Table of Contents

Chapter 1: Registering an Organization .................................................................pg. 4-10

- Annual Registration for Existing Clubs/Organizations........................................pg. 4
- Forming a New Organization.................................................................................pg. 4-5
- UMC Student Association Constitution Guidelines for Recognized Organizations......pg. 5-6
- Classification of Student Organizations...............................................................pg. 6
  o Registered Student Organization (RSO)
  o Campus Life Program (CLP)
- Definition of Club Status .......................................................................................pg. 6-8
  o Club in Good Standing
  o Club on Probation
  o Club not in Good Standing
  o Inactive Club
  o Voluntary Dormant Status
- Student Conduct.....................................................................................................pg. 8
  o Hazing
  o Bullying
  o Unauthorized use of Facilities
- Academic Suspension and Probation Policy .........................................................pg. 8-9
- Requirements to be in Good Standing .................................................................pg. 9-10

Chapter 2: UMC Club Financial Information ..........................................................pg. 11-19

- Basic Financial Policies .........................................................................................pg. 11-12
  o Apply for an EIN
  o Account Set-Up
- Club Allocation Funding .......................................................................................pg. 13
- Access to Funds .....................................................................................................pg. 13-14
  o Campus Life Programing (CLP)
  o Registered Student Organizations (RSO)
- Club Fundraising ..................................................................................................pg. 14-17
  o UMC Student Clubs and Organizations
  o UMC Department Clubs and Organizations
  o Concessions and Vending
  o Fundraising Request Form
  o Raffles
- Tax Liability ...........................................................................................................pg. 17
- Bake Sales...............................................................................................................pg. 17
- Campus Wide Activity Funding.............................................................................pg. 18-19
  o Crookston Student Association Campus Wide Activity Application for Funds
  o Sodexo Food Sponsorship
  o Coca Cola Beverage Partnership
• Student Service Fees ..................................................................................................................pg.19

Chapter 3: Club Management ........................................................................................................pg. 20-25

• Role of a President ..................................................................................................................pg. 20
• Role of CSA Representative ...................................................................................................pg. 20-21
• Role of an Advisor ..................................................................................................................pg. 21-22
  o The advisor is expected to
  o The Office of Student Activities has the expectation that advisors
• Recruiting and Retaining Members ......................................................................................pg. 22-23
• How to Run a Meeting ............................................................................................................pg. 23-25
• Officer Transition ....................................................................................................................pg. 25

Chapter 4: Event and Activity Planning Guidelines ........................................................................pg. 26-34

• Event Planning .......................................................................................................................pg. 26-27
• Reserving University Space and Vehicles .............................................................................pg. 27-28
  o Fleet Vehicles
• Motion Picture Viewing/Video Games ..................................................................................pg. 28-29
  o Showing a film to a general audience
  o Permissions
• University of Minnesota Crookston Food Permit .................................................................pg. 29-31
  o Exceptions
  o Requirements for events with food
  o Definitions
  o U of M Department of Environmental Health & Safety
  o University Food Permit Instructions-Crookston Campus
• University Relations ...............................................................................................................pg. 31-32
  o Event Coverage
  o Press Releases
  o Photography
  o Publications
  o Guideline for University Image
• Posting Policy ........................................................................................................................pg. 32-34
  o Student Mailboxes
  o Napkin Holder Policy
  o Posters
  o Posting Guidelines
  o Distribution of Information by Chalking
  o Digital Display
  o UMC Today Page

Chapter 5: Appendix .....................................................................................................................pg. 35-62
- Classification of Student Organizations on the Crookston Campus........................................pg. 36-39
  - Campus Life Program: CLP
  - Registered Student Organizations: RSO
  - Naming your Student Group
  - Responsibility and Accountability
- Club Community Service Policy ........................................................................................................pg. 40-41
- Coca Cola Beverage Partnership ........................................................................................................pg. 42-44
- Student Service Fee UMC Guidelines ..................................................................................................pg. 45-47
  - Membership
  - Training
  - Application/Eligibility of Student Services Fee Requests
  - Process/Support which supports View Point Neutrality
  - Criteria for Decisions
  - Appeals Process
  - Review Process
- Food Permit ........................................................................................................................................pg. 48-49
  - Expectations
  - Requirements for events with food
  - Definitions
  - UMC Forms/Policies Available on Crookston Connection Student Activities Page
- Bake Sale Form ....................................................................................................................................pg. 50
- Pizza Application .................................................................................................................................pg. 51-52
- Potluck Application ..............................................................................................................................pg. 53-55
- Guidelines and Sample Constitution .................................................................................................pg. 56-62
Chapter 1: Registering an Organization

The University of Minnesota Crookston encourages students to organize and participate in groups and activities outside of the formal classroom setting. Through active engagement outside of the classroom, students can gain valuable experience in leadership, interpersonal relationships, organization, time management, conflict resolution, and decision making. In order to ensure that students are informed of available opportunities, UMC requires that all student clubs and organizations register annually with the Office of Student Activities.

Annual Registration for Existing Clubs/Organizations

In order to be recognized by the University of Minnesota Crookston, and be eligible for appropriate benefits, student organizations must register with the Office of Student Activities. Registration signifies an awareness of and an agreement to comply with University Policies and Procedures.

Previously registered clubs and organizations must register by the fifth week of the semester or September 30, whichever is later. Registration is completed electronically on Crookston Connection: https://crk.collegiatelink.net/. Clubs are also required to send one club representative to the Club President/Advisor Meeting that takes place each September.

Organizations that do not register and/or fail to attend the Club President/Advisor Meeting will be considered to not be in good standing and will be ineligible for club funds or fundraising requests.

Forming a New Organization

Before you begin:

All UMC clubs and organizations must be started by students. No club or organization may originate at the request of an employee of the University.

In order to aid in your organization process it is helpful to be able to answer the following questions:

- What is the purpose of your club/organization?
- What are the goals of your club/organization?
- What is unique about your club/organization?
- Are there other students who would be interested in your organization?
- How much time/participation will be needed for your organization?

To become officially recognized:

- Choose a club or organization name.
- Select an advisor (must be a full time UMC faculty or staff).
Have five or more UMC students interested.

Create and present a constitution to the CSA full board meeting. A member must be the one to present the constitution. (samples and examples provided in Appendix)

After initial CSA Full Board presentation, two weeks later a club member must come to the CSA full board meeting and have the constitution officially recognized.

Hold first official meeting and select or elect officers.

Officially register club with Student Activities Office:
- Advisor and officer’s names and addresses
- Designation as a Campus Life Program (CLP) or Registered Student Organization (RSO)

Complete Financial Paperwork
- CLP – work with Student Activities Office in setting up an on-campus account number
- RSO – Register with the IRS to obtain an EIN Number; Complete vendor paperwork with UMC Business Office; Establish off-campus bank account

Set meeting times and file each semester with CSA secretary.

Follow CSA constitution rules to remain in good standing.

UMC Student Association Constitution Guidelines for Recognized Organizations

Article II. Recognized Organizations

Section 1. Qualifications

(a) The organization must:
   (i) Consist of at least five students registered for six credits or more

   (ii) State a purpose which benefits the student body and is not substantially the same as the purpose of another recognized student organization.

   (iii) Be governed by a constitution approved by the CSA Full Board. The constitution must be presented at a CSA Full Board meeting to be reviewed and be voted on at the next CSA Full Board Meeting. Changes to the constitution must be approved by the Full Board to become effective.

   (iv) Select a faculty or staff advisor

   (v) Have all necessary paperwork turned into the CSA Vice-President and Treasurer by the fifth week of the fall semester

   (vi) Inform the CSA Full Board of all changes in status.

(b) Obtain approval from the CSA Full Board before engaging in fundraisers.
(c) Officers must maintain a minimum cumulative GPA of 2.0
(d) Representatives (to the Full Board) shall not be members of the CSA Executive Board
(e) Representatives may only be recognized to report for one organization at CSA Full Board Meetings

Section 2. Guidelines for Organization Repercussions

Organizations that fail to meet the guidelines listed above shall be sanctioned by the CSA Executive Board

Classification of Student Organizations

The University of Minnesota has two types of student organizations: Registered Student Organizations and Campus Life Programs. A full description of the Classifications can be found in the Appendix entitled: Classification of Student Organizations on the Crookston Campus.

Registered Student Organization (RSO)
Definition: A voluntary association comprised primarily of students that has no direct relationship to the University, but upon completion of the established registration process is entitled to certain privileges including: operating, meeting, advertising, and participating in activities on the University of Minnesota, Crookston campus; as well as eligibility to receive services from Student Activities.

Campus Life Program (CLP)
Definition: A University of Minnesota program similar to a student organization in purpose and composition whose activities, operations, and decision making processes are directly governed by University academic or administrative departments, and for which the University is ultimately responsible.

Definitions of Club Status

The Crookston Student Association adopted a definition system to track recognized clubs and organizations according to compliance of established guidelines in 2008. The following definitions were established:

Club in Good Standing:
A club in good standing is one that has a Constitution that has been officially voted on and approved by the Crookston Student Association Full Board. In addition the club must have completed the attendance requirements of no more than two misses of CSA Full Board Meetings per semester and two submitted community service projects per semester. A club in good standing...
- Is eligible to receive their funding from CSA
- Is eligible to request additional funds from CSA
- Is eligible to request funds from the Beverage Partnership Grant Program
• Is eligible to apply for Student Service Fee Funds
• Is eligible to apply for space within the Leadership Room
• Is eligible to use University vehicles, facilities and logos

**Club on Probation:**
A club on probation is one that has a Constitution that has been officially voted on and approved by the Crookston Student Association Full Board. The club failed to meet either the attendance requirement of no more than two misses of the CSA Full Board Meeting per semester or the two submitted community service projects per semester or both. A club on probation...

