University of North Alabama Recognized Student Organization and Student Activities Handbook

Introduction

Recognized Student Organizations (RSOs) play an important role at the University of North Alabama. RSOs provide unique learning experiences outside of the classroom and create opportunities for students' personal and professional development. UNA also recognizes the positive impact that student organizations can have on recruitment and retention of students.

All student organizations must register with the Office of Student Engagement in order to be recognized on campus, have access to student allocation funding, and utilize other campus resources. The RSO registration process enables the university to maintain communication with student leaders, know what organizations are available on campus, and to provide several special services for student organizations.

Any UNA student group recognized by the university is subject to guidelines and procedures as outlined in the *Student Handbook* and in the *RSO Handbook*.

The Student Engagement Center is committed to helping student organizations thrive at the University of North Alabama. Services include leadership training, office resources, organizational consulting, and advice on event planning and funding. Please feel free to contact the office at 765-4248 or visit the Guillot University Center, Suite 163 for assistance with your organization's needs.

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Recognized Student Organizations

Definition of Relationship

The University of North Alabama recognizes organizations founded by students that seek to further the mission and adhere to the values of the University. Recognized student organizations are considered affiliated with, but not official units of the University of North Alabama. As a condition for establishment of the affiliation relationship, the named student organization agrees to abide by all University regulations. Organizations establish their affiliation with the campus through the Office of Student Engagement and must renew that affiliation each year.

Student organizations are an asset for leadership and professional development on campus. The organization must support and enhance the mission and purpose of the institution by one or more of the following ways:
a. Develop the personal empowerment of those participating.
b. Develop academic/career competency of those involved.
c. Develop social/civic responsibility of those involved.
d. Continue to improve the effectiveness of the University community.

Organizations that do not meet these standards will be considered for suspension or termination, and will not be approved by the Office of Student Engagement.

Privileges of Recognition

Upon becoming an official recognized student organization, the organization shall be:

1. Eligible to utilize available university facilities, equipment, and services.
2. Eligible to request allocation funding for travel and event purposes according to the Allocation Manual.
3. Eligible to receive advising and services from Student Leadership Consultants and Office of Student Engagement Staff.
4. Eligible to collect reasonable dues and to sponsor fund-raising events according to university policy.
5. Eligible to receive awards and honors presented to university organization and members.
6. Eligible to be listed in appropriate university publications.
7. Eligible to participate in university sponsored events.
8. Eligible to promote activities and events through Flor-Ala advertising (fees may be required).
9. Eligible to post materials on controlled university bulletin boards according to university policy.
10. Eligible to utilize the resources provided by Student Engagement Online: forms, files, website, events calendar, etc.
11. Eligible to use the University name and logo for business related events and/or materials.*

Any publication utilizing the University Logo must first be approved by the Office of University Communications and the Office of Student Engagement. The current protocol is to email Karen Hodges and Tyler Thompson for approval.

Limitations

Organizations may not represent, enter into contracts, or speak on behalf of the University. The Office of Student Engagement will investigate any possible violations and may refer organizations/individuals involved to the proper governing boards.

Organizations are not allowed to use "The University of North Alabama" in the official title of their organization.
Permitted: "Study Club"
Not-Permitted: UNA Study Club

Good Standing

Good standing for currently Recognized Student Organizations is defined as the certification that grants the student organization official status as part of UNA's educational and/or extracurricular program. RSOs must be in good standing with the university to be eligible to use RSO resources including: the RSO Resource Center, booking spaces on-campus, setting up promotional tables, team participation in University Events, and applying for Student Allocation Funding*. To remain in good standing:

- The organization must maintain at least three active members who are currently enrolled in classes at UNA (except during summer semesters).
- The organization must have no outstanding balance beyond 30 days with the university.
- The organization must have at least one representative attend all mandatory RSO meetings/trainings hosted by Student Engagement.
- The organization must have an active advisor at all times.
- The organization must have fully completed the annual registration.
- All officers/leadership positions in the organization must be held by enrolled students.
- The Director of Student Engagement may revoke good standing status if an organization is violating university policies, the student handbook, the RSO and Student Activity Handbook, or engages in activities contrary to the Mission of the University or the Student Engagement Center.

