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* For more information and policies related to Event Planning, please visit the OSA website (https://ese.syr.edu/studentactivities)

Recognition and Resources

Registered Student Organization (RSO) Communities

(These categories are used for search optimization in the "Cuse Activities portal. Groups can have more than one identifier and can self select multiple categories.)

Academic Department: This community of organizations' primary purpose is centered within an academic department or program at Syracuse University.

Art and Entertainment: This community of organizations' primary purpose is the creation and/or presentation of visual arts, student performances, or events and programs featuring off-campus talent.

Cultural/International: This community of organizations' primary purpose is the creation of opportunities that explore cultural, social, and service aspects of various cultural and international groups.

Governance: This community of organizations' primary purpose involves serving as representatives of the student body to the University community and/or providing advice to faculty and administration.

Honorary: This community of organizations promotes scholastic excellence and deep involvement in various academic areas.

Media/Publication: This community of organizations is comprised of students who practice the creation and presentation of print, broadcast, and/or electronic media.

Political/Advocacy: The community of organizations' primary purpose supports or opposes specific ideology, political thought, or political causes.

Professional: This community of organizations' primary purpose is to help students prepare for particular professions after graduation.

Religious: This community of organizations' primary purpose is worship, devotion, prayer, meditation, or study of religious concepts. These organizations are required to be registered with Hendricks Chapel in order to also be registered as an RSO.

Service: This community of organizations provide learning opportunities for students in the areas of community service and volunteering - locally, regionally, and nationally.

Special Interest: This community of organizations offers students opportunities to get involved in a variety of activities not generally offered in any other category.

Please visit studentactivities.syr.edu for a full list of organizations affiliated with each community.

Funding Categories

Event Based/Performance- Groups in this category can only request funds in order to host events. Events can be seen as:

a. Arts/Theatrical (Student Performance based)
b. Cinema
c. Community Service
d. Entertainment (Concerts, comedy, parties/festivals)
e. Educational
f. Speakers
 Source: SA Finance Code

A large number of our organizations fall under this funding category. Just like the supply based groups, the events the organization requests funds for must be related to the main mission of

the organization. For example, a culturally based group whose mission is to raise awareness of their culture on campus can only request funds for events that promote that culture.

Performance based groups typically apply for funding their student based shows that are related to the mission of the organization.

Any professional organizations that fall under this category, typically only request funds to attend related conferences and professional development opportunities like workshops and guest speakers. Very rarely, if at all, do these organizations get approved for money to host parties, concerts, etc. Organizations in this category can utilize any type of funding. For different types of funding please refer to "Funding and Finances".

Supply Only- Groups in this category can only request funds to order supplies. The supplies requested must be related to the main purpose of the organization. For example, a club that builds racecars can only apply for funding for parts to build their racecar. Most groups that are supply only use semester allocation funding in order to order supplies for each semester. For more on semester allocation funding, please refer to "Funding and Finances". Special programming can be used, but it is preferred if the organization uses semester allocation

Publication- Organizations that fall in this category typically have a media/publication classification under their organization. Publications include:

a. Comedy
b. Culture
c. Entertainment
d. Informative
e. Newspaper
f. Other, as determined by the Finance Board
Publications can only request money that is related to producing their publication.

Publications organizations usually has the head of budgeting for OSA as their consultant. Funding for publications can only be requested through Semester Allocation funds. Please refer to "Funding and Finances" for more information. The Publication Guide for Student Organizations can be found on the OSA website: [Publication Guide](#)

Operating - Organizations in this spending category may request funding once per academic year for their organization operational expense. This includes but not limited to supplies, equipment, entertainment, space, etc.

RSO Community Rights

1. Student Activities Organization Consultants: All RSOs have the right to work with an Organization Consultant from the Office of Student Activities to help plan events and programs, negotiate contracts, create publicity and marketing campaigns, assist with officer selection and transition, and promote understanding of both University and governing body policies and procedures. RSOs should expect the following of their Organization Consultant:
   a. Support and advocacy for student rights and responsibilities
   b. Collaborative partnerships that nurture and facilitate development and growth
   c. An environment of trust, fairness, and mutual respect
   d. Open dialogue, feedback, and listening
2. Use of Syracuse University's name as part of the organization's name to denote location. For example, "Bowling Club at Syracuse University" is acceptable, while "The Syracuse University Bowling Club" is not allowed. Use of SU trademarked words such as, but not limited to, "Orange" and "Otto" is prohibited for

RSO's. Groups established prior to 2019 have been granted one time exceptions.
3. Use of Syracuse University facilities, services, and resources
4. Sponsorship or promotion of activities on University property
5. Distribution of literature, posters, banners, or organization print materials consistent with the Campus Posting Policy and the Code of Student Conduct
6. Listing in University publications
7. Eligibility to be considered for awards or honors presented to recognized student organizations and their members
8. Eligibility to apply for Student Activity Fee funds consistent with the rules and procedures of the Student Association and Syracuse University
9. Eligibility to fundraise on campus through approved programs and activities
10. Access to training programs, leadership opportunities, advising, resource referral, and contract negotiation by the staff of the Office of Student Activities
11. Assistance with program development, implementation, and assessment from Student Centers and Programming Services, Office of Student Activities, and other University offices

RSO Community Responsibilities

- Adhere to all applicable University Policies, including but not limited to the Code of Student Conduct, the RSO Handbook and Recognized Student Organization Policy
- Complete the annual Re-Registration process
- Groups must adhere to the updated constitution that was submitted as part of the RSO re-registration process that is concurrent with the academic year.
- Become familiar with University policies and procedures that govern the RSO community

- Maintain an active and accurate presence on 'Cuse Activities, including membership, advisor contract, and current constitution
- Serve as an ambassador for your individual organization as well as the RSO community
- All recognized student organizations should operate and conduct communications under the premise of a university sanctioned "syr.edu" email. This will include student emails.
- Should practices and responsibilities conducted by RSO not be reflected in the most updated & approved RSO constitution, OSA reserves the right to apply the appropriate section of the Student Association (SA) constitution related to the incident, until changes have been made and properly voted upon by RSO.

Guest Policy

The policy and procedure related to guests exists to allow students to host guests at events in a manner that does not infringe upon the comfort and rights of other students and maintains an appropriate level of safety and security at event venues. There may be times when the guest policy may be restricted or modified, or when deemed necessary for safety, security, or public health emergencies.
The Office of Student Activities reserves the right to restrict or limit the attendance at any event hosted by either the department or a Registered Student Organization (RSO) at any time. Any student who plans to host an external guest (an individual who is not a Syracuse University or SUNY ESF student) should refer to the specific attendance policy of the event they plan to attend and follow any procedures outlined. This may include providing advance notification of the external guest to either the Office of Student Activities and/or the RSO.

Students and Recognized Student Organizations (RSOs) are responsible for the behavior of their guests. RSO members are responsible for informing all guests of OSA policies, University policies and local laws. If the University terminates its permission for guests for any reason, guests must depart the event immediately. If a guest(s) violates University policy or local laws, the RSO and individual members may be referred to the Office of Community Standards and could be held financially and/or disciplinarily responsible for any damage or misconduct caused by guests.

Re-Registration of an RSO

It is the responsibility of established student organizations to re-register with the Office of Student Activities each academic year. Re-Registration begins at the end of the Spring semester with a required Transition Workshop. The current president and incoming president must both attend this workshop.
Re-Registration continues during the first four weeks of the Fall semester. The requirements during this period are:
1. The 'Cuse Activities portal must be renewed. This includes updating the profile, constitution, and members, as well as a signed advisor contract (sent via email to the advisor).
2. The president and one officer must each attend a series of leadership workshops, offered by the Office of Student Activities.
3. The president must attend an Accessibility Workshop.
4. The president must complete all four HotSpot quizzes and earn a 100% on each.

