



# **Registered Student Organization Handbook**

*For*

**Advisors and Student Organizations**

*A publication of Department of Laker Life,*

*A unit of the Division of Student Affairs*



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# WELCOME

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FROM THE DEPARTMENT OF LAKER LIFE &  
DIVISION OF STUDENT AFFAIRS

**The Department of Laker Life** is dedicated to fostering a dynamic campus experience that enhances the academic mission of the university by providing programs and services that foster social, intellectual, and leadership opportunities.

*"Laker Life is the Home of Student Involvement!"*

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## SECTION 1: GENERAL INFORMATION

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### DEFINITION OF STUDENT ORGANIZATION

A student organization is a collective group of students who share common interests and organize to educate and promote these interests or activities as registered student groups on campus. Clayton State University student clubs and organizations organize student activities that function as part of campus life. Student organizations may not operate independently of the University and membership is exclusive to matriculating students at Clayton State University.

**School/student organization** means an organization (such as a club, society, association, corporation, order, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, student government, or group living together) in which two or more of the members are enrolled students or alumni, including local affiliate organizations, whether or not the organization is established or recognized by the institution.

### CATEGORIES OF STUDENT ORGANIZATIONS

Student organizations are categorized by the following organization types:

**Academic/Honors:** An organization whose objective is to allow individuals to discuss and share information related to a specific academic discipline, topic, or interest. This includes Honor organizations whose membership is based on academic achievement and whose purpose is to recognize academic success. Honor Societies are often affiliated with a regional, national, or international umbrella organization.

**University-Sponsored Organizations (USO)** – University-Sponsored Organization (USO) is a student organization that is supported and advised by the Department of Laker Life at Clayton State University. These organizations function as an extension of the university serving as ambassadors of broader university-wide objectives, including engagement, leadership development, and campus-wide programming. Clayton State University's USOs include the Campus Events Council (CEC), the Student Government Association (SGA), Bent Tree Media, the Council of Student Organization Leaders (CSOL) Executive Board, and the Fraternity and Sorority Council (FSC).

**Community:** Membership in these organizations is based on a similar interest in a shared or comparative community and background. They promote unity, empathy, and understanding not only with those in their shared communal groups of students, but throughout the campus community. They encourage communal sharing and outreach through education, activities, and discussions on relevant issues/topics.

**Fraternity/Sorority** – A fraternal organization composed of all male or female students, otherwise known as a single sex organization. These organizations strive to develop the greatest potential in each of their members according to their individual talents, skills, and personality, to prepare them for life after graduation. Fraternities and sororities are affiliated with National Organizations and have additional requirements for recognition on campus.

**Recreation Sports** – Organizations whose purpose is to encourage participation and engagement in a sport or recreational activity. They present members and participants with the opportunity to learn new skills, improve existing skills, engage in competition, and enjoy recreational and social interaction with peers.

**Religious/Spiritual** – Organizations whose purpose for their activity is worship, devotion, prayer, or study of religious literature.

**Service/Volunteer:** Organizations committed to volunteering and serving on campus and in the community. Members share a common goal of ideals of service leadership and civic responsibility.

**Special Interest:** An organization whose purpose is to provide a place for members to discuss issues relevant to them, to express their interest in a given subject, to serve as a support group for students on campus or as representatives of a group off campus, or to act towards the advancement of social interests that affect both the university and the community at large.

## **RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATION**

1. Exhibit and support the mission of the university and the Division of Student Affairs.
2. Abide by all university policies and procedures as well as all federal, state, and local laws.
3. Program for the entire Clayton State University campus community, including non-traditional students and off-campus locations.
4. Serve, benefit, and be of interest to a significant segment of the university community and be open to all interested students for membership.
5. Enhance student life and co-curricular experiences.
6. Be unique, not repetitive, or duplicative of other campus, community, or organizational events.
7. Maintain a minimum of five (5) members; all members must be Clayton State students.
8. Maintain a full-time faculty or staff member as the Advisor.
9. Attend the Student Organization Registration workshop annually.
10. Update Presence with student organization changes such as rosters, contact information, constitutions, etc.
11. Ensure timely payment of all expenses incurred by the group.
12. The President or Director (or a student designee in his / her absence) shall represent the student organization in its relationship with the university. Accountability will also be placed on the student organization as deemed necessary and appropriate. Failure to be consistent with these responsibilities may lead to a loss of recognition and / or disciplinary action by the Department of Laker Life.

