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## Frequently Used Contacts

Center for Multicultural Engagement and Inclusion (CMEI)

Tivoli 305

303-615-0606

The Student Advocacy Council (TSAC)	JSSB 237	303-615-0606
Auraria Campus Event Services (ACES)	Tivoli 307	303-615-0899
Dean of Students Office	Tivoli 325	303-556-2755
CMEI Office of Student Media	Tivoli 343	303-615-0220
Campus Police	Tivoli 313	303-615-0155
	Admin 110	303-556-5000

### **Auraria Campus Authorized Caterers**

Select one of our eight catering vendors for your event. Our Authorized Campus Caterers provide variety, quality and competitive pricing to make your event special, whether it's a simple business breakfast or lunch, wedding reception, or conference. Each of the caterers on our list is committed to providing high-quality, consistent service and food.

- Authorized Campus Caterers should be utilized for all events serving 35 guests or more that are hosted in campus buildings with authorized status.  
[Authorized Campus Catering Locations »](#)
- Authorized Campus Caterers are recommended but not required for events hosted in campus buildings with neighborhood status.  
[Neighborhood Status Campus Buildings »](#)

[Caterers »](#)

[Catering Policy »](#)

## Full-Service Caterers

### **Biscuits & Berries\***

303-277-9677

[www.biscuitsandberries.com/auraria-campus](http://www.biscuitsandberries.com/auraria-campus)

[robin@biscuitsandberries.com](mailto:robin@biscuitsandberries.com)

[deryk@biscuitsandberries.com](mailto:deryk@biscuitsandberries.com)

### **Relish Catering & Events\***

303-727-9200

[www.relishcateringCO.com/auraria](http://www.relishcateringCO.com/auraria)

[natalie@relishcateringco.com](mailto:natalie@relishcateringco.com)

### **Serendipity Catering\***

303-561-3663

[www.serendipityfood.com/venue](http://www.serendipityfood.com/venue)

[laura@serendipityfood.com](mailto:laura@serendipityfood.com)

## Specialty Caterers

### **Cosmo's Pizza**

*(be sure to mention Auraria Campus)*

303-777-FAST (3278)

[www.cosmospizza.com/denver-location/](http://www.cosmospizza.com/denver-location/)

### **IPie**

720-974-3206

[www.ipietivolicatering.com](http://www.ipietivolicatering.com)

### **Los Molinos**

303-900-0804

<https://www.losmolinosrestaurante.com/>

[losmolinosauraria@gmail.com](mailto:losmolinosauraria@gmail.com)

### **s'ONO**

303-953-9147

[www.so-ono-auraria.com](http://www.so-ono-auraria.com)

[mauimamas303@gmail.com](mailto:mauimamas303@gmail.com)

### **Subway**

303-607-9090

[www.tivolisubway.com](http://www.tivolisubway.com)

[subwaysubs@msn.com](mailto:subwaysubs@msn.com)

*\*Offers halal and/or kosher menu options*

**Please Note:** Blackjack Pizza and Saffron Grill are no longer Auraria Campus Authorized Caterers.

If you have questions or need more information on these vendors, please contact [Auraria Campus Event Services](#) at 303-556-2755.

# Section 1: Student Organizations Policies and Procedures

## Introduction

Student organizations at Metropolitan State University of Denver (MSU Denver) offer students the opportunity to join in groups or societies based on their academic, professional, political, service, social, cultural and/or spiritual affiliations or interests. Organizations also offer opportunities for students to assume various leadership roles while carrying out the mission of their organizations. In addition, student organizations contribute a range of perspectives to the campus community that enrich MSU Denver's academic environment.

## Relationship between MSU Denver and Student Organizations

MSU Denver has established a policy to define the relationship between the University and student organizations and the responsibilities and privileges afforded to registered student organizations. This process serves many purposes. Firstly, it establishes parameters within which organizations can function and defines the University's expectations for student organizations. Secondly, the process identifies a strategy of communication between organizations and the Center for Multicultural Engagement and Inclusion (CMEI) for more efficient collaboration. Finally, it outlines consequences for organizations that choose not to operate in accordance with these guidelines.

MSU Denver is committed to supporting the student's right and privilege to organize and participate in groups that center around common interests and goals and contribute to co-curricular life on campus. Though student organizations function on campus and enhance campus life, neither CMEI nor MSU Denver assume responsibility for any organization. The University does not assume financial responsibility for an organization or extend insurance coverage to its members.

## Categories of Approved Student Organizations:

MSU Denver and CMEI value the unique personal, professional, and social opportunities provided by each organization on our campus. To that end, CMEI has developed the following categories and respective definitions for the student groups at MSU Denver. All three categories of organization are required to *register* during their respective registration periods and abide by the policies, procedures and processes outlined in this handbook.

## **Recognized Student Organization**

A Recognized Student Organization (RSO) is any group of students that join for the purposes of meeting the curricular, co-curricular and social objectives of MSU Denver. Although the University supports a student's right to free association, RSOs cannot be primarily comprised of external constituencies or led/run by non-MSU Denver students. RSOs must meet the criteria outlined in this document, including all responsibilities, duties, and rules of being a Recognized Student Organization at MSU Denver to receive the benefits of RSO recognition and status. This handbook will outline those benefits.

## Fraternities and Sororities

Because of the unique nature of membership in fraternities and sororities, these organizations must follow the policies and procedures outlined [here](#). Although approved and registered MSU Denver fraternity and sorority chapters are entitled to the same benefits and privileges as RSOs, there are additional risk management, compliance and accreditation policies that must be met for them to remain active on campus. If you have questions regarding Fraternity and Sorority Life, please contact Armando Rijo, Assistant Director of the CMEI for FSL and The Student Advocacy Council (TSAC) at [arijo@msudenver.edu](mailto:arijo@msudenver.edu).

## Affiliated Campus Organization

CMEI understands that MSU Denver students, faculty and staff may wish to be affiliated with organizations and entities whose primary purpose and scope extends beyond the University's mission and objectives. Additionally, some groups may receive direction and leadership from external constituencies and/or organizations. Such groups register as an Affiliated Campus Organization (ACO). ACOs are not eligible for SCOPF, special rates, or authorization to reserve and use space on campus. Approved ACOs can receive some support in planning and executing events and programming; however, the amount of support is at the discretion of the Associate Director for Student Organizations and Leadership Programs and CMEI.

### Risk Management and Liability for Student Organizations

Regardless of which category an organization falls under, a student organization must be student-led, be officially registered, and follow all applicable rules, policies, procedures, and laws. Although student organizations are required to abide by all applicable University and state policies, as well as local and federal laws, the organizations, and the students leading them, are not considered agents of the state or the University. As such, individual organizations, leaders/officers, and members are not covered under state indemnification or insurance policies.

Additionally, student organization members and officers/leaders, operating in that capacity, are not considered employees and so do not have employment-related protections or benefits through the University. Accordingly, individual members of student organizations, including student organization officers/leaders, may be held personally responsible for the organization's activities and/or the impact of such activities. Student organizations and their leaders are therefore encouraged to appropriately manage the risks associated with their organization's activities and take reasonable steps to mitigate the risk of harm.

### Student Organization Conduct

All MSU Denver student organizations are responsible for conducting their affairs in a responsible manner consistent with the policies and procedures of MSU Denver, the [Student Code of Conduct](#), and all student organization policies. Student organizations will be held accountable for the action and behavior of their members or guests at their functions. It is the responsibility of student organizations to familiarize themselves with the contents of the Student Organization Officer Handbook and Student Organization Financial Handbook. Officers are responsible for informing other members of their organization about university policy. Any

change in officers, advisor and/or constitution should be promptly submitted to [RoadrunnerLink](#) via the registration form.

## Student Organization Fundamentals

### Definition of a Student Organization

A student organization is defined as any associated organization/group of students that meets all criteria for registration at MSU Denver. The criteria are outlined in this document, including all responsibilities, duties and rules of being a registered student organization at MSU Denver. Foremost in these criteria, student organizations must be directly and solely initiated, operated, controlled, and led by students (currently enrolled at MSU Denver) with a set of shared goals. Student organizations support and enhance academic life on campus. They provide extracurricular (outside the academic curriculum) and co-curricular (alongside the academic curriculum) activities and programs that enrich the student experience and advance the University's mission.

A student organization's leadership structure should include four currently enrolled MSU Denver students serving as officers. Although these officer titles are traditionally president, vice president, treasurer and secretary, student organizations may select whatever titles they deem appropriate as long as roles are clearly defined in the organization's constitution. These officers are responsible for organizing and leading the group in alignment with its developed mission. The officers and member students, as defined by the organization's constitution, are exclusively responsible for deciding the group's current and future direction, goals, activities, and programs.

No Recognized Student Organization (RSO) may be instructed, controlled or organized by non-students (including outside agencies, entities or individuals) in their daily operations; such groups do not meet the definition of an RSO at MSU Denver. Instead, these groups may register as an Affiliated Campus Organization.

All registered student organizations must have at least one full-time faculty/staff advisor to serve as liaison between the University and the organization. Advisors assist student organizations in achieving their goals and act in a consultative and supportive capacity. This relationship may not be supervisory in nature, nor may a student's grade, work or other forms of evaluation be based on their performance and involvement with a student organization.

### Required Student Organization Leadership Structure

- A student organization's leadership structure **must** include at least four currently enrolled MSU Denver students serving as officers. Organizations are encouraged to have four officer positions or appropriately titled officer positions with similar responsibilities: president/primary leader, vice president/secondary leader, secretary, and treasurer:
  - President/Primary Leader: The president/primary leader provides guidance and direction for the club or organizations. Responsibilities include managing club meetings and activities, assisting fellow officers, and accomplishing additional responsibilities established by the club membership or MSU Denver CMEI.
  - Vice President/Secondary Leader: The vice president/secondary leader acts as president/primary leader in their absence, helps conduct recruitment activities, and can also help with club fundraising.

- Treasurer: The treasurer manages the monetary aspect of the club, complies with all CMEI and MSU Denver financial policies and practices, and prepares periodic reports on the financial standing of the organization.
- Secretary: an official of a society or other organization who conducts its correspondence and keeps its records.
- These officers are responsible for organizing and leading the group in alignment with its developed mission.

## Advisor Requirements

- Every student organization must have a full-time MSU Denver staff or faculty member that serves as the club advisor. The advisor must meet the “Responsibilities of a Student Organization Advisor” section. **See Section 3 – Responsibilities of a Student Organization Advisor.**
- Advisors assist student organizations in achieving their goals and act in a consultative and supportive capacity.
- The advisor relationship may not be supervisory in nature, nor may a student’s grade, work or other forms of evaluation be based on his/her performance and involvement with an organization.

## Membership Requirements

- Active membership in RSOs must be limited to currently enrolled Auraria Campus students.
- To be registered by MSU Denver, at least 50% of an organization’s membership must consist of MSU Denver students.
- Active members may participate at all levels in the organization’s activities (beyond membership registration and payment of financial obligations) as determined by the organization.

*Membership With Community College of Denver (CCD) and University of Colorado Denver (CU Denver) Student Organizations*

If MSU Denver students can’t find an organization that interests them, they are encouraged to start their own organization. The simple process for doing so is explained here:

<https://www.msudenver.edu/multicultural-center/student-organizations/>.

Students who don’t want to start their own organization, but would still like to be involved in one, may be able to join on-campus student organizations at the Community College of Denver (CCD) and the University of Colorado Denver (CU Denver). **Students can search for organizations at Auraria Campus partner schools via these sites:**

- **Community College of Denver** – <https://www.ccd.edu/employees/departments/office-student-life/student-clubs-organizations>
- **University of Colorado Denver** – <https://ucdenver.presence.io/>

## Equal Opportunity

MSU Denver seeks to maintain equitable, safe, and accessible environments for all. It prohibits discrimination in all its programs and activities based on:

- Race
- Creed
- Color
- Sex
- Gender
- Pregnancy
- Gender Identity or Expression
- National Origin
- Nationality
- Age
- Ancestry
- Marital Status, Domestic Partnership or Civil Union Status
- Religion
- Affectional or Sexual Orientation
- Atypical hereditary Cellular or Blood Trait
- Genetic Information
- Liability for Military Service
- Protected Veteran Status
- Mental or Physical Disability (including perceived disability, AIDS and HIV-related illnesses)
- Harassment (related to any of the aforementioned categories)
- Retaliation for filing a complaint of, or participating in, an investigation of discrimination and harassment
- Any other category protected by law

#### Mandatory Compliance

- Student organizations must comply with MSU Denver's policy prohibiting discrimination, sexual misconduct and retaliation. See the policy in its entirety: <https://temp.msudenver.edu/policy/policylibrary/policiesa-z/discrimination-harassment/>
- All alleged violations of the policy should be reported for investigation. For alleged misconduct by employees, call the Office of Equal Opportunity at 303-615-0036. For alleged misconduct by students, call the Office of the Dean of Students at 303-615-0220.

Office of Equal Opportunity contact:

Raul M. Sanchez, J.D.

Executive Director, Office of Equal Opportunity

Title IX Coordinator

Jordan Student Success Building, Office 308

[rsanch64@msudenver.edu](mailto:rsanch64@msudenver.edu)

303-605-5469

For more information regarding equal opportunity, refer to <https://www.msudenver.edu/equal-opportunity/>

## Section 2: Registration

### Definition of Registration

- CMEI approves registration.
- Registration is the process by which a student organization acquires eligibility to receive University support.
- The relationship between MSU Denver and any category of student organization generates neither a contractual relationship between the University and the organization nor a property right or expectancy in the organization of any sort.
- Duties performed and activities undertaken by any category of student organization are not those of the University.
- Only RSOs may represent themselves as MSU Denver student organizations or avail themselves of the privileges afforded to recognized organizations. ACOs do not have these privileges.
- Student organization registration can be completed during the fall and spring organization registration periods using RoadrunnerLink: <https://roadrunnerlink.msudenver.edu>.
  - Fall 2022 registration period: August 22 – October 31
  - Spring 2023 registration period: January 16 – March 30
- Registration status may be rescinded at any time by CMEI.

### RoadrunnerLink

RoadrunnerLink offers a comprehensive suite of tools designed to meet the needs of student organizations on campus. These tools allow students to communicate with members, manage calendars and event planning, maintain accurate websites, and store unlimited amounts of information to help build sustainable organizations. To learn more about utilizing the tools offered through RoadrunnerLink and schedule a training for your organization, contact the student organization support staff at [orgs@msudenver.edu](mailto:orgs@msudenver.edu). You can also visit the [RRL Student Leader Resource Center here](#).

### Registration Status Definitions

Members can check their organization's registration status at any time through RoadrunnerLink. Registration status is located on each organization's portal in the Additional Information section, where "Registered" or "Not Registered" will be indicated under the Registration Status heading.

#### Registered

An registered student organization is one that has fulfilled all registration requirements set forth by CMEI and in good standing with the University.

#### Inactive/Not Registered

An inactive student organization is one that has not fulfilled all registration requirements set forth by CMEI. Inactive student organizations cannot function or represent themselves as MSU Denver student organizations. They cannot utilize any campus resources provided

for RSOs. All student organizations become ‘inactive’ on June 30<sup>th</sup> of each year until they fulfill registration requirements beginning August 22<sup>nd</sup>.

### Pending

A pending student organization is one that has initiated the process of registration but has not fulfilled all requirements. Student organizations in pending status may not function or represent themselves as MSU Denver student organizations.

## Registration Process

The registration process consists of four steps, which can be completed in the following order. An organization will not become registered until all four steps are completed:

### Step 1 – Advisor Responsibilities

#### **Part 1: Advisor Training**

The primary advisor must also complete an online advisor training once every year. Advisors can access the [Advisor Training Video Here](#) and the [Advisor Training Quiz Here](#). Quiz requires an 80% for a pass.

#### **Part 2: Verification & Advisor Verification and Responsibilities Form**

The primary advisor of the organization must complete the Advisor Verification & Responsibilities Form each registration year:

<https://roadrunnerlink.msudenver.edu/submitter/form/start/183022>

### Step 2 – Officer Training

The four primary officers (president, vice president, secretary, treasurer, or equivalent positions) must complete this Online Officer Training once per registration year.

### Step 3 - Constitution

A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. Essentially, the constitution provides a foundation upon which an organization operates. Additionally, a club and organization constitution:

- Clarifies the purpose of the organization and outlines the basic structure of the organization. Provides the cornerstone for building an effective organization/group.
- Allows members and potential members to have a better understanding of what the organization is all about and how it functions.

Every organization is required to have a constitution and bylaws.

Students can use this template to update or create a constitution:

<https://roadrunnerlink.msudenver.edu/organization/student-activities/documents>

- An organization’s constitution must address all articles and sections in the template.
- Writing or reviewing your organization’s constitution is a great opportunity to refine your mission, officer responsibilities, meeting rules and membership requirements.

- Much like government constitutions or laws, a student organization’s constitution is important when questions arise about the activities or mission of the group.
- Beginning in fall 2022, if a student club or organization needs assistance drafting a constitution, they can [schedule a meeting](#) with an Org Consultant.

#### Step 4 – Portal Renewal on RoadrunnerLink

Officers are responsible for updating their student organization’s portal on RoadrunnerLink. You must be a member of the portal before you can submit a registration renewal for your organization. If you are not already a member on your org’s portal, please email [orgs@msudenver.edu](mailto:orgs@msudenver.edu) for assistance.

- Visit <https://roadrunnerlink.msudenver.edu/register> and search for the organization.
- Once you find your organization, click on the blue “Re-Register” button.
- You will be guided through multiple pages to update information, such as:
  - General information about your organization (mission statement, contact, etc.)
  - Officer information (900#, Name, Email, Position)
  - Advisor information (Name and Email)
- Constitution Update. Find constitution templates here: <https://roadrunnerlink.msudenver.edu/organization/student-activities/documents>
- The primary method of communication from CMEI to student organizations about approved, incomplete or denied registrations is through RoadrunnerLink comments on the registration submission. Please check RoadrunnerLink regularly while registration is pending for updates from CMEI. Additionally, RoadrunnerLink will send reminder emails that often get marked as spam. It is strongly suggested to add [noreply@engage.mail.campuslabs.com](mailto:noreply@engage.mail.campuslabs.com) to your safe senders list to get email notifications as well.

## Registration Guidelines

### Officer Qualifications

#### **Undergraduate Student Officer Qualifications**

The primary officers (as determined by the organization’s constitution) must:

- Be MSU Denver students.
- Have a minimum 2.0 GPA.
- Be listed on the organization’s portal. This happens automatically upon registration completion.
- Be enrolled in at least three academic credits while holding an officer position.
- Have completed at least three credits in a prior fall or spring semester at MSU Denver.

#### **Graduate Student Officer Qualifications**

The primary officers (president, vice president, secretary, treasurer) must:

- Be a MSU Denver graduate student.
- Have a minimum 3.0 GPA.
- Be listed on the organization’s portal. This happens automatically upon registration completion.
- Be enrolled in at least three academic credits at MSU Denver while holding the position.

### Officer Replacement Procedures

If an officer is replaced during the academic year, the following procedures must be followed:

1. New officer completes officer training
2. An officer must submit a re-registration for their student org via RoadrunnerLink.

### Financial Responsibility

The primary officers for each organization have financial responsibility for their student organization account (81XXXX). Advisors may not spend money or make financial decisions on behalf of an organization. All financial decisions must be student-driven and follow the procedures outlined in the organization's constitution.

### Conflict of Interest

Student organizations that make decisions that influence the financial actions of the organization must do so in accordance with the highest professional and ethical standards. To preserve the integrity and reputation of the organization, members and officers are expected to avoid giving an unfair advantage, or even the appearance of an unfair advantage, to any person or entity doing business with the organization. All organizations must be aware of and seek to avoid any situation where a member's personal interests' conflict with the interests of the organization or its members, and where the organization's interests' conflict with the purchasing interests of its members.

### Registration Timeline and Terms

Registration is not automatic. Each student organization must register once every academic year. Additionally, organization registration is not on a rolling basis. Instead, there are two registration periods (fall and spring).

The fall 2022 student organization registration period begins on Aug. 22 and ends on Oct. 31. The spring 2023 student organization registration period begins on Jan. 16 and ends on Mar. 30.

*On June 30<sup>th</sup>, all organizations will be moved to inactive/not registered status until registration requirements are fulfilled. Inactive status means that the organization is unable to access student organization benefits.*

### Additional Registration Guidelines and Criteria

#### Club Sports and Student Organizations

A student organization may be registered only at the CMEI or through Club Sports. Club Sports teams cannot be registered with the CMEI.

#### Club Sports

The Club Sports program provides an opportunity for students to develop their athletic interests with other students who share the same passion. All Club Sports teams are led by students and focus on participation and competition. Club Sports teams have elected student-leadership

boards, collect membership dues, practice regularly, travel off campus and compete regionally and nationally to represent the University. For more information visit:

<https://www.msudenver.edu/recreation/sports/#club-sports>

### Student Organizations Must be Unique

A student organization's name must clearly express its goals, direction, purpose and mission.

The CMEI believes in providing space, support and other resources to student clubs and organizations so that they can in turn support the various needs of their stakeholders and campus community. To that end, the goals, direction, purpose, and mission of each student organization must be substantially different from any other registered student organization, fee-funded University program or administrative unit.

Each organization's constitution and registration will be reviewed in detail to ensure that the proposed organization meets this requirement. Students interested in starting a club or organization who would like further clarification on this policy can contact the CMEI Student Organizations team at [orgs@msudenver.edu](mailto:orgs@msudenver.edu) or [schedule a meeting](#) with a consultant.

### Use of the University Name and Branding at MSU Denver

Student Clubs, Club Sports and Academic Clubs are student groups within different reporting structures. All groups should abide by the same MSU Denver brand guidelines([Brand Central](#) or [MARCOM SharePoint](#)) when using graphics to represent their clubs on social media, on imprinted items, or in print.

Student organizations can use either "MSU Denver" or "Metropolitan State University of Denver" in their names. "Metro State" or "Metro" are not allowed.

When including the University name within a student organization name, the following format must be used: Organization name + "at" + University name

#### **Examples of acceptable names**

1. The XYZ Club at MSU Denver
2. The XYZ Club at Metropolitan State University of Denver

#### **Formats that are NOT permitted**

1. MSU XYZ (Must be MSU Denver).
2. Metro State – This may not be used in any format.
3. MSUD or MSCD
4. Metro

#### **Important Notes**

- All groups should use brand colors where possible.
- All groups should avoid using cartoon recreations of the mascot.
- All groups should avoid using the word "Rowdy" in a club name as a reference to the University mascot.

University logos can be downloaded at <https://www.msudenver.edu/brand-central/> but clubs and organizations using them must follow brand standards. University logos, for example, should never be taken apart, redrawn or distorted to create a club graphic. Follow [clear zone standards](#) when University logos are used.

As of January 2019, if an item using MSU Denver marks (apparel or imprinted item) is to be sold, this item will need to be approved by the University's licensing program.

For brand standards and information please visit <https://www.msudenver.edu/brand-central/>. If you have additional questions regarding the use of MSU Denver branding, please contact [Strategy, Marketing and Communications](#) at 303-615-0110 or the CMEI Student Organizations team at [orgs@msudenver.edu](mailto:orgs@msudenver.edu)

### Affiliations with Outside Organizations

Student organizations that indicate an affiliation to a local, national, or international organization in their names must submit a letter from the organization approving such affiliation.

Furthermore, as long as the organization is led by MSU Denver students, advances the MSU Denver institutional mission, and meets other criteria established by CMEI and MSU Denver leadership, it can apply for Affiliated Campus Organization status. The organization and its membership are responsible for paying any dues that result from such affiliation. Student Club and Organization Funding Program (SCOFP) may not be used to pay for affiliation dues.

### Suspension

In the event that an organization is suspended from the University for any reason, it may not register under a different name with the intention of functioning in the capacity of the suspended group. Individual members of an organization may be subject to suspension and prevented from joining other student organizations as a result of being found in violation of the MSU Denver Student Code of Conduct or other applicable policies and procedures.

### Account Forfeiture

If a student organization is inactive for three or more consecutive years, their organizational account will be closed, and all funds will be transferred to a general use account. Purchases made with funds in the general use account will benefit all MSU student organizations.

### Competitive Membership Organizations

Both Recognized Student Organizations and Affiliate Campus Organizations must have open membership policies. This means that any MSU Denver student in good standing can join the organization. On the other hand, some student groups have a competitive and/or selective recruitment process and/or have an intake or probationary membership process. Examples of such organizations include, but are not limited to fraternities, sororities, and honor societies (i.e. Greek Lettered Organizations). Organizations with a competitive membership process must ensure that they meet all applicable MSU Denver policies, strictly adhere to the institutional anti-hazing policy, and maintain the requisite level of liability insurance as determined by CMEI and the Dean of Students Office.

Although approved and registered MSU Denver fraternity and sorority chapters are entitled to the same benefits and privileges as RSOs, there are additional risk management, compliance and accreditation policies that must be met in order for them to remain active on campus. If you have questions regarding fraternity and sorority life, contact Armando Rijo Assistant Director of the CMEI for FSL and SGA, at [arijo@msudenver.edu](mailto:arijo@msudenver.edu).

### Tri-institutional Organizations Through MSU Denver

Tri-Institutional Organizations (TIOs) are defined as an organization that represents the shared views of the student bodies of the Community College of Denver (CCD), Metropolitan State University of Denver (MSU Denver) and University of Colorado Denver (CU Denver). A TIO is one that meets the individual registration requirements of the three Auraria Campus institutions. Although there is no tri-institutional policy for Auraria-based campus student groups, CMEI encourages MSU Denver student organizations to include students from CU Denver and CCD. TIOs that wish to receive funding through the Student Club and Organization Funding Program (SCAFP), must be registered by CMEI and have a membership that is comprised of a majority of MSU Denver students.

A tri-institutional organization must be registered and in good standing at all three Auraria Campus institutions. Should a TIO be suspended or receive sanctions at any Auraria institution, CMEI will enforce those sanctions as well. In addition to the requirements listed in the preceding paragraph, registered TIOs must adhere to all rules and procedures detailed in this handbook, the MSU Denver Student Code of Conduct and other applicable MSU Denver policies.

## Section 3: Student Organization Rights and Responsibilities

A registered student organization should conduct its affairs in a responsible manner consistent with the policies and procedures of MSU Denver, the Student Code of Conduct and all student organization policies. Furthermore, registered student organizations are required to comply with all local, state and federal laws and regulations governing both individual and organizational actions. Registered student organizations will be held accountable for the actions and behaviors of their members, guests and other persons attending their functions both on and off campus.

It is the responsibility of the registered student organization to familiarize itself with the contents of this Student Organizations Officer Handbook. Officers are responsible for informing other members of their organization about University policy. Any change in officers, advisor and/or constitution should be promptly submitted to RoadrunnerLink via the registration process outlined earlier and using this link: <https://roadrunnerlink.msudenver.edu/register>.

### Rights of Student Organizations

In addition to the rights assured to all students (as outlined in the University Catalog), registered student organizations have the following rights:

1. Student organizations have the freedom of speech and the right to peaceful assembly. Students have the rights to organize groups or to join associations. Students and student organizations have the right to present dissenting views, and to promote discussion and demonstrate against issues, policies and world events so long as these are held in an orderly manner and do not disrupt the institutional mission or university/campus functions and operations.
2. Student organizations have the freedom of press and the right to publish. Student organizations have the right to choose an advisor and the right to change their advisor. Advisors must review the Advisor's, Club Officer, Student Club and Organization Funding Program Handbooks.
3. Student organizations have the right to develop and amend their constitution.

## Responsibilities of Student Organizations and Officers

In addition to the rights of student organizations outlined above, CMEI has identified certain responsibilities to which student organizations and their officers must adhere. The following is a list of essential responsibilities, but should not be considered comprehensive:

1. Student organizations must adhere to all other policies found in this Student Organizations Officer Handbook, as well as the Student Club & Organization Funding Programs Handbook, and any other memorandums, policies and procedures implemented by CMEI or other MSU Denver administrative division.
2. A student organization, its officers and members shall abide by University policies, as well as federal, state and local laws.
3. Raffles and other forms of gambling are strictly prohibited.
4. A student organization, its officers and members shall abide by and be subject to the Student Code of Conduct.
5. Each organization is responsible for the activities and/or actions of non-student members and guests while participating in any function sponsored by that organization either on or off campus.
6. Student organizations must abide by all CMEI, University, and/or state fiscal/financial policies and requirements. Officers are required to work with CMEI staff to comply with these requirements. Failure to comply may prohibit the organization from participating in the Student Club & Organization Funding Program.
7. Officers are encouraged to improve their leadership skills through attendance at available workshops and other learning opportunities provided by CMEI.
8. Individual student organizations must be unique and substantially different entities. The extent of such uniqueness can be demonstrated through differences in members, officers, advisors, and the purpose of the organization. CMEI will have final authority to decide if an organization is duplicate and/or like any other student organization.
9. CMEI is the final authority in the interpretation of student organization policies and guidelines, including but not limited to exemptions and exceptions.
10. Student organizations must be directly and solely initiated, operated, controlled, and led by currently enrolled students at MSU Denver.

## Responsibilities of the Student Organization Advisor

CMEI believes that active participation in student clubs, organizations, fraternities, and sororities is a student development and learning opportunity. A major component of this learning is the support provided by a student organization advisor, who acts as a consultant, resource, and support system for an organization. The advisor provides support and direction through advice, understanding and clarification. Download the Student Organizations Advisor handbook here: <https://roadrunnerlink.msudenver.edu/organization/student-activities/documents/view/798244>

The advisor handbook provides the most comprehensive information about the roles and responsibilities of advisors. **Advisors must be full-time, permanent MSU Denver faculty or staff members.** Advisors must complete the [Student Organizations Online Advisor Training](#) and [Advisor Training Quiz](#) each academic year along with the [Verification of Responsibilities form](#).

### Advisor Responsibilities

1. Model acceptable community standards for student leaders.
2. Be aware of the rules and regulations that pertain to a student organization and its members.
3. Be available to organization members for consultation and mentorship.
4. Stay up to date on what is occurring within the organization and in the campus community.
5. Provide constructive feedback.
6. Assist in developing programs and organization events.
7. Incorporate “classroom” learning and “co-curricular” activities into student organization’s programming and/or events whenever possible.
8. Serve as a liaison between the University and the student organization.
9. Aid CMEI and University leadership in enforcing all applicable policies, procedures and laws that govern students and student groups at MSU Denver.
10. Be aware of and assist the organization in the management of its financial operations.
11. Consult periodically with the Associate Director of the CMEI for Student Organizations and Leadership Programs or designated staff concerning the student organization’s direction, programs, and function; advisors should also notify designated staff if the organization has decided to or has ceased to function as a student organization.
12. Assist the organization in the periodic examination of its progress toward the goals specified in its constitution.

### Advisor Resignation and Replacement Procedures

If an advisor chooses to resign their position, they have the responsibility of notifying CMEI, as well as the student organization, as soon as possible. Upon receipt of notification, the student organization’s registration status will become “inactive” until a replacement advisor is found. The student organization may not host events, meetings or other functions until a replacement advisor is found, and the steps outlined below are completed.

The following procedures must be followed when a student organization replaces its primary advisor:

1. Verify the new advisor meets the qualifications – full-time, permanent MSU Denver faculty or staff member.
2. Have the new advisor complete the [Online Advisor Training](#). There is a helpful [Advisor Training Video](#)
3. Have the new advisor complete the [Advisor Verification & Responsibilities Form](#).
4. An officer of the organization completes the re-registration form (<https://roadrunnerlink.msudenver.edu/register>) and updates it with the new advisor's information.

### Required Advisor Attendance at Events/Functions

Advisors must attend student organization functions that meet one or more of the following criteria:

1. Events where money is exchanged.
2. On-campus events outside of normal business hours (Monday-Friday 8 a.m.-5 p.m.).
3. Any on-campus event where alcohol is served.
4. Any event that a reasonable person would determine to have more than minimal potential for risk to student health, safety and/or wellbeing.
5. Any protests or public demonstrations in which there is a potential for risk to student health, safety and/or wellbeing.

### Alcohol Policy

The complete MSU Denver Student Organization Alcohol Policy [is available in the "Documents" section on RoadrunnerLink](#). **It is the responsibility of all MSU Denver student organization members, officers, and advisors to read and understand this policy.**

Registered Student Organizations enjoy rights and privileges associated with official registration by MSU Denver. Student organizations are allowed to have alcohol at end-of-the-year banquets, induction ceremonies or similar events. All events must be preapproved through CMEI. All University policies and procedures must always be adhered to including, the Student Code of Conduct, state, and University fiscal policies and CMEI policies.

**Important Note:** Events that do not involve students covered under the Student Organization Policy include events organized by groups such as Athletics, academic departments, and University offices and departments.

Please visit the CMEI at Tivoli 305 or call 303-615-0606 for complete policy information. To request permission to serve alcohol at your event, please arrange a meeting with the Associate Director of Student Organizations and Leadership Programs in the CMEI and complete the Event with Alcohol Authorization Form on RoadrunnerLink.

(<https://roadrunnerlink.msudenver.edu/submitter/form/start/182911>)

## Travel Policy

The complete MSU Denver Student Organization Travel Policy is [available in the “Documents” section on RoadrunnerLink](#). It is the responsibility of all student organization members wishing to use organization funds for travel to read and understand this policy in its entirety.

The Student Organization Travel policy applies to students who are members of an RSO at MSU Denver that are in good standing and who plan to travel domestically without an advisor or a full-time faculty or staff member.

MSU Denver recognizes that students are responsible adults, and that travel has the potential to provide them with valuable co-curricular learning experiences. Students traveling without an advisor must utilize the funds from their own student organization account, otherwise known as an 81#### account. Students traveling as members of an RSO must always comply with the MSU Denver Code of Conduct during official travel.

## Failure to Adhere to Regulations and Policies

### Review of Registered Student Organizations

CMEI reviews student organization constitutions and bylaws at the time of registration and periodically throughout the year. Failure to continue to meet the definition of a registered student organization and/or organization membership or failure to adhere to/comply with the responsibilities of a student organization and/or its officers could also cause the organization’s registration to be reviewed. Furthermore, student organization officers and members must maintain a good faith effort to afford fellow MSU Denver community members with treatment consistent with the University’s institutional values of community, access, diversity, respect and excellence.

### Sanctions

CMEI reserves the right to impose sanctions against an organization, officer and/or members and/or forward concerns regarding student conduct to the University’s student conduct officer. CMEI may conduct a fact-finding review. As a result of the fact-finding review, CMEI may determine if a sanction is warranted and, depending on the severity of the violation, may impose any of the following sanctions deemed appropriate:

- Placing a group on probation with full privileges. This will enable the group to function normally, but written documentation will be placed in a confidential file kept with the Associate Director of Student Organizations and Leadership Programs.
- Placing a group on probation with restricted privileges.
- Suspension of registration without privileges.
- Revocation of registration.
- Referral of organization’s officers or members to the University’s student conduct officer.
- Member suspension from participation in any RSO for a set timeframe as determined by CMEI.

## Appeals

Student organizations and their members may apply for an appeal of a sanction through the Assistant Dean/Director of CMEI.

Dr. Thanh Nguyen  
 Assistant Dean/ Director of CMEI  
 Center for Multicultural Engagement & Inclusion  
[tnguy283@msudenver.edu](mailto:tnguy283@msudenver.edu)  
 303-605-7553  
 Tivoli 305

## Authority

CMEI has final authority regarding the registration of an organization in accordance with the guidelines outlined in this handbook and departmental and University policy. Furthermore, CMEI may grant certain exceptions or establish additional requirements on a case-by-case basis.

# Section 4: AHEC Policies

## Posting on Campus

### General Information

The Auraria Higher Education Center (AHEC) is a college and university campus established by state law for the use and benefit of its constituent institutions of higher education. First priority for the use of Auraria Campus facilities is given to the students, faculty and staff of those institutions. All uses of Auraria Campus facilities are subject to reasonable time, manner and place restrictions.

Posting of announcements, handbills, posters, advertisements, flyers or printed materials of any kind is prohibited everywhere on the Auraria Campus, except on authorized kiosks, bulletin boards and other designated areas. Prohibited areas include the following:

- Light posts
- Windows (Interior and exterior glass surfaces, except as permitted in the Tivoli Student Union section below)
- Motor vehicles
- Trash cans
- Building exteriors
- Fences
- Trees
- Restrooms
- Parking lots
- Signs
- Doors (common hallway or building doors, except as permitted in the Tivoli Student Union section below)
- Classrooms

- Painted surfaces

Water soluble chalking is permitted on the ground-level (sidewalk) exterior entries to advertise special functions (sponsored by campus departments and recognized organizations and taking place on the campus) on the day of the event. Chalking is only permissible on the horizontal concrete ground surfaces (not on walls, brick surfaces, etc.) and must not be on the elevated step entries. All other tagging, painting or marking of any kind is prohibited on Auraria Campus buildings, grounds and facilities.

#### Regulations regarding where and how one can post

- The name and contact information of the person or organization posting the material must be clearly identifiable on any posted material.
- Most Auraria Campus buildings and grounds have designated areas set aside for the general display of announcements, posters, handbills, etc. All off-campus individuals and organizations must limit their postings to general display areas.
- All materials posted in general display areas are limited to one posting per area, may not exceed 11x17 inches in size and cannot be posted in such a way as to interfere with or cover other postings.
- Materials must be removed by the party posting them within 48 hours after the advertised event has occurred. In any case, all materials will be removed from general display areas at regular intervals throughout the semester. Boards at the Tivoli Student Union are monitored, cleaned and updated every weekend.
- Institutional departments and recognized institutional and student organizations have specifically designated display areas for their exclusive use. Signs are posted to indicate this. Each department or organization is responsible for maintaining their respective areas.
- In addition to the above options, flyers advertising on-campus events (abiding by the criteria established herein) may be posted on the UNPAINTED brick pillars and on the glass surfaces of the Tivoli Student Union building entrance doors (avoiding the vinyl letters on the glass.)
  - Only one flyer per surface is allowed.
  - Flyers may only be posted on the unpainted brick pillars up to one week in advance of the event.
  - Flyers may only be posted on the glass surfaces of the building entry doors on the day of the event.
  - The Tivoli Student Union staff may relocate flyers to avoid damage or to ensure ingress/egress from the building.
  - Flyers must be advertising open events (not products or services, etc.)

The Auraria Campus Event Services office may, from time to time, authorize additional posting locations to maximize advertising opportunities for campus-sponsored events (this includes special consideration at Student Government election times.)

## Posting Violations

All postings that do not comply with this policy will be removed. Individuals and/or organizations may be required to pay repair and removal costs and may forfeit campus posting and scheduling privileges for repeated violations of this policy.

For more information about Auraria Campus posting areas and regulations, student should contact: Auraria Campus Event Services 303-556-2755 or [acesmaindesk@ahec.edu](mailto:acesmaindesk@ahec.edu) .

## Table Tents

Table tent advertising is available for promoting open events and campus services. Table tents must be registered through the Auraria Campus Event Services Office and must adhere to the following guidelines:

- Tables advertising placement must adhere to the guidelines listed below and are limited to one tent per table. If an area is not specified below, it is not authorized for placement.
  - Tivoli Atrium Food Court Seating area
  - Tivoli Roger Braun Student Lounge
  - Tivoli Multi-Cultural Lounge
  - Tivoli Garage Quiet Student Lounge
  - Tivoli Boiler Room Lounge
  - Classroom Dispersed Vending Lounges
  - First floor Arts, West, South, Aviation, and Science Buildings
- Table advertising campaigns may not exceed one week in duration.
- Advertisers are responsible for placing the tents and replenishing the tent advertisement for the duration of their approved period. Due to the highly public nature of these lounge areas, ACES is not responsible in any manner for the table tents, including maintenance, damage or loss. When possible, staff will be diligent in their efforts to recognize and preserve table tents for events that have not yet occurred. Staff will discard damaged tents and will remove all tents following the event.
- Advertising is limited to Registered Student Organizations, campus departments and campus leaseholders/tenants, who wish to promote open campus events and services.
- Table advertising space is available on a first-come, first-served basis.

## Student Organization Information Tables (AHEC)

A specified number of on-campus information-table spaces are available for Registered Student Organizations to reserve for promotion of their clubs/organizations and for information dissemination regarding special events. Category 1 users may reserve space to disseminate information regarding their programs for a nominal fee per day. The following must apply:

1. Student organizations must be recognized by their respective institution Student Activities/Student Life Offices. Sports Clubs must be recognized by the authorized campus department. Only current officers of the student organization are allowed to make bookings.
2. Organizations/departments must directly reserve the spaces through the ACES Office, according to established reservations procedures. Space is available on a first-come-first served basis. (Note: reservation of multiple table spaces for a larger organized event is considered an outdoor event/festival and is addressed in the AHEC Outdoor Special

Events/Festivals policy [here](#). Organizations/departments may not change tables or move tables from one location to another, unless specifically approved in advance by the ACES Office.

3. Organizations must have a sign attached to the reserved table (in clear view; not smaller than 8½ inches x 11), identifying the sponsoring student organization or campus department and including contact information. Signs and other material may NOT be attached to any adjacent wall or glass surface. Organizations/departments will be held responsible for any damages incurred to the facility or the facility property.
4. Student organizations/campus departments must conduct official business and/or promotion of their organization or department. Student organizations and campus departments may not sponsor table space for outside vendors or other private parties, except as provided for in the following section on fundraising. Any sales associated with the table must be directly related to the role and mission of the student organization/campus department by way of ticket sales for special events or promotional materials depicting the nature of the organization, such as club T-shirts. This regulation will be strictly enforced and organizations not complying may have future reservation rights revoked.
5. The Offices of CCD and CU Denver Student Life, and MSU Denver's Center for Multicultural Engagement and Inclusion, may sponsor an information table (non-sales/non-commercial) for certain nonprofit organizations, should those offices deem the information being disseminated as having educational value for their student populations.
6. Each organization/department is limited to a maximum of one info space per day and a maximum of five days in any one month. (Table sponsorship is not limited to the five-day period for the Offices of CCD or CU Denver Student Life, or MSU Denver's Center for Multicultural Engagement and Inclusion.) Overnight reservations are not allowed.
7. Shouting or other noisy attraction methods designed to gather attention to the info space are not permitted. For indoor info spaces, activities must take place from behind the assigned table so as not to interfere with ingress/egress through the buildings. For outdoor info spaces activities must take place within the area of the assigned table. Activities must not impede pedestrian traffic, including ingress and egress to and through buildings.
8. Due to fire regulations and campuswide policies on smoking, burning of materials of any kind is not allowed. This includes cigarettes, incense burning, etc.
9. The info-table space for a student organization must be staffed by a current student who is a member of the student organization and the info table for a department must be staffed by a faculty or staff member from that department at all times. Children who accompany any student organization/campus department personnel must be attended to at all times.
10. Organizations/departments must remove all items, including trash and debris from their info-table area daily. Items must not be left overnight, including signage, etc.
11. Small portable multimedia (music, audio/video) systems are allowed at the outdoor Tivoli and Madre Square info-table locations when they are an integral part of the info program, provided the sound level is limited to being only audible within the immediate vicinity (approximately 6 feet) of the reserved table space, and are not allowed in any other info-table locations (classroom buildings, etc.). To ensure that adjacent functions and activities are not interfered with, the ACES staff reserves the right to request that sound levels be lowered or turned off. The use of a portable system must be identified at the time the

reservation is placed. Power is not available for these systems, so they must be self-contained. Bands, amplified instruments, speakers, performances, radio station broadcasts and other functions of this nature are not permitted under the Information Table Space Guidelines. These functions must be scheduled as a special event/festival and adhere to those guidelines. See the “Outdoor Special Events/Festivals” section [here](#).

## Student Organization Fundraising Tables (AHEC)

### Student Organization/Campus Department Fundraising Tables

In addition to adhering to numbers one through 11 above, Registered Student Organizations and campus department fundraising is permissible under the following additional guidelines:

#### 1. Promotional Materials

As defined in number four above, sales or promotions associated with an info table must be directly related to the role and mission of the student organization/campus department. This is achieved by way of ticket sales for special events or promotional materials depicting the nature of the student organization such as club T-shirts.

#### 2. Bake Sales

The sale or distribution of food or other products is only allowed with strict adherence to the guidelines in this section. Student organizations may conduct bake sales from info-table locations at Madre Square sites and the North Classroom Atrium, Event Center entryway. Bake sales are not allowed at other info-table space locations. Foods that must be temperature controlled are not allowed.

City and County of Denver regulations must be adhered to at all bake sales. It is the responsibility of the sponsoring organization to ensure that they are compliant with these regulations, including but not limited to food handler permits, preparation in approved facilities, pre-packaging, etc. Student organizations are responsible for getting pre-approval from their respective Student Activities/ Life Office and should recognize that additional limitations or conditions may be required by those offices. Sponsorship by commercial companies is not allowed. However, resale and/or distribution of commercial baked products is permitted provided it is not in conflict with the goods or services of current official lease holders, contractors and/or AHEC’s auxiliary programs.

#### 3. Non-sales Commercial Sponsorship

Student organizations/campus departments have an opportunity to raise funds by sponsoring private entities that wish to provide information about services or products to the campus community. Such entities are not authorized to sell these products or services, but may disseminate information/coupons/etc. regarding them. The sponsoring student organization is responsible for the conduct of the individuals representing the private entity while they are on campus. The 8½ inches by 11 sign must reflect the sponsoring organization name and contact information.

The sponsoring student organization and the campus department will be charged a per space per day fee. The sponsoring organization/department may then assess a fee of their choice (in addition to the reservation fee) to the private entity. The ACES Office will only collect the reservation fee directly from the sponsoring organization. The sponsoring

organization and their respective Student Activities/Life Office are responsible for collecting any additional fee they have chosen to assess the private entity.

Note: The solicitation of personal information at info/fundraising tables is strongly discouraged, regardless of sponsorship by Registered Student Organizations or campus departments. Other manners and venues for these activities may be available. In each instance, the sponsoring organization assumes liability for the function and is responsible for any applicable license requirements, tax collection/payment, refunds for defective items, etc.

## Section 5: Student Organization Resources

### Introduction

The following section covers the various campus resources that are always available to Registered Student Organizations and fraternities and sororities. Please note that these resources are only available to Affiliated Campus Organizations on a case-by-case basis.

The resources listed below are intended to support student organizations and their missions. These resources are provided to the club and organization community through a combination of student fees and CMEI budget resource allocations. As a result, most of these resources are provided at no cost to student organizations. Students are encouraged to utilize the many great support services and resources provided. Please contact the appropriate department for more information.

### CMEI

- Copies
- Banner printing
- Resource room
- T-shirt printer
- Basic office supplies
- Snow cone machine
- Weekly Blorg
- Balloon inflation
- Meeting Space Reservation
- Button maker
- Graphic design
- Election services
- Canopies and games
- Co-sponsorship opportunities
- Consultations
- Incentive Program
- Inter Club Council
- RoadrunnerLink
- Student Club and Organizations Funding

## Campus Resources

- Student Travel Program
- University-managed event/meeting space
- AHEC Campus Event Services
- MET Media
- Conflict Resolution
- TSAC

## CMEI Resources Breakdown

### Basic Office Supplies

Receive up to **ten** free basic office supplies per semester, including items such as file folders, pens, a stapler, etc.

Complete the Basic Office Supplies request form on RoadrunnerLink (<https://roadrunnerlink.msudenver.edu/submitter/form/start/182874>) and you will be contacted when the supplies are ready for pickup.

### Button Maker

The CMEI provides button-making supplies for up to **25** buttons per visit. Your organization will need to provide the printouts of the button designs. The size of the buttons is 2 ¼ inches in diameter. You can find a button template on RoadrunnerLink under “Documents” in the CMEI portal (<https://roadrunnerlink.msudenver.edu/organization/student-activities/documents/view/576459>)

### Copies

Active organizations receive up to **50** free copies of letter size (8.5”x11”), **50** free copies of legal size (8.5”x14”), and **50** free copies of tabloid size (11”x17”) paper in black-and-white or color per visit/event. To utilize this service just come to CMEI with your document and a staff member will assist you.

### Snow Cone Machine

CMEI has a snow cone machine for student organizations to rent for same-day events and fundraisers. The machine is free to use for RSOs and includes two flavors of syrup and **100** cups. Student organizations are responsible for supplying their own ice.

To reserve the machine, complete the Snow Cone Machine Rental form on RoadrunnerLink (<https://roadrunnerlink.msudenver.edu/submitter/form/start/183030>). Student organizations are responsible for cleaning the machine after use. If the machine is returned damaged or dirty, the student organization will be charged accordingly. CMEI will also provide an extension cord when you check out the machine.

### Balloon Inflation

Bring your own balloons and string/ribbon to CMEI and use our helium tank for free. CMEI only provides the helium. Limit **50** balloon inflations per visit. Additional balloons are \$.25 each. CMEI also has portable helium tanks that can be checked out on a first come, first served basis.

### Banner Printing

CMEI has a large format printer available for MSU Denver student organizations, as well as fraternities and sororities. Registered organizations can request a banner print (42x64 inches) for \$25. Banner prints can be purchased as a direct charge to your student organization account (81xxxx). Required file setting is a 11 inches x 17 inches pdf (it will scale proportionally when printing; CMEI staff will not edit the file). The banner will be printed on premium luster photo paper and will be grommeted unless otherwise requested. The turnaround time is approximately five business days.

Request a banner print on RoadrunnerLink:

<https://roadrunnerlink.msudenver.edu/submitter/form/start/325749>

If displaying a banner on campus student organizations are responsible for picking up the banner, reserving space for it and coordinating hanging it. You can access the full AHEC policy [here](#).

Per the Auraria Campus Signs Policy (see above), banner/sign space promoting special events must be reserved/scheduled through ACES ([aces@achee.edu](mailto:aces@achee.edu)) at least **seven** business days before the reserved posting date. Space is reserved on a first-come, first-served basis and is subject to availability. AHEC staff will hang the banner unless prior arrangements have been authorized by AHEC. Non-event related banners/sign proposals may require a longer lead time. All banners and signs must contain the name and contact information of the organization sponsoring the event(s).

### The Weekly Blorg Newsletter

The Weekly Blorg is a way to communicate relevant information and news to student organization members and advisors. This is a great way to let the campus, the community and other organizations know about your events, meetings, and other gatherings. Student organizations may submit articles to the Blorg by completing the Weekly Blorg Submission form on RoadrunnerLink: <https://roadrunnerlink.msudenver.edu/submitter/form/start/182906>

### Meeting Space Reservation

CMEI has multiple spaces available for student organizations to reserve for a variety of purposes. All spaces are available on a first-come, first-served basis. CMEI functional departments take priority for reservation times. Below you will find descriptions of each space and the form to reserve any and all of them can be found here:

<https://roadrunnerlink.msudenver.edu/submitter/form/start/547893>

## Conference Room

CMEI and TSAC have a private conference room available for RSOs to use for meetings and events. The space includes tables, chairs, a television, sound, a computer, white board, and webcam. The conference room can accommodate groups of eight.

To reserve this space, please complete the “Space Reservation in CMEI” form on RoadrunnerLink: <https://roadrunnerlink.msudenver.edu/submitter/form/start/547893>

### **CMEI Multicultural Lounge/Gallery - JSSB 237**

CMEI has a Multicultural Lounge/Gallery with computers, meeting space, a projector, refrigerator, and display in Jordan Student Success Building 237. This space is held as an open space during the day (9 a.m. -5 p.m.) but may be reserved for equity and social justice-centered events and meetings by student clubs, organizations, and groups from 5 p.m.-8 p.m.

To reserve this space, please complete the “Space Reservation in CMEI” form on RoadrunnerLink: <https://roadrunnerlink.msudenver.edu/submitter/form/start/547893>

### **Resource Room**

CMEI has a large, private resource room available for RSOs to use for small meetings, crafting, business, or even for lunch. Within the resource room is a computer, a laminator, craft, and office supplies, DTG printer (T-shirt printer), supplies, tables, chairs, and a microwave. To check availability and reserve this space, please call, or stop by the CMEI.

To reserve this space, please complete the “Space Reservation in CMEI” form on RoadrunnerLink: <https://roadrunnerlink.msudenver.edu/submitter/form/start/547893>

### **T-Shirt Printer**

CMEI has a Direct to Garment (DTG) printer available for student organizations, CMEI, the Center for Equity and Student Achievement (CESA) and Student Engagement and Wellness (SEW) to print T-shirts. Shirts can be printed on the front and/or back. Student organizations can receive twenty-five FREE T-Shirts (white or black shirts) per year. Additional shirts may be purchased as a direct charge to your student organization account (81xxxx) at \$10 per shirt (\$7.50 for shirt and \$2.50 for printing). The maximum number of shirts an organization can print per semester is 50 (25 free and 25 purchased). Specific pre-treated 100% cotton shirts must be used with the DTG printer and are available from CMEI.

T-Shirt Print Request Forms: <https://roadrunnerlink.msudenver.edu/submitter/form/start/237066>

### **Storage Lockers**

Until further notice, CMEI does not provide storage lockers to clubs and organizations. If your organization formerly had a locker or if you have any questions regarding this change, please contact CMEI through [orgs@msudenver.edu](mailto:orgs@msudenver.edu) no later than October 31<sup>st</sup>. After this date, any unclaimed items in the former student organization lockers will be consolidated by CMEI.

RoadrunnerLink <https://roadrunnerlink.msudenver.edu>

RoadrunnerLink is an online platform used for student organization registration, communication, online forms, etc. The platform is a great way to promote your organization, access tools and resources for better efficiency, and connect with new recruits, current members or other organizations. RoadrunnerLink includes:

- A calendar of student organization events
- Organization communication tools
- Student organization related news
- Student organization portals (Use to search and join organizations and obtain contact information for other organizations)
- Forms and documents

## Do I Need a Login?

Your login information is synched with your MSU Denver login credentials. Visit <https://roadrunnerlink.msudenver.edu> and click the blue “Sign In” button in the top-right corner. Sign in using your MSU Denver username and password. The first time you sign in you will be prompted to create your user profile.

## RoadrunnerLink Training

To learn more about utilizing the tools offered through RoadrunnerLink and schedule a training for your organization, contact the student organization support staff at [orgs@msudenver.edu](mailto:orgs@msudenver.edu). You can also visit the [RRL Student Leader Resource Center here](#).

## Inter-Club Council

Beginning in the fall of 2022, CMEI Student Organizations and Leadership Programs (SOLP) will be forming an Inter-Club Council (ICC). ICC will serve as a communication and community-building forum for registered student organizations. ICC will provide clubs, organizations, fraternities, sororities, and honor societies with the opportunity to present and promote their needs and interests in the company of their peers.

The primary objective of MSU ICC will be for student clubs and organizations to share updates, collaborate on events, programs, and activities, and discuss community standards for student clubs and organizations at MSU Denver.

If you are interested, please fill out the [Interest Form](#) or contact Roy Montgomery at [rmontgo9@msudenver.edu](mailto:rmontgo9@msudenver.edu)

## Campus Resources

Student Travel & Professional Development Program

**Tivoli 305**

**303-615-0606**

[travel@msudenver.edu](mailto:travel@msudenver.edu)

<https://www.msudenver.edu/multicultural-center/student-travel-and-professional-development-funding/student-travel-program/>

The Student Travel Program is a student-fee-funded program that provides travel grants for MSU Denver students. These grants help fund the cost of transportation, registration and lodging for qualified individuals or student groups wishing to attend regional, national or international professional development events/meetings. Individual students, pairs or student groups may apply for funding once each fiscal year (July 1-June 30).

### **Graduate School Entrance Exam & Professional Licensure Program**

<https://www.msudenver.edu/multicultural-center/student-travel-and-professional-development-funding/>

This student-fee-funded resource provides financial assistance for students looking to complete a graduate school entrance exam (GRE, LSAT, MCAT, etc.) OR complete a certification/licensure course or exam that is directly related to their area of study or leadership position on campus. Students are eligible to receive up to \$400 per fiscal year (July 1-June 30). These funds can be used for exam registration fees, graduate school entrance exam preparation courses, study guides, or fees for licensure or certification completion.

### **Local & Online Professional Development Program**

<https://www.msudenver.edu/multicultural-center/student-travel-and-professional-development-funding/online-professional-development-program/>

This student-fee-funded program provides financial resources for students to participate in various forms of online professional development. The funds can be used to cover registration fees for the experience. The online professional development experience must align with the student's area of study and/or career goals.

### **Graduate Application Success Program (GrASP)**

<https://www.msudenver.edu/classroom-to-career-hub/faculty/grasp/>

The Center for Multicultural Engagement and Inclusion (CMEI) and C2 Hub's Graduate School Pathways Program have collaborated to provide financial assistance to MSU Denver students who are pursuing graduate school. Our goal is to remove obstacles that could prevent students from completing graduate program applications. Through these efforts, we aim to increase representation of students from low-income backgrounds, first generation college attendants, and students of color who submit graduate applications, are admitted to graduate programs, and complete graduate degrees.

Through this program students can receive up to \$180 towards graduate school application fees.

This resource prioritizes low-income students, first-generation students, and students of color, but is open to all students interested in attending graduate school.

## Identity-Based Leadership & Professional Development Program

<https://www.msudenver.edu/multicultural-center/student-travel-and-professional-development-funding/identity-based-leadership-professional-development-program/>

The Classroom to Career Hub (C2 Hub) and Center for Multicultural Engagement and Inclusion (CMEI) have partnered to support the professional development of students with marginalized identities by offering financial support to attend a professional development opportunity of their choice.

To support students with marginalized identities by providing them with opportunities, knowledge, and resources to develop themselves and their communities personally, professionally, and socially.

## Values

- Career readiness and self-development: We're committed to providing participants with opportunities to explore personal and career interests while building professional skills. Additionally, we seek to provide opportunities for participants to learn about themselves and others.
- Student leadership: We believe in the importance of student voice and involvement. This program serves to support the leadership development of participants through supplementary events and resources. Additionally, participants will have the opportunity to tailor their experience to their unique needs, wants, and goals. Student input will also be used to guide the future of the program.
- Community building and engagement: We strive to provide participants with the opportunity to form and strengthen their personal and professional network. We encourage participants to apply what they learn in this program to better serve their respective communities.
- Equity and inclusion foundation: We're dedicated to furthering the career and personal development of MSU Denver students. We welcome and affirm individuals with marginalized identities, including, but not limited to race, ethnicity, gender, sexual orientation, gender expression, sex, religion, and dis/ability or neurodiversity. We strongly encourage participants to be inclusive, supportive, and affirming of one another.

The Student Advocacy Council

“Many Voices. One Mission. One Council.”

**Tivoli 307**

**303-615-0899**

[sga@msudenver.edu](mailto:sga@msudenver.edu)

In the spirit of change and creating access, the student body in 2020 voted in favor of dissolving the Constitution for the Student Government Assembly (SGA) at MSU Denver along with all governing documents, except for the bylaws for the Student Advisory Committee to the Auraria Board (SACAB). The goal of this effort was to provide a more equitable student union that allows for the participation of all our constituents.

This shift means moving from “The SGA Constitution” as a presiding document to a communal document, which sets the foundation for The Student Advocacy Council. Highlights include:

- 12 council members: two SACAB representatives, one student advisor to the Board of Trustees, and 9 representatives who are all council members and all have voting power. Those who ran for office for the 2021-22 academic year were transitioned into the council and all members took office effectively July 1, 2022. Terms run through June 30, 2023.
  - The council will remain in effect and continue as the student authority body unless voted on otherwise through a referendum.
- Bi-Monthly Stipend
  - TSAC members will be paid equitably with pay ranging from \$800-\$1500 monthly.
- Student Fees and Student Affairs Fees
  - Student Fees and Student Affairs Fees are a part of the Student Affairs Board and The Senate, which is part of the former SGA union. TSAC will work with the appropriate University administrators to ensure that the council is appropriately situated to contribute to the allocation and/or oversight of student fees.
    - TSAC will ensure that the use of these funds is transparently communicated and information is disseminated to the student public, provide oversight for the appropriate management of funds and make recommendations to the State of Colorado for statute revisions if necessary.

Auraria Campus Events Services

**Tivoli 325**

**303-556-2755**

[aces@ahec.edu](mailto:aces@ahec.edu)

Registered student organizations may reserve and use campus facilities and space at no charge or at the discounted student organization rate. Space is available for a wide variety of purposes, from meetings to concerts, as well as facilities for small fundraisers such as bake sales, car washes, etc. Most of the space on campus is free to student organizations; however, if there is a charge to reserve space, you will need to fill out the Category 1 Authorization form, which is provided by the ACES team.

### **AHEC Campus Event Services Policies and Procedures:**

<http://www.ahec.edu/for-campus-faculty-staff/event-services/event-services-policies-and-procedures/>

## Scheduling Events on Campus

Contact the ACES team to discuss event needs.

Through a one-on-one consultation, they will assist you with determining the perfect facility for your event.

## How to Book Space on Campus

If you are interested in booking classroom space on campus, please email:

- Email: [aces@ahec.edu](mailto:aces@ahec.edu)
- Visit: Tivoli Student Union, Suite 325
- Call: 303-556-2755

In booking spaces, the ACES team takes into consideration room setup; audio-visual requirements; physical limitations and location of the room; efficiency and functionality of usage; available furnishings and historic preservation concerns.

## AHEC Policies and Procedures

All registered student clubs and organizations at MSU Denver must comply with [AHEC policies and procedures](#). Groups must review the guidelines before registering. Failure to do so will not be regarded as an acceptable defense in the event that a violation occurs.

## AHEC Fronting Policy

Student organizations and departments may not reserve space for outside organizations to provide access to Auraria Campus property or for the purpose of lower rates. The organization or department who holds the reservation must be primarily responsible for planning, implementing, and financing the event.

## Event Application

An event application is required when one or more of the following conditions are met:

- An **exterior event space** is requested.
- A **large event space** is requested.
- **Multiple spaces** are requested for a large event (such as a conference).
- The event is for a campus group, club or department **partnering with an external entity**.
- When ACES needs to **obtain additional information** regarding an event.

Important considerations to keep in mind for the event application process:

- The event application will be reviewed with respect to the [new pricing recommendations](#) adopted in 2017 by the Auraria Campus.
- When the application has been reviewed, the ACES office has the right to modify the price based on the information provided.

- The event application review may require additional information or research, such as a meeting with the event organizers and the signature authority on the application.
- ACES may request the assistance of independent representatives from within the academic institutions to assist in making determinations concerning a specific request.
- Once the review is complete, ACES staff will contact the client with any updates, changes or additional information based on the outcome of the review.

To obtain an event application, email [aces@ahec.edu](mailto:aces@ahec.edu).

### Reserving Event/Meeting Space for University-Owned Buildings

**MSU Denver Department of Facilities**  
**facilities@msudenver.edu**

The Jordan Student Success Building and Aerospace and Engineering Sciences Building have a variety of indoor and outdoor event spaces. Space in these two buildings is free to reserve for MSU Denver student organizations. For more information, visit: <https://www.msudenver.edu/facilities/#request-event-space>

To book space in these two buildings, contact the event scheduling assistant at [facilities@msudenver.edu](mailto:facilities@msudenver.edu)

### Student Conflict Resolution Services

Conflict is a normal part of life. It can be stressful, frustrating and bring uncertainty. However, conflict can also result in stronger relationships, encouraging growth and building understanding.

There are productive ways to engage in conflict through the discomfort and challenges it may bring. Student Conflict Resolution Services (SCRS) provides a variety of programs and services to support students experiencing conflict in both individual and group settings, and through skill-building and facilitation support.

SCRS recognizes that individuals have differing needs and interests when approaching conflicts. SCRS helps students navigate these situations in a way that works for them.

**When you or your organization are experiencing conflict on campus, contact SCRS to talk about it.** The team will help you understand your options for moving forward in a constructive way.

### **Conflict resolution options may include:**

- **One-on-One Conflict Coaching:** If you feel like you need a sounding board, to strategize on how you would like to approach a conflict situation and grow your conflict management skills, then you may find conflict coaching helpful.

- **Facilitated Conversations:** A facilitated conversation is guided by a third-party facilitator and is voluntary for all participants. Every facilitated conversation starts with norms and follows a particular flow that helps parties clear the air and determine how to move forward successfully.
- **Community-Building Circles:** Coming together in a circle and dialogue allows groups to build community, explore conflict, brainstorm and make decisions. Community-building circles are guided by a facilitator and encourage groups to engage in a deep and meaningful process that promotes effective listening and invites members to share their voices. Community-building circles can be tailored to what the group needs, including:
  - Learning about and processing issues or conflict
  - Building team values and norms
  - Teambuilding on leadership, communication or other relevant topic
  - Team/individual recognition and support
  - Decision-making for a policy, project or process
  - Discussion of a difficult topic
- **Conflict Management Workshops:** SCRS offers a number of conflict management workshops. Each provides content about conflict resolution practices and approaches, while also inviting discussion and giving space to skill-building. While a training can be tailored to what a specific group needs, here are a few of the regular workshops:
  - Conflict Management 101
  - Effective Communication Skills
  - Group Dynamics and Accountability
  - Facilitation Skills
  - Conflict Styles

## Questions?

Schedule an appointment with Student Conflict Resolution Services by visiting Tivoli Student Union, Suite 343, during normal business hours, by email: [ekrumhol@msudenver.edu](mailto:ekrumhol@msudenver.edu) or by calling 303-605-7018.

Find more information on the [Student Conflict Resolution Services website!](#)

## Section 6: Student Organization Funding

The following is the Student Club & Organization Funding Program (SCOFP) Handbook for the 2022-2023 Academic Year (August 22, 2022, through June 30, 2023). Registered Student Organizations, Fraternities and Sororities, student leaders, club/organization advisors, and other members of the MSU Denver community are strongly encouraged to become familiar with this *revised* handbook as several significant changes have been made this year.

**If you have questions regarding the SCOFP, please contact the Funding Manager at:**

303-615-0606

[orgfunding@msudenver.edu](mailto:orgfunding@msudenver.edu)

Tivoli 305

## Introduction

The Center for Multicultural Engagement and Inclusion (CMEI) at MSU Denver is committed to supporting students' sense of belonging in college and affirming their identities by building community through participation in student organizations, providing ample opportunities for students to develop their leadership knowledge, skills, and abilities, and encouraging interpersonal growth. One of the primary ways CMEI accomplishes these aims is through the Student Club & Organization Funding Program (SCOFP).

SCOFP is a student fee funded program that provides financial assistance to registered student organizations and MSU Denver student leaders to host events on campus, purchase promotional items, supplement funding for student driven projects, foster sense of belonging and community among students, and provide general office supplies for student organizations and their members. The program is administered on a first-come, first-served basis. The goals of the program include following:

1. Increase student engagement, involvement, and out-of-classroom learning on campus
2. Support student organizations through effective programming and increased visibility on campus
3. Provide ample opportunities for MSU Denver students to develop their leadership knowledge, skills, and abilities
4. Establish a sense of belonging and community among MSU Denver students
5. Enhance understanding and value of justice, diversity, equity, and inclusion among students, student groups, and the broader campus community.

Any Registered Student Organization or Fraternity/Sorority in good standing (CMEI) is eligible to apply for funding so long as the request for funds falls within the goals described above and policies described in this document, the officer handbook, and advisor handbook. Good standing is defined as fully registered, not having a negative agency account balance, and not having any recent/pending conduct or policy violations. Additionally, beginning with the 2022-2023 academic year, increased funding will be made available for student leadership development and growth, and community building. These additional funding opportunities can be applied for through the Common Funding Application.

**Important Note:** Affiliated Student Organizations (ASOs); which receive direction and leadership from external constituencies, are not eligible for any SCOFP funds, or special rates or authorization to reserve and use space on campus.

## SCOFP Manager

The SCOFP Manager is a senior student employee within the CMEI who oversees club and organization funding, makes all funding allocation decisions, and consults with SCOFP Committee and Associate Director of the CMEI where appropriate. The SCOFP Student Manager shall make funding allocation decisions based on a scoresheet with very specific requirements that are asked from the student organization submitting a proposal.

## The Process

Beginning in the fall of 2022, all applications for the following SCOPF funds shall be submitted through the Common Funding Application (CFA) via Roadrunnerlink:

1. Campus Events Funding (CEF)
2. Recruiting and Promotional Funding (RPF)
3. Club Member and Leadership Funding (CMLF)
4. Community-Building Fund (CBF)

Each of these programs have different requirements to qualify for the funds. You may submit one application to apply for monies from several funds. You will then wait to be contacted by the SCOPF Student Manager. Please keep an eye out on the comments section of the form for updates. The manager may: 1) provide you with additional instructions as to next steps; 2) ask clarifying questions; or 3) inform you of a denial of your request.

To determine which SCOPF fund your student organization should apply for, please review the descriptions of all four programs in this handbook. At no point during the 2022/2023 Academic Year will a student organization qualify for any combination of SCOPF funds exceeding \$4,000. Additionally, completing an application does not guarantee that a club or organization will receive the maximum available for any of the funds.

During the 2020-2021 funding year, accommodations were made that permitted student organizations to submit CEF and RPF requests on a rolling basis. This practice was made sustainable because of the significant reduction in registered student organizations. Beginning with the fall 2022 semester, proposals will be accepted twice a month (1st and 15th of each month). Additionally, proposals must be submitted 15 days before an event is scheduled to occur and retroactive (after the fact) funding will not be authorized.

## Student Organizations Incentive Program

Beginning in fall 2021, CMEI re-implemented the Student Organizations Incentive Program. This program provides opportunities for organizations to earn points from meaningful and intentional programs, activities and participation. The points eventually lead organizations to achieve bronze, silver or gold status. Each level offers its own incentives, which provide student organizations with additional resources to accomplish their mission and the University's mission.

### How the Program Works

Student organizations earn points for different accomplishments throughout the year. Some points are as simple to earn as registering/renewing an organization on time and participating in major campus events and activities. Other points are awarded as members of the organization attend CMEI-sponsored workshops and other organizational-development opportunities provided by the University and other campus around campus. Student organizations can earn points from tabling at Student Involvement fairs; Fall Fest; Spring Fling; Homecoming Week; Convocation; Orientation programs; student leadership conferences and events; CMEI-sponsored fairs and carnivals; and other programs. The CMEI will publish a list of all events and activities through which student organizations can accumulate points.

In order to earn incentive points, registered student clubs must complete an Incentive Program Reward form (<https://roadrunnerlink.msudenver.edu/submitter/form/start/182990>) on RoadrunnerLink within two weeks of the event date and will be subject to review by a Student Organizations staff member.

#### Incentive Program Qualifying Activities:

\*The following categories and list of activities are just examples for activities in which you can receive incentive points. This list is not all inclusive. If you participate in an activity not included in the list below, we encourage you to submit it for incentive points consideration.

### **Organization Visibility & Outreach**

- Tabling at Fall Fest = 6 points
- Tabling at Spring Fling = 6 points
- Tabling at Student Organizations Carnival = 6 points

### **Programming & Collaboration**

- Hosting an event that is open and publicized to all students = 10 points (If you collaborate with another student org or campus department you may accumulate an additional 5 points for a total of 15)
- Hosting a fundraising event on campus = 10 points
- Hosting an event using campus events funding = 10 points
- Hosting an event that is open to students at an off-campus venue = 10 points

### **Leadership & Development**

- Participation in a Community service project/event (at least 2 members) = 8 points
- Travel to a conference or convention = 12 points
- Attendance (at least 2 members) at a campus workshop or conference = 8 points

### **Recruitment & Communication**

- 10 new members to join your student organization portal on RoadrunnerLink = 5 points
- Invite Student Activities to your event through event form= 2 points
- Recruitment table on campus = 3 points for each day
- Promoting an event or activity for your org on social media = 5 points
- Submitting a Weekly Blog Newsletter request = 5 points
- Participation in an evaluation or survey (at least 5 members) from the Office of Student Activities = 10 points maximum

## Other Considerations

- If your club participates in an activity that is not on this list and you feel you should be awarded points for it, you may select “other” on the Incentive Program Reward Form, and then explain the activity and your reasoning in the space provided on the form.
- Forms must be submitted via RoadrunnerLink AFTER the activity has happened. Must be submitted within two weeks of the activity or event.
- If you have questions or suggestions about the program, please contact the Office of Student Activities in Tivoli 305, call 303-615-0606, or e-mail [orgfunding@msudenver.edu](mailto:orgfunding@msudenver.edu)

Note: The student organization will have two weeks to submit this form on RoadrunnerLink after the event has taken place; forms submitted before the date of the event/program will not be accepted. Once the activity is validated, the student organization will be awarded points on a tally sheet. Incentive-point updates will be published in the Weekly Blog.

## Incentive Levels

Once a student organization reaches a certain level, they will be notified, recognized, and allowed to choose one incentive listed under each appropriate level.

### Level 1: Bronze

25 points

- \$25 credit to student organization account
- Business cards for officers of the organization
- One free large-format poster print

### Level 2: Silver

75 points

- \$75 credit to student organization account
- Free room reservation through AHEC/ACES (up to \$75 value)
- 15 free blank T-shirts to be used for the T-Shirt Printer
- Anything under the bronze level

### Level 3: Gold

125 points

- \$125 credit to student organization account
- Vinyl banner with student organization name and logo
- Reservation cost covered for St. Cajetan Catholic Church (4-hour reservation)
- Reservation cost covered for Tivoli Turnhalle (4-hour reservation)
- Anything under bronze or silver levels