

Commonly Asked Questions

1. Is it mandatory to register my student group?

In order to have access to University facilities and services a student group must be registered with the University.

2. What are the benefits/services available to our group after we register?

Registered Student Organizations are able to use University facilities and services. For more specific information regarding specific services and resources, see the "University Services and Resources" section of this handbook.

3. It is mandatory to have a University account?

No. A University account is only necessary if you have any revenue-producing events on campus, or if you use a University service such as Physical Plant. Some University departments will only allow your group to pay for services through University accounts. See the sections on [revenue-producing events](#) and [University accounts](#) in this handbook for more detailed information.

4. Can our group have an account at an off-campus bank?

Yes. MSU does not require student organizations to have their financial accounts with the University. However, groups must have a University account if they have any revenue-producing events on campus or if they need to pay for a University service such as Physical Plant.

5. Our off-campus bank requires our group to have an Employer Identification Number (EIN). How do we get an EIN?

EIN's are necessary so that you, as a leader, do not get taxed for interest earned on your student group account with an off-campus bank. An SS-4, Application for Employer Identification Number form must be filed with the Internal Revenue Service in order to get an EIN. Copies of the form are available in the Student Life Center, 101 Student Services Building, or you can contact the Department of Treasury, Internal Revenue Service.

6. Can we have a bake sale on campus?

No. Food offered for public sale on the campus must, in general, be handled only through the facilities of the Division of Housing and Food Services. Food to sell may be obtained from the Concessions Department and charged at cost plus

handling. See "[Food, Public Sale on Campus](#)" in this handbook for more detailed information.

7. Our group wants to do some sort of fundraiser. Do you have any ideas?

Yes. The Student Activities staff has fundraising ideas and resources available to student organizations. Stop by the Student Life Center, 101 Student Services Building for more information.

8. Why is an Activity Planning Form (APF) necessary?

APF's are necessary for a couple reasons:

- It is a Student Group Regulation that events and activities sponsored by student organizations must be calendared through the Student Life Center, 101 Student Services Building, and
- Only registered student groups have access to University facilities and services, and the APF signed by Student Life staff is your verification of registration.

9. Can I, as an organization leader, be held liable if someone is injured at an off-campus event/retreat/trip?

For legal advice student groups should consult ASMSU Student Legal Services, 329 Student Services Building. This is a free service for undergraduates at MSU. In general however, when planning an off-campus event, student organizers should be very thorough in their planning. Care should be taken to make appropriate, and as safe as possible arrangements. Alcohol should not be involved in the event.

10. Can we get a set of mailing labels of current MSU students?

Yes. Any Registered Student Organization or Major Governing Group with an active University account can request mailing labels of MSU Students. All mail label requests should be directed to the Assistant Director of Student Life/Student Activities. The cost is \$27.00 per hour to set up the label request computer program. Programs take an average of two hours to set up. Groups are also charged \$2.10 per thousand labels. If your organization has done a mail label request previously, and you are requesting the same run again, there is no charge for setting up the program. For more information, contact the Student Life Center, 101 Student Services Building, 355-8286. Requests take minimally one week to process.

11. When do we receive monthly account statements from our University account?

Statements are printed on the 10th of each month in the Accounting Department. They are then mailed to the Department of Student Life. Student Life then does the mailing to individual student groups. Realistically, they do not get mailed to student organizations until about the 15th of each month. Student organizations are encouraged to use good accounting practices and not to solely rely on official account statements to keep up-to-date with their account balance.

12. We haven't been receiving our mail. What's the deal?

The first step you should take is to check with the Student Activities office, 101 Student Services Building, 355-8286 to see if the correct mailing address is on file. Whenever your group changes your mailing address, you need to notify the Student Activities office. An incorrect mailing address is the most common reason for lost mail.

13. If we change officers or advisors, do we need to notify anyone?

Yes. Inform the Student Life Center, 101 Student Services Building of any officer or advisor changes. If you have a University account, you must also fill out new account materials.