More information will be provided on the Student Activities [website](#) including the schedule of workshops and links to the quizzes.
If an organization fails to re-register, the organization will lose their recognition status with the Office of Student Activities and will be required to apply as a New RSO to become registered once more.

Registered Student Organizations are required to have the following:

1. A University Advisor who is a faculty or staff member at Syracuse University or SUNY-ESF and is chosen by the organization. The University Advisor cannot be a staff member in the Office of Student Activities. If Faculty/Staff are part-time, OSA will require more explanation of what the relationship between the advisor and organization will look like. For more information on the advisor's role please reference the Advisor Handbook (insert link)
2. A current and typed constitution that is uploaded to the RSO's 'Cuse Activities portal. This document must define the lawful purpose of the student organization, criteria for membership, and organizational mission and structure. If the student organization has written codes, rules or other regulations by which members of the organization are expected to abide, these documents are also required to be uploaded to the RSO's Cuse Activities portal. A constitution writing guide is available on the Office of Student Activities website. Under 'Student Organization Info' select 'Create a New RSO,' and click the ['How to Write a Constitution'](#) link. Required constitutional amendments are included in this document.
3. A minimum membership of eight currently enrolled Syracuse University or SUNY-ESF students. A majority of membership must be held by undergraduate students that have attained a minimum GPA of 2.0. The Office of Student Activities reserves the right to monitor the academic performance of individual members of an

RSO that maintain grade point average requirements for membership.

4. All students who seek to hold or fulfill leadership positions and/or officer positions within a RSO are not permitted to hold specified positions while studying abroad. Students who hold these positions should be studying on the main campus of Syracuse University.

5. An RSO's membership must be open to all Syracuse University and SUNY-ESF students through general body membership or through an audition process.
   a. RSOs may, at their discretion, also include in its membership other members of the Syracuse University and SUNY-ESF community, including faculty, staff and community members. These individuals will be known as associate members. Associate members may attend meetings, speak at meetings as members of the audience, and assist with program events under the supervision of an active member. Associate members may not hold office, vote, or otherwise conduct official RSO business, nor solicit funds on behalf of the organization.

6. Syracuse University is an equal-opportunity, affirmative-action institution. The University prohibits discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, disability, sexual orientation, gneder identity and gender expression, veteran status, or any other status protected by applicable law to the extent prohibited by law. This nondiscrimination policy covers admissions, employment, and access to and treatment in University programs,

services, and activities. (As exempted by Federal law, social Greek organizations may omit 'gender.')

7. All RSOs are required to have at least four officers. All officers must be full-time, matriculated students, a majority of whom must be undergraduate students. Undergraduate officers must maintain a minimum cumulative grade point average of 2.2 for organization presidents and 2.0 for all other officers. Law students and graduate students must maintain a cumulative grade point average of 2.0 and 3.0 respectively. The Office of Student Activities reserves the right to monitor the academic performance of RSO officers.

8. Those students seeking an exception to any membership rule, must submit a typed request to the Director of the Office of Student Activities who will then determine whether, and on what conditions, an exception will be granted.

9. Compliance with the Code of Student Conduct (available on the Office of Community Standards [website](#)) and all other applicable policies of Syracuse University.

10. A philosophy which supports the educational mission of Syracuse University/SUNY ESF.

In an effort to keep records current, RSOs are required to update their 'Cuse Activities portal with any changes in the organization's status during the academic year (i.e. University Advisor or officers change, constitution updates, contact information). For more information, please contact the Office of Student Activities at stactivities@syr.edu.

Limits to Organization Registration:
An RSO may not:
- Authorize the organization to enter into contracts, including offer sheets, or otherwise act on behalf of Syracuse

University. Your OSA consultant is the only one that can do so.

- Authorize the organization to 1) use the University's name for any commercial purpose or in any way which may reflect adversely upon the University, or 2) use the University's logo, seal, or any facsimile thereof, or any trademark or copyrighted symbol of Syracuse University without the express permission of Auxiliary Services, 315-443-2722
- Imply or otherwise create the appearance that Syracuse University sponsors, controls, or is responsible for the activities of the recognized student organization
  - This includes the RSO's name. 'Syracuse University' can only be used to denote the location of the organization. For instance, 'Bowling Club at Syracuse University' is fine, but 'Syracuse Bowling Club' is not. 'Syracuse University' and any names linked to the University such as 'Otto,' 'Cuse,' or 'Orange' (this list is not exhaustive) cannot be used at the beginning of the organization's name.

Loss of Recognition:
Failure to re-register as an RSO within the Re-Registration period may result in immediate loss of recognition and associated privileges.

In addition, RSOs may lose recognition - temporarily or permanently - for any of the following reasons:

1. Academic: Student organization officers do not meet minimum grade point average requirements to hold an office.
2. Financial: The student organization is found to have unpaid or overdue bills or the organization has inadequate resources to cover campus expenses associated with the organization.
3. Membership: The total membership of the organization decreases below the required eight (8) currently enrolled students, except for Greek organizations.
4. Disciplinary: The student organization has been sanctioned for violations of the Code of Conduct or related policies (see https://policies.syr.edu/policies/academic-rules-student-responsibilities-and-services/code-of-student-conduct/)

Starting a New RSO

Currently, the Office of Student Activities is home to a community of between 250 and 300 registered students organizations (RSOs). Syracuse University and SUNY-ESF students who do not find one of the University's currently registered organizations to fit their interests or needs have the opportunity, and are encouraged, to create their own organization. The following information will guide students through the application process and required steps.

*Please note that recognition is a privilege and the Office of Student Activities reserves the right to revoke an organization's recognition status at any time. Recognition does NOT automatically imply University endorsement, sponsorship, or approval of an organization's activities or events.

The Application Process:
There are two submission periods, one each semester, to submit for registration of a New Student Organization.

All prospective new student organizations must submit a completed application packet when applying for registration, which includes: 1) a roster of officers and general body members, 2) answers to a series of questions regarding the proposed organization's missions and goals, 3) a signed copy of the Advisor Contract, and 4) a

complete constitution. The philosophy of the new student organization must support the educational mission of Syracuse University/SUNY ESF. The name of the new student organization may use the university's name as part of the organization's name only to denote location. For example, "Bowling Club at Syracuse University" is acceptable, while "Syracuse University Bowling Club" is not allowed. The use of "Syracuse University", "SU", "'Cuse", "Orange", and any other trademarked verbiage in the actual name of any new organization is not allowed. The application should be submitted via 'Cuse Activities. Incomplete applications will not be considered. More information can be found on the Student Activities [website](#).

The Review Process:
Following submission, all applications will be reviewed by the New RSO Review Board (NRRB), a dedicated group of students trained specifically for this process.

As part of the application process, proposed organizations are required to meet with the NRRB. This meeting gives the organization an opportunity to discuss their mission and goals with the NRRB and answer any questions the NRRB may have after reviewing the application. Any organizations that do not meet with the NRRB will be denied RSO status and will not have the opportunity to appeal.

The NRRB holds meetings on the fourth weekend of the semester. Applicants are required to sign-up for a meeting time. The sign-up sheet will be an online form that will become available Monday morning immediately following the submission deadline to Wednesday close of business following the submission deadline.

The NRRB will consider the following criteria for registration:

- The New Student Organization application is complete. All applications must include an advisor contract signed by both the president and advisor and a complete constitution for the organization.
- A minimum membership of eight currently enrolled Syracuse University or SUNY-ESF students. A majority of membership must be held by undergraduate students that have attained a minimum GPA of 2.0.
- A minimum of four officers that are full-time, matriculated students, a majority of which are undergraduate students.
- Membership is open to all Syracuse University and SUNY-ESF students
- The mission/goals of the organization is not being met by another organization or department on campus

Decisions regarding approval or denial of new RSO applications will be sent out no later than the Monday following NRRB Meetings.

