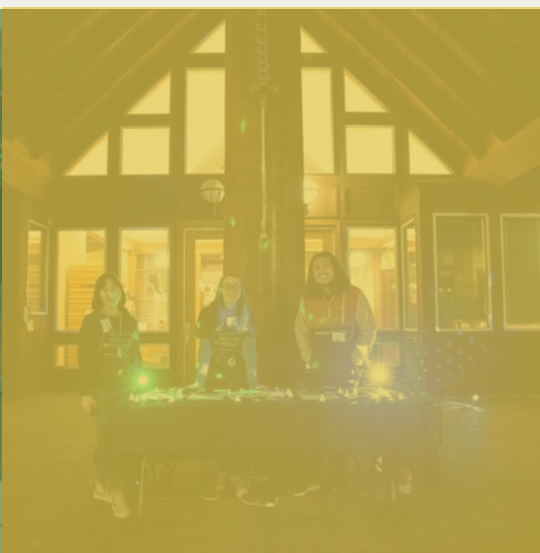




Student Organization Leadership Support

# STUDENT ORGANIZATION RESOURCE GUIDE

Updated Winter 2024

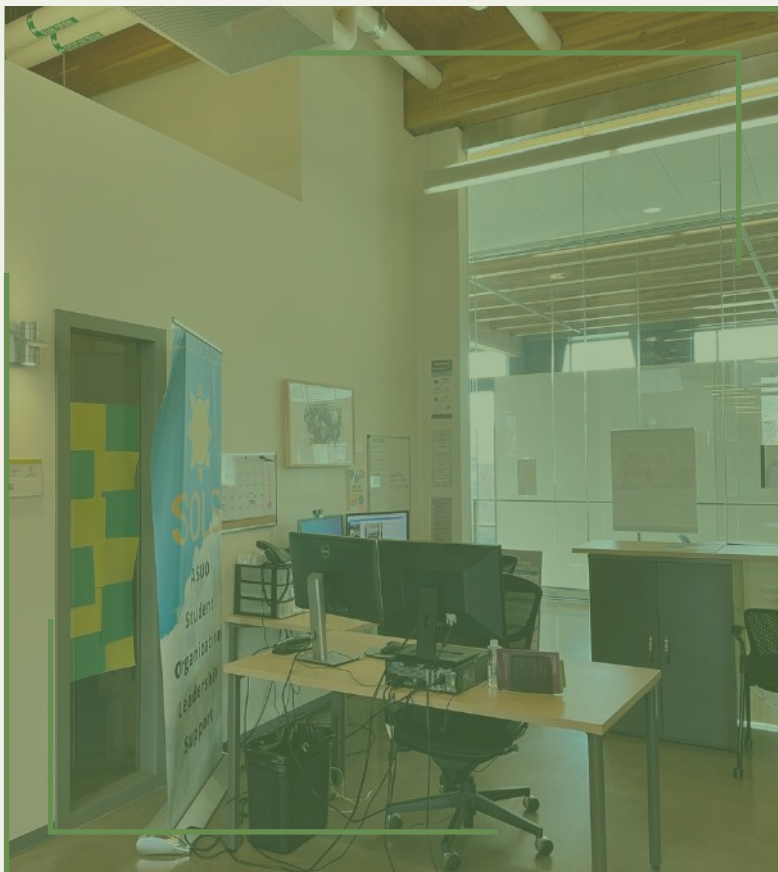


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# STUDENT ORGANIZATION LEADERSHIP SUPPORT

Student Organization Leadership Support (SOLS) is a Student Government Engagement and Success (SGES) program that focuses on the planning and informational needs of student organizations on the University of Oregon campus. SOLS works closely with student organizations to provide peer to peer support services by helping organizations navigate through the event planning process, ensuring their student organization is successful, and assisting in navigating through the ASUO requirements. They connect student organizations with necessary resources including: Scheduling and Events Services, Ticket Sales, the CSI Supply Nest, etc. while also helping student organizations understand budget limitations, service agreements, and purchase orders. SOLS helps students create ongoing resources in relation to event planning, professional development, and student organization management. SOLS serves as an active resource tool for student organizations throughout the duration of the school year.



## WHERE TO FIND US

Located in the Center for Student Involvement (Erb Memorial Union Room 213)

Email: [asuosols@uoregon.edu](mailto:asuosols@uoregon.edu)

Teams: [asuosols@uoregon.edu](mailto:asuosols@uoregon.edu)

Phone: (541)-346-0627

Engage: [Student Organization Leadership Support](#)

Instagram: [@uo.sges](#)

For a list of updated office hours, please visit our Engage page or Instagram.

# BECOMING AN ASUO RECOGNIZED ORGANIZATION

Becoming university recognized is the first step to accessing resources available on campus. There are several types of university recognition at the UO: Center for Student Involvement (CSI) recognition, recognition for Club Sports teams, Fraternity and Sorority Life recognition, and ASUO recognition. For organizations that do not have Greek Life or Club Sports affiliation, CSI or ASUO recognition is the best option to receive formal recognition for your organization. This resource guide will cover ASUO recognition, however if your organization is interested in seeking a different type of university recognition, please check out the following resources:

[Center for Student Involvement Recognition](#)

**Fraternity and Sorority Life: [gogreek@uoregon.edu](mailto:gogreek@uoregon.edu)**

**Club Sports: [clbsprts@uoregon.edu](mailto:clbsprts@uoregon.edu)**

## WHY BE UNIVERSITY RECOGNIZED?

University recognition provides many benefits and opportunities to student organizations. For ASUO recognized organizations alone, student orgs have access to:

- Annual ASUO budget process
- ASUO Surplus and Unallocated Reserve funds
- ASUO mandated trainings and event opportunities to network with other student leaders
- Engage platform for organization management
- CSI Resource Center (Supply Nest, craft room, computers, limited printing, and cubbies)
- Rent rooms through UO Scheduling and Events for no room rental fees (additional charges for any special set up/equipment needed)
- Free tabling in and outside of EMU
- Free participation in involvement fairs such as Flock Party
- Free graduation cords for students in org leadership positions
- Student Organization Annual Awards eligibility
- ROSE Room (recycled office supply exchange)

# REQUIREMENTS FOR ASUO RECOGNITION

- Require the names of at least six UO students on their initial roster.
- May be a registered student organization, provided organization is willing to relinquish this affiliation if application is approved.
- Are rarely affiliated with a local non-profit.
- May not be affiliated with a limited duration activity, such as a political campaign or candidate for office.
- Require a completed application to seek recognition as well as annual renewal. Approval and renewal are coordinated by ASUO under the authorization of the Division of Student Life.
- Are encouraged to identify a UO staff or faculty member advisor.
- In some instances, governing documents may need to be required for recognition. Examples of governing documents could include: a constitution, a charter, or a set of bylaws. Governing documents may be required to move up or change recognition tiers. It is generally a good practice to have basic bylaws for your organization, see [page 6](#) for information on creating bylaws.

## STEPS TO RECOGNITION

1. Meet with an ASUO Officer or Student Organization Leadership Support to discuss your idea and how to get started.
2. Find a UO faculty or staff member to serve as the organization's advisor. This is not required, but highly recommended. Student organizations who have advisors often have better organization continuity and longevity.
3. Recruit at least 6 club members.
4. Complete the ASUO application, found on [ASUO Executive's Engage page](#).
5. A member of the Recognition Committee will respond to your application within 2 weeks.

## HAVE QUESTIONS?

ASUO Executive Director of Student Organizations: [asuoprogram@uoregon.edu](mailto:asuoprogram@uoregon.edu)

# CREATING BYLAWS FOR YOUR ORGANIZATION

To apply for ASUO or CSI recognition, your organization should have established bylaws.

Basic bylaws may include:

- The mission statement or purpose of your organization
- Any expectations or rules around your organization's membership
- The responsibilities of your organization's leadership team or structure
- The process by which your organization chooses to elect a new leadership team
- How your organization intends to transition leadership
- When your organization plans to meet or how often
- Expectations around grievances or conflict in your organization
- How your organization intends to amend your bylaws if needed

Student Organization Leadership Support has created example bylaws for your organization to use as a starting point to tailor to your organization and can be found on the [Student Organization Leadership Support Engage page](#). Example bylaws also includes any bylaws that ASUO requires your organization to include in your bylaws. Please note, the example bylaws were specifically made for ASUO recognition and may not include all of the necessary components needed for CSI recognition. Be sure to check the CSI application for further clarification before submitting.



# ASUO RECOGNIZED STUDENT ORGANIZATION REQUIREMENTS

## NEW LEADER TRAINING

Each year during the fall, all ASUO recognized student organizations are required to participate in the New Leader Training published by SOLS. This presentation goes through resources, Engage support, finance training, and where to go to ask for extra support. Typically, one member of your organization's executive board must complete this requirement and share it with the rest of your leadership.

## OFFICER TRANSITION TRAINING

Annually during winter, all ASUO recognized student organizations are required to complete the Officer Transition Training published by SOLS. This presentation is made in anticipation of most student organizations holding elections around this time of year or during spring. This training covers information about how to effectively transition responsibilities and information from outgoing officers to incoming officers and some information about elections. Typically, one member of your organization's executive board must complete this requirement and share it with the rest of your leadership.

## PROGRAMS COUNCIL MEETINGS

Programs Council Meetings are meetings held with all student leaders from all ASUO recognized student organizations every term. The purpose of PCM is to share information that is relevant to the time of year and an opportunity for student leaders to share ideas and network with student leaders from other organizations. For more information on Programs Council Meetings, please reach out to the ASUO Executive Director of Student Organizations, [asuoprogram@uoregon.edu](mailto:asuoprogram@uoregon.edu).

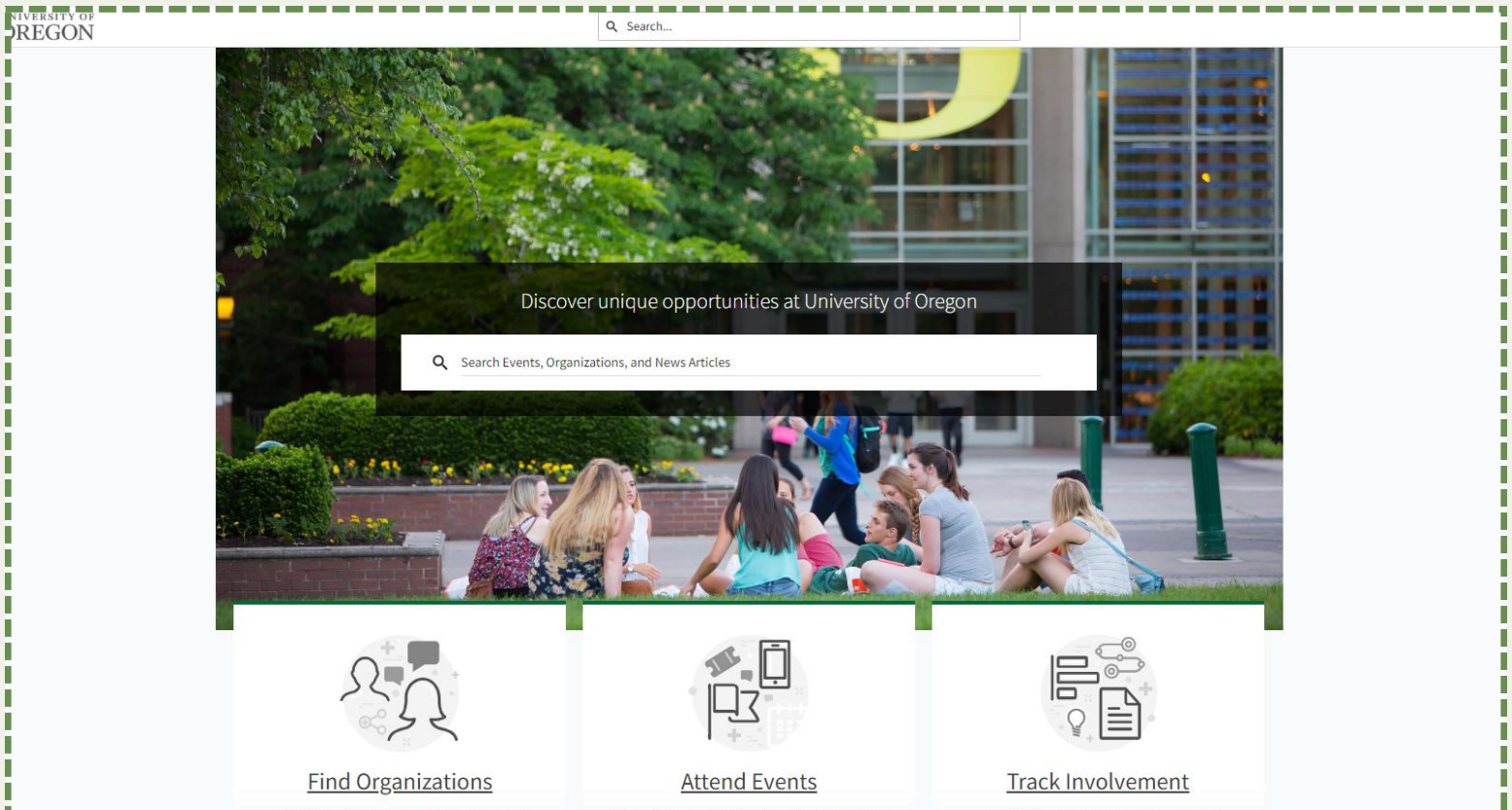
## OTHER TRAININGS

Year to year, student organizations may be asked or required to attend other trainings such as an ASUO Executive Cultural Competency Training or a training from ASUO Financial Services. Any other trainings that are provided to ASUO recognized organizations will be shared via Engage.

