

# Registered Student Organization (RSO) Manual



WSU PULLMAN

Center for Student  
Organizations and Leadership



# Registered Student Organization (RSO) Manual

Center for Student Organizations & Leadership | Washington State University

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WSU PULLMAN

Center for Student  
Organizations and Leadership

# Welcome from Center for Student Organizations & Leadership

Hello!

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

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

We hope you find what you need within this document. If something is missing, let us know and we'll work to incorporate that into the document. Please note that when going through the digital version of this document, in order to access hyperlinks, you will need to be logged into Cougar Presence. Cougar Presence is the online tool we use for our registered student organizations. All documents and forms can be found on Cougar Presence at [WSU.Presence.io](http://WSU.Presence.io)

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

Regards,

**Center for Student Organizations and Leadership, RSO Specialist, and RSO Creative Services.**  
[getinvolved@wsu.edu](mailto:getinvolved@wsu.edu) | CUB 320 | 509-335-9667



# YOUR RSO

## What is a Registered Student Organization (RSO)?

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

## Start a New RSO

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

1. **Do your Research:** We want to make sure that there aren't any duplicate RSOs, so we ask that you check out our list of RSOs at [WSU.Presence.io](https://www.wsu.edu/~csl/presence), select "Organizations", and start browsing. If you don't see anything like your club, move on to step 2.
2. **Find your People:** At least four club members are required to start an organization. Members and officers must be currently enrolled WSU students who join the organization on Cougar Presence once it is established.
3. **Identify an RSO Advisor:** Advisors must be faculty, staff, or graduate students with a teaching, research, or graduate assistantship at WSU. Advisors must fill out an Advisor Agreement form once per academic year. The form will be sent to the advisor that you list after completing the "Organization Registration" form.
4. **Attend Officer Training:** Two RSO Officers must complete an in-person Officer Training. Training dates can be found on Cougar Presence or you can attend monthly officer training sessions outside of the renewal season.
5. **Create the Constitution:** The constitution establishes your organization's name, states and supports the mission and philosophy, and sets policy and procedures related to your members, officers, meetings, elections, and other functions that may be unique to your organization. A constitution template can be found on Cougar Presence, under the Student Organization Center page. You will upload your constitution into Cougar Presence when you register your new organization.
6. **Make it Official:** Register your new organization by going to [WSU.Presence.io](https://www.wsu.edu/~csl/presence), select "Organizations", then select "Register an Organization." Select to register your new organization under the "Center for Student Organizations and Leadership" branch. Fill out the registration form to provide basic, descriptive information about the organization and identify your club officers and advisor.
  - a. Please follow the RSO naming convention if you choose to include WSU or Washington State University in your club name:
    - i. {RSO Name} at WSU OR {RSO Name} at Washington State University

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



## Student Organization Categories

- **Chartered Student Organizations (CSOs):** These are organizations like the Associated Students of Washington State University (ASWSU), ASWSU Committees, Student Entertainment Board (SEB), Sports Clubs, Residence Hall Association, and the Graduate and Professional Student Association (GPSA), among others, that receive Services and Activities (S&A) fee funds allocated directly from the S&A Committee, have accounts outside of the RSO Finance Office (CougarCard Center), and have direct advisement from a University department. CSOs follow all of the same processes as Registered Student Organizations but have additional responsibilities with University procedures related to purchasing and contractual obligations.
- **Registered Student Organizations (RSOs):** These are common RSOs like the Automotive Enthusiasts Club, the Shark Conservation Club, or the Country Swing Dance Club. These groups are student-run, operate with funds generated by fundraisers and other means, and are independent from WSU.
- **Programs/Departments:** These groups are associated with academic departments, or formed to accomplish an in-class project, or have a specific tie to the institution. These groups do not receive all the benefits that chartered and Registered Organizations have. Sometimes these organizations are financially supported by a WSU College/Department.