  • Is not eligible to receive their funding from CSA
  • Is not eligible to request additional funds from CSA
  • Is not eligible to request funds from the Beverage Partnership Grant Program
  • Is not eligible to apply for nor receive Student Service Fee Funds

**Club Not in Good Standing:**
A club not in good standing is one that has a Constitution that has been officially voted on and approved by the Crookston Student Association Full Board. The club has been on Probation status for two consecutive semesters. If the Club fails a third consecutive semester to regain good standing status it will be removed from active status. A club not in good standing...

  • Is not eligible to receive their funding from the Crookston Student Association
  • Is not eligible to request additional funds from the Crookston Student Association
  • Is not eligible to request funds from the Beverage Partnership Grant Program
  • Is not eligible to apply for nor receive Student Service Fee Funds
  • Is not eligible to use University Vehicles
  • Is not eligible to apply for space within the Leadership Room

**Inactive Club:**
An inactive club is one which was a formerly recognized club that has been on Probation/Not in good standing for three consecutive semesters. In order to regain full rights and privileges of a club the club must submit a Constitution to the Crookston Student Association Full Board for approval. An inactive club...

  • Is not eligible to receive their funding from the Crookston Student Association
  • Is not eligible to request additional funds from the Crookston Student Association
  • Is not eligible to request funds from the Beverage Partnership Grant Program
  • Is not eligible to use University vehicles, facilities, or logos
  • Is not eligible to apply for or receive Student Service Fee Funds
  • Has their club account at the Business Office is frozen
• Has their club e-mail address and website removed

Voluntary Dormant Status:
A voluntarily dormant club is one that is in good standing but requests to go temporarily dormant for a period of up to one year. Following that time the club must decide whether they would like to regain Good Standing Status or be moved to Inactive Status. A voluntarily dormant club...

• Is not eligible to receive their funding from the Crookston Student Association or any sources of additional funding
• Is not required to attend Crookston Student Association Full Board Meetings or conduct community service projects

Student Conduct

All students enrolled at the University of Minnesota must adhere to a standard of acceptable behavior outlined in the Student Code of Conduct approved by the University of Minnesota Regents. The Student Conduct Code applies to individual students enrolled at the University as well as registered student groups and for behavior that takes place both on and off campus. The Student Conduct Code lists disciplinary offenses as well as potential sanctions. To access the complete Student Conduct code: https://regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Conduct_Code.pdf Definitions of particular interest to student groups include but are not limited to:

Hazing: Hazing means any act taken on University property or in connection with any University-related group or activity that endangers the physical and/or mental health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization.

Bullying: Bullying means aggressive behavior directed at another person, either in person or through electronic means, that causes stress or harm and that is repeated over time, including but not limited to assaulting, defaming, terrorizing, making obscene gestures, or invading privacy.

Unauthorized Use of University Facilities or Services: Unauthorized use of University facilities or services means wrongfully using University properties or facilities; misusing, altering, or damaging firefighting equipment, safety devices, or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain fraudulently-through deceit, unauthorized procedures, bad checks, or misrepresentation-goods, quarters, services, or funds from University departments or student organizations or individuals acting in their behalf.

Academic Suspension and Probation Policy

For purposes of determining eligibility of students to receive state/federal financial aid and determine eligibility of students to represent the University in official events and activities the following policy statement shall apply. “Students on academic probation shall be considered to be making satisfactory
academic progress. Suspended students readmitted under the terms of the academic contract shall **NOT** be considered to be making satisfactory academic progress.”

Effective Spring 2001 any student on academic contract will not be eligible to officially represent UMC in any capacity. Any exceptions would have to be granted by the Committee directly.

Club officers must maintain a 2.0 to serve unless the club constitution specifies other criteria. In the absence of a specified policy the club constitution defaults to the CSA Constitution in matters of policy.

*Effective Spring 2001*

*Academic Standards & Policy Committee*

**Requirements to be in Good Standing**

A club in good standing is one that has a Constitution that has been officially voted on and approved by the Crookston Student Association Full Board. In addition the club must have:

- Registered with the Student Activities Office in the first five weeks of fall semester
- Completed attendance requirements of no more than two misses of CSA Full Board Meetings per semester
- Submission of two community service projects per semester
  - A cumulative minimum of **35%** of the total number of a club or organization’s members listed on their club roster is needed to participate in order for the project(s) to be considered a valid act of community service (e.g. a club with ten total members would be allowed to turn in four separate projects by individual club members in order to meet the cumulative 35% minimum).
  - Upon completion of the community service project, a club will have **fifteen days** from the date of service in which the community service form must be completed and submitted in order for the project to be considered a valid act of community service. The secretary of each club or organization is responsible for keeping a copy of every community service project form completed in case the Loans and Grants Committee needs verification of the minimum 35% criteria.

  **Note:** Members that partake in the community service project, along with their respective hours of participation, **must** be listed on the community service form.

The Club Community Service Form can be found on the Community Engagement Web Page under Forms: [https://www.crk.umn.edu/units/community-engagement](https://www.crk.umn.edu/units/community-engagement)

- Paid work will not be considered a valid act of community service. However, if the funds to be received are pledged and donated to an organization that promotes community involvement and service (e.g. Habitat for Humanity, Care and Share, etc.) special
consideration may be granted to accept the project by the University of Minnesota Crookston Student Association.

- **Two** community service projects are required per club *each* semester in order to be in good standing for receiving awards from the Loans and Grants Committee.

  *Adopted at January 16, 2001, University of Minnesota Crookston Student Association full board meeting.*

  *Please see the Appendix for the complete Club Community Service Policy.*

*Good Standing Criteria adopted by Crookston Student Association Full Board on April 22, 2002.*
Chapter 2: UMC Club Financial Information

Effective Spring Semester 2010 Student Clubs and Organizations were no longer able to maintain club financial accounts within the University of Minnesota, Crookston Business Affairs Office. All clubs classified as Campus Life Programs were converted to a University EFS Account under the sponsoring department. All Registered Student Organizations are required to open a bank account with a local financial vendor once they receive a Federal Tax Id# for their organization in accordance with the use of the University of Minnesota name policy as outlined in the Classification of Student Organization policy.

Basic Financial Policies

1. **Compliance:** The financial operations of student groups must be conducted in accordance with all applicable local, state, federal laws and regulations, and the student group's respective constitutions.

2. **Responsibility:** Registered officers of the student group shall have personal responsibility and accountability for the finances and operations of the group, in accordance with the Policy on Registration and Classification of Student Groups, and as specified in the student group's constitution.

3. **Banking:** Registered Student Organizations shall independently secure and maintain banking services through a service provider of their choice. All accounts should be opened and maintained under a Tax ID # (or EIN) specific to the group. University Campus Life Programs may not have a checkbook or separate banking account, as they are required to use the University's financial management system for all transactions.

4. **Taxes:** Registered Student Organizations shall be responsible for all applicable taxes; including, but not limited to, collection and payment of sales taxes and filing and payment of income taxes.

5. **Dissolution:** Upon dissolution of a student group, the group's officers shall be responsible for the distribution of remaining funds, in accordance with the group's constitution.

6. **Student Fee Receiving Groups:** Student groups receiving Student Services Fee funds independent from club allocations administered by the Crookston Student Association shall comply with auditing requirements and other financial and operational standards established by Student Services Fees Committee, in consultation with the Associate Vice-Chancellor for Student Affairs.

Any student group that will raise money and, therefore, spend money, will need to maintain proper financial accounts for the group. These accounts should not be the same as any one individual’s account and should be set up by applying for a Tax ID or EIN specific to the group. Each taxpayer, or student club, must have a Federal Taxpayer Identification Number (Tax ID). The organization should file Form SS-4 with the IRS to apply for this number. Any financial accounts created or maintained for the organization should be managed under this number.
Apply for an EIN:

2. Read instructions and click on "Begin Application"
3. Scroll to bottom of list and select on "View Additional Types including Nonprofit/Tax-Exempt Organizations," click "Continue"
4. Choose either "Community or Volunteer Group" or "Social or Savings Club" depending on which best describes your group, click "Continue"
5. Read description to confirm your selection, click "Continue"
6. Fill out the rest of the information
7. Print out and retain a copy of your CP575 Confirmation. Your current and future officers will need this document for tax filing purposes.

If the organization plans to sell tangible property or admissions to entertainment events and related activities, a [Minnesota business registration number](https://www.mndor.state.mn.us/tp/MN_xwTapReg.aspx) is also required. Sales tax will need to be collected on the sales and remitted to the state using the Minnesota registration number.

Account Set-Up:

1. Once a Tax Id Number has been obtained for the student organization a representative from the club (Treasurer or President) and the Advisor should jointly go to a local financial vendor and establish appropriate accounts (checking and/or saving).
2. Club Account should not bear the name University of Minnesota, Crookston in any part of its name.
3. University Address may be used:

   Club Name
   237 Sargeant Student Center
   2900 University Ave
   Crookston, MN 56716

4. Signature card for the account(s) should be filed at bank and kept updated so that access to the account(s) will not be interrupted.
5. Once a Tax Id Number is obtained the organization must be set-up as a vendor with the University of Minnesota by completing:
   a. Vendor Authorization Form
   b. W-9
6. Once bank account is open, and the club is set-up as a vendor club allocations will be made available from the Business Office in Selvig Hall once approved by the Crookston Student Association and Office of Student Activities.
**Club Allocation Funding:**

Crookston Student Association submits a request for Student Service Fees on behalf of UMC’s Clubs and Organizations. Those funds are used primarily as Club Grants to clubs that are in Good Standing, although are also used for Additional Club Funds and club training activities. The student fee dollars for the academic year are split in half after the additional funds reserve is accounted for, with half to be used in fall semester and half to be used in spring semester. All clubs who are in Good Standing as a result of the previous semester’s behavior will be eligible for grant distribution. The total number of clubs in Good Standing for that given semester will split the distribution evenly. The CSA Treasurer will work with the Director of Student Activities to transfer funds to on-campus accounts for CLP’s and to have checks cut for RSO’s.

