Diversity, Inclusion, and Freedom of Speech at U.S. Universities](#) (PEN America, 2016).
- [First Amendment FAQs](#) (Freedom Forum Institute)

## SECTION 3 | Programs & Events

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### Planning Programs, Events, Tabling or Other Engagement Experiences

San Francisco State University is a community of over 25,000 students from diverse backgrounds. Student organizations coordinate and provide an array of events and programs for the campus. The following information are provided to assist student organizations with successful event coordination and implementation.

#### *Why does a RSO need to know about program/event planning?*

A registered student organization (RSO) needs to know about program planning because it is a critical aspect of the organization's operations and success. Program planning involves designing and organizing events, activities, and projects that align with the RSO's mission, goals and objectives. By planning and executing programs that are relevant and engaging to its members and the university community, RSOs can achieve their goals, increase their visibility and impact, and foster a sense of community among members.

Program planning also helps RSOs to effectively use their resources, such as time, funding, and personnel. By planning ahead, RSOs can anticipate and manage costs, coordinate the involvement of volunteers and staff, and allocate resources in a way that supports the organization's mission and goals.

Furthermore, program planning is also important for an RSO's compliance with university policies. Many universities require RSOs to submit program plans and obtain approvals before hosting events and activities on campus. By having a well-planned program, RSOs can demonstrate compliance with university policies and regulations, and avoid potential issues with scheduling, facilities, and other logistics.

A registered student organization needs to know about program planning because it is essential for the organization's operations and success. Program planning helps RSOs to achieve their goals, effectively use their resources, and comply with university policies. It also help RSOs to ensure that the events, activities, and projects they organize are relevant and engaging to members and the university community.

### Guidelines for Types of Events

#### **Children/Youth Programs**

Student organizations sponsoring programs that include youth must notify SET early in their planning process. Working with youth requires different responsibility. SET will work with student organizations to provide resources to help ensure a safe and successful event. Please note that waivers may be required through the Office of Risk Management.

#### **Commencement Celebrations**

Student organizations hosting commencement celebrations (both on and off campus) must register their event with SET. Please keep in mind when starting your planning that additional insurance may be needed through the Office of Risk Management.

#### **Concerts**

The University encourages student organizations to sponsor student concerts. However, student organizations are not allowed to sponsor nor utilize professional promoters and performers seeking

individual gains. All concerts are subject to approval by the Director of SET and/or the Dean of Student Affairs.

### **Dances**

Student organizations and campus organizations (i.e., alumni, community, department, etc.) may reserve University facilities for dances publicized and open to the public.

### **Film/Movie Viewing**

Organizations sponsoring films must follow copyright laws.

### **Fundraisers**

Student organizations may raise money for their event and operating needs through various fundraising activities. There are specific policies and guidelines for student organizations conducting fundraising activities.

***Please review the complete fundraising policies and guidelines before planning your event.***

### **Off-Campus Events**

The University assumes no responsibility or liability for activities conducted by student organizations off-campus. However, the University has authority under Section 41 301, Student Conduct, of Title 5 of the California Code of Regulations. This section clarifies the University's authority for off-campus behavior that includes students who are members of clubs and organizations.

***The Student Code of Conduct sets the standard of expected behavior and describes conduct that is unacceptable and subject to discipline through the University's disciplinary process.***

### **Outdoor Events**

All outdoor events must be registered with the SET no less than 10 business days prior to the event. All groups and individuals using outdoor venues must follow all outdoor event policies and procedures including Time, Place & Manner and requesting an exemption if necessary.

### **Speakers**

Student organizations sponsoring speakers should work closely with SET prior to making any verbal or written agreements. SET must be notified early in the planning stages (prior to any verbal or written agreement) of all major speakers to best support student organizations in their planning.

### **Tabling**

All registered student organizations and departments may set up tables, once tabling permit is approved by SET, in designated areas on campus to educate the campus regarding the organization and upcoming events, raise organization funds and recruit new members.