*Please note that there are additional requirements that must be met in order for an organization to qualify for Student Allocation Funding. Please refer to the current Student Allocation Manual for these requirements.

Annual Registration Policy

All recognized student organizations must register with the Student Engagement Center each year and follow the timeline listed below in order to remain in good-standing on campus and utilize the available resources.

1. Update the organization's *Student Engagement Center Online* Portal between the first day of class in the fall semester and October 1st. Any changes in RSO officers or advisors must be made during this time. This also includes maintaining an up-to-date constitution and roster, both of which must be uploaded into the RSO's *Student Engagement Center Online Portal.*
2. Schedule an appointment and meet with a Student Leadership Consultant (SLC) between the first day of class in the fall semester and October 1st.
3. All organizations affiliated with an inter/national organization or external governing board must have the inter/national organization or external governing board submit a letter of recognition from the inter/national organization or external governing board when they register. These letters should

be on the inter/national organization's official letterhead and it should identify a point of contact for the inter/national organization or governing board. These letters must be dated within the past five years (i.e. the same letter may be used for 5 years).

Organizations that do not meet these requirements by October 1 will lose their good standing status and all resource privileges for the remainder of the fall semester. These organizations may redeem their good-standing status for the spring semester if they update their RSO online portal and schedule a meeting with a Student Leadership Consultant by February 15. Any organizations that do not meet these requirements by February 15 will be deactivated and assumed to no longer function as a student organization.

Categories of Organizations

1. **Academic & Professional**
   These organizations are connected with an academic program, college, or department and are advised by a faculty or staff member in the program.
2. **Campus Ministry**
   These organizations are affiliated with a religious organization and have a point of contact with the organization who works closely with students (campus minister, ministry director, etc.)
3. **Registered Club Sports**
   Club sports are registered through Student Engagement and approved by the Student Recreational Center. Club Sports participate in competitions, meets, etc. and must adhere to additional guidelines outlined by the Recreational Sports and Fitness Program
4. **Distinguished University Service**
   Members of these organizations are ambassadors for affiliated programs, departments, colleges, etc. Membership in these organizations is determined by university officials.
5. **Faith Based**
   Faith Based organizations are centered around spiritual or religious values, but do not have a campus minister or spiritual leader paid/appointed by an external organization.
6. **Fraternities and Sororities**
   UNA defines a social fraternity/sorority as an organization that exists to promote fraternal relationships and personal development; requirement for membership is subjective and is not limited to a specific field of study, class year, etc; and members are not permitted to hold membership in other identified social fraternities/sororities at the University.
7. **Honor Societies**
   Honor Societies recognize personal achievement and membership is limited to those chosen by the organization.
8. **Multicultural**
   Multicultural organizations promote an appreciation for a specific ethnicity or culture.
9. **Special Interest**
   Special Interest organizations organize around a specific interest or shared commitment.
10. **University Sponsored**
    University Sponsored organizations are programs sponsored by non-academic university divisions, departments, offices or service areas.

Fraternities and Sororities

UNA defines a social fraternity/sorority as an organization that exists to promote fraternal relationships and personal development; requirement for membership is subjective and is not limited to a specific field of study, class year, etc; and members are not permitted to hold membership in other identified social fraternities/sororities at the University.

The University of North Alabama requires that all social fraternities/sororities, as defined above, be recognized as such by the Office of Fraternity and Sorority Life and uphold the requirements of fraternity/sorority organizations in order to maintain good standing. Most requirements can be found in the FSL Handbook at www.una.edu/fsl. These organizations may be exempt from certain good standing requirements when approved by the Office of Fraternity and Sorority Life.

Unrecognized Student Organizations

Groups that fail to register with the Student Engagement Center or that have lost recognition from the university do not receive advice, support, or oversight from the university. Any unrecognized group claiming affiliation is operating in violation of university policy. Involvement with any unrecognized organization can pose a significant risk and students are strongly advised to avoid engagement with these groups as the university is unable to monitor activities. Individuals who affiliate with unrecognized organizations may be susceptible to participation in activities that violate university policy and should understand that they will be held individually accountable for their actions.