**Access to Funds:**

**Campus Life Programs:** CLP’s are entities of the University so therefore are subject to University Business Practices. Registered student groups classified as Campus Life Programs (CLPs) must comply with all University financial policies and procedures.

1. All CLP funds shall be reflected on the University ledger system and all major equipment shall be registered on University inventory.
2. CLPs shall not maintain financial accounts (including checkbooks) outside of the University and/or University of Minnesota Foundation.
3. CLP funds and financial operations shall be subject to the oversight of the host academic or administrative department.
   - Should a club need access to their funds they are directed to work with their Advisor to use a University Purchasing Card or submit an expense reimbursement worksheet.
   - Please see the UMC Business Office website for a complete list of guidelines and forms. [https://www.crk.umn.edu/units/business-affairs-office](https://www.crk.umn.edu/units/business-affairs-office)

**Registered Student Organizations:** RSO’s do not have direct affiliation with the University so therefore are subject to rules and regulations of the IRS and private financial organizations. Registered student groups classified as Registered Student Organizations (RSOs) must comply with all University student group financial policies and procedures.

1. RSOs shall maintain independent financial accounts (including checkbooks) outside of the University. RSOs shall not operate their finances via the University’s financial system. It is imperative that up-to-date signature cards be on file at financial institutions as the University does not have access to those private accounts.
2. RSOs do not have access to the University's tax-exempt status and may not use the University tax identification number. Student groups seeking tax-exempt status must file on their own behalf with the state of Minnesota and/or the Internal Revenue Service.
3. Although the University of Minnesota asks all RSOs to operate as nonprofit entities, these groups do not have nonprofit status with the state of Minnesota.
4. RSOs are encouraged to apply for a Tax ID number (also known as EIN-Employee ID Number) to be used for any financial accounts on the group’s behalf. Groups apply for a Tax ID number through the Internal Revenue Service (IRS). Additional information on applying for a Tax ID number.

**Club Fundraising Policy:**

Any registered student club/organization that will need private gifts in order to complete a project (or trip) must receive administrative approval. The club advisor will be responsible to submit a written plan on the proposed project/trip including description of project/trip, number of students involved, budget and fundraising plan.

These plans will be submitted to division chairperson for academic programs and Director of Student Activities and then be forwarded to appropriate Vice Chancellor for proper campus coordination.

The fundraising portion of this plan will be approved by the Director of Alumni/Development.

**UMC Student Clubs and Organizations**

All fundraising activities by student clubs and organizations require Crookston Student Association approval and must follow established policy and procedures. Penalties are:

First violation — Fixed Fine of $25
Second violation — Fixed Fine of $50
Third violation — Complaint filed and all funds put in UMC Club/Organizations Fund

**Your request will be approved as long as it doesn’t conflict with too many other fundraisers at the same time. This is just to ensure your club doesn’t have to deal with competition.**

**UMC Department Clubs and Organizations**

1. Details of the proposed fundraiser are to be shared with the immediate supervisor and approval to proceed obtained (e.g., coach to Athletic Director, department head to Center Director, staff person to unit director).
2. A written proposal is to be submitted to the appropriate administrator (e.g., Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs) for approval prior to proceeding to step 3.
3. Information on the proposed fundraiser should be shared with the Crookston Student Association. Formal approval is not required. This is intended to avoid simultaneous fundraisers
occurring and/or conflicts with other clubs/organizations fundraisers. Dependent on input received specific details and/or timing may be revised.

4. If off-campus solicitation will occur, the Development Office needs to be consulted and their approval obtained. This is to assist the department in strengthening their fundraising activity and to avoid any conflicts with on-going fundraising efforts with off-campus constituents. Dependent on input received specific details and/or timing may be revised.

5. The appropriate administrator (e.g., Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs) will communicate to the Executive Committee the proposed fundraiser. Ordinarily this will be a “for your information” communication. If concerns are expressed formal approval may be required.

6. Upon approval by the appropriate administrator (e.g., Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs), and the Executive Committee (if required), the fundraiser may occur.

7. All funds are to be properly accounted for following standard University operating procedures working in conjunction with the Business Office.

Approved by UMC Executive Committee, March 16, 2001

Concessions and Vending
All concessions and vending machine sales are supervised by the Business Office. UMC Dining Services has responsibility for all sales and concessions at sports events.

Approved by the Administrative Committee, April, 1989. Revised September 2000

Fundraising Request Form
Student Organization Request Form for fundraising, raffle, sales, or solicitation is available on Crookston Connection under My Organization and Submit an Event: https://crk.collegiatelink.net/
The form must be submitted prior to the Crookston Student Association Full Board Meeting for which it will be brought forward for a vote. A failure to submit the form prior to the meeting will result in the tabling of the fundraiser until the following CSA Full Board Meeting.

Raffles
The University of Minnesota (including coordinate campuses) is currently permitted to conduct raffle activities on no more than five days during a calendar year. Requests need to be made with Beth Nunnally (612) 624-1053. The total value of all raffle prizes, including donated prizes awarded by the University, cannot exceed $50,000 during a calendar year. In addition, the total value of all raffle prizes for a single raffle or a series of raffles on the same day may not exceed $12,000. The University must file an Application for Exempt Permit — LG220, signed by President Kaler, for each of the five days the University of Minnesota will conduct raffle activities. Amounts paid for raffle tickets are not considered by the IRS to be tax deductible charitable contributions.

- Please add the following language to the face of any raffle ticket:
  
  The purchase of this raffle ticket is not a tax-deductible charitable contribution.
Organizations that are not organized under the University tax ID number (Teambackers, student organizations, etc.) must apply separately to the state gambling control board to receive a permit for a raffle if the amounts of the prizes are over $1500 in value.

“A nonprofit organization may conduct a raffle without a permit when for the calendar year:

- the total value of ALL prizes donated and purchased is less than $1,500, OR
- if the organization is a 501(c)(3) organization, the total value of ALL prizes donated and purchased for ONE event does not exceed $5,000 (see Minnesota Statutes, section 349.166, Subd. 1(c)).” http://mn.gov/gcb/exemptexcluded.html

For full Information on Raffles; Including alternative methods of conducting raffles, see the Minnesota Gambling Control Board: http://mn.gov/gcb/raffles.html

The registered student organization, offices, and departments at UMC have the right to participate in this valid fundraising activity. It affords groups the opportunity to learn from the experience of planning and organizing a raffle as well as the chance to raise a sizable amount of money.

This policy has been established to prevent organizations from competing with each other, misrepresentation of UMC in the community, and an unmanageable proliferation of raffles. UMC offices and departments must be approved by the appropriate Administrator and reported to the Student Activities Office to avoid duplication.

Student Club/Organization Raffle Process

***A registered student organization wishing to conduct a raffle must secure permission from the Director of Student Activities and CSA Full board using a Fundraising Request Form located in Crookston Connection AND abide by Minnesota Gambling Control Board Regulations.

1. All raffles conducted on and off campus by any University committee.
2. A raffle request form must be submitted to the Student Activities Director with proof of receipt (signed with date/time), prior to the start of a full board meeting.
3. A maximum of two raffles may be conducted at one time. Special provision for requesting an additional raffle may be granted with the consent of the full board upon receiving a written request.
4. The length of any raffle is limited to ten (10) consecutive school days (i.e. exclusive of weekends and holidays).
5. Approval for conducting a raffle shall be given on a first come, first served basis.
6. No person other than members of the registered student organization may participate in selling the raffles.
7. Raffle ticket sales may not interfere with classroom instruction.
8. Each raffle ticket must include the following statement: “This is a donation to an approved raffle of (name of organization) and not sponsored by the University of Minnesota, Crookston.”

Please add the following language to the face of any raffle ticket:
The purchase of this raffle ticket is not a tax-deductible charitable contribution.

9. The time, date, and place of the drawing of the winning raffle(s) must be indicated and must be open to the public. A non-member of the registered student organization whose identity shall be made public shall draw the winning raffle(s).

10. Within fourteen days of termination of the raffle, the registered student/campus organization shall submit to the Director of Student Activities a copy of the UMC Raffle Report Form found in the Appendix.

Adopted December 4, 2000 by the CSA Full Board

Tax Liability

Campus Life Programs are entities of the University of Minnesota and therefore are tax exempt under the University’s exemption numbers. Standard University purchasing practices apply.

Registered Student Organizations do not have a direct affiliation with the University of Minnesota and therefore may be subject to paying federal and state taxes. If the organization earns less than $5000 per calendar year it is considered to be tax exempt and therefore is not required to pay taxes. If the organization earns more than $5000 per calendar year taxes must be filed and/or tax-exempt status may be applied for.

Bake Sales

In order to ensure the safety and well-being of the campus community, all groups requesting to do a Bake Sale must submit an application a minimum of five (5) business days to the Twin Cities campus Department of Environmental Health and Safety. A copy of the Bake Sale Form is available in the Appendix.

