



2011-2012
Montana State University
Registered Student
Organization Handbook

Office of Student Activities
222 Strand Union Building
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<http://www.montana.edu/studentactivities>

STUDENT ORGANIZATION HANDBOOK
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*If you have any questions, need clarification, or want to discuss a program,
please stop by 222 Strand Union or call us at 994-3591.*

POLICY FOR STUDENT ORGANIZATIONS AT MSU-BOZEMAN

The University recognizes the value of Student Organizations in campus life and, consequently, provides the opportunity for groups to be formed and to meet on campus. However, because their memberships are comprised of students at Montana State University-Bozeman, Student Organizations should have some relationship to the main educational mission of the University. Moreover, it is not the University's intention or responsibility to sponsor, endorse, or otherwise support particular Student Organizations. Consequently, the fact that a Student Organization has access to University facilities should not be construed, nor may a particular Student Organization represent, that Montana State University sponsors, endorses, or otherwise supports the organization or any of its views, philosophies, or activities.

Campus Student Organizations, including social sororities and fraternities, and residence hall units, must comply with the criteria listed below to be eligible to use facilities at Montana State University-Bozeman under applicable regulations.

With the understanding that Montana State University is committed to a philosophy of non-discrimination under guidelines including, but not limited to, the Civil Rights Act, '504, Title IX, and the Montana Human Rights Act, and to the opportunity for individuals to assemble and associate under the First Amendment, the following guidelines will be used for granting access to and use of University facilities:

- A. Student groups wishing to use University facilities for meetings or events will be required to do the following through the Student Activities office:**
1. Complete a Student Organization Application **every academic year** to use University space for meetings for the academic year.
 2. Comply with all University regulations and state and federal laws regarding the use of University facilities. NOTE: STATE STATUTES SPECIFICALLY PROHIBIT THE USE OF THE NAMES "MSU", "MSU-BOZEMAN", "MONTANA STATE UNIVERSITY" OR "MONTANA STATE UNIVERSITY-BOZEMAN" IN FRONT OF STUDENT ORGANIZATION NAME, OR ON **BANK ACCOUNT TITLES**. EXCEPTIONS ARE MADE ONLY WITH THE WRITTEN APPROVAL OF THE MSU BUSINESS OFFICE.
 3. Officers or Responsible Parties **must** be registered students
 4. The Office of Student Activities' policy is to work directly with students. We recommend that the student leadership of the organizations handle all the "foot work" involved with registering and operating the organizations.
 5. Restrict its membership to at least 80% students and the balance, if any, may be faculty, staff, spouses of faculty and staff, and community members.
 6. If the group is athletic in nature and utilizes campus athletic facilities, membership must be 100% students. If non-students participate, those individuals must:
 - a. Be an MSU Alum; or
 - b. Purchase a Special Use Pass through Intramurals. Please call the Office of Intramurals at 994-5000 for clarification.
 7. Submit all revisions, such as alterations to organizational name or purpose, to the Office of Student Activities, 222 Strand Union.
 8. Comply with specific written requests from the Office of Student Activities for evidence necessary to authenticate the information on file there.

9. Present your group's registration card whenever reserving University meeting space. Each Student Organization will receive a card upon completion of the application process. The registration card must be signed by the Student Activities staff.
10. Provide the name of a faculty or staff person located on campus who is employed by MSU at least .5FTE or a graduate student who is employed by MSU, who has agreed to act as a liaison for the organization and who is willing to agree to carry out the responsibilities of an advisor.
11. Sign an affirmation that the group complies with the University's commitment to and practice regarding nondiscrimination in the areas of race, creed, color, sex, national origin, age, handicap, and marital status.
12. Include a roster of members of the group, minimum of ten members.

Additional University support might include financial program support allocated through the Office of Student Activities after approval of a completed program support fund application.

It is important to note that a group's eligibility to use campus facilities and receive additional University support depends not only on initial compliance with the foregoing requirements, but also on continued compliance therewith. Consequently, failure of an organization to fully comply with any of the above-listed requirements may result in a denial of access and use of University support and assistance. Denial of access shall remain in effect until the organization has given adequate assurance that it is in full compliance with the above requirements.

Any requests for exception to this policy will be handled on a case-by-case basis. Such requests should be submitted in writing to the Director of Student Activities.

Student Organizations should keep an accurate record of their financial transactions, if any. If opening a checking account in the organization's name at any bank or First Interstate Bank located in the Strand Union Building, the student group should have no less than two signatures required for all withdrawals. Also, new federal regulations require each group to apply for a federal tax ID number. This can be completed over the internet at www.irs.gov.

ACCESS TO AND USE OF UNIVERSITY FACILITIES

A Student Organization, which has met the minimum requirements of the University, would be considered a registered group.

A. Requirement

Complete the registration process each year

B. Entitlements

- a. Use of Strand Union space as scheduled through Conference Services, 211 Strand Union (994-3081)
- b. Free mailbox in Strand Union Building
- c. Advertising approval in the Strand Union (also scheduled through the Conference Services)
- d. Unlimited use of the Office of Student Activities flyer posting service
- e. Access to apply for funding through the Office of Student Activities Program Support Fund
- f. Access to leadership development programs offered by the Office of Student Activities
- g. Inclusion in Student Organization booklet and on Student Activities Listserv

We reserve the right to contact Student Organization Advisors at any time. Problems may potentially lead to suspension of privileges to register for the S.O. for one academic year, July to June.

WHY REGISTER YOUR ORGANIZATION?

When you register with the Office of Student Activities, your group is assured of receiving the benefits afforded all registered Student Organizations. Please read the following information for a more thorough explanation of the registration process and why it is meaningful to your group.

I. The Registration Process

- A. Complete the registration form - Complete a registration form for each academic year. Why? Because the officers frequently change from year to year and we need this updated information to maintain accurate records. It also gets information about your group such as contact person, meeting times and locations, and the purpose of your group into the Student Organization Booklet.
- B. Pick up your group's Student Organization Card and read the Handbook online - Every year, a Student Organization card is issued to your group. Should you misplace your card, the **replacement fee will be \$1.00 for a new card.**

The Handbook contains everything from policies and guidelines to pointers on fundraising and is updated yearly. The Office of Student Activities is required to make certain information available to all Student Organizations, and this information is included in the Handbook online.

Your Student Organization card is your group's "identification" for free room use in the Strand Union (as long as your group is NOT charging an entry fee or taking up donations or dues on a regular basis), court and field reservations for athletic organizations, and advertising space. These reservations are made on a first-come, first-serve basis. Each group is assigned a confidential number (written on the card), and that number will be required when making room or advertising reservations in the Strand Union. **Only one card is issued to a Student Organization per year, and there is a fee of \$1.00 to replace a lost or stolen card. Please remember to keep your card in a secure location. If an outgoing officer is in possession of the card, make sure that officer passes the card on to a new officer.**

II. The Benefits

- A. Free Mail Box - As a registered group, you are eligible to use a mail box in the Strand Union FREE OF CHARGE. We require three things of box holders: 1) To ensure continued use of the same mail box, your group will need to re-register and re-apply for the same mail box every year; 2) Check your mail at least once per week; and 3) Receive ONLY organization mail at your assigned mail box. Receipt of personal mail is prohibited.
- B. Access to Funding Board or Program Support Funding - All registered groups are eligible to **APPLY** for financial support for programs, special events, field trips, conferences, etc. which they will sponsor, or in which they will participate. Funding limits are established by the Director of Student Activities and are entirely discretionary. **All requests for funding must be submitted and used within the academic year in which the program, special event, field trip, conference, etc. will occur. We reserve the right to deny funding to any Student Organization for any event, for any reason.** See Student Organization Funding section in this handbook for more information.
- C. Free Advertisement - Advertise your events on the Student Activities Running Board for free. Pick up a form at the Office of Student Activities.
- D. Poster Hanging Service - All registered groups are eligible to access the poster hanging service. There are 100 Residence Hall boards and 40 boards in the academic buildings. Refer to the poster policy in this Handbook for more information.

USE OF UNIVERSITY NAME AND LOGOS BY REGISTERED STUDENT ORGANIZATIONS

The name, logos, and team name ("Bobcats@) are registered and protected trademarks of Montana State University which may not be used without the express permission of Montana State University. This policy helps to ensure immediate recognition, the maintenance of appropriateness, and the prevention of commercial use without compensation to the University.