Hazing

Hazing is a violation of the Student Code of Conduct and Alabama State Law. It is defined in the Student Code of Conduct as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy. Any report of hazing violating the Code of Conduct will be referred to student conduct for investigation. Any student or group reported to be in violation of State/Federal hazing law should expect to be prosecuted accordingly.

Starting a New Organization

Students interested in forming a new organization at UNA should first contact the Student Engagement Center to schedule a consultation with a Student Leadership Consultant and obtain a copy of the RSO Handbook. The handbook is available on the Student Engagement Center website at www.una.edu/students under the Student Organization Resources tab. These students may also work with the Student Leadership Consultants (SLCs) to help schedule spaces for interest meetings. Students forming new organizations may schedule up to three organizational interest meetings on-campus once they have been approved by an SLC. Note that new organizations must enhance the mission and purpose of the institution in one or more of the following ways:
- Develop the personal empowerment of those participating
- Develop the academic/career competency of those involved
- Develop social/civic responsibility of those involved
- Continue to improve the effectiveness of the university community

Organizations proposed for the purpose of marketing, promoting or selling a specific business, product, individual campaign, or service.
Organizations proposed with the intent/purpose of defying University Policy, Local, State or Federal Law will not be recognized.

To register a new organization, students must complete the following steps:
1. Schedule a one-on-one consultation with a Student Leadership Consultant to obtain the New Student Organization Proposal form. This form must be completed and submitted to the Student Engagement Center.
2. Provide a roster of at least 3 full-time enrolled students who wish to be members of/founders of the proposed organization. This roster should include first and last name, university email address, contact phone number, and student L-number.
3. Obtain agreement of a full-time faculty or staff member to serve as the organization's advisor.
4. Create a constitution under which the organization will operate in accordance with the Student Organization Constitution Checklist (available from the Student Engagement Center/online)
5. Submit to Student Engagement a hard copy of the organization's constitution signed by the chartering students.
6. Organizations affiliated with an inter/national organization or governing board must submit a letter of recognition from the inter/national organization or external governing board. These letters should

be on the inter/national organization's official letterhead and it should identify a point of contact for the inter/national organization or governing board.

7. Once a proposal is approved, the founders must complete the Student Organization Registration Form and create a portal on Student Engagement Online. Once the Student Engagement Center has approved the registration form, it is entitled to all the rights and privileges of a Recognized Student Organization (RSO) and must follow the proper steps to maintain good standing with the university. All new RSOs must wait one semester after approval before the group is eligible to request Student Allocation Funding.

New RSO registration applications will be reviewed twice a year. New student groups wanting recognition for the fall semester must have met with a SLC and submitted all proposal materials by October 1. Student groups wanting recognition for the spring semester must have met with a SLC and submitted all proposal materials by February 15. Founding students will be notified once the proposal has been reviewed and have 2 weeks to submit the registration form after notification.

Re-Registering Inactive Organizations

1. Students interested in re-registering an inactive student organization will meet with a Student Leadership Consultant to discuss the reasons for reorganizing. The members should be prepared to explain why the organization became inactive and why they are choosing to re- register.
2. The Office of Student Engagement will review the former student organization's information to confirm there were no records of violation of University policies, outstanding bills, or other required documentation. If any matters initiating the closure of the organization are unresolved, the new organization will be denied registration until such matters are resolved.
3. If the organization is eligible for reactivation, they must follow the New Organization Registration protocol as noted in this handbook.

Advisor Expectations

Advisors play a critical role in the wellbeing of a student organization. Below is a list of expectations the University has of its RSO advisors. It is recommended that advisors and group members have conversations about the expectations they have for each other early in the year. There are resources available at the Student Engagement Center to help advisors with these important conversations.

1. Help the organization to identify its goals and assist the members and officers to clarify their areas of responsibility and related duties.
2. Participate in major organizational planning.
3. Observe and evaluate student performance of assigned duties toward the accomplishment of goals and encourage self-discipline and responsibility within the group.
4. Encourage organizational officers to keep accurate and consistent records.
5. Be aware of the history, purpose and activities of the organization through attendance at organization meetings and events and through frequent consultation with leaders.
6. Provide information concerning the sponsored organization when requested by a University official.
7. Be available as a mentor to organization members to assist them with personal problems and decisions as well as with those related to the organization.
8. Provide continuity for the organization from year to year.
9. Act as a source of general information regarding University policies and procedures.
10. Teach basic leadership skills and provide the student leadership with elements of good organizational and administrative practice.
11. Submit any campus-wide communications associated with the RSO to the appropriate channels for distribution.

