

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 9 sections:

Registering a group on campus

Advisors to student organizations

Responsibilities of student organization leaders

Procedures for conducting an on-campus event

Facilities/locations for events

Types of events

University services and resources

University policies and regulations

Most commonly asked questions of student groups

When referring to the Handbook for activity planning purposes, it is important to read the section on procedures for conducting on-campus events first. Then for most activities, the instructions needed can 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

Commercial sponsorship of activities

Endurance events

Mailbox distribution

Marathons

Marches

Petition drives

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 or concerns, please call or visit the Student Life Center, 101 Student Services Building, 355-8286.