Approved Organizations: New RSO Orientation will be held later that month. Any organizations who are approved are required to attend the New RSO Orientation, at which they will learn about the required registration process to become a fully functioning RSO.

Please note: Organizations that are approved will have Pending RSO Status for the entirety of the current semester. If all registration steps are completed by the semester deadline, the organization will become a fully functioning RSO beginning the following semester.

Denied Organizations: Any organizations that attended an NRRB meeting and are denied will have the opportunity to appeal. The appeal deadline will be communicated to organizations via email.

In the event that a prospective organization is denied recognition by the NRRB, the prospective organization may appeal the NRRB's decision based on one or more of the following reasons:

- Errors in the interpretation of the prospective organization's purpose
- Missing information from original application is now available

Please note that disagreeing with the committee's original decision will not be accepted as a reason for appeal.

Appeal Decisions:
Overturned Decision: If an organization was denied registration by the NRRB but after appeal is approved by the Office of Student Activities professional staff, they will attend New RSO Orientation and continue through the registration process.
Upheld Decision: If an organization was denied registration by the NRRB and that decision is upheld by the Office of Student Activities professional staff, the organization can apply for RSO status after one full calendar year has passed. For instance, if an organization applies in the spring and is denied, they will be allowed to apply again the following spring semester.
The Registration Process:
New organizations that are approved are required to complete the following steps before the last Friday of classes of that semester:

1. The president of the organization must complete the four online Officer Training modules through HotSpot.
   a. These modules can be found at hotspot.syr.edu
   b. There are four quizzes - one associated with each module.
   c. The president of the organization must earn a 100 on the quizzes for them to be considered completed.
   d. Each module has a link that will direct you to a quiz on either Google Forms or Qualtrics.

2. The organization must create a 'Cuse Activities portal/profile. This includes an online advisor contract being electronically signed as well as the E-Board and general body being added to the portal.
3. Four organization members must each attend one BOLD Workshop. They are welcome to attend more than one.

If an organization completes all required registration steps prior to the deadline, the organization will become a fully functioning RSO. Each organization will be assigned an Office of Student Activities consultant. Beginning the following semester they will have the rights and responsibilities of the rest of the RSO community.

If an organization fails to complete all required registration steps prior to the deadline, they will fail New RSO Registration. The organization will not become a fully functioning RSO. The organization will have the opportunity to reapply to be a New RSO after one full calendar year has passed (since they originally applied). For instance, if an organization is approved in Spring 2017 and fails registration, the organization will be able to reapply for registration beginning the Spring 2018 semester.

Leadership Development

The changing nature of today's society influenced by the globalization of ideas, information, and technology has forced individuals to revisit their concepts of leadership. Today, the definition of leadership has grown beyond basic management skills to include relationship competency and, more importantly, self-awareness. In keeping with this trend, and in collaboration with many University offices, the Office of Student Activities offers a wide array of leadership opportunities and resources for Syracuse University and SUNY-ESF students.

Program Overview

Syracuse University's BOLD (Building Organizational Leadership Development) program is a certificate program designed to increase the effectiveness of organizations on campus as well as provide tools to the student leaders within those orgs to be more successful. Within the workshops of the program, students will learn more about the diverse community that surrounds them at SU as well as some of the technical aspects of event planning, programming, and sustaining a successful organization. Within this certificate program, organizations will have the opportunity to achieve different levels of certification and earn rewards that will contribute to their organization's events, activities, and interactions. Through completing goals within the curriculum, students will develop the skills needed to make positive changes on campus and in the community.

BOLD Learning Outcomes
Student organization leaders will...

- analyze their leadership strengths and areas of improvement
- examine the values that shape their leadership of their organization
- increase their contributions to their organizations' programs and activities
- apply new strategies to increase communication, collaboration, and conflict resolution within their student organization
- critique their organization's mission and goals
- create an environment that supports the diverse thoughts, opinions, and experiences of their members
- integrate SU policies, procedures, and resources into their organization's activities
- evaluate how they can lead their organization to create positive change within the community

44 Stars of Excellence Gala

Each spring semester, the 44 Stars of Excellence Gala is held to recognize outstanding leadership achievements by RSOs and individuals in several areas, including:

- Programming, promotion, and collaboration
- Outstanding organization recognition
- Emerging leadership
- Outstanding senior leadership

Nomination forms for the 44 Stars of Excellence Gala are available on Cuse Activities beginning mid-semester. Recipients are selected by a review committee and are announced at the ceremony in mid-April.

'Cuse Activities

'Cuse Activities is the community's online management system. RSOs are able to create portals/profiles, manage membership, and utilize 'Cuse Activities' to create messaging, putting events on the calendar, requests for funding, etc.

Funding and Finances

Funding Options

RSOs have several options to obtain funding for events, publications, etc. The options are: Semester Budgets, Special Programming, and the Co-Curricular Grant all overseen by the Student Association (SA).

Overview: Please refer to the section on "Funding Categories" for a description of each type of RSO (related to funding). Funding Categories dictate the type of funding each RSO may apply for. If you are not sure what category your org is in, please contact your OSA Consultant.

Semester Allocations - the main budget process. This process occurs once per semester for funding for events and programs that are planned to occur in the following semester (ex. during the Fall semester allocation process, orgs submit budgets for events planned to occur in the Spring).

Special Programming - a supplemental budget process. Designed to help orgs fund events that are planned to occur in that particular semester (ex. during the Fall semester, orgs can apply for funding for Fall events that they did not previously apply for through the semester allocation process) Special programming is typically available early each semester until it is depleted or around mid-way through the semester. The stipulations for this funding mirror those of Semester Allocation.

Within the Special Programming and Semester Allocation processes, SA funds for venue costs, artist/speaker fees, artist/speaker accommodations and travel, technical requirements, conference registration fees, and more. SA does not fund for food, decorations, student travel, or student hotel rooms while traveling.

Co-curricular Funding - a different type of supplemental funding and should be used as a "last resort". Co-curricular funding should only be applied for if the org has already been denied through the semester allocation or special programming processes. The exceptions being 1) if Special Programming has been depleted for the semester, making Co-Curricular the only remaining option for funding or 2) if SA does not provide funding for what the organization is requesting (i.e. food). The maximum amount allowed to be requested in a co-curricular funding application is $5,000 - regardless of RSO funding tier (for more info on funding tiers see OSA (link insert).

All budget requests are required to include Proof of Cost for each line item being requested. For instance, if an RSO is requesting $1,000 for an artist fee, the organization should include proper documentation of the email correspondence in which the artist or artist's representative states the artist is available to perform on a given date for $1,000.

Semester Budget Allocation:

RSOs may apply for semester budgets from SA twice each academic year. Generally, these funding processes occur in March for the following fall semester and in October for the following spring semester. Applications for funding must be submitted to the SA Comptroller via 'Cuse Activities on the date and time identified in the request for applications. If the application for funding is found to be complete, the Finance Board will consider the request. Incomplete applications will not be considered.

During the budget review process, the finance board may require additional information or specifics regarding a submitted budget. The finance board reserves the right to request this additional information in the form of a budget questionnaire. This request will be submitted to the RSO in accordance with the established budget timeline, the group will be allowed adequate time to complete the request.

Not all submitted budgets will receive questionnaires, however if a group does receive a questionnaire and fails to complete it by the set deadline, that budget will be automatically denied.