12. Authorize university reservation request forms.
13. Maintain an Administrator status of the RSO Student Engagement Online portal during your role as the advisor.

Advisor Legal Obligations

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

Although there are some resources on campus that can maintain confidentiality, on-campus advisors are considered mandatory reporters of Title IX offenses. It is recommended that staff and administration working within these resources do not serve as RSO advisors due to the risk of a dual relationship with students. For those who are employed in these resources and serve as advisors, it is imperative that they discuss their relationship as an advisor to the students involved with the RSO and disclose that the advisor relationship does not provide confidential reporting. It is recommended that they pre-empt any possible conversations concerning Title IX offenses by sharing confidential reporting resources.

RSO Discipline Procedures

All student organizations are subject to discipline procedure if a violation of a university regulation occurs. Please refer to the *Student Handbook* regarding discipline procedures.

Student Activities

In order to support student events that contribute significantly to the campus life environment, significant resources are reserved for student organizations for the purpose of planning and hosting events that cultivate a university community.

General Student Event Guidelines
1. Student Organizations must be recognized in order to host or promote any event on-campus.
2. Only Recognized Student Organization Leaders who have attended one of the Student Organization Training Sessions may schedule an event on-campus for their RSO.
3. For University Center Events, the individual that submits the campus space reservation form is the point of contact for the event and will be held financially responsible for damages, cancellation fees, etc.
4. Any misrepresentation of oneself or entity on an event form will be grounds for referral to Student Conduct and may require the payment of fees. This includes using your credentials as an RSO Officer to schedule an event for another entity (i.e. using an RSO to schedule an event for non-campus group).
5. Events may not be scheduled on or after study day until final exams are completed.
6. Student Organizations may not reserve Norton or Flowers unless they pay the standard rental fee.

7. The University reserves the right to require campus safety support at certain events. Social events and events where money will be collected require police officers at the expense of the host organization.

8. Four weeks is the minimum notice required for large events or events that require significant security.

9. Groups must comply with the Code of Alabama in regards to political campaign involvement and events.

10. Student Organizations may not reserve the GUC Banquet Halls or the Performance Center more than twice each semester. An exception will be made for groups that document meeting the minimum attendance capacity in these spaces using the Student Engagement Electronic Event Swipe (Presence Checkpoint App).

11. Student Organizations may not serve or consume alcohol at any space on-campus unless the organization has an annual residential lease of the entire building where the event is hosted

12. If the University must unexpectedly close for any reason (inclement weather, security threat, etc.) any scheduled RSO events must be cancelled.

13. For the avoidance of doubt, closed organizational meetings and information tables are not considered events but still may be subject to other facility-use guidelines from the university.

14. Student Organizations may not schedule events on any days when the University is closed for a holiday.

15. An organization's campus advisor should be present at any event with anticipated attendance over 100.

University Staffing/Security Requirements at Events

Any group hosting events that meet any of the following requirements must pay for necessary university staff/security personnel. A minimum of 2 personnel are required per event. Venue capacity, anticipated attendance, layout, etc. will be used to determine the number required. Personnel are scheduled on a first come, first serve basis. Four weeks is the minimum notice required for events requiring significant security:

a. Events open to the general public

b. Events requiring ticketed entry

c. Events that last more than 4 hours

e. Competitive Physical/Athletic Events

f. Events where money is collected

g. Events open to non-members of an organization featuring guest speakers (Non-UNA Employees, Staff, Students) in any venue larger than 50 person capacity.

h. Social parties not restricted to membership

i. Events open to non-members anticipating more than 200 attendees

Events and Alcohol

In addition to adhering to all Local, State, and Federal Laws regarding alcohol consumption, Student Organizations that plan to host an event or events where alcohol will be consumed must meet the following requirements:

    a. The Student Organization must notify Student Engagement at annual registration of their intent to host events where alcohol will be consumed.

