



Cleveland State University
Student Organization
Resource Manual



Viking Creed

As a Cleveland State Viking,

- *I will practice personal and academic integrity and commit to life-long learning.*
- *I will act with civility and treat all people fairly, respectfully and with dignity.*
- *I will contribute to an environment where every student feels a sense of belonging.*
 - *I will respect individuals' freedom of opinion and expression.*
 - *I will make a positive impact on campus and in my community.*

*I pledge to foster the values set forth in the Viking Creed
and confront behaviors that may weaken the spirit of our community.*

The Center for Campus Engagement reserves the right to modify, change, and update this manual as needed, including during the academic year. Please consult the web-based version of the manual for the most up-to-date version. Student Organizations are required to be aware of and abide by the current Manual.

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WELCOME

Thank you for being involved at Cleveland State University! We at The Center for Campus Engagement {CCE} are pleased to partner with you. Our purpose is to help your organizations achieve your goals and have fun! Please know that when questions come up this year - because they will – we are here to help you.

The Recognized Student Organization {RSO} Resource Manual provides an overview of organization functions, responsibilities, fiscal policies, and resources. Requests for exceptions to the following policy and procedures can be emailed to CCE at cce@csuohio.edu. Organizations are required to follow the policies and procedures contained within this manual as well as university policies and the [Student Code of Conduct](#). Failure to follow policies could result in organization sanctions or suspension of organization operations.

CCE offers training throughout the semester for all officers and advisors covering the use of VikesConnect, Cleveland State University policies, the details of finances and funding, event planning, and other important topics. If you have any questions, please contact us at cce@csuohio.edu. We are in the Student Center, room 343, and are open during normal university operating business hours.

JURISDICTION

RSOs must abide by all rules, regulations, policies, and procedures of Cleveland State University as set forth in, but not limited to, the Student Conduct Code, the RSO Resource Manual, and the laws of the State of Ohio. Cleveland State University rules and regulations shall take precedence over the organizational constitution and/or the rules of the regional, city, state, or national organization with which the student organization is affiliated.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

All RSOs must conform to Cleveland State University's Non-Discrimination Policy Statement that can be found on the website for the Office of Institutional Equity (www.csuohio.edu/institutional-equity).

HAZING POLICY

Cleveland State University has a zero-tolerance policy for hazing. No student should be subject to harmful, inappropriate, or coerced behavior to be a member or participate in Student Organizations at CSU. Hazing is against CSU's Student Code of Conduct and against Ohio law. Hazing is defined in the Student Code of Conduct as

““Hazing” - any conduct, act, method of, or coercion of another to do an act of initiation or admission into any organization, which occurs on or off university premises and which willfully or recklessly, causes or creates a substantial risk of causing physical or mental harm to any student or other person. Examples include, but are not limited to, extended deprivation of sleep or rest; forced consumption of food, liquor, other beverages, or drugs; beating or branding; forced exclusion from social contact; and/or forced conduct, which could result in embarrassment to any person. Any activity or behavior meeting the definition as described in this paragraph shall be considered a forced activity, notwithstanding the willingness of the individual involved to participate in such activity.”

Students AND registered student organizations who violate this policy will be reported to Student conduct and the appropriate authorities. If you wish to report an act of hazing, you can email magnusACTS@csuohio.edu or report anonymously at <https://secure.ethicspoint.com/domain/media/en/gui/42255/index.html> . If you have any questions or concerns about hazing, please contact the [Center for Campus Engagement](#) or [Community Standards & Advocacy](#).

VIKESCONNECT

All Cleveland State University student organizations are managed through the software system, VikesConnect (csuohio.presence.io). VikesConnect provides CSU with a centralized system for each RSO to complete the annual registration process, request funding, submit spending requests, reserve rooms and space on campus, make travel arrangements, store files, manage organization rosters, and many other communication and organization functions.

RECOGNIZED STUDENT ORGANIZATIONS (RSOs)

Cleveland State University student organizations are based on the interests of enrolled, degree-seeking students. While student organizations are encouraged to collaborate with CSU, community, and umbrella organizations, the organizations themselves must be student initiated, lead, and driven.

RSO status applies to all student organizations approved by CCE by meeting the requirements to start a new organization outlined in RSO Manual. Use of some privileges is limited to the amount of available space. Requests will be considered on a first come, first served basis from fully recognized organizations.

Starting an organization

To become a Recognized Student Organization, and to maintain RSO status, students must:

- Have four currently enrolled CSU students to fill the positions of President, Vice President, Secretary, and Treasurer, as well as a full-time CSU faculty or staff member to serve as the organization advisor.
 - The same individual may not hold more than one position within an organization.
 - Each student requesting a leadership position must meet eligibility requirements.(refer to 11 and 12 page)
 - Organizations may not have more than one President, Vice President, Secretary, Treasurer, or Advisor unless approved by CCE.
- Each position holder will be required to complete training provided by CCE for their position(in-person).
- Have a constitution approved.
 - Use the constitution template found in the registration form, may take longer than ten business days to review.
- Submit the registration request through VikesConnect for recognition when organization registration is open. **Organization registration is open during a specific timeline set by the CCE.**

When submitting a new organization request, the submitter must have the following information for each student officer and advisor: first and last name, CSU ID, and CSU email address. A constitution must also be submitted. **A constitution template is provided and found at this link:**

[https://www.csuohio.edu/sites/default/files/Constitution Template Updated 5-24.docx](https://www.csuohio.edu/sites/default/files/Constitution%20Template%20Updated%205-24.docx)

New student organization requests will be reviewed by CCE minimum of ten business days of submission. New organization registration may be delayed or denied for duplicating the purpose of another organization, not completing/submitting the registration steps, violating CSU policies, denying membership to all currently enrolled and registered students in good standing that meet the criteria based on individual merit and qualifications. If denied, an appeal may be submitted to Campus Engagement, and the final decision will be communicated via email.

Once an organization is approved, the student organization is responsible for maintaining RSO status throughout the academic year. RSOs that fall below Recognized Student Organization status because they have but less than four, will be transitioned to Emerging Organization status.

To submit a new organization application, go to: <https://csuohio.presence.io/form/organization-registration>

Organization Membership & Officer Eligibility

To be considered an active member in a CSU RSO, an individual must be a current degree-seeking CSU student in good standing who pays CSU student fees. Non-degree-seeking individuals and those who do not pay student fees are ineligible. CSU faculty/staff who are also degree-seeking students may serve as advisors but cannot be members or hold officer positions. All officers must attend in-person training offered by Campus Engagement.

Students who wish to hold officer positions must meet the following eligibility requirements:

Undergraduate Students must: Currently be enrolled for at least nine (9) term credits and have 2.5 cumulative GPA

Graduate Students must: Currently be enrolled for at least nine (9) credits and have 3.0 cumulative GPA

Law Students must: Currently be enrolled for at least nine (9) term credits and have 2.5 cumulative GPA

Officer eligibility will be verified before any student takes office and midway through the academic year.

Replacing an Officer or Advisor

When a recognized student organization or emerging organization needs to update their officers or advisor, one of the current officers must submit the new individual's information in the Officer/Advisor Update Request form: <https://csuohio.presence.io/form/student-organization-officer-advisor-update-form>. To complete this form, the student or advisor's first and last name, email address, mobile phone number, and CSU ID must be provided.

Once the form is submitted, CCE will be notified and the student or advisor's eligibility to hold the position will be verified minimum of **10 business days**.

After the form is submitted and approved by the advisor, CCE will verify officer eligibility and make the final decision. If eligible, CCE will notify and assign the role once officer training is complete. Advisor training is recommended. If ineligible, the submitter will be notified, though reasons cannot be disclosed due to FERPA.

Officer updates submitted outside of this process will not be considered. This process is not to be used for new organization requests.

Emerging Organization Status

An Emerging Organization status applies to all currently recognized organizations that fall below Recognized Student Organization status because less than four. Emerging Organizations must have a CSU faculty/staff advisor. Emerging Organizations will be turned into inactive status

Emerging Organization status is to recruit new members. For RSOs that transition to Emerging Organization Status, event requests and reservations will not be accepted. Additionally, previously submitted funding requests will not move forward and/or may be denied. New organizations will not be approved with Emerging Organization status.

Student Organization Renewal (Transition Period)

All RSOs must renew their registration annually starting in the spring semester in accordance with the fiscal year. RSOs that hold elections in the fall must complete the renewal process after elections and again in the spring. CCE will communicate the renewal process, timeline, and instructions to current student organizations leaders during the spring semester. Student organizations must complete the renewal process to be a recognized student organization and use their RSO privileges. If an organization fails to renew for two consecutive academic years, the organization's Agency Account funds will be transferred to the Campus Engagement Account. To restart an organization that has not been renewed for two consecutive years, students will complete the new student organization registration process.