## Registered Student Organization Benefits

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

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

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



## Annual RSO Renewal

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

1. **Transition Leadership:** Hold elections in March-April to identify new club leadership. Pass officer roles and responsibilities to new club officers. This transition includes updating your roster with the new officers in the club's Cougar Presence page.
2. **Four RSO Members:** You still need a minimum of four student members to renew an organization. Members and Officers must be currently enrolled WSU students on the Pullman campus who have joined the organization on Cougar Presence and are listed under the "People" tab.
3. **Attend Officer Training:** Two RSO Officers must complete an in-person Officer Training every year. More than two officers or members are welcome to attend the training to learn about RSO services and processes. The Center for Student Organizations and Leadership schedules officer-training dates throughout the RSO Renewal Season. Training dates can be found Cougar Presence.
4. **Update your Cougar Presence Portal:** During the renewal period (April-September), officers with management access to the RSO's Cougar Presence page can log in to [WSU.Presence.io](https://www.wsu.edu/presence), select "Organization", select "Register an Organization", find your RSO, and "re-register" to renew the organization. Here are some things to update:
  - a. Upload an updated constitution. Your Constitution should always be up to date with your organization polices. On the first page of your constitution, include a "last updated" date to ensure that you get credit for your updated constitution.
  - b. Reflect on the RSO's mission, vision, and values over the last year and make any updates to those as necessary for the next academic year.
  - c. Identify the RSO's new meeting day, time, and location.
  - d. Expand on your RSO's keywords to include any new interest areas and to keep the Cougar Presence search function up to date. This will help new students find your RSO based on one-word searches (i.e. animals, hiking, adventure, etc.)
  - e. Update Officer and Advisor positions and contact information. To fulfill the officer-training requirement, the two officers who attend training must be listed as officers.
  - f. Officers with management access to the RSO's Cougar Presence page can log in to [WSU.Presence.io](https://www.wsu.edu/presence), navigate to your organization's page, select "manage organization", and "re-register" the organization.
5. **Advisor Agreement Form:** Advisors can be faculty, staff, or graduate students with a teaching, research, or graduate assistantship at WSU. The form will be included in the email your advisor receives after your RSO completes the "Organization Registration form" for both new and renewing RSOs.

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





## Student Organization Responsibility | Group Accountability Statement

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

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

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

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

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

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

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



# Student Organization Resources

## Center for Student Orgs & Leadership (CUB 331) Resources

- **RSO Creative Services:** Free graphic design, video/photo, and marketing services (<https://studentinvolvement.wsu.edu/rso/soc/creative-services/>)
- **RSO Specialist:** In-person sessions with RSO Specialists who can provide guidance.
- **RSO Graduate Assistant:** We don't expect you to know everything, that's why we have a Graduate Assistant who is available to assist with anything related to your RSO.
- **Meeting Space:** You don't have to cram 23 people into your 2-bedroom apartment. Collaborate in CUB 331 or CUB 320 with our meeting tables.
- **Creation Station:** Welcome to the DIY dream lair. You have FREE access to our Cricut machine, tri-fold boards, construction paper, large butcher paper rolls, markers, paint...all you need to bring is caffeine.
- **Computer Stations:** Did your roommate prank you by changing the password on your laptop? A drop-in computer is available for RSO use and includes limited black and white printing.
- **Lockers for Storage:** Rent a half-size locker on a temporary or academic-year basis.
- **Check Out Equipment:** Come check out anything from card swipes for taking attendance to a hot water dispenser for your hot-cocoa events.

## Coug Presence

Coug Presence is an online tool for RSOs to help students manage organizations. Sign in using your WSU Network ID and password to access Coug Presence. Here are some things that you can do in Coug Presence to help manage and maintain your student organization:

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



# PLANNING EVENTS AT WSU

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

## Cougar Presence Event Request Procedure

3-Weeks:

### Events

*Simple events, events w/ FOOD, events w/ 100+ people*

4-Weeks:

### High-Risk Events

*Mechanical Bulls, Animals, Athletic Activities, etc.*

7-Weeks:

### Events w/ Alcohol

*Obtain License or Permit from WA State Liquor & Cannabis Board*

1. First, for on campus events, **reserve your location at [scheduling.wsu.edu](https://scheduling.wsu.edu)**. We recommend that you reserve your location at least 4 weeks in advance. You will receive a notification that you reserved the location via email and a confirmation of the reservation will occur 1-3 business days after you reserved the space.
2. After you reserve a location at [scheduling.wsu.edu](https://scheduling.wsu.edu), **create an event on Cougar Presence**. On the organization’s Cougar Presence page, an organization administrator can select “Manage Organization”, then navigate to the “Events” tab in the organization tools and select “Create Event”.
  - a. You must **submit your event request 1-7 weeks in advance**, depending on the type of the event (see event request timeline above). Please be as detailed and specific as possible when completing the event request form.
  - b. You cannot edit your event request after you submit it and it is in pending status. If you need to change the date/time/location/details of the event, comment on the pending request to signal action from the RSO Community Advisor to edit the request.
3. The RSO Community advisor will add **campus reviewers** that need to approve your request. Depending on the details of your event, reviewers may include WSU Police Department, University Schedulers, Environmental Health and Safety, etc.
4. Campus reviewers may ask you **questions, make comments, or they will approve/deny** your event request.
5. You will be **notified via email regarding any questions or comments** made by reviewers, and you are expected to respond promptly.
6. When the necessary reviewers have reached an approval on the request, the **Leadership & Organizations Coordinator will approve the event** and the organization can have the event as it was requested.