## **Reserving Space Outdoor or Indoor Spaces**

Student organizations have free access to various campus facilities. Reserving the appropriate facility is a critical step in planning an event/program.

### **Event Approval Expectations and Procedures**

- Pre-planning of your event should commence one to three months in advance. Ten working days are needed by SET to assess and process your event request, so plan accordingly.



- Only currently registered student organization officers (who have attended Student Leader Orientation) may request a reservation
- Student organizations may not reserve space for off-campus entities/third-party groups.
- University colleges, departments, off-campus entities and faculty may reserve indoor facilities through the Office of Special Events and Conferences. For more information call 415-338-6141.
- Indoor facilities may be limited due to instructional activities.
- Additional fees (i.e., supervisory, custodial, insurance, public safety, etc.) may be required prior to approval.
- Facility reservation does not substitute for program approval by SET.
- Physical activities events may require a signed waiver of all participants and proof of insurance pending the type of activities and risk.
- Depending on the venue and size of event, SET may require a series of meetings with the student organization and other University Partners to ensure a successful event.

### **Cancellation Policy for Student Organizations**

- Provide written documentation of the need to cancel
- Indoor events must provide at least 3 business days notification
- Outdoor events must provide at least 7 business days notification
- Groups canceling events without appropriate notice to SET staff may result in re-orientation
- Without appropriate cancellation notice, fees may apply for University Partners' services
- Upon receipt of the cancellation notice, SET staff will inform appropriate University Partners

### **Outdoor Venues**

In order to accommodate the large volume of outdoor requests, student organizations must start their event planning early due to the limited availability of dates, locations, and the steps required to clear a program on or off-campus. Keep in mind that all events taking place on campus lawns require a facilities work order, and may involve lawn protection materials, and service post-program activities.

Organizations who host spontaneous events may conflict with scheduled programming or conflict with pre-planned activities on campus. Further, TPM policies may be reviewed for spontaneous programs that disrupt scheduled programs or events.

### **Event Space Requests**

#### **Procedures for All Outdoor Venues**

Due to the high demand for Malcolm X Plaza and the Quad during the academic year, the following guidelines\* have been established to create a fair, equitable and clear process for reserving these venues:

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*\*NOTE: These are guidelines vs. strict policies. We strongly encourage all clubs/organizations to be proactive, collaborate with campus partners, and inform SET Professional Staff of anticipated events to avoid scheduling conflicts and Time, Place and Manner policy violations.*

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- SET will start accepting requests from May 1—May 31 of each year for all organizations/departments hosting historical events in the plaza and/or quad the following academic year (fall dates). A similar two-week window will be provided in November for spring dates. Historical is defined as events that have been in existence for at least 5 years. After the scheduling priority dates in May have passed, all reservations are on a first come, first served basis. (Please note no request will be accepted between June 1 and August 1.)
  - All other events (non-historical) are on a semester calendar and can begin requesting on August 1 for the fall semester and December 1 for the spring semester.
- Only currently registered student organization officers (who have attended a Student Leader Orientation) can submit requests for student organizations and department faculty and staff with SF State identification can submit requests for departments.
- All requests are initially made with the SET via the [Outdoor Event Request Form](#)
- All requests must be completed at least 10 business days prior to proposed event date. However, SET continues to work with student organizations with event planning pertaining to current world events as they develop.
- All scheduling requests are on a first come, first served basis.
- The SET-activities advisor may request further information and/or a meeting to learn more about the event and resources needed to provide a safe and successful program.
- Groups reserving the plaza and canceling events without appropriate notice to SET (at a minimum 7 business days) will impact future reservation requests.

#### **Additional Outdoor Policies**

- All campus entities wishing to have amplified sound at their event must adhere to the sound policy. (Amplified sound is allowed from 12:00 to 2:00 p.m. only per the TPM Policy.)
- No vehicles are allowed in the Plaza.
- Alcohol is not permitted in the Plaza.
- Outdoor venues are closed to reservation during winter and summer sessions, as well as University observed holidays, breaks and closures.