# MANAGING YOUR STUDENT ORGANIZATION ON ENGAGE

## WHAT IS ENGAGE?

Engage is a student management software program used across the university to help student organizations and departments manage their organization successfully. Engage can be used to share information about your organization to students, create events, organize your officers, other members, and documents, and connect with other people and organizations. Engage is THE platform for students to find connections to student activities on campus.



UNIVERSITY OF OREGON

Search...

Discover unique opportunities at University of Oregon

Search Events, Organizations, and News Articles

Find Organizations

Attend Events

Track Involvement

Access Engage here: <https://uoregon.campuslabs.com/engage/>

## RECEIVING MANAGEMENT ACCESS ON ENGAGE

To access your organization's management, you must already be assigned an executive role on your organization's roster. Please see the 'Roster' section if you are not yet assigned an executive role in your organization or reach out to an outgoing officer. Once you are listed on Engage as officer with management access you will be considered an authorized signer for your organization which will allow you to submit official forms (i.e. Request to Purchase) on behalf of your organization.

# ENGAGE FUNCTIONS: ROSTER

The Roster function on Engage is where to find a list of your organization members, organization student leaders, and the ability to add or remove members.

## ADDING MEMBERS

1. Find your organization's Engage Page icon on the right-hand side of the Engage Homepage, hover and click when the blue gear icon when it comes up. Click on "Roster".
2. On the Roster page, click "Invite People" next to "Export Roster".
3. Add in the member's UO email addresses that you want to invite to your page. Separate them by commas or enter one address per line.
4. Click "add email addresses" at the bottom of the page once you have as many emails as necessary. This will send an email invite directly to the student.
5. Once the student has accepted the invitation via email, they are now a member of the page and can see member-only content or receive emails from your organization through Engage.

Note: if you need to resend an invitation, go back to the Roster page and click on the "Pending" tab under the "Manage Roster" heading. Select the member's name and press "resend invitation". You may also delete an invitation from this page.

The screenshot shows the 'Roster' management page. At the top right, there are buttons for 'MESSAGING', 'MANAGE POSITIONS', 'INVITE PEOPLE', and 'EXPORT ROSTER'. Below this is a profile card for 'Primary Contact ASUO SOLS' with a sun icon and a pencil icon. Underneath is the 'Manage Roster' section with tabs for 'CURRENT', 'PENDING', 'PROSPECTIVE', and 'TERMS AND CONDITIONS'. Below the tabs are buttons for 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS', and a search bar. A table lists members with columns for 'Select', 'First Name', 'Last Name', and 'Positions'. One member is listed: ASUO SOLS, President/Director.

Select	First Name	Last Name	Positions
<input type="checkbox"/>	ASUO	SOLS	President/Director



## ADDING EXECUTIVE OFFICERS

1. On the Roster page, select the “current” tab under the heading “Manage Roster”.
2. Find the member that you want to add as an executive officer in the current roster list and click on the pencil icon to the right-hand side of the student’s name.
3. The pencil icon will bring up a list of positions that you can select or deselect. Once you have selected the appropriate title for the student, press save.

## ADDING A NEW OFFICER POSITION

1. On the Roster page, click “manage positions” at the top.
2. To add a new position, click “+ Position” under the “Manage Positions” heading.
3. Fill in the necessary information on the “Create Position” page. Click “Create” at the bottom of the page when complete.

Note: the “Position Types” to choose from are Member, Officer, and Administrators on the “Create Position” page. Every member whose position is listed as an Officer on the Engage page is an Authorized Signer for your organization (see [page 22](#) for more info on Authorized Signers).

## TIPS FROM SOLS

- Update your officers on Engage as soon as possible after your org’s elections or transition period to ensure that new officers do not miss updates or info sent out from Engage (i.e. financial deadlines, budget process information, etc.).
- Check the settings on existing position in your organization. It is possible that there are specific limited/no access settings on some officers or members from previous leadership.

# ENGAGE FUNCTIONS: MESSAGING



The Messaging function of Engage is a useful tool to send out messages to your organization's members about meetings, events, or other org announcements.

## SENDING A MESSAGE

1. Find your organization's Engage Page icon on the right-hand side of the Engage Homepage, hover and click when the blue gear icon when it comes up. Click on "Roster".
2. On the Roster page, click "Messaging" at the top.
3. Create a Message Relay by clicking the blue plus sign to the left of the "Message Relay" box.
4. Title your Message Relay and select the recipients of the message. Select 'Members' if you would like to send it to the entire organization. Click 'create' at the bottom of the page when all members are selected.
5. Once the Message relay has been created, press on the 'copy' box to the right side of the email address provided. Then, open up a new email in your preferred mail application and paste the email address into the recipient line of your email. Add the content of the email and press send.

# ENGAGE FUNCTIONS: EVENTS

The Events tab of Engage can be extremely useful to your org's advertising plan. In the Events tab, you can create events and invite members, all students on Engage, or the community, keep track of past events, and track attendance.

## CREATING AN EVENT

1. Find your organization's Engage Page icon on the right-hand side of the Engage Homepage, hover and click when the blue gear icon when it comes up. Click on "Events".
2. In the top right corner of the Events page, click "Create Event."
3. Name your event, add organizations that are co-hosting, and add any special benefits for attendees like free food, goodies, or class credit.

## OPTIONAL FEATURES

**RSVPs:** You can set an RSVP limit, allow guests, or have an automated invite go out to all members after the event is approved. You can create custom questions to appear in the RSVP.

**Post-Event Feedback:** Post Event Feedback is a way to gain some information about how your event went for attendees, through anonymous feedback. You can send this manually after the event or set it to send automatically after the event has ended.

## HOW TO INVITE MEMBERS TO AN EVENT

1. Click the three dots on the right side of the created event on the Event page. Click "View Invitations and RSVPs."
2. Click "Invitations & RSVPs".
3. Click "Manage Participants" and in the drop-down menu, click "Invite People".
4. From here, you can invite students that are already members in your organization or by email if they are not yet members on Engage.
5. Once members you would like to invite are selected, click "Send Invitations" at the bottom of the page.

# TIPS FROM SOLS

- We recommend having a cover photo for this event ready to upload. An eye-catching image will grab more attention of viewers on Engage. All images will be cropped to a 1.67:1 aspect ratio.
- Invite your members on Engage to RSVP ahead of time!

## TRACKING EVENT ATTENDANCE

Attendance can be tracked before, during, or after an event.

**Before an Event:** Invite students to your event to allow them to RSVP ahead of time that they'll be in attendance.

**During an Event:** Use an Engage form or an ID scanner to track attendance! See the 'Event Planning' section on [page 45](#) to learn more about tracking attendance via ID Scanners.

**After an Event:** Information can be uploaded into Engage after the event in the form of a list or spreadsheet of Student ID 95#'s or UO emails. To find this, go to your organization's event page, click the three dots to the right of the event, and click "Add Attendance".

## RESOURCE ALERT!

ID scanners can be used to track attendance at meetings and events and uploading directly into Engage for easy tracking. Student organizations can check out up to 2 scanners for free. Fill the [ID Scanner Check-out form](#) SOLS' Engage Page to schedule and pick-up and return time within office hours. Come to CSI (EMU 213) to check out the scanner from a SOLS team member.

### How to use an ID Scanner:

1. At the event scan students ID cards by pushing the button at the top and holding the scanner at least 6 inches from the barcode.
2. After the event, plug in the scanners to a USB port on any computer with access to Internet. On the desktop, find the ID scanner file and click on the .txt file. Copy the entirety of the content.
3. Log onto your organizations Engage page and navigate to attendance tracking by clicking "Manage" > "Events" then select your event. Click on "Manage event" > "Track attendance" > "Add attendance" "text entry" > "Card ID number"
4. Once saved, delete files from the scanner and return to SOLS.

# ENGAGE FUNCTIONS: NEWS

The News tab of Engage can be a useful tool to student organizations looking to share updates with their members, all students, or the general public. Use the News feature to share accomplishments, update members on meeting times and more.

## CREATING AN ARTICLE

1. Find your organization's Engage Page icon on the right-hand side of the Engage Homepage, hover and click when the blue gear icon when it comes up. Click on "News".
2. On the "Manage News" page, click the blue "Create Article" button.
3. On the 'Create News Article' page, add the title of your article, body text, and a picture.
4. At the bottom of the 'Create News Article' page, you will see a section titled 'Visibility'. Use the drop down menu to select if the article should be public to members, to all students, or to the general public. You may also choose to private the article if you do not wish to share it yet.



# ENGAGE FUNCTIONS: FORMS

The Forms function of Engage can be useful to your organization in any instance where you need to collect information from your student organization members such as an interest form, setting up times to meet with leadership, or sign-ups for running an event.

## CREATING A FORM

1. Find your organization's Engage Page icon on the right-hand side of the Engage Homepage, hover and click when the blue gear icon when it comes up. Click on "Forms".
2. Through "Forms" it brings you to the "Manage Forms" menu. From here you can search through existing forms, even ones that have been archived or not active.
3. To create a new form, click the three dots on the top right of the Forms menu, from here click "+ Create Form." This brings you to the Form Properties menu.

Manage Forms

Search Forms  
Text entered in the search bar will automatically filter results.

Sort By  
Form Name

Status  
Include Archived Forms

Filters  
Accepting Submissions

**NEW!** Sharing forms via QR code is now available!

Forms  
Showing 1 - 2 out of 2

1on1 SOLS Meeting Request Form  
Start Date: Mon, Nov 11, 2019 2:45 PM PST, End Date: Sat, Jun 15, 2024 12:00 AM PDT  
Total Submissions: 69 Pending: 0 Approved: 46 Denied: 23 Received: 0

ID Card Scanner Check-out Form  
Start Date: Fri, Dec 1, 2017 8:53 PM PST, End Date: Sat, Jun 15, 2024 12:00 AM PDT  
Total Submissions: 215 Pending: 0 Approved: 195 Denied: 20 Received: 0

Showing 1 - 2 out of 2  
< PREV NEXT >

## TIPS FROM SOLS

- If you intend to make a form similar to an existing or closed form, you can press the three dots on the right side of the intended form to "Copy" it. Engage will send an email to you to open a new copy of the form you selected. This proves useful for forms that open on a rolling basis but need to be separated by year or purpose.