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

## Frequently Asked Event Questions:

### When do I submit my event request?

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

- 3-Weeks: Events
  - Simple events, events w/ FOOD, events w/ 100+ people
- 4-Weeks: High-Risk Events
  - Mechanical Bulls, Animals, Athletic Activities, etc.
- 7-Weeks: Events w/ Alcohol on Campus
  - Obtain License or Permit from WA State Liquor & Cannabis Board

### What is a Group Meeting/Info Table?

Is your group planning a group meeting, informational table, or an event? It is important to know the difference when filling out the Event Request Form on Cougar Presence.

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

## Facility Reservations:

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

### CUB/Chinook/ESF Cultural Center, General University Classrooms, Outdoor Spaces, UREC Facilities, etc.:

Reserve these spaces by visiting [scheduling.wsu.edu](https://scheduling.wsu.edu).

- Notes: See [cub.wsu.edu/reservations/faqs-and-fees/](https://cub.wsu.edu/reservations/faqs-and-fees/) for more information.
  - RSOs can schedule an unlimited number of meeting rooms (max of two-hours) at no charge.
  - RSOs can schedule an unlimited number of events in Butch's Den (L60), The Lair (101), and Reunion Stage (50 S) free of charge but can only schedule them one at a time.



- CUB/Chinook Event Venues: RSOs get one (1) Venue Fee Waiver per academic year, per building for the following facilities: CUB Sr/Jr Ballrooms & CUB Auditorium and Chinook 150.
- CUB has an exclusivity contract with University catering and CUB food vendors. Student Organization events serving food in the CUB must acquire their food from University Catering at a 20% discount or a CUB food vendor such as Panda Express, Subway, Pizza Pipeline, etc. Catering can be reached at 509-335-3570 or [catering.wsu.edu](http://catering.wsu.edu).
  - Student Organization Meetings – Student Organizations may purchase or bring their own snacks or light refreshments from outside vendors to a regular organization meeting in CUB meeting rooms (not for events in CUB event venues) provided, (1) the value does not exceed \$100, (2) the snacks or light refreshments do not include meal or entrée items, e.g. pizza or sandwiches, (3) the snacks or light refreshments are provided for a regular group meeting rather than a special event, and (4) the snacks or light refreshments are not advertised to the general public.
  - Fundraising with food (Bake Sales, Krispy Kreme Fundraisers, etc.) are permitted provided that (1) the RSO owns the items they are selling and (2) the fundraiser has been approved through a Cougar Presence event request.

**Ensminger Pavilion:**

Contact CAHNRS Student Success and Academic Programs (509-335-4561, [cahnrs.majors@wsu.edu](mailto:cahnrs.majors@wsu.edu))

**Beasley Coliseum:**

Contact Russ Driver (509-335-2241, [driver@wsu.edu](mailto:driver@wsu.edu))

**Phys. Ed. Bldg., Smith Gym, Bohler Gym, Hollingbery Field House, Pools, Playfields, Student Rec. Center Facility:**

Contact [urec.scheduling@wsu.edu](mailto:urec.scheduling@wsu.edu) or visit CUB 140



## Event Safety

Due to the variety of activities our RSO's plan throughout the year, we feel it is important to provide the following information. Here you will find advice, policies, and procedures related to specific activities that are common for student groups to plan. You will find information on food, alcohol, noise permits, contracts, and more. If you find something that's missing, please let us know and we'll work to make the addition.

## Alcohol Procedures

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

If your organization is:

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

### Special Occasion License:

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

### Banquet Permit:

- A banquet permit is required to allow the service and consumption of alcohol at a private, invitation-only event or gathering in a public place or venue.
- Attendance is by invitation only.
- May not be advertised to the public, including social media.
- Alcohol is provided free of charge by the sponsoring organization, no donations can be accepted.