## **BENEFITS OF STUDENT ORGANIZATIONS**

Recognized student organizations receive the following benefits:

- Access to reserve space on campus
- Ability to hold meetings and special events on campus.
- Access to funding through the Student Activity Fee budget request process
- Participation in official campus events and student organization fairs
- Training, workshops, and support from the Department of Laker Life
- Agency accounts to deposit all raised funds.
- The university issued website and email.
- Event promotion through Laker Engage Newsletter, social media, flyer approval, & Main Street tables
- Eligibility for Student Leadership and Involvement Awards nominations
- Access to copies, the Student Organization Suite, and office supplies

## **ELIGIBILITY FOR MEMBERSHIP AND OFFICES**

### **Recognized Student Organizations (RSOs)**

1. The Department of Laker Life shall be responsible for certifying the eligibility (if applicable) of members and officers.
2. Student organization membership shall be open to students currently enrolled during the academic year and in good academic standing. Good academic standing shall be defined as a student meeting the standards of academic progress as defined in the Clayton State Academic Catalog.
3. Officers must be registered for at least six (6) credit hours if enrolled as an undergraduate student or three (3) credit hours if enrolled as a graduate student per semester.
4. In addition, recognized student organization officers must be in good social standing. Good social standing shall be defined as a student who is not currently undergoing discipline from the Office of Community Standards.
5. There are instances when a student may need to meet additional or higher requirements to fill an open vacancy in a specific student organization based on individual organization requirements or national charter

### **University Sponsored Organizations (USOs)**

1. The Department of Laker Life shall be responsible for certifying the eligibility of members and officers.
2. All officers (executive board members) should be full-time students at Clayton State University.
3. All officers (executive board members) must be enrolled for the full academic year in which a position (or election) is sought.
4. All officers (executive board members) should be in good academic and social (disciplinary) standing. Good academic standing shall be defined as a student meeting the standards of academic progress as defined in the Clayton State Academic Catalog.
5. All officers (executive board members) should have (and maintain) at least a 2.50 cumulative grade point average at Clayton State.
6. All officers (executive board members) should have completed a minimum twelve (12) semester hours at Clayton State University
7. All regular members of the organization should have at least a 2.25 cumulative grade point average at Clayton State
8. All regular members of the organization should have completed a minimum of six (6) semester hours at Clayton State University

**PLEASE NOTE:** University Sponsored Organizations often have their own individual requirements for membership and executive board/officer positions. Please refer to the Organization's website for more information regarding membership.

## **HAZING**

**Hazing** means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—

- I. is committed during an initiation into, an affiliation or connection with, the maintenance of membership in, or any other condition or precondition connected to a student organization or school organization; and

- II. causes or creates a risk, above the reasonable risk encountered during participation in institution or organization activities (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
- a. whipping, beating, striking, electronic shocking, placing harmful substances on someone’s body, or similar activity.
  - b. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity.
  - c. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances.
  - d. causing, coercing, or otherwise inducing another person to perform sexual acts;
  - e. any activity that places another person in reasonable fear of bodily harm using threatening words or conduct.
  - f. any activity against another person that includes a criminal violation of local, state, tribal, or federal law; and

any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.

## **MEETING PROTOCOLS**

All student groups are expected to hold official meetings in which the organization's business can be discussed, voted on, and recorded. Official meetings should have standing meeting dates and times and should be publicized to the membership and the advisor. Official organization business, such as voting, should not take place over informal meeting mediums such as GroupMe, Facebook, Twitter, Instagram, Snapchat, TikTok, text message, or the like that could prevent members from actively participating in the decision-making process of the organization.

## **REVIEW AND ENFORCEMENT**

The Department of Laker Life will periodically review student organization files and/or records to assess fiscal responsibility and activity, events, and programmatic effectiveness.

The Department of Laker Life may (at any time) review and/or remove the recognition of a student organization to protect the best interests of the university. Reinstatement of a student organization’s recognition must be executed in the same way all current student organizations are registered.

Complaints against a student organization must be submitted in writing to the Department of Laker Life.

### **Examples of Student Organization Sanctions:**

- Oral or written reprimand
- Restriction of privileges
- Monetary fines, withholding of allocated Student Activities fees.
- Restitution for damages
- Probation of recognized status
- Suspension of recognized status (Automatic with any drug related offense)
- Withdrawal of recognized status (Automatic with any drug related offense)



## SECTION 2: REQUIRED TRAININGS/MEETINGS

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### REGISTRATION

Student organizations seeking recognition from Clayton State University must complete the registration process once a year with Laker Life. The registration process is not considered complete until all steps have been completed. Until approval, Laker Life prohibits student organizations from reserving space, distributing marketing materials, receiving a mailbox, or accessing allocated funds. Laker Life has the authority to deny registration of student organizations.

#### **Registration Periods:**

Student Organizations are only required to register with Laker Life once per academic year. Returning student organizations that are not registered for two (2) consecutive years will be required to register as a new student organization.