# USING FORM SETTINGS

## Form Menus

**Form Properties menu:** From the Form Properties menu, you can adjust its basic features. The form name, if the form is opened (aka “Enabled”), the timeframe the form is active, whether to include it on the “Explore Forms List” on Engage, require review and approval from invited reviewers or members of your organization, allow submissions from the public (doesn’t require submissions to be exclusively UO students), and allow multiple submissions. Once adjusted to your need, the top right corner a white “Save” button will appear. Once clicked, it will open three more options to edit your form: Reviewers, Outline, and Edit Questions.

**Reviewers menu:** From the Reviewers menu, you can add your org members to receive notifications for new form submissions, view the submissions, and contribute/approve of the forms.

**Outline menu:** The Outline menu is an overview of the questions and pages you create in the form.

**Edit Questions menu:** The Edit Questions menu is there to add instructions, files, pages, and questions.

**Pages:** Click “Page Properties” to give a title to the page itself. You can either have all your questions on one page or separate them into multiple. Each page will need to be individually titled.

## Question Options

**Check Box List:** Add the question text and one answer per line. After pressing “OK” it will be added to the form. Click the blue note icon on the left of the entry to edit the order of the answers and minimum/maximum amount of answers (this also determines if it is a required question). You may add an area for users to write additional text with their answer, tool tips (the information (i) icon), or additional text to the answers if you see fit.

**Radio Button:** Like Check Box List, except there is only one correct answer.

**Text Field:** Users enter their response. You can edit how many rows of a text area they can fill.

**Drop Down List:** Like the Radio Button list, except you cannot add an area for users to write additional text with their answer, tool tips (the information (i) icon), or additional text to the answers if you see fit.

**Ranking:** Like the Check Box List, except ranking the answers.

There are also options for adding instructions, a single check box, and uploading a file.

# ENGAGE FUNCTIONS: ELECTIONS

The Elections function of Engage allows your organization to hold elections directly in the platform. Election forms on Engage are completely anonymized for the integrity of the election.

## CREATING A NEW ELECTION

1. Find your organization's Engage Page icon on the right-hand side of the Engage Homepage, hover and click when the blue gear icon when it comes up. Click on "Elections".
2. On the Election page, click the blue 'Create Election' button in the right hand corner.
3. Set up the basic settings (name, start/end time, whether it is active, and if the voting is limited to members on Engage). For more specific details on how to create the Elections ballot, refer to the information in the 'Forms' section on [pages 15-16](#).

## CHECKING ELECTION RESULTS

1. On the Elections page, click on the name of the election you wish to check election results for on the left-hand side of the page under "Elections".
2. Once you're on the main page of the election, click on the subpage "Results".
3. From the "Results" page, you can click on the dropdown arrow on the right-hand side of the page or choose to export the votes into a PDF by clicking the blue "Export all votes" box on the right-hand side.

The screenshot displays the 'Results' page for an election titled 'Nomination for the 2020-2021 Board Member Positions'. At the top left, there is a blue link labeled '← BACK TO ELECTIONS'. Below the title, there are four tabs: 'PROPERTIES', 'BALLOTS', 'RESULTS' (which is active), and 'PUBLISHING OPTIONS'. A section titled 'Show percentages based on:' contains two radio button options: 'The total number of votes cast' (selected) and 'The total number of voters'. To the right of these options is a blue button with a download icon and the text 'EXPORT ALL VOTES'. Below this, there is a table with two rows of election results:

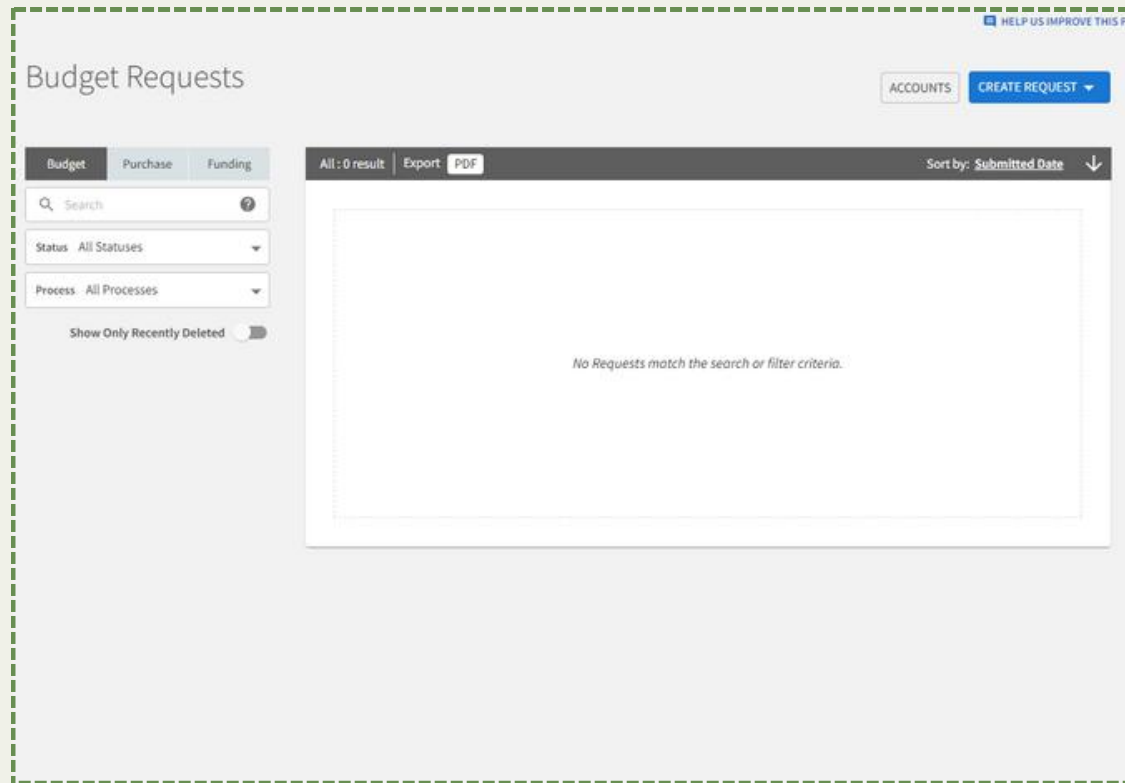
2020-2021 Board Members Nominations	Voters: 1
2020-2021 Board Members	Voters: 0

# ENGAGE FUNCTIONS: FINANCE

The Finance tab of Engage is strictly used to submit a budget request for your ASUO-recognized student organization. Other processes such as purchasing are conducted through the Request to Purchase form on [SGES' Engage page](#).

## CREATING A NEW BUDGET REQUEST

1. Find your organization's Engage Page icon on the right-hand side of the Engage Homepage, hover and click when the blue gear icon when it comes up. Click on "Finance".
2. Under the page title, select the gray box titled 'Budget'. Then, on the right-hand side, click the blue button titled 'Create Request' and in the drop-down menu 'Create Budget Request'.
3. On the 'Create New Budget Request' tab, you will find all of the available processes to begin a budget. Under the correct budget process, select the blue underlined text 'I-Fee Fund Budget' and begin your budget request.



For technical help with the Finance tab and creating a budget request on Engage, please contact ASUO Finance [asuofinance@uoregon.edu](mailto:asuofinance@uoregon.edu).

# WHERE TO FIND IT ON ENGAGE

## REQUEST TO PURCHASE FORM

Found on the Student Government Engagement and Success Engage Page. Use this form to request a purchase for things such as food, goods, rentals, and service agreements. If you are looking to make a purchase related to travel, please use the Travel Request form.

## REQUESTING A STUDENT ORG EMAIL

Found on the Student Government Engagement and Success Engage Page. Use this form to request an official University of Oregon email address for your student organization.

## SURPLUS & INTERNAL TRANSFER FORM

Found on the ASUO Student Senate Engage Page. Use this form to request funds from Senate Surplus or to request an Internal Transfer between line items in your organization's budget over \$500.

## STIPEND FORMS

Found on the Student Government Engagement and Success Engage Page. Use these forms to disburse stipends to your student organization leaders, if authorized to do so by the Programs Finance Committee during the previous budget cycle. For up to date information on Student Organization Stipends, please visit [www.asuo.uoregon.edu/stipends](http://www.asuo.uoregon.edu/stipends).

## STIPEND POSITION CHANGE FORM

Found on the Programs Finance Committee Engage Page. Use this form to change your student organization's option within your tier. Please note, changes to an organization's tier are not accepted through this form.

## INTENT TO TRAVEL FORM

Found on the Student Government Engagement and Success Engage Page. Use this form to request travel done on university business. This includes travel done with a personal vehicle, overnight travel, and site visits.

# STUDENT ORG RECOGNITION FORM

Found on the ASUO Executive Engage Page. Use this form to initiate a request for ASUO recognition for a new student organization. For more information on student organization recognition, see [page 4](#).

# STUDENT ORG GRIEVANCE FORM

Found on the ASUO Executive Engage Page. Use this form to report any interpersonal conflicts between executive members or org members that need to be addressed with the Student Conflict Resolution Center.

# STUDENT ORG ELECTION REGISTRATION

Found on the ASUO Executive Engage Page. Use this form to register your student organization's election with the ASUO Executive Director of Student Organizations.

# RETURN TO SURPLUS FORM

Found on the ASUO Student Senate Engage Page. Use this form to return your organization's funds to surplus at the end of the year. I-Fee funds do not rollover each year, so if your organization chooses not to return your funds, it will count against your organization's fiscal responsibility.

# END OF YEAR REPORT FORM

Found on the Programs Finance Committee Engage Page. Use this form to report on your organization's progress over the year to be used by PFC in the annual budget process.

## ENGAGE PAGES

- [Student Government Engagement and Success](#)
- [ASUO Student Senate](#)
- [ASUO Programs Finance Committee](#)
- [ASUO Executive](#)



# MANAGING YOUR ORG'S FINANCES

ASUO Recognized Student Organizations have access to funds under the Incidental Fee. The Incidental Fee is collected annually and is recommended and allocated by ASUO. Each year, student organizations have the opportunity to go through the annual budget process to get a formal budget for their organization or receive money from the Incidental Fee Surplus. Either way, this budget is managed through ASUO Financial Services, who guides your student organization in how to use your budget in a way that adheres to ASUO, University, and State or Federal financial policies.



## WHERE TO FIND US

### ASUO FINANCE

Located at the support desk next to the ASUO Office in EMU 004.

Email: [asuofinance@uoregon.edu](mailto:asuofinance@uoregon.edu)

Teams: [asuofinance@uoregon.edu](mailto:asuofinance@uoregon.edu)

Engage: [Student Government Engagement and Success](#)

Instagram: [@uo.sges](#)

For a list of updated office hours, please visit [@uo.sges](#) Instagram.

## ASUOF CAN HELP WITH...

- Student organization financial ledger questions
- Accessing available funds
- Information about financial rules and timelines
- Travel procedures

# AUTHORIZED SIGNERS

To submit any type of financial request to ASUO Finance, the student leader submitting the form must be considered an Authorized Signer. An Authorized Signer is an organization leader who is listed as an officer on your organization's Engage roster. If you are an organization leader, but you are not listed on Engage as an officer, any requests that you submit on behalf of your organization will be denied until you are officially listed as an organization leader.

For information on how to edit your organization's roster on Engage, see [page 9](#). If your organization has entirely new officers, you may need to contact a previous officer to edit the Engage roster. If you have trouble adding or removing officers, contact Student Organization Leadership Support.



Officers

<b>J</b> PRESIDENT/DIRECTOR Julie Scroggins	 PRESIDENT/DIRECTOR ASUO SOLS	<b>F</b> EVENT PLANNER Frankie Bodine	<b>M</b> EVENT PLANNER Madison McDonald	<b>I</b> EVENT PLANNER Izzie Mars
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News

**SOLS YouTube Videos!**  
Updated Wednesday, May 3, 2023  
Posted by Eloise Navarro for Student Organization Leadership Support  
Links to our helpful YouTube videos about Engage and other aspects of student organizations

Documents

Movie Licensing Regulations

# READING YOUR ORG'S LEDGER

Each year, ASUO Finance will create a ledger for your organization to track your expenses throughout the year. See below an example and where to find information listed on it.