    b. The Student Organization must submit a Certificate of Liability Insurance including a Host Liquor Liability with $1 million minimum coverage.

    c. The Student Organization must schedule a special meeting with Student Engagement to review the Social Policy for Organizations that Intend to Consume Alcohol.

    c. The organization must adhere to all rules and guidelines outlined in the Social Policy for Organizations that Intend to Consume Alcohol provided by Student Engagement

Event Registration and Student Engagement Online (Presence)

All events that will be advertised outside of your organization must be registered on Student Engagement Online (https://una.presence.io). This registration may qualify your organizations' event to be announced through various media outlets including campus televisions, electronic newsletters, etc. Event registration will also give you the ability to track event attendance.

All Student Organization events that are directly supported by Student Engagement MUST be registered on Student Engagement Online (*https://una.presence.i*o). This includes all Student Allocation funded events, Fraternity/Sorority Life Events, Student Government Events, University Program Council Events, and Community Service Events. Attendance must be tracked using the "Presence Checkpoint App" unless an exception is granted in writing by a Student Engagement Professional Staff Member before the event (information available online at (www.una.edu/students).

University Events Facility Reservation Guidelines

Before submitting a room reservation form, you must first check the availability of the space/facility.

1. From the UNA homepage, search for "University Events" in the search bar located in the top right hand corner. Once you have arrived at the University Events webpage, click on the "Events Calendar" link located at the bottom of the column on the left. From there, you will be able to check for your date and time to see if there is space available to reserve.
2. Once you have found an available date, time, and location for your event, you will need to fill out the proper request form. All of the forms can be found by clicking the "Reservation Forms" link on the University Events webpage. Select the form that correlates with the space you would like to reserve and fill out the information. Your organization advisor will need to sign the form before you turn it in to the University Events office.
3. All reservations must be made no later than 48 business hours before the event starts.
4. Provide as much information as possible when filling out the forms. If additional technical support is needed, you should communicate that prior to your event. Once your event has been approved through University Events, you will receive a confirmation via email.
5. Should you need to cancel your event, you need to let University Events know as soon as the decision is made.
6. Room assignments are based on the size of the group and the setup required. Requests may be adjusted to accommodate as many groups as possible.

The more advanced notice that you can give prior to the date of your event, the more likely you are to secure the space you want.

Fees and Charges

There are charges for after hour events. Labor costs including sound technicians, custodial staff, UNA Police, etc. may occur in order to open the facilities and staff them adequately. Any charges for use of university facilities will be indicated in an email confirmation prior to your event.

RSO Members are subject to discipline procedure if a violation of a university regulation occurs. Please refer to the *Student Handbook* regarding discipline procedures.

Flyer and Banner Postings

University of North Alabama organizations and departments wishing to advertise events and activities in the Guillot University Center should seek approval from the Office of GUC Operations and Event Management.

Flyers
Placement of flyers is restricted to public bulletin boards. Flyers are NOT to be taped to windows, walls, doors or painted surfaces. Signs, posters, banners, or flyers advertising the sale of alcoholic beverages are prohibited and shall be removed. The university reserves the right to remove advertisements.
General Guidelines:
1. All items to be posted must conform to University policy and be noncommercial in nature.
2. Each item posted must be dated with the date on which it is posted. The date should appear in a conspicuous place, i.e., lower right-hand corner.
3. Posters should not be posted for more than three weeks.
4. No more than one poster for a particular event or activity should be posted on a bulletin board.
5. The size of the items posted should be no more than 8 1⁄2" x 11".
6. No bulletin shall be posted on bulletin boards designated for limited use.
    Items on limited boards should be posted only by representatives of offices to whom the limited boards are assigned.

No notices of any kind may be displayed on glass doors of Bibb Graves Hall or the Guillot University Center, or on walls of campus buildings. Prior permission from the office concerned must be obtained before notices may be placed on the bulletin boards of the administrative offices or academic departments.
Please access the campus posting guidelines list found on the Student Engagement website under "Files" for questions.