Student Organization Suspension

A student organization can be suspended for actions such as, but not limited to, violations of the [Student Code of Conduct](#), failure to follow policies, ongoing failure to comply with deadlines, mispending funds allocated by General Fee Unit, and/or having an agency account in deficit.

A "Suspended" designation removes all Registered Student Organization Privileges and the VikesConnect account will be disabled for the duration. Previous event requests and reservations may be denied due to a suspension or funding requests; requests submitted during suspension will be denied.

RSO OFFICERS & ADVISORS

Officer Position Descriptions

RSO officers must meet the officer eligibility requirements. Please see "Organization Membership & Officer Eligibility" for details. If a lapse in officers happens, the organization automatically reverts to Emerging

Organization Status. CCE also offers in-person training each semester. Student Organization financial requests are only authorized by the treasurer of the group. It is important to note that personal responsibility includes making up shortages or deficits using one's own personal finances if needed.

President

- Presides over meetings of the organization
- Serves as a secondary signatory on financial accounts
- Assists all executive officers
- Serves as a spokesperson for the organization □
- Organizes executive board retreats
- Coordinates executive board officer transitions
- Represents organization at official functions

Vice President

- Assumes the duties of the President in his or her absence
- Coordinates constitutional updating and revisions in conjunction with leadership
- Facilitates election of officers
- Prepares and files any report required
- Organizes an end-of-year celebration
- Prepares organization's calendar of events
- Coordinates fundraising drives

Secretary

- Obtains appropriate facilities for organization activities
- Keeps a record of all members and activities of the organization
- Maintains organizational records, storage, meetings, and office
- Maintains an inventory of all equipment and its condition
- Maintains attendance at all meetings
- Prepares an agenda with the President for all meetings; distributes agenda and informs to all members

Treasurer

- Serves as the primary signatory on financial accounts
- Coordinates payment of organization bills
- Maintains a financial history of the organization
- Collects organization dues
- Keeps all financial records and prepares an annual budget of the organization

- Keeps the organization informed of both organizational and university business
- Prepares and submits all allocation requests for funds and financial reports to the members

Advisor

It is the student organization's responsibility to find an advisor for their organization. Student organization advisors must be current full-time or part-time faculty or staff members at Cleveland State University. Faculty/staff members on sabbatical, FMLA, extended leave, etc.; graduate assistants; and teaching assistants are ineligible to serve as advisors. The advisor role is solely voluntary; no reimbursement by CSU, the student organization, individual, or other entity is permitted.

If an organization wishes to change their advisor or needs to find another advisor while theirs is on leave or wishes not to be part of, the organization must do so within the parameters set forth in their constitution. Organizations must have an active advisor to maintain RSO status. If a lapse in advisors happens, the organization is inactive until a new advisor is identified.

While each advisor's relationship with their student organization may look different, they are all expected to maintain contact with the student organization monthly and have regular meetings. When possible, the advisor should work with and through the organization's officers to maintain appropriate behavior standards.

An advisor should review the organization's financial records. The advisor should help the organization develop a budget and maintain fiscal responsibility. An advisor should additionally be familiar with university and student organization guidelines.

The advisor may attend organizational social activities, to show support. The organization's advisor is an important resource. Both an advocate for the students and a representative of the University, the advisor's input can often help officers broaden their perspectives on projects, while her or his approval for financial requests expedites the transactions that support them. Advisors are not allowed to submit financial requests on behalf of the students, only the treasurer or president can submit financial requests.

Duty to Report

Student Organization Advisors have a responsibility to report any forms of negligence or wrongdoing taking place within the organization. Once knowledgeable of a situation that would jeopardize members of the organization, themselves, or the University, advisors are strongly advised to contact CCE immediately. Refer to Student Conduct and University Policies.

If a student leader is experiencing difficulties, is acting out of character, or raises cause for concern, please utilize the campus resources available {CARE} to report their behavior,

circumstance, or activity by emailing your concern to MagnusACTS@csuohio.edu.

For more information or to seek guidance on an issue, please contact The Center for Campus Engagement, located in the Student Center, suite 343 or email cce@csuohio.edu

RSO AGENCY ACCOUNT

A registered student organization's Agency Account is their main account within the University accounting system. Funds deposited into these accounts represent funds earned and/or raised by the registered student organization.

Effective October 1, 1982, the Board of Trustees resolved that student organizations must maintain:

- **A student organization agency account through the University Controller for the following funds:**

Those generated from fund-raising events held at the University.

- Those generated through fund-raising activities in which the organization uses the University's name.
- Dues, excluding fraternal organizations where dues include an assessment for maintenance of real property.
- Any other funds derived from affiliation with the University.

- **Delimitations/Prohibitions:**

- No student organization, except for general fraternities and sororities whose dues cover property maintenance, are permitted to have an off campus checking or savings account.
- Agency accounts shall not be used to transfer or deposit any university funds, in addition to any personal activities or social events, i.e., purchase of goods {microwaves, refrigerators, etc.) by individuals for personal use, or to fund social events – of a personal nature – i.e., birthday parties, baby showers, etc.

All RSO Agency Accounts must be sponsored through the Center for Campus Engagement. CCE will monitor and approve all expenses for the agency account. Agency accounts must always have a positive cash balance.

Opening An Agency Account (Starting a new organization)

To open an account within CSU, a student organization must be an active organization. Once a group has registered for the first time, a CSU agency account will be created for the organization.

Renewing An Agency Account

Use of your agency account will end on June 30th of the fiscal year, when the group may renew registration for the upcoming year. If an agency account is not renewed after a two (2) year period, remaining account funds or deficits will be transferred to the Campus Engagement Account.

RSO Agency Account Number

Each organization has one account and a corresponding 13-digit account number. All account numbers follow the "8405-0890-xxxx-xx-**12345**" format. The last five digits of the 13-digit account number distinguish each organization. This number can be found in VikesConnect under the group's Details section, below the constitution. Officers must include the full 13-digit account number on all paperwork to ensure accurate processing.

Agency Account Statements

Current balances may be accessed through each group's VikesConnect portal within the Finance tool. Your organization's treasurer may request the group's University Peoplesoft Transaction Register when needed to see if any internal charges have hit their account. The treasurer should be reconciling the group's account monthly. **Please note:** Any discrepancies should be reported immediately at cce@csuohio.edu.

Agency Account Deposits

If your organization raises money through a fundraiser, donation, or membership dues, the cash and checks need to be deposited into the organization agency account within 24 hours. If your organization collects money during a weekend, then deposits are made the following business day (typically Monday but check the university calendar for holiday closures). Checks to your organization need to be made payable to "Cleveland State University", your student organization name should be noted in the memo section. All other checks will not be accepted. To deposit funds, Treasurers can create a deposit using the [deposit tool in VikesConnect](#).

Deficit Balances

A deficit is an over-commitment of resources by an organization. Student officers should try to anticipate problems.

A negative balance in an account will warrant that the organization be suspended until funds are deposited into the account to cover the deficit.

STUDENT ORGANIZATION ALLOCATION (FUNDING) REQUESTS

Requesting Budgets (Funding from SGA, SBA, SCC)

Student Government {SGA}, Student Bar Association {SBA}, and Sport Club Council {SCC} shall set their own guidelines for distribution of funds to recognized student organizations.

RSO allocation requests must be submitted to the SGA, SBA, or SCC treasurer as appropriate. The SGA/SBA/SCC treasurer will discuss funding requests with organization representatives. Each respective SGA, SBA, or SCC treasurer, will review funding requests and recommend the exact dollar amount to be allocated to each funding request submitted by a recognized student organization. The SGA/SBA/SCC bodies will make final approval for student organization allocations, and the SGA/SBA treasurer will notify each organization of the allocation decision.

STUDENT ORGANIZATION ALLOCATION (FUNDING) REQUESTS

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Student Government {SGA}, Student Bar Association {SBA}, and Sport Club Council {SCC} shall set their own guidelines for distribution of funds to recognized student organizations.

RSO allocation requests must be submitted to the SGA, SBA, or SCC treasurer as appropriate. The SGA/SBA/SCC treasurer will discuss funding requests with organization representatives. Each respective Finance Committee, headed by the SGA, SBA, or SCC treasurer, will review funding requests, and recommend the exact dollar amount to be allocated to each funding request submitted by a recognized student organization. The SGA/SBA/SCC bodies will make final approval for student organization allocations, and the SGA/SBA treasurer will notify each organization of the allocation decision.