Tier assigned to your org during PFC budget hearings

Index number for your organization

Stark Enterprise		Tier 4		OS 900	
Incidental Fund Budget Status Report		2023-24 Budget Allocation: \$		32,500,306.00	
	Original Budget	Adjusted Budget	Expense	Balance	
<b>Stipend Expense Totals</b>	\$ 6.00	\$ 6.00	\$ -	\$ 6.00	
Stipends	6.00	6.00	-	6.00	
<b>Administrative Expense Totals</b>	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	
Houses	100.00	100.00	-	100.00	
Cars	100.00	100.00	-	100.00	
Clothes	100.00	100.00	-	100.00	
Admin Line 4	-	-	-	-	
Admin Line 5	-	-	-	-	
Admin Line 6	-	-	-	-	
Admin Line 7	-	-	-	-	
Admin Line 8	-	-	-	-	
Admin Line 9	-	-	-	-	
Admin Line 10	-	-	-	-	
Admin Line 11	-	-	-	-	
Admin Line 12	-	-	-	-	
Admin Line 13	-	-	-	-	
Admin Line 14	-	-	-	-	
Admin Line 15	-	-	-	-	
Admin Line 16	-	-	-	-	
Admin Line 17	-	-	-	-	
Admin Line 18	-	-	-	-	
Admin Line 19	-	-	-	-	
Admin Line 20	-	-	-	-	
<b>Programming Expense Totals</b>	\$ 32,500,000.00	\$ 32,500,000.00	\$ -	\$ 32,500,000.00	
Iron man 1	1,000,000.00	1,000,000.00	-	1,000,000.00	
Iron man 2	1,500,000.00	1,500,000.00	-	1,500,000.00	
Iron man 3	30,000,000.00	30,000,000.00	-	30,000,000.00	
Event 4	-	-	-	-	
Event 5	-	-	-	-	
Event 6	-	-	-	-	
Event 7	-	-	-	-	
<b>Cosponsorships Totals</b>	\$ -	\$ -	\$ -	\$ -	
Equipment Cosponsorship	-	-	-	-	
Cosponsorship for 1	-	-	-	-	
Cosponsorship for 2	-	-	-	-	
Cosponsorship for 3	-	-	-	-	
Cosponsorship for 4	-	-	-	-	
<b>Miscellaneous Totals</b>	\$ -	\$ -	\$ -	\$ -	
Miscellaneous	-	-	-	-	
<b>Totals</b>	\$ 32,500,306.00	\$ 32,500,306.00	\$ -	\$ 32,500,306.00	
<b>Summary Statistics</b>					
<b>Percent of Original Program and Administrative Budget Spent</b>					
No Spending this Fiscal Year					
<b>Percent of Adjusted Program and Administrative Budget Spent</b>					
No Spending this Fiscal Year					

line items created by your org

remaining balance in line item

percentage of your budget spent

# UNDERSTANDING YOUR LEDGER

## TIER

Categorization of student organizations based on the completion of requirements such as attendance rates, consistent membership, engagement with larger UO community, and other requirements mandated by ASUO. Tiers range from 1-4 with different requirements. Tiers 3 & 4 are allocated stipends for their executive board members on top of their programming/administrative budget.

## INDEX NUMBER

Unique number assigned to a student organization to differentiate organizations from one another in financial processes.

## EXPENSE

A cost of purchasing goods, services, or food that your student organization incurs.

## ADJUSTED BUDGET

Budget including additional funds (i.e. Surplus funds) allocated to an organization beyond the original budget approved during the PFC budget process.

## ADMINISTRATIVE EXPENSES

Administrative expenses are line items in your student organization's budget that are for items, goods, or services not for an event or program. This includes expenses such as office or general supplies, copying or printing, telephone charges, promotional advertising, conference or competition costs, books or publications, subscriptions or memberships, cashier fees, equipment, professional photography, non-conference travel, off-campus retreats or workshops, or mail services.

## PROGRAMMING EXPENSES

Programming expenses are line items in your student organization's budget that are for items, goods, or services for an event or program. Expenses may include food, advertising, promotion, decorations, supplies, room rentals, fees for services, contracts, gifts, prizes, or apparel.

# TIERED ORGANIZATIONAL STIPEND SYSTEM (TOSS) MODEL

The Tiered Organization Stipend System, also known as the TOSS Model, is the system by which student organization leaders are granted stipends. Stipends are financial awards given to students in student organization leadership roles to support them in their efforts of furthering the ASUO mission. Stipends exist to benefit students, however they are not granted as compensation for the hours of service that a student organization leader completes in the manner that wages, salaries, or employment compensation may. Regardless of whether or not a student organization receives stipends, they are still assigned a tier that reflects their impact to campus.

The TOSS Model is allowed to be changed each fiscal year. For the most up to date TOSS Model, please refer to the [ASUO Website](#).

TIER	CATEGORIZATION	STIPEND
Tier 1	<p>An organization which primarily hosts club-focused meetings and events and has <u>little or no involvement</u> with the greater student body.</p> <p>Tier 1 is designed for organizations which may not have operating bylaws (rules) or adhere to a designated leadership structure.</p> <p>This is the highest tier accessible to provisionally recognized student organizations, such as those which have formed within the past six months.</p> <ul style="list-style-type: none"> <li>• Organization must be ASUO-recognized</li> <li>• Organization must maintain at least five (5) student members and is required to send one representative to all ASUO Programs Council Meetings and required workshops.</li> <li>• Organization must have submitted an End-of-Year progress report to the Programs Finance Committee at the end of the previous academic year. This report will be utilized by PFC during the ASUO annual budget process.</li> <li>• Organization is not eligible for an annual incidental fund budget yet may seek funds through ASUO Surplus.</li> </ul>	Not eligible for stipends.

TIER	CATEGORIZATION	STIPEND
Tier 2	<p>An organization which advertises meetings, events, and programs to the entire student body and has held at least two (2) regularly scheduled organizational meetings each month during the past or current academic year.</p> <p>Tier 2 is designed for student organizations which have <u>limited involvement</u> with the greater student body and who maintain operating bylaws (rules) and adhere to a designated leadership structure.</p> <p>This tier is the highest tier accessible to organizations which mandate membership dues (fees to participate in organization)</p> <ul style="list-style-type: none"> <li>• Organization must be ASUO-recognized</li> <li>• Organization must maintain at least five (5) student members and is required to send one representative to all ASUO Programs Council Meetings and required workshops.</li> <li>• Organization must have submitted an End-of-Year progress report to the Programs Finance Committee at the end of the previous academic year. This report will be utilized by PFC during the ASUO annual budget process.</li> <li>• Organization is eligible for an annual incidental fund budget and may seek funds through ASUO Surplus regardless of receipt of annual budget.</li> </ul>	Not eligible for stipends.



TIER	CATEGORIZATION	STIPEND
Tier 3	<p>An organization which advertises meetings, events, and programs to the entire student body and has held at least two (2) regularly scheduled organizational meetings each month during the past or current academic year. In addition, organizations within Tier 3 must:</p> <ol style="list-style-type: none"> <li>1. Have hosted/coordinated at least three (3) programs targeted and advertised to a broader audience beyond consistent organizational members during the past academic year. <ol style="list-style-type: none"> <li>a. At least two of the above programs must have served at least 35 students OR</li> <li>b. At least one of the above programs must have served at least 80 students.</li> </ol> </li> <li>2. Request, utilize, and maintain at least \$500 in programming funds within their organization budget as allocated during the ASUO annual budget process.</li> <li>3. Have submitted an End -of-Year progress report to the Programs Finance Committee at the end of the previous academic year. This report will be utilized by PFC during the ASUO annual budget process.</li> </ol> <p>Tier 3 is designed for student organizations which have <u>steady involvement</u> with the greater student body. Organizations within this tier are required to maintain bylaws (rules), adhere to a designated leadership structure, and elect their organizational leaders with consultation and oversight of the ASUO Executive Branch.</p> <ul style="list-style-type: none"> <li>• Organization must be ASUO-recognized and may not mandate membership dues.</li> <li>• Organization must maintain at least fifteen (15) student members and is required to send one representative to all ASUO Programs Council Meetings and required workshops unless accommodations are made with PFC and the ASUO Executive branch officer designated to organize required workshops and trainings.</li> <li>• Organization must have an active incidental fund budget which has been utilized (drawn from) within the past year.</li> <li>• Organization is eligible to seek funds through ASUO surplus.</li> </ul>	<p>Eligible for up to 7 total leadership stipends for elected leaders at a total monthly organizational disbursement of \$780 and an annual organizational disbursement of \$7,020.</p>

TIER	CATEGORIZATION	STIPEND
Tier 4	<p>An organization which advertises meetings, events, and programs to the entire student body and has held at least two (2) regularly scheduled organizational meetings each month during the past or current academic year. In addition, organizations within Tier 4 must:</p> <ol style="list-style-type: none"> <li>1. Have hosted/coordinated at least four (4) programs targeted and advertised to a broader audience beyond consistent organizational members during the past academic year. <ol style="list-style-type: none"> <li>a. At least two of the above programs must have served at least 60 students OR</li> <li>b. At least one of the above programs must have served at least 100 students.</li> </ol> </li> <li>2. Request, utilize, and maintain at least \$500 in programming funds within their organization budget as allocated during the ASUO annual budget process.</li> <li>3. Have submitted an End -of-Year progress report to the Programs Finance Committee at the end of the previous academic year. This report will be utilized by PFC during the ASUO annual budget process.</li> </ol> <p>Tier 4 is designed for student organizations which have <u>high involvement</u> with the greater student body. Organizations within this tier are required to maintain bylaws (rules), adhere to a designated leadership structure, and elect their organizational leaders with consultation and oversight of the ASUO Executive Branch.</p> <ul style="list-style-type: none"> <li>• Organization must be ASUO-recognized and may not mandate membership dues.</li> <li>• Organization must maintain at least twenty (20) student members and is required to send one representative to all ASUO Programs Council Meetings and required workshops unless accommodations are made with PFC and the ASUO Executive branch officer designated to organize required workshops and trainings.</li> <li>• Organization must have an active incidental fund budget which has been utilized (drawn from) within the past year.</li> <li>• Organization is eligible to seek funds through ASUO surplus.</li> </ul>	<p>Eligible for up to 14 leadership stipends for elected leaders at a total monthly organizational disbursement of \$1,430 and an annual organization disbursement of \$12,870.</p>

# USING YOUR ORG'S FUNDS

ASUO-Recognized Student Organization can utilize their organization's funds by submitting a Request to Purchase form on behalf of their organization (excluding for travel purchases). This form will notify ASUO Finance and professional staff about your intention to make a purchase and will collect the necessary information needed to make it.

To complete a Request to Purchase form, you will need the following information:

- The name and index number of your student organization
- A clearly defined business purpose for the proposed purchase (see [page 32](#))
- The exact line item within your budget from which the purchase will originate
- A detailed description of the service being provided (including duration, location, date, time, and other details), if the request involves paying a speaker, performer, or caterer. This description must be sufficiently comprehensive such that an independent third party could ascertain all parties' obligations without the need to go outside of the description for clarification.





- A completed W-9 Form (W-8 for non-US residents) if the request involves paying a speaker, performer, or vendor who has not previously contracted with the university. This form needs to be submitted by the person or business directly to a secure upload site on the ASUO website. The website is located [here](#).
- A document which identifies the precise item(s) to be ordered and the cost for each, if the request is either for a purchase order or for an online purchase of goods for shipment
- An invoice or cost estimate, if the request is to pay a UO-based vendor (catering, scheduling, printing)
- A printing waiver, if the request involves printing from a vendor which is not UO Printing
- A catering waiver, if the request involves food from a vendor which is not University Catering (pizza and food not available through University Catering is excluded)
- For personal reimbursements: an itemized invoice which details: the name of the vendor, the date, a list of each individual item purchased, and the total cost (must be requested within 30 days of purchase)
- A copy of your student ID, if the request is for a personal reimbursement
- For transfers/co-sponsorships: the receiving organization's name, index number, line item (if relevant), and contact person

**The Request to Purchase form can be found on the [Student Government Engagement and Success Engage Page](#).**

# WRITING A BUSINESS PURPOSE

A business purpose is a written intention to purchase goods on your Request to Purchase form that includes what the goods or services you intend to purchase are, their purpose or scope, and the date/time/location/number of attendees of the relevant event or activity.