*Registration periods* (Period for which student organizations can register or re-register to become a recognized student organization)

**Fall Semester:** July – October

**Spring Semester** (New Student Organizations only): January – March

Student Organization Registration Process:

- **Step 1** Attend the RESET Registration Workshop.
  - **Returning Student Organizations:** Attend the **RESET** Workshop conducted during the Summer or Fall.
  - **New Student Organizations:** Attend a New Student Organization Registration Workshops in the Fall or Spring Semester.
- **Step 2** Complete the Student Organization Registration in Presence ([clayton.presence.io](https://clayton.presence.io)).
  - **Returning Student Organizations:**
    - Update member roster, including updating executive board positions
    - Update (if needed) the Organization's Constitution.
    - Update your advisor(s)\* as needed.
      - \* Designated Advisor(s) must complete the **Student Organization Advisor Training Workshop** in Microsoft Teams including completing the **Student Organization Advisor Agreement Form** (in Presence) in order to serve as advisor to a student organization.
      - Advisor should contact Tony Berry, Technology and Communications Manager at [TonyBerry@clayton.edu](mailto:TonyBerry@clayton.edu) to request access to the training. Upon completion of the training and agreement form, the designated advisor must approve the organization registration form in Presence.
    - Once all forms have been completed and documentation uploaded, the organization and advisor(s) will receive formal correspondence from Laker Life within 3 - 10 business days via Presence regarding recognition status of the organization.
    - **Note:** If necessary, correspondence regarding the Student Organization registration (suggestions, recommendations, or requests for more information) will be communicated as soon as possible via registered Clayton State email.
    - The Registration Process is not considered complete until the organization's required executive board members have attended the **RESET** Workshop, updated

their organization roster and constitution (as needed) in Presence, and received notification of successful registration.

○ **New Student Organizations:**

- Add members to roster including assigning executive board positions.
- Create & upload the Organization's Constitution (Sample Constitution below).
- Add your advisor(s)\* to the appropriate section  
\* Designated Advisor(s) must complete the **Student Organization Advisor Training Workshop** in Microsoft Teams including completing the **Student Organization Advisor Agreement Form** (in Presence) in order to serve as advisor to a student organization.  
Advisor should contact Tony Berry, Technology and Communications Manager at [TonyBerry@clayton.edu](mailto:TonyBerry@clayton.edu) to request access to the training. Upon completion of the training and agreement form, the designated advisor must approve the organization registration form in Presence.
- Once all forms have been completed and documentation uploaded, the organization and advisor(s) will receive formal correspondence from Laker Life within 3 - 10 business days via Presence regarding recognition status of the organization.
- **Note:** If necessary, correspondence regarding the Student Organization registration (suggestions, recommendations, or requests for more information) will be communicated as soon as possible via registered Clayton State email.
- The Registration Process is not considered complete until the new student organization's required executive board members have attended the New Student Organization Registration Workshop, completed the New Student Registration Form in Presence, and received notification of successful registration.

### **COUNCIL OF STUDENT ORGANIZATION LEADERS (CSOL)**

The Council of Student Organization Leaders, CSOL, was established to ensure that student organizations operate effectively and efficiently at the maximum potential by providing an open platform for collaboration and exchange of ideas and thoughts from other student organization leaders. The council is comprised of an executive member from each recognized student organization. CSOL meetings are held monthly and are **mandatory** for all recognized student organizations.

- a. Each student organization's president is the preferred CSOL representative for the monthly meeting, but any active member can act as the representative for the organization.
- b. This representative is responsible for disseminating information shared with their organization and is allowed one vote, on behalf of their organization, when voting is necessary.
- c. Failure to send a representative to the monthly CSOL meeting will result in your organization being sanctioned from hosting events for up to thirty (30) days or until the next CSOL meeting, which ever happens first
  - i. This temporary suspension is not tallied during the summer semester, or during the period starting with the week of final exams for the spring semester through the start of the following fall semester.

- ii. This temporary suspension is not tallied during the winter break, or during the period starting with the week of final exams for the fall semester through the start of the following spring semester.

### **STUDENT LEADERSHIP INSTITUTE**

Student organizations must attend **three (3)** of the semesterly leadership training meetings provided by the Department of Laker Life.

- a. We will be conducting between **eight (8)** and **twelve (12)** of these training courses on several topics throughout each semester, but attendance is only required at **three (3)** of these meetings.
- b. Only one member from each student organization is required to attend.

## **SECTION 3: CAMPUS ADVISORS**

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All student organizations are required to maintain a full-time Clayton State University faculty or staff member as their on-campus Advisor. This requirement serves to promote student/faculty interactions outside of the classroom, foster stronger connections with colleagues, and increase a sense of school spirit and commitment to the institution.

### **SELECTING AN ADVISOR**

It is important for student organizations to select advisors that are willing to help the organization meet its goals and provide guidance along the way. The Advisor should possess a working knowledge of the group, the ability to relate to college-age individuals, and have the time commitment. Student organizations must determine the role they might want their advisors to assume and communicate expectations with their advisor. Similarly, the advisor may have their own expectations for the group or for the role they are willing to play. Thus, both parties need to ensure that they understand one another's roles and responsibilities and are a good match for each other. Organizations may select new advisors at any time. If such changes are made, the Department of Laker Life will need to be notified.