Following all the Finance Board's deliberations, the Finance Board's recommendation will be presented at the following meeting of the SA Assembly, where a final decision will be voted on and made. The Finance Board's recommendation is final only following final approval by the SA Assembly.

Conferences:

Any RSO in any funding category can request funding to attend a conference. SA may fund up to 8 students to attend a conference with a registration fee of $250 or less. SA may fund up to 4 students to attend a conference with a registration fee of $250 or more. Through the Semester Allocation and Special Programming processes, SA will only fund conference registration fees.

Special Programming:

RSOs may apply for Special Programming funding from SA on a weekly first come, first serve basis while Special Programming funds exist. RSOs are only able to apply for Special Programming funding for events that will take place during that semester. Additionally, RSOs can only apply to fund events that were not previously funded through the Semester Budget Allocation described above. This includes Semester Budgets that were denied by SA. Special Programming cannot be used to add additional funding to an event already funded by SA.

Co-Curricular Grant for Student-Generated Initiatives:

The Co-Curricular Grant was developed within Enrollment and the Student Experience to provide financial resources that promote and enhance the out-of-classroom experience for undergraduate students. In an effort to expand access to the Co-Curricular Grant funding, this process is now overseen by the Student Association. Applications for Co-Curricular Grant funding should be submitted via 'Cuse Activities. Deadlines for these applications can be found on the Co-Curricular Grant form on 'Cuse Activities. A committee including at least one SA liaison as well as professional staff from different departments on campus will review all applications following each deadline and make appropriate recommendations. Students and RSOs will be notified via email of the committee's decision.

These requests should be for extra-curricular programs, activities, or events that are developed and promoted by students or RSOs only. Events that have already occurred will not be retroactively funded by Co-Curricular. The limit for any one Co-Curricular Grant is $5,000. Students and RSOs are able to request more than one Co-Curricular Grant throughout the year but only one per event.

Fundraising

[Policy on Fundraising by Registered Student Organizations](#):
   A. Definition: For the purposes of this policy, fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.
   B. Guidelines: The following guidelines are applicable to all fundraising activities by Registered Student Organizations on Syracuse University owned, operated, or controlled property:

   a. The purpose for which the funds will be raised must be consistent with the purpose of the RSO and the Code of Student Conduct and other applicable policies of Syracuse University. Further, the fundraising activity must not violate legal, tax, or corporate restraints upon the University.
   b. An accounting of any funds raised must be provided to the Office of Student Activities within five business days after the event.
   c. A currently enrolled student member(s) of the sponsoring RSO must be present during the entire time of the event.
   d. In the absence of an available exemption, the event sponsor is

responsible for ensuring all collection, reporting, and payment of all applicable New York State sales and use taxes.

e. Event sponsors are responsible for ensuring that proposed activities comply with all applicable federal, state, and local laws, rules, and regulations.

f. Spaces in which the fundraising activity is occurring must be identified by a sign indicating the conducting entity's name, goods, and/or services being sold, and prices.

g. Neither individuals (regardless of affiliations with Syracuse University) nor private, commercial organizations may sell or promote the sale of products or services on Syracuse University owned, operated, or controlled property except:

   i. Individuals or organizations with whom/which Syracuse University has entered into a written contract

   ii. Individuals or organizations authorized in writing by Syracuse University to engage in the sales of goods or services for the benefit of an RSO

h. Commercial or corporate sponsorship of programs or events is permissible provided that no products and/or services are sold at the event

i. Syracuse University reserves the right to require third parties participating in or conducting fundraising activities to meet additional requirements, including without limitation requirements such that parties furnish evidence of insurance coverage acceptable to the University and/or agree to indemnify the University and University personnel against liabilities arising from their acts or omissions.

j. Syracuse University reserves the right to approve the identity of any proposed sponsor and the content of sponsorship materials associated with a fundraising activity.

C. Fundraising for Non-University Affiliated Charitable Organizations: Fundraising for not-for-profit, charitable organizations (e.g., The Red Cross, Salvation Army, etc.) having no direct affiliation with Syracuse University is permissible provided that the above guidelines are followed, and:

a. The organization submits a statement of support on the organization's letterhead to OSA acknowledging that the fundraising will occur on its behalf and indicating the expected date of the receipt of the donation.

b. Syracuse University reserves the right to approve the identity of any proposed charitable organization associated with a fundraising activity.

c. The organization provides proof to the University that is it registered with the secretary of state of the State of New York as a not-for-profit, charitable organization, that is has received an Internal Revenue Service exemption letter, and that its proposed use of University owned, operated, or controlled property is in furtherance of its

tax-exempt, charitable purpose(s).

d. The recognized student organization planning the event is responsible for all costs incurred in connection with the event, other than those borne by the charitable organization.

e. Educational information about the agency and the services it provides is made available at the event

f. In the absence of an available exemption, the charitable organization is responsible for the collection and reporting of all applicable New York State sales and use taxes.

g. The charitable organization is responsible for ensuring that its activities comply with all applicable federal, state, and local laws, rules, and regulation.

D. Fundraising Examples: Syracuse University provides the following as general examples of items that may be used to raise funds. Please note that the University reserves the right to review and approve all items.

a. Items for sale that have been produced by the organization (e.g., baskets, bouquets of flowers)

b. Cash donations

c. Donations of items of value (e.g., clothing, school supplies)

d. Items for sale that are directly related to the student organization's mission or goals (e.g., plants sold by the Horticulture Club)

e. Items that promote school spirit (e.g., buttons, balloons) but do not conflict with University trademark policies

f. Pre-packaged items (e.g., candy, gum)

E. Prohibitions: Syracuse University reserves the right to restrict all fundraising activities to reasonable times, places, and manners. The following activities are specifically prohibited (this list is not exhaustive):

a. Solicitation by credit card or telephone card companies, with the exception of those approved by the University Bookstore or an appropriate Chancellor's Cabinet officer

b. Door-to-door fundraising on Syracuse University owned, operated, or controlled property

c. Fundraising for any candidate for political office

d. Sale or distribution of items that violate Syracuse University trademark rights of existing contracts

e. Receipt by individuals who organize a fundraising activity of proceeds from the activity (I.E. crowd-sourced activities such as GoFundMe, Kickstarter, etc.)

f. The use of applications such as venmo, paypal, cash app or any other money transfer service to collect any donations.

F. Locations: Fundraising events are not limited to certain areas on campus, however restrictions or limitations may exist depending on where fundraising activities occur. The RSO will be required to work with the applicable office/department depending on location, as well as their OSA consultant.

G. Additional Restrictions and Requirements: Syracuse University acknowledges that a policy of this nature

may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the University reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities. These restrictions may be additional to, or in lieu of, those set forth in the policy.

H. Enforcement: Failure to obtain permission to engage in or sponsor sales or fundraising, or failure to adhere to University policy regarding activities for which permission has been granted, will result in the curtailment and/or cancellation of the event by the Office of Student Activities and/or Syracuse University officials.

   The University conduct system has jurisdiction of complaints against any student or recognized student organization(s) alleged to have violated this policy.

I. Sanctions: Sanctions for violation of this policy by students and/or recognized student organizations include, but are not limited to, fines and/or restitution, loss of the right to use University property or facilities for activities, loss of recognition for recognized student organizations, other disciplinary sanctions, and other education sanctions appropriate to the circumstances.

J. Reservation of Rights: Syracuse University reserves the right to amend this policy at any time.

K. Accepting Donations: Student organizations may accept cash, check and money order donations to be deposited by the Office of Student Activities. University department

donations made to student organizations should be spent out of the respective departmental account and therefore money should not be transferred from a University department into the student organization fundraising account. Additionally, funds maintained in the student organization fundraising account cannot be used to pay students for services.

