

# Top Ten Policies for Student Organizations to Know by the MSU Office of Activities & Engagement (OAE)

## 1. Annual Registration & Change of Leadership

Groups that want to be recognized as an official Registered Student Organization at MSU, must complete the registration process **once each academic year**. To stay active, you **MUST** register by September 30<sup>th</sup> of every year. However, new and existing clubs can register at any time throughout the year. If your club changes leadership (student or advisor) **AFTER** you have submitted your registration, please use of the form on the OAE website to update us. This ensures we are communicating with the correct people.

## 2. Student Organization Funding

Registered student organizations are eligible to apply for funding made available by the Student Organization student fee. We will not retroactively fund, which means we will not fund events/activities/items that have already occurred or been purchased. Clubs must apply and be approved for funding **BEFORE**. Recommend a full two weeks prior at a minimum. See funding section on OAE website about how to apply and the different types of funding available.

## 3. Reserving Space (Physical & Advertising)

Registered clubs have access to reserving space (meeting or event) on campus. There is also free advertising space on campus open to clubs. See OAE policies page for the specific contacts for each type of space and also the Advertising Checklist for clubs on the OAE resources page.

## 4. Food Rules on Campus

All food must be provided by University Food Services (aka Catering), with these exceptions **ONLY**:

- a. If your Student Organization is meeting after 5pm with a gathering of fewer than 40 people and is a general club meeting.
- b. Any food or beverage, served to the public on campus, must be prepared in a licensed, **inspected**, commercial kitchen, and must have a Food License issued, either by the State of Montana, or a Temporary Event Food Permit. SUB Kitchen may be reserved and rented at a cost for this purpose, if you wish to make your own food for an event.
- c. If a business wishes to donate food, this is permitted, however, your organization must prominently display a sign at the event stating that the product is donated by the licensed food vendor. Donation of food to a campus group does not give the donating food vendor permission or privilege to sell its product(s) on campus.
- d. **If a club prepares food in an inspected, commercial kitchen, on campus, they can sell their product, with these stipulations.**
  - i. Must only be raising funds to support the club.
  - ii. Must get a Temporary Food Permit and go through necessary training through the University Sanitarian.
  - iii. Selling food indoors must have approval by the building you wish to sell the food in. NOTE: You cannot sell in the SUB.
  - iv. **If selling outside, must submit an Outdoor Program Request at least 2 weeks beforehand.**

NOTE: MSU is a "closed" campus, meaning any vendors outside of MSU are not permitted to sell food items on our campus.

## 5. Alcohol Rules

If you wish to serve alcohol at your on-campus event, please note there is an alcohol request form that should be submitted at least 3 weeks before your event. <https://tofu.msu.montana.edu/ufs/alcohol>. If you plan to have alcohol served, you are required to also provide non-alcoholic beverages and food.

6. **Selling Items**

Your club is eligible to sell non-food/drink items for club fundraising purposes on campus. You must get permission from that particular building supervisor before doing so. The SUB charges \$5/day if you wish to sell items at one of their information tables. If you wish to sell outside, you must fill out an Outdoor Program Request.

7. **Student Leadership & Membership Requirements**

Clubs must agree to uphold the policy that 80% of your student organization membership **MUST** be currently enrolled students at MSU-Bozeman and **ONLY** students can hold officer positions. Club Sports must be 100% students.

8. **Open Membership/Non-Discrimination**

Clubs must agree that your organization does not/will not deny membership, voting rights and officer positions on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity or gender expression **except** an organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972, such as fraternities and sororities, in regard to gender, for membership criteria.

9. **Travel**

➤ **Domestic:**

Registered Student Organizations can travel as part of an organization-related trip anywhere off-campus. Due to the inherent risks associated with travel of any kind, OAE requires student organizations to complete travel forms **PRIOR** to traveling. Please submit the forms **no fewer than 10 days prior to the travel date** to the Office of Activities and Engagement.

➤ **International:**

Register your travel with the Office of International Programs no later than 60 days prior to departure. Registered student organization are eligible to rent through the contract MSU has with Enterprise. Anyone 18 years and older, with a valid driver's license, are able to drive these vehicles. If your club HAS club funding, there is also a Collision Damage Waiver (CDW) and \$1 Million Combined Single Limit (CSL) Liability included in the rates. If your club does not have funding, you may still have access to the MSU rates, but not the extra insurance.

10. **Use of MSU/Bobcat Name/Logos**

The Montana State University (MSU) name, logos, and team name ("Bobcats") and logos are registered and protected trademarks of Montana State University which may not be used without the express permission of Montana State University. Refer to your club as the "Club Name at or of MSU."

Full Student Organization Policies can be found on the Office of Activities & Engagement website at:

[www.montana.edu/engagement](http://www.montana.edu/engagement)

Questions about any of these?  
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