Student organizations may request budgets that are consistent with their organizational purposes {as defined in each constitution under "II. Purpose of the Organization"}, from SGA, SBA, or SCC for the following:

1. Equipment to be purchased from funds allocated by SGA, SBA, or SCC must be for use by the organization. It must be equipment to be used on a continual and non-personal basis. All equipment should be stored at the University when not in use and must be listed each year on an inventory sheet. All such equipment is property of the University.
2. The use of office supplies funded by the University must be directly related to the student organization's purpose.
3. For any organization to receive support from SGA, SBA, or SCC for publicity and/or promotion, such publicity and/or promotion must specifically relate to the organization or programs/projects of the student organization.
4. All special projects must be presented in full detail, for review by SGA, SBA, or SCC. All project requests should specify the basic programming plans of the organization, i.e., films, speakers, campus tours, lectures, conferences. A budget breakdown via email should be sent to the SGA, SBA, or SCC treasurer including quotes, invoices, screenshots or any type of documentation explaining the amount being requested.
5. Requests for travel funding must be limited to those conferences, conventions, meetings, or events which relate specifically to the purpose of the student organization. Participation will be limited to officers or authorized representatives of the organization. No travel request may in any instance exceed the amounts or violate the regulations set forth in the [CSU Travel Policy](#) or [RSO Travel Policy](#). Appropriate travel paperwork must also be completed with the Center for Campus Engagement before travel by any student organization. Travel requests should be submitted ahead of time as ***travel forms should be completed at least 45 days prior to travel.***
6. Organizations shall not pay salaries or benefits of any kind for duties rendered by their members with funds allocated by SGA, SBA, or SCC.

**A group cannot spend from a budget until it has been approved in VikesConnect by the advisor and SGA, SBA, or SCC treasurer.*

Allocation (Funding) Accounts

If your organization has received an approved budget from the Student Government Association or Student Bar Association, the funding is put into a temporary account for the group to spend from called a sub-budget. Each organization will have separate allocation sub-budgets for their requests.

For example, organizations who receive funding from SGA will have an event allocation budget, a travel allocation budget, other needs/supplies allocation budget and a one-time \$150 allocation budget.

← The Fake Organization 	\$1,650.00	\$1,650.00		
Agency Account	\$0.00	\$0.00	12345	
SGA Funding	\$1,650.00	\$1,650.00		
SGA Event Funding	\$1,500.00	\$1,500.00		
SGA Travel Funding	\$0.00	\$0.00		
SGA Other Funding	\$0.00	\$0.00		
One Time \$150 Funding	\$150.00	\$150.00		

Video instructions on how to submit an allocation request and an expenditure request can be found at: https://www.youtube.com/watch?v=M_6kM48oGpY&t=173s

USING AGENCY ACCOUNT/ALLOCATION (FUNDING) AWARD

Fund Restrictions

University [purchasing policies](#) have been developed consistent with state law to ensure a fair, efficient and competitive purchasing process. The purchasing policies must be followed regardless of fund source. Funds that student organizations use, whether earned through fundraising or received by an allocating organization as an award are restricted by University policy.

NOTE: In the instances where an organization needs to split payment between the agency account and funding account, two separate purchase requests will need to be submitted in VikesConnect.

The more general restrictions include:

- Student organizations at CSU are not allowed to establish or maintain off campus banking accounts.
- Any student groups may not use organizational funds to purchase alcoholic beverages, tobacco products or related items.
- All donations or fundraising by registered student organizations on behalf of third parties must be vetted by the University before such activities are scheduled or occur. Monies accepted for deposit in agency funds are not considered tax deductible gifts to the University.
- Student organizations at CSU may not use allocated funds to support any candidate for political office.

- SGA Funds: Student Organizations that receive funding from the Student Government Association are subject to additional restrictions based on the allocating body's mission and funding guidelines. Questions regarding these restrictions should be directed to the organization Treasurer.

The University Procurement Process

The steps below provide a step-by-step guide to successfully following the purchasing policies for all University purchases:

Step 1: Determine what you need to purchase. The purchase of certain goods and services have additional requirements as well as those listed below. Determine how much the purchase will cost.

Step 2: Based on the value, determine the process that must be used.

- If the purchase will cost \$2,500 or less, it is exempt from the competitive selection process. You can go straight to Step 5.
- If you are purchasing **goods and services** valued between \$2,501 and \$24,999, obtain at least three {3} quotes.
- Submit the expenditure form through VikesConnect.
- Do not artificially break up purchases to come under a competitive purchasing threshold. For example, if you will use one vendor's services periodically throughout the year, determine the total value for the fiscal year and use the appropriate purchasing process.
- **Step 3:** Once approved, the Campus Engagement will submit in MagnusMart for Purchasing Services approval. If Purchasing Services approves your preferred vendor, a Purchase Order {PO} will be generated, and sent to the vendor. Do not confirm any purchase with a vendor until it has been approved by Purchasing Services. Goods / services may not be received by the University until the vendor has received a PO.
- **Step 4:** Once the purchase has been approved by Purchasing Services, the procurement process is complete.
- **Step 5:** Receive your goods/services and send a final receipt/invoice to the Budget Officer.

Payments

Payments should be the primary transaction used by RSOs to meet monetary obligations associated with invoices, club registrations, dues, services rendered or contractual agreements. Payments must not include Ohio sales taxes and must follow the University Procurement Process.

RSOs should always try to pay for expenditures directly from their CSU agency account in the form of a check from the University, to avoid spending out of pocket.

Contracts

Contract is between the University and the person(s) contracted, there are four {4} preliminary items to keep in mind:

1. Students may not sign contracts.
2. An authorized University Official must sign all contracts.
3. Personal funds should never be used to pay for contracted services. Under no circumstances will they be reimbursed.
4. All contracts should be submitted 45 business days before payment is needed.

Contracts executed without Office of General Counsel {OCG} review and approval may be deemed outside the student's authority and result in personal liability for the contract.

Using a Vendor's Contract

Rule 3344-65-11 of the University's Purchasing Policies mandates that all contracts to which Cleveland State University is a party must be "reviewed and approved as to legal form" by the Office of General Counsel prior to execution.

If a group is having an event off campus and needs to make a payment to the vendor using the vendor's own contract {Ex: Rental Agreement}, the contract will need to be reviewed and approved by the Office of General Counsel, which can take over 2 weeks. The full procurement and contract review process from start to finish can take up to 4 weeks.

Contractual Payment: {If the payment is over \$2500, you will need to follow the competitive selection process. Three {3} quotes from additional vendors will be needed.)

- Contract: Vendor Contract - If off-campus. Any agreement that needs a signature for terms

and conditions. {Ex: Rental Agreement)

- [CSU Special Event Agreement Contract](#)- If on-campus {Ex: inflatables, photo booths, special services, caricature artists, Photographer, etc.) Subject to Entertainment tax in Cleveland, OH
- [CSU Performance Agreement Contract](#)- If on-campus {Ex: Non-Educational Speakers, DJ, Bands, etc.) Subject to Entertainment tax in Cleveland, OH
- [CSU Professional Services Agreement Contract](#)- If off-campus {Ex: Rental Space, all Performance and Special Event examples but for off-campus.)

Office of General Counsel -approved contract templates may be used without further review, as they are already approved for legal form and can be signed by an authorized CSU signatory.

For further information regarding University Contracts, visit the Office of General Counsel's website at: <https://www.csuohio.edu/general-counsel/contracting-csu>

Non-Contractual Payment: If the payment is over \$2500, RSOs need to follow the competitive selection process. Three {3} quotes from additional vendors will be needed.

- Quotes or Order Forms
- W-9 IRS Form

Entertainment Tax

As required by the City of Cleveland ordinance 191.1302, all payments made through CSU's Accounts Payable for the services of any entertainer, entertainment act, speaker, sports event, promotional booth, special event, band, orchestra, theatrical performance, promoter, or booking agent for any of the above shall be subject to a deduction of two- and one-half percent {2.5%} for Cleveland tax withholding.

Donations

Giving a Donation

To donate from a student organization's agency account requires that the organization submit a request for payment, which should include the following:

- A typed letter or memo formally expressing the group's intention to donate and should include the amount, the organization's name, address, and Federal Employee ID Number {FEIN#}, and/or cause that will be the recipient of the intended donation.
- The letter/memo should be signed by both the Treasurer and the President.
- A W-9 from the organization the donation will go to.

Some allocating organizations do not allow the use of their funds for donations (i.e., SGA).

Receiving a Donation

If your organization is receiving a donation, the vendor may request the University's Federal Employee ID Number {FEIN}, but the University is not able to provide a formal tax write off letter. This is because the University is a state institution and not a non-profit 501(c)(3) organization. CSU EIN is **34-0966056**

SHOPNET (ACCEPTING CREDIT/DEBIT CARD PAYMENTS)

Recognized CSU student organizations may submit a request to set up a ShopNet item to accept payments for things such as organization dues, application fees, event entrance fees, or other organization items.

The ShopNet form is available through Service now. To access information and instructions on filling out the form you can click on this link <https://www.csuohio.edu/services-for-students/shopnet> or go to the **IS&T homepage** and **click on the ShopNet request** tab on the left hand side.