- Alcohol must be purchased at retail before the event.
- Fee: \$11 per day (price subject to change).
- How to Apply: Applications are online only at: [lcb.wa.gov](http://lcb.wa.gov).
- If you are not using a third-party licensed alcohol caterer for your event, any person serving the alcohol must complete Mandatory Alcohol Server Training (MAST). MAST is required by law for persons who serve, mix, or sell alcohol.
- A third-party security company (i.e. Staff Pro) is required to check IDs.

#### Licensed Caterer

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

#### RSO Events with Alcohol - Checklist

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

- You must complete all the RSO renewal requirements and be an active RSO on Cougar Presence.
  - Submit event request on Cougar Presence (must be done at least 45 days before your event).
  - Fill out a Special Occasion License or Banquet Permit application and submit to the Washington State Liquor and Cannabis Board.
    - Special Occasion License - \$64
    - Banquet Permit - \$11
  - Complete the risk assessment evaluation with WSU PD and Fire/Safety Compliance.
    - Request a meeting via e-mail with [steve.hansen@wsu.edu](mailto:steve.hansen@wsu.edu).
- \*\*\*Don't underestimate the time it will take to make these arrangements\*\*\***

#### Food Service Event Procedures

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

- All forms and information on food events are available at <https://ehs.wsu.edu/public-health/food-safety/>.
- Click on the WSU Temporary Food Service Procedures link.
- Determine if your proposed food service event is private or public.
  - A private food service event is defined as a social event with food, regardless of fee, promoted by limited word of mouth or advertising to a limited group of people. For example, word of mouth or an advertisement for a club, department, or college potluck





(potlucks are only allowed for private events). No permits or waivers are required for private events. Student Involvement and Environmental Health and Safety (EH&S) recommends that these links be utilized: Rules of Operation for Temporary Food Establishment Facilities, Temperature Log for Potentially Hazardous Foods, and borrow a thermometer from Student Involvement to check food temperatures.

- A public food service event is defined as a social event with food, regardless of fee, promoted by advertising (word of mouth, radio, WSU announcements, Daily Evergreen, etc.) inviting the general public to attend. A Temporary Permit or Exemption from Permit may be required for public events. Access the links WSU Temporary Food Service Permit Application (or *Application for Exemption from Permit*). Please contact EH&S at (509) 335-3041 for further assistance and information if necessary.
- **IMPORTANT:** For all Public Events requiring a Temporary Food Service Permit you must submit an Application at least 14 days prior to the event otherwise it WILL result in foods not being served at the event due to State regulations (no exceptions).

### Sporting Events and Tournament Procedures

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

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

### Other Safety Restrictions

*Potentially Hazardous Activities or Conditions*





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

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

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

### **Emergency Medical Technicians (EMTs) and Standby Firefighters**

The following list of criteria will help in determining if EMTs or standby firefighters are required for campus events.

- How many people will be there?
- Will fire be used in any capacity?

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

### **Fire Safety**

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

### **Security for Events**

You should consider security requirements when planning your events. The following list will help determine if your event needs a security presence. **The cost for security will be charged back to the student organization, so plan accordingly and note the answers to these questions within your event application:**

- How many people will be there?
- Is the event open to the public?
- Is there live music or a DJ?



- Is there alcohol or the potential for attendees who may be under the influence of alcohol?
- Is the event indoors or outdoors?
- Is the topic or speaker controversial?
- What is the venue?
- What time of day?
- Will there be advisors and/or Student Involvement personnel present?

### Noise Variance Permits

If your event requires amplified sound (concert, music from speakers, outdoor movie, etc.), you need to complete a [Noise Variance Permit Application](#) with the City of Pullman. There is no fee associated with this permit. You should submit the application at least 3 weeks before your event to allow enough time for processing. If you have questions, please let us know! The Application can be found at:

<https://www.pullman-wa.gov/departments/police/online-services/licenses-registrations-permits/event-permits/noise-variances>

### Responsibilities of Organizations

The organization will be held responsible:

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

### Insurance Policy

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

### Liability Releases and Assumption of Risk

No release or assumption of risk form will be perfect for every situation. The form must be tailored to fit the specifics of the activity and set forth in detail the risks inherent in the activity so the participant can



make an informed decision to participate or not. If you would like assistance in tailoring this form to fit your activity, please contact Student Involvement. You can find a generic liability waiver template in the documents tab of the Student Involvement Cougar Presence page. It can also be found at:

<https://wsu.campuslabs.com/engage/organization/student-involvement/documents/view/1125892>

### Travel Recommendations

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

**WSU Motor Pool:** RSOs cannot reserve WSU Motor Pool vehicles. RSO accounts cannot be used pay for the rental of University Vehicles directly as RSOs are not state funded. A University college or department may sponsor an RSO at their own risk. If state vehicles are in use: seatbelt usage is mandatory; do not exceed posted speed limits; no alcoholic beverages or non-prescription drugs; drivers and passengers are responsible for safe operation.

**Private Vehicle Use:** It is recommended that all private vehicles be driven by authorized drivers who have completed the “Coaching the Van Driver” training. Personal car insurance is the only coverage; liability falls on the personal owner/driver of the vehicle. All state vehicle guidelines apply.

### Registered Student Organization (RSO) Finance Accounts

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

### Signature Cards

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

### Reimbursements to Individuals and Payments to Off-Campus Vendors

- Complete a Request of **Check Issuance** Form (3-part carbon copy forms available at the Cougar Card Center, CUB G60 and an online version is available on Cougar Presence in the Files section within the Financial Forms Folder)
  - Name of organization



- Organization account number
- Name of claimant
- Complete address of claimant
- WSU ID number for claimant
  - If the individual doesn't have a WSU ID number a Social Security number or TIN must be provided
- Two approving signatures
  - One student AND one advisor
  - Both signers must be on the signature card
  - Neither signature can be the person receiving the money
- Select and circle one of the check handling options
  - Mail to claimant
    - Mark "ME" next to Mail to claimant if supporting documentation should be included with the check
    - Include an extra copy of the documentation that is to be mailed
  - Hold for pick-up
- Description of purchase
- Amount of payment
- Attach supporting documentation for the payment
  - Itemized receipt
  - Itemized invoice
- Submit the top two copies of the 3-part form (white and yellow) or two copies of the completed online form to the CougarCard Center, CUB G60 for processing
- Keep the pink copy of the 3-part form or a photocopy of the online form and a copy of the documentation for organization records
- If the completed forms are submitted by noon, to Administrative Services, CUB Room 60, the check will be available for pick-up the following business day after 3:00pm or will be mailed out to the address provided
- Direct Deposit
  - Must activate "Travel/AP Direct Deposit" in myWSU account.

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

- Missing or lost documentation (receipt/invoice)
  - Try to obtain a new copy from the vendor
  - If a new copy cannot be obtained complete an Affidavit of Lost Receipt and submit with Check Request form to serve as the documentation
- Donations – when there is no receipt/invoice
  - Include a copy of the minutes where the student organization approved the expenditure OR a detailed memo to serve as the supporting documentation that includes:
    - What charity will be receiving the funds
    - Complete details of the purpose of the payment
    - Indicate that the organization has voted and agree to contribute the funds
- Travel Grants – prepayment to individuals traveling as organization representatives
  - Include a copy of the minutes where the student organization approved the expenditure or a detailed memo to serve as the supporting documentation that includes:
    - Complete details of the purpose of the payment



- Complete details about the travel
  - Who is traveling
  - Where will they be traveling
  - When will they be traveling
  - Why are they traveling
- Indicate that the organization has voted and agree to help defer travel costs
- Scholarships
  - Provide a detailed memo describing the scholarship AND a completed Scholarship Authorization Form (available on Cougar Presence) for EACH recipient, including their WSU ID #.
  - Include in the memo:
    - Who is receiving the Scholarship
    - Complete details about the Scholarship
    - The Scholarship amountIndicate that the organization has voted and agrees to award this Scholarship
- Gift Card Purchases
  - The name, WSU ID #, and amount received must be noted on the Check Request form for all gift card recipients
  - Gift Cards and Cash prizes cannot be given to WSU employees or graduate students on an assistantship
  - Please consult the RSO Financial Office for additional information. For References see BPPM 55.56, RCW 41.06.070 and RCW 42.52.150
- Alcohol Purchases
  - Alcohol purchases are strictly prohibited unless University procedures are followed