## EXPECTED COMPONENTS

Vendor and cost

Purpose of expenditure

UOJournal wishes to pay UO Print Services \$982 to print our winter issue which will be distributed to 1000 recipients. The issue is set to publish on January 15.

Number of students receiving (attending if it is a physical event)

Date (location/time if it is a physical event)

## OTHER EXAMPLES

- FunClub is purchasing beach towels, sunscreen, and sunglasses from Amazon to support our 7pm May 10 Fun in the Sun Event on the EMU Green. All students are invited and we expect to give away 100 items. We wish to have the supplies ordered online and delivered. Total cost \$113.74.
- Justice Org wishes to provide Track Town pizza and salad at our Flock Party tabling event where we will recruit new members, from 4:00-6:00pm on October 6 on the EMU Green. 50 students expected to attend. We will pick the food up from vendor. Total cost not to exceed \$80.

# TYPES OF FUNDS IN A BUDGET

Student organizations may have multiple funds in their student organization budget that are revenue from sources outside of the Incidental-Fee. All student organization funds are managed by ASUO Finance and must adhere to UO Policies and state and federal law. Additionally, most funds managed by ASUO must also follow ASUO Policies. A list of ASUO Policies can be found on the [Common Expenditure Rules page](#) on the ASUO Website.

## INCIDENTAL (I-FUND)

Funds allocated to a student organization through ASUO. These funds do not rollover the next fiscal year and must adhere to ASUO and UO policies.

## EVENT (E-FUND)

Event revenue is money raised using the I-Fund, often from tickets sales revenue. These funds rollover to the next fiscal year if they are not spent and must adhere to ASUO and UO policies.

## GENERAL (G-FUND)

General Fund is a term used to describe money allocated to departments from tuition and fees and from the State of Oregon. Departments may use these funds to co-sponsor student organizations' programming or administrative expenses. General Funds need to be kept separate from other monies due to certain rules and restrictions. They also must be spent in adherence with department specifications that were established when the funds were allocated. If the department does not request that any unspent funds be returned, these funds rollover to the next fiscal year. All General Fund allocations must adhere to UO policies.

## NON-EVENT (N-FUND)

Non-Event revenue is money collected from fundraising. ASUO Rules prevent the use of I-Funds for fundraising activities. Common fundraising activities of ASUO-Recognized Student Organizations include off-campus bake sales, dues/deposits paid by members, restaurant proceeds, or funding awards sourced by off-campus organizations. These funds rollover to the next fiscal year if they are not spent and must adhere to UO policies.



## DESIGNATED (RESTRICTED) DONATIONS (D-FUND)

Designated donation revenue is money either donated from outside sources or transferred from the UO Foundation which has a specified intent. Deposits into the D-Fund can only be from private donors. As with all funds managed by ASUO, D-Funds may not be used to buy alcohol. D-Funds rollover to the next fiscal year if they are not spent and must adhere to UO policies.

## UNRESTRICTED DONATIONS (U-FUND)

Unrestricted gift revenue are donated funds from third parties where the use of funds is not specific or restricted by the donor and/or money is transferred from the UO Foundation. Deposits into the U-Fund cannot be from government agencies, co-sponsorships, or any endeavor in which the donor receives benefits (such as advertisements.) These funds may never be used to buy alcohol. These funds rollover to the next fiscal year if they are not spent and must adhere to UO policies.

Other types of funds, such as Trust Funds (T-Fund) are uncommon to student organizations. If your organization has questions about the T-Fund, please visit the [ASUO Website](#) or contact ASUO Finance.

To see whether or not your student organization has funds other than the Incidental Fund, open your organization's ledger and click on the "Fund-Summary" tab at the bottom of the spreadsheet.

# PURCHASING METHODS

ASUO-recognized student organizations have several methods by which they may work with ASUO Finance to purchase goods or services from vendors.

## PURCHASE ORDER

A University Purchase Order (PO) is a guarantee of payment in person to a vendor that the university pays out with the vendor's preferred form of payment. If the vendor is an external vendor, meaning it is not a university service provider, the payment requires a Purchase Order. ASUO Finance creates a hard copy form that a student organization brings to a vendor in order to pick out or pick up the purchase.

If the vendor is a university service provider, funds are transferred from the student organization directly to the service provider and do not require a hard copy form.

### TIMELINE

1. Student organization chooses a vendor and confirms that they accept UO POs.
2. Request to Purchase form is completed and upon approval ASUOF gives the go ahead to start the long form PO process (if the vendor is external).
3. Long form PO is given to the vendor upon payment in person and a invoice or receipt is given to the student org.
4. An invoice or receipt is turned in to ASUO Finance by the student org.
5. ASUO Finance works with the UO to pay the vendor using their preferred payment method.

### HIGHLIGHTS

- Allows your organization to "shop" and select goods or food on site
- Over 75 commonly used vendors
- Does not bear a personal financial risk or require purchaser to use personal funds
- ASUOF's preferred method of payment

### CHALLENGES

- Requires you to plan ahead & visit vendor in person
- Purchase is limited to:
  - list of items printed on PO
  - amount of funds printed on PO
- May not be used with Instacart, GoPuff, or other delivery services

# ELECTRONIC PURCHASE WITH ASUO CREDIT CARD (P-CARD)

The ASUO Finance Credit Card (known as the P-Card) allows student organizations to pay for goods electronically from vendors and is purchased by SGES Professional Staff on behalf of the student organization.

## TIMELINE

1. Student organization chooses items from online vendor that they would like to purchase.
2. Student organization fills out Request to Purchase form with an estimate of items they wish to purchase and links to the items.
3. If necessary, an organization has the option or will be asked to meet with an SGES professional staff to select goods online by making an appointment.
4. Items will be ordered and once they have arrived organizations will receive an email to pick them up from the ASUO Suite (EMU 004).

## HIGHLIGHTS

- Works best for online payments and orders (cannot be used to make purchases in person)
- Works very well for purchases of specific items found online and electronic invoices provided to you by a vendor
- Does not bear a personal financial risk or require purchaser to use personal funds

## CHALLENGES

- May not be used for food
- Requires you to plan ahead if goods are being shipped
- If the item you found is out of stock online, we will contact you to determine if you wish to replace it
- If goods are shipped, we require they route to ASUO so that we may confirm receipt
- Cost may not exceed \$4,999

# SERVICE AGREEMENT OR PURCHASE ORDER FOR SERVICE

A purchase method by which the terms of a sale or a service are outlined and endorsed by the university and vendor well in advance of the sale or service, and the vendor receives payment after completion of the service.

Whenever university funds are being exchanged for the service(s) of a vendor outside the university, a legal agreement must be created. Student organization leaders are not authorized to enter into agreements on behalf of the university and should instead consult with ASUO Finance well in advance of the creation of any agreements which require a signature.

## TIMELINE

1. Student organization chooses a performer/speaker/facilitator fees.
2. Student submits Purchase Order form for Services Fees 6 weeks or more in advance of expected date of services.
3. ASUO Finance reviews request to ensure that purchase aligns with ASUOF and University policy.
4. PO Request is approved actual contract is made afterwards. This is the actual form used for payment.
5. Student org informs us that vendor completes their services. Payment is sent out 2-3 weeks after.

## HIGHLIGHTS

- Does not bear a personal financial risk or require purchaser to use personal funds

## CHALLENGES

- Only way to pay for speakers, performances, and non-UO building rentals.
- Any purchase over \$5,000 requires a contract to be made
- Large timeline, vendor may not be approved or have issue receiving payment
- W9 or W8 is usually required to set up vendors before

# PERSONAL REIMBURSEMENT

Personal Reimbursement is a process in which an individual buys goods, food, or services for the purpose of their student organization and is reimbursed after the related event or activity has occurred within 30 days of the purchase.

Reimbursement is NOT a guaranteed option. Reimbursement for any costs must adhere to ASUOF and University policy.

## TIMELINE

1. Student uses personal funds to purchase an item, good, or service for the purpose of their student organization.
2. Student submits Request to Purchase form with purchase information WITHIN 30 days of purchase.
3. ASUO Finance reviews request to ensure that purchase aligns with ASUOF and University policy.
4. Request for personal reimbursement is approved.
5. Funds are mailed to student's mailing address or direct deposited based on student's preferences in DuckWeb.

## HIGHLIGHTS

- Most flexible method as it requires little advanced planning.

## CHALLENGES

- Only available to UO affiliates (students/faculty/staff)
- ASUOF cannot evaluate whether the purchase adheres to policies/procedures until after you pay
- Option is inequitable to persons who cannot afford to pay out of pocket
- UO policy requires payee to request reimbursement within 30 days of payment. Cannot be reimbursed after this timeframe.
- This option is least recommended by ASUO Finance as they cannot ensure reimbursement.

# COMMON VENDORS

ASUO Finance keeps a running list of common vendors that accept University Purchase Orders. Please note, this is not a comprehensive list and may be subject to change.

## UO INTERNAL VENDORS

- Emerald Media Group
- Emerald Photobooth
- Fresh Corner Market
- Ford Alumni Center Scheduling
- Knight Campus Events

## EXTERNAL VENDORS - FOOD (GROCERS & RESTAURANTS)

- 541 Sushi
- Alma Catering
- Barlotti's
- Baazar International Market (Corvallis)
- Boba Head
- Bon Mi
- Cafe Yumm
- Carte Blanche Catering
- Chacha's Hawaiian Grill
- Chef Becky Catering
- Day & Night Boba Tea House
- Dominos
- EDKH Eugene
- El Kora
- Everngreen Indian Cuisine
- Flourish Spices and African Food LLC (Salem)
- Glenwood Restaurants
- Hawaiian Time
- Jersey Mikes
- Kkoki Korean BBQ
- MBOSQ
- Makeda's
- Manapua Man
- Market of Choice
- Maynilla Filipino Cuisine
- Pastini
- Pegasus Pizza
- Philyaw's Cookout
- Prince Puckler's
- Royal Indian Cuisine
- Shield Bistro & Catering Kitchen
- Springhouse
- Subway
- Sunrise Asian Market
- Sweet Life Patisserie
- Sweet Life Petite
- Taste of India
- Tasty Thai
- The Rabbit Hole
- Track Town Pizza
- Vishnu India Imports Eugene

## EXTERNAL VENDORS - GOODS (APPAREL)

- Eugene Silkscreen
- McKenzie SewOn
- Morel Ink
- Mytprint
- Oregon Lithoprint
- Printwear of Oregon
- Threadbare
- Triangle Graphics
- Webfoot Screen Printing
- Willamette Valley Awards

## EXTERNAL VENDORS - GOODS (SUPPLIES)

- Best Pots
- Books with Pictures
- Chase Flowers & Gifts
- Destination Events Inc.
- Eugene Weekly
- Hirons
- Jerry's Home Improvement
- Mama Pauline African Market (Portland)
- Oregon Promos
- Parties To-Go
- Reflections Event Entertainment
- Smith Family Bookstore
- Sticker Mule
- Stor It All
- The Duck Store

## OTHER VENDORS

- Enterprise
- City of Eugene Recreation  
Department RiverHouse
- Oregon Korean Performing Arts
- Wildlife Safari

## VENDORS THAT DO NOT ACCEPT POS

- Carniceria Lupita
- Chipotle
- Costco
- Dollar Tree
- Fred Meyers
- Goodwill
- Grocery Outlet
- Home Depot
- Jamba Juice
- Jo-Ann Fabrics
- McDonald's
- Panda Express
- Safeway
- Staples
- Target
- Walmart
- Whole Foods
- Winco

# ANNUAL BUDGET PROCESS

The ASUO Budget Process is an annual process that all ASUO recognized student organizations have the opportunity to participate in. Budgets are submitted on behalf of the student organization to the Programs Finance Committee (PFC) and PFC allocates money to your organization through a “Budget Hearing”. The funds that are allocated to student organizations come from the Incidental Fee, an annual fee that all students are charged. For information on how to submit a budget please see [page 18](#).