Managing Your Resources

RSOs are required to comply with the following policies in making expenditures from either allocated or self-generated funds:

Accounting: OSA maintains SA allocated funds, miscellaneous funds (ticket sale revenue), gift accounts, and organization fundraising accounts. Co-Curricular grants are managed by the Division of Enrollment and the Student Experience. Organizations are required to keep all money within OSA accounts. RSOs are not permitted to have outside bank accounts.

Expenditure Requests: Expenditure Requests are available on 'Cuse Activities. They must be completed by the RSO and approved by the SA Comptroller before a purchase/payment will be authorized. Expenditure requests are used when an RSO wants to utilize funds in a different way than originally approved. For instance, an RSO applied to have an event in the Underground but now wants to move to the Goldstein Auditorium. They would like to move money from the approved amount provided by SA for the artist fee to cover the additional cost of moving venues.

Contingency Requests: Contingency Requests are available on 'Cuse Activities. They must be completed by the RSO and approved by the SA Comptroller before a purchase/payment will be authorized. Contingency requests are used when an RSO event has an unexpected

expense after submitting the budget request. For instance, an artist requests hospitality (i.e. food) be provided during their performance. The RSO was unaware of this request/need when they submitted their original budget. The RSO can submit for Contingency to cover the hospitality request.

Student Reimbursements: The only reimbursable account through any RSO process is their organization's fundraising account. SA allocations as well as miscellaneous accounts are not reimbursable, therefore all transactions from these accounts must go through the group's OSA consultant.

Taxes paid are able to be reimbursed to students being reimbursed from fundraising accounts because these accounts are not considered to be University funds. Work with your consultant to complete these requests.

Travel Reimbursements: Students can only be reimbursed for travel expenses from their fundraising account, as SA funds cannot be used for travel costs (with the exception of operating RSOs who specify this in their semester allocation submission.) Students will need to submit original itemized receipts or proof of payment, description/reason for travel (dates, transportation type, and RSO-related reason for travel), and SUID # in order to receive reimbursement. Work with your consultant to complete these requests.

The required student travel reimbursement form is available through your OSA consultant or through the front desk in the OSA office.

Alcohol and Other Controlled Items: RSOs may not use any of their funds toward the purchase of alcohol, tobacco, fireworks, explosives, guns, or other controlled items or substances for a program, performer, or organization member(s).

Risk Management and Other Policies

Tips on Managing Risk

A key element of success for any student group is an effective risk management policy to ensure that planned events are a safe and fun experience for all. Risk management is the process of examining the potential and perceived risks involved in an organization's activities, as well as supervising those activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. In order for student organizations to remain a part of Syracuse University, it is important they take precautions and carefully plan their activities so they can avoid situations that may jeopardize their standing as an organization on campus.

It is important that every time your organization holds an activity, you balance the risks of the activity versus what you expect to gain. In doing this, you will want to look at whether your activity has risks, determine whether those risks outweigh the benefits, identify what measures you have taken to prevent problems at the activity, and examine what procedures you have in place if problems occur. You must exercise reasonable care in managing your event and work to avoid harm to your members and others.

If you can prevent a problem from occurring through training, precautions, and planning, you need to take the reasonable precautions. If during your planning, you discover that the risks outweigh even your best precautions, you should seriously consider choosing a different activity.

Things to keep in mind:
- Victims can sue a group, or individuals associated with a group. They can also sue anyone who had authority over the group or activity that harmed them (e.g., national organizations).

- Behaviors that cause harm to an individual also can result in criminal penalties (e.g. serving alcohol to minors, hazing).
- Participants should be warned of the dangers inherent in an activity.
- If you are affiliated with a national organization, find out from your national representative what the insurance policy is for the national organization and what events or officers are covered by that policy for local chapters.
- Contracts are binding agreements, under no circumstance should you sign anything!
- Preventing hazing and harassment (of any kind) is important as your organization can suffer serious consequences if they are a part of your activities. Both types of behavior are illegal and will not be tolerated by the University.

The following is a simple risk management checklist for you to use when planning an event:

- ☐ Risk Identification – What are the risks associated with this event? Do not limit yourself to physical risk. Think also in terms of financial risks, risks to reputation, etc.
- ☐ Risk Assessment – Risks should be evaluated by the seriousness of their potential impact on the individual and group.
- ☐ Risk Mitigation Strategies – What can be done to reduce the potential damage the activity could cause?
- ☐ Risk Plan – Develop a plan to reduce the risk and response procedures to handle incidents stemming from these risks.
- ☐ If the plan is difficult to implement, you cannot identify appropriate safeguards, or it will be too costly and still does not reduce the risk, THE ACTIVITY IS TOO RISKY! Choose another activity that will accomplish the same goals with less risk.

The Office of Student Activities is committed to the success of your organization. Part of that success is risk management. If you have any questions or would like more information on risk management, please visit the Office of Student Activities.

Syracuse University Statement of Student Rights and Responsibilities

At Syracuse University, we are committed to ensuring a diverse, equitable, inclusive and accessible campus environment for all. We value diverse identities and believe that diversity and inclusion enhance who we are as students, faculty, staff, and alumni.

Syracuse University is an academic community and all persons- students, faculty, administrators and staff- share responsibilities for its growth and continued welfare. As members of the University community, students can reasonably expect that all University offices, programs, employees, and organizations will respect the following rights.

All members of the University are further encouraged to endorse, support, and abide by the values expressed within these rights, which the community has deemed fundamental to its mission and integral to its growth.

For complete list please see the Student Conduct System Handbook ([link](#))

Syracuse University Anti-Hazing Policy

Syracuse University is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff, and visitors. In addition, Syracuse University is committed to promoting an environment that fosters respect for the dignity and rights of all its community members. As such, the University will not tolerate hazing

activities by any individuals, groups, teams, or recognized student organizations. For more information regarding Syracuse University's Statement of Student Rights and Responsibilities, call the Office of Community Standards at 315.443.3728 or the Dean of Students Office at 315.443.4357 for more information.

For the complete policy please see information from the Student Conduct System Handbook (link).

Campus Disruption Policy

Syracuse University regulations on campus disruption apply to students, faculty, administrators, and staff for the maintenance of public order on the University's owned, operated, or controlled property and at its sponsored events. Pursuant to the requirements of the New York Educational Law 6450 (Art. 129a, 1969), the following rules, regulations, and enforcement procedures are adopted for the maintenance of public order on Syracuse University-owned, operated, or controlled property.

A. Prohibited Conduct – Syracuse University is committed to the principle that freedom of discussion is essential to the search for truth and, consequently, welcomes and encourages the expression of dissent. Freedom of expression, however, ceases at the point when its exercise infringes on the rights of either participants or nonparticipants. To preserve freedom of discussion and to protect the rights of all, the following conduct is prohibited.
   a. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, pedestrian or vehicular traffic, or other University activities, including public service functions and other authorized activities on University-owned, operated, or controlled property.
   b. Detention or physical abuse of any person on University-owned, operated, or controlled property or conduct which threatens or endangers the health or safety of any such person.
   c. Destruction of or damage to University property or the property of any person where such property is located on University-owned, operated, or controlled property.
   d. Illegal or unauthorized possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on University-owned, operated, or controlled property.
   e. Entry on or use of University facilities or property without authorization, or violation of regulations governing the use of University facilities or property.
   f. Failure to comply with the lawful directives of University officials or law enforcement officers acting in the performance of their duties.
   g. Acts which recklessly or intentionally endanger mental or physical health or involve the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.
   h. Aiding any other person to engage in any act or conduct herein proscribed.
B. Removal from Premises - Any person while on University-owned, operated, or controlled property who refuses the request or command of an authorized University official to desist in any prohibited conduct may be ejected from

such premises where such conduct constitutes a disruption to public order.