Requirements for the bake sale include:
1. Acceptable bake sale foods include items like bars, brownies, cookies, cakes, breads, fruit pies, doughnuts, etc. Pre-packaged, canned frosting that does not require refrigeration is acceptable for use. Not allowed: cream-filled pastries, éclairs, cream pies, etc.
2. All bake sale items shall be individually wrapped at the original point of preparation. Items to remain wrapped until sold.
3. Preparation may be completed in a home-type kitchen, with the reminder that only the bake sale items shall be prepared at this time. Food for individual consumption should not be prepared at the same time as bake sale items are prepared.
4. Bake sale items shall be transported in a covered container.
5. Individuals conducting the baking and/or wrapping or sale of food shall thoroughly wash their hands before handling the product. Do not to prepare or package baked items if experiencing nausea, diarrhea, or vomiting.
6. A sign or placard stating "Homemade/Not Inspected" must be posted at the sale site.
Campus Wide Activity Funding

There are several sources of funds available to clubs seeking additional monies to assist with campus wide program efforts. Those include:

- **Crookston Student Association Campus Wide Activity Application for Funds**
  - The Crookston Student Association allocates $1000 per semester for campus wide programming on a first come first serve basis. This would amount to $2000 per year out of the Clubs and Organizations Budgets with the remainder of the budget to be awarded as grants to clubs the following year. (Adopted by CSA Full Board on April 22, 2002). The Campus Wide Activity Application for Funds is available on Crookston Connection.

- **Sodexo Food Sponsorship**
  - Sodexo is the University of Minnesota Crookston’s contracted food vendor and has exclusive contractual food rights. In lieu of student organizations and departments approaching Sodexo for financial and/or food donations or reduction campus entities must go through the Office of Student Activities. Each year a dollar amount is given to the University from Sodexo to allocate to requesting groups. The application for Sodexo sponsorship is located in Crookston Connection or by contacting the Director of Student Activities directly.

- **Coca Cola Beverage Partnership**
  - **Purpose:** The Campus Life Initiative of the University of Minnesota, Crookston in Partnership with Coca-Cola® was created to offer funding in support of student activities on campus. The purpose is to promote programs which provide students opportunities to enhance school pride and experience the benefits of the University community. These funds are to supplement support for activities, programs, publications, or special events that offer opportunities for students to broaden their educational development through co-curricular experiences at the University of Minnesota.
  - **Eligibility:** This program is open exclusively to University of Minnesota, Crookston student organizations registered with the Student Activities Office in support of student development and campus community opportunities at the University. Funding priority will be given to programs and projects that promote diversity and enhance community. Campus life events must be open to all University of Minnesota, Crookston students.
  - **Additional Expectations and Considerations:**
    - You may apply for an award up to $500 per application. You may be awarded up to $1,000 per initiative per academic year.
    - Awards may be given in the form of funds or Coca-Cola® beverages. Beverages awarded through this grant program are not to be resold.
    - Any beverages served at events funded by the Initiatives must be Coca-Cola® products. Events at which alcohol is available will not be considered for funding.
    - Funding priority will be given to activities, programs, conferences, and other events that are focused primarily on the educational development of students.
and to organizations and individuals who have not received a previous grant from this program.
  
  o  Coca Cola Beverage Partnership Application in Appendix

**Student Service Fees**

Student Service Fees are the mandatory fees that are assessed to all students enrolled in six or more credits of on-campus courses as part of the University of Minnesota Board of Regents Student Service Fee Policy: [http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Services_Fee.pdf](http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Services_Fee.pdf). Each coordinate campus is responsible for the implementation of the Student Service Fee Policy on their respective campus.

Officially recognized student clubs who have been in good standing with the Crookston Student Association for a minimum of two years and demonstrate a need for independent funds may apply for a student service fee that is in addition to the student service fee that CSA applies for to be distributed equally between all registered clubs in good standing.

*The University of Minnesota Crookston Student Service Fee Guidelines are located in the Appendix*
Chapter 3: Club Management

Role of a President

Each student organization writes its own constitution and bylaws which should outline the basic role of each officer. It is solely up to the members of the organization to assign responsibilities to a specific officer. While this outlines some possible position responsibilities, it is intended to assist you in the development of a constitution and also to help answer the question of role responsibilities.

Some of the responsibilities could include:

- Presides at all meetings of the organization
- Calls special meetings
- Schedules all activities for the organization
- Obtains appropriate facilities for organizational activities
- Prepares and files reports for the university
- Appoints chairs and committee members
- Completes annual forms
- Represents organization at official events
- Maintains contact with organization advisor
- Maintains contact with the organization alumni
- Maintains contact with affiliated departments and/or national organization
- Maintains contact with the UMC Student Activities Office
- Remains fair and impartial during organization decision making processes
- Votes in cases where there is a tie
- Coordinates organization elections

Role of CSA Representative

In order to serve you better, the form (shown below) must be received from all club and organization representatives at all mandatory CSA meetings. The yellow copy is for your records. The white copy must be submitted to the CSA Secretary and reported during club business.

Please Note: If the form is not submitted during a full board meeting, your club/organization will NOT be considered present. Two absences are permitted per semester.
Role of an Advisor

Each student group is different in the expectations that they may have for an advisor. Listed below are some of expectations student leaders may have of their advisor. These questions are designed to help advisors and student leaders arrive at a clear and mutually agreed upon role of the advisor in organizational affairs.

Directions: The advisor and each student leader should respond to the following items, and meet to compare answers and “iron out” any differences. For items which are determined not to be the responsibility of the advisor, it would be valuable to clarify which student leader will assume that responsibility.

For each of the following statements, respond on a scale of 1-5 how important this function is:

1. Essential for the advisor to do
2. Could be helpful
3. Nice but advisor does not have to do
4. Would prefer advisor does not do
5. Absolutely not in advisor’s role
The advisor is expected to:

1. ____ Attend all general meetings.
2. ____ Attend all executive committee meetings.
3. ____ Help the President (Chairperson) prepare an agenda before each meeting.
4. ____ Call meetings of the executive committee when he/she believes necessary.
5. ____ Explain University policy when relevant to discussion.
6. ____ Explain University policy to the executive committee and depend upon officers to carry them out through their leadership.
7. ____ Explain University policy to the entire membership at a meeting once a year.
8. ____ Have a meeting with the President (Chairperson) before each meeting.
9. ____ Serve as parliamentarian for the group.
10. ___ Be quiet during general meetings unless called upon.
11. ___ Speak up during discussion when he/she has relevant information.
12. ___ Speak up during discussion when he/she believes the group is likely to make a poor decision.
13. ___ Exert his/her influence with officers between meetings.
14. ___ Take an active part in formulating the goals of the group.
15. ___ Initiate ideas for discussion when he/she believes they will help the group.
16. ___ Be one of the group except for voting and holding.
17. ___ Attend all group activities.
18. ___ Require the treasurer to clear all expenditures with him/her before financial commitments are made.

The Office of Student Activities has the expectation that advisors:

- Assist student groups with the awareness of and adherence to University policies and procedures
- Help to ensure access to student organizations financial resources
- Assist with the removal of club officers and members not meeting academic expectations
- Partner with the office of Student Activities in conduct related issues
- Send out campus-wide e-mails on behalf of the student group

**Recruiting and Retaining Members**

New members are the life blood of every organization. They bring new ideas, increase the organization person power, foster organization growth, prevent member burn out, and take over leadership roles when students leave.
Recruitment Tips:

- Participate in the Involvement Expo
- Start a Facebook page, twitter account, etc for your group
- Set up a series of informational meetings (don’t forget to promote those meetings)
- Create a brochure or poster that will answer questions and serve as a resource.
- Set up informational tables in the Student Center.
- Contact those new students who requested information about your organization at the Involvement Expo.
- Call and invite target groups to your meetings or events.
- Reach out to UMC staff and faculty who will encounter students searching for involvements.
- Advertise on the Digital Display Monitors.
- Set up a recruitment table at every event you sponsor.
- Ask each current member to bring a friend to your next meeting.
- Make announcements at all of your programs.

How to run a meeting

Meetings have several functions. They give members a chance to discuss and evaluate goals and objectives, keep updated on current events, provide a chance to communicate, keep the group cohesive, and allow the group to pull resources together for decision making. The following are some tips to help make your next meeting successful, productive and, most of all, FUN!

Before the Meeting:

- Define the purpose of the meeting. If you can't find a purpose, don't have a meeting.
- Develop an agenda.
- Distribute the agenda, background material, and lengthy documents or articles prior to the meeting so members will be prepared and feel involved and up-to-date.
- Choose an appropriate meeting day, date, and time. Set a time limit for the meeting and stick to it.
- Arrange the room so members face each other (if possible,) i.e. a circle or semicircle.
- Choose a location suitable for your group's size. Small rooms with too many people get stuffy and create tension.
- Use visual aids (poster, diagrams) for interest. Post a large agenda up front for members to refer to.
- Be sure everyone knows where and when the next meeting will be held.

Parliamentary Procedure:

The most commonly used method for running a meeting is parliamentary procedure, which promotes fairness and efficiency. See the Appendix for a Parliamentary Procedure resource.

Sample Agenda:

I. Call to Order
Opening of the meeting by President or leader.

II. Roll Call
   Attendance of all members taken by Secretary

III. Reading and Approval of the Minutes from the Last Meeting
   Minutes distributed or read aloud; members point out changes and vote to accept them.

IV. Officer Reports
   Each officer gives a report of his/her current activities. Many organizations include an advisor’s report.

V. Committee Reports
   Each committee gives a report of their progress.

VI. Old Business
   Discussion of items previously brought up, but tabled.

VII. New Business
   Discussion of items not previously brought up. If agenda is sent out a few days early, it’s a good idea to leave some blank spaces to add items that need immediate attention.

VIII. Announcements
   Items that need no discussion, but that members need to know (i.e. dates of events, announcing leadership programs, deadlines, etc.)