## TIMELINE

**START OF FALL TERM**

Programs Finance Committee (PFC) tags send out information on how to submit a budget via Engage.

Your organization’s tag, or your organization’s committee liaison, will communicate with your officers listed on Engage on how to submit a budget request. Each year, PFC officers have a set due date by which they must communicate with organizations on how to submit a budget.

Student organizations meet with their PFC tag prior to submitting a budget request (required).

**EARLY FALL TERM**

All student organizations are required to meet with their PFC tag before they submit a budget request to talk about budgetary expectations and to answer any questions you may have.

**EARLY NOVEMBER**

Budget requests are due via Engage.

Budget requests are due by all organizations in early November. This is to ensure that ASUO Finance has ample time to review your organization’s budget request and send it back to you to make any administrative revisions.

**Budget Hearings****NOVEMBER - JANUARY**

November through January (excluding during Winter Break), PFC reviews and makes budgetary decisions through Budget Hearings. All student organizations are asked to schedule a Budget Hearing with PFC during their tag meeting. In your budget hearing, organizations have about 5-10 minutes to explain their budget to the committee and the committee makes a budget decision.

**LATE JANUARY****Appeals Hearings**

After all organizations who submitted a budget request have been heard by the committee, student organizations have the opportunity to appeal their budget to the committee if they were displeased with what PFC was originally able to allocate them. The Appeals Hearing is set up similar to the Budget Hearing, and will be your organization will be asked to explain new changes or information that happened from the time of your last hearing.

**Final Budget  
recommendation made****FEBRUARY**

In early February, ASUO Student Senate will convene to make their final budget recommendation to the ASUO President and the UO President.

Please note, exact dates of the budget process change year to year. For specific due dates, please check the [ASUO website](#) or refer to your organization's PFC tag.

# SURPLUS AND INTERNAL TRANSFER PROCESS

ASUO-recognized student organizations are eligible to receive funds from the I-Fee surplus account internally transfer funds between line items in their annual budget. For any surplus requests and internal transfer requests that are transferring more than \$499, student organizations must receive permission from ASUO Student Senate.

## SURPLUS REQUEST

Necessary for when your organization would like to request additional funding for the current fiscal year and your organization has already been through the budget process at least once.

**Step 1:** If the request is over \$1,000, meet with a Senator by accessing the [ASUO Officer Hours Schedule](#).

**Step 2:** Submit the [Surplus & Internal Transfer Request Form](#) on the ASUO Student Senate Engage page at least 3 weeks prior to submitting a Request to Purchase form (RTP).

**Step 3:** Have your request heard at Senate. Both Senate and ASUO Pres must approve.

**Step 4 (if granted):** Complete a Request to Purchase or Intent to Travel Form.

## UNALLOCATED RESERVE REQUEST

Necessary for when your organization would like to request additional funding for the current fiscal year and your organization has not already been through the budget process at least once (i.e. your organization was recently recognized by ASUO). Note: Senate can decide to fund any new organization through Surplus instead of Unallocated Reserve if better fit.

**Step 1:** If the request is over \$1,000, meet with a Senator by accessing the [ASUO Officer Hours Schedule](#).

**Step 2:** Submit the [Surplus & Internal Transfer Request Form](#) on the ASUO Student Senate Engage page at least 3 weeks prior to submitting a Request to Purchase form (RTP).

**Step 3:** Have your request heard at Senate. Both the Senate and ASUO President must approve.

**Step 4 (if granted):** Complete a Request to Purchase or Intent to Travel Form.

# INTERNAL TRANSFER REQUEST

Necessary for when your organization would like to transfer over \$500 between line items within your budget or less than \$500 into a new line item.

**Step 1:** If the transfer request is over \$1,000, meet with a Senator by accessing the [ASUO Officer Hours Schedule](#).

**Step 2:** Submit the [Surplus & Internal Transfer Request Form](#) at least 2 weeks prior to submitting a Request to Purchase form (RTP).

**Step 3:** Have your request heard at Senate. Both the Senate and ASUO President must approve.

**Step 4 (if granted):** Complete a Request to Purchase or Intent to Travel Form.

## SOLS TIPS FOR SUPPLEMENTAL FUNDING

- Supplemental funding must originate with Student Senate.
- All ASUO orgs, regardless of whether they are currently funded, are eligible to receive supplemental funding.
- Senate meetings occur weekly on Wednesday evenings at 7pm, excluding university holidays and finals weeks.
- The Senate agenda is set by the Senate President.
- During your organization's Senate hearing, you will be asked to explain your request and answer any questions Senators may have.
- Ensure time is on your side. The earlier the request is submitted, the better for your organization's purchasing timelines!



# FUNDRAISING

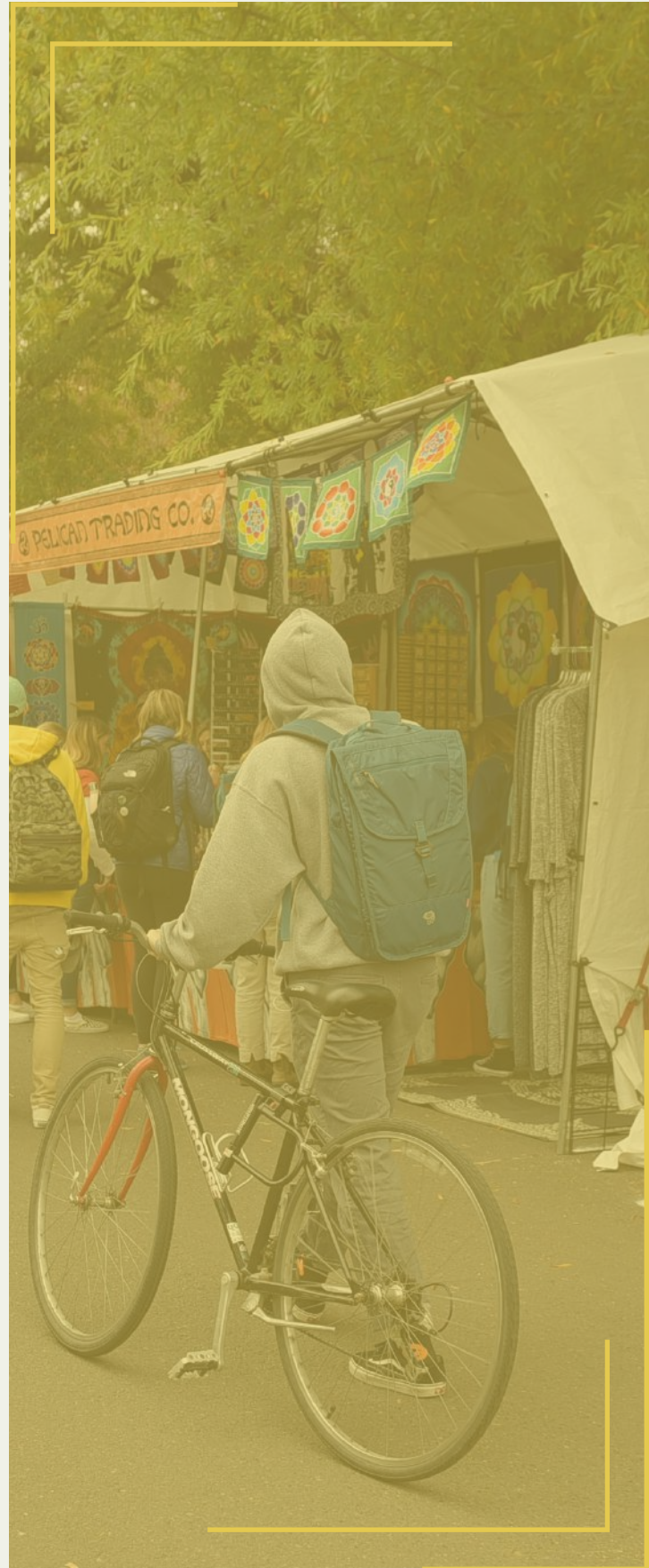
Student organization may seek donations that raise money for their organization or a related service. “Fundraising” refers to student group events and activities which raise monies through activities. This may include the solicitation of donations, charging admission for events, or the sale or exchange of products or services.

All fundraising activity that student organizations participate in on campus, including the solicitation of donations, requires prior approval from ASUO Finance. The pre-approval form for fundraising can be found on the Student Government Engagement and Success Engage page.

## Common Fundraising Policies

- I-Fund must not be used to raise funds in order to avoid policies or rules.
- Proceeds from I-Fund activity (i.e. any events that use I-Fund dollars and collect money) must be deposited into E-Fund.
- I-Fund must not be used for charity or donations.
- Fundraising on campus must meet UO Policy and approval requirements.
- ASUO-Sponsored Events which require tickets are subject to controls and audit procedures.

For more information about fundraising, please visit the [ASUO website](#).



# STUDENT ORGANIZATION TRAVEL

ASUO-recognized student organizations are required to go through the ASUO travel process for all official, business related student organization travel, even if the trip does not incur any costs to the student organization or university. Some examples of travel that requires a student organization to go through the travel process are if you are going somewhere on a plane, if you are driving your own car, if you are renting a vehicle, or if you are going on day trips outside of your “home” campus or local area. The travel process must be started at least six weeks in advance for most situations but ASUO Finance recommends that you begin the process for your organization as early as possible.

## STEP #1: INTENT TO TRAVEL FORM

The purpose of the Intent to Travel form is to identify your organization’s intention to travel. This form is required for all travel related activities regardless of whether you use ASUO managed funds to pay for travel-related activities. This form can be found on the Student Government Engagement and Success Engage page.

In addition, this form also:

- Verifies proposed activity as allowable under ASUO and University policies
- Ensures student organizations are aware of complex travel rules/policies
- Collects university required data in case of unexpected issue. natural disaster
- Note: Intent to Travel form can be submitted prior to approval of one time funding.

## STEP #2: TRAVEL REQUEST FORM

The purpose of the Travel Request form is to receive approval of the travel logistics such as who is traveling, how your organization plans to travel, how your organization is paying for travel, etc. This form can be found on the Student Government Engagement and Success Engage page.

In addition, this form also:

- Requires approval of the Intent to Travel form ahead of submitting a Travel Request form
- Ensures proper planning to pay for travel expenses has been made (through your org’s budget, transfer of funds, or surplus)
- Collects any new data since the Intent to Travel form was submitted (i.e. new traveler’s information)

## **STEP #3: MEET WITH TRAVEL FACILITATOR**

Once your organization's Intent to Travel form and Travel Request form have both been submitted and have received approval, your organization must make an appointment to book airfare and/or lodging with ASUO's on-campus travel facilitator within two business days of receiving approval of the Travel Request form. If an organization does not schedule an appointment with the on-campus travel facilitator within two business days, student organizations are required to start the travel process over.

## **STEP #4: HAVE A GOOD TRIP!**

## **STEP #5: REQUEST TRAVEL REIMBURSEMENTS (IF ANY)**

The purpose of the Travel Reimbursement form is to reimburse a student organization for costs paid out of pocket during a student organization travel activity which was pre-authorized before departure. This form can be found on the Student Government Engagement and Success Engage page.

In addition, this form also:

- Must be completed within 30 days of the conclusion of travel.
- Should be completed by the student seeking travel-related reimbursement
- Requires images of the student seeking travel-related reimbursement's student ID, an electronic image of the credit card used to pay for travel expense(s), images of the relevant itemized receipts, and a Folio receipt from the hotel if applicable.

Completion of the Travel Reimbursement Request form is the final action for student organization travel.

## **TIPS FROM SOLS**

- Always plan ahead. Running the risk of scheduling travel too late may result in your student organization not being able to travel.
- Create your own travel timeline. Deadlines vary by type of request.
- Lodging rental planning takes extra time; start this process as early as possible if your request includes this type of travel. The standard 6-week timeline may not be adequate.