Any questions and/or correspondence for ShopNet can now be sent to ShopNet@csuohio.edu

Tax-Exempt Status

Cleveland State University is a state institution in the state of Ohio. Cleveland State University is exempt from Ohio sales tax, and this status extends to registered student organizations making purchases for university-related purposes (not personal use). Student officers should consider tax implications when approving expenditures. Ohio sales tax will not be paid or reimbursed. Note that tax exemptions may not apply in other states—e.g., purchases in Pennsylvania may still incur tax and can be reimbursed if related to the organization.

Organizations may request a sales tax exemption form by completing a request in VikesConnect at: <https://csuohio.presence.io/form/student-organization-state-of-ohiosales-taxhttps://csuohio.presence.io/form/student-organization-state-of-ohio-sales-tax-exemptionexemption>. **Consistent with University policy, the Budget Officer will not include Ohio sales tax in payments, nor will Ohio Sales tax be reimbursed to individuals.**

Clothing And Promotional Items (Including Banners/Table Coverings)

Student Organizations must use one of the [three \(3\) approved IUC vendors](#) for custom printing or embroidery on items like shirts, hoodies, hats, pens, button, stickers, banners, etc. Follow the instructions below:

Step 1: Contact one of the [approved IUC vendors](#) to obtain a quote (not an invoice). Do not place the order

- If the approved vendors do not offer a product/price you need, you must supply written documentation from all 3 approved vendors in addition to the quote from the vendor you wish to use.

Step 2: Create Expenditure in VikesConnect. Select {Payment} Clothing/Promotional Items category. Make sure to include the quote(s). Once approved by the group's advisor, the Campus Engagement Officer will submit the order in MagnusMart to receive a purchase order {PO#}.

Step 3: Once the PO# is received by the vendor, they will start production.

Step 4: After the order is received, CCE will do the final approval of the expenditure request.

Gift Card Purchasing and Use

Student organizations wishing to purchase gift cards to use as prizes must be aware of [university Gift Card guidelines](#). In addition:

1. Gift cards are not to be used in lieu of payment for goods and/or services or to compensate for work performed. Use the correct contracts/procedures for payments.
2. When creating the expenditure in VikesConnect to order gift cards, make sure to select {Payment} Gift Cards.
3. Be aware we will need permission from the university's accounts payable office to purchase the cards first. This may take additional time, therefore plan accordingly.

Printing And Duplicating (posters, hot cards, fliers, etc.)

All printing must be done by a vendor with a production facility in the state of Ohio per [the CSU printing policy](#).

Step 1: Select a vendor to obtain a quote

- Ohio vendor: Brothers Printing, CopyMax, etc.
- CSU Duplicating Services: Submit the [RSO Printing/Duplicating Request form](#) in VikesConnect.

Step 2: Submit Expenditure Request {Payment) in the organization finance tool and upload the quote/order form.

Step 3: Once the request is approved by the group's advisor, the Budget Officer will process the order:

- Ohio Vendors: The Budget Officer will submit the order through MagnusMart to receive a purchase order {PO#}.
- CSU Duplicating Services: The Budget Officer will inform Duplicating department if the group has sufficient funds in their account or their funding award to complete the order and make sure the correct account number is used.

Viking Outfitters (CSU Bookstore)

If you wish to purchase items from the bookstore using either your agency account funds or funding award funds, follow the steps below:

Step 1: Create and expenditure in VikesConnect, including a list of needed items, their prices, and the estimated total.

Step 2: After the request is approved, the Campus Engagement officer will make the purchases.

Step 3: Pick up items from Campus Engagement Office.

Online Purchases

RSOs are strongly discouraged from ordering anything from online retailers if possible. Because CSU does not pay state sales tax, any order placed online {for example, Amazon.com}, the purchaser will pay sales state of Ohio tax and not be reimbursed for tax they pay.

Amazon purchases:

NOTE: As of May 9, 2022, we are no longer permitted to place orders for Amazon using our sales tax-exempt account. ***In addition, Cleveland State University WILL NOT reimburse students for any purchases made on Amazon.com.*** We are required now to go through Amazon Business which is a punchout vendor in MagnusMart. Please follow the same steps outlined below for Online Purchases:

If an RSO needs to place an online order, follow these steps:

Step 1: Select items you wish to purchase and place into your shopping cart

Step 2: When all items needed are in the shopping cart, take a screen shot of the cart to use as a quote.

Step 3: Submit an Expenditure Request in VikesConnect Finance tool. Attach shopping cart "quote".

Step 4: The Campus Engagement will place the order. When items arrive, the organization will be notified to pick up the items in the Campus Engagement office.

RSO EVENT POLICIES

All organizations events, held on or off campus, as well as travel events, must be submitted through the event request process in VikesConnect. Additional information regarding events is also found in the [CSU Facilities Use Procedures document](#) provided by Conference Services.

RSOs have the privilege of using University facilities. Space is available on a first-come, first-served basis. Once the event request is submitted and approved by the organization's advisor and president, CCE and Conference Services collaborate with departments across campus. If an organization does not have funding to support a requested event, the request will not be approved.

RSOs planning to request funding from Student Government Association (SGA) for event(s), it is strongly recommended to complete the [Event Budget Form](#) and receive SGA funding approval **BEFORE** submitting the event request.

In addition, use the [Event Planning Checklist](#) to ensure RSOs do not overlook the details for their event(s).

CSU Event Internal Department Costs

RSOs planning an event or need space on-campus are responsible for all internal department associated costs such as housekeeping, equipment fees, police/security, no show fees, etc. Use the information below to help plan your event.

Conference Services Department:

RSOs submitting event/space requests should check [Conference Service's events calendar](#) to ensure the space they wish to use is available on the day & time of the event.

Contact **Conference Services** for the following:

- **SET-UP LABOR COSTS:** - see [Conference Services Room Setup Costs](#) Please contact Conference Services for other set-up fees at conferenceservices@csuohio.edu.
- **EQUIPMENT COSTS:** Current costs of equipment are found on the [Conference Services Equipment Cost List](#).
- **STAGE MANAGERS:** Please contact Conference Services for Stage Managers at conferenceservices@csuohio.edu.

Facilities Department

- **HOUSEKEEPING COSTS:** Please contact Conference Services for Housekeeping Costs at conferenceservices@csuohio.edu.

Security Department

- **SECURITY/POLICE COSTS:** Please contact Conference Services for Security Department at conferenceservices@csuohio.edu.

Catering Department

- **FOOD:** Refer to the "Food Service for Events on Campus" section of this manual for restrictions and directions.

Parking Department

- **PARKING COSTS:** *If you have any further questions, please contact Parking & Transportation Services at 216687-2023 or email them at parking@csuohio.edu.* After filling out the event form, make sure to contact parking to get passes. Filling out the form will not notify them.

CSU Event External Costs

Events can also involve external Costs such as payments to DJs, photographers, performers, supplies, decorations, food, etc. Depending on need, please refer to **Frequent Types of Purchases other than Food** or **Payment/Contracts** sections for more information.

Fronting Events

Fronting occurs when a university department or student organization reserves space on behalf of another individual or group. Misrepresenting the actual client to receive discounted rates is

prohibited. External or professional organizations must pay the appropriate "Partnership" rates. RSOs found fronting will be charged full facility rates and may lose future reservation privileges. Conference Services will determine fronting based on event details and attendee affiliation.

Event Cancellation and No-Show Policy

Changes to an already scheduled event or outright cancellation must be submitted via the [Change/Cancellation Form](#) to Conference Services within five (5) working days of the event. DO NOT SIMPLY CANCEL THE EVENT IN VIKESCONNECT. Conference Services will not be notified if you only cancel the event in VikesConnect. Once you have completed the form and given it to Conference Services, you can then cancel the event in VikesConnect.

Responsible parties will be held financially accountable for all charges that would have been incurred because of commitments made to conference services in terms of labor and equipment set up.

Food For On Campus Consumption

To ensure that food sales or service does not conflict with existing university food contracts and meets health and safety regulations, CSU Dining Services is the exclusive catering provider for events held on campus. Catering and food service details can be found at CSU Dining's website, <https://vikingfoodco.campusdish.com/Catering>. There are instructions included on the CSU dining website to request catering services other than CSU dining. All CSU Dining timelines must be followed for requests to be considered.

Food & Catering Ordering Instructions

1. Use the guide below to find out which vendors the group can use depending on how much the group is going to spend.

Total Cost	CSU Policy Highlights
Up to \$300	No restrictions
\$300 to \$749	CSU Catering service or Rascal House Pizza
\$750 and above	CSU Catering

2. Once the group determines which catering vendor they will use, they will need to obtain a quote from the vendor. To receive quotes from specific vendors and complete the payment transaction see instructions below:

CSU catering:

Step 1: Place your order on the catering website. {The CSU Catering menu and pricing is available at <https://vikingfoodco.campusdish.com/Catering>}

Step 2: Submit VikesConnect Expenditure Request {Payment} upload catering confirmation email with order details and total amount

Note: Menu items that are ordered from our Simple Takeaways and Student Org. selections are designed for pick up only. This policy is stated within the menu as selections are made. If someone would want items from these menus delivered, an additional 25% delivery fee is charged to cover labor etc.

Rascal House:

Step 1: Check out the [Rascal House menu](#) and fill out the [Rascal House order form](#)

Step 2: Submit VikesConnect Expenditure {Payment} Food – After approved the Campus Engagement Officer will submit the order through MagnusMart to receive a Purchase Order {PO#}

Step 3: Once the PO# is generated the Campus Engagement gives the number to the group to call in the order and give to Rascal House.

Step 4: After order is received the group will need to email the final receipt to the Campus Engagement Officer to finalize payment.

NOTE: Ordering from Rascal House via Purchase Order takes about 7 business days.

Off-campus catering vendors:

Step 1: Call vendor and ask their preferred payment method. See if they are willing to accept a purchase order {PO} by the university or if they prefer payment via credit card.

Step 2: Ask for a quote. You can tell them you will be submitting it for a purchase order from CSU.

Step 3: Submit VikesConnect Expenditure Request {Payment} Food – After approved the Campus Engagement will submit the order through MagnusMart to receive a Purchase Order {PO#}

Step 4: Once the PO# is generated the Campus Engagement Officer gives the number to the group to call in the order and give to the vendor.

Step 5: After the order is received the group will need to submit the final receipt for the Campus Engagement Officer to finalize payment.

- *If the RSO is spending more than \$300 and cannot use CSU catering or Rascal House, the group will need to complete the [Catering waiver request form](#) and the Catering Department will need to review and sign prior to the event.*

Step 1: Call vendor and ask for the following: You can let them know that you will be submitting it for a purchase order from CSU.

- Quote
 - Vendor W-9
 - Proof of a Food Service Operations License issued by either the City of Cleveland or by the jurisdiction in which the business operates.
 - Proof of a certificate of commercial general liability insurance in limits of not less than \$1 million dollars. CSU must be shown as an additional insured on this certificate.
- **Step 2:** Fill out the [Catering Waiver Request Form](#). Take all the above documents to the Catering Department to see if they will approve the waiver.
 - **Step 3:** Submit VikesConnect Purchase Request {Payment} – including the Quote, W-9, and Catering Waiver. After approved the Budget Officer will submit the order through MagnusMart to receive a Purchase Order {PO#}
 - **Step 4:** Once the PO# is generated the Budget Officer gives the number to the group to call in the order and give to the vendor.
 - **Step 5:** After the order is received the group will need to submit the final receipt for the Budget Officer to finalize payment.

Non-Alcohol Events

- Events where alcohol is neither served nor sold may be open to CSU students, faculty, staff, and the public. Proper identification is required for all attendees. Events open to the public incur greater security requirements and costs.

Alcohol Events

Cleveland State University prohibits alcohol use inconsistent with state, local, or university regulations. CSU expects responsible behavior of all members of the community who choose to drink alcoholic beverages and requires an environment free of coercion for those who choose to abstain. Individuals must accept responsibility for their own behavior and should demonstrate a concern for the safety and wellbeing of others in the community.

Violators will be subject to university sanctions, which may include suspension/expulsion from the university and criminal penalties. This policy also applies to any location where university-related activities occur or when using university vehicles, or when using private vehicles on university business. Individuals and/or student organizations violating this policy are subject to all relevant penalties. Please refer to the Student Code of Conduct for more information.

University community members are encouraged to seek assistance for students due to overconsumption of alcohol. While on campus, contact the Cleveland State University Police Department. While off campus, contact local emergency services. Upon the recommendation of the Cleveland State University Chief of Police or designee, the officers of the student organization involved, and/or University representatives, may withdraw permission for a social event that is believed to be a potential security hazard.

To serve alcoholic beverages at CSU-sponsored events, the following guidelines must be followed:

1. General Fee funding may not be used for purchase and/or reimbursement of alcohol.
2. Alcohol serving must always conform to state and local laws and university policies.
3. Both on and off campus events at which alcohol is served may be either private {open only to organization members and invited guests}, or social {open only to CSU students, faculty, staff, and invited guests}. Guests must present official invitations at the door or appear on a guest list prepared in advance.
4. Events using, or implying, the Cleveland State University name, utilizing the Cleveland State University accounting system, or events publicized are subject to all university policies and procedures.
5. At social events, alcohol must be sold; it cannot be given away. Alcohol may not be served at events open to the general public. Alcohol events incur greater security requirements and costs.
6. State liquor laws mandate that all liquor, including beer, may not be sold unless by permit. The definition of "sale" in the liquor laws is very broad and includes charging for the cup, glass, or set-up in which the alcoholic beverages are served, selling tickets that can be exchanged for an alcoholic beverage, or charging at the door for admission to the event.
7. If the event is to be a dinner dance or banquet at which alcohol is to be served, the ticket for the event must be sold to members in advance and must be for the cost of the meal, not the alcohol. The ticket must state that the charge is for the cost of the food only.
8. In special circumstances, organizations may apply for a temporary permit that allows for the sale of alcohol. All such requests must be directed to the Cleveland State University Chief of Police or designee via the Events Committee meeting.
9. Recognized Student Organizations must indicate on their event request that alcoholic beverages will be served or sold. They must also attend their allotted Events Committee meeting prior to the event.
10. Two members of the organization must abstain from drinking any alcohol 24 hours prior to

the event, as well as during the event, and assume the responsibility for ensuring that alcohol is not served to individuals who are under 21 years of age, and that alcohol is not served to anyone who is visibly intoxicated.

11. The organization must provide The Center for Campus Engagement a detailed risk management plan, including how the organization will ensure student safety during the event and make sure that alcohol will not be served to participants not of legal age.
12. The consumption of alcohol may not be the focus of an event.
13. Student organization advisors must approve and attend during the event where alcohol is served.
14. University marks may not be used in conjunction with the sale or promotion of alcoholic beverages.
15. Alcohol will not be served to persons who are, or who appear to be, intoxicated.

Identification and Security

- A third-party vendor must check valid IDs (driver's license or Ohio ID) for all attendees at alcohol-serving events.
- The sponsoring organization must ensure wristbands are placed on individuals legally allowed to consume alcohol; vendors must serve only those with wristbands.
- Signs stating the legal drinking age must be posted at all sale/service points.
- University-approved security personnel must be present at events where alcohol is sold.
- Security duties may include ID checks, monitoring the alcohol area, handling disturbances, and assisting at service points.
- The sponsoring organization must communicate these requirements during the Events Committee meeting.

Publicity

- Advertising for events where alcohol is to be served shall not contain visual representations of such items as foaming mugs, beer cans, kegs, or other items promoting alcoholic beverages. Publicity may state the variety of refreshments available, with no single refreshment receiving undue emphasis.
- All publicity must state that a valid driver's license or state of Ohio photo identification is required to determine whether persons may purchase or consume alcoholic beverages.
- All advertising and publicity for both on- and off-campus events must conform to state and local laws and the policies of the university and include the name of the sponsoring organization. Publicity will not be approved for off-campus events that do not conform to university policy or that promote the unlimited consumption of alcohol. It is the responsibility of the sponsors of an event to ensure that advertising conforms to these guidelines.

- All alcohol sold and served on the campus shall be through the university's food service vendor{s}.
- For all student organization events at which alcohol is sold, appropriate CSU Police Officers must present. The sponsoring organization is responsible for all associated service fees. CCE, through the Event Request process and Events Committee, will assist all student organizations in contacting University Police for security arrangements.
- When alcohol is served, nonalcoholic beverages must also be available at no charge.
- Snacks must be available, at no charge, for any event where alcohol is served.
- Alcohol may not be carried onto or off the premises of a permit area.
- Sponsors must post hours of sale or service at all points of sale.
- Alcohol shall not be sold or served prior to 2 p.m.
- The sale of alcohol shall not last more than a total of three consecutive hours without at least a one-hour suspension of sale.
 - The sale of alcohol must cease 45 minutes prior to the end of the event.
 - The sale of alcohol at outdoor events must be maintained in a distinct area, clearly separate from the general area.