Banners
Banners should be delivered to the Office of GUC Operations to be hung by the Events staff. Placement of banners shall be made on a first come first served basis. Space will not be reserved. Banners shall not be stored by the Office of University Events before or after they are displayed unless arrangements have been made beforehand. Anyone wishing to hang a banner anywhere else on campus besides the GUC must secure approval from the Office of Student Engagement and the Facilities Manager of the space.

ADDITIONAL RESOURCES

Student Engagement Resource Center
RSOs in good-standing have the opportunity to utilize the Student Engagement Resource Center. Included are a button machine, laminator, fax machine, Ellison Machine (design/letter cutting), banner supplies, sidewalk chalk, window paints, teambuilding kits, and computers/printers.
Printing is available for RSO minutes and agendas only. These resources are located in the Office of Student Engagement, GUC 163. All RSOs are required to sign in when using the

resource room.

Student Engagement Online & University Calendar

Once a RSO has been approved, they will have the ability to add events to the Student Engagement calendar through Student Engagement Online. To do this, an organization's officer will need to log-in to Student Engagement Online Admin Dashboardand create and event using the "Create" or "Events" tab. From there, they will "Create an Event" and complete the online form. Once this has been submitted, it will be sent to the Office of Student Engagement for approval.

Student Media

Student Organizations may advertise events or meetings by using the Flor-Ala. The Flor-Ala is distributed on Thursdays and the deadline to submit announcements or articles is on Mondays by noon. There may be fees included.

To advertise through the Flor-Ala, you should contact the Flor-Ala Business Team.
advertise@florala.net
256-765-4426

University Print Shop

The University Print Shop is available for a number of print needs for your organization's events. Any RSO wishing to utilize the print shop will need to first meet with the Print Room Operator located in the basement of Bibb Graves Hall for a consultation. Please note that fees will apply based on your print needs.

UNA Portal Usage

Any UNA Portal account holder who is a member of the UNA faculty or staff or an officer of an organization recognized by the Student Engagement Office may request a campus-wide announcement. The requested announcement must pertain to university activities. All messages will be posted exactly as submitted unless defamatory, obscene, or illegal.

University Communications

Recognized Student Organizations may also work with University Communications to send out Press Releases or Digest Announcements. Any communications using campus logos must be individually approved by this office. Contact University Communications at 256-765-4225.

Sidewalk Chalk & GUC Window Painting

RSOs may paint a GUC window or reserve sidewalk chalk in order to advertise events. Before advertising, the proper registration form must be filled out and submitted to the Office of Student Engagement for approval. Both forms can be found on the Student Engagement website under the Student Organizations tab. Once approved, all materials should be obtained through the Office of Student Engagement. Please note that there are special requirements for this resource that can be found on the reservation forms.

UNA Dining Services

RSOs must work with UNA Dining to help plan food arrangements for any event that is being held on UNA's campus. Events serving food on-campus are required to coordinate through UNA Dining Services.

Facilities Administration

If an organization's event will be held on campus and electricity, custodial services, or trash/recycle bins are needed, please request these services through the university's Facilities Administration office. Facilities needs at least a one week notice. Costs might be associated with custodial cleanup and supplies as well.

Facilities Administration must approve any signs, tents, or any other items that may penetrate the ground. If staging is going to be used, Facilities must approve. Any groups that plan to hang banners on the exterior of campus buildings, or outside on other parts of campus, must go through Facilities to get this approved.

UNA Police Department

UNA Police officers shall be present at any **campus** functions where alcohol is to be consumed. Please refer to the Events and Alcohol section above.

Recreational Sports and Fitness Program

The Recreational Sports and Fitness Program coordinates UNA Club Sports, Intramural Sports, the Outdoor Adventure Program, and the University Recreational Center. For more information about any of these resources, call 256-765-6019 or visit www.una.edu/recsports.