Registered Student Organizations are permitted to use the name and logos only as follows:

1. **Use of University Name:** A registered Student Organization may state that its membership is composed of students of Montana State University and may identify itself only as "The _____ Club of Montana State University", a registered Student Organization. No organization may imply that it is acting with the authority or as an agent of MSU, nor that it is an intercollegiate athletic team of the University unless it has been named as an intercollegiate team by the Vice President for Student Affairs. No other use of the University's name is authorized.
2. **In-house Use of Trademarks:** Registered Student Organizations may use the University name, logos or Bobcats name or logos for "in-house" purposes such as on posters, signs and banners dealing with the on-campus activities of the organization, provided such use reflects positively on the University and the mark is reproduced accurately. No alterations of the University's marks are allowed.
3. **Sale or Manufacture of Merchandise:** Any sale or manufacture of merchandise with the University name, Bobcats name and/or logos must comply with the Trademark and Licensing Policy published at [http://www2.montana.edu/policy/Trademark and Licensing.htm](http://www2.montana.edu/policy/Trademark%20and%20Licensing.htm). Organizations wishing to produce products (such as T-shirts) bearing the University trademark combined with the name of the organization or activity must receive approval from the University licensing director. Any merchandise sold to persons **outside** of the registered Student Organization and/or to the public which contains the University's names and/or marks must be approved as required under the Trademark and Licensing Policy (see above website) and will be subject to the payment of a licensing fee. Organizations intending to sell merchandise which contains the University's name, MSU, Bobcats or any logos registered or purporting to represent a logo of the University must receive advance approval by the Licensing Director as outlined in the Trademark and Licensing Policy.
4. **Use on Organization's Website:** Registered Student Organizations may use the name and logos of the University in connection with an organization's official website subject to the following restrictions:
 - A. Use of the University name must be consistent with applicable trademark and licensing policies and the limitations contained therein.
 - B. The web page content may not include language or images that are offensive or otherwise reflect inappropriately upon MSU-Bozeman.
 - C. The name, logos or marks may not be used in conjunction with commercial advertising.
 - D. The marks may be enlarged or reduced, but not altered in any other way. No other uses of the University's name or logos are allowed.
 - E. Contact information:
Licensing Director, Julie Kipfer, 994-5737 or jkipfer@montana.edu
Web Communications Director, Jake Dolan, 994-5036 or jake@montana.edu

CHARACTERISTICS OF A SUCCESSFUL AND EFFECTIVE STUDENT ORGANIZATION

Three core activities of an effective group are:

~accomplishing goals ~maintaining itself internally ~developing & changing in ways that improve effectiveness

Eight essential characteristics of a successful organization:

- **Group members know each other well.** This provides a means of team and community building within an organization and is the keystone on which all of the remaining characteristics are built.
- **Members are involved in defining organizational purposes.** The level of motivation of group members to work for group goals is increased in proportion to the level of involvement by members in establishing those goals.
- **Members help generate ideas.** Develops a sense of ownership and participation among the group members.
- **There is a commitment to group decision making.** People support programs they help create. Full participation by the membership in generating ideas, coupled with group decision making, helps ensure full group participation and support.
- **Skills, resources and liabilities of the group and community are identified.** Many groups are often rich in natural resources and skills available through members. Likewise, the college or University campus and the community in which it is located are the source of additional resources.
- **Systematic problem solving techniques are used.** Resolve conflicts as they appear.
- **The group effectively communicates with its members and the community.** This influences recruitment of new members and attendance at functions sponsored by the group.
- **The group participates in periodic evaluation and assessment.** Routinely evaluates a variety of aspects of the group, ranging from meetings to assessing the success of a particular project or program.

STUDENT ORGANIZATION CONSTITUTION OUTLINE (SAMPLE)

- I ORGANIZATION NAME
- II STATEMENT OF PURPOSE
- III MEMBERSHIP
 - A. Eligibility requirements
 - B. Procedures for membership application and certification
- IV OFFICERS
 - A. List officers and their duties
 - B. Method of selection
 - C. Terms of office
 - D. Eligibility Requirements (May include more than general membership)
- V MEETINGS - annual, monthly, regular, special
- VI ELECTIONS
 - A. Time and method of nomination
 - B. Time and method of election
 - C. Vote necessary to elect
- VII AMENDMENTS
 - A. Notice, time of first presentation
 - B. Method of consideration, vote required
- VIII DUES - Amount, payment, penalties
- IX PARLIAMENTARY PROCEDURE
 - 1. Roberts Rules of Order
- X SPECIFY ORDER OF BUSINESS FOR EACH MEETING
 - 1. Call to order
 - 2. Roll call
 - 3. Read minutes of previous meeting (vote to accept)
 - 4. Treasurer's report
 - 5. Reports of committees
 - 6. Unfinished business
 - 7. New business
 - 8. Adjournment

Also, please note the court decisions below which address discrimination:

It is an unlawful discriminatory practice for an educational institution to exclude, expel, limit, or otherwise discriminate against an individual enrolled as a student in the terms, condition, and privileges of the institution because of race, religion, sex, marital status, color, age, physical handicap, or national origin or because of mental handicap unless based on reasonable grounds . . .

All services of every state and local government agency shall be performed without discrimination based upon race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry. NO state or local facility shall be used in the furtherance of any discriminatory practice, nor shall any state or local agency become a party to any agreement, arrangement, or plan which has the effect of sanctioning discriminatory practices . . .

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

STUDENT ORGANIZATION ADVISOR RESPONSIBILITY STATEMENT & INFORMATION

The Office of Student Activities requires each registered Student Organization to have a faculty or staff advisor who is employed at least half-time by the University. Student Organization Advisors play a vital role in assuring that the organization experiences are meaningful to students. Student Organization advisors also play a crucial role in managing institutional risk and liability. Consistently, the most successful organizations are those in which the Advisor takes an active interest and plays an active role in the group.

WHAT IS THE ROLE OF AN ADVISOR?

Listed below are different roles which, at one time or another, may be filled by an advisor. Find an advisor who meets the needs of your group.

An advisor should:

- be a student advocate
- be a problem-solving agent
- be administration's representative (advocate)
- be an interpreter of University policies and procedures
- review, evaluate, and approve the annual Proposed Events Plan to be submitted to the Office of Student Activities with the Student Organization registration form.
- attend Student Organization-sponsored events to include meetings
- help coordinate a balanced student program which contributes to the students' development and education
- be an educator of program philosophy and program skills
- be an educator/trainer of organizational skills and leadership (i.e. ensure training happens, workshops, etc.)
- be a liaison between the Student Organization and the University
- be an information resource person
- be an analyzer of the group process
- be a sounding board
- be a source of continuity between years
- be a developer of student volunteers
- maintain organizational records
- be informed of issues that affect the group
- be a financial supervisor
- provide direct assistance in the planning of the programs and indirect help in preparing for formal events by advising of additional resources available
- double-check event/program details and provide programming advice (i.e. legal issues, contract negotiation, etc.)
- evaluate programs
- be well informed of all plans and activities of the group
- frequently consult with the organization officers

The Office of Student Activities' policy is to work directly with students. We require that the student leadership of the organizations handle all the "foot work" involved with registering and operating the organizations.

REFERENCES

- Johnson, D.W., and F.P. Johnson Joining Together Group Theory and Group Skills. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1975.
- Lippitt, G.I. Team Building for Mature Organizations. In G.I. Lippitt, I. This, & R.G. Bidwell, Jr. (Eds.), Optimizing Human Resources. Reading, Massachusetts: Addison-Wesley, 1971.
- Miller, I.K., and J.S. Price The Future of Student Affairs. San Francisco: Jossey-Bass, Inc., 1977.
- Reynolds, E.I. Identifying and Training Campus Leaders. Unpublished workshop for Strengthening Student Activities at Commuter Colleges. Newark, Ohio: June 1977.