Additional Off-Campus Event Guidelines

- All organization events must be registered through the events request from on VikesConnect.
- All student organizations planning to hold off-campus events at venues must meet with the Center for Campus Engagement {CCE} to review their event plans prior to their event. Additional time and obligations may be required for venues that serve alcohol {i.e., bars, restaurants, music venues, etc.}.
- All off-campus events must be open to those students under the age of 21 when using organization funds.
- Organizations may not pay for or serve alcohol at these venues. The event venue is responsible for providing certified staff for checking IDs and serving alcohol to guests.
- Student organizations holding events off campus assume all financial and legal responsibility.
- Student organizations are subject to all state and local laws relative to the consumption of alcohol. The complete text of state liquor law and related regulations can be found in the Ohio Revised Code.

Off Campus Events At Venues Serving Alcohol

- All student organizations planning to hold off-campus events at venues that serve alcohol must meet with the Center for Campus Engagement (CCE) to review their plans prior to their event. Additional time and obligations may be required for venues that serve alcohol (i.e., bars, restaurants, music venues, etc.). All off-campus events must be open to those students under the age of 21 when using organization funds. Organizations may not pay for or serve alcohol at these venues. The event venue is responsible for providing certified staff for checking IDs and serving alcohol to guests.

Sanctions

The university will enforce all state and local laws relative to the consumption of alcohol. Individuals and/or student organizations violating this policy are subject to all relevant penalties including referral to the university Office of Judicial Affairs. Please refer to the Student Code of Conduct for more information.

Corporate Sponsorship

University marks may not be used with the sale or promotion of alcoholic beverages.

Safety Measures

University community members are encouraged to seek assistance for students due to overconsumption of alcohol. While on campus, contact the Cleveland State University Police Department. While off campus, contact local emergency services.

Upon the recommendation of the Cleveland State University Chief of Police or designee, the officers of the student organization involved, and/or the CCE Director, may withdraw permission for a social event that is believed to be a potential security hazard.

Risk Management

Student organization leaders, members, and advisors work with administrators, faculty, and staff to make intelligent, fair, and reasonable choices within the boundaries established by state, federal, and local laws, university rules, and the educational mission of the institution.

Other Event Information

Facilities Management

Groups needing electrical or water hook up, trash cans, clean up, or any other type of labor, must submit a Service Request Form:

<https://www.csuohio.edu/facilitiesmanagement/facilitiesmanagement-0>.

Sound Policy

Sound levels are to remain compliant with, and are not to exceed, occupational noise standards set forth by the Occupational Safety & Health Administration (OSHA) throughout the duration of the event. The University by and through the Department of Conference Services reserves the right to establish acceptable decibel levels for amplified sound events, and reserves the right to interrupt and, if necessary, terminate performances to remain compliant. Recognized CSU organizations planning an amplified sound event must consult with the Director of Conference Services or designees thirty (30) days prior to the event.

Outdoor events that include amplified sound must also be planned thirty (30) days in advance. Events with amplified sound are limited to one event per week during academic sessions (this considers all amplified events submitted to Conference Services). Exceptions may be granted by Conference Services during Welcome Week and Spring Fest.

Insurance

Most student organization activities do not require the purchase of insurance. Cleveland State University provides liability coverage for most authorized events. However, higher risk activities or large-scale events may require the organization to purchase additional insurance. Recognized fraternities and sororities are required to submit proof of current organizational insurance to CCE annually.

Children/Minors at Events

Student organizations often invite to campus or engage with area youth. For each program where minors (under the age of 18) are present, CSU's policies related to minors on campus must be adhered to. Policies can be found on the Office of University Compliance website:

<https://www.csuohio.edu/compliance>.

Participation Waivers

Student organizations are required to have waivers available for participants to sign. Waivers are primarily used in two circumstances:

- If a student organization is traveling off-campus for an event or program that they have sponsored.
- If a student organization is sponsoring a physical activity (Powder Puff football, basketball, etc.)

If an event falls into one of these two categories, representatives from the organization must meet with a member of CCE to create a waiver specific to that event. The organization will obtain signatures for the waivers before the event and retain them for its duration. After the event, the waivers need to be uploaded to the organization's documents file in [VikesConnect](#).

A link to CSU's Assumption of the Risk, Release, and Waiver of Liability can be found here:
https://www.csuohio.edu/sites/default/files/ASSUMPTION_OF_THE_RISK_New_June_2016_rev.docx

RSO TRAVEL POLICIES

CSU's Center for Campus Engagement (CCE) Student Organization Travel Policy is a conduit of the University's Travel policy and is designed to ensure that University recognized student organizations (RSOs) and individual travelers adequately consider and plan for the safety issues associated with an event and/or activity involving travel. This policy reiterates guidelines for Cleveland State University sponsored travel involving student organizations.

RSO Travel Definition

RSO member attendance to any event not held on CSU's campus as a representative of their respective organization and Cleveland State University. Examples of events include, but are not limited to:

- Conferences/Conventions
- Social trips
- Travel to competitions for sports clubs
- Service trips
- All participants defined as Cleveland State University students are accountable to the CSU Code of Student Conduct throughout the trip
- RSO member attendance to any event not held on CSU's campus where prepayment or reimbursement of expenses to members who travel are expected. Examples of expenses may be, but are not limited to:
 - Mileage/Vehicle Rental
 - Transportation {i.e., airfare, bus fare, etc.}
 - Housing Accommodations
 - Event fees

NOTE: Not all off-campus events are considered travel. Examples of non-travel, off-campus events could be things like holding a meeting at a local park, hosting a fundraiser car wash at a local church parking lot, volunteering as a group at a local nonprofit or visiting a local attraction like the Metroparks Zoo. These are off-campus events, but not travel as there are no overnight

stays and distance is within 25 miles of campus.

Organization advisors are expected to be the primary contact for trips. If unavailable, the organization and advisor must designate another CSU faculty/staff member. The primary contact stays in touch during travel, acts as an emergency liaison, and may travel with the group

Student Travel Procedures

Student organizations traveling off campus must complete and submit an Event Request in VikesConnect for travel. While students are traveling as a representative of the University, they must comply with the Cleveland State University's Travel Policy and Student Code of Conduct.

NOTE: RSO advisors, officers or members should NOT make their own travel arrangements. To ensure all required travel forms are completed, travelers MUST meet with the Campus Engagement prior to leaving. The Campus Engagement Officer will make ALL travel arrangements.

FAILURE TO COMPLETE ALL NECESSARY TRAVEL FORMS PRIOR TO DEPARTURE MAY RESULT, SUSPENSION OF ORGANIZATION TRAVEL IN THE FUTURE, OR DENIAL OF FUTURE FUNDING REQUESTS FOR TRAVEL FROM SGA or SBA.

INTERNATIONAL TRAVEL: You must contact the Center for International Services & Programs at (216) 6873910 to obtain permission BEFORE you request funding OR make any travel arrangements.

Step 1: Estimate Costs

- Conference or Event Registration Fees
- Lodging
- Meals {use [U.S. General Services Administration's Per Diem Rates](#)). Use the destination city per diem rates to estimate meal expenses.
- Transportation
- Airline -Ticket cost, baggage, or seat selection fees, etc.
- Car Rental - Enterprise must be used. The Superior Avenue location must be used for local car rentals.
- Tolls
- Taxi, Uber, Lyft
- Other

If your organization wishes to request Student Government Association, Student Bar Association or Viking Expedition funding to pay for your travel, make sure to submit a

allocation request for funding well in advance. Once a group has confirmation that their request has been approved or denied, they can budget for the trip accordingly.

Step 2: Submit Event Request for Travel - Due at least 45 days prior to travel departure. [Submit a Student Organization Travel Request](#) form in VikesConnect. The RSO advisor will need to approve the submission before CCE will process the request.

Step 3: Schedule meeting with Campus Engagement Officer to complete all required travel forms prior to travel. To ensure all documentation is complete prior to travel, at least one organization representative (such as the organization's Treasurer). All required forms must be completed and submitted to the Budget Officer BEFORE the planned trip.

Depending on the details of the trip, students who will be traveling will be asked to complete the following forms:

- Assumption of Risk/Liability Waiver
- Travel Authorization
- Travel Emergency Contact List
- Motor Vehicle Release Form (for all students who are identified as drivers).

Travel Payment Guidelines

Rental Cars

Registered student organizations traveling on behalf of the University for official organization business/events and are eligible to receive discounted rental vehicle rates.

Enterprise is the company that maintains a relationship with CSU. Enterprise – Address: 1802 Superior Ave., Cleveland, OH 44114. **For pricing call (216) 348-0700**

Here are the steps you will need to take to pay directly from your agency account or approved budget:

1. Email the Campus Engagement officer with a request to make a reservation for you at studentorgfinance@csuohio.edu. You will need the following information:
 - # of vehicles needed
 - Type of vehicle (Example: Compact, Sedan, Minivan, etc..) ○ Enterprise location you will be using
 - Pick-up: Date and Time
 - Drop-off: Date and Time
 - At least one driver name who will be there to pick up vehicle(s) ○ Estimated total price

2. Campus Engagement Officer makes the reservation and sends group the confirmation(s).
3. The group submits a purchase request for payment within the group's finance Tool for approval, uploading the confirmation(s).
4. The Budget Officer submits the request into MagnusMart to generate PO#. Once generated, the PO# is given to the group.
5. At pick-up, the PO# is given to Enterprise
6. After the rental, an invoice will be sent to the Student Life Office to pay.