IX. Adjournment
   End of the meeting.

During the Meeting:

- Greet members and make them feel welcome.
- Serve refreshments if possible. They are good icebreakers and make members feel special and comfortable.
- Start on time. End on time.
- Review the agenda and set priorities for the meeting.
- Stick to the agenda.
- Encourage group discussion to get all points of view.
- Encourage feedback.
- Keep conversation focused on the topic.
- Keep minutes for future reference in case a problem or question arises.
- Be a role model by listening and showing interest, appreciation and confidence in members.
- Summarize agreements reached and end the meeting on a positive note.
- Set date, time, and place for next meeting.

After the Meeting:

- Write up and distribute minutes within 3 or 4 days.
- Discuss any problems during the meeting with officers and advisor(s): come up with ways to improve.
- Follow up on delegation decisions. Check to see that members understand and carry out responsibilities.
- Give recognition and appreciation to excellent and timely progress.
• Put unfinished business on the agenda for the next meeting.
• Conduct a periodic evaluation of the meetings.

Officer Transition

The transition of leadership for your organization is vital to maintain continuity for your group, and may determine the effectiveness of the group for years to come. The most successful student groups have an officer succession plan months in advance of officer transition.

A smooth transition is:

• The responsibility of both the outgoing and incoming members.
• A way to help the group avoid starting over or starting from scratch each year.
• A transfer of significant organizational knowledge.
• A sense of closure for the outgoing members.
• A utilization of the valuable contributions of experienced leaders.
• A time for the new leadership to absorb the expertise of the outgoing members.
• A great opportunity for outgoing leaders to evaluate the year.
• An orientation process for new leaders.
• The leadership change-over period.
• A time for incoming leaders to ask questions and outgoing leaders to give advice.
• An outgoing leader’s last chance to say, “I wish I had done this ...”

Specific information to give new officers:

• Constitution and Bylaws
• Position descriptions of officers and membership
• Description of committees
• Resource or contact list of important people
• Organizational member list
• Calendar of annual events (rough estimate of what happens each month)
• Philosophy, mission or purpose statement of organization
• List of goals for organization
• List of expectations of members
• Financial records (Treasurer)
• Status reports on current and continuing projects (President/Committee Chairs)
• Evaluations of previous projects (President or Secretary)
• Meeting minutes and agendas (Secretary)
• Historical records of organization (President, Secretary, or Historian)
Event Planning

What is an event?

According to Merriam-Webster:
1. Something important or notable that happens
2. A planned occasion or activity

Why is planning important?

- Your group’s reputation is on the line
- To avoid confusion
- To meet the needs of group members and audience
- To have repeat customers
- To maintain good relationships with the campus community
- To be good stewards of your resources (time, money, energy)

The Big 5 Questions to ask in planning:

1. Who is your intended audience?
2. What is your basic idea?
3. When would you like to have the event? (date and time, will that time date be best for your audience, what else is going on to conflict with that time/date)
4. Where would you like to have your event? (is the space available, have you reserved it)
5. What is your budget/funding source for the event?

Then What? It’s all in the details

Marketing - what kind, how to do, policy compliance
Decorations - what? How to hang, policy compliance
Staffing - what role will members play in planning, implementation
Supplies - what do we need for event, who will buy, how will items be bought
Misc - food, sound/light, travel considerations, building operations, tickets, cash box, permits

TIPS

- Use Timelines and Plan Backwards
  - Example: if you want decorations, what do you need to make that be?
  - Example: if the date of your event is April 15 when does the catering order need to be in, when do invitations need to be mailed out?
- Anticipate Needs
Example: dietary restrictions, accessibility, parking, water, restrooms, electricity, signage, supplies needed such as tape or pens

- Leverage Resources
  - Delegate, delegate, delegate! It is a student group not a dictatorship. Involve a committee and/or other group members and assign/select responsibilities

The event is over! Are we done?

- Re-cap meeting/discussion for the event (keepers and losers)
- Return borrowed items
- Pay pills/balance account
- Thank you notes

Reserving University Space and Vehicles

Scheduling will accept requests from and schedule reservations for the following student groups:

University Campus Life Program (CLP) groups (CLP designation includes insurance eligibility/certification)
  - Registered Student Organizations (RSOs) who are officially registered with the Office of Student Activities (OSA)
  - Crookston Student Association (CSA)

Student groups can go directly to the Astra Scheduler to view space availability. Groups can click on the calendar tab and then select Scheduling Calendars (view daily, weekly or monthly calendars) or Available Rooms (search for available rooms and equipment) to find potential options. To submit an event request the requestor would need to click back on the Astra Home tab to login and proceed with the request. Student clubs can also directly contact Brenda Bozyk (bozy0001@umn.edu or 218-281-8483), or Lisa Samuelson (samue026@umn.edu or 218-281-8507).

The University of Minnesota does not require general liability insurance for most internal group meetings or events scheduled by student organizations. External users are required to provide liability insurance. Events involving excessive or late hours cleaning will also result in extra charges. If the group is NOT sponsored by a department with an EFS account, then Office of Student Activities will coordinate with the student group regarding any payment due.

Violation of the Event Scheduling Policy and Guidelines, License Agreement, University Policy, or other rules may result in probation or suspension of University facilities use.
Fleet Vehicles
In order to use a university vehicle you must reserve it using the ASTRA system. Only those who reserve a vehicle may pick up the key for the vehicle and garage. You now must pick up the keys prior to your departure at Facilities Management office on the day of or Friday before the weekend. The office in Kiser is open from 7:00 am -3:30 pm.

Authorized Driver:
- must be employees of the University of Minnesota or be a sponsored driver on official University business
- must be at least 19 years of age and possess a valid US or Canadian drivers license, no international licenses
- must avoid any act of impropriety when using University-identified vehicles or traveling on University business
- must obey all state laws and federal regulations concerning driving practices and the use and operation of vehicles

The current mileage rates for a university vehicle are as following:
Car $0.295 per mile + $15.00 flat check out fee
Mini Van $0.36 per mile + $18.00 flat check out fee
Suburban * $0.49 per mile + $50.00 flat check out fee

For a full description of room use and vehicle policies and procedures:
https://www.crk.umn.edu/general/astra

Motion Picture Viewing/Video Games

Federal law grants holders of copyright several valuable rights. They have the exclusive right to reproduce a copyrighted work, to distribute it, to prepare derivative works based on it, and to publicly display it. An especially valuable right is the exclusive right to publicly perform the work. Under this right, only the holder or a person granted permission by the holder may “recite, render, play, dance or act” the work, may show images sequentially from a video of it, or play audio from it “in a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered.” U.S. Copyright Act, 17 U.S.C. §101. In most instances, showing a film, playing a video game or broadcasting music in the Student Unions or at other campus venues, is public performance.

Registered student groups, students and other members of the University community are expected to know what is permitted or not under copyright law, to respect the rights of copyright holders, and to exercise their rights, including their right of fair use, in compliance with laws, University policies and any binding agreements. (Copyright Basics, a publication of the U.S. Copyright Office summarizes the principles of federal copyright law and is available. You are encouraged to review this and other publications of the U.S Copyright Office to better understand American copyright law).
Showing a film to a general audience

Neither the rental nor the purchase of a DVD/Blu-Ray carries with it the right to show the film outside the home. Unauthorized public performances refer to situations where an institution or commercial establishment shows a video or film to its members or customers without receiving permission from the copyrighted owner. This includes public performances where an admission fee is charged as well as those that are simply offered as an additional service of the establishment. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or nonprofit, or whether a federal or state agency is involved.

Permissions
In order to show a film as a public performance a student group must purchase a Public Performance License for each instance they would like to show a film/video. This can be done by contacting one of the following agencies that handle public performance licenses for many different film companies. If a license is not available through these agencies, your student group will need to contact the film/videos creator to obtain license purchasing information.

Swank Motion Pictures, Inc.
800-876-5577

Allowing use of video games
Video games are generally for individual or private use. Use in a public setting may require additional licensing fees.

University of Minnesota Crookston Food Permit

Purpose: To meet the expectations set forth by the Board of Regents of the University of Minnesota in providing a safe and healthful environment which includes the prevention of foodborne illness.

Policy: For the protection of students, employees, and the public attending a meeting, conference, special event, etc. on University of Minnesota property, food shall be prepared in, and/or provided by the University of Minnesota Food Service or a licensed commercial food service and have the approval of the University environmental hygiene officer or designated person at least five business days before the event.

Scope: Any open event in which food will either be given away, sold, or otherwise distributed on campus is required to submit a food permit to the University of Minnesota Department of Environmental Health & Safety (DEHS).

