

Using the Student Organization Handbook

The Student Organization Handbook is published by the Department of Student Life to assist groups in registering, conducting activities, and being productive on campus. For the reader's convenience, the Handbook is divided into 10 sections:

1. Registering a group on campus
2. Managing financial accounts
3. Advisors to student organizations
4. Responsibilities of student organization leaders
5. Procedures for conducting an on-campus event
6. Types of events
7. Facilities/locations for events
8. University services and resources
9. University policies and regulations
10. Most commonly asked questions of student groups

When referring to the Handbook for activity planning purposes, it is important to first read the section on **procedures for conducting on-campus events**. Then for most activities, the instructions needed may be found under the **facility/location section**. However, some activities require additional instructions. If planning any of the following activities, refer to both the facility/location section in addition to the section on the various types of activities:

- Campaigning, canvassing, and petition drives
- Commercial sponsorship of activities
- Endurance events
- Mailbox distribution
- Marathons
- Marches/Rallies
- Raffles
- Record-breaking events
- Revenue-producing events
- Sales at athletic events
- Social events
- Speakers from outside the University

We hope this handbook will assist you and your organization in being successful and productive on campus. If you have any questions, suggestions, or concerns, please call or visit the Student Life Center, 101 Student Services Building, (517) 355-8286.