Agency Funds

Registered Student Organizations have the option of opening an Agency Fund through the university Business Office.
• What is an Agency Fund?
- UNA acts as custodian or fiscal agent, and keeps records of deposits and payments.
• How to request a new Agency Fund
- "Request for Agency Account Form" on Controller website. Search for "Controller" from the UNA homepage. The completed form should be turned in to Controller's office.
• How to update authorized signatures on existing Agency Funds
- For changes, use same form as above "Request for Agency Account Form" and turn in to Cashier Window in basement of Bibb Graves.
• How to make deposits into the Fund
- Use "Deposit Form" located on Controller website. Take deposit to Cashier Window.
- Write fund account # on back of checks
- Specify description or reason for deposit (name of fundraiser, dues, etc). This helps in identifying and reconciling payments later.
• How to make payments from Fund
- Complete "Payment Requisition Form" on Controller website. Put Agency name in top left "Cost Center" field. Vendor Name and Address should be name of individual or company that the check will be made payable to and the current address. If that individual is an employee or student, the L# should be filled in. If it is a new business, or an individual who is neither an employee nor a student, a completed W9 form should also be attached. That form can be printed from the IRS website (www.irs.gov) and given to them for completion and signature.
- Description should identify use of items purchased, such as "food for RSO Kickoff on 8/22/15." Put Agency Fund account number on "Fund" line at bottom left above signatures. There must be 2 signatures and they must match authorized signatures that are on the current "Request for Agency Account Form" that is on file.
- Please attach original detailed receipts or invoices. If paying registration fees, please attach a copy of the registration form that shows the cost per person or total due.
- RSO/Agency Funds are not exempt from AL sales tax, so vendors should charge tax. Always provide proof of payment if requesting reimbursement to an individual.
- Withdrawals are made via check only – no cash withdrawals or advances.
• How to confirm Fund balance
- Contact cashiers via phone at (256) 765-4442 or stop by the Cashier Window
- You will need to know the Agency Fund account number
• Recordkeeping tips and other general information
- Keep copies of deposit forms, requisitions and receipts/invoices
- Fundraising tips – keep track of donations so that all proceeds are given to non-profit organization, especially if collected over a period of time or at various events/locations. We want to be transparent with fundraisers for non-profit groups. Once the fundraiser is complete, request a check payable to the non-profit organization and attach documents such as flyers or emails that advertised "proceeds will be donated to SafePlace," etc. Also attach a spreadsheet or calculation showing all deposits that should equal the amount requested for donation.

Program Objectives

The Recognized Student Organization program serves two functions, to create both enjoyable and memorable activities for campus, and to provide an opportunity for student leaders to actively develop leadership competencies in a supportive environment. The Recognized Student Organization program at UNA seeks to support the following leadership development goals:

Knowledge acquisition, integration, construction, and application:
Participation in this program should improve the value of a student's education.
Participation in this program should help you learn more about others and share knowledge with others.

Practical Competencies in Organizational Management:
Participation should enhance your ability to negotiate contracts/agreements, develop a budget, monitor a budget, supervise peers, plan/set goals, run a meeting, influence others, organize events, publicize events, evaluate events, make presentations,

Development of thought processes:
Participation in this program should enhance student's ability to think critically, define problems, and solve problems.

Personal Development
Participation in the program should improve your self-motivation, self-confidence, self-esteem, knowledge of personal talents, and knowledge of limitations and general knowledge of yourself.
Participation in the program should challenge you to evaluate if your actions are consistent with your values/beliefs, if you were passionate about the organization's goals.
Participation should challenge you to evaluate your ability to work effectively with other leaders, communicate with other leaders, respect, and trust other leaders.
Participation should challenge you to listen to the ideas of others, dissent from others, discuss differing opinions in a respectful manner, and support group decisions that did not match your position.

Achievements:
Participation in this program should help you achieve a feeling of an accomplishment, a sense of ownership of the organization, and pride in being a member of the organization

Relationship Development:
Participation in this program should enhance your ability to develop trust among team members, earn respect of others, effectively manage conflict, work effectively with others, listen effectively, motivate others, see things from others' perspectives, successfully establish professional relationships, and successfully establish personal relationships
Participants in this program should gain an enhanced ability to work with diverse populations.

Program Qualities:
Participants should gain experience developing, working towards, and accomplishing goals as an organization
Participants should be challenged to interact with people different from them, and to value and respect people different from them
Participants should have access to a resourceful advisor who attends organizational meetings and activities.
Participants should have the opportunity to participate in leadership training