Exceptions:
1. The food items are all nonperishable and obtained from a licensed commercial source (candy, bottled water, prepackaged beverages not needing refrigeration, coffee, chips, cakes, cookies, buns, packaged ice cream)
2. The number of attendees is 25 or less
3. All food is provided by University Contracted provider (Sodexo)
4. The event it closed to the public and the general University community does not have access to it, or is not invited

Requirements for events with food (with or without permit):

- Food shall be prepared in and/or provided by a licensed commercial food facility (restaurant, market) or University Dining Service (unless exempt; potluck or bake sale)
  - By contractual agreement Sodexo has first right of refusal. If they cannot or choose not to provide the food, the requesting organization may be allowed to seek an off-campus vendor
  - Proof of vendor information required if not Sodexo
- Do not leave Potentially Hazardous Foods at room temperature for more than 3 hours (including transportation and serving time). Discard all leftovers held at room temperature for 3 hours or more
- No home prepared foods are allowed to be sold or given away unless for use with Potluck or Bake Sale activities, under which additional guidelines and documents apply, along with signage.
- Ready-to-eat food cannot be touched by bare hands; gloves, utensils or paper must be used
- Use only single service disposable eating and drinking utensils
- Work and table surfaces shall be sanitized prior to food containers being placed on the surface
- Set-up and serving configurations are to be done in manner in which potential contamination is minimized through the utilization of barriers such as controlled distribution, table placement, closed boxes and sneeze shields
- Ice baths used to keep beverages chilled should be drained of water as melting occurs
- Individuals involved with the set-up and distribution must maintain clean hands, and clothing, restrain hair and be free of illness

Definitions:

- **Open to Public**: Any event or function held on University property where any member of the general University community can obtain food without being specifically invited, or being a member of the group sponsoring the event.
- **Potentially Hazardous Food**: Food of animal origin that is raw of heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts
- **Potluck**: A meal at which attendees bring food that is donated and shared by the attendees

UofM Department of Environmental Health & Safety (DEHS) [http://www.dehs.umn.edu/poh.htm](http://www.dehs.umn.edu/poh.htm)

- For additional information and food permit approvals, contact:
  - DEHS at [dehs@umn.edu](mailto:dehs@umn.edu) or at (612) 626-6002, Fax - (612) 624-1949
  - Mark Rossi, Environmental Health Specialist: [rossi101@umn.edu](mailto:rossi101@umn.edu) or (612) 625-6152
- **UMC Food Permit Contacts**:
  - Lisa Samuelson, [samue026@umn.edu](mailto:samue026@umn.edu) or (218) 281-8507
  - Kim Jekins, DEHS, [jenk0004@umn.edu](mailto:jenk0004@umn.edu) or (218) 281-8300
University Food Permit Instructions-Crookston Campus

Click below for form:
http://www1.crk.umn.edu/prod/groups/crk/@pub/@crk/documents/content/crk_content_468052.pdf

1. Open the Food Permit form in Adobe Acrobat Reader 8 or beyond.
   If you need to download Adobe Reader, please visit http://get.adobe.com/reader/

2. Fill in the PDF form using the highlighted fields.

3. Save the completed PDF form to your desktop.

4. Send an email with the completed PDF attached to:
   Mark Rossi - rossi101@umn.edu

Food Permit, Pizza Permit, and Potluck Permit located in Appendix

University Relations

Events Coverage
News about the University of Minnesota, Crookston people, programs, services and events is distributed to broadcast (radio and television) and print media through the news bureau in the Office of University Relations. Please do not contact news outlets without contacting University Relations first, and never ask for free promotion without prior approval from University Relations.

Press Releases

Press releases about the University of Minnesota, Crookston people, events, services and programs are hopefully released through the news bureau in the Office of University Relations. Exceptions will undoubtedly occur in the Sports Information Department. The Office urges that information for news releases be provided by electronic mail, if possible.

Note: News of the University of Minnesota, Crookston is released to all media at the same time. “Exclusives” are not given to any media.

Photography
University Relations is responsible for photography needs on campus and has a studio located in Kiehle for pre-arranged headshots and group photos. If you have an official event that you would like to have photographed contact University Relations at least four weeks prior to the event and attempts will be made to accommodate the request if staffing allows. University Relations also asks that clubs and organizations share their photos with UR to be posted on the University’s webpage and social media.

Publications
Publications used off campus, no matter what format is used, that promotes, markets or publicizes the University of Minnesota, Crookston or any of its units and related activities, is asked to be reviewed by the Office of University Relations prior to printing for consistency in image. This can include external materials to be printed either by the college printing services or a commercial printer. Publications should be approved by the appropriate Vice Chancellor or program center manager before printing. Please use the appropriate forms “Proofreading Checklist” and the “Approval Checklist.”

In working with UMC Printing it is important to:
- Make requests at least two but prefer four weeks before the event
- Provide the who, what, where, when, why, and how much for the event
- Provide a budget number or check
- Provide contact information

Guideline for University Image
Maintaining a consistent college image is important to the continued success of the University of Minnesota, Crookston. It is desirable that all publications be consistent in the use of the official University Wordmark and campus logo. The official wordmark and logo should not be altered in any way. The University of Minnesota, Crookston serves many people in many places and in many ways. A key element of effective marketing and public relations is “brand awareness.”

Posting Policy
Posted materials may appear to direct hurtful and or hateful messages and meaning toward an individual or group. While there will always be disagreements over what may constitute good taste or appropriate comment, there can be no question particularly in a university, that freedom of expression is guaranteed by the First Amendment of the Constitution, and is a cherished and protected right.

Accordingly, the campus community is asked to be tolerant of differing points of view and respect the rights of others to express themselves. Any member of the campus community who finds posted materials to be offensive or disrespectful is encouraged to contact the responsible organization or individual to address their objections.

Procedures for Distributing Official University Publications
This section of the policy applies to publications produced by or for the University or its programs and publications by a recognized student organization in good standing.

Authorization
Posters, flyers, table tents, and other advertising and promotions may be displayed on campus for activities and events sponsored by university offices, centers, programs and officially recognized student organizations.
**Student Mailboxes**
UMC student mailboxes and campus mail cannot be used for sales or promotions unless approved by the campus postmaster and sponsored by an on-campus organization.

**Napkin Holder Policy**
Campus departments and student organizations (users) may use the 41 napkin holder advertisement slots that are in Ma Brown Dining and the Eagle’s Nest for communicating University related activities.

In order to utilize this method of advertisement a “Table Display Request Form” must be submitted to the Director of Student Activities. The form should be submitted at least two weeks prior to the date the user wishes to display their advertisement card. The initial request can be up to one card (1-side) per display. If there are no other current requests for the other side of the unit at the time the advertisement is to be displayed the users may place an advertisement on both sides.

Informational and educational pieces may be advertised for at least two weeks. They may be displayed longer if there is no request for the space. The Director of Student Activities has the authority to modify reservations or make decisions regarding the use, duration, number and distribution of the units, as needed. The Director of Student Activities has the authority to pull any unauthorized or dated (expired) advertisements cards.

**Posters**
All posters must be hung with staples or push pins (thumb tacks should not be used as they can cause flat tires on wheelchairs) on bulletin boards. Signs may be hung on designated display areas with use of masking tape. No other adhesive tapes are allowed. Posters are not allowed on entry doors or any outside areas.

Posters, flyers, table tents and other promotional materials are to be removed by the sponsoring organization when activities are completed.

**Posting Guidelines**
- Publications, including posters, flyers and signs, must be posted in a way that makes them easy to remove and does not cause damage to or deface the surfaces to which they are attached.
- Materials may not be posted with paste, glues, adhesive backing, or other similar means.
- The use of staples and masking tape is permissible, where usage does not create damage.
- Violators may be billed for the costs of clean-up or repairs resulting from inappropriate posting or use of adhesives and/or lose posting privileges.
- Postings will be limited to one item per event per bulletin board.
- Excessive postings and postings in non-designated areas are subject to removal.
Distribution of Information by Chalking

Chalking on campus is limited to recognized student groups, UMC departments, faculty members, staff members and any recognized student group. Chalking must comply with the following procedures:

1. Chalking must take place on concrete sidewalks, not on buildings, steps or other University-owned property. Chalking is prohibited on all vertical surfaces, buildings, walls, benches, picnic tables, signs, poles, columns, bus stops, light poles and trees.
2. The chalking must be on a horizontal surface not covered by an overhang. Chalking must be done in open areas that can be directly washed by rain.
3. Chalking may be placed for a maximum of 10 days
4. The material used to mark the walk must be water-soluble chalk (sidewalk chalk). The use of markers, paints, oil-based products, or spray chalk is prohibited.
5. Chalking must contain the name or be signed by the name of the organization sponsoring it.
6. Chalking cannot interfere with another message that has already been chalked.

Facilities Management reserves the right to clean and remove any chalking, which does not comply with this policy.

Digital Display

The University of Minnesota Crookston has a digital display system to promote campus events and services. Clubs and organizations are able to post information regarding meetings and events by submitting a power point slide to the Administrative Assistant for Student Affairs or the Director of Student Activities.

UMC Today Page

Add a meeting or event to the UMC Webpage calendar by following the link: Today Page Calendar
Chapter 5: Appendix

Classification of Student Organizations on the Crookston Campus..............................................pg. 36-39

Club Community Service Policy........................................................................................................pg. 40-41

Coca Cola Beverage Partnership Application......................................................................................pg. 42-44

Student Service Fee UMC Guidelines.................................................................................................pg. 45-47

Food Permit........................................................................................................................................pg. 48-49

Bake Sale Form.....................................................................................................................................pg. 50

Pizza Application....................................................................................................................................pg. 51-52

Potluck Application.................................................................................................................................pg. 53-55

Guidelines and Sample Constitution.................................................................................................pg. 56-62
Classification of Student Organizations on the Crookston Campus

Classifications

- **Campus Life Program (CLP)**
  **Definition:** A University of Minnesota program similar to a student organization in purpose and composition whose activities, operations, and decision making processes are directly governed by University academic or administrative departments, and for which the University is ultimately responsible.

- **Registered Student Organization (RSO)**
  **Definition:** A voluntary association comprised primarily of students that has no direct relationship to the University, but upon completion of the established registration process is entitled to certain privileges including: operating, meeting, advertising, and participating in activities on the University of Minnesota, Crookston campus; as well as eligibility to receive services from Student Activities.

Registering a student group as a CLP means that this group must be affiliated with a University of Minnesota academic or administrative department and have a designated University faculty or staff advisor. The CLP and its advisor must be approved annually by the head of the host department and comply with all policies and procedures applicable to student groups, except as otherwise provided therein. All CLP operations and activities shall be subject to the oversight of the host department. Registration as a CLP grants the student group certain privileges and services not available to Registered Student Organizations.