OFFICE OF STUDENT ACTIVITIES POSTER POLICY

- A. All **registered Student Organizations** are entitled to the free poster delivery service. To ensure distribution, the Student Organization must:
1. Show somewhere on the poster that your group is sponsoring the event, i.e. "Sponsored by the Recycling Club." **If sponsorship is not shown on posters, we will not distribute them.**
 2. Make all copies (140).
 3. Posters must not be larger than 11" by 17".
 4. Submit the correct number of posters:
 - a. **40** for all academic buildings (includes **6** for SUB locations)
 - b. **100** for the Residence Halls (see next section for guidelines regarding advertising in the Residence Halls)
 5. Submit the posters by the deadline
 - a. **The deadline changes each semester.** It is up to the Student Organization to find out the deadline for each semester.
 - b. Posters must be submitted by the deadline in order to be distributed that week.
 - c. We must have the posters two weeks before the advertised event.
 - d. We **WILL NOT** distribute posters in the same week in which the event is to be held.
 6. Advertise appropriately:
 - a. Avoid lewd and sexually explicit advertising as stated in MSU Policies and Procedures.
 - b. Advertising of drinking games is prohibited as stated in MSU Policies and Procedures.
 - c. Reference to alcohol in advertising to be distributed on-campus must not dominate the space of the event advertised and should be accompanied by a non-use message such as "Know when to say when."
 - d. The acceptance of the poster is at the discretion of the Director of Student Activities. If there is a concern, the poster should be approved before making copies.
- B. We only distribute posters for registered Student Organizations, except as noted under section "C" below.
- C. "Exceptions to the Rules"
- a. We will deliver at no charge an **average** of one poster per month for the Office of Community Engagement. The reason for the word "average" is that the first part of the year is the busy time for Community Engagement, and it may be in need of more than one poster delivery per month. Thereafter, Community Engagement may go several months without a request. This translates to roughly nine poster deliveries per academic year.
 - b. We will deliver unlimited posters for ASMSU Campus Entertainment, Women's Center, and Homecoming.

ADVERTISING WITH FLYERS

- Make sure your flyer contains **Who, What, When, Where, Why, Sponsorship, and WEB site.**
- In order to post in the residence halls, your event must not mention alcohol nor be held at an establishment that serves alcohol. Also, if your flyer displays obscene material (as determined by the Director of Residence Life), you will not be permitted to place them in the residence halls.
- Copy Cats - University Printing Service - Kinko's are good places to do business
 - Copy Cats is in the Strand Union Building and can have your copying done within minutes, depending on the complexity of the job. Color copies are available.
 - University Printing Services offers a great variety at a low cost. It is located in the basement of Culbertson Hall.
 - Kinko's has a great selection of colors, sizes and textures.
- Odd size and/or shape might catch more eyes. However, be aware that very LARGE posters are often removed or covered up by other posters (Student Activities does NOT do this).
- The wall bulletin boards outside the Bookstore/ One Card Office are the only legal posting place in the Strand Union. Flyers require approval from Student Activities, which is good for TWO weeks only.
- Poster cases in the Strand Union may be reserved through Conference Services, 211 Strand Union Building.
- Events where alcohol is served cannot be advertised until the event is approved (see the MSU Drug/Alcohol policy). Once approved, **your flyer must include a responsible or non-use message** (i.e., "IF YOU DRINK, DON'T DRIVE"). Remember, if your flyer mentions alcohol, it will not be posted in the residence halls.

Publicity Timeline*

- One Month before Event
 - ~Send a mass e-mail to all Student Organizations on campus (send your message to studentactivities@montana.edu requesting that it be forwarded to all groups; it will be forwarded at the director's discretion)
 - ~Call, email, or send letters to Greek Leaders
- Two Weeks before Event
 - ~Talk to your professors to announce the event
 - ~Call the local and campus radio stations to announce the event
 - ~Create a display in the union (reserve space through Conference Services)
 - ~Ask RAs to make an announcement to residents and/or for permission to place flyers in resident's mailboxes
- One Week before Event
 - ~Put table tents on cafeteria tables and SUB tables (reserve SUB table tent space through Conference Services)
 - ~Place flyers in the student mailboxes (contact Student Activities or Residence Life)
- Week of the Event
 - ~Create a banner and hang it in a high-traffic area (reserve SUB banner space through Conference Services)
- Day of the Event
 - ~Post more flyers on public boards; this last minute publicity works wonders

*From www.studentleader.com, pg. 9, fall 2001

STUDENT ACTIVITIES RUNNING BOARD

You may be familiar with the electronic running board in the Strand Union. It's situated above the entrance to the Union Market. If your group is sponsoring a campus event of some sort – perhaps a fundraiser, a lecture, or a sporting event – it is eligible to advertise on the Student Activities Running Board for free! If you decide to take advantage of this advertising opportunity, here are the guidelines:

1. Keep your message straightforward – **150 character limit (including punctuation)**.
2. Messages may run for a maximum of two weeks only
3. Student Activities reserves the right to refuse permission for use of the running board, where deemed necessary and appropriate by the Director of Student Activities.

Simply stop by the Office of Student Activities at 222 Strand Union (across the hall from the Ask-Us Information Desk) and pick up a form. Complete it, get it approved by our office, and we'll do the rest.

RUNNING BOARD MESSAGE FORM (Example)

Organization: _____ Contact name: _____

Contact phone #: _____ Contact e-mail: _____

Run dates: from _____ to _____ (*two weeks maximum*)

1. Limit your message length to **150 characters or less (including punctuation)**.
2. Give us a few days lead time to get the message running.
3. We may choose not to run extremely controversial messages or those advertising alcohol-related events.
4. Print neatly, or cross your fingers and hope for the best! ☺
5. Return this completed form to Student Activities, 222 Strand Union. Call us at 994-3591 with questions.

PROPOSED EVENTS GUIDELINES

Montana State University-Bozeman is not responsible for bodily injury or personal property of students, faculty, staff and/or others who participate in activities sponsored by faculty/staff and/or student clubs, organizations, fraternities, or sororities.

Students, faculty and staff who engage in these activities do so at their own risk and should assure that they have the appropriate disability and/or health insurance, training, and protective equipment, where applicable.

Each student or faculty/staff organization shall take the time to formulate a risk management plan for each proposed event, which should:

- Outline major activities to be sponsored by the club or organization that year
- Specify the approximate dates and locations of the proposed formal activities
- Indicate what the student or faculty/staff club or organization proposes to do to address risks associated with the activities
- State that alcohol will not be used by students, unless served by a licensed vendor who provides appropriate insurance and is approved by the institution for the event

INSURING OFF-CAMPUS PROGRAMS

If your organization plans to sponsor an off-campus event, and the off-campus facility to be used requests event insurance, your Student Organization may qualify for coverage under the University's liability and property insurance coverage. In order to qualify for this coverage, your Student Organization should be registered. **Additionally, there should be on file with the Office of Student Activities an annual Proposed Events Form submitted by your group, which lists the event to be insured.**

In order to obtain coverage for your off-campus event or program, your Student Organization will need to submit the following information to the Safety and Risk Management office (contact Jeff Shada at 994-3546) and the Office of Student Activities, preferably **THREE WEEKS PRIOR** to your event:

1. The name of your organization
2. Name and address of the off-campus facility to be used
3. Title of event
4. Date & time of event (time should be start to finish, i.e., "from 6:00 p.m. to 10:00 p.m.")
5. Risk Management Plan for the event:
 - a. What will occur
 - b. How the event will be managed
 - c. Who will be in charge
 - d. What controls will be in place to reduce the possibility of injury to persons or damage to property
 - e. Address additional items of concern or key issues

Approximately one to two weeks after the above information has been submitted to our office, the MSU Safety and Risk Management office will forward a Certificate of Insurance directly to the facility owner. A copy of the Certificate will also be forwarded to the Office of Student Activities for our records.

RELEASE OF LIABILITY FORM (EXAMPLE)

NAME: _____ MALE _____ FEMALE _____

ADDRESS: _____

CITY/STATE: _____

PHONE: _____

WAIVER: IN CONSIDERATION OF THE ACCEPTANCE OF MY PARTICIPATION IN THIS EVENT,

_____, I DO

WAIVE, RELEASE AND FOREVER DISCHARGE ANY AND ALL CLAIMS FOR DAMAGES, WHICH I MAY HAVE OR WHICH MAY ACCRUE TO ME AGAINST MONTANA STATE UNIVERSITY-BOZEMAN, AND THE STATE OF MONTANA OR THEIR OFFICERS, AGENTS, REPRESENTATIVES, SUCCESSORS, AND/OR ASSIGNS FOR ANY LOSS, MEDICAL OR OTHER HEALTH EXPENSES OR DAMAGES, WHICH MAY BE SUSTAINED AND/OR SUFFERED BY ME DUE TO MY PARTICIPATION IN THIS ACTIVITY/EVENT. I AM AWARE THAT PARTICIPATION IN THIS KIND OF ACTIVITY/EVENT INVOLVES INHERENT RISKS, INCLUDING SERIOUS PHYSICAL INJURY AND/OR DEATH.