### **Questions that student organizations should consider before selecting an advisor and that advisors should consider before making a commitment to the organization:**

- How much involvement is expected or needed?
- How often does the group meet, and do you expect your advisor to be present for these meetings?
- How many major activities does your organization execute each year?
- How experienced are the officers of the organization?
- How could your organization use an advisor's advice? Is there someone at the university who has a particular interest or experience in this area?
- What skills would your proposed advisor bring to the organization? How do these skills match those of your organization?
- Are there areas in which you need specific assistance from your advisor and/or are there areas that are hands-off for your advisor?
- If you want your advisor to let you know when they believe you are making a mistake as an organization, how do you want them to express this concern?

### **To maintain a stable and good working relationship, student organizations and advisors should consider engaging in some of the following practices:**

- Give notice of meetings – Student organizations should always give notice of meetings to advisors and try to include and invite their participation on a mutually agreed upon level of involvement.
- Provide copies of minutes – Advisors and student organizations should keep a copy of all documents and correspondence distributed on the group's behalf.
- Be responsible – Each party should follow through on commitments.
- Develop relationships – Get to know each other as people and spend some quality time together.
- Communication – Maintain constant communication to ensure good, open, and supportive relationship.
- Consult before making a major decision – Each party should be notified before making major decisions (e.g., purchases, removing an executive board member, etc.).

- Discuss conflicts – Advisors should be informed of problems. Their experience and knowledge could be invaluable in helping you solve issues productively and quickly.

## **ROLES & RESPONSIBILITIES OF AN ADVISOR**

Student Organization Advisors are one of the most important components of a group. Advisors help student organizations achieve and maintain efficiency. In addition to serving as a resource, Advisors help facilitate discussions, offer feedback, and establish stability and continuity in organizational operations and activities. Advisors are not permitted to issue orders, threats, or mandates without the expressed consent of the Department of Laker Life. Furthermore, advisors should not spend student organization funds without the consent of the group. \*Advisors must complete the Advisor Training and complete the Student Organization Advisor Agreement form ANNUALLY.

### **Student Organization Advisors are expected to agree to the following as part of the Registration Process:**

1. Have a firm understanding of the rules, regulations, and procedures of the university and the Department of Laker Life including the responsibility to ensure that student organizations follow Title IX. Clayton State University's Title IX coordinator is Rodney Byrd, Director of Human Resources.
2. Have a firm understanding of the rules, regulations, and procedures of the student organization.
3. Function as a liaison for the group.
4. Provide advice and guidance. Serve as a resource and mentor for the students.
5. Help the students develop and learn how to function as a team!
6. When possible, attend meetings and activities, events, and programs.
7. Maintain consistent contact with the officers. Encourage members to share leadership responsibilities.
8. Help with transition in leadership.

### **Important note:**

Campus advisors are 'required' to attend late-night and weekend campus activities, events, and programs hosted by the organization that they advise, excluding meetings. Advisor's failure to attend a late-night or weekend activity, event, or program may result in cancellation.

Late-night activities, events, and programs shall be defined as any activity, event, or program that ends after 8:00 pm. Weekend activities, events, or programs shall be defined as any activity, event, or program that takes place on Saturday or Sunday.

## **ADVISOR REMOVAL**

Student Organizations reserve the right to remove a Faculty/Staff Advisor from this role with a student organization.

Advisors may be removed from this role for inappropriate activities. These include but are not limited to:

- Ineffective advisement
- Behavior that violates university policy and/or procedure.
- Direct knowledge of hazing incidents and/or failure to report such incidents.
- Direct knowledge of, advocacy for, and/or participation in illegal activities and/or behavior.
- Behavior resulting in unreasonable and/or unnecessary risk of student

Removal Process:

- 1) Express concerns with advisors.
- 2) Resolution plan;
  - a) Draft a resolution plan and timeline to address concerns.
    - i) Must notify the Department of Laker Life of resolution plan
  - b)
- 3) Should actions persist after resolution plan, the organization can submit a request to remove the advisor to the Department of Laker Life.
  - a) Formal requests must include reasons and justification for the removal
  - b) Mediation with the Department of Laker Life and Organization Leadership
- 4) Only after approval from the Department of Laker Life may an organization inform an advisor that he or she has been removed from his or her responsibilities and/or affiliation with the organization.

## **SECTION 4: STUDENT EVENT SPECIAL EVENTS POLICIES**

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### **COLLABORATIONS WITH COMMUNITY ORGANIZATIONS**

We encourage students to be active citizens of the local community and to partner with local organizations to provide services and add value to the local and campus community. However, space reservations on campus are exclusive to recognized student organizations for the privilege of use without an assessed rental fee. Recognized Student Organization events that are co-sponsored by community organizations are subject to space and equipment rental fees and must sign a Special Event and Business Service contract with The Department of Laker Life.

### **CAMPUS FACILITIES POLITICAL CAMPAIGN POLICY**

The president of the university may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president. The use of USG materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.