*Note: It is possible to change a group's classification once registered with Student Activities; this should be done in consultation with a Student Activities staff member. A signed statement from the group’s sponsoring department is required to change a group’s classification to or away from a University Campus Life Program.*
Registered Student Organizations Relationship to the University

Registered Student Organizations are not units or agents of the University, and shall not represent themselves as such.

Events and activities conducted by Registered Student Organizations shall not be considered University-sponsored under this policy unless the Director of Student Activities or his/her designee confirms University sponsorship in writing.

Registered Student Organizations shall adhere to guidelines and practices appropriate to the relationship established in this policy, including, but not limited to:

1. **Use of the University of Minnesota Name, Marks and Logos**
   Registered Student Organizations shall not use the name University of Minnesota, Crookston, any abbreviations thereof, or the University wordmark in conjunction with the name of the organization, including use for promotional materials or clothing. Student groups may use the word University to indicate the geographical designation at the University of Minnesota, Crookston. (See Naming Your Student Group further in this section) Registered Student Organizations may use University of Minnesota, Crookston logos and images in accordance with University graphic standards and policies. These images may not be used in a way that expresses or implies University endorsement or approval of the student group or its programs and activities. Contact University Relations with questions about using these logos.

2. **University of Minnesota Letterhead and Stationery**
   Registered Student Organizations shall not represent themselves as conducting or authorized to conduct official University business and shall not use University letterhead or stationery.

3. **Employment**
   Registered Student Organizations shall not hire or maintain employees.

4. **Liability Insurance**
   Registered Student Organizations and members and officers of Registered Student Organizations are not covered by the University’s liability insurance. However, supplemental insurance is purchased on their behalf by the Office of Risk Management, which is subject to change annually.

5. **Advisors**
   Registered Student Organizations, while independent of the University, are encouraged to seek a University faculty or staff advisor. Faculty and staff advisors are eligible for defense and indemnification for claims brought against them in connection with their advising activities according to the provisions of the Regents Policy: Legal Defense and Indemnification of Employees. Faculty and staff are encouraged to provide advising services to student organizations. Student Organizations may have advisors who are not faculty or staff of the University, though these individuals will not be protected by the University. Independent Student Groups may have community non-university advisors, however, these individuals will not be covered by the University’s liability insurance.
Campus Life Programs' Relationship to the University

Campus Life Programs (CLPs) are University entities and subject to all responsibilities and entitled to all privileges thereof, including use of the University names and symbols and University liability insurance coverage. Employees of CLPs are employees under the host academic or administrative department. Campus Life Programs are required to have a designated University faculty or staff advisor.

Naming your Student Group

- **Changing your Group's name once registered:**
  Once your group is registered with Student Activities, the name of your organization will be published by the Office of Student Activities. In order to change your group's name, groups will make a formal request to change their group's name to the Director of Student Activities.

- **Use of Copyrighted or For-Profit Organization Names Policy:**
  Student groups may not use any copyrighted names within their group's name without written permission from the copyright owner. Student groups also may not use any for-profit organization's name within their group's name. Student Activities reserves the right to refuse registration to any group representing or using a copyrighted or for-profit organization.

- **Use of "University of Minnesota:"**
  Because Registered Student Organizations are independent of the University of Minnesota, Crookston, their names may not imply that they are part of the University of Minnesota, Crookston. Registered Student Organizations shall not use the name "University of Minnesota, Crookston," any abbreviation thereof or the University wordmark in conjunction with the name of the organization. Student groups may use the word "University" or the geographical designation "at the University of Minnesota, Crookston." The following are examples of acceptable names for student groups: "The Gardening Club at the University of Minnesota, Crookston," "The Campus Gardening Club," "The Crookston Gardening Club," "The Student Gardening Club," and "The University Gardening Club." "The University of Minnesota, Crookston Gardening Club, however, is not acceptable, as it implies that the club is part of the University.
Responsibility and Accountability

Each student group shall be responsible and accountable for the individual and collective conduct of its members in the course of the group's operations and activities.

1. **Responsibility of Officers**
   The group officers or members identified on the group’s current registration materials shall be personally responsible and accountable for the operations and actions of the group. This personal assumption of responsibility and accountability shall be stated explicitly on registration materials. In the event of an officer change, a group shall have 30 days in which to submit updated materials.

2. **Internal Policies and Procedures**
   Student groups shall have the privilege and responsibility to develop and implement appropriate internal policies and procedures governing operations, activities, and the conduct of members. These groups shall also be responsible for informing members of such policies and procedures, including the potential consequences if violated. The responsibility for development, implementation, administration, and enforcement of such policies and procedures shall be exercised on behalf of each student group by the group’s officers, in accordance with the group's constitution.

3. **Student Service Fee Funding**
   Student groups that receive funding from the Student Services Fees shall have additional responsibility and accountability to the University community through the Student Service Fee Committee for all aspects of operations and activities relating to and involving Student Services Fees funds.
   This accountability is a required condition of the voluntary act of requesting and receiving Student Service Fees funds, and in no way alters the status of the student group in relationship to the University.

4. **University Interests**
   Campus Life Programs shall have an additional obligation to consider and act in accordance with best interests of the University in all aspects of operations and activities. The host academic or administrative department, through the designated staff or faculty advisor, shall assure compatibility between the group’s operations and actions and University interests.
Club Community Service Policy (September 14, 2016)

PURPOSE

1. To get needed work done on campus. (My preference is that we do most of our service OFF campus though, but I also understand that there is work that needs to be done on campus too.)
2. More importantly, to volunteer for a non-profit organization that serves an underrepresented population. In the process, we hope that students learn something about themselves, their community, and life.

BASICS

- Each club must do two community service projects per semester.
- 35% of club must participate. It may NOT be the same 35% of club members doing all the work.
- Service must be a MINIMUM of 1 hour. (In those cases, I do expect that it is a more physically intense community service.)
- Partial projects may be turned in, or you may wait until the end of an ongoing project and just turn it all in at once. (Use the last day as the project date and fudge times.)
- Community service should be submitted within 14 days and done by ENTIRE club.
- Club community service is a CSA requirement. The Office of Community Engagement helps facilitate the service and works with the CSA Community Service Rep.

GUIDELINES -- For your volunteering to count as community service, it must satisfy the following requirements:

- On-campus community service must satisfy an actual need as defined by a faculty or staff member (e.g., assisting with a special event). Remember, on-campus community service is OPTIONAL, but acceptable.
- Off-campus community service should be for a non-profit organization or benefit a non-profit organization that helps an underserved population -- children, elderly, homeless, poor, environment or animals. Additionally, if you assist a non-profit raise funds, those funds must help an underserved population, not the organization itself.
- Occasionally individuals in the community ask for assistance. These are considered on a case-by-case basis. Sometimes there are more appropriate agencies to assist. We cannot provide long-term assistance such as mowing, shoveling, etc. However, depending on circumstances, we can sometimes help on a very short-term basis.
- I’d prefer that you work directly with PEOPLE, but I understand there are quality environmental projects too.
- Make sure you are satisfying a REAL community need and not just making up a project to satisfy the requirement.
Does this COUNT as Community Service?

YES

- Humane Society (walking dogs, cleaning kennels, staffing front desk, doing office work)
- Assisted living centers such as Villa St. Vincent or Summit Apartments (visiting with residents, playing cards or BINGO, working with residents on their newspaper, etc.)
- North Country Food Bank—packing boxes and backpacks
- Care and Share—cooking and serving dinner, organizing art or sports activities for the children living there, assisting in their garden, etc.
- Assisting elderly with tasks such as putting up Christmas lights or preparing yard and house for winter
- Home Delivered Meals
- Ringing bell for Salvation Army
- Helping elderly or disabled move, especially if it’s through no fault of their own

NO

- Volunteering for a for-profit business. (Our volunteering should NOT replace a paid position.)
- Any PAID work.
- Fundraisers unless you are donating proceeds to a non-profit serving an under-represented population.
- Volunteering for a non-profit if the proceeds benefit only a small, select group. For example, we have had sports clubs ask us to provide students to work in their concession stands during events. Although they have non-profit status, these are parent-run organizations. Parents are required to work shifts at the concession stand in order to keep their dues down. This is NOT an appropriate community service for our students.
- Personal service for any faculty or staff or their families. (Faculty and staff are welcome to pay or provide a meal if they need help with something, but this is NOT community service.)

These guidelines are intended to protect our students. If you have questions about appropriate community engagement activities, please stop by my office, 238 Sargeant Student Center.

Things to Keep in Mind

- Community service needs to satisfy a real community need as defined BY the community.
- If two clubs volunteer for an event and a student is a member of both clubs, their time can only be counted by one club. (If they volunteered several hours, the hours may be distributed among two clubs.)
- REAL needs happen throughout the semester, not just at the end. Please do NOT wait until the end of the semester to start thinking about your community service. Places like the North Country Food Bank desperately need and appreciate our help, but they need assistance on a regular basis, not all the last week.
- Hosting an event or activity primarily for your club but opening it up to other clubs or the community does not make it community service.
- When in doubt, please contact me at loege005@umn.edu or 281-8526.
- Put AWAY your cell phones during your volunteer experience. It’s rude and sometimes dangerous, depending on your volunteer activity.
- ENGAGE WITH the community partners!!! Before you organize an event to benefit an agency or community partner, please contact them! (Someone else may be doing the same thing, the agency may have ideas on how/when it is best to do the event, or maybe you will need the agency to pull off your event.)
University of Minnesota, Crookston

2019-2020 Administrative, Coca-Cola™ Beverage Partnership, Event Partnership Grants Common Application Form

Return completed applications to 145G Student Center.