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#### ***Special Note:***

*Any deviation from the designated locations and/or sound policy requires the review and approval of the Time, Place & Manner Committee via a TPM Exemption. You can file a TPM*

*Exemption via the link below:*

<https://dos.sfsu.edu/content/free-speech>

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## **Main Quad Tabling Reservation Guidelines**

Before setting up any table on campus, all student organizations and departments must reserve a designated space by securing a tabling permit from SET. Tabling permits are available starting each Thursday for the following week.

Tables are available on a first come, first served basis. The tables are secured on loan, in exchange for a valid student ID and tabling form. Tables and chairs must be placed on the cement, not on the grass areas. Tables must be returned the same day to the location where they were obtained. Canopies are

**only** allowed in Zone 3 of the designated tabling area. Groups not following the tabling guidelines may lose privilege to table on campus. Additional tables for campus events may be reserved from [Facilities and Services Enterprises](#) or directly via SET at: [activities@sfsu.edu](mailto:activities@sfsu.edu)

***Please note a delivery charge may apply.***

## Indoor Venues

### Procedures for Reserving Academic Classrooms

1. Student organizations can request academic classrooms (for meetings/speakers/educational events) via <https://ces.sfsu.edu/node/24> or by visiting SET in Student Services Building (SSB) 301 or Annex or contact via email at: [activities@sfsu.edu](mailto:activities@sfsu.edu)
2. Once the classroom request form is completed and approved, SET will forward the event application to the Office of Academic Resources for review of room availability and final approval.

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#### ***Special Note:***

*Classrooms are not available for reservation the first two-weeks of each semester due to finalizing the class schedule.*

*Not all classrooms are able to be reserved through this process, some classrooms will need to be reserved by departments.*

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### Procedures for Reserving Indoor Venues (not including Academic Classrooms)

1. Request space directly with the venue/building coordinator to receive a reservation request form, SET is happy to assist you in making contact Building Coordinators:
  - a. You can find Building Coordinators here: <https://facilities.sfsu.edu/buildingcoordinators>
2. Complete the appropriate event application form to be submitted to SET for approval. Learn more here: <https://activities.sfsu.edu/sf-state-event-management-resources>
3. **All event requests must be submitted to SET no later than 10 working days prior to proposed event date.**
  - a. Please also note that a SET University Partners & TPM meeting may be needed before event approval, depending on size and complexity of the event.)
  - b. For large events, student organizations should contact SET activities staff as soon as planning begins to allow staff to best serve/support your planning.
4. Once the event is approved, contact the venue for confirmation of facility reservation.

### Requesting Cesar Chavez Student Center (CCSC) Spaces

Requesting a room in the CCSC can either be done by submitting a Events Request via this form: <https://sfsu.campuslabs.com/engage/submitter/form/step/1?Guid=a58912d3-f697-4bac-b57c-57153d8a6a3d> or visiting the CCSC scheduling office in T-123 or call 415/405-0723.

### Requesting Creative Arts Spaces | Coppola Theatre, McKenna Theatre, Knuth Hall, etc.

1. Contact the College of Liberal & Creative Arts directly at: [clca@sfsu.edu](mailto:clca@sfsu.edu)
  - a. See their learning spaces here: <https://lca.sfsu.edu/our-learning-spaces>
2. Once the request is made you will be given a tentative reservation form and discuss any possible charges or fees.

3. Review with a SET staff if you have questions or need support at: [activities@sfsu.edu](mailto:activities@sfsu.edu)

**Requesting Seven Hills Conference Center Spaces | *Seven Hills, Towers, Various Room***

1. Review latest information via Conference & Events Services webpage: <https://ces.sfsu.edu/conference-centers>
2. Once the request is made you will be given a contract and possible charges or fees.
3. Review with SET staff if you have questions or need support: [activities@sfsu.edu](mailto:activities@sfsu.edu)