### **MOVIES AND FILMS**

Any student organization showing movies on campus or hosting for the enjoyment and viewing of the student population at large is subject to federal copyright law. Renting a movie (films shown in a classroom by an instructor and that are listed as part of the classroom syllabus are allowable exceptions to the copyright law restrictions) without public distribution licensing or bringing in a personal copy to show your membership or the general public is illegal and subjects all parties involved (students, your organization and possibly the College) to fines of up to \$250,000.

### **CONTRACTS AND AGREEMENTS**

Student organizations are not allowed into contractual agreements with vendors on their behalf or the University. All contracts must be reviewed and approved by appropriate University officials and must be submitted within five weeks of the event date to be submitted for the contract review process. Student organizations should submit contracts to the Facility Manager for review, approval, and payment for services. A Performance Contract must be completed, signed, and submitted for all performing acts. The Performance Contract is located under [Student Organization Resources & Forms](#) on the The Department of Laker Life page.

### **DONATION DRIVES / BOXES**

Recognized Student Organizations must register their donation drive and/or boxes with the Department of Laker Life. Unapproved donation drives and/or boxes will be cancelled. Unapproved donation drive boxes will be discarded. To register your donation drive and/or box, submit a [Fundraising Request Form](#) along with your [Event Registration](#) in Presence.

## **SECTION 5: PROCESSING & REQUESTING UNIVERSITY FUNDS**

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To be a candidate for funding from student activity fee funds, an organization must meet the following eligibility requirements:

The group must be officially registered and recognized by The Department of Laker Life. In addition, registered student organizations must be in good standing to apply for and receive funding. Good standing is defined as, but not limited to, being in good financial standing with the university and any other pertinent governing bodies, not on disciplinary warning, probation, or suspension, and in compliance with all university policies.

The budget request process is available to organizations each semester. Allocated funds are not awarded for summer semester and are not allowed to be used during summer semester unless specific permission is granted to the organization by SFAB or the SABO. An email will be sent to all student organization Presidents with detailed directions and timelines for submitting budget requests.

Recommendations for funding will be made by the Student Fees Advisory Board (SFAB) to the Vice-President for Student Affairs. Final allocated amounts will be provided in an award letter.

The President and/or Treasurer of each organization are required to attend a mandatory budget workshop at the start of each semester.

Each funded student organization should elect or appoint two individuals responsible for submitting deposits, invoices, receipts, and [Request for Payment](#) forms and at least one of these individuals (preferably the Treasurer) is responsible for keeping accurate records of their organization's budget and expenditures. The student organization is responsible for keeping its own accurate financial records. An organization advisor can also assist in monitoring expenditures made by the organization.

Funds must be used in the manner for which they were allocated. Failure to do so may result in suspension of the remainder of the year's allocation and/or may affect future allocations. In addition, all student activities monies must be spent in accord with normal University budget and procurement procedures.

Forms to be used for reimbursements, media requests, contracts for speakers, and travel requests are available on the Laker Life website at: [clayton.edu/laker-life/clubs-and-organizations/student-organization-resources](http://clayton.edu/laker-life/clubs-and-organizations/student-organization-resources).

Each form contains the timelines and details required for submission. Student organization members and especially the two individuals responsible for submitting all deposits, receipts, etc. should familiarize themselves with the requirements. If additional requests arise, please contact the Department of Laker Life at [lakerlife@clayton.edu](mailto:lakerlife@clayton.edu), (678) 466-5433 or Student Activities Center Suite 223.

All activities, events, and programs sponsored by student activity fees require the submission of an evaluation form. The evaluation form must be submitted to Brandon Marshall (Student Activities Center Suite 223) no later than ten business days after the activity, event, or program has been completed. Failure to submit an Evaluation form may result in a hold being placed on remaining student activity fee allocated funds and may result in an inability to receive student activity fee funds during future allocations. The form can be found at [clayton.edu/laker-life/clubs-and-organizations/student-organization-resources](http://clayton.edu/laker-life/clubs-and-organizations/student-organization-resources).

### **ALLOWABLE AND PROHIBITED EXPENSES**

Student Activities funding may be used to support student programming in the following way:

- Programs and Activities that:
  - target the CSU campus community, including the Fayetteville instructional site.
  - are deemed to serve, benefit, and be of interest to a significant segment of the University community.
  - are open to all interested students. The organization may require certain abilities or talents of its participants. However, the right to apply for membership must be available to all interested students.
  - support the mission of the University.
  - enhance student life and co-curricular experiences.
  - are unique, not repetitive, or duplicative of other campus, community, or organizational events. The program must be one in which the sponsoring organization is clearly better able to present than any other campus organization that is already being funded.
- Supplies & Materials
- Contracts
- Honorariums
- Space fees and Security fees (when appropriate)
- Travel (Conferences that provide information and knowledge beneficial to CSU students)
- Promotional items
- Approved Contest winnings

Student Activities funding **may not** be used for the following:

- Academic Programs – if the primary use will be for a classroom instructional program of an academic department.
- Alcohol
- Charitable contributions or donations
- Food or Beverage\*
- Fundraising (seed money)
- Gifts/Giveaways/Gift cards
- Members only banquets or award ceremonies
- Organizational dues/fees
- Party/Event Planners
- Scholarships
- T-shirts/Uniforms\*
- Any event that is not open to all CSU students, including those of the Fayetteville instructional site. This includes retreats for organization members.
- Payment to organization members for service with the organization or on the organization's executive board.
- Any monetary support of candidates for political office or contributions to political parties.
- Any payment to a member of the CSU faculty or staff (non-student) for a personal appearance or personal service.
- Any event in which funds are used to benefit anyone other than CSU students, such as elementary or high school students, foster children, community groups, etc.
- Any expense for the personal benefit of any individual.