Please review the CSU Driving and Motor Vehicle Policy as well as information on what to do in the case of an emergency/accident: <https://www.csuohio.edu/ehs/automobile-damageshttps://www.csuohio.edu/ehs/automobile-damages-and-lossesandlosses>

Hotels & Airline tickets

For the Budget Officer to book hotels and airline tickets for RSOs using their group funds, they will need to provide specific information for each within the purchase request submitted in VikesConnect. *Due at least four (4) weeks prior to travel departure.*

Documentation needed for Hotel Payments:

- Name and address of the hotel
- Date and Time of Arrival
- Date and Time of Departure
- # of rooms
- # of occupants
- Name of a traveling member to attach to the reservation.

Documentation needed for Airline Ticket Payments:

Screen Shot of potential flight itinerary {Flights change frequently, so the flights submitted may not be the ones that group will be able to get). The screenshot must include:

- Name of Airline(s)
- Flight #s
- Date and Time of Departure from CLE
- Date and Time of Arrival to CLE
- # of members traveling, including their:
- Legal Names {As reads on the legal ID they will bring to the airport)
- Genders
- Date of Birth

Please contact the Budget Officer if you have any questions at studentorgfinance@csuohio.edu

Transportation Requirements Using a Vehicle

All RSO travel participants are required to follow the transportation requirements. Compliance with these items is required. These transportation requirements apply to travel by car or minivan but do not apply to travel by air or charter bus.

Driver Requirements

- All drivers must be at least 18 years of age and have a valid driver's license.
- All drivers must consent to a motor vehicle record check to verify the driver meets the accepted criteria to drive.
- Drivers must obey all traffic laws, including seat belt use. If failure to obey traffic laws results in a ticket, the driver is responsible for any fines, including parking tickets.

Personal Vehicles

The use of personal vehicles is discouraged because the institution lacks control over the condition, maintenance, and insurance coverage on personal vehicles. Only licensed drivers who are at least eighteen years of age may drive a car or minivan.

CSU Van Rental Program

The Department of Parking and Transportation Services (PTS) has implemented a rental van program to service the CSU community. Departments, student organizations, and sports clubs will benefit from the convenience of working with PTS receiving personalized attention, responsive customer service and an on-campus pickup and drop-off location. More information can be found at: <https://www.csuohio.edu/rentalfleet>

Insurance

For rental or personal vehicles, please refer to Cleveland State University's Motor Vehicle policy posted on the Environmental Health and Safety website <https://www.csuohio.edu/ehs/automobile-damages-and-losses>.

Inclement Weather

- When planning the travel route, check the forecast to see if inclement weather is predicted.
- During inclement weather, travel safety should follow guidelines set forth by the National Weather Service. Drivers should contact local law enforcement to determine the best course of action based on driving conditions.
- During inclement weather, drivers are to use extreme caution.

FUNDRAISING ACTIVITIES

Student organizations are encouraged to engage in fundraising activities to support their organizational objectives. Student organizations planning to engage in fundraising activities (other than membership dues) should have the plans cleared with the Center for Campus Engagement before any purchases or fundraising activity. All funds raised by the organization must be deposited within one business day into the organization's agency account. Fundraising activities by CSU organizations are not permitted if the funds are designed solely to enrich an individual or commercial partner.

RSOs are not to use third party collection apps or sites (i.e., Go Fund Me, Venmo, PayPal, Square, EventBrite, etc.) to collect credit/debit card payments. Organizations must use ShopNet to collect those types of payments. Instructions on setting up a ShopNet account is found in this manual.

Active recognized student organizations may raise funds on campus and in CSU buildings by selling literature or items owned by, or consigned to, the organization in accordance with the Center for Campus Engagement regulations.

The information below was compiled and provided by the Charitable Law Section of the Ohio Attorney General's Office. The information provided here is general in nature and may not apply to your organization's circumstances. This general information should not be considered a substitute for independent legal advice by an attorney of your choosing. For further information about the regulation of charities and charitable gaming in Ohio, please see the website of the Ohio Attorney General at www.OhioAttorneyGeneral.gov.

Most student organizations are not tax-exempt, and so are not considered qualifying charitable organizations, unless the organization has applied for that status with the Internal Revenue Service

Games Of Chance By Student Organizations

To understand whether your student organization is eligible to conduct games of chance, you must first understand what a game of chance is. As defined by the R.C. §2915.01(D), a game of chance is "poker, craps, roulette, or other game in which a player gives anything of value in the hope of gain, the outcome of which is determined largely by chance, but does not include bingo." If your organization is playing one of these games for amusement only and there is no cost or wager to participate, then it is not a game of chance. If your organization is holding an event where there is a cover charge or fee to participate and it includes one of these games, but there

is no opportunity to win or gain anything of value, then it is not a game of chance.

If your organization intends to conduct a game of chance that meets the definition above, it is important to understand if it is legally eligible. The conduct of games of chance for profit is statutorily limited to *qualifying charitable organizations* under the restrictions set forth by statute in R.C. §2915.02{D}. To conduct games of chance in compliance with Ohio law, all the following rules must be observed:

1. The games of chance may be conducted **only by a charitable organization that is, and has received from the Internal Revenue Service a determination letter that is currently in effect stating that the organization is, exempt from federal income taxation under subsection 501(a) and described in subsection 501(c)(3) of the Internal Revenue Code**
2. The games of chance may not include craps for money or roulette for money
3. The games of chance are conducted at festivals of the qualifying charitable organization
4. The games of chance are conducted by the qualifying charitable organization for not more than a total of five days in a calendar year
5. The games of chance are conducted by the qualifying charitable organization on premises that are either:
 - a. Owned by the charitable organization conducting the games of chance for at least one year immediately preceding the conduct of the games of chance
 - b. Leased from a governmental unit
 - c. Leased from a veteran's or fraternal organization for a rental rate not to exceed the lesser of 45% of the gross receipts of the games of chance or \$600 per day of the festival, provided that the premises have been owned by the veteran's or fraternal organization for at least one year immediately preceding the conduct of the games of chance and have not already been leased by the veteran's or fraternal organization twelve times during the preceding year for the conduct of games of chance
6. The only expense that may be deducted from the money or assets received from the games of chance are the prizes paid out during the conduct of the games of chance. All of the remaining funds must be used by, or given, donated or otherwise transferred to an organization that is described in subsection 509(a){1}, 509(a){2}, or 509(a){3} of the Internal Revenue Code and is either a governmental unit or an organization that is tax exempt under subsection 501{a) and described in subsection 501(c){3) of the Internal Revenue Code.
7. The games of chance are not conducted during, or within ten hours of, a bingo game

- conducted for amusement purposes only.
8. The games of chance may be conducted **only by a charitable organization that is, and has received from the Internal Revenue Service a determination letter that is currently in effect stating that the organization is, exempt from federal income taxation under subsection 501(a) and described in subsection 501(c)(3) of the Internal Revenue Code**
 9. The games of chance may not include craps for money or roulette for money
 10. The games of chance are conducted at festivals of the qualifying charitable organization
 11. The games of chance are conducted by the qualifying charitable organization for not more than a total of five days in a calendar year
 12. The games of chance are conducted by the qualifying charitable organization on premises that are either:
 - a. Owned by the charitable organization conducting the games of chance for at least one year immediately preceding the conduct of the games of chance
 - b. Leased from a governmental unit
 - c. Leased from a veteran's or fraternal organization for a rental rate not to exceed the lesser of 45% of the gross receipts of the games of chance or \$600 per day of the festival, provided that the premises have been owned by the veteran's or fraternal organization for at least one year immediately preceding the conduct of the games of chance and have not already been leased by the veteran's or fraternal organization twelve times during the preceding year for the conduct of games of chance
 13. The only expense that may be deducted from the money or assets received from the games of chance are the prizes paid out during the conduct of the games of chance. All of the remaining funds must be used by, or given, donated or otherwise transferred to an organization that is described in subsection 509(a)(1), 509(a)(2), or 509(a)(3) of the Internal Revenue Code and is either a governmental unit or an organization that is tax exempt under subsection 501(a) and described in subsection 501(c)(3) of the Internal Revenue Code.
 14. The games of chance are not conducted during, or within ten hours of, a bingo game conducted for amusement purposes only.
 15. No person receives any commission, wage, salary, reward, tip, donation, gratuity, or other form of compensation, directly or indirectly, for operating or assisting in the operation of any game of chance.
 16. The qualifying charitable organization maintains all records regarding the games of chance required by R.C. §2915.10, as follows:
 - a. An itemized list of the gross receipts of each game of chance

- b. A list of all prizes awarded during each game of chance conducted by the charitable organization, and the name, address, and social security number of all persons who are winners of prizes of six hundred dollars or more in value
- c. An itemized list of the recipients of the net profit of the game of chance, including the name and address of each recipient to whom the money is distributed, and if the organization uses the money or assets received from the game of chance for any charitable or other purpose set forth in division {D} of section 2915.02, a list of each purpose and an itemized list of each expenditure for each purpose
- d. The number of persons who participate in any game of chance that is conducted by the charitable organization
- e. The charitable organization shall maintain these records for a period of three years from the date on which the game of chance is conducted, and shall keep the records at its principal place of business in this state or at its headquarters in this state and shall notify the Attorney General of the location at which those records are kept.

Raffles/ Drawings by Student Organizations

Raffles are very succinctly defined under Ohio law, which states:

"Raffle" means a form of bingo in which the one or more prizes are won by one or more persons who have purchased a raffle ticket. The one or more winners of the raffle are determined by drawing a ticket stub or other detachable section from a receptacle containing ticket stubs or detachable sections corresponding to all tickets sold for the raffle. "Raffle" does not include the drawing of a ticket stub or other detachable section of a ticket purchased to attend a professional sporting event if both of the following apply:

The ticket stub or other detachable section is used to select the winner of a free prize given away at the professional sporting event; and

The cost of the ticket is the same as the cost of a ticket to the professional sporting event on days when no free prize is given away.

R.C. §2915.02(CC)

When meeting this definition, raffles are recognized as a legal form of fundraising for certain charitable organizations in Ohio. According to R.C. §2915.092, charitable organizations that are exempt from federal taxation under subsection 501(a) and described in subsection 501(c)(3) of the Internal Revenue Code "may conduct a raffle to raise money" and they are not required to secure a bingo license to do so. Therefore, if your organization has been granted 501(c)(3) tax exempt status by the IRS, you may legally conduct raffles as a fundraiser.*

Drawings or door prize giveaways that do not require the participant to purchase or give anything of value for a chance to participate are not raffles.

** In addition to 501(c)(3) organizations, public schools, chartered nonpublic schools, community schools, veteran's organizations, fraternal organizations, or sporting organizations that are exempt from federal income taxation under subsection 501(a) and described in 501(c)(4), 501(c)(7), 501(c)(8), 501(c)(10), or 501(c)(19) of the Internal Revenue Code may conduct raff/es. However, these organizations are required to distribute at least fifty percent of the net profit from the raff/e to a charitable purpose, federal or state government, or to a political subdivision. See R.C. §2915.092 for additional information. Drawings or door prize giveaways that do not require the participant to purchase or give anything of value for a chance to participate are not raff/es.*

Bake Sales

A member from the organization must be designated to monitor all aspect of food handling in compliance with Food & Drug Administration (FDA) food safety recommendations. This includes time & temperature requirements for safe food handling and ensuring that perishable foods are disposed of following the event. Complete information about the FDA Safe Food Handling Codes may be downloaded at www.fsis.usda.gov/pdf/cooking_for_groups. Additionally, University organizations may sell or distribute food only if they do so in conformity with the following procedures:

1. Food Sales – Bake Sales

- a. Food prepared by a University organization for bake sale fundraising activities may be sold when the space has been properly reserved through Conference Services.
- b. All food must be individually wrapped, enclosed beneath plastic, or otherwise be protected from unnecessary handling or other airborne contaminations.
- c. The University organization selling and distributing is responsible for normal cleaning of the sales site at the completion of the sales event.

2. Donations

- a. All donated food must be processed or prepared in a licensed food service operation, or in an establishment or place, meeting equivalent requirements of the Ohio Department of Health. A letter of donation from the licensed food operator to the Director of Dining Services must be provided ten working days before the event.
- b. When the Director of Dining Services has approved a Catering Services Waiver Request form, and food will be sold or distributed, a Temporary Food Permit is required. A Temporary Food Permit may be obtained by applying to the City of Cleveland's Division of Licenses an

Assessments a minimum of one week prior to the event, with the appropriate application/process fee at:

Cleveland City Hall
601 Lakeside Avenue Room
122
Cleveland, Ohio 44114
Attn: Division of Licenses and Assessments

- c. A representative of the Health Department will be on site to ensure all Health Department guidelines are being followed. They will give approval for the food service to begin. A valid temporary food service license must be presented to Conference Services and Dining Services prior to the scheduled food event. If there is not a valid license presented, the event will be cancelled.

Commercial Sales

No commercial sales, profit making, direct sales events, merchandise for book signings, credit cards, or banks/financial institutions are permitted on university property, except through approved vendors currently under contact with CSU.

PUBLICITY AND POSTING

RSOs wishing to post marketing materials must follow the posting procedures guidelines found here: <https://www.csuohio.edu/conference-services/posting-procedure-guidelines>.

Departmentally controlled and special-use bulletin boards are not included under this policy. Any material not fulfilling these requirements will be removed by university personnel.

Please contact Conference Services for Housekeeping Costs at conferenceservices@csuohio.edu.

Effective advertisements include the following information:

- description of event/activity/service
- identification of the sponsoring organization or department
- whether there is any charge for the event
- the date/time/location of the event
- reason for the event/activity/service
- email address of person or organization

Chalking is not permitted.

<https://www.csuohio.edu/sites/default/files/ExpressiveActivityProceduresforposting.pdf>.

It is not permissible to tape, tack, or glue flyers on any glass surface, door, wall, banister, etc. RSOs that do not follow the posting procedures guidelines will be responsible for incurred costs if additional labor is required for removal of postings, will lose posting privileges for improperly posted materials, and may be suspended.

The University reserves the right to regulate the time, place, and manner of posting and distribution of printed material. The University is not responsible for the content of printed material being posted or distributed. No advertising for an event is allowed until an event has been properly approved and scheduled.

To maintain the natural beauty of the campus and to preserve the quality of the buildings, trees, and shrubs, there shall be no posting of notices on any trees, buildings, utility poles, or campus sidewalks. Posting is not permitted on woodwork, doors, windows, walls, or bulletin board frames.

Advertisements may not be distributed in any faculty or staff work area; on vehicles; inside classrooms, laboratories, libraries, or offices; and door-to-door or in corridors adjacent to student rooms in residence halls.

Student Center Digital Displays

Student organizations wishing to advertise events on the digital displays located throughout the Student Center must complete a request form in VikesConnect at:

<https://csuohio.presence.io/form/digital-signage-request-form-student-center-video-screens> at least four weeks in advance if it is for an event. Event advertisement requests must meet the

Viking Newsletter

The Viking Newsletter is designed to promote student organization events, activities, and news. Student Organization events take priority in the newsletter. If room allows, CCE will include submissions from university departments/programs on a case-by-case basis.

Submission Guidelines

- RSO events must be open to all students and approved and scheduled by Conference Services.
- RSO events must include date, location, time, description, and contact information for questions.
- RSO events where alcohol is present will not be included.
- General RSO meetings or calls for recruiting new members will not be included.
- Only RSO officers may submit content for consideration. Submissions from any other organization member, including advisor, will not be considered.
- CCE reserves the right to edit submissions.
- Submission requests do not guarantee inclusion in the newsletter.

RSO Social Media Guidelines

"Social media" is a category of online media that supports people talking, participating, sharing, networking, and bookmarking online. Common social media platforms include, but are not limited to, online social networks such as Twitter, LinkedIn, or Facebook; blogs, podcasts, discussion forums, RSS feeds, and content sharing sites such as Instagram and YouTube. Cleveland State University student organizations who have social media accounts are expected to adhere to the university's Social Media Guidelines (https://www.csuohio.edu/sites/default/files/CSU_Social_Media_Guidelines_2015.pdf) in addition to the points outlined below:

- Organizations are encouraged to add their faculty advisor as a social media admin to maintain continuity during leadership changes.
- Share login info and admin access between outgoing and incoming presidents to avoid creating new pages each year.
- Include contact details and a VikesConnect link to help students connect with the organization.
- Social media accounts are considered "unofficial" and should not use the CSU logo. A disclaimer should be added stating the page is not officially affiliated with CSU and reflects personal or organizational views.

"The views expressed on this (Facebook page, Twitter feed, etc.) are those of the (Insert Organization Name) and are not endorsed by Cleveland State University nor do they constitute any official communication from Cleveland State University."

The Center for Campus Engagement manages its own social media accounts and will share RSO social media posts as deemed appropriate. Requests by organizations for CCE to share their social media posts will be made by CCE administrators on a case-by-case basis.