**Requesting Gymnasium and Athletic Field Spaces | *GYM 100, GYM 147, or Athletics***

1. Review the latest information via the Campus Recreation Facilities webpage: <https://campusrec.sfsu.edu/FacilitiesReservations> for Requesting Gym 100 (large) or Gym 147 (small).
2. Once the request is made you will be given a contract and possible charges or fees.
3. Review with SET staff if you have questions or need support: [activities@sfsu.edu](mailto:activities@sfsu.edu)

## SECTION 4 | Marketing & Publicity

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### *Why is it important for RSOs to understand marketing and publicity on campus?*

It is important for a registered student organization (RSO) to understand marketing and publicity because it helps the organization to increase its visibility, reach its target audience, and achieve its goals.

Marketing and publicity involve promoting the RSO and its events, activities, and projects to the university community and beyond. By effectively communicating what the RSO does and why it matters, the RSO can attract new members, build relationships with other organizations and stakeholders, and increase its impact and influence.

Understanding marketing and publicity also helps RSOs to use their resources effectively. By identifying their target audience and creating messages that resonate with them, RSOs can maximize the effectiveness of their outreach efforts, whether through social media, flyers, or other forms of advertising.

Additionally, marketing and publicity are important for RSOs to comply with university policies. Many universities have policies that govern how RSOs can promote their events and activities on campus and in the community. By understanding these policies, RSOs can ensure that their marketing and publicity efforts are compliant with university regulations and avoid potential issues.

In summary, understanding marketing and publicity is important for a registered student organization because it helps the organization to increase its visibility, reach its target audience, achieve its goals, and use its resources effectively. Additionally, it is important for RSOs to understand university policies related to marketing and publicity to comply with regulations.

#### **Banners: Cesar Chavez Student Center Mezzanine Railing**

Banners advertising major programs and events are popular and effective tools for advertising in the Cesar Chavez Student Center (CCSC). CCSC banner guidelines include:

- Only recognized student organizations, University departments, and programs may post banners.
- The banner must be for a specific event (e.g., meeting, reception, speaker). (One banner per event.)(What about when student group have their weeks?) (check AS rules)
- The date, time, and place of the event must be clearly marked on the banner.
- Philosophical or political statements are not permitted. General “welcome back” statements are permitted for the first 10 days of each semester.
- Banners may be hung for one week with a date stamp, after that the banner can be stamped again for an additional week. No banners will be allowed to be hung for more than a two week period. Each organization is responsible for removing its banner. After 5 days the student center staff will remove and recycle the banner.
- All banners must be approved and date-stamped by the Information Desk staff at CCSC. Banners without the date stamp will be removed by CCSC staff.
- Banners must remain down for at least 7 days before they can be approved again (after the two week period).
- Banners advertising ongoing Associated Students programs (e.g., EROS, Women’s Center, Legal Resource Center, etc.) may be hung for one month at the beginning of each semester.

- Organizations wishing to post a banner publicizing an off-campus event are required to include the following statement on the banner: “This activity is NOT sponsored by San Francisco State University.”
- Banners may be no longer than 10 feet and no wider than three 3 feet and should be neatly lettered and legible from the ground level.
- If a banner is in a language other than English, it must include an English translation.
- All sponsoring organizations must be listed on the banner.
- The sponsoring group is responsible for hanging the banner in an available mezzanine railing space and for removing the banner and tape from the railing when the stamped date has expired.
- Railing space is available on a first-come, first-served basis.
- The Student Center is not responsible for banners that become missing or damaged.
- Banners may not be hung on the cement columns or walls in the Student Center. They must be hung only on the railings. (The sole exception is the railing facing Malcolm X Plaza, which is reserved for use by Associated Students Performing Arts year around.)

If you have any questions about these policies, please contact the Assistant Director, Programs and Services, at 338-2820, or Room T-119 in the Cesar Chavez Student Center.