C. Violations and Sanctions - A student charged with violating the prohibitions listed under Section A will be subject to the disciplinary sanctions and procedures outlined in the Student Handbook, and the published policies of the University Student Conduct System.A member of the non-bargaining unit staff charged with violating the prohibitions listed under Section A will be subject to disciplinary action up to and including termination. A member of the bargaining unit staff charged with violating the prohibitions listed under Section A will be subject to the Rules and Discipline Procedures and Article 17 of the current collective bargaining agreement.A faculty member charged with violating the prohibitions listed under Section A will be subject to the procedures described under Section 3.16 of the Faculty Manual, Edition 18, January 1995 and subsequently amended. A sanction need not in every case be imposed. Where appropriate, sanctions for a person found to have violated those prohibitions may range from a verbal or written reprimand, to suspension of the faculty privileges and responsibilities, either with or without salary or benefits for a period not to exceed the remainder of the semester and the semester following hearing board action, to termination of contract or tenured position. In extraordinary circumstances, the Chancellor or designated representatives may suspend the accused person pending hearing of the charges.

Student Organization Travel Policy

I. **Purpose**. Syracuse University seeks to promote safe travel to events and activities occurring beyond the boundaries of University property by students and recognized student organizations. As such, this Policy applies to individual student and recognized student organization travel both in cases where the travel is sponsored by Syracuse University's Division of Enrollment and the Student Experience and in cases where the travel is independent of DSA sponsorship but where an individual student or recognized student organization travels on behalf of, or with the financial support of, one or more recognized student organizations of Syracuse University. Examples of activities and events that fall under this Policy include, but are not limited to: Division of Enrollment and the Student Experience-sponsored field trips, club sports trips, the activities of recognized student organizations, Student Association-funded community service travel, and in situations where a student or recognized student organization officially represents the University, e.g., leadership academies, conferences, and other programs.This Policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization as described above), engaging in student teaching, internships, practicums, observations or research, or participating in intercollegiate athletics competitions under the auspices of the Department of Athletics or activities organized by the Mary Ann Shaw Center for Public and Community Service.

II. **Definitions**. A recognized student organization is one that has been formed for educational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of Syracuse University and the State University of New York College of Environmental Science and Forestry (SUNY ESF), has been approved for recognition by the Office of Student Activities, and maintains a current registration status with the Office of Student Activities.A University sponsored event or activity is one that is initiated, actively managed, planned and arranged by a member of the University's faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the University, and is approved by an appropriate administrator and/or an event or activity that the University actively manages, is involved with, or oversees financially, physically, or administratively. A currently enrolled student is one who is a student who is currently registered at the University, whether on a full- or part-time basis.An appropriate administrator is a Dean, Department Chair, or Director of an administrative unit, or his or her authorized designee.

III. **General Requirements**. All student and recognized student organization travel falling within this Policy must meet the following requirements:

    A. Recognized student organization travel must be consistent with the organization's mission statement and constitution on file with the Office of Student Activities. Travel must be planned so as not to create an undue interference with academic responsibilities.

    B. An individual student or recognized student organization must complete and submit the Student Travel Form to the Office of Student Activities no later than five (5) business days before the scheduled trip.

    C. All students traveling must complete and submit an Off-Campus Travel Waiver and Assumption of Risk Form to the Office of Student Activities no later than five (5) business days before the scheduled trip.

    D. All University sponsored travel must be chaperoned by a faculty or staff mentor, except as provided in Section V(C) below. A student officer from the recognized student organization must accompany the trip for all non-University sponsored travel. Syracuse University will view this student officer as the party responsible for the trip. Furthermore, the student officer must carry a copy of all emergency contact information for all students participating in the trip.

    E. The name, address, and telephone number of the faculty/staff mentor to the recognized student organization must be submitted utilizing the appropriate form. Faculty/staff mentors also are required to maintain a copy of the appropriate form and discuss the Syracuse University Code of Student Conduct with the recognized student organization leader(s) organizing the trip. The faculty/staff mentor is expected to exchange emergency contact numbers with students and obtain an indication of who each student

desires to be notified in the event of an emergency.

F. All trips are required to follow the Division of Enrollment and the Student Experience Student Travel Guidelines noted in section VII, below.

G. Any trip taken without submission of a complete and accurate Student Travel Form or other violations of this policy, may result in individual and/or organizational discipline as outlined in the University Judicial System Handbook, together with such additional action as may be deemed appropriate under the circumstances.

IV. **Field Trips**. Pursuant to this policy, it is understood that travel occurs only beyond the boundaries of Onondaga County. Journeys beyond the boundaries of the University campus but within Onondaga County, whether sponsored by the University or not, are considered field trips. As such, they are subject to the relevant guidelines within the Department of Risk Management. These guidelines may be found at: http://riskmangement.syr.edu.

V. **University Sponsored Student Travel**. To assure that events or activities involving student travel are consistent with the University's mission and that student safety issues have been addressed, University sponsored student travel must be approved in advance by an appropriate administrator. The appropriate administrator will assure that the proposed travel request conforms to the procedures outlined in the Division of Enrollment and the Student Experience Student Travel Guidelines in section VI, below.The following rules apply to the travel of currently enrolled undergraduate or graduate students attending activities or events sponsored by Syracuse University's Division of Enrollment and the Student Experience that occur beyond the boundaries of Onondaga County.

A. To request authorization, members of the faculty, staff or recognized student organization granted funding who organize activities covered by this Policy must submit a completed Student Travel Form to the appropriate administrator for approval. The request must be submitted at least five (5) business days in advance of travel. Sport Clubs organizations should consult with the Department of Recreation Services for specific details concerning exceptions to the five business day notice period.

B. Sport Clubs officers will receive the Sport Clubs Handbook from the Department of Recreation Services and will share with members of the club specific information regarding health insurance and the risks inherent in Sport Clubs activities.

C. All University sponsored trips must be chaperoned by a staff or faculty member, except with the approval of an appropriate administrator. If students are traveling on their own for the purpose of a recognized student organization, and University funds are being utilized to support the activity (e.g., Sport Clubs teams participating in out of town competition), the president of the student organization must meet with an administrator in the appropriate office (Sport Clubs – Department of Recreation Services; other activities – Office

of Student Activities) prior to the trip to review specific trip details.

    D. Names and pertinent information may be submitted via the Office of Student Activities web site. Faculty or staff chaperones are expected to carry emergency contact information for all students on the trip.

VI. **Non-University Sponsored Travel**. Non-University sponsored travel occurs when travel to an off-campus activity or event beyond the boundaries of Onondaga County is required as part of membership in a recognized student organization functioning under the auspices of the Division of Enrollment and the Student Experience, but University funds are not utilized to support the travel. In some cases, the Student Association may support the recognized student organization travel by providing funding for conference registration. This funding does not alter the non-University sponsored nature of the travel. Note: It is the policy of the Student Association (Statute 4, II,C,6-7) that recognized student organization transportation expenses shall not be paid for by the Student Activity Fee unless transportation expenses are for community service events (as defined by the Finance Board) which benefit Syracuse University and SUNY ESF students. Moreover, the Student Association limits conference funding to paying for the registration of participants, not to exceed one-thousand dollars ($1000).Recognized student organizations also may utilize their own funds acquired through fundraising, dues, or other lawful sources, to support Non-University sponsored travel.When participating in non-University sponsored travel, recognized student organizations are required to submit the Student Travel

Form available via the Office of Student Activities. In addition, the recognized student organization is subject to those requirements described in Section III of this policy.