I UNDERSTAND THE RISK OF PARTICIPATING IN THIS ACTIVITY/EVENT AND VOLUNTARILY ASSUME ALL RISKS ASSOCIATED WITH MY PARTICIPATION IN THIS ACTIVITY/EVENT.

SIGNATURE CONFIRMS THE ACCEPTANCE OF THIS WAIVER AND THAT I AM 18 YEARS OF AGE OR OLDER.

Signature

Date of Signature

STUDENT ORGANIZATION FIELD TRIPS

The following forms, the Student Trip Itinerary and Emergency Contact List and the Medical Consent Agreement, were developed by MSU’s Office of Legal Counsel. They should be used when a Student Organization is planning an organization-related trip anywhere off-campus. For more comprehensive coverage of student field trips and for additional forms, please go to <http://www2.montana.edu/policy/>. Click on Student Success, Student Trips, then go to section 300.00 for information and forms.

STUDENT TRIP ITINERARY AND EMERGENCY CONTACT LIST

Event: _____

Location: _____ Phone Number: _____

Purpose of Event: _____

Expected date of departure from Bozeman: ___/___/___ Expected date of return: ___/___/___

MSU Emergency Contact Person: _____ Phone Number: _____

Mode of transportation:

- MSU vehicle
- Air – name of airline: _____ Flight #: _____
- Other: _____

Number of students/staff traveling: _____

Proposed Itinerary

Leave Bozeman on _____, 20___, at ___ o’clock __.m.

Expected date of return to Bozeman on _____, 20___, at ___ o’clock __.m.

If traveling for more than one day – expected route of travel and hotel accommodations, if different than location of event.

*Ex: Bozeman to Spokane – September 30, 2004
Spokane to Seattle – October 1, 2004
Attend conference at _____ hotel (phone number) – October 2-4, 2004
Seattle to Spokane – October 5, 2004
Spokane to Bozeman – October 6, 2004*

SUBMIT THESE FORMS TO SAFETY & RISK MANAGEMENT, 1160 RESEARCH DRIVE
QUESTIONS: CALL SAFETY & RISK MANAGEMENT @ 994-2711

STUDENTS' EMERGENCY CONTACTS

Names of Students

Names and Phone Numbers of Persons to be contacted in an emergency:

1.	_____	_____

2.	_____	_____

3.	_____	_____

4.	_____	_____

5.	_____	_____

6.	_____	_____

7.	_____	_____

8.	_____	_____

9.	_____	_____

10.	_____	_____

11.	_____	_____

12.	_____	_____

SUBMIT THESE FORMS TO SAFETY & RISK MANAGEMENT, 1160 RESEARCH DRIVE
QUESTIONS: CALL SAFETY & RISK MANAGEMENT @ 994-2711

MEDICAL CONSENT AGREEMENT

If I should require medical treatment because of injury or illness during the trip, I consent to such treatment in an emergency or if I am unable to consent to such treatment.

I acknowledge that the University does not provide health and accident insurance for field trip participants and I agree to be financially responsible for any medical bills incurred as a result of emergency or other medical treatment. I will notify the trip leader in writing if I have medical conditions about which emergency medical personnel should be informed.

I acknowledge that I have read the foregoing MEDICAL CONSENT, understand it and sign it voluntarily. I am at least eighteen (18) years of age and fully competent and I full intend to be bound by the terms of this agreement.

Signature of Student

Date

SUBMIT THESE FORMS TO SAFETY & RISK MANAGEMENT, 1160 RESEARCH DRIVE
QUESTIONS: CALL SAFETY & RISK MANAGEMENT @ 994-2711

Fund Raising Guidelines

1. Any fundraising activity undertaken by a Student Organization must be reported to the Office of Student Activities, 222 SUB on the Events Form.
2. Fundraising projects must be for the Student Organization and may not interfere with normal University programs or functions.
3. A currently enrolled student member(s) of the sponsoring Student Organization must be present during the entire time of the event. No student may receive pay or other tangible reward from a fundraising event.
4. The Student Organization is responsible for ensuring that the proposed activities comply with all applicable federal, state and local laws, rules and regulations. Certain activities are regulated such as gambling activities or require a license: Raffles, 50-50 drawings, bake sales, internet sales or auctions may be subject to unique legal requirements or prohibitions.
5. Commercial or corporate sponsorship of programs or events is permissible provided that no commercial products and/or services are sold at the event.
6. Montana State University reserves the right to require third parties participating in or conducting fundraising activities on campus to meet additional requirements, including that such parties furnish evidence of insurance coverage to the University and/or agree to indemnify the University and University personnel against liabilities arising from their acts or omissions.
7. Montana State University reserves the right to approve the identity of any proposed sponsor and the content of sponsorship materials associated with a fundraising activity.

Prohibited Activities: The following activities are specifically prohibited.

1. Solicitation by credit card or telephone card companies.
2. Door-to-door fundraising on Montana State University owned, operated, or controlled property.
3. Fundraising for any candidate for political office other than ASMSU student government campaigns.
4. Sales, distribution or marketing of items/ product lines that violate University trademark rights or existing contracts.
5. Receipt of proceeds by individuals who are involved in a fundraising activity.

Fundraising taking place in the Strand Union Building must also follow the Strand Union Building Fundraising Policy listed in the Registered Student Organization Handbook.

Space Rental Charges

It is the intent of the following policies that whenever Strand Union facilities are used by groups for the purpose of making money, for whatever purpose, a rental fee will be assessed.

- A. No room rental fees shall be charged to Registered Student Organizations provided these groups do not charge admission or assess fees for the events. When admissions, assessments, or fees exist, even if they are meant just to cover costs, a rental fee will be assessed. For catered events, a set-up/tear-down/custodial (STC) fee may be charged in lieu of room rental. ASMSU committee functions as well as events considered to be student recruitment may be exempted from charges.
- B. Groups will be allowed to make reservations on a first-come, first-served basis.
- C. Advanced reservations may be made only for groups of five persons or more and shall be limited to five hours per week per organization.
- D. While student groups are offered priority under this policy, other reservations which were made in good faith will not be cancelled to accommodate higher priority programs, however worthy. All building users are encouraged to anticipate room needs well in advance of their event and are further encouraged to make definite room reservations for legitimate room needs as far in advance as policies allow. Every effort will be made to explore all alternatives with conflicting groups.
- E. Regular room reservations will be accepted for the current academic calendar year. Exceptions are granted for the specific annual events, including but not limited to: Commencement and MSU Friday. Requests for consideration for exception should be made, in writing, to Conference Services. These requests will be reviewed by the Strand Union Director and/or Conference Services Manager. Exceptions will be reviewed for only one calendar year in advance. It is the responsibility of all user groups to be aware of this policy and to make their reservations early enough to avoid the disappointment of finding the preferred dates have been taken.
- F. Room rental privileges will be denied, for one academic year, to Registered Student Organizations who abuse the above policy and make long-term room reservations (beyond one academic semester) in bad faith for the purpose of holding the room without having a planned event scheduled.
- G. When room use is obviously being sponsored by an organization for purposes of avoiding room rental rate, the organization will be charged the full rental charge. Generally, the sponsored event must have some relationship to the organization's stated purpose. Organization members must be directly involved in the planning and direction of the event in order to be exempted from room rental charges.
- H. Confirmed reservations for fund-raising events will not be made until a completed "Request for Fund Raising Event" form is filed with and approved by the Director.
- I. Cancellation of Room Reservations:
 - When a user schedules and confirms a room and cancels the room later than 24 hours prior to the scheduled meeting or does not show for the meeting, the user will be charged for all room set-up and tear-down as a cancellation penalty. The continued abuse of this policy may result in loss of room use privileges.
- J. **The Union does not permit outside food to be brought into the building by groups.** An exception to this rule allows for Student Organizations meeting in the SUB after 5:00pm with a gathering of less than 40 people. Groups are encouraged to utilize existing food venues after hours. However, these groups may order food from outside venues. Groups with an anticipated attendance of greater than 40 people are required to utilize University Food Service (see "University Food Service Policy" in this Handbook). Outside beverage service is not allowed for any groups. Individual sack lunches will be allowed. Violations will result in a warning letter for a first offense, and a loss of reservation privileges for six months (excluding June- August) for the second offense.
- K. Alcoholic beverages are not allowed in the Strand Union unless arrangements have been made with Strand Union to serve such beverages at a catered food event. All requests for serving alcoholic beverages in the Strand Union must be submitted to University Catering on the appropriate form for approval by the University President two weeks in advance.