Cesar Chavez Student Center (CCSC) Information Desk (Check AS rules)

Student organizations may submit two fliers per event to post in the CCSC. CCSC will date stamp the fliers and post them for one week. Unauthorized fliers will be removed. Student organizations are strongly encouraged to familiarize themselves with the CCSC banner and posting policies/procedures. For more information contact the Information Desk of CCSC at 415/338-1122.(This may no longer be true for fliers in CCSC)

### **Chalking**

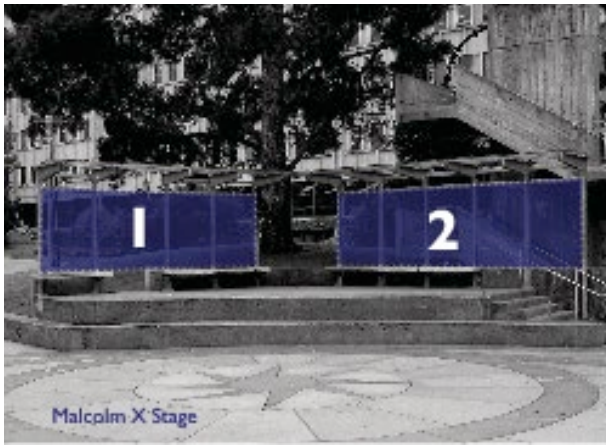
Student organizations should consult with SET staff prior to chalking on the University sidewalks or cement paths. Information for chalking must be provided at the time of the event planning process. Ground-chalking only is allowed, chalking on walls is not permitted.

### **Outdoor Banners: Malcolm X Plaza Events**

If a student organization has an authorized Malcolm X Plaza event, approved by SET and any TPM exemption requests (see TPM policy), they may hang a banner or banners on the metal scaffolding of the Malcolm X Plaza stage on the day of the event. See below for approved locations. The banner(s) must comply with the sizes listed for each location. The banner(s) may be hung 30 minutes before the event and must be removed immediately after the event. The banner must be legible, with the sponsoring organization clearly named. All tape, string, or rope used to secure the banner(s) must be removed following the event. All unauthorized banners will be removed. (We need to expand on this policy)

For more information, please contact SET at [activities@sfsu.edu](mailto:activities@sfsu.edu) or Annex 1.

### **Outdoor Banners May Be Displayed on the Following Locations:**



1. Maximum Size\*: 18 ft. by 5 ft.
2. Maximum Size\*: 20 ft. by 5 ft.
3. Maximum Size\*: 36 ft. by 5 ft.

Banners may be displayed facing both the Library and the Student Center. No exceptions to size will be allowed. Banners may NOT be displayed at any other location.

### **Email/Web Account**

Student organizations can obtain a SF State email/web account or utilize their GatorXperience account.

Student organizations are not allowed to use personal SF State accounts for the organization (i.e. personal sfsu, yahoo, gmail, hotmail, etc).

Student organizations may set up a SF State listserv, but not send mass emails to other individual accounts, through personal addresses.

### **Activate an Email/Web Account**

1. The president/chairperson of the student organization is the only officer that can request an email account. To activate a new account complete the following steps:
2. Go to <http://sfsu.campuslabs.com/engage>.
3. Fill out information on SET Web/Email Account Request form.
4. Email confirmation will be sent to you within 10 business days.

### **Golden Gate [X]press**

The Golden Gate [X]press is the student newspaper located in the Journalism Department. Student organizations interested in placing an article, news release or announcement should contact the Golden Gate [X]press for more information at 415/338-3313 or <https://goldengatexpress.org>

### **KSFS Radio**

KSFS Radio is the campus radio station located in Creative Arts Room 125. For more details about submitting brief announcements contact 415/338-2428 or <http://www.becamedia.net/ksfsradio/>.

### **Literature Distribution**

Student organizations are allowed to distribute literature under Executive Directive #89-13 <https://policiesandpracticedirectives.sfsu.edu/content/university-executive-directives-ueds>

## **Mail Services**

All student organizations receive a mailbox with a SF State mailing address. The student organization mailroom located in Annex 1 Student Organizations may post their flyers in the SET offices. Please keep the mailroom clean and accessible for all. It is the responsibility of the student organization to pick up and discard excess mail. Mailboxes are cleared out starting June 1<sup>st</sup>, with excess mail being held at SET for two weeks and then returned to sender.

### **Mailing address for student organizations:**

Name of Your Organization  
San Francisco State University  
Student Engagement & Transitions  
1600 Holloway Avenue, Annex 1  
San Francisco, CA 94132

## **On Campus Mail**

Mail sent *within* University departments is free. You must have the name, department and campus mail written on each piece. It can be mailed through the SET 'OUT' mailbox.

## **Postings, Flyers, Posters on Campus Buildings, Windows, or Poles**

### ***Student organizations must adhere to the following:***

- Student organizations are to be cognizant to not post flyers on department or specific college bulletin boards without approval from the department main office.
- No publicity may be posted on walls, doors, windows, lamp posts, plants, garbage cans, phone booths, vehicles, etc. These flyers/posters will be removed as outlined in the TPM policy.
- Printed publicity must be written in English. Translation is required on postings/flyers that are written in a language other than English.
- The name(s) of the sponsoring student organization(s) is/are required on all postings/flyers.
- The use of banners, flags and posting of flyers on University buildings is prohibited (including the Student Center).
- Unapproved postings/flyers will be removed.

## **Postings**

Student organizations must adhere to the following:

- Student organizations are to be cognizant to not post flyers on department or specific college bulletin boards without approval.
- No publicity may be posted on walls, doors, windows, lamp posts, plants, garbage cans, phone booths, vehicles, etc.
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- The name(s) of the sponsoring student organization(s) is/are required on all postings/flyers.
- The use of banners, flags and posting of flyers on University buildings is prohibited (including the Student Center).
- Unapproved postings/flyers will be removed.



## Event Planning Checklist

### Get Ready

- Plan Early:** We suggest starting your planning at least 2-3 months in advance (some events may need more planning, depending on their scope)
- Brainstorm event ideas and goals
- Decide on target audience
- Select possible dates (keep in mind religious and cultural holidays and major campus events)
- Request Venue
- Receive SAE approval
- Return SAE event form to venue to confirm reservation
- Publicize event (make sure event is approved and room confirmed before printing any publicity)
- Secure Funding
- Fundraise early and make sure you do not commit any funds before you have them
- Prepare a detailed and realistic budget, projecting all anticipated income and expenses
- Consult with SAE advisor regarding fundraising options
- Develop an on-campus possible funding list
- Check any deadlines for funding sources
- Check your account to ensure committed funds have been received
- Ensure funding prior to any verbal or written commitment of funds

### Plan Well

Make all arrangements early on to give yourself ample time to plan your event well. If multiple people are planning the same event, make sure one person is managing the overall coordination.

### Possible Equipment Needs:

- Space (rooms, venue)
- Microphone and speaker
- Projector (film, LCD)
- Sound system
- Lighting
- Podium
- Tables
- Chairs
- Stage
- Fire extinguisher(s)
- Trash cans
- Recyclable containers
- Portable toilets (including accessible)
- Barricades

### Possible Supply Needs:

- Tickets
- Directional signs
- Maps
- Flip charts
- Markers
- Adhesives (tape, stapler, etc.)
- Pencils and pens

- Printed programs
- Nametags
- Cash box/change
- Decorations
- Trash bags
- Tablecloths
- Water for speakers
- Waivers for performers/speakers /participants

### **Speakers and/or Performers Planning:**

- Brainstorm possible speakers and check availability
- Negotiate price (remember that verbal contracts are binding)
- Review final contract with SAE advisor for assistance
- Arrange possible air and ground transportation
- Arrange for lodging and meals
- Confirm arrival time in San Francisco
- Confirm arrival time at event
- Confirm all arrangements in writing
- Have outside performers/speakers sign University waiver form

### **Other Details**

- Large events should work closely with SAE early on in the event planning process
- Disability access
- Security
- Concessions (requires food permit)
- Clean-up arranged
- Parking and Transportation
- Forms completed and delivered to appropriate offices
- Insurance (may be required for certain physical activity, events with non-SF State invited guests, etc.)