# TRAVEL TIMELINES

Below are the related travel timelines to each kind of travel that a student organization may choose to utilize. Please note, it is strongly recommended to start the travel process earlier than the required timelines in the case of any impediments in the process. If you are unsure which travel timelines apply to your organization, please reach out to ASUO Finance.

<b>Step Needed</b>	<b>Action Required <u>at least 6 weeks</u> before departure for:</b>	<b>Action required <u>at least 4 weeks</u> before departure for:</b>	<b>Action required <u>at least 2 weeks</u> before departure for:</b>
<b>Step 1:</b> Get your trip pre-authorized by submitting an <b>Intent to Travel</b> form.	<ul style="list-style-type: none"> <li>• \$5,000+ travel reservations</li> <li>• Service agreements (e.g. charter bus)</li> <li>• Lodging</li> <li>• Airfare/train/shuttle</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle rental</li> <li>• University Motor Pool</li> <li>• Registration fees</li> </ul>	<ul style="list-style-type: none"> <li>• Request to use personal vehicle for university business</li> </ul>
<b>Step 2:</b> Use the <b>Travel Request</b> form to request trip-related registrations and reservations.	<ul style="list-style-type: none"> <li>• \$5,000+ travel reservations</li> <li>• Lodging</li> <li>• Service agreements (e.g. charter bus)</li> </ul>	<ul style="list-style-type: none"> <li>• Airfare/train/shuttle</li> <li>• Registration fees</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle rental</li> <li>• University Motorpool</li> </ul>

**Step #3:** Request Travel Reimbursements by submitting **Travel Reimbursement Request** within 30 days of travel conclusion.



# STUDENT ORGANIZATION EXPECTATIONS

## STUDENT ORGANIZATIONS STANDARDS

All students and student organizations are held to the University Student Conduct Code, which can be found [here](#). If a student feels that a member of their student organization violated the Student Conduct Code, they should file a report with the Office of Student Conduct instead:

<https://dos.uoregon.edu/make-report>.

## GRIEVANCE PROCESS

If a student leader is having an interpersonal conflict within a student organization or are experience an issue with a fellow student organization leader, a student leader may choose to report the issue to the ASUO Executive Director of Student Organizations through the “ASUO Student Organization Grievance Form” on ASUO Executive’s Engage page. All submissions from the form will be sent in confidentiality to the Student Conflict Resolution Center for resolution. For more information about the Student Conflict Resolution Center, please visit <https://scrc.uoregon.edu/>.



# HOW TO: EVENT PLANNING

SOLS recommends 8 steps to event planning that will support your journey in planning a successful event. Need extra support while event planning? Contact SOLS or fill out the [SOLS 1-1 Meeting form](#) on SOLS' Engage page.

## STEP #1: CREATE A GENERAL EVENT IDEA

First consider: what is the purpose of the event?

Is it to have fun, to bond with membership, to celebrate members, to learn, or another reason? Figuring out the purpose of your event can help guide you in the direction of what you want your event to entail.

You may also want to consider the feasibility of your event idea, the mission of your student organization, and feedback from your org's membership.

## STEP #2: CREATE A SMART GOAL OR OBJECTIVE

SMART goals are a great way to hold yourself accountable and complete goals in a timely manner.

SMART stands for the aspects of a goal you will want to include:

**S** – Specific: What is it that you want to achieve?

**M** – Measurable: How will you know when I have made progress towards your goal?

**A** – Attainable: Can you reasonable accomplish your goal in your given timeframe?

**R** – Relevant: Is this event relevant to your organization's mission?

**T** – Time-bound: What specific date will you give yourself to accomplish your goal or event?

Setting a SMART goal or objective before starting to plan your event will help guide the planning process and ensure that you are on track to have a successful event.

## **STEP #3: CREATE A BUDGET FOR THE EVENT**

Before your organization can begin purchasing items or initiating service agreements, your organization should ensure that you have the funds for the event ahead of time.

To request your student organization's ledger, you may contact ASUO Finance.

If your organization does not have sufficient funds for an event, you may be able to receive funds from ASUO Senate Surplus, transfer funds in your organization's ledger, or consider fundraising or collaborating with another organization. For more information, please see the 'Finances' section.

## **STEP #4: BUILD A TO-DO LIST**

SOLS recommends you keep a to-do list or task list that will hold you accountable to your goals and timeframe that you established with your SMART goal.

Not sure where to start on a to-do list? Check out the resource SOLS' template for event planning on SOLS' Engage page under 'Documents'.

## **STEP #5: DELEGATE**

Events are best planned when you work as a team! Once you have a to-do list established, make sure you include your team in the planning process by delegating or assigning tasks. This will help speed up the planning process and take a load off everyone's plate.

## **STEP #6: CREATE A MARKETING PLAN**

SOLS recommends that you post your event to Engage by inviting students to the event directly or using the Messaging feature (see [page 11](#)). On Engage, students can RSVP for your event, add the event to their calendar, and get more information. Other ways to advertise your event to students is posting on social media or posting physical flyers on campus.



## **STEP #7: CREATE AN EVENT OUTLINE**

Before your event begins, you should have a general timeline to your event.

Consider these questions:

- How much time do you need for set up/take down of your event?
- Is there anything that needs to be picked up or done day of that cannot be done prior to the event?
- How many people will you need to help with set up or take down? Can you think of responsibilities that can be delegated day of so far?
- How will the rest of your event go?

Once you have an established start and end time for the event, start mapping out when certain things will occur. For example, if you are hosting a movie night, you may want to mark out the designated time for people to get situated and get snacks or what time you will start the movie (this is likely different from the actual start time of the event).

## **STEP #8: HAVE A SUCCESSFUL EVENT!**

Don't forget to track attendance! See [page 13](#) for information on how to check out an ID Scanner from SOLS.

# SOLS EVENT PLANNING TIPS

- **Always plan ahead!**

For certain activities such as catering, service agreements, and travel, ASUO Finance sets specific deadlines for Request to Purchase forms or Intent to Travel forms to be submitted. And remember – the more that is planned out ahead of time, the more stress free your event will be the day of!

- **Involve your membership in the planning process.**

More students are likely to attend your event when they feel like they have a voice in the planning or decision-making process. If your executive board feels comfortable, try delegating tasks to members who want to be involved!

- **Use an event planner or to-do list as a brain dump.**

Planning events can be overwhelming. An event task list does not have to be formal, it can also be a place to get things off your mind or to remember in the future! Sometimes the best way to start planning an event is to get your thoughts typed or written out and go from there.

- **Stay organized!**

Utilize the documents section on Engage or Google Drive to keep documents in one place as you plan your event. This is useful in case you need to reference something or to keep notes for future events!

- **Need additional support?**

SOLS offers 1-1 event planning support in their office in CSI (EMU 213). Sign up for 1-1 meeting through the Student Organization Leadership Support Engage page or stop by during the SOLS' office hours listed on their Engage page.



# RENTING EVENT SPACES

The University of Oregon has many unique options for space rentals open to student organizations across campus, ranging from free rental to hourly rates.

## UO SCHEDULING AND EVENT SERVICES

UO Scheduling and Event Services facilitates the use of spaces inside the Erb Memorial Union, outdoor spaces, and some classrooms. To browse or reserve the spaces in these areas, student organizations can visit the [Scheduling and Event Services website](#). Most of the spaces are free for ASUO recognized student organization to rent if there are no necessary technology or equipment needs. Any technology, equipment, or labor charges will incur additional charges to the student organization. Have questions about renting these spaces? Reach out to UO Scheduling and Event Services by email [schedule@uoregon.edu](mailto:schedule@uoregon.edu) or by phone (541)-346-6000.

## E-SPORTS LOUNGE

Located inside the Erb Memorial Union, the E-Sports Lounge allows student organizations to rent the gaming space for a fee. This space has 25 gaming stations, a group gaming space, and three console stations including Nintendo Switch, Playstation 5, and Xbox. To rent the Oregon E-Sports Lounge, send an email to [uoesports@uoregon.edu](mailto:uoesports@uoregon.edu) with your desired date and time and the duration of your reservation.

## GREENHOUSES AND GARDENS

Some outdoor spaces are open for space rentals by student organizations such as the UO Research Greenhouse and the Community Gardens. To rent the UO Research Greenhouse for educational use, send an email to [scotmed@uoregon.edu](mailto:scotmed@uoregon.edu). For use of the Community Gardens such as the Grove Garden, email [grovegarden@uoregon.edu](mailto:grovegarden@uoregon.edu).

## JORDAN SCHNITZER MUSEUM OF ART

Jordan Schnitzer Museum of Art is an art museum located on campus that offers rental spaces in their galleries and banquet space. For more information, visit the [JSMA website](#) or inquire by email [jsmarent@uoregon.edu](mailto:jsmarent@uoregon.edu) or by phone (541)-346-6491.

## STUDENT RECREATION CENTER

The UO Student Recreation Center allows student organizations to rent PE and Recreation facilities such as studios, mat rooms, the Rock District, turf fields, pools, and gyms for a fee. To find additional information on the rental request form and rental rates, please visit the [UO PE and Rec website](#).

## BARTOLOTTI'S PIZZA BISTRO SPACE

Bartolotti's, located in EMU 046, offers rental space in their back room for groups looking to hold events. Rates are discussed on a case-by-case basis. To get in touch with Bartolotti's email [bartolottiscampus@gmail.com](mailto:bartolottiscampus@gmail.com) or connect by phone (541)-485-1275.

## MUSEUM OF NATURAL AND CULTURAL HISTORY

The Museum of Natural and Cultural History is an on-campus museum that has free access to galleries and offers guided tours. To request a tour for your student organization, fill out the [Group Visit Request Form](#).

## FORD ALUMNI CENTER

The Ford Alumni Center is an on-campus meeting space located near Matthew Night Arena. The Ford Alumni Center offers some meeting rooms ranging in capacity from 8 to 50 and a larger ballroom. Student organizations must pay a room rental and other equipment or labor fees to rent this space.

## OTHER SPACES

There are some off-campus options for renting event spaces such as the Lane Events Center, Lane Community College, and smaller meeting rooms. For a list of off-campus meeting spaces and event venues, please visit the [Eugene Cascades and Coast website](#).

# ADVERTISING YOUR EVENT

There are many marketing methods which will increase impact to the intended audience of your event advertising.

## UTILIZING SOCIAL MEDIA

Advertising on your student organization's social media platforms is one of the best ways to increase engagement outside of your membership. Instagram, Tiktok, LinkedIn are all platforms that have showed successful for organizations.

## POSTER ROUTE

Utilize CSI's paper route to hang posters around popular buildings across campus.

The Poster Route is a paid service that CSI offers. Cost is \$20 for student organizations. Fill out the [Poster Route Request Form](#) to request your poster distribution to campus poster boards at least one week before your event.

## DORM ADVERTISING

Student organizations can request for posters to be hung in residence halls and share a graphic to be shared on the University Housing main account story. Fill out the [Poster Request Form](#) at least 10 days in advance of desired posting date. and delivery posters to University Housing front desk in Justice Bean Hall. Email the desired IG story to [housocial@uoregon.edu](mailto:housocial@uoregon.edu) by Monday at 5:00 pm the week of your event. Check out the [University Housing - Partnering and Advertising page](#) for more information.

## ENGAGE EVENTS

By posting your event on Engage, you can have students RSVP, add the event to their calendar, and send out personalized email invitations. The more personalized the invite, the more likely it is for students to stop by your event! Refer to [page 12](#) for more information.

# RISK MANAGEMENT



When planning an event, always take into consideration any risks that the event poses. ASUO has a list of “Inherently Risky Events”, which include events that have any kind of physical activity, activities done outside of Eugene or Springfield, animals present at an event, or inflatables. For any inherently risky events, waivers are required for each participant. Your student organization will be responsible for turning them in to ASUO Finance after your event has completed.

While waivers may add an extra inconvenience to your event, they are vital to keeping your participants safe. Your student organization may consider requiring students to RSVP and fill out the waiver ahead of time or setting up a table where students can fill out waivers at the event and get a stamp to ensure everyone has filled one out.