*\*Campus-wide organizations are permitted to purchase these items.*

## **TRAVEL**

### **Travel Funds**

Each organization has an annual maximum travel limit of \$1,000 from allocated funds. However, an organization's travel funds may be less if indicated as such on the organization's award letter each semester. Do not spend travel funds unless your organization has been expressly awarded them in the SFAB award letter. Organizations may also use agency and foundation funds to supplement travel, including items not allowed under allocated funds (meals, etc.), if those funds are not earmarked for another expense or a pending transaction. Always confirm your travel fund availability with the SABO Administrative Coordinator prior to planning your travel.

### **Day Trips/Volunteering**

Some organizations make day trips frequently during the semester to volunteer at local Atlanta locations. In situations like this, the organization may submit one large travel packet of information, including one Request to Travel form and a list of all students who will be traveling during the semester along with their accompanying release forms. The advisor will have to sign off, assuming responsibility of notifying the SABO if there will be any additional students traveling who are not listed on the original travel list. For each trip, each student will still be required to sign off on a one-page waiver indicating that they have already submitted the required travel forms and agree to comply with all regulations within those forms. If students will be driving to these events themselves with student passengers, additional student driver forms and processes may be required for each trip. Always check with the SABO Administrative Coordinator first to see if your organization's travel plans fall under this provision.

### **Student Travel Forms**

- Request to Travel Form (must be submitted 30 days (about 4 and a half weeks) prior to travel or registration deadline, whichever comes first)
- Student Travel Agreement Form
- Personal Health History, Emergency Contact, & Insurance Information Form
- Driver & Passenger Information Form
- Driver Agreement Form
- DMV Record Check Consent Form
- Semester Day Trips/Volunteering Roster
- Semester Day Trips/Volunteering Signature Form
- Travel Reimbursement Forms (non-employee) or Employee Self-Service Expense Report (employee)

### **Travel Financials**

- **Pre-Pay vs. Reimbursement** – Travel expenses can be paid in two ways: pre-paid or reimbursement. Meals and mileage (if applicable) will always be reimbursed and never prepaid. Lodging will always be pre-paid unless extraordinary circumstances arise. Registration and vehicle rental can be either pre-paid or reimbursable. Out-of-state car rental must be a reimbursable expense, paid upfront by the student organization. It is important to remember that pre-paid items require advance planning. Failure to allow adequate time for payment processing will result in the traveling students paying out of pocket and being reimbursed upon return from travel (for approved expenses). Please be aware that any travel reimbursement for a student employee will be processed through ESS- Employee Self Service.
- **Lodging** – Lodging charges for organization travel will be pre-paid on a university purchasing card by the SABO Administrative Coordinator and charged to the appropriate organization

account. Students will need a credit card at check-in for incidental charges. No hotel stays within a 50-mile radius of Clayton State University may be paid for with SFAB allocated funds. Do not transfer reservations or add authorized guests to any reservation without prior approval from Student Affairs.

- **Registration** – Registration fees for conferences can be pre-paid by university check or paid by the students and reimbursed from organizational funds upon return from travel. If an organization would like registration fees pre-paid, be mindful that most registration fees are due long before the trip occurs, so pre-planning by the organization is important to make sure that registration fees are paid on time.
- **Meals** – Meals for travel are not allowed to be paid from Allocated funds. Meals may be reimbursed from Agency or Foundation funds if available. If meals are reimbursed, they will be subject to state per diem rates. Alcohol purchases will not be reimbursed. Taxes and Tips are a reimbursable expense from the Agency account if funds are available. It is recommended that all students traveling discuss the availability of funds for reimbursing meals with the President or Treasurer prior to traveling.
- **Travel Reimbursement** – Any reimbursement request for travel must be submitted within ten (10) business days of returning from the trip. Original receipts are required for any reimbursement, and all standard reimbursement requirements apply to travel reimbursements as well. Non-employee students must complete a Non-Employee Travel Reimbursement Form, and students employed at the university will be required to submit a travel expense report on the Employee Self-Service site. Contact the SABO Administrative Coordinator for more in-depth instructions on travel reimbursement.

## **FINANCIAL RESPONSIBILITY**

Allocated student activities fees must relate to the student organization's purpose. Student Organizations are expected to execute business transactions and contractual obligations with punctuality; student organizations should exhibit prudent use of university funds.

## **FUNDRAISING GUIDELINES**

- Recognized student organizations may conduct fund-raising events. All fund-raising activities, events or programs must be registered by submitting an event registration request in Presence and submitting a Fundraising Request Form to Mr. Brandon Marshall for approval.
- Under no circumstances may Student Activity Fees be used to sponsor a fundraiser. If an organization uses a portion of their allocated funds to organize an event, the organization cannot profit from the funds raised.
- The primary purpose of fundraising events shall be to raise money for the benefit of the student organization or the benefit of a charitable organization.

## **STUDENT ORGANIZATION BUSINESS POLICIES AND PROCEDURES**

Each student organization awarded funding is required to read and sign the Student Organization Business Policies and Procedures Manual. The full manual can be found on the Laker Life website at: [clayton.edu/laker-life/clubs-and-organizations/student-organization-resources](http://clayton.edu/laker-life/clubs-and-organizations/student-organization-resources). Please note that the information printed in the Student Organization Handbook regarding student finances is not the complete and full policies and procedures of the Division of Student Affairs' Business Office.

## **SECTION 6: ADMINISTRATIVE PROCESSES**

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### **MAILBOX**

Student organizations are responsible for all official Clayton State and/or Division of Student Affairs information placed in their mailbox. Student Organization mailboxes are in the Student Activities Center. Student organizations should check their assigned mailbox a minimum of once (1) per week.

The mailing address template for groups with mailboxes is as follows:

**Organization Name**  
Clayton State University  
Student Activities Center  
2000 Clayton State Boulevard  
Morrow, Georgia 30260

### **COPY CODE**

Recognized student organizations will be assigned a copy code from The Department of Laker Life to be used during the current academic year (Fall/Spring). This copy code should be used for student organization business and marketing purposes only and should not be distributed to others or used for personal copying. Each organization will be allocated 200 black and white and 200 color prints each year. Student Organizations may purchase additional copy and print packages for \$50.

### **SUPPLIES**

The Department of Laker Life offers recognized student organizations a minimal number of supplies to conduct meetings and business on behalf of the organization. If your organization needs supplies, contact the Director of Laker Life, 678-466-5433.

### **STUDENT ORGANIZATION SUITE**

The Student Organization Suite is a designated area in the Student Activities Center for student organizations to meet, plan, obtain resources and network with other student leaders and organizations on campus. Please be respectful of the space and keep it neat and tidy for the enjoyment and benefit of all organizations.

### **COMMENCEMENT REGALIA**

Students who are qualified members of nationally recognized, registered student organizations (ex. fraternities and sororities) or registered honor organizations during their studies at Clayton State University have been granted authorization to wear regalia from those organizations during the Commencement ceremonies. The only types of regalia items that may be approved are honor cords or stoles. If you have a question regarding regalia for a specific organization, please contact Laker Life. Please note that all regalia requirements as specified by the Registrar's Office for graduation should be followed and supersede additional student organization regalia requirements.

## STUDENT ORGANIZATION CONTACTS AND RESOURCES

<i>Department</i>	<i>Phone No.</i>	<i>Website</i>	<i>Social media (IG)</i>
Alumni Relations	678-466-4477	<a href="http://clayton.edu/alumni/">clayton.edu/alumni/</a>	<a href="https://www.instagram.com/claytonstatealumni">@claytonstatealumni</a>
Auxiliary Services	678-466-4206	<a href="http://clayton.edu/aux-services">clayton.edu/aux-services</a>	<a href="https://www.instagram.com/claytonstateauxservices">@claytonstateauxservices</a>
Bent Tree	678-466-5436	<a href="http://clayton.edu/laker-life/student-media">clayton.edu/laker-life/student-media</a>	<a href="https://www.instagram.com/thebenttreenews">@thebenttreenews</a>
Campus Engagement	678-466-5433	<a href="http://clayton.edu/laker-life/campus-engagement">clayton.edu/laker-life/campus-engagement</a>	<a href="https://www.instagram.com/csulakerlife">@csulakerlife</a>
Campus Events Council	678-466-5437		<a href="https://www.instagram.com/claytonceec">@claytonceec</a>
Campus Recreation	678-466-5433	<a href="http://clayton.edu/laker-life/recreation">clayton.edu/laker-life/recreation</a>	<a href="https://www.instagram.com/csucampusrec">@csucampusrec</a>
Career Services	678-466-5400	<a href="http://clayton.edu/career">clayton.edu/career</a>	<a href="https://www.instagram.com/claytonstatecareers">@claytonstatecareers</a>
Center for Academic Success			<a href="https://www.instagram.com/csu_success">@csu_success</a>
Clayton State Internet Radio (CSIR)	678-466-5427	<a href="http://clayton.edu/laker-life/student-media">clayton.edu/laker-life/student-media</a>	<a href="https://www.instagram.com/csu_csir">@csu_csir</a>
Disability Services	678-466-5445	<a href="http://clayton.edu/disability/">clayton.edu/disability/</a>	
Equipment & Set-Up	678-466-5433	<a href="http://clayton.edu/laker-life">clayton.edu/laker-life</a>	<a href="https://www.instagram.com/csulakerlife">@csulakerlife</a>
Fitness Center (SAC)	678-466-4971	<a href="http://clayton.edu/laker-life/recreation/fitness-center/">clayton.edu/laker-life/recreation/fitness-center/</a>	<a href="https://www.instagram.com/csucampusrec">@csucampusrec</a>
Housing	678-466-4663	<a href="http://clayton.edu/housing">clayton.edu/housing</a>	<a href="https://www.instagram.com/csuhousing">@csuhousing</a>
Human Resources	678-466-4230	<a href="http://clayton.edu/human-resources/">clayton.edu/human-resources/</a>	
Intramural Sports	678-466-4975	<a href="http://clayton.edu/laker-life/recreation/intramurals/">clayton.edu/laker-life/recreation/intramurals/</a>	<a href="https://www.instagram.com/csucampusrec">@csucampusrec</a>
Laker Life	678-466-5433	<a href="http://clayton.edu/laker-life">clayton.edu/laker-life</a>	<a href="https://www.instagram.com/csulakerlife">@csulakerlife</a>
Leadership Programs	678-466-5433	<a href="http://clayton.edu/laker-life/student-leadership">clayton.edu/laker-life/student-leadership</a>	<a href="https://www.instagram.com/csulakerlife">@csulakerlife</a>
Loch Shop	678-466-4220	<a href="http://clayton.edu/aux-services/the-loch-shop/">clayton.edu/aux-services/the-loch-shop/</a>	<a href="https://www.instagram.com/lochshop">@lochshop</a>
Printing Services	678-466-4337	<a href="http://clayton.edu/printing-services/">clayton.edu/printing-services/</a>	<a href="https://www.instagram.com/claytonstateauxservices">@claytonstateauxservices</a>
Outdoor Adventures	678-466-4972	<a href="http://clayton.edu/laker-life/recreation/rec-adventures/">clayton.edu/laker-life/recreation/rec-adventures/</a>	<a href="https://www.instagram.com/csucampusrec">@csucampusrec</a>
Payroll	678-466-4231	<a href="http://clayton.edu/human-resources/current-employees/payroll">clayton.edu/human-resources/current-employees/payroll</a>	
Public Safety	678-466-4050	<a href="http://clayton.edu/public-safety/">clayton.edu/public-safety/</a>	<a href="https://www.instagram.com/claytonstatedps">@claytonstatedps</a>
Space Reservation	678-466-5433	<a href="http://aaiscloud.com/ClaytonStateU">aaiscloud.com/ClaytonStateU</a>	<a href="https://www.instagram.com/csulakerlife">@csulakerlife</a>
Student Activities Center	678-466-5433	<a href="http://clayton.edu/student-activities-center/">clayton.edu/student-activities-center/</a>	<a href="https://www.instagram.com/csulakerlife">@csulakerlife</a>
Student Affairs, Division of	678-466-5444	<a href="http://clayton.edu/about/administration/student-affairs/">clayton.edu/about/administration/student-affairs/</a>	<a href="https://www.instagram.com/clayton_state_sa">@clayton_state_sa</a>
Student Care & Support	678-466-5428		<a href="https://www.instagram.com/claytonstate_care">@claytonstate_care</a>
Student Government (SGA)	678-466-5435	<a href="http://clayton.edu/sga/">clayton.edu/sga/</a>	<a href="https://www.instagram.com/claytonstatesga">@claytonstatesga</a>
Student Gov't, President	678-466-5484	<a href="http://clayton.edu/sga/">clayton.edu/sga/</a>	<a href="https://www.instagram.com/claytonstatesga">@claytonstatesga</a>
Student Media	678-466-5427	<a href="http://clayton.edu/campus-life/student-media">clayton.edu/campus-life/student-media</a>	<a href="https://www.instagram.com/csulakerlife">@csulakerlife</a>
Student Organizations	678-466-5433	<a href="http://clayton.edu/laker-life/clubs-and-organizations/">clayton.edu/laker-life/clubs-and-organizations/</a>	<a href="https://www.instagram.com/csulakerlife">@csulakerlife</a>
Student Orgs, Budget	678-466-5433	<a href="http://clayton.edu/laker-life">clayton.edu/laker-life</a>	<a href="https://www.instagram.com/csulakerlife">@csulakerlife</a>
University Center, Info	678-466-5460	<a href="http://clayton.edu/about/visit">clayton.edu/about/visit</a>	
University Relations	678-466-4460	<a href="http://clayton.edu/marcomm/">clayton.edu/marcomm/</a>	
Veterans' Services	678-466-5527	<a href="http://clayton.edu/veterans-resource-center">clayton.edu/veterans-resource-center</a>	<a href="https://www.instagram.com/csu.veteransresourcecenter">@csu.veteransresourcecenter</a>

## NOTES

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