### **Forms**

- Food Permit (available at SAE and submitted for all food sales and giveaways on campus). Signed by Environmental Health & Occupational Safety and SAE
- Tabling Permit (available at LEAD and submitted for tabling on campus)
- Event Application Form
- Demonstration/Counter Demonstration Form
- Insurance (Signed by Risk Management)
- Liability Waiver Forms
- Grounds Request Form
- Facilities Operations Form for Tables and Chairs

### **Publicize Your Event**

- Decide your target audience, advertising budget and a detailed publicity plan at least four weeks prior to event to effectively reach your audience.
- Flyer/poster
- Press Release for Golden Gate [X]press
- Press Release off-campus newspaper/magazine
- Advertisements Golden Gate [X]press "The Week Ahead" calendar

- Website (your own site and links to others)
- Banner
- GatorXperience Calendar Announcements at student organization meetings (with group's approval)
- Announcements in classes (with professor's approval)
- Distribution plan

**Final Steps**

- Pay all bills on time
- Promptly negotiate any discrepancies and document in writing
- Obtain feedback on event
- Develop folder for successor with timeline, actual budget, publicity and all correspondence
- Send thank you notes/cards

## SECTION 5 | Finances, Fundraising & Financial Management

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Registered Student Organizations may facilitate fundraising events at San Francisco State to support their organization's operating and event planning needs. All fundraising events are subject to University policies (including Time, Place and Manner Executive Order #89-13) and must acquire the necessary permits from SET. SET welcomes student leaders to come visit professional staff to brainstorm about fundraising options and strategies.

### Fundraising Policies

#### Alcohol

It is against the law to do the following without a liquor license through the Alcohol Beverage Control:

- Sell alcohol.
- Serve alcohol at any event with an admission charge or cash donations requested.
  - Review the formal policy guideline above.

#### Auctions

Auctions which involve selling, bidding for, or in any way paying for a person's company or services are not allowed.

#### Drawings

Student organizations may sponsor drawings on campus under the following guidelines:

- Request a donation for an item (i.e., pen, candy etc.). The item must have an equal value to the ticket donation and the organization must provide the donor a drawing ticket.
- Anyone requesting a ticket without making a donation must receive a ticket.
- On the printed ticket, you must also disclose the beneficiary of the drawing (name of your student organization) and the fact that the tickets are available free of charge.

#### Games of Chance

Games of chance (cards, dice, dominos, bingo, etc.) where money is involved (for monetary gains) are not allowed. This includes admission charge to events with games of chance. Games of chance may only be played with free chips, tokens and tickets.

#### Non-Profit Status/Tax Identification

Student organizations are not allowed to utilize the University's tax identification number.

#### Raffles

Student organizations may sponsor a "prize drawing" or "give-away" (see drawings) but "raffles" are not allowed on State of California property (Penal Code 330). A raffle is defined as "the sale of a chance at a prize."

### Funding Sources

#### Associated Students Incorporated (ASI)

Student organizations may obtain subsidized funding through AS. Requisition forms for funding are available through the AS Business Office at 338-2321, located in the Cesar Chavez Student Center. Student organizations are strongly encouraged to familiarize themselves with AS's policies/procedures and deadlines. For more information on AS please see <http://asi.sfsu.edu/student-org-funding/>

#### Fundraising Events

Many groups hold events to raise money for their organizations. A successful fundraising event can do much more than raise money for an organization. The event can commemorate an important day or

week, build unity and cohesion in the group, give event planning experience to new group members and it can add wide-range campus and community visibility to the organization.

### **Fundraiser Tabling**

Student organizations may set-up a fundraising table in designated areas on campus. Steps to receive approval for a fundraising table include:

- Visit or email ([activities@sfsu.edu](mailto:activities@sfsu.edu)) SET to request a tabling permit. SET works only with current organization officers listed on the approved student organization registration form who have attended a Student Leader Orientation.
- Complete the SET tabling/food permit (if food is to be sold or distributed as part of fundraiser).

### **Food Sales**

Student organizations may schedule and obtain both a tabling permit and a food sale permit through SAE. Only one permit per student organization will be provided. All food sales and giveaways must be in compliance with the Food Sale Sanitation Regulations available through the Environmental Health and Occupational Safety Office <https://ehs.sfsu.edu/home>. Student organizations must have both permits at their table and a sign identifying the sponsoring student organization. Sales may not be set up earlier than 7:30 am each day. Student organizations must adhere to sanitation requirements at all times, including:

- Food handlers are required to wear latex gloves.
- Food handlers are not to handle money at anytime.
- Access to running water.
- Proper clean up procedures.
- Food handler permits are required for anyone handling food items.

### **Vendor Program**

SET maintains a Vendor Program as a service to SF State registered student organizations to assist in fundraising efforts. Student organizations may sponsor a commercial vendor during the fall and spring semester on campus, at designated areas and at specific times.

The vending program provides assistance in matching student organizations with potential businesses or merchants to become a student organization sponsored vendor on campus. Student organization leaders are responsible for all transactions and for monitoring any sponsored vendors. Find out more about the process and expectations by visiting the SET website <https://activities.sfsu.edu>

### **Career Center Events Grant**

The Career Center Events Grants were created to encourage SF State student organizations to plan or assist with career-related programs in collaboration with the Career Center. A limited number of grants are awarded during the fall and spring semesters. For additional information regarding the career grants, including selection criteria, deadlines and application process, please visit: [http://www.sfsu.edu/~career/students/student\\_orgs/student\\_orgs\\_main.htm#grant](http://www.sfsu.edu/~career/students/student_orgs/student_orgs_main.htm#grant).

### **General Fundraising Policies**

The following guidelines pertain to all fundraising programs sponsored by student organizations:

- Funds raised on campus shall not be used for any illegal purpose or personal gain.
- All on-campus fundraising activities, regardless of location, must be approved by SAE.
- The intended use of funds raised must be posted at the event and be consistent with the stated purpose of the sponsoring student organization.

- Student organizations are to inform SET of the amount of funds raised within one week of the fundraising activity to best assist organizations with future fundraising events and additional policies
- All accounts are subject to audit by the University

### **Fundraising Planning Stages**

The following planning stages are to assist student organizations in hosting a successful fundraising event:

- Start with a specific, targeted fundraising goal.
- Be creative and choose an event idea that is fun and will catch people's attention.
- When you have the particular ideas your collective group would like to pursue, develop a realistic budget of expenses and revenues to be sure that you will make enough money to justify the cost of the event. Set a date for the event and begin the planning and publicity processes. Please remember you must have SAE approval prior to publicizing your event.
- Be sure that you have sufficient "up-front" funds to cover costs such as facility charges, advertising, props, etc.
- Plan and execute the event, utilizing publicity to enhance your group's image on campus.

For additional fundraising planning tips and guidelines please visit the SAE website at <https://activities.sfsu.edu>

### **Banking**

A partnership was established with University Corporation Banking (UCorp) to allow student organizations the convenience and access to financial services on campus. UCorp provides their services, but as with all banking, the student organization is responsible for insufficient funds and additional penalty fees of poor financial management. For more details visit UCorp (located in the Admin Building Window C or at <https://ucorp.sfsu.edu/studentorgs> ).

#### **Banking services are provided to registered/recognized student organizations, providing:**

- A checking account.
- Information on tax identification.?
- No cost to student organization for opening the account.
- Specialized Safeguards:
- This account prohibits the use of debit/credit cards.
- Opening a new account and changes to an existing account require the written authorization and signature of the organization's Faculty/Staff Advisor.

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- This account prohibits the use of debit/credit cards.
- Opening a new account and changes to an existing account require the written authorization and signature of the organization's Faculty/Staff Advisor.