### **Payments to On-Campus Vendors or other RSOs (Cougar Copies, Ferdinand's, ORC, etc...)**

- Complete an **IRI** form (3-part carbon copy forms available at Administrative Services, CUB Room 60 and an online version is available on Cougar Presence in the Files section within the Financial Forms Folder)
  - Organization name
  - Organization account number
  - Vending department name
  - Description of purchase
    - Reference the invoice or account number so the vending department can easily identify what the organization is paying for
  - Total Amount
  - Two approving signatures
    - One student AND one advisor must sign
    - Both signers must be on the signature card
  - Submit the top two copies of the 3-part form (white and yellow) or two copies of the completed online form to Administrative Services, CUB Room 60 for processing
  - Keep the pink copy of the 3-part form or a photocopy of the online version for organization records
- Transfer money to another RSO:



- Email [getinvolved@wsu.edu](mailto:getinvolved@wsu.edu) with the account name and number of both the giving and receiving clubs, the amount to be transferred, and a brief sentence explaining what the transfer is for.

### Making Deposits

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

### Cash Fund/Cashbox Request

Cashbox funds are available for fund raising activities and special events

- Complete a RSO **Change Fund Request** form (available at Administrative Services, CUB Room 60 and an online version is available on Cougar Presence in the Files section within the Financial Forms Folder).
  - Organization name
  - Date and time needed
  - Requested amount
    - Maximum of \$100.00
  - Need a cash box?
  - Return date
  - Denominations needed
  - Two approving signature
    - One student AND one advisor
  - Contact phone number
- Submit completed form to Administrative Service, CUB Room 60 a minimum of 3 days prior to the date needed



- Return the cash till fund to Administrative Service, CUB Room 60 no later than the return date specified on the form

### Bookkeeping and Record Retention

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

### Abandoned Registered Student Organization Accounts

- Registered Student Organizations (RSO)
  - Disbanding group funds will be transferred to the designee group, if there is no designee group the funds will be transferred into Abandoned RSO account (6680 3601).
- Process for disbanding of a RSO
  - A group that has not registered for four or more consecutive semesters (2 academic years) will be deemed disbanded/abandoned.
  - The Center for Student Organizations & Leadership will review all RSO's annually and initiate the process of formal disbandment for those groups that have been inactive for four or more consecutive semesters.
  - Funds held in the account of a disbanded/abandoned group will be deemed abandoned.



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

### **RSO Finance Account Questions or Concerns**

- Contact the RSO Accountant
  - Administrative Services, CUB Room 60
  - Phone 509-335-1085
  - Email [getinvolved@wsu.edu](mailto:getinvolved@wsu.edu)

### **Fundraising Opportunities**

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

### **CougParents Fund**

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





### **ASWSU Crimson & Gray Funding Request**

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

### **GPSA Funding for Graduate and Professional RSOs**

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

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

### **The Student Advertising Fund Application**

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

### **The SEB Arts Award**

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

### **Holding fundraisers**

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

### **Collaborate with local businesses or other RSOs**

When planning an event or activity on campus, groups can seek out local businesses or other interested RSOs to collaborate, partner with, or sponsor their event. Perhaps a similar RSO partners with your group and covers the venue cost in exchange for artistic or logistical input regarding the event. Maybe a local business sponsors your group’s event, donating some money in exchange for putting their logo on your event’s advertisements. There are many financial possibilities and opportunities available when collaborating or working with others in the community.



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**Raffles (RSOS ARE NOT ALLOWED TO HAVE TRUE RAFFLES AT THIS TIME)**

A raffle is an event where an organization sells tickets and awards prizes based on a drawing conducted by the sponsoring organization. RSOs ARE allowed to have drawings or giveaways. Where there is NOT a monetary cost per chance to win an award.



# RSO Marketing Guide

Marketing resources are available to Registered Student Organizations. Visit [getinvolved.wsu.edu/promote](http://getinvolved.wsu.edu/promote) online for all the following resources and details.

## Services

### [Graphic Design](#)

Need a poster, logo, or banner designed? Free graphic design support is available for all Registered Student Organizations.

- Website: [getinvolved.wsu.edu/design](http://getinvolved.wsu.edu/design)
- Cost: Free
- Timeline: Request at least 10 business days (2 weeks) in advance of promotions.

### [Coug Prints Plus](#)

Coug Prints Plus is a quick on-campus printing service that provides printing and binding for a wide range of sizes and materials. Visit them on the CUB Ground Floor.

- Website: [cougprintsplus.wsu.edu](http://cougprintsplus.wsu.edu)
- Cost: \$-\$\$\$
- Timeline: Depends.