**You must use this form.** If you are applying for more than one grant, you are responsible for submitting more than one copy of this application.

No funding requests will be considered for events that occurred prior to submission

**Grants Applying for (check all that apply)**

- Coca-Cola: Campus Life Initiative (registered student clubs only) - $500 maximum per application and/or product; $1,000 per academic year
- Coca-Cola: Community Initiative - $1,500 maximum and/or products

**PERSONAL INFORMATION (PLEASE TYPE OR PRINT)**

Fill out the correct information for each student organization (or department if applicable) involved in your event, add additional student organizations and their contact information on a separate page.

<table>
<thead>
<tr>
<th>Name of one Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Group(s) sponsoring event (Departments or individuals may apply for the Community Initiative and Beverage Marketing Funds)</td>
</tr>
<tr>
<td>Campus Address</td>
</tr>
<tr>
<td>Daytime Phone Number</td>
</tr>
</tbody>
</table>

**PROJECT INFORMATION**

Must be typed or printed and must follow this form. Incomplete forms or forms that do not follow this format will not be processed. Be specific with details, remember that your application primary means of influencing the committee.

<table>
<thead>
<tr>
<th>Name of Proposed Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of Initiative</td>
</tr>
<tr>
<td>Anticipated Number of Participants Attending</td>
</tr>
</tbody>
</table>
1. Describe your initiative and explain how it fulfills the specific purpose of the grant(s) you are applying for.

2. Describe how your project will promote student development, diversity, and/or a sense of community on campus.

3. What steps are you taking to ensure a successful program? Please be sure to indicate how your program will be promoted.
4. If you are attending a conference, how will the information you obtain impact the University Community? How will you share this information with the University Community? Please include the date, time, and location you have secured to present this information.

5. Have you received a Coca-Cola® grant for this program or event in a prior year? If “yes” what have you done to change or improve the program or event for this year?

6. Please outline how you will use the funds or product if awarded.
University of Minnesota, Crookston
Student Services Fee Guidelines

Membership

- Members are recruited each Fall.
- CSA will advertise potential membership to a wide, diverse audience. Interested student members should submit names to the CSA Senator of Committee on Committees Chairperson no later than October 15th.
- All committee seats are open.
- Membership should reflect a broad array of interest, participation, and knowledge. Qualities include open mindedness, broad understanding and knowledge of UMC and student needs and objectivity.
- Committee will be composed of six students appointed by CSA. One student will be the Regent’s representative. Three students will serve two year terms, three students will serve one year terms.
- Committee will be composed of three faculty as appointed by the Chancellor.
- Ex-officio members will be the Vice Chancellor of Students Affairs, Director of Finance, and the Director of Student Activities.

Training

- Mandatory committee member training will be held in January by the Director of Student Activities. Topics will include viewpoint neutrality, introduction to the process, and rationale for the process, member expectations, timeline, criteria, and the Board of Regents Policy.

Application/Eligibility of Student Services Fee Requests

- Must provide specific, identifiable educational benefit and service to students.
- Must have clear plans and goals.
- Must provide achievable, measurable, and affordable objectives.
- Must demonstrate a need for the request for funding to achieve objectives.
- Must be a registered student organization, in good standing (i.e. service hours, meetings) for at least two years or a formal University department.
- Must accurately complete application and fully participate in the identified fees process.
- Must have written governing guidelines and follow them.
- Must not knowingly violate financial policies within the two previous years.
- Must demonstrate an ability to manage and dispense funds.
- New requests must meet the above criteria and submit, in writing, their intent to apply to the Office of Student Activities.
- Application must be received prior to the application deadline. If the deadline is not met, the application will be refused.
- In order for a unit to receive an increase, they must formally request one and be present at the hearing.
Process/Support which supports View Point Neutrality

- All fee requesting units must follow the above application/eligibility requirements.
- Phase I is a review of the submitted materials. During phase I organizations will submit their proposed budget and provide an overview of their organization addressing the criteria. Any group asking for an increase in funding or new funding requests will automatically be asked to a hearing in front of the student fees committee.
- Phase II hearings may be followed up by questions or requests for additional information to the requesting organization from the committee. Members will have the opportunity to ask questions.
- Final deliberations will be conducted in March with recommendations to the Chancellor by mid-March. All decisions will be made from a viewpoint neutral position. As appropriate, request a review by General Counsel prior to final decisions.
- Organizations will be notified at the same time and given a minimum of one week to appeal the decision in writing (see the Board of Regent’s Policy).

Criteria for Decisions

- Accessibility to students
  - Fee-supported services must be available to all students assessed.
- Fiscal responsibility
  - Does the organization’s proposal show a balanced budget?
  - If applicable, does the organization have a plan for debt reduction/expenditures?
  - Does the proposal have credibility?
  - Are prior years’ expenses in-line with their budget?
  - Is the budget presentation clear?
- Advisory board participation
  - Does the organization hold regular meetings?
  - Do students have input into the budget process?
  - Did the advisory board approve the budget?
  - Is there a student majority on the advisory board?
  - Three students are required to speak on behalf of the fee at the fee’s hearing.
- Contribution to cultural diversity
- User fees/in kind/volunteer/other
- Value to the student body
  - Does the organization contribute to the total campus life environment?
  - What personal benefits are derived from fees?
- Quality of services
  - What does the organization do to access and improve quality of services to students?
  - From the bi-annual survey, how do you address any issues that were raised?
- Uniqueness of opportunities/services
- Consideration of overall fee cost
Appeals Process

- Organizations need to submit appeals, in writing, to the Student Service Fee Committee. The committee will then vote on the appeal and forward their recommendation to the Chancellor.
- A copy of the appeal needs to be submitted to the CSA Executive Board.
- The Chancellor will respond to all appeals.

Review Process

- Every two years conduct a student evaluation/feedback process via campus-wide assessment.
- At the end of the cycle, the committee, fee receiving organizations, and students have the opportunity to provide feedback to ex-officio committee members.
- Ex-officio committee members will review student service fee policies and procedures each fall to determine if changes are necessary and will notify all fee receiving groups of changes that will take place during the next student service fee cycle.
University of Minnesota, Crookston
Food Permit Policy
Quick Reference Guide

Purpose: To meet the expectations set forth by the Regents of the University of Minnesota in providing a safe and healthful environment which includes the prevention of foodborne illness.

Policy: For the protection of students, staff, and the public attending a meeting, conference, special event, etc. on University of Minnesota property, food shall be prepared in, and/or provided by the University of Minnesota Food Service or a licensed commercial food service and have the approval of the University environmental hygiene officer or designated person at least five business days before the event.

Scope: Any open event in which food will either be given away, sold, or otherwise distributed on campus is required to submit a food permit to the University of Minnesota Department of Environmental Health & Safety (DEHS).

Exceptions:
- The food items are all nonperishable and obtained from a licensed commercial source (candy, bottled water, prepackaged beverages not needing refrigeration, coffee, chips, cakes, cookies, buns, packaged ice cream)
- The number of attendees is 25 or less
- All food is provided by University Contracted provider (Sodexo)
- The event is closed to the public and the general University community does not have access to it, or is not invited

Requirements for events with food (with or without permit):
- Food shall be prepared in and/or provided by a licensed commercial food facility (restaurant, market) or University Dining Service (unless exempt; potluck or bake sale)
  - By contractual agreement Sodexo has first right of refusal. If they cannot or choose not to provide the food, the requesting organization may be allowed to seek an off-campus vendor
  - Proof of vendor information required if not Sodexo
- Do not leave Potentially Hazardous Foods at room temperature for more than 3 hours (including transportation and serving time). Discard all leftovers held at room temperature for 3 hours or more
- No home prepared foods are allowed to be sold or given away unless for use with Potluck or Bake Sale activities, under which additional guidelines and documents apply
- Ready-to-eat food cannot be touched by bare hands; gloves, utensils or paper must be used
- Use only single service disposable eating and drinking utensils
- Work and table surfaces shall be sanitized prior to food containers being placed on the surface
- Set-up and serving configurations are to be done in manner in which potential contamination is minimized through the utilization of barriers such as controlled distribution, table placement, closed boxes and sneeze shields
- Ice baths used to keep beverages chilled should be drained of water as melting occurs
- Individuals involved with the set-up and distribution must maintain clean hands, and clothing, restrain hair and be free of illness

Definitions:
- **Open to Public:** Any event or function held on University property where any member of the general University community can obtain food without being specifically invited, or being a member of the group sponsoring the event.
- **Potentially Hazardous Food**: Food of animal origin that is raw of heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts
- **Potluck**: A meal at which attendees bring food that is donated and shared by the attendees

UMC Forms/Policies Available on Crookston Connection Student Activities Page:
- University Food Permit
- Pizza Only Food Events
- Requirements for Bake Sales
- Requirements for Potluck Events
- Requirements for Outdoor Dispensing of Food
Requirements for On Campus Bake Sales
(Must be submitted a minimum of 5 days before event)

1. Acceptable bake sale foods include items like bars, brownies, cookies, cakes, breads, fruit pies, doughnuts, etc. Pre-packaged, canned frosting that does not require refrigeration is acceptable for use. Not allowed: cream-filled pastries, éclairs, cream pies, etc.

2. All bake sale items shall be individually wrapped at the original point of preparation. Items to remain wrapped until sold.

3. Preparation may be completed in a home-type kitchen, with the reminder that only the bake sale items shall be prepared at this time. Food for individual consumption should not be prepared at the same time as bake sale items are prepared.

4. Bake sale items shall be transported in a covered container.

5. