

# Student Group Manual

Your Guide to Starting & Maintaining Student Groups



Center for Student Involvement  
Hoke Student Union #204  
[eou.edu/csi](http://eou.edu/csi)

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## Dear EOU Students, Staff and Faculty,

Welcome to Eastern Oregon University's Student Club Manual! Student clubs and organizations are a great way to connect with the campus community and get involved.

Involvement in clubs allow students with similar interests, passions, and viewpoints to network and collaborate together to develop new ideas, discover hidden talents and nurture interpersonal skills while positively influencing the community in which we live.

Whether you are starting a new club or are a returning member, we hope that this handbook serves as a tool for your club and its activities. Use this handbook to plan events, hold meetings, sustain your club financially, and navigate Eastern Oregon University's policies and procedures. The Center for Student Involvement is available to provide resources or answer your questions!

If you have questions regarding the handbook or daily operations of your club, please contact **Le Bailey, Director of Student Involvement** by phone **541.962.3714** or by email at [lbailey@eou.edu](mailto:lbailey@eou.edu). The Center for Student Involvement is open 8 am – 5 pm, Monday through Friday.

Best of luck to you and your club this year!



Le Bailey  
Director of Student Involvement  
Hoke Student Union #204  
[lalexand@eou.edu](mailto:lalexand@eou.edu)  
541.962.3714

# I. Student Club and Organization Recognition

## Club Recognition

An EOU recognized student club or organization is defined as a group of EOU students who unite to promote or celebrate a common interest. While student clubs at EOU may include members from other schools, faculty, staff, Alumni, and or community members, the majority of the members of the organization must be EOU students and only current EOU students can serve as officers. Additionally, only currently enrolled **fee paying students** are permitted to vote and serve as officers or directors of officially recognized student-fee funded units.

*Recognition of any organization is not to be interpreted as an endorsement by EOU of/on the purpose, activities, partisan political position, or point of view of the organization.*

## Why does EOU recognize student clubs?

Each undergraduate and graduate club leaves its special mark on the cultural, social, and intellectual life of EOU. The university recognizes the vital contributions that student clubs make to the quality of life on campus and in the community. EOU believes in developing the whole student and by providing a variety of academic endeavors along with campus involvement opportunities we are contributing to an individual's success beyond EOU.

## Becoming a Recognized Club

Student Involvement has the responsibility to grant official recognition to student clubs and to establish regulations for their governance. EOU assumes that student club will comply with the policies and procedures at the time of recognition. If the Center determines that a student club has failed to abide by the criteria set forth in the Student Handbook, the Club Manual, local, state or federal laws, it may revoke the organization's recognition. Student clubs must submit appropriate paperwork with the Center for Student Involvement to continue their official university recognition by submitting the [Intent to Be Active](#) (ITBA) form on the Center for Student Involvement website (<http://www.eou.edu/csi>).

## New Student Club Proposals

Student Involvement considers many criteria when examining new student club proposals. It is mainly interested in approving student groups that can be financially and programmatically sustainable from year to year. Other considerations include but are not limited to:

1. Potential conflict with EOU mission and/or policies.
2. Non-duplication of the mission of previously recognized clubs.
3. A minimum of 6 interested students and an EOU (or partnered program like OSU/OHSU/ODS) faculty/staff member willing to serve as the advisor.
4. The feasibility of funding of the organization's goals, projects and publications.
5. The clarity of the objectives and goals (including four-year plan toward sustainability) of the proposed student clubs.
6. Voting members must be currently enrolled fee paying students.

Student group proposals must include a completed [Intent to Be Active](#) (ITBA) Form found on CSI website ([www.eou.edu/csi](http://www.eou.edu/csi)) and all necessary materials including a constitution. A [sample constitution](#) is available on the website at [www.eou.edu/csi/files](http://www.eou.edu/csi/files).

## New Club Funding

New clubs often have great ideas and the drive to get started, but may get stalled in their efforts to move forward because they lack initial funding to get started. The Center for Student Involvement hopes to support these groups by providing a New Club Grant. This funding is designed to enable clubs to realize their mission by requesting funds within their first year of activation. This resource can be accessed through unused club funds to support getting the club organized such as promotional material for meetings/events and daily operational supplies for your club.

A club may apply for the New Club Grant if they were activated prior to the spring term of that academic year. Clubs may apply for a maximum of \$250 per academic year. New clubs will only be eligible to apply for this [grant](#) and receive funding once.

## Annual Registration of Student Organizations

To be officially recognized by EOU as a student club, your group should submit the following information to the Center for Student Involvement:

- [Intent To Be Active](#) Form (found on the CSI website)
- Club's Constitution & By-laws or the organization's handbook/manual for review.

Throughout the year, students can update their information through the Center for Student Involvement. Any Officer listed on the [Intent to Be Active](#) (ITBA) is permitted to make updates.

The Center for Student Involvement encourages groups to update information as soon as changes occur to ensure that your club receives information from the Center for Student Involvement.

### **Registration Deadline**

If a group fails to register **by the end of fall term**, student club/organization privileges will be temporarily suspended until the registration process is completed. Club/Organization privileges include but are not limited to reserving meeting rooms and event space, utilizing financial accounts and requesting funds, holding events, etc. No clubs shall be activated beyond winter term of each academic year. Inactivity of a club for 3 years or more will have funds expunged and placed in an unused club fund.

### **Student Group Advisors**

Student group advisors must be faculty/staff from EOU and/or partner programs like OSU, OHSU and ODS and must have the permission of the Department Head and College Dean.

### **Advisor Responsibilities**

Specific advisor responsibilities vary depending on the club for which the advisor is responsible. The advisor:

- Attends club functions, programs, and events to maintain university policies.
- Encouraged to attend club meetings.
- Assist the club in planning and evaluating efforts of the club.
- Serves as a liaison between the club and the university.
- Assist club with any behavior issues or conflicts among club members.

The nature and importance of their responsibility will vary with the nature and past history of a specific club, but in any case, the advisor should act in accordance with the policies of Eastern Oregon University. Their role should be purely advisory unless some special crisis arises, requiring advisor intervention. In any such case, consultation with the Center for Student Involvement, the Director of Student Involvement and potentially, the Vice President for Student Affairs may be necessary.

### **Advisor Removal**

The Center for Student Involvement reserves the right to remove an advisor from their role with a student fee-funded organization and club should circumstances require such action. Grounds for immediate removal of an advisor include but may not be limited to:

- Inappropriate behavior and/or language
- Behavior that violates University policy and/or procedure
- Direct knowledge of hazing incidents and/or failure to report such incidents
- Direct knowledge of, advocacy for, and/or participation in illegal activities and/or behavior
- Behavior resulting in unreasonable and/or unnecessary risk for students

Student fee-funded organizations and clubs may have the right to remove an advisor from their role with the group. Should a student group believe it is in the best interest of the group to remove an advisor, the following steps will be taken:

1. Student leadership meets with the advisor to address and explain any concerns regarding the advisor's role in the group. Concerns should be addressed immediately.
2. Student leadership and advisor agree on a specified period of time for the concerns to be properly addressed.
3. If concerns are not properly addressed adequately, president/editor/director will schedule a meeting with the Center for Student Involvement to discuss removal. A formal request must be submitted within 30 days after specified time period lapses and include reasons, justifications and examples for the removal.
4. Within 14 calendar days of receipt of the request, the Director of Student Involvement will review the request and shall inform the student group and advisor of its decision.
5. A decision may be appealed to the Vice President for Student Affairs in writing within 5 working days after notice. The VPSA will review all information and make a decision within five working days after review. The VPSA's decision shall be final. The request for an appeal must include specific justification including any new information not known at the time of the original decision.

## IMPORTANT POLICIES -

### Hazing Prohibited - Student Conduct Policy (from the EOU Student Handbook):

**Oregon Administrative Rules 579-040-0005 - Code 14** Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, or which endangers or harms animals, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are a violation of this code.

### Student Organization Administrative Records:

**Oregon Administrative Rules 166-475-0110 (40)** Records document the history, development, and policies of campus student organizations. Records may include but are not limited to annual review forms; minutes; constitutions and bylaws; committee, subcommittee, and task force records; Student Senate bill and resolution files; budgets; handbooks; officer and member rosters; scrapbooks; photographs; and related documentation and correspondence. **(Retention: Permanent)** *The Center for Student Involvement assumes that each organization takes responsibility for maintaining its own records.*



## II. Meetings and Events

### Basic Meeting Guidelines

- Select a date, time and location.
- Reserve your space through Event & Conference Services - Hoke 315; 962-3575; [schedule@eou.edu](mailto:schedule@eou.edu)
- Create an agenda and distribute in advance.
- Get members involved.

### Event Planning

Regardless of the size of the event, we want you to know how to avoid last minute stress, anxiety, or even the need to cancel your event. Here are some guidelines for your organization to follow:

1. Brainstorm ideas. Keep the reason(s) for having an event at the forefront along with the mission of the club, what your student club brings to the campus community and how you can potentially collaborate with other student clubs to plan an event.
2. Select events that all of your members are committed to because you will need the help of your membership to plan and execute the event. When applicable, network and collaborate with other student organizations to choose an idea.
3. Establish a budget and determine if your organization has enough money to cover the expenses of the program. If not, your club may need to apply for Senate Allocations or Vending Funds or fundraising may be necessary (be sure to read all fundraising information before conducting a fundraiser). **Note:** See Chapter 3 for financial protocol.
4. Develop the goals for the event, timelines and a master task list and how you expect to delegate responsibilities. Communicate often with one another and ensure that everyone is aware of their particular role/responsibilities.
5. You must submit an [Event Registration Form](#) with the Center for Student Involvement, found on the Center's website ([www.eou.edu/csi](http://www.eou.edu/csi)). The event must be approved before it can be publicized or space on campus can be reserved. Event registration forms should be submitted **3 weeks in advance**. So please, plan ahead!
6. Contact [schedule@eou.edu](mailto:schedule@eou.edu) (Hoke 315) to ensure space is available before selecting the date and time for event. **Note:** Room or location of your event must be accessible for students with disabilities.
7. If your event requires a contract (deejay, performer, security, or venue) you need to work with the Center for Student Involvement to ensure that contract guidelines are followed. This is a timely process; please allow a minimum of **15** working days to process this paperwork.
8. Request quotes and make necessary arrangements for special equipment, furnishings and catering/food handling by starting with the Events & Conference Services (Hoke 315). Items to consider are
  - a. Audio Visual: screens, microphone, projectors, sound, internet access, etc.
  - b. Facilities: Tables, Chairs, Garbage Cans, etc.
  - c. Catering: food, linens, etc. Please see the Campus Food Policies on page 17. **Note:** If food handling is involved, details need to be arranged and approved in advance by the Director of Food Service (in Sodexo).
9. Address any potential risk management by filling out the [Risk Management Assessment](#) (found on the Risk Management Office website at [www.eou.edu/risk](http://www.eou.edu/risk)). If the event requires an activity waiver to be signed by participants, ensure that they are completed and submitted to the Center for Student Involvement prior to the beginning of the event. See Chapter 7 for Risk Management.

#### QUESTIONS TO CONSIDER FOR EVENTS:

1. What is the purpose of the event?
2. What is the desired date, time and location of the event?
3. What is the estimated attendance?
4. Will admission be charged?
  - a. If yes, will tickets be sold in advance, at the door, or both?
5. Will food and/or beverages be served?
6. Will any contracts be necessary – deejay, performer, security, venue, etc?
7. Who is permitted to attend the event?



Student clubs that have completed the registration process are allowed to host events on campus without the submission of an event contract with the university. Groups that wish to contract with the university to host events must register their event through Event & Conference Services to make a contractual agreement, which requires a fee.

#### Outdoor Events

All clubs and organizations, which desire to sponsor an outdoor late-night event (to occur or is occurring after 10 p.m.), must submit a [Special Event Notification Permit](#), per request of the La Grande Police Department. After a club/organization submits an event registration, an assessment of the event occurs through the Center for Student Involvement. If the club/organization will be holding an event that is to conclude after 10 p.m., they are instructed to complete the permit and acquire the signature of the Chief of Police through the Center for Student Involvement. The permit allows the La Grande Police Department to approve and have knowledge of any events, in which surrounding neighbors might submit noise complaints.

Notifications (fliers, posters, etc.) must be distributed to the surrounding neighborhood, in which sound will be amplified. Groups need to include the following items on each notification: 1) what the event is, 2) where it is located, 3) the time frame for the event (including ending time), and 4) contact information. Notifications are to be distributed door-to-door (notifications in mailboxes are prohibited as it is a federal offense).

Groups are required to submit the advertised notification with the [Special Event Notification Permit](#) prior to approval.

#### Dances

Admission is restricted to EOU students and their guests over the age of 18; EOU students must have current EOU ID for discount. Anyone who does not have EOU identification, but has picture identification as proof of being 18 or over, may enter as a guest of an EOU student. There is a one-guest limit per EOU student. Other types of picture ID could be military, state, sheriff, or other college ID. Exceptions may only be granted by the Director of Student Involvement. **Note:** the advisor or designated staff member must be present during dance.

Tobacco products or non-approved alcoholic beverages of any kind are not allowed on campus. It is the responsibility of the sponsoring organization to enforce this policy. Any spills or unusual messes (i.e., chew spit) are the responsibility of the club to clean up.

Club/organization officers and members will be responsible for:

- a. Requesting and obtaining a cash box (see Chapter 4 for Finances)
- b. Follow all EOU cash handling procedures (see Chapter 4 for Finances)
- c. Prohibiting tobacco product use and non-approved alcoholic beverages.
- d. Providing ID checkers/stampers/door security at entrance to dance.
- e. Club to clean all areas used for the event, with the exception of any bodily fluids. Should additional cleaning be necessary (determined by the Director of Student Involvement), your club account will be charged for these expenses.
- f. Securing security officers to work the entire dance.

Sponsoring organizations found negligent of these responsibilities may not be allowed the privilege of another dance and may be billed from their club account a minimum of \$100 for clean-up, damage, and any repair cost. If the club feels the penalties are excessive, they may appeal the amount to the Student Affairs Committee.

#### Audio-Visual Equipment Rental

Student groups may require the use of audiovisual equipment for meetings and events on campus. Equipment and services include but are not limited to: microphones, sound, laptop, data projector, screen, sound and training to use the SMART technology (advanced equipment used to enhance classrooms).

The Audio-Visual (AV) department processes all equipment requests on campus. Fees charged by the AV department include the rental of the equipment as well as the setup and support. Be sure to plan for this in your meeting/event budget. Visit [eou.edu/av](http://eou.edu/av) for more information.

The Center may have equipment (projector, screen, etc.) available to clubs to checkout. Groups must request equipment 5 business days in advance. If equipment is returned damaged, fees will be charged to the club.

#### Alcohol at Events

The University recognizes that the consumption of alcohol by members of the University community at or above the age of 21 is a lawful activity and a matter of personal choice. The exercising of this right requires knowledge, personal responsibility and responsibility to the community. In addition to these, the institution has the obligation to promote well-being, to embark on

reasonable enforcement of rules and regulations as a matter of institutional integrity and to protect the University and the State of Oregon from legal liability.

### **Policy for Student-Sponsored Events with Alcohol**

The following is a set of policy restrictions, requirements and guidelines that constitute the framework for student-sponsored events that include alcohol. **Note:** Groups must inform the Center for Student Involvement immediately when requesting the option of holding student-sponsored events with alcohol.

1. Eastern Oregon University recognizes that the consumption of alcohol by members of the University community at or above the age of 21 is a lawful activity and a matter of personal choice.
2. The University has the obligation to promote well-being, to embark on reasonable enforcement of rules and regulations as a matter of institutional integrity, and to protect the University and the State of Oregon from legal liability where possible.
3. All rules adopted regarding the use of alcoholic beverages are to be applied equally to all segments of the University community (e.g., students, faculty, staff, and guests).
4. Any event or meeting on campus that includes the serving of alcoholic beverages must receive prior administrative approval. The authority for such approval is the President of the University, who designates his/her representative to the process.
5. Events will not be approved where the primary audience is expected to be under 21 years of age, or where the serving/consumption of alcohol is the primary focus of the activity.
6. Whenever alcohol is served at an event, non-alcoholic beverages must be available and equally promoted. It is also recommended that two food items be available during serving hours if serving a meal is not part of the event.
7. Advertising on-campus events involving alcoholic beverage service must:
  - a. conform to the EOU Student Code of Conduct
  - b. may not promote any form of alcohol or substance abuse
  - c. may not include alcoholic beverages as prizes
  - d. may not include the promotion of uncontrolled sampling or "drinking contests"
  - e. must subscribe to a philosophy of responsible and legal use of alcohol.
8. Only officially recognized student organizations can request and receive approval for events using the University's Oregon Liquor Control Commission (OLCC) license and may only be approved for access on Fridays and Saturdays.
9. The process of administrative approval will include some version of a checklist of important items as part of the planning process. This list may vary depending upon each event, location and is not limited to the following:
  - a. Official identification of all patrons
  - b. Event security
  - c. Separation of minors at the site
  - d. Facility issues
  - e. Food service
  - f. Promotional activities
  - g. Cash handling procedures
  - h. OLCC and EOU compliance

### **Alcohol Advertising Guidelines**

1. Alcohol beverage marketing programs specifically targeted for students and/or held on campus should conform to the code of student conduct of the institution and should avoid demeaning sexual or discriminatory portrayal of individuals.
2. Promotion of beverage alcohol should not encourage any form of alcohol abuse nor should it place emphasis on quantity or frequency of use.
3. Beverage alcohol (such as kegs or cases of beer) should not be provided as free awards to individual students or campus organizations.
4. No uncontrolled sampling as part of campus marketing programs should be permitted and no sampling, or other promotional activities, should include "drinking contests."
5. Where controlled sampling is allowed by law and institutional policy, it should be limited as to time and quantity. Principles of good hosting should be observed including availability of alternative beverages, food and planned programs. The consumption of beer, wine or distilled spirits should not be the sole purpose of any promotional activity.
6. Promotional activities should not be associated with otherwise existing campus events or programs without prior knowledge and consent of appropriate institutional officials.
7. Display or availability of promotional material should be determined in consultation with appropriate institutional officials.
8. Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.

9. Beverage alcohol marketers should support campus alcohol awareness programs that encourage informed and responsible decisions about the use or non-use of beer, wine, or distilled spirits.
10. If permitted, beverage alcohol advertising on campus or in institutional media, including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual, or academic success.
11. Advertising and other promotional campus activities should not associate beverage alcohol consumption with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.

Local off-campus promotional activities, primarily directed to students, should be developed with the previous knowledge of appropriate institutional officials.

### **Event Publicity**

The most important part of planning any event is the way(s) in which you communicate event information to the University community and to the public (when applicable). Only campus departments and registered student organizations have posting privileges and permission to use Eastern Oregon University's name on their marketing materials.

### **On-Campus Poster Distribution & Guidelines**

Distribution of all posters for the Bulletin Boards happens through the Center for Student Involvement. Distribution times vary from term to term, but posters will be put up at least two times per week, if received.

All posters must be approved by the Center for Student Involvement and will be posted by the student staff.

1. Posters need to have essential event information, contact information, etc.
2. Posters that include information regarding admission, food, raffles, etc. must follow all policies and procedures outlined within the club manual and policies set forth by Eastern Oregon University.
3. Posters cannot exceed 11" x 17".
4. Provide **17** copies of your poster to the Center for Student Involvement
5. Posters will be distributed to: The Voice, KEOL, Residence Halls, the Admissions Office, and put on each of the Bulletin Boards.
6. Posters found on posts, poles, windshields or restricted bulletins will be removed and responsible parties will be reported to the Center for Student Involvement. Violations may result in suspension of posting privileges.
7. Groups must request permission from building managers to post flyers or posters on walls, windows, or doors.
8. Banners hung in Loso Hall (by the Learning Center) must be printed vertically to accommodate multiple postings.
9. Posters from non-profit agencies outside EOU must be preapproved by the Center for Student Involvement.
10. Agencies seeking profitable advertisement are not permitted to post on campus and should be referred to The Voice for ad purchasing and KEOL for donor announcements.
11. Table tents and posters posted within Mountie Café and/or Mac's Grill must be approved through food service prior to distribution.

### **Use of Logo**

The most important visual identification device for Eastern Oregon University is the logo. It must never be redrawn or modified in any aspect of its configuration. Always use approved electronic art which is available through the Office of University Advancement at (541)962-3740. For use of logo and tagline, please visit [eou.edu/marketing](http://eou.edu/marketing) for more information.

The Mountaineer logo and Monty images are reserved for athletics use only. Exceptions will be determined by the Office of University Advancement.

### **Chalking on campus**

Notify the Center for Student Involvement if you wish to advertise on campus using sidewalk chalk. The office has limited access to sidewalk chalk for groups to use. *Only non-permanent, stick-powdered chalk is permitted.*

### **Tabling**

All tabling activity (outside Student Activities Fair and Mountaineer Days) on campus must go through Event & Conference Services in order to reserve an appropriate space. Tabling activity is described as activity where recruitment for an event or program happens, flyers and handouts are distributed and/or campaigning for a cause takes place and the like.

For safety, groups are not permitted to block any exit or entry of any campus building, stairwell or elevator. Extension cords should not be in any egress pathways and voice amplification systems may only be used with advance permission of the Center for Student Involvement.

### Digital Signage

University Advancement oversees the University's digital signage system, where television screens have been set up in Hoke Union Building and Loso Hall.

These screens allow clubs/organizations and departments the opportunity to advertise/promote their events and/or important information relevant to the campus community.

To include your slide for promotion to the on campus population, visit [www.eou.edu/ua/digital-signage-submission/](http://www.eou.edu/ua/digital-signage-submission/) for the [Digital Slide Submission Form](#).

#### Tips & Tricks for Digital Signage –

- Must be Landscape format; size must be no bigger than 20" x 10".
- JPEG Only.
- Must contain: Sponsoring Organization, date, time and location.
- Emphasize in a large, readable type face the most important content (i.e. name of the event, time, date and place, cost, for more information call, etc.).
- Stick to size 20pt font or higher. Refrain from super-bright colors such as pure white, bright yellow and hot pink. If you use a bright color, use it sparingly.

Please allow 2 weeks for inclusion in the information stream.

### Contract Development and Signing

Individuals and/or agencies that are providing services to your club or organization must have a contract on file with the University. If your group hires someone for a service, you must receive approval from the Center prior to any work or service being completed. Once approved, the Center for Student Involvement Fiscal Manager will generate a Personal Service Agreement (PSA) for processing. Please make sure that you have acquired an unsigned copy of the individual's personal contract/rider.

Contracts must be received in the Center for Student Involvement office no less than **15** business days to allow for proper processing and for payment to be generated.

**Note: Students may not sign contracts on behalf of the University. All contracts must be submitted to the Center for Student Involvement for authorized signature.**

### Showing Films

A movie **cannot** be shown unless your organization has provided proof of public performance rights to the Center for Student Involvement **and** the event has been registered through the appropriate event registration process. Please allow **at least three weeks or more** to arrange for a film showing. Commercial films, videotapes, DVDs, and Blu-Ray discs, all have copyrights that restrict the manner in which they can be shown. Two specific restrictions that raise issues for students or student organizations wishing to show films on campus are:

1. *"Home" versus "public" viewings:* If you rent films, videotapes, DVDs, or Blu-Ray discs, you always have permission to show it in your home.

2. *Charging an admission (or viewing) fee:* Charging always requires explicit public performance rights. If your organization wishes to show a film, videotape, DVD, or Blu-Ray disc, outside a residence hall or house and/or charge money, your organization must have an acceptable public performance rights. There are multiple ways to obtain these rights:

- Renting from a distributor. The cost of this solution varies with the age and popularity of the movie, ranging from \$200-\$1000.
- Owning a copy of the movie that comes with public performance rights
- Getting written public performance rights from the copyright holder. We will accept a letter from the company, filmmaker, producer, or director of the film.

### Public Performance Rights

Any exhibition of a movie outside the privacy of a home setting is considered a public performance.

## Film Showing FAQs

### Why does my organization need to get permission to show this film?

Copyright infringement is a serious offense under the law, and is also the equivalent of stealing from a film distributor. While it is important to abide by the law, it is also important that your organization represents itself well by doing the right thing—getting permission to show the film.

### What we need a license even if we don't charge admission?

Yes! A license is required for all public performances regardless of whether admission is charged.

### What if a video store or equipment provider says it is okay to exhibit rented or purchased movies?

These stores rent and sell movies for “home use only” and cannot provide legal permission for use outside the home. You can only obtain licensing directly from a licensor (such as Swank Motion Pictures, Inc. or Criterion), not from a third party.

### I own the movie. Do I still need a license to show it outside my home?

Yes. Neither the rental, purchase or lending of a videocassette or DVD carries with it the right to exhibit movies outside the home.

#### Guidelines for Media, Filming, Photography and Recording for Student Organizations

There are significant security reasons for limiting photography and filming on campus. EOU wants to ensure that faculty and students can express themselves freely, work in laboratories and classrooms without probing cameras, and move about the residence halls without concerns about being surprised or watched by cameras. The following guidelines are designed to protect the privacy of students, faculty and staff.

- In general, non EOU reporters, photographers, video/motion picture cameras, and media recording equipment are not permitted inside the classrooms, laboratories, residence halls, student dining, office buildings or other facilities.
- Photography/filming/recording of special events, guest speakers, and performers is permitted in designated areas. Groups must secure permission in advance, in writing, from the Center for Student Involvement.
- Photography/filming is only permitted in the classrooms, laboratories, administrative offices, or restricted access area for educational purposes by EOU or EOU sanctioned entities is allowed.
- Student groups should respect the privacy of fellow students, faculty and staff. Student photographers are permitted to photograph special events and activities in the residence halls but must secure the permission of the organizing group and identify themselves and the club they're representing.

## Food Approval Policy & Guidelines

Meals may be purchased with incidental fees provided that:

- The meal is integral to the event where it is offered AND
- The event was budgeted and approved as a line item within the Incidental Fee budget submitted to the Incidental Fee Committee AND
- There is no profit made from the event (e.g., using incidental fees to pay for meals as a fundraiser is not permitted) AND
- The event is open to all incidental-fee paying students AND
- The event adheres to all other EOU policies and regulations

Generally, no more than one event per academic term will be permitted. It is strongly recommended that the per person per event cost is no greater than \$10 per event. Groups requesting more than one event per term or a per person cost that exceeds the per person cost recommendation will have those requests considered on a case by case basis.

In addition, when an official guest is being hosted by the institution and student(s) are serving as the host, up to two students may accompany the official guest for a meal and be reimbursed up to the per diem rates established in EOU and IFC policies.

All food purchases (clubs and student fee-funded units) require **preapproval**. All clubs and organizations are required to turn in their event registration form to the Center for Student Involvement **three weeks prior to any event**. In addition to the form, if food is provided as part of the registered event, documentation with complete explanation **must** be provided.

### Temporary Restaurant License

Any food being prepared by students must be approved by the Oregon Health Agency. A temporary restaurant license is required. Please contact Kelly Marriott in Hoke 204 for details. Please note that any last minute requests for food will generally not be approved by the Center for Student Involvement and the Office of Student Affairs.



### Campus Food Policy

Student groups may request a catering exemption from the contract food service provider for the following reasons: 1) food is being 100% donated by an off campus vendor or 2) the group wishes to purchase food from an off campus vendor that extends beyond limited food and beverage service for strictly in-house events closed to the public. Generally, outside catering companies are not approved to be used on campus. The request form can be found at [www.eou.edu/csi/files](http://www.eou.edu/csi/files) under Event Documents.

Groups found in violation of this policy will not be reimbursed for expenses incurred. This policy impacts the entire campus and its ability to access catering and dining services.

## III. Finances

### Checks and Balances

Your organization is responsible for managing its finances and financial records. **Note:** in order to have access to finances, organizations must have completed the official recognition process for the current academic year. The university will provide guidance, if needed, but responsibility rests with leadership of the organization. To maintain good financial control, more than one person should hold responsibility for the financial transactions. Therefore, two club officers must verify all financial documentation.

### Financial Accounts

The Oregon State Treasury prohibits any student organization from establishing a bank account and/or completing any financial transactions off campus. All financial transactions must be done in conjunction with the Center for Student Involvement through the Finance and Administration department.

### Sufficient Funds

Student clubs are the only student groups that are self-sustaining, meaning: they are the only student group that does not receive annual funding or financial support from student fees or campus departments.

Clubs are required to raise their own operating funds, or seek funds through [Senate Allocations](#) or [Vending Committee](#) and are required to have sufficient funds in their accounts prior to placing orders or making purchases of any kind. Clubs that are found to have insufficient funds when an invoice arrives will be held personally responsible for the payment of the invoice and the account will be suspended. To verify account balances, contact the Center for Student Involvement's Fiscal Manager, Kelly Marriott (Hoke 204).

For information on Senate Allocations, please contact the [Associated Students of Eastern Oregon University](#) (Student Government) at [asvpcam@eou.edu](mailto:asvpcam@eou.edu) or by phone at (541)962-3387. [Vending Committee](#) information can be requested in [Residence Life](#).

### Purchasing & Request for Purchases

All items **must** be approved before items are purchased including charges sought for reimbursement. Requests are made through the event registration form. Many purchases are not reimbursable and/or can be approved. **Original receipts** will need to be turned into the Center for Student Involvement within 14 business days.

Contracted services take time and need to be immediately inquired for approval before a Personal Services Agreement can begin processing. **Reminder:** Contracts need to be given to the Center for Student Involvement 15 business days prior to the event.

### Paying the bills

Clubs/organizations are not permitted to use group funds for any individual's personal expenses. Suspected misuse of club/institutional funds will be referred to the student conduct system.

For **every** invoice or bill your organization needs to have paid, a [Club/Organization Reimbursement Request](#) form must be completed and attached. The [Club/Organization Reimbursement Request](#) form can be found on the Center for Student Involvement website at [www.eou.edu/csi](http://www.eou.edu/csi) (under "files"). **All payments requests go through the Center for Student Involvement.** Payment Requests take a minimum of **7-10** working days to process and checks are only cut on Wednesdays. Therefore, it is essential that the paperwork is completed immediately to process payment in a timely fashion.

**Note:** To reimburse an individual, the payee must have a W-9 form on file with the university.

All incomplete payment requests will be returned to the person delivering it or mailed to the on-campus advisor to be completed and returned immediately.

To avoid debt incurred by clubs and/or organizations, all late invoices will automatically be processed by the Center for Student Involvement regardless of signatures per the approval of the Director of Student Involvement.

### **Prohibited Purchases**

Certain goods and services are unallowable for purchase/reimbursement with institution funds due to state regulations, university policies or certain risk factors. Prohibited items include, but are not limited to:

- Alcoholic beverages
- Animals
- Cash advances
- Gift cards (exceptions may be granted if approved by Student Involvement)
- Misc. lodging charges (i.e. room service, movies, phone, laundry, etc.)
- Narcotics/Drugs
- Weapons/Ammunition

### **Reimbursements for Travel Related Expenses**

Members of student groups seeking a travel advance or reimbursement for travel related expenses must complete the travel packet prior to any trip beginning (see Chapter 4).

Upon the conclusion of the trip, a travel reimbursement and the rest of the student organization reimbursement request must be completed and submitted to the Center for Student Involvement. All personal expenses, mileage, and meal per diems must be itemized and original receipts attached. Per diems for food do not require receipts. See Chapter 4 for additional travel policies and procedures.

### **Fundraising Policy**

All recognized student groups affiliated with Eastern Oregon University must follow this procedure for any fundraising activities (cash, goods or services) on or off the campus. The Event Registration form is available at the Center for Student Involvement (CSI). Applications for fundraising activities by recognized student organizations should be completed and submitted to the Center for Student Involvement four weeks prior to the event to assure that there is enough time to evaluate the request and to adequately plan, advertise, and organize the event and coordinate with University Advancement.

1. If an event is conducted with an outside vendor and they are to be compensated for services they provide (i.e. concert, lecture, etc.) a Personal Service Agreement (PSA) must be attached to the Event Registration Form. PSA's can be obtained at the Center for Student Involvement. Only the Vice President for Administration and Finance or their designee can sign contracts for the institution. Such contracts must cover the responsibilities of each party, prices of items to be sold, and the percentage of proceeds to each party.
2. An itemized revenue/expense projection must be submitted to the Center for Student Involvement with all Event Registration Form applications. A final itemized revenue/expense statement must be submitted to the Center for Student Involvement within 14 days after the event.
3. The Director of Student Involvement must approve all fundraising activities by student groups.
4. Special events that include food sales must also be approved by the Vice President for Student Affairs.
5. If a group wishes to sell raffle tickets in a "public space" adjacent to another group's event (i.e., in the lobby of Quinn during a basketball game or the lobby of Loso during a symphony), the Events and Conference Services Manager must be informed and provide pre- approval that these activities will be taking place. After receiving approval, the group selling the raffle tickets must then reserve space, tables and chairs in normal fashion through Facility Scheduling.
6. If a group wishes to sell raffle tickets inside the "reserved event space" (i.e. in the stands during a basketball game or inside McKenzie Theatre during a symphony) the Events and Conference Services Manager must approve the activity within their "reserved event space." Events and Conference Services will need to sign-off on the fundraising section of the Event Registration Form, acknowledging that the raffle activity to take place inside their "reserved event space", has been approved.
7. Raffles have separate guidelines explained in the Student Handbook (Student Policies, Fundraising Policy). A Raffle Form must be completed and approved by the Director of the Center for Student Involvement prior to conducting the event.
8. All profits must be deposited (on the first working day after the event) into the campus club account.
9. Groups that fail to abide by the above procedures will lose university fundraising privileges for that academic year.
10. The Director of Student Involvement may approve solicitation of goods or services by student clubs and organizations either on or off the campus only if; contributions are in exchange for goods or services provided by the club or organization (e.g. car washes, bake sales, raffles), or contributions are for the direct support of an event or services offered by the club or organization open to participation by the entire campus community (e.g. Casino Night, Speel-Ya, Pow Wow). Center for Student Involvement will coordinate with



University Advancement on external fundraising efforts undertaken by a club or student organization to ensure programs and fundraising efforts are not competing against one another.

11. Clubs or organizations may also assist recognized charitable non-profit groups in solicitation activities (e.g. March of Dimes, Unicef, Red Cross) subject to the approval of the Director of Student Involvement. Contact the Director of Residence Life for policies related to solicitation in residence halls.

### **Fundraising Prohibitions**

The following activities are prohibited:

1. Crowdsourcing platforms (i.e. GoFundMe, Kickstarter, Patreon, etc.)
2. Fundraising for any candidate for political office
3. Sale or distribution of items that violate University trademark rights or contracts
4. Solicitation by credit card or telephone companies

### **Grant Funding**

If your group is considering applying for any grants, you **must** see the office of [University Advancement](#), located in Inlow 212 or by phone at (541)962-3740 prior to filling out any paperwork.

### **Deposits**

Student group deposits are processed through the Center for Student Involvement. Organizations receiving cash, i.e., money, checks, money orders and other negotiable instruments are responsible for their safekeeping and timely deposit within two business days. All cash receipts must be deposited intact. All cash receipts are not to be disbursed or distributed for any purpose.

### **Cash Handling**

Any person receiving cash or checks from an individual must provide a receipt to that individual. The receipt must have the name, amount received, the purpose for payment and the initial of the individual receiving monies.

All cash receipts must be deposited with the Center For Student Involvement within one business day; however, if receipts are under \$200, they must be deposited at least weekly (note: cash must always be secured). If cash must be stored overnight, it must be kept in a securely locked drawer. Deposit amounts must match the receipts submitted with the deposit.

All deposits should be recorded on a deposit log maintained within the club/organization. The log should include: deposit slips, amounts, and accounts and indexes where deposits were made.

### **Cash Box**

Groups interested in requesting a cash box for their event need to submit a [Cash Box Request Form](#) to the Center for Student Involvement. Requests need to be submitted three working days in advance. All funds and event revenue must be returned by the second business day following the event to the Center for Student Involvement. Request forms can be found on the Center's website at [www.eou.edu/csi/files](http://www.eou.edu/csi/files).

#### Additional items to remember:

- Checks returned by the bank will be charged against your club account
- Do not cash personal checks or two-party checks with your club funds
- Do not send cash deposits through campus mail.
- Keep copies of all transactions and supporting documents.
- Do not maintain/keep cash in the organization or any member's possession after an event in a separate cashbox or petty cash fund.

EOU's above-referenced depositing guidelines are governed by the following regulations:

**House Bill 2180:** Details the requirements for depositing cash receipts including cash, checks, money orders and bank card payments. The prompt deposit of cash receipts reduces the risk of loss due to error, carelessness, or theft. It also results in improved interest earnings and lowers the risk of returned checks due to insufficient funds or accounts being closed.

**ORS 293.265:** Requires the timely deposit of cash and does not allow a State of Oregon agency to have an account with a commercial bank. All agency funds must be deposited with the Oregon State Treasury. Club accounts at commercial banks are not permitted.

## IV. Travel

Club/organization travel for any EOU purposes must receive approval through the Center for Student Involvement and the Vice President for Student Affairs.

### Eligibility

All student organization members traveling must be enrolled Eastern Oregon University students.

### Behavior

Student group members and advisors are expected to conduct themselves as representatives of Eastern Oregon University. Violation of, or non-compliance with, Eastern Oregon University policies, campus regulations, or standards of conduct while on trips may result in loss of traveling privileges. If the group does not follow the proper policies and procedures when traveling, reimbursement for travel may be withheld.

### Travel Forms to Complete

All student groups traveling on official EOU sponsored trips must complete the [Student Travel Request Form](#) (found on the Center's website at [www.eou.edu/csi/files](http://www.eou.edu/csi/files)).

The Student Travel Request Form (included in the travel packet) is to be completed by the faculty/staff advisor or the group's Designated Responsible Person. A detailed daily itinerary for each day of travel must be attached including flight/train/bus information (if applicable), lodging, and daily travel plans. If traveling to an organized event, copies of brochures, flyers, etc., should also be attached. An itemized trip cost breakdown must be included.

Requests must be submitted to the Center for Student Involvement for CLB or SIF travel and **approved prior** to travel to the event or activity. CSI will forward approved forms to the Office of Student Affairs.

**Note:** All forms must be submitted to the Center for Student Involvement **no later than 14 business days** prior to travel dates. Travel advances submitted after deadline will not be approved and request may be denied.

All incomplete travel packets will be returned to the person delivering it or mailed to the on-campus advisor to be completed and returned immediately.

Prior to departure, the designated responsible person will meet with Student Involvement to go over any final logistics and be provided with a travel binder to take with them for the specific travel. When the group returns, the designated responsible person will be required to meet with Student Involvement, return the binder and complete any necessary travel reconciliation paperwork.



## TRAVEL CHECKLIST

### ***Four Weeks or More Prior to Departure Date:***

- Schedule a meeting with advisor to discuss trip and gain approval.
- Obtain cost estimates for all reservations, rentals, gas, etc.
- Start informing student organization members of trip date so they can make appropriate arrangements and adjust schedules.
- Review the [Travel Packet](#) (found at [www.eou.edu/csi/files](http://www.eou.edu/csi/files)) and begin gathering necessary information.
- Make a trip folder including all information pertaining to the trip.

### ***Three Weeks Prior to Departure Date:***

- Finalize hotel reservations, transportation, etc. for all members. For advance payment of hotel, inquire with the Center for Student Involvement.
- Schedule a meeting with Student Involvement to turn in the complete [Travel Packet](#) (with all completed documentation) for signature and approval.

### ***Two Weeks Prior to Departure Date:***

- Hold a pre-trip meeting to review student organization responsibilities and discipline actions with members. Review itinerary with members.
- Confirm vehicle reservation (if necessary).

### ***Before the Trip:***

- Pick up check in Student Accounts (if requesting advance and/or direct payment for hotel). **Reminder:** checks are cut once a week on Wednesdays.
- Pick up travel binder from the Center for Student Involvement and confirm final logistics for the travel.
- Double check maps, alternate routes and road conditions.

### ***Post Trip:***

- Meet with Student Involvement and turn in original receipts for budget records and reconciliation. If an individual received a travel advance, travel reconciliation must be completed regardless..

## V. Student Employment & Payroll

From time to time, a student-fee funded unit will employ students to work within their organizations for various reasons as deemed appropriately budgeted through the Student Fee Committee. If the organization does have allocated funds for payroll expenses and the budget is approved through the Student Fee Committee, then a student may be hired under specific guidelines.

### Eligibility

To be eligible to work, the individual must have regular student status and be enrolled for 6 or more credit hours per term, be a graduate student enrolled for 9 or more credit hours or be a part-time student with special permission for the Human Resource Director.

### Vacancies

When preparing for vacancies, all positions should have a well-developed position description (as approved through the Center for Student Involvement and the Payroll Office) to include position purpose, description and list of duties/responsibilities. This will help for correctly paying student employees at the designated pay level and ensuring that student employees are fulfilling all designated job responsibilities.

### Required advertising for positions

All anticipated vacancies **must** be advertised on campus for two weeks and must be advertised in the following ways:

- Post detailed position on [Handshake](#)
- Posters/flyers through the Center for Student Involvement (submit 17 copies to Hoke 204)

Optional advertising methods can include public service announcements on KEOL, advertisements in The Voice, and Digital Signage.

### Hiring positions

An interview committee should be established that should, at a minimum, include the following members:

- Advisor
- Current member of the organization

Selection criteria to determine qualifications should be determined in advance based on the required skills and knowledge for each position. All decision makers should be aware of the University's non-discrimination policies. All applicants should be notified as to their status as quickly as possible once the hiring decisions have been made.

### Before a student can start work

Student employees must be set up in the system by visiting [eou.edu/payroll/forms](http://eou.edu/payroll/forms) (Student Employee Payroll Form). Once entered into the system, the student will need to visit the Payroll office (Inlow 205). You must complete the Employment Eligibility Verification (I-9) paperwork in order to work on campus. Students that do not complete the documentation are not authorized to work as EOU employees and will not have a timesheet available on Webster.

Please bring the following original documents:

- Social Security card: If you do not have one, please go to the Social Security Admin. Building at 2205 Cove Avenue and apply for a duplicate. Bring the receipt in.
- Driver's license or passport.
- If you are interested in direct deposit, please bring a voided check.

**Note:** International students: please call payroll at (541) 962-3286 to make an appointment. This process can take up to 7 working days to complete, please obtain a social security card at 2205 Cove Avenue we will need the original card.

### Hours

Eastern's policy is that students may work no more than 29 hours weekly year round. International students may jeopardize their Visa status by working over 20 hours per week and students with work-study may jeopardize their work-study status. For more information, please view the [Student Employment Policy](#) on the [EOU Policy website](#).

**Web Time Sheet Entry**

Web Time Entry (WTE) is a web-based application that collects time and attendance information for EOU student employees & hourly employees in Webster. In order to comply with the Fair Labor and Standards Act, EOU student employees record their daily in and out times instead of the total hours worked in Webster.

Student employees are responsible for entering and submitting their hours worked every pay period. Student employees update their web time sheets on a daily basis and submit electronically to their supervisor **by the 15<sup>th</sup> of each month.**

Supervisors are responsible for approving the hours worked. Once the supervisor has approved the hours, the employee's hours are automatically loaded into the payroll process for payment.

For more information, visit [eou.edu/payroll/wtestudent/](http://eou.edu/payroll/wtestudent/).



## VI. Risk Management

Eastern Oregon University and student organizations do not insure or warrant the safety of activities sponsored by student organizations. All participants in activities that involve risks of physical injury or property damage are expected to assume full responsibility for such risks and for their individual physical fitness to participate in such activities.

Groups should carefully evaluate activities before finalizing any decision. We encourage students to develop strategies to avoid personal injury, property damage, and/or related financial loss.

Keep in mind that some activities are routine, low risk and can generally be conducted with little formality. Moderate risk activities generally require a higher standard of review, and a more comprehensive assessment and plan of risk management. Activities that are considered to be High Risk may require subsequent review and approval by other departments.

Organizations must work with the Center for Student Involvement to determine the risk level involved with your event. Remember that each event may be unique and change from time to time depending on the associated risks and the assessment. Participants are required to sign and submit the [Acknowledgement of Risk & Waiver of Liability](#) (found on the Center for Student Involvement website) form before your events and prior to any involvement or participation.

If you are planning travel, additional details associated to risk can be found in Chapter IV regarding liability issues, foreign travel, event and trip preparation.

### Waivers

An Acknowledgement of Risk and Waiver of Liability form (also known as a waiver) is used to 1) Inform prospective participants of potential risks involved with an activity, 2) Allow an individual to voluntarily choose to incur risks, and 3) Secure an agreement from the individual to hold harmless the University.

This form should be used when 1) Minors are involved, 2) Activities with overnight travel, 3) Out of town trips, 4) High risk activities, 5) Elective or voluntary field trips, 6) Recreational activities and/or 7) Short distance travel.

EOU is pleased to have the assistance of many individuals who volunteer their services to help the University accomplish its mission. Departments/units are responsible for the oversight of all volunteer services and activities and for assessing the risks associated with volunteers. Volunteers are not covered by EOU insurance and **must** complete the [Conditions of Volunteer Service](#) form.

### Required Forms

- [Acknowledgement of Risk and Waiver of Liability](#)
- [Acknowledgement of Risk and Waiver of Liability \(for group events\)](#)
- [5K or Fun Run Acknowledgement of Risk and Waiver of Liability](#)
- [Photo Opt Out Release](#)
- [Camps/Clinics and Special Event Insurance](#)
- [Conditions of Volunteer Service](#)
- [Event and Activity Request & Risk Assessment Form](#)
- [Event and Activity Request & Risk Assessment Checklist](#)

### Guidelines

- [5K or Fun Run Guidelines](#)
- [EOU Car Bash Guidelines](#)

**NOTE:** Liability coverage is provided under Eastern Oregon University's insurance policy for student clubs and organizations. However, coverage is afforded at the discretion of the University and its insurers. Special events that incorporate higher risk for one-day activities must be purchased directly by the club or organization. Program organizers should understand that:

Students are NOT covered by Eastern Oregon University insurance while they are driving to and from events whether they are recognized or not. Approved high-risk activities, whether on or off-campus, may require the attendance of the club or organization advisor as deemed by the Center for Student Involvement based upon the risk assessment.

## VII. Social Media Guidelines

This is an essential guide for all registered student clubs and organizations who have a role in managing social networks. It also benefits staff, faculty, and students who might have an unofficial role in the online presence. Some of the biggest impacts (both positive and negative) come from people in both their official and unofficial roles.

### **Terms and conditions**

When creating a page for your club, organization and/or department, it is important that you follow the terms of service and conditions for each chosen platform. For example, according to Facebook's terms and conditions, a profile should not be created for your club, organization and/or department because those are strictly for individuals. Rather you should create a page or group. Please review the terms and conditions for each platform you select.

### **Own your content**

As a representative of EOU, you have a greater level of responsibility than average users about what you post on social networks, even your own personal networks. The line between personal space and work is blurred in the world of social media. Realize that there are real-world consequences for things that you communicate online, just as there are real-world consequences for how you conduct yourself on the job, in meetings, and at official EOU functions. To help regulate the page and provide consistency between groups, the adviser of a student club or organization must be attached to the page as an administrator.

### **Keep it real**

Make sure to communicate in an authentic voice. If you are promoting a product, event or action, be clear about your intent and your relationship to the University. Own your content. Do not promote events or viewpoints that you would not personally endorse. While you should be aware that you are a person who represents your group and the University, you should also strive to find and use your personal voice.

### **Exercise good judgment**

You are communicating with people who all have varied opinions. Think twice about everything you post. The worst errors happen when you are trying to get something out quickly.

### **Respect copyrights**

Always give people proper credit for their work, and make sure you have the right to use something before you share it. Never post copyrighted photos, music, text or video content without permission of the copyright owner.

### **Protect your community**

Understand that EOU's official discrimination and harassment policies apply online. In accordance with federal and state law Eastern Oregon University prohibits actions and verbal assaults that are recognized as discriminatory, harassing, or defamatory on the basis of gender and/or sexual orientation, as with all other forms of discrimination. Refer to these policies when deciding how to moderate your online communities.

### **Naming your social media profile**

Include Eastern Oregon University into the name of your social media profile. This helps distinguish use from other universities that share our initials. If adding Eastern Oregon University makes the name of your social media profile too lengthy, be sure to add Eastern Oregon University into your description.

### **Monitoring feedback and comments**

Users should be prepared to devote staff to monitor the feedback that will be posted on your social media platforms. It is important to monitor and delete feedback that may violate the terms of agreement for each service you use. In addition, it is important that you embrace a balance of freedom of speech that allows members of your platforms to express their opinions in a respectful manner. In some instances you may feel as though disabling the wall may be a better option. This might be a good format to follow if you do not have dedicated resources to follow your pages on a regular basis.

*\*Adapted from Oregon State University's Social Media Guidelines*

## VIII. Hoke Union Building Office Space

The Hoke Union Building has limited space available for clubs and organizations to use for their office. When space is available (or a group has been deemed as not using the space according to the guidelines), the [Hoke Advisory Board](#) meets to make allocations. If space is available, applications are available during Spring term.

### **Safety, Security, and Cleanliness in the Union**

Security for our students is important to the Hoke Union administration and the Hoke Advisory Board. Please help us maintain a safe environment by following some simple, but important guidelines:

- Keep your office door locked and valuables secured when unattended. Do not loan office keys to anyone and immediately report any lost or stolen keys to the Facilities (962-3562).
- Inform Security (541-962-3911) if you see any suspicious individuals.
- General custodial service is provided for the common areas of the Union. Student groups are expected to maintain clean working spaces at all times.
- Recycling is highly encouraged in the Hoke Union Building. Recycling bins have been placed in each office.
- Courteousness is expected at all times as the Union is a community environment. Please be respectful of and responsive to your neighbors.

### **Rules and Regulations**

- Smoking, Illegal Drugs, and Alcoholic Beverages (other than alcohol provided by Sodexo Catering Services) are NOT allowed in the Hoke Union Building under any circumstances, EOU is a tobacco-free campus and, therefore, tobacco use in any area is prohibited.
- Damage to any area of the union will not be tolerated. This includes non-malicious damage such as that done to walls by putting up posters, notices, etc. Only masking tape is to be used on painted or paneled walls and is only to be used in the office. Nails, thumb tacks and staples are not permitted. Also, please treat your office furniture with care. Any damage to the office of furniture should be reported to Facilities (962-3562).
- Organizations will be held responsible for any damage to their office unless:
  - The damage has been noted and confirmed by Hoke Union staff.
  - The damage is normal wear and tear as determined by Hoke Union staff.
  - The damage is the result of a maintenance problem that has been properly reported.
- Materials considered offensive to a reasonable student or other person passing by should NOT be visible from the hallways or windows.
- Violations of the ordinances, rules, or regulations can lead to early termination of your contract or further actions under the standard of conduct.
- The Hoke Union does not assume any liability for loss, theft, or damage to personal property or to personal injury incurred while using its facilities.

*NOTE: The Hoke Union Building administration reserves the right to enter and inspect your office space at any time to determine compliance with your contract or for any other reasonable purpose.*

Loss of space may occur if an organization does not conduct its activities in accordance with the provisions expressed in the office space license contract, and its addendum. Assignments are subject to review and/or termination at any time by the Hoke Advisory Board. In no instance is it permissible for a student organization to share office space with another student organization (or group) without knowledge and written approval of HAB and Hoke Union administrators.

### **Communication Services**

#### *Telephone*

Office Telephone Service is available from IT (962-3582) for student fee-funded units wishing to obtain telephone service. Please contact IT with your organization's name, billing index code and your office room number. Processing will take between two and three weeks, and a representative will need to be present at installation.



### *Internet Access*

Ethernet access is available in student offices, but each organization will need to contact IT to determine whether network is turned on. The Hoke Union Building is wireless, but is not guaranteed to be supplied in all areas of the building. Groups are required to follow all university policies regarding computer usage.

### **Office Keys**

Each group with office space is issued office keys. Requests for Hoke office keys must be submitted through the Director of Student Involvement. If a key is lost or stolen, the key and lock is replaced at a cost to the organization. If access to an office is necessary after losing the key, a master key is available during University business hours in the Hoke 204. There is no charge for this service if the key is merely locked in the office. Keys may not be duplicated. If an organization is found with illegally duplicated keys, the organization will be held responsible for all charges incurred in re-keying the appropriate office door. Keys must be returned by the end of spring term or the individuals whose name the key is checked out to will be billed accordingly.

### **Office Hours**

It is expected that every student organization granted an office space will maintain a minimum of **ten** (10) office hours per week, beginning the first full week of the academic year. Groups are not required to hold office hours during breaks and the summer term. Groups must post their hours outside their offices no later than the Friday of the first week of classes for each term.

### **Office Furniture**

Groups with office space must purchase their own furniture and equipment. For the common area spaces, furniture may not be removed from these areas and moved into student organization offices. Groups will be penalized for moving common furniture into offices, which may result in losing the allocated space for that group. If you have furniture that needs to be removed, a facilities help ticket must be submitted to have the equipment removed accordingly.



## Appendix A. Campus Resources

*Academic Advising:*

Inlow 112  
541.962.3378  
advising@eou.edu

*ASEOU (Student Government):*

Hoke 206  
541.962.3387  
aseou@eou.edu

*Athletics Office:*

Quinn Coliseum  
541.962.3364

*Alumni/University Advancement:*

541.962.3740  
alumni@eou.edu

*AV Services:*

541.962.3388  
helpdesk@eou.edu

*Bookstore:*

Hoke Union Building  
541.962.3691  
bookstore@eou.edu

*Campus Security:*

541.962.3911

*Career Advising:*

Inlow 112  
541.962.3588  
advising@eou.edu

*Catering (Sodexo):*

Hoke Union Building  
541-962-3751

*Center for Student Involvement:*

Hoke 204  
541.962.3705  
center@eou.edu

*Copy Center:*

Badgley 105-A  
541.962.3505  
copysvc@eou.edu

*Counseling Services:*

Student Health Center  
541.962.3524

*Disability Services:*

Loso 234  
541.962.3663  
disabsvc@eou.edu

*Facilities Scheduling:*

Hoke 315  
541.962.3575  
schedule@eou.edu

*Financial Aid Office:*

Inlow 104  
541.962.3554  
fao@eou.edu

*Multicultural Center:*

Hoke 209  
541.962.3741  
bmoses@eou.edu

*Outdoor Program:*

Hoke 102  
541.962.3621  
mhatch@eou.edu

*Registrar's Office:*

Inlow 105  
541.962.3607  
registrar@eou.edu

*Residence Life:*

Hoke 216  
541.962.3553  
reslife@eou.edu

*Student Health Center:*

541.962.3524