### [CUB Signage](#)

Request to have your CUB Flush Flashes, CUB Sandwich Boards, or Lighty Bridge Banner posted. Click the link above and select the signage request form under "Advertising in the CUB".

- Website: [studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/](http://studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/)
- Cost: Free to post
- Timeline: Submit a minimum of 3 business days before the posting date.

## Tactics

### [CUB & UREC Digital Signage](#)

See your 1920x1080 px graphic displayed on the screens across campus.

- Website: [studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/digital-signage/](http://studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/digital-signage/)
- Cost: Free



- Timeline: Request a minimum of three business days before the posting date. Displayed for up to two weeks.

### [Coug Presence](#)

Coug Presence is the best place online to list your student organization and events.

- Website: [studentinvolvement.wsu.edu/student-organizations/resources/promote-a-student-organization/coug-presence-info/](http://studentinvolvement.wsu.edu/student-organizations/resources/promote-a-student-organization/coug-presence-info/)
- Cost: Free
- Timeline: Usually publishes within 24 hours.

### [Lighty Bridge Banners](#)

Request to have your event banner displayed on the overpass near Lighty Student Services.

- Website: [studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/banners/](http://studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/banners/)
- Cost: \$\$-\$\$\$
- Timeline: Banners can take up to 2 weeks to print and a minimum of 3 business days to post on the bridge.

### [CUB Flush Flashes](#)

Get your 11" x 8.5" landscape-oriented flyers displayed in the CUB restrooms.

- Website: [studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/signage-posting/](http://studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/signage-posting/)
- Cost: Free to post
- Timeline: Request a minimum of three business days before the posting date. Displayed for up to two weeks.

### [CUB Sandwich Boards](#)

Request to have your 30" x 40" portrait-oriented poster posted outside the entrances to the CUB.

- Website: [studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/signage-posting/](http://studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/signage-posting/)
- Cost: \$\$
- Timeline: Posters can take up to 2 weeks to print and a minimum of 3 business days to post. Displayed for up to two weeks. Only available late spring through early fall, depending on weather.

### [Tabling on Campus](#)



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Learn how to table at a range of locations around campus. A perfect way to meet your audience face-to-face.

- Website: [studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/table-displays/](http://studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/table-displays/)
- Cost: Free
- Timeline: Reserve two weeks in advance.

### [More Print Signage](#)

Learn how to get your message out through print materials on campus. Additional locations include residence halls, Student Recreation Center, and more.

- Website: [studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/signage-posting/](http://studentaffairs.wsu.edu/about-us/marketing-and-communications/marketing-on-campus/signage-posting/)
- Cost: Depends
- Timeline: Depends

### **Social Media**

The larger university social media accounts use Coug Presence to find events and programs for promotion. This includes accounts such as @WSUPullman and @WSUGetInvolved. Listing events a few weeks before their start date helps these accounts know about your event.

### **Coug Presence Cover Photos**

Creating a cover photo for Coug Presence can be tricky. Click the link below for a guide. The recommended cover photo size is 960x375 px. Coug Presence overlays text about event/organization on your image. Avoid putting text in your cover images.

### [Spark Digital Signage](#)

Request to have your digital graphic displayed on the digital screens in The Spark building.

- Website: [spark.wsu.edu/digital-signage-request-form/](http://spark.wsu.edu/digital-signage-request-form/)
- Cost: \$
- Timeline: Request one week before the publish date.

### [WSU Events Calendar](#)

The WSU Events Calendar is a catalog of upcoming events managed by the university.

- Website: [events.wsu.edu](http://events.wsu.edu)
- Cost: Free
- Timeline: Request three business days before the publish date.



# Advisor Information

## Advisors and Student Expectations of Advisor Role

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

### Advisor Guidelines and Information

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

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

### University Expectations of Advisors

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



## University expectations

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

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

## Responsibilities

### Campus Security Authority

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

#### *What Does a Campus Security Authority Do?*

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

#### **Enhance your experience as an advisor**

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

- Attending the organization's meetings.
- Reaching out to other advisors or departments (i.e. Student Organizations) for assistance and support.
- Empowering students to take action and to have satisfaction in seeing the organization succeed



### *Consultation*

The advisor should meet regularly with officers/chairpersons concerning activities and should be aware of what projects and events are being planned. Through continued open interaction where ideas can be expressed freely, the advisor serves as a resource person to point out new perspectives and guide the group toward activities and individual performance worthy of a major university.