VII. **Division of Enrollment and the Student Experience Student Travel Guidelines**. Syracuse University, in furtherance of its not-for-profit mission as an institution of higher education, through its various departments and offices, provides opportunities for student travel to activities that facilitate and/or enhance the learning process taking place within the University community. Participation in such activities shall be limited to members of the University community. These Guidelines do not apply to international travel, study abroad travel, or travel under the auspices of the Department of Athletics. SU Abroad, the Risk Management Department, and/or the Department of Athletics should be consulted on those matters.Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable law.Without limiting the foregoing, all trip participants are required to (a) comply with the standards set forth in the Syracuse University Code of Student Conduct and with applicable University policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the University's willingness to permit future similar activities; and (b) conform their conduct to the standards surrounding the trip and assume responsibility for their own actions,

understanding the circumstances of an off-campus activity may require a standard of decorum that may differ from that applicable on campus. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to the Syracuse University Judicial System Policies and Procedures. Please note for University sponsored travel, it is the responsibility of the department sponsoring the program to assure compliance with these guidelines including any reference policies such as the University's vehicle safety policy.The following additional guidelines also apply to all travel activities subject to the Syracuse University Student Travel Guidelines:

A. Pre-trip Meeting: The faculty member, administrator, and/or recognized student organization in charge of the trip, whether sponsored or not sponsored, should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.

B. Transportation: The sponsoring University department should be prepared to arrange for transportation by official University vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles.

    1. University Vehicles – Only University employees can drive. (Refer to the [University Vehicle Safety Policy](#))

    2. Rental Vehicles – If rented with University funds, only University employees can drive; all terms of the rental contract must be complied with. The University prohibits departments or employees from renting 15 passenger vans on or for University business.

    3. Contract Bus Service – Adequate insurance coverage for personal injury and property damage must be provided by the bus company. If the company carries less than five (5) million dollars per occurrence, the Risk Management Department (315-443-4011) must be consulted to determine if a lower coverage amount is acceptable.

    4. Regularly Scheduled Carriers – Regular scheduled transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.

    5. Personal Vehicles – Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The University shall not insure or accept liability for any damage, loss or injury resulting from the use of a private

vehicle. The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business, and the owner is responsible for primary liability insurance. The University does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident in which an employee was driving on University business.

C. Accident and Medical Insurance The faculty member or administrators responsible for the trip shall communicate to the participants that the University does not provide medical insurance for any student's participation in trips. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip.

D. Participation Except with the permission of the appropriate administrator, friends and family of students are not eligible to participate in travel opportunities falling under the Division of Enrollment and the Student Experience Travel Policy.All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity. The sponsoring department or

organization should keep a list of all participants involved in the trip.

VIII. **Additional Guidelines for International Travel** In addition to meeting all other requirements for travel detailed in this policy, the risks associated with travel outside the United States require further preparation to ensure the safe participation of students.

A. All requests to travel internationally must be approved in writing by the Office of Student Activities regardless of whether the travel is sponsored by the University or not. Requests must be submitted at least 30 days in advance of the expected travel.

B. Requests to travel to locations where the US Department of State has issued a travel warning also must be approved by the Vice Chancellor and Provost. Requests to travel to high risk locations must be received at least 60 days in advance. Information on travel warnings may be found at the US Department of State website or HTTP://travel.state.gov.

C. All plans to travel internationally must include two qualified trip leaders that are either faculty or staff employed by the University or are approved by the Office of Student Activities (OSA) to serve in this capacity.

1. In circumstances where support for international student traveler(s) is to be provided by an organization outside the University, RSO's may request a waiver to this policy.
   a) RSO's seeking a waiver must

provide detailed information about the organization supporting students during the trip and include a safety plan detailing how that organization will provide support in an emergency.

b) The waiver and supporting documents must be submitted at least six weeks before the planned travel. Support for developing a safety plan can be obtained by contacting the Office of Global Safety and Support at 315-443-1968 or at satucker@syr.edu.

c) The Office of Student Activities reserves the right to deny a waiver if the request is not timely, or if, in the sole judgment of OSA, the RSO is unable to establish confidence that all travelers will be supported appropriately.

2. To request a waiver to this policy, please send a detailed email, including all supporting documents to the Office of Student Activities, stactivities@syr.edu.

D. All participants are required to register their travel plans with International SOS (ISOS) via this link: International SOS. Alternatively, you may enter HTTP://internationalsos.com and then enter the University's member number: 11BCPA000177.

E. RSO's must submit a complete planned travel itinerary via the Student Travel Form or the Off-Campus Student Travel Itinerary form which includes travel within and between destinations outside the United States. Unexpected changes in the planned itinerary while travelling must be made to your itinerary on record at the ISOS web site.

F. RSO's traveling abroad must carry at least one mobile phone provisioned to receive and send calls as well as data (text and email) at the planned destinations. Plans to travel to a location where mobile communication is expected to be intermittent or unavailable should be reviewed with the Director of Student Activities.

G. Groups planning to travel abroad must participate in a health and safety briefing which may be scheduled through OSA. Please contact the office for details.

H. Student organizations travelling abroad will be charged $99 per traveler to cover the cost of travel insurance. Each traveler will be provided with an International Student Identity Card (ISIC) that provides supplemental health

insurance coverage as well as travel protection. Details of ISIC coverage may be found at HTTP://myisic.com/get-a-new-card. All students are issued an ISIC Premium card. In addition, students are advised to review the applicability of their own health insurance while abroad.

Technology Support

Recognized student organizations can receive assistance with technology-related issues from the Enrollment and the Student Experience Technical Services (ESE Technical Services) team. Organizations can request assistance from ESE Technical Services by contacting them via email at esehelp@syr.edu, by phone at (315) 443-1436, or by visiting their space in Answers at *https://answers.syr.edu/display/ESEIT/ESE+Technical+Services+Home*.
Please review the Q&A below for more detail on the scope and level of assistance provided.

General Information and Services
What does ESE Technical Services do?
The ESE Technical Services Group's primarily responsible is to provide technology support and guidance for departments within the Division of Enrollment and the Student Experience. As an auxiliary to these services, the group provides consulting and technical support services for recognized student organizations and sports clubs. ESE Technical Services also acts as a liaison to central IT on campus (ITS) and is responsible for assuring departments and organizations adhere to the university policies, procedures and security guidelines that relate to the acquisition and use of technology.

Which Student Organizations does ESE Technical Services support?
Technical Services provides technical assistance to student organizations recognized by the Office of Student Activities and sports clubs recognized by the Department of Recreation Services.

What kind of assistance can ESE Technical Services provide to a Student Organization?
Technical Services provides assistance and guidance to organizations in the following areas. Further details on each can be found later in this document.

- ***Purchasing*** – Technology-related purchases are subject to the university's procurement, accessibility and security policies and guidelines (refer to [*https://policies.syr.edu/policies/ information-technology/*](https://policies.syr.edu/policies/information-technology/)). Technical Services can assist student organizations in selecting technology and applications that meets their needs and are appropriate for use in the university environment. Selecting and procuring technology takes time so please contact Technical Services well in advance of considering moving forward with a purchase. Examples of technology we assist organizations acquire include computer hardware, networked devices (e.g. printers), web and software applications, and technology-related services.
- ***Web Support/Maintenance*** – Technical Services provides web hosting services using the WordPress platform. Additional details as to the options available can be found at https://studentorgs.syr.edu.
- ***Technology Configuration and Deployment*** – Technical services can assist with the setup and networking of computers and other devices. We also provide assistance with the installation and configuration of any required software applications.
- ***Troubleshooting*** – Technical Services can troubleshoot and diagnose problems

with technology and coordinate repair and/or replacement for faulty computers.

Does ESE Technical Services charge a fee for services?

