

FREQUENTLY ASKED QUESTIONS

How does my organization gain recognition?

How do I reserve a room in the MUB?

How can I advertise for my organization's events?

How can my organization receive funding for an event/program?

What are my responsibilities as a recognized organization?

What are the benefits of being a recognized organization?

What is priority scheduling?

(For other questions or concerns, please see the Student Organization Online Manual)

1. How does my organization gain recognition?

The University recognition process for existing student organizations will take place each spring for the upcoming academic year. All groups wishing to maintain their University recognition status must have one representative complete the online application. Failing to complete the entire application may result in revocation of recognition status.

If you are interested in forming a new club or organization, you may do so at any time during the year. Simply stop by the Leadership Center (MUB 122) and visit with a student intern about the process. You can also visit the SOS website for a detailed description of the process at: www.unhmub.com/sos.

2. How do I reserve a room in the MUB?

To reserve a room, you can either go online to: www.unhmub.com/scheduling and create an account or you can go to the Memorial Union Scheduling Office in Room 323 and complete a Room Reservation Form. Reservations should be made well in advance. After your program has been decided upon and the date and room reserved, there are several other aspects you may need to consider. One event could require consideration of safety and fire regulations, be dependent upon the acquisition of a film projector, or enhanced by offering refreshments.

3. How can I advertise for my organization's events?

Please see the "Everything Advertising Guide" for available venues for advertising:
www.unhmub.com/sos, then click on Student Org Policies and Resources.

4. How can my organization receive funding for an event/program?

Money is available for all recognized student organizations from the Student Activity Fee. The allocation of the fee is the responsibility of the Student Activity Fee Committee of the UNH Student Senate. There are two ways in which a group can receive funds: through the Organization Resource Office or by becoming a Student Activity Fee Organization.

Procedures for requesting funding:

- Fill out the appropriate "Request for Funding" form, located in MUB Room 117.
- Meet with the ORO Director to develop a budget and discuss the presentation of the proposal at an upcoming SAFC meeting.
- Attend a SAFC meeting with the ORO Director to present the program proposal.
- After the SAFC meeting, meet again with the ORO Director to discuss the payment arrangements and program details.
- Submit a written Post-Programming Report to be reviewed by SAFC within two weeks of the event. A member of the organization must be present at the SAFC meeting when the PPR is presented.

5. What are my responsibilities as a recognized student organization?

- To be designed and operated by students and to consider student development, citizenship and safety (physical, emotional, spiritual, psychological) of paramount importance;
- To not be set up for the fiduciary gain of the members. While fundraising is important to most groups' survival, this must not be the group's priority or purpose;
- To inform the Student Organization Services (SOS) Office immediately if any of the information in their recognition application changes (including but not limited to officer or member information, name of organization, constitution or statement of purpose).;
- To conduct fair elections or appointments of officers;
- To have one representative attend all Program Advisory Board Meetings if the organization is categorized as Campus Programming, Arts, & Entertainment;
- To adhere to all applicable federal, State and local laws and university policies;

- To permit members to disassociate at any time;
- To have a minimum of two (2) full-time University of New Hampshire students who are in good academic standing as its officers;
- To refrain from committing, either verbally or through written contract, the University, to any financial obligation;
- To adhere to the University's anti-hazing policy as listed in the *Student Rights, Rules, and Responsibilities*;
- To adhere to the University's nondiscrimination policy as listed in the *Student Rights, Rules, and Responsibilities* publication;
- To hold the membership accountable to the organization's policies and procedures;
- To clearly indicate your organization as sponsor on all announcements, flyers, letters, posters, etc., promoting or describing an event, meeting or program;
- To have an advisor if the organization chooses. That advisor must be a member of the University of New Hampshire faculty or staff unless an exception is granted by the Student Organization Services Office. An advisor is recommended and in some cases required (example, Sport Clubs, Risk Assessment Findings, Judicial Procedures);
- To adhere to all posting policies by the town of Durham and the University, paying close attention to all policies of the MUB and residence halls;
- To meet with a representative of the Student Organization Services Office on a periodic basis if the organization is struggling or in danger of losing recognition status;
- To gain permission from the Student Organization Services Office when seeking to obtain student mailing lists from University Registration Office for purpose of University sanctioned fundraising and recruitment, or seeking to obtain an organizational website/blackboard account;
- To have bank accounts within the University system if the organization is accepting funds/monies unless they are currently incorporated nationally or with the state (Greek Organizations/New Hampshire Outing Club). Anytime an organization accepts funds/monies, deposits must be made into these University bank accounts upon receipt. All political organizations should consult with Student Organization Services before opening an account;
- To create a list of all students attending any overnight trip, including a main contact name and working cell phone number. A copy of the list must be sent to both the UNH Police and Student Organization Services Office;
- To sell tickets for all events that charge admission. Ticket sales for ALL student organization-sponsored events held on the UNH campus that requires admission must be sold through the MUB Ticket Office.

6. What are the benefits of being a recognized student organization?

Recognized student organizations are entitled to the following rights and privileges subject to all other relevant policies of the University and University System:

- To use the University name. The University name, or any part thereof, shall not be used by any student or group of students in connection with any public activity except as authorized by Student Organization Services upon registration;
- To apply for funding and utilize the services of the Student Activity Fee Office and Organization Resource Office;
- To be listed on the SOS website;
- To use campus facilities and services;
- To have a web page on the University system;
- To have a faculty/staff advisor;
- To apply for office space in the MUB;
- To sponsor programs and activities;
- To utilize free advertising resources such as the SOS Website, University monthly calendar of events, table tents, and showcase spots in the MUB;
- To advertise for upcoming activities in University buildings, residence halls, and on designated bulletin boards on University property, in accordance with all posting policies;
- To obtain limited free advertising in The New Hampshire ;
- To participate in Student Activities Fairs and other student organization recruitment activities;
- To apply for tax exempt status through the Internal Revenue Service tax exempt donations;
- To use the University's tax exempt status to solicit donations in support of approved activities;
- To utilize the services of the University Ticket office;
- To obtain the use of a mailbox and to access all services in the Leadership Center;
- To participate in leadership seminars and workshops;
- To attend the annual Student Organization Banquet;

To utilize program advising and consulting services provided by Student Organization Services staff

7. What is priority scheduling?

Priority Scheduling - Major Events

The purpose of this policy is to allow for processing all major event and meeting requests in an attempt to accommodate as many requests as possible.

- A. Priorities are established for use of rooms in the Memorial Union in the following order:
1. Special events/series. A special event shall be defined as programs or events that are considered traditions and meet the mission of the Memorial Union.
 - a. Special event series will receive priority over those scheduling individual events as long as their dates are submitted by the priority scheduling deadline.
 - b. The Director or designee must approve special events/series.
 2. Recognized Student organization events.
 3. University sponsored student events.
 4. University sponsored prospective student events.
 5. University community events meeting University sponsorship criteria.
 6. Conferences, institutes, and workshops meeting University sponsorship criteria.
 7. Community events.
 8. Other off-campus events.

Note: In general, the Granite State and Stafford Rooms are to be utilized only for large groups and special events. They will not be scheduled for small groups or weekly meetings.

- B. Reservations of major events scheduled in the Granite State Room, Stafford Room, Entertainment Center and Theaters by an organization may not exceed two dates per month. The sponsoring organization must confirm or release reservation(s) as soon as the information is known. Reservation(s) will be automatically canceled if a setup meeting is not scheduled 30 days prior to the date of the events. The name and daytime telephone number of the person responsible for the event must be clearly listed on the reservation form.
- C. Organizations may not assign a reservation to another organization. Reservations must be canceled and the other organization must apply for the space through the Memorial Union Scheduling Office.
- D. The Memorial Union Office in conjunction with Student Organization Services and the Program Advisory Board will hold no more than one night for student programming events in the Granite State Room or Stafford Room each week during the academic year. Recognized student organizations may reserve these dates through the MUB Scheduling Office with a confirmed program. Reservations on hold will automatically be canceled if there is no confirmed event 30 days prior to the date.
- E. The process for scheduling meeting rooms not associated with a major event will occur after major events priority scheduling in the following order:
1. Recognized student organizations: (May schedule no more than 12 times each month) All requests will be processed on a first-come, first-served basis.

2. All other groups: (May schedule no more than 12 times each month.) All requests will be processed on a first-come, first-served basis.

Priority Scheduling - Organizational and Departmental General Meetings.

The process for scheduling meeting rooms not associated with a major event will occur after major events priority scheduling as follows:

- A. Recognized student organizations may reserve meeting rooms during the month of April for the next academic year. Groups may schedule no more than 12 times each month. All requests will be processed on a first-come, first-served basis during that period.
- B. All other groups may reserve meeting rooms beginning May 1 and will be processed on a first-come, first-served basis. Groups may schedule no more than 12 times each month.