## **Clarification of Roles and Establishing Good Practices**

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

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

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

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

### **ADVISORS ARE NOT**

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

## **The Different Hats an Advisor Wears**

### ***Educator***

As an advisor, your role of educator will often come through modeling behavior. You are guiding students to become responsible leaders by serving as a positive role model and resources person. Since RSOs are student run, there are often gaps in member's knowledge of group processes and functions. It's your responsibility to help fill those gaps as they come up.





Some common problems that can blindsides an organization include a severe lack of communication and neglecting evaluation of members as well as programs. It may be a good idea to help the group to understand verbal/nonverbal communication techniques as well as written communication (memos, letters, agendas, minutes, resolutions, etc.). Enhanced communication skills will help the organization to function more smoothly. It is also helpful for students and advisors to get in the habit of evaluating one another, so that any feelings/misunderstandings about performance or expectations can be addressed. Programs and events should also be assessed so that the organization will know what worked well and what did not work well and why.

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

### ***Historian***

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

### ***Financial Advisor/Supervisor***

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

### ***Evaluator and Reflective Agent***

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



Always aim to be constructive in your feedback, opting to improve areas off weakness rather than focusing on them.

## **Tips for being a great advisor**

### **Time Management**

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

### **Training**

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

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

### **Motivation**

Sometimes students will burn out and lack the motivation to continue to work for the organization's success. As an advisor, you can help determine what will motivate students (recognition, achievement, value, approval, etc.) You should try to be in tune with the emotional responses of the students that you advise as well as the way in which you respond to them. If you can recognize signs of distress or frustration with any of the students in the organization, you will be better prepared to acknowledge them and deal with them accordingly. However, recognition may also speak to students' efforts and success. Students need to feel appreciated and recognized for the great work that they do.

Take some time to think about (or even directly ask) the type of motivation that your students best respond to and find ways to incorporate it into your advising style.

### **Quality Over Quantity**

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

#### *Resignation*

There may come a time when you, the organization, or both parties determine that another adviser would better serve the organization. There may be several factors considered in this decision. However, once this decision has been made, it is important to have a discussion with the leadership of the organization. You may be able to assist them with the process of finding a new adviser. The group profile



in the RSO portal should be updated to reflect any changes. As all organizations are required to have a WSU faculty, staff, or graduate assistant as an advisor, efforts should be made to find a new advisor before you vacate your position.

## Thank You!

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

## The Role of the Advisor:

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

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

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

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

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

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

**Financial Advisor/Supervisor:** An advisor will make sure that you know how to manage your budget responsibly and within the guidelines for use of state funds.

In addition to these roles, an advisor can serve as an informal counselor for individuals, a problem solver, a good listener, a guide to managing administrative details, and a mediator. Advisors can also help you identify possible consequences of actions, pros and cons of a decision, and pitfalls or land mines to avoid. Advisors help ensure that the group examines all sides of an issue, so expect that they will challenge you, by asking questions like "What are your reasons for doing this," "How does this fit in with the organizations purpose," or "Is there a better way?"



## Responsibilities of the Organization and Advisor

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

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

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

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

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

- Set up a meeting at the beginning of the year to discuss expectations
- Have regular meetings with your advisor
- Discuss all financial matters with your advisor before acting
- Give your advisor copies of letters, memos, goals, etc. Make sure your advisor knows about upcoming meetings, events, activities, and issues
- Use your advisor's expertise and knowledge so you don't reinvent the wheel
- Use your advisor as a sounding board before presenting ideas to the whole committee
- Ask for regular feedback about your performance and the committee's performance

**The responsible department ensures that the following criteria are met:**

- A volunteer performs assigned and authorized duties for WSU without receiving wages.
- The volunteer freely chooses to perform his or her assigned WSU duties.
- The volunteer duties directly benefit WSU and are supervised by WSU personnel.
- WSU understands and accepts that the volunteer is acting on WSU's behalf.
- A volunteer is designated as such by a WSU department and is registered. See designation procedure below.
- WSU may reimburse a volunteer for actual expenses incurred in the performance of assigned and authorized duties without the volunteer losing the volunteer designation.

**Examples/Explanations**

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

## Liability Statement Regarding Advisors of Registered Student Organizations

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