Technical Services does not charge a fee for any of the services mentioned above. For larger projects that may involve significant investments in time and resources, a fee may be considered. In those cases, a representative from the student organization should meet with an associate in Technical Services and discuss the project in detail.

Purchasing Questions

What does a Student Organization do if it wants to purchase technology, software or IT services?

Student organizations should consult both with their consultant in the Office of Student Activities and ESE Technical Services before considering any technology-related purchases. For purchases of computers or other hardware, Technical Services will help research equipment that works well in the university environment, work with University representatives to ensure the best pricing and prepare quotes as needed. The purchase of new software and/or web applications can be more complicated. Applications must meet university policies for accessibility and security should be vetted for both before considering a purchase. Also, review of contracts for new applications or services can take significant time as well. ESE Technical Services can assist student organizations identify software and services that meet university guidelines but student organizations should plan such purchases early and contact us several months in advance to allow enough time to research solutions, test accessibility, and review contracts.

Can ESE Technical Services recommend computers and other technology for purchase?

Yes. Syracuse University has standardized vendors for most technology items (e.g. Dell for desktop and laptop computers). Technical Services can work with a student organization's consultant in the Office of Student Activities on price quotes and potential vendors for equipment. Unless needs are highly specialized (e.g. for student media organizations), it is recommended that student organizations use the standard vendors and equipment that are known to work in the university environment.

Does ESE Technical Services provide peripherals or accessories (e.g. keyboards, mice) to Student Organizations?

Not for most items although we can assist a student organization's consultant in the Office of Student Activities with purchases of those items. Technical Services can provide network cabling to attach equipment to the university network. If you are unsure what you need, please consult with Technical Services who can help with specifications.

When a Student Organization purchases software, who owns the software and where can it be installed?

Software purchased by a student organization using its budget is the property of the organization. The software can be installed on university-owned equipment including those computers purchased by the student organization. The software should not be installed on personal computers of the student members of an organization. Software should be registered under the name of the organization in question and not an individual user.

Web Support/Maintenance

How would a Student Organization request a website?

Student organizations should refer to https://studentorgs.syr.edu to see the available web hosting options available and place a request. Student Organization websites are hosted in a WordPress content management

system.

Can a Student Organization request any domain name for its website?
Generally, no. Web sites hosted in the Technical Services' WordPress environment have the following URL:
https://studentorgs.syr.edu/*<name>* where *<name>* represents a single word description of the organization (e.g. https://studentorgs.syr.edu/sailing).

Who can edit/maintain a Student Organization website?
Student Organization's can request that any member of their organization be provided access to edit/update their website. Login to the WordPress environment is restricted by NetID so student organizations can send the website URL and NetIDs of members who need access to esehelp@syr.edu.

How long are websites active? Do they ever expire?
Technical Services will monitor activity on the websites of student organizations. Organization websites that have not been updated from year to year may be deactivated and have their access to the WordPress environment removed. Initially, an inactive site will be archived (i.e. it will no longer be visible but saved in the WordPress environment). If an organization's website or account has been archived, please email esehelp@syr.edu to have the website brought back online. Sites that are archived with no further activity for an extended period will be deleted.

Are there any limitations on the size and type of content on a Student Organization website?
Technical Services currently does not limit the amount of space or pages that an organization's web site uses. The content of all submissions from student organizations must be consistent with Syracuse University's Code of Student Conduct, Office of Student Activities' standards

and institutional values. Issues regarding content and illegal use of the Enrollment and the Student Experience web site will be directed to the organization's consultant in the Office of Student Activities. ***Storing copyrighted software or media on a Student Organization website is strictly forbidden.*** Also, to ensure that members of the university community can effectively access web content, websites hosted by the university should adhere to the [University Accessibility Policy](#). Technical Services can provide guidance on making an organization website more accessible.

Will ESE Technical Services develop a website for a Student Organization?
Technical Services will build a basic website structure for student organizations but it is the responsibility of the organization to input the website content. Technical Services can provide training on the use of WordPress if organizations require it. We can also assist organizations if their needs are more complicated than basic web pages. Email esehelp@syr.edu to request training or additional assistance.

Does ESE Technical Services provide E-mail accounts for use in conjunction with a Student Organization's website?
No. If a student organization finds it necessary to have an e-mail account affiliated with its corresponding web site, they can create a group in SUMail (the student email system in the Office365 environment) and add organization members to it. Groups created in the Office365 environment will have an associated @sumail.syr.edu email address (e.g. if you create a group in SUMail called sailingclub, it will have an email address of sailingclub@sumail.syr.edu). Emails sent to that address will be directed to all members of the SUMail group.

Setup and Configuration
Does a Student Organization set up its own computer equipment or devices?

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They can, although Technical Services can provide assistance if desired. Technical Services will need to be contacted for any device that is to be connected to the university network as those devices must be registered ahead of time and have all system updates applied after connected to the network. For large deployments of PC's and laptops (e.g Dell and Apple computers), Technical Services can add the computer to the university's Active Directory environment. This will allow for deployment of university-standard software (e.g. Microsoft Office) and allow for easier system updates.

Can ESE Technical Services provide assistance with software configuration?
Basic assistance for applications that are included in the standard University environment will be provided. Whenever possible, Technical Services will provide training materials to help student organizations get acquainted with this type of software. Technical Services will also provide guidance on configuring software for use within the University's computing environment. Separate arrangements should be made with Technical Services for more intensive training or for assistance with specialized applications that are not within the standard environment.

Troubleshooting

Will ESE Technical Services troubleshoot problems with computers or other technology for a Student Organization?
Yes. For standard computer configurations and common devices, Technical Services can assist student organizations with troubleshooting problems. For non-standard devices Technical Services will attempt to assist the student organization if the problem is within its area of expertise. ***Please note:*** *ESE Technical Services will not be able to assist students in troubleshooting problems with personally-owned computers; even if they are being used for student organization business. For personally-owned PC's, we recommend contacting ITS via email at* help@syr.edu *or by*

visiting an [ITS Service Center](#)*.*

How are warranty repairs for computers handled?
Technical Services recommends that student organizations order computers with at least 3 years of warranty service if budget allows. The extra fee for this level or warranty is minimal and will usually pay for itself in the long run. If student organizations require assistance with warranty repairs on computer equipment, please contact Technical Services via email at esehelp@syr.edu and we can direct you to the appropriate vendor for repairs.

What can be done with out-of-warranty equipment that is malfunctioning?
If the student organization wishes to purchase parts, or make repairs on its own, Technical Services can make recommendations for replacement parts and a course of action. At the student organization's request, Technical Services will make basic repairs to malfunctioning computer equipment. These repairs would include such issues as replacing defective keyboards, mice, memory and hard drives. The student organization would be charged the cost of replacement parts.

How Is Software Troubleshooting Handled?
ESE Technical Services can diagnose and troubleshoot software problems for most standard software applications. These applications include, but are not necessarily limited to, the Microsoft Windows and Apple MacOS operating systems, the Microsoft Office suite, and Adobe products. For specialty software (e.g. vertical market applications) it is recommended that the student organization contact the application vendor directly for technical assistance.

Is there somewhere on the web to research technical problems?
The answer to many common technical issues can be found on [Answers](#), the university's web

knowledgebase. ESE Technical Services maintains a space in Answers (*https://answers.syr.edu/display/ESEIT/ESE +Technical+Services+Home*) with some information specific to student organizations.

Should a Student Organization contact ITS directly with technical problems?
Generally, it is recommended that a student organization contact ESE Technical Services first. We can be reached by email at esehelp@syr.edu and phone at 315-443-1436. If the problem requires the assistance of ITS, Technical Services will act as a liaison with ITS and handle the request.