- L. Curricular classes, workshops, or seminars held in the Strand Union, for which credit is given, tuition charged, or attendance required must be contracted with Conference Services. Exceptions are lifetime skills classes sponsored by the Recreation Center. Study groups are encouraged to use a section of the Union Market except between the hours of 11 a.m. - 1 p.m., or one of the many lounges, and will not be allowed to reserve meeting space for such purposes.
- M. Animals are not permitted in the Strand Union. Seeing Eye Dogs and Handicap Assistance Dogs will be allowed.
- N. Equipment Rental:
- The Union shall make available equipment and services which complement the Union's multi-service facility concept. Audio-visual equipment and services are available to all users of Union facilities. Their use can be arranged through Conference Services.
 - Equipment charges will be assessed to all users and are necessary to maintain and periodically upgrade and/or replace old equipment.
 - The person who reserves the equipment will be responsible for its proper operation and care during the reservation period. Damages to equipment will be charged to the person or organization that had the equipment reserved during the time it was damaged.
 - No equipment is to leave the building. Audio-visual equipment is to be used only in conjunction with meetings scheduled in the Strand Union.
 - Equipment rental charges will be established and changed when necessary by the Strand Union Director.
 - NOTE: To help cover rental costs, the Office of Student Activities is sometimes willing to co-sponsor events. Please arrange a meeting with the Director of Student Activities to discuss possibilities.
- O. Hanging Items on Strand Union Ballroom and Meeting Room Walls:
- Check with the Conference Services office before hanging any items.
 - No items can be hung on curtains, windows or electronic screens.
 - No tape or adhesive can be used to hang any items on walls.
 - T-pins or masking tape is preferred to hang items on portable walls.
 - All items must be hung from the top header board above the wood trim that is approximately 8-10 feet from the floor in the Ballrooms.
 - No items can be hung from the ceiling in Ballroom A (20 ft. ceiling).

STRAND UNION BUILDING

Meeting Request Form

Return to Conference Services office, Strand Union 211, 406-994-3081

ORGANIZATION/DEPARTMENT: _____

Contact Person: _____ Phone: _____

Campus Address: _____ E-mail: _____

Name of Event: _____

FIRST CHOICE - DATES REQUESTED: _____

(We do not reserve through holidays, breaks, or finals week unless specifically requested)

Room Preference: _____ Times: _____ #People: _____

SECOND CHOICE - DATES REQUESTED: _____

(We do not reserve through holidays, breaks, or finals week unless specifically requested)

Room Preference: _____ Times: _____ #People: _____

ROOM SETUP: (Room 230, 232, 234, 236 available in conference style only)

Conference Style (long table with chairs) _____ U-Shape STYLE _____

Theatre style (chairs only) _____ Open Square Style _____

Classroom Style (tables with chairs) _____ Closed Square Style _____

Semi-Circle Theatre Style _____ Round Tables _____

OTHER SETUP/AUDIOVISUAL NEEDS: _____

(AV Charges will apply for all AV supplied by Strand Union)

Each semester groups may use each of the following advertising methods for one week (seven days).

Information Tables Dates requested: _____

Banner Space Dates requested: _____

Table Tents Dates requested: _____

Poster Case Dates requested: _____

Once reservations have been made you will receive an email confirmation with dates, times and room numbers.

For Student Groups: **Any group not registered for the academic year with Student Activities by September 30th will lose all reservations after that date.

As per Strand Union Policy, all food must be ordered through MSU Food Service. A student menu and Strand Union food options can be found on the back of this form.

I have read the Strand Union Policies and the above information. I understand and agree to follow the Strand Union Policies and Procedures presented at <http://www2.montana.edu/policy/sub/>.

Signature Date

***** Office Use Only *****

Registered/Recognized Group # _____ Student ID # _____

Date Returned: _____ Time: _____

Use of Easels/Banner Space/Display Case/Info Tables

A. Banner Space

1. Banners are considered to be any advertising displayed on paper or vinyl which is larger than 36" in either length or height.
2. Interior banners cannot exceed 6' wide by 3' vertical. Exterior banners must be 10' wide by 3' vertical, constructed from commercial type vinyl, and have nylon through the top and grommets in each corner.
3. Banners must be reserved and approved by Conferences Services. There is a \$25 flat fee for hanging exterior banners.
4. A custodian will put the banner up and take it down at the end of the reservation. Banners will be kept for one day and then discarded.
5. The sponsoring group's name must be on the banner.
6. Each group is limited to seven (7) days per semester.

B. Display Case

1. Display cases must be reserved and displays approved by Conference Services.
2. Must be put up on the first day of reservation.
3. Must be taken down the evening of the last day of reservation.
4. A clearly visible sign must be posted stating the name of the group sponsoring the display.
5. Each group is limited to seven (7) days per semester.

C. Information Table

1. Must be staffed at all times by a member of the sponsoring group.
2. People staffing the table must remain behind the table. They will not be allowed to accost the public under any circumstances.
3. An approved "Request for Merchandise Sales" form must be on file in the office of the Union Director for any sales of merchandise or services (see "Fund Raising/Merchandise Sales").
4. Limit of thirty (30) hours per semester per group. Usage of reserved tables must begin by the pre-arranged reservation time. If the table is not set up within 30 minutes of that time, then the organization forfeits their reservation for that day.
5. May only be reserved for five (5) consecutive days at any time.
6. A clearly visible sign must be posted stating the name of the group sponsoring the table.

D. Table Tents

1. Master copy needs approval by Conference Services.
2. Groups must distribute their table tents.
3. Table tents must stand. No flyers permitted.
4. Each group is limited to seven (7) days per semester.
5. The sponsoring group's name must be clearly visible on the table tents.

Strand Union Building Fund Raising/Merchandise Sales

The Strand Union recognizes the need for University organizations to raise money to support those organizations. One method of fund raising is sales of merchandise or services. The Strand Union will accommodate sales which conform to the following policies:

- A. Registered/ recognized University organizations, MSU-Bozeman departments, and the Strand Union or its lessees will be allowed to use designated Strand Union facilities for selling approved merchandise/ services. Registered Student Organizations must also follow the fundraising guidelines in the Student Organizations Handbook.

Whenever Strand Union facilities are used to provide income, rental will be charged. Admission charges including cash, tuition, donations, pledges, collections, or offerings of any kind will be considered income.

- B. A "Request for Merchandise Sales" form must be completed and approval must be granted by the Union Director prior to a reservation being confirmed. These forms are available at the Conference Services office.
- C. Reservations for merchandise/service sales space must be made at the Conference Services office at least three (3) days prior to the date of the sale.
- D. Sales of merchandise/service will only be allowed at a reserved location within the Union
- E. Items to be sold must be owned or on consignment to the organization holding the space reservation. The group holding the reservation must also be the party staffing the space or table.
- F. Groups may sell items produced or grown in conjunction with the academic program or that promote the stated purpose of a registered organization.
- G. The Strand Union reserves the right to limit merchandise sales subject to the following restrictions:
The following items/merchandise will not be allowed:
 - 1. Any fund-raising activity or merchandise sale that is in direct competition with activities or services of the Strand Union and its tenants.
 - 2. Food (other than that sold by the Strand Union and University Food Service) and those items the Union allows the Bookstore to sell.
 - 3. Firearms and/or ammunitions.
 - 4. Items judged to be dangerous.
 - 5. Items judged to be offensive or legally questionable.
- H. Groups or their representatives are not allowed to address or solicit passersby who do not show active interest. They must remain behind their table or within their reserved space (room).
- I. Sales are limited to five (5) days per semester.
- J. Violations of any of these policies may result in loss of sales and/ or reservation privileges in the Strand Union.

NOTE: If items using the MSU name or logo are sold to raise funds, your club must first obtain a license from the MSU Licensing Director to use the name and/ or logo. This usually requires payment of a fee. Student Organizations may contact Student Activities to obtain information on how to submit written requests for a license.

SUB Sales Request Form

Table Rental: \$5.00 per day

Organization/Department: _____

Student Organizations	(MUST pay before sale begins.)
Group number: _____	
I attest to the fact that the above-named Student Organization is a REGISTERED or RECOGNIZED Student Organization currently registered with the Office of Student Activities for this academic year.	
Advisor's Signature _____	Phone: _____
MSU Departments	(Fee for sale will be auto billed.)
Campus Address: _____	Index #: _____

Supplier of product: _____

Product being sold: _____

Dates Requested for sale: _____

(Each group is only allowed 5 days of sale per semester.)