To find more information about waivers or what is considered an “inherently risky event”, see the [Safety and Risk Services website](#). Find the downloadable waiver [here](#).

# EVENT RESOURCES

## CENTER FOR STUDENT INVOLVEMENT

Student orgs can check out materials from the Supply Nest (CSI- EMU 213) before an event for **free**. The Supply Nest has a wide range of items that can be checked out such as tables, board games, extension cords, megaphones, holiday lights, coffee dispensers, and more! To check out items complete the Supply Nest Request Form which can be accessed from [CSI Resource Center's Engage page](#) and the [UO CSI website](#). All materials must be picked up at and returned to the CSI front desk.

You can also donate reusable event items and décor to the Supply Nest.

Students may also utilize the Event Supply Exchange, which provides disposable or one-time use supplies such as paper plates, utensils, Ziploc bags, and more. Before buying disposable supplies for your event, check with CSI to see if these resources are already available. Student organizations also may choose to donate disposable supplies if they did not get used during their event to CSI.

CSI also offers the Craft Room, which is a space where student organization can utilize craft supplies for organization related purposes such as advertisements.

Have questions about these resources? Contact CSI by email [csi@uoregon.edu](mailto:csi@uoregon.edu) or by phone (541)-346-6138.

## ASUO EXECUTIVE CO-SPONSORSHIPS

ASUO Executive often offers a supplemental funding process through their budget to co-sponsor events with student organizations. Student organizations apply for the funding through the ASUO Executive Engage page and they will be contacted by the ASUO Executive Director of Student Organizations for further discussion and approval of the request.

## STUDENT ORGANIZATION LEADERSHIP SUPPORT

Student Organization Leadership Support can provide 1-1 support with events and planning for student leaders and organizations. To set up a 1-1 meeting to talk with a SOLS teammate, visit the [Student Organization Leadership Support Engage page](#).

# UNIVERSITY TICKET OFFICE

The University Ticket Office is a resource for student organizations looking to sell tickets to an event held on or off campus. The University Ticket Office has control over the printing, distribution, and sales of all tickets for events and raffles by UO student organizations (including all advance and at the door ticket sale).

This will allow student organizations to collect ticket sales in one place from student organizations and the general public that can easily be transferred into the student organization's budget. To work with the UO Ticket Office for an event, you can find the Event Intake Form on the [Ticket Office website](#).

## **Ticket Sale Rules:**

- Pre-printed tickets are required for advance sales and/or for the admission to events with an expected attendance of over 200 people.
- Ticket sales requests for advanced ticket sale events should be made at least one month prior to the event and a request for an event cashier needs to be made at least 15 days in advance.
- There must be at least one person, no more than two, from the student organization acting as liaisons for the ticket office in charge of the tickets.
- UO Student tickets are 20% less than the lowest general public price.
- Only UO event cashiers can collect money, sell tickets at ASUO events.
- An event cashier costs \$10 per hour, however, the cost of a cashier is subsidized for ASUO recognized student organizations.

# UNIVERSITY CATERING

Student organization can work with University Catering to get catering for their events through the UO Catering website or by phone. University policy states that student organizations must use University Catering for events occurring facilities owned or leased by the university. An exception is allowed for organizations who have received prior written approval to bring food, refreshments, and/or beverages to campus from a vendor other than University Catering. Exception requests are due at least 15 working days prior to the event and can be submitting using this link: <https://catering.uoregon.edu/waiver>. For a full list of catering options that University Catering provides, [click here](#).

# HOLDEN CENTER

The Holden Center offers workshops for student organizations for free on a variety of topics ranging from team building to civic engagement. To request a workshop from the Holden Center for your organization, visit the [Holden Center website](#).

# MOVIE LICENSING

If your organization decides to show a movie as part of an event or meeting, it is likely that the showing the movie requires proper licensing if it is not shown in a classroom setting or as part of a syllabus. Movie licensing costs an additional fee to student organizations and differ depending on how recent the movie was produced and other factors. When planning an event that includes a movie screening, SOLS recommends that your organization plans ahead by adding additional planning time to secure a movie license. All movies show on campus in a public screening must have a movie license.

## HOW TO FIND MOVIE DISTRIBUTERS

Most films, old and new releases, are distributed by Swank Motion Pictures and Criterion Pictures. UO does not work directly with distributors such as Paramount, Twentieth Century Fox, MGM, Warner Brothers, and other major film distributors because these distributors strictly deal with theatrical screenings in movie theaters. UO is considered a nontheatrical venue, therefore nontheatrical distributors must be used on campus.

Check with Swank Motion Pictures and Criterion Pictures to determine whether or not the movie your organization wants to show is distributed by these two distributors. If neither Swank Motion Pictures nor Criterion Pictures has the film, you may choose to use the Internet Movie Database. Here, you can look up the title of the film and click on “company credits” to find the name of the original distributor of the film.

If your organization has found a film that is distributed by Swank Motion Pictures, contact the Director of CSI Mandy Chong ([mchong@uoregon.edu](mailto:mchong@uoregon.edu)) to receive the current pricing agreements between Swank Motion Pictures and the university.

For more information on the copy right info for movie screenings, visit the [Student Organization Leadership Support Engage page](#) under ‘Documents’.

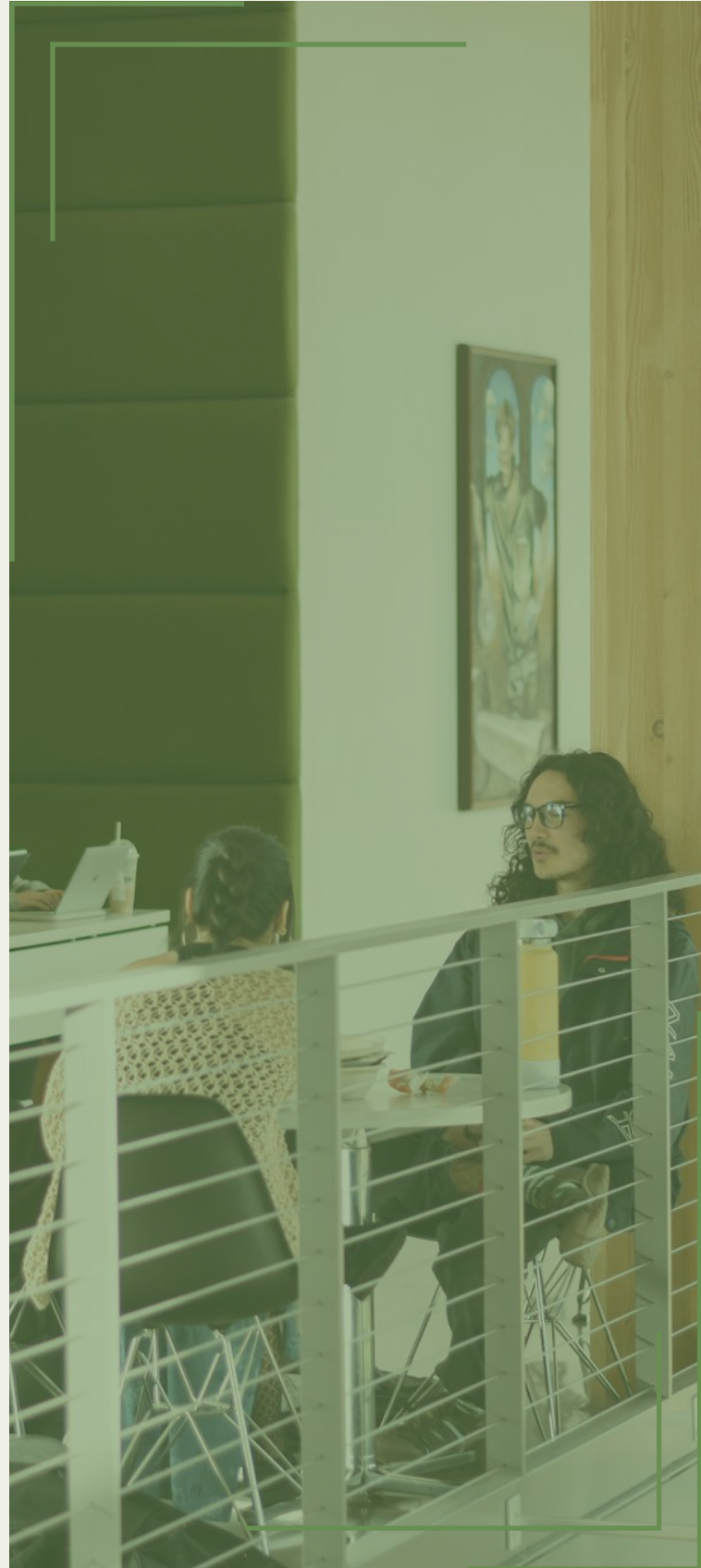
# BRANDING GUIDELINES

UO Marketing and Brand Strategy is responsible for making decisions regarding the use of University logos on student organization marketing or apparel.

**Student organizations cannot use the “O” for marketing, identity, or advertisement purposes unless special one-time permission has been given from UO Marketing and Brand Strategy.**

If your student organization would like to order merchandise with any of the UO registered logos such as the seal, mascot, webfoot, or other official designs, organizations are asked by UO Marketing and Brand Strategy to email [uobrand@uoregon.edu](mailto:uobrand@uoregon.edu) with the concept of the merchandise, type of apparel, and the plans for its use. Once use of the design has been granted, student organizations may only use the merchandise for their members and not use it to raise money or fundraise.

For more information, see the [University Communications Oregon Brand Guide website](#).



# SUSTAINABILITY

Keeping sustainability in mind when hosting events and meetings for your student organization is important for reducing your organization's environmental impact. Keeping our campus clean and safe starts with making sure we can coordinate with the services designed to help. In this section, we will cover resources for keeping your events and projects sustainable in your student organization.

## ZERO WASTE PROGRAM

The Zero Waste Program at the UO can help with **cleanup** of a significant quantity of materials after an event as well as advice about sustainably setting up events. Contact the Zero Waste Event Services team by phone (541)-346-2354 or the Work Control Center by email [workcontrolcenter@uoregon.edu](mailto:workcontrolcenter@uoregon.edu).

## UO CATERING

Catering with a buffet style and serving drinks with fountains reduces single-use disposable packaged food. UO Catering also supplies reusable utensils. Have questions about sustainability and UO Catering? Reach out to UO Catering by email [catering@uoregon.edu](mailto:catering@uoregon.edu) or by phone (541)-346-4303

## LANE COUNTY

Lane County has a Dishware Loan Program and a Recycling Bin Loan Program for events. Pickup and drop-off times Monday-Friday. For more information, check out the [Lane County website](#) or contact them by phone (541)-682-2059.

## MATERIALS EXCHANGE CENTER FOR COMMUNITY ARTS

Materials Exchange Center for Community Arts (MECCA) sells second-hand craft supplies as well as accepts donations. Have questions? Contact MECCA by email [info@materials-exchange.org](mailto:info@materials-exchange.org) or by phone (541)-302-1810.

## CSI SUPPLY NEST

See [page 57](#) for more information on the CSI Supply Nest.

# ACCESSIBILITY

A key value of being a University recognized organization on campus is accessibility. This means creating inclusive communities and spaces for all students on campus regardless of race, gender, sexuality, age, or disability.

## ACCESSIBLE EDUCATION CENTER

The Accessible Education Center offers resources for student organization and campus events such as sign language interpreting, workshops, and a complete [guide to planning accessible events](#) that can be useful for student organizations. To find more information, check out the [Accessible Education Center website](#).

## MULTICULTURAL CENTER

The Multicultural Center is located in the Erb Memorial Union and houses many of the affinity groups and student unions on campus. The MCC is a great resource for educational and cultural workshops, diversity programming, as well as a full resource library of books and videos. More information can be found on the [Multicultural Center website](#).

## OTHER RESOURCES FOR ACCESSIBILITY:

- Black Cultural Center
- Women's Center
- Men's Resource Center
- Many Nations Longhouse
- LGBTQ Education Support Services
- Student Veterans Center
- Nontraditional Student Union

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