

## 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:

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