**It is the responsibility of the Student Organization or department to ensure compliance with all State of Montana and federal Civil Rights laws and University policies and to determine any and all current laws or statutes of the State of Montana, Gallatin County or City of Bozeman, or Montana State University governing the sale and any permits or reports that may or may not be required either in advance or following the event.*

According to Montana Law, all individuals older than 18 years of age are protected from discrimination based on age. Sales may require a valid MSU student ID card but may not be limited based on age.

On behalf of the organization or department named above, I have read the Strand Union's policies relating to sales and I agree that our organization or department will abide by those policies or lose our sales privileges. The contact person will be notified upon approval/denial of the sale.

Sale Contact (PLEASE PRINT) _____
Phone

Email _____

Signature _____
Date

Approved Denied

Al Bertelsen, Strand Union Director _____
Date

Payment made: _____ days x \$5 = \$ _____
Method of Payment: _____

Distribution or Sale of Literature and/or Solicitation of Signatures (Petitions)

The Strand Union provides space in the Union for the distribution of literature and/or solicitation of signatures (petitions) by recognized University organizations. Distribution or solicitation is permitted for noncommercial handbills, leaflets, petitions, and similar materials in designated areas of the Strand Union. Distribution or solicitation privileges within the building are limited to Student Organizations registered with the Office of Student Activities, Montana State University-Bozeman, University faculty or staff groups, and non-University organizations which have received approval for use of University facilities. The literature distribution or solicitation of signatures (petitions) policy is designed to maintain the free flow of traffic within the building and to prevent such activities from interfering with the orderly administration of University affairs.

The following are operating rules:

- A. Space for distribution of literature or solicitation of signatures (petitions) is available through Conference Services. Only tables provided by the building may be used for literature distribution, solicitation of signatures (petitions), or other information.
 - B. No electronic voice amplification devices are permitted at the tables.
 - C. All distribution and displays must be confined to the designated areas. Materials and posters may not be mounted on building walls, woodwork, etc.
 - D. Sale or distribution of food or beverages is not permitted from distribution areas (see "Food").
 - E. Distribution tables are solely for the distribution of literature, solicitation of signatures (petitions), information, and promotional activities. Users must maintain a quiet, orderly, and uncongested atmosphere and avoid interference with the right of others to distribute information. Violations may result in the withdrawal or suspension of the privileges to distribute literature or solicit signatures (petitions) in the building. The Strand Union Director will have full authority in this regard.
 - F. MSU and registered Student Organizations who may wish to sell articles of value must complete a "Request for Merchandise Sales" form.
 - G. Organizations can only reserve one (1) table per day.
 - H. Usage of reserved tables must begin by the pre-arranged reservation time. If the table is not set up within 30 minutes of that time, then the organization forfeits their reservation for that day.
 - I. Any material taped to a table must be removed fully when the organization leaves. If not, the organization is subject to a fine and possible loss of rights to use literature tables in the future.
 - J. Sponsoring organizations must mark the table with the organization's name on a placard.
 - K. A representative of the group using the table must remain at the table for all hours of use.
-

Outdoor Programming Policy

Outdoor programming is permitted at several campus locations during the following possible available hours:

Possible Campus Locations	Class Days (Amplified Sound)	Class Days (No Amplified Sound)	Other Days
Hannon Green	12 pm - 1 pm	8 am - 10 pm	8 am - 10 pm
Lewis and Clark Field	None	8 am - 10 pm	8 am - 10 pm
Quads	None	8 am - 10 pm	8 am - 10 pm
Romney Flagpole Area	None	8 am - 10 pm	8 am - 10 pm
Roskie Hall	12 pm - 1 pm	8 am - 10 pm	8 am - 10 pm
Sub Mall	12 pm - 1 pm	8 am - 10 pm	8 am - 10 pm
Sub Patio	None	8 am - 10 pm	8 am - 10 pm

- A. In all areas an "Outdoor Program Agreement" must be filed with the Student Activities Director, 222 Strand Union, at least two weeks prior to the event. This form is to be completed **online** through the Student Activities website (www.montana.edu/studentactivities/outdoor/). This application for approval of outdoor events to be held on campus must be completed for ANY outdoor event your group sponsors, regardless of scope. **You will be notified by email once the application is approved.**
- B. Common hour exam schedules must always be checked. No programming should be done during common hour exams.
- C. All department heads in buildings adjacent to the actual event will be notified by the Office of Student Activities of the event, the potential crowd, the beginning and ending times, and any other important factors at least one week prior to the event.
- D. Events with sound will be allowed Monday through Friday from 12 p.m. to 1 p.m. ONLY at Roskie Hall, SUB Mall, and Hannon, due to classes.
- E. Any event/ program that requires digging holes or driving stakes into the ground (no matter how shallow) must receive explicit permission from Facilities Services.
- F. Any advertising requires approval by Residence Life or Student Activities prior to posting.
- G. **An approved Outdoor Program Agreement does NOT guarantee space. The Form serves as notification only.**

UNIVERSITY FOOD SERVICE POLICY FOR FOOD SERVED ON CAMPUS

GENERAL STATEMENT:

For the purposes of liability, quality, food safety, and control, all food sold and provided on campus must be supplied by University Food Services. Under no circumstance may food be sold or catered by any vendor or organization other than University Food Service. Food may not be served on campus by a commercial or domestic source to be used as a promotional tool for a commercial entity.

An **exception** to this rule allows for Student Organizations meeting in the SUB after 5:00pm with a gathering of less than 40 people. Groups are encouraged to utilize existing food venues after hours. However, these groups may order food from outside venues. Groups with an anticipated attendance of greater than 40 people are required to utilize University Food Service.

CONDITIONS:

1. Food may be served on campus prepared by a commercial or domestic source if donated for promotional activities of the affiliated group and the food is to be consumed by the group and its participants and not sold.
2. The sponsoring group of an event must prominently display a sign at the event stating that the product is donated by the licensed food vendor. Donation of food to an affiliated group does not give the donating food vendor permission or privilege to sell its product on campus.
3. Although University Food Services cannot donate food products, University Food Services may, on occasion, jointly sponsor an event if budget is available. The University Food Services may authorize the service of off-campus food for a jointly sponsored event.
4. No food from off-campus sources may be served in the Strand Union, for affiliated or non-affiliated group events, donated or otherwise. However, the SOB Barn is available for groups to use for serving donated food without charge to its group's participants.
5. All off-campus food or beverage service must be approved by Conference Services Director, University Food Service Director, and Food Service Sanitarian.
6. Individual solicitations of off-campus food vendors for delivery of food for personal consumption on campus are not prohibited under these rules.

If a registered Student Organization wishes to sponsor a fund-raising bake sale anywhere on campus, with the exception of the Strand Union Building, an approval process must be undertaken. Contact the Office of Student Activities. (See next page.)

WANT TO HOLD A BAKE SALE? Please see Student Activities for further information before proceeding.

(Sample) FACILITY USE REQUEST FOR STUDENT ORGANIZATIONS (Sample)
(for non-Strand Union, non-athletic facilities)

BAKE SALES are permitted on a limited basis – for more information, please see Student Activities.

Name of registered Student Organization: _____
Please provide the following information for a 'contact person' who will be involved with and able to answer questions pertaining to this activity:

Name: _____ Address: _____

Phone #: _____ Email: _____

Advisor's name: _____ Advisor's phone #: _____

Facility requested (building name): _____

General area in building (lobbies or hallways only): _____

Date(s) requested: _____ Times: from _____ a.m. / p.m. to _____ a.m. / p.m.

The facility will be used for: Bake sale / Raffle / Information table / Other: _____

IMPORTANT! If you plan to use an academic classroom during the *weekends, holidays or after 5 pm*, you need to schedule use of the space with MARILYN MORGAN in the Registrar's Office, Montana Hall.

Will alcohol be served? Yes / No If yes, please complete an Alcohol Approval Form through Catering, 236 Strand Union, 994-3336.

*I understand that if permission is granted to use the facility(ies) requested, on the date(s) specified, all representatives of my group will be required to follow all rules set down by the University. If any member of my group fails to observe these rules, we will forfeit our right to extraneous use of the facility(ies) for one (1) full year.

Your Signature Date _____

PLEASE RETURN THIS FORM TO THE OFFICE OF STUDENT ACTIVITIES, 222 STRAND UNION BUILDING (ACROSS THE HALL FROM THE ASK-US INFORMATION DESK) FOR APPROVAL.

- Permission is denied.
- Permission is hereby granted to requestor for use of the facility(ies) ONLY on the dates and at the times specified.

By: _____ Date: _____
Title: Director of Student Activities

***PLEASE NOTE!:** Completion of this form entitles requesting organization to use the facility(ies) ONLY at the specified time(s) and on the specified date(s), NOT to unlimited use of and access to the facility! If requesting organization wishes to use an academic classroom, see Marilyn Morgan in the Registrar's Office. Please see Director of Student Activities if clarification is required.

For information regarding other relevant policies, please refer to the following web addresses:

MSU-BOZEMAN ALCOHOL/DRUG POLICY

http://www2.montana.edu/policy/security_report/alcohol_drug_policies.html

RESIDENCE HALL POLICIES

<http://www.montana.edu/wwwocl/Reslife/pdfs/handbook.pdf>

CONDUCT GUIDELINES

http://www2.montana.edu/policy/student_conduct/student_conduct_code.htm

STUDENT ORGANIZATION FUNDING

A. FUNDING BOARD FUNDING

The Funding Board will allocate two-thirds of the estimated Student Organization fee in the spring semester for Student Organization activities/ programs in the following year.

The Funding Board will review the funding applications from eligible registered Student Organizations and select the organizations that will receive funding using the criteria stated herein. The Funding Board shall exercise its discretion to select those programs and activities which it believes will provide enrichment of the academic experience of University students and best serve the interests of students at Montana State University. This discretion includes but is not limited to the Funding Board not funding Student Organizations that have not been registered for more than one or two years and have no track record of spending their funding allocation. These Student Organizations will be encouraged to request Program Support Funds.

B. PROGRAM SUPPORT FUND

The Office of Student Activities will allocate one-third of the Student Organization fee for program support in the fall and spring semesters. Program support means support for the activities and operations of a registered Student Organization.

Registered Student Organizations may apply for funding by submitting a Program Support Fund application at any time. Funding will be made on a first come first served basis. The Office of Student Activities will establish a maximum award each semester based upon availability of funds and interest of Student Organizations. Registered Student Organizations which are unable to apply for Funding Board funding in the spring semester for the following academic year may apply for Program Support funding. Those organizations receiving Funding Board allocations are not eligible for Program Support funding from the Office of Student Activities unless there are funds available after the priority funding date established annually by the Office of Student Activities.

- C. To be eligible to apply for funding, your Student Organization must be currently registered (completed on a yearly basis).
- D. For application information, please pick up necessary forms from the Office of Student Activities, SUB 222.
- E. See the “Funding Guidelines” posted on our website at www.montana.edu/studentactivities/ for more detailed information.

In return for our sponsorship, your group will be required to send ONE ORGANIZATION MEMBER FOR EVERY \$500 AWARDED to help with the Day of Student Recognition Selection process. This is a one-time-only meeting which typically occurs in March and lasts about three hours. Snacks are provided for all participants. If an organization member is not available, it is your organization’s responsibility to find someone who will attend, regardless of affiliation. THIS IS NOT OPTIONAL. Failure to meet this requirement will result in loss of future funding from the Office of Student Activities.

*****IF YOU HAVEN’T HEARD FROM US WITHIN 1-2 WEEKS AFTER YOU’VE DROPPED OFF/ MAILED YOUR REQUEST, please stop by our office or call us at 994-3591. It is YOUR responsibility to make sure the forms were received into our office. Failure to follow up could result in our not being able to provide your group with financial support. We reserve the right to deny funding to any Student Organization for any event, for any reason.*****

PLEASE STOP BY THE OFFICE OF STUDENT ACTIVITIES, 222 STRAND UNION,
FOR FUNDING APPLICATION INFORMATION.

STUDENT ORGANIZATION RESOURCE DIRECTORY

PUBLICITY/ADVERTISING

<i>Bozeman Daily Chronicle</i>	587-4491	2820 West College Ave.
<i>Exponent (student newspaper)</i>	994-2224	366 Strand Union
<i>Family Housing Newsletter</i> Deadline: 15th of the month	994-3730	1502 W. Garfield
<i>KGLT</i>	994-3001	320 Strand Union
<i>Communications Services</i> Information can be sent to all newspapers in Montana through this office.	994-4571	437 Culbertson Hall
<i>University Studies Office Bulletin Board</i>	994-3532	130 Gaines Hall
<i>Residence Halls-</i> See front desk person, Res. Life office	994-2661	Basement, S. Hedges
Strand Union:		
Ask-Us Info Desk	994-4636	SUB, west entrance
Lighted Source Boards - Strand Union Administration - one week for lighted message	994-3082	Room 211
Union Market Running Board - Student Activities (see pg. 25 for more info)	994-3591	Room 222
<i>Women's Center bulletin board</i> - Betsy Danforth, - (closed during the summer)	994-3836	Room 372

SECURITY FOR FUNCTIONS

<i>Crowd Management Services</i> (Randy Scott)	256-2480; 503-222-5957	
<i>MSU University Police</i>	994-2121	S 7 th and Kagy Ave
<i>Bozeman City Police</i>	586-3311	615 South 16 th
<i>Gallatin County Sheriff</i>	582-2125	615 South 16 th
<i>Rocky Mountain Security Service</i>	388-9380	2990 Thorpe Rd

TRANSPORTATION

<i>Greater Valley Taxi</i>	388-9999	
<i>Greyhound Bus</i>	1-800-231-2222	1205 E Main St
<i>Streamline Bus System</i> - Schedule available at Ask Us Info Desk. Free for everyone! (www.streamlinebus.com)	406-587-2434	807 N Tracy

SHIPPING AND MAILING RESOURCES

<i>Alumni Office</i>	994-2401 - 11th & Lincoln - <i>provides computerized mailing list of alumni</i>	
<i>Fax at Ask-Us Info Desk</i>	FAX #: 994-3228 ; Bozeman faxes - \$1.00 per page, Long Distance faxes - \$1.50 per page, International faxes - \$5 per page, Receiving - \$1.00 per page.	
<i>Federal Express/ Kinko's</i>	586-8999 : Call for pick-up information	
<i>Intercampus Mail</i>	FREE for all locations on campus, including Residence Halls. Pick-up daily in campus departments.	
<i>Mail & More</i>	866-632-4991 – 7720A Shedhorn Drive (at Four Corners) – M-F, 8:30 a.m. – 5:30 p.m. and Sat, 10:00 a.m. – 2:30 p.m.	
<i>Pack Tech</i>	587-0558 – 2504 W Main St - accepts packages for UPS, FedEx, and Airborne; also sends air freight. Call for prices.	
US Post Offices:		
MSU	994-2672 - Culbertson Hall lobby; Hours: M-F, 8:30 a.m. - 4 p.m. All services available except C.O.D. MSU Bulk Permit available for MSU authorized depts. and Student Organizations if mail is campus-related.	
Bridger Contract Station	587-9785 - 910 N 7 th Ave (in Van's IGA); Hours: M-F, 7 a.m. – 5 p.m. and Sat., 8 a.m. – 3 p.m. All services available except Express Mail.	
Babcock	586-2373 - 32 E Babcock (Federal Bldg.); Hours: M-F, 9 a.m. – 5 p.m. All services available.	

ADDITIONAL INFORMATION

<i>Danforth Chapel</i>	To reserve, call Conference Services at 994-3081, 211 Strand Union.	The chapel is located across from Hannon Hall. Reservations accepted for weddings and religious services only.
<i>Outdoor space use on MSU campus</i>	994-3591; Office of Student Activities, 222 Strand Union	Fill out the online application at www.montana.edu/studentactivities .
<i>ASMSU Tech Services</i>	994-5823; Office of Student Activities, 222 Strand Union	Audio/ Lighting equipment rental. Call for more information.

LOCATIONS FOR SOCIAL GET-TOGETHERS

<i>Bozeman City Parks</i>	582-3200	814 N Bozeman Ave	Groups desiring alcohol at their picnic must secure a waiver to the Open Container Ordinance. City ordinance does not allow alcoholic beverages in the parks without a waiver.
<i>Bozeman Public Library</i>	582-2400	626 E Main St	FREE. Meeting rooms holds up to 100 people. Make arrangements for keys through the Library ahead of time. Reserve in advance.
<i>Christus Collegium</i>	586-3172	714 S. 8th Ave	If University related, FREE. Kitchen facilities available. No smoking or alcohol on premises. Fireside Room seats 20-25 with VCR, 21" screen. Main Hall seats 150.
<i>Fairground Building/ Cafeteria</i>	582-3270	901 N. Black.	Fee depends on the group
<i>Flaming Arrow Lodge</i>	587-1367	15521 Bridger Canyon Rd.	Open year round. Seats 250 people. Large fireplace room available. List of referrals for catering and/or bands. Call for fees.
<i>Gallatin Gateway Community Center</i>	763-5156	145 Mill St, Gallatin Gateway	Call for more info.
<i>Lindley Center</i>	586-7097	1102 E. Curtiss	Call for more info.
<i>MSU Classrooms</i>	994-4155	Registrar's office, Montana Hall, MSU	
<i>Pilgrim Congregational Church</i>	587-3690	2118 S. 3rd Ave	FREE for non-profit groups. 30 day reservation requested.
<i>Resurrection Parish</i>	586-9243	1725 S 11 th Ave	FREE - with approval at Monday morning staff meetings. Mondays and Wednesdays not good.
<i>SOB Barn</i>	994-3081	Conference Services	FREE to registered Student Organizations unless charging for entrance.
<i>Strand Union Rooms</i>	994-3081	Conference Services	FREE to registered Student Organizations unless charging for entrance. Cannot bring in food except for sack lunch for you only.

VOLUNTEER OPPORTUNITIES

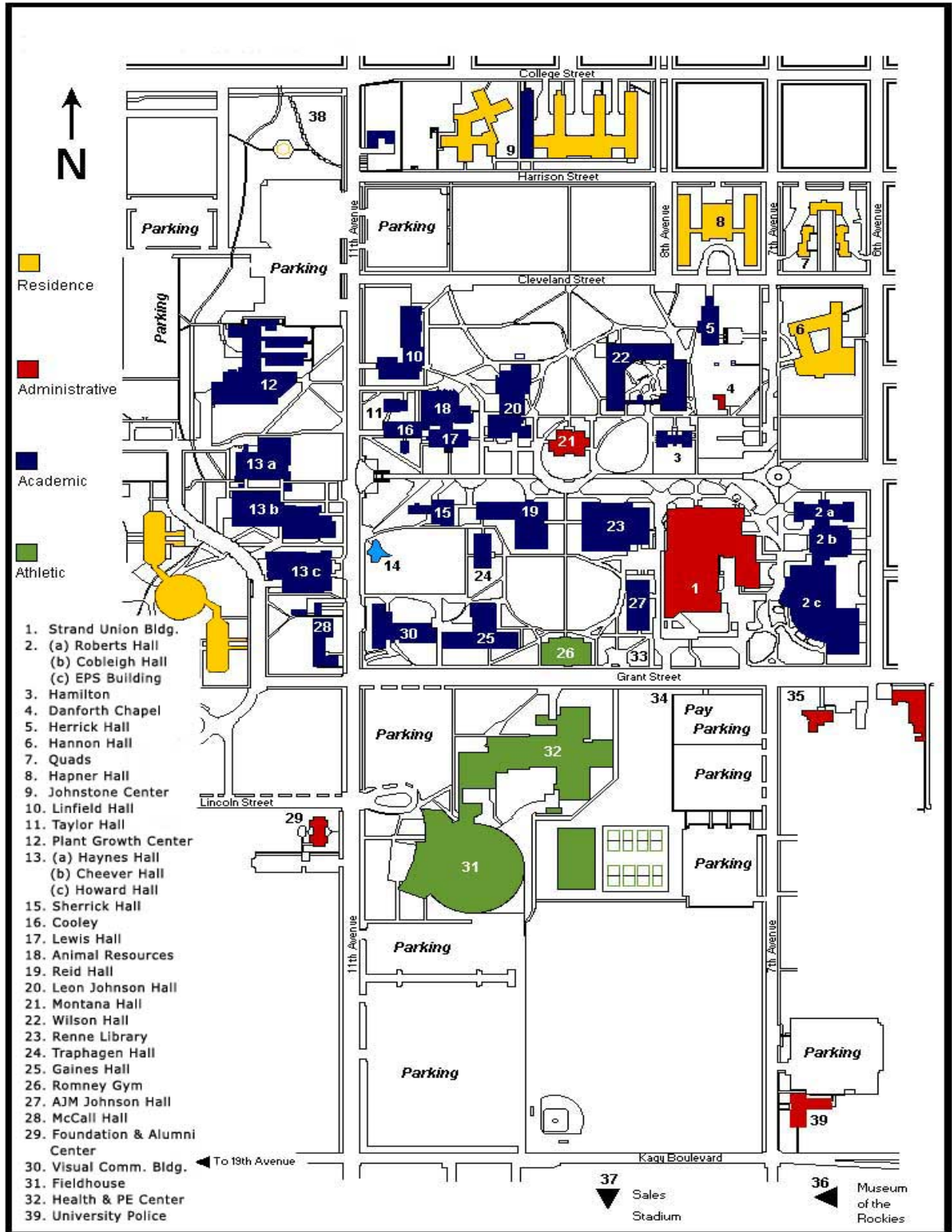
MSU OFFICE FOR COMMUNITY ENGAGEMENT
331 CULBERTSON HALL and 286 SUB; PHONE 994-6902; □ FAX 406-994-6889
E-MAIL: COMMUNITY@MONTANA.EDU
WEB: <http://www.montana.edu/community/>
Kathy Tanner, Director

MISSION: *To promote students in service to the people of Montana by establishing mutually beneficial relationships between the University and our local non-profit and school communities, with goals for our students to include enhancing curricular and co-curricular learning and introducing community involvement and civic responsibility as an essential and meaningful part of the University experience.*

FUNCTIONS: Offer work-study and living allowance AmeriCorps positions to MSU students who gain invaluable leadership, program coordination, and relationship skills. Support and encourage student-initiated community involvement. □ Create and maintain a database of community volunteer opportunities. Facilitate interactions between faculty, students and community agencies. Provide sample course syllabi, articles on service learning and curriculum development assistance to interested faculty.

CURRENT PROGRAMS

AMERICA READS/ AMERICA COUNTS	Over the four year history of this national program adopted at MSU to improve literacy skills in children from K-8th grade, 220 MSU student tutors have given over 24,063 hours to reach 975 children in area schools. This program is coordinated in partnership with the Bozeman Public School system and the MSU Department of Education, Health and Human Development.
BREAKS AWAY	Student leaders plan and lead an immersion week of community service in local and regional venues during school breaks. Over the five-year history of the program, 309 students have donated more than 10,000 hours in 30 communities.
COMMUNITY INVOLVEMENT FAIR	This is held in the fall over two days for any non-profit, tax-exempt or governmental organization that is willing to provide service opportunities to any MSU student.
SERVICE SATURDAYS	Service projects are held on the first Saturday of the month. They are coordinated and sponsored by MSU's Office for Community Engagement, Associated Students of Montana State University (ASMSU) & Volunteer Connections of Greater Gallatin United Way. Projects will vary from month to month.
DONATE LIFE	Take five minutes out of your day to register as an organ, eye, and tissue donor at www.donatelifetoday.com/students .
CAMPUS CORPS	Montana Campus Corps (MCC) is an AmeriCorps program that actively engages college students in meeting community-identified needs through meaningful service. Campus Corps members serve in the fields of education, human services, public health and safety, the environment, and homeland security, and are helping to improve our state while gaining valuable connections and skills and insight into communities and careers in the common good.
FACULTY AND STUDENT FELLOWS:	Teaching and Learning Center Faculty Workshops are available to faculty and students who are interested in integrating public service and service learning into all aspects of their professional or personal development (teaching, research, and service).



- Residence
- Administrative
- Academic
- Athletic

1. Strand Union Bldg.
2. (a) Roberts Hall
(b) Cobleigh Hall
(c) EPS Building
3. Hamilton
4. Danforth Chapel
5. Herrick Hall
6. Hannon Hall
7. Quads
8. Hapner Hall
9. Johnstone Center
10. Linfield Hall
11. Taylor Hall
12. Plant Growth Center
13. (a) Haynes Hall
(b) Cheever Hall
(c) Howard Hall
15. Sherrick Hall
16. Cooley
17. Lewis Hall
18. Animal Resources
19. Reid Hall
20. Leon Johnson Hall
21. Montana Hall
22. Wilson Hall
23. Renne Library
24. Traphagen Hall
25. Gaines Hall
26. Romney Gym
27. AJM Johnson Hall
28. McCall Hall
29. Foundation & Alumni Center
30. Visual Comm. Bldg.
31. Fieldhouse
32. Health & PE Center
39. University Police

37 Sales Stadium
 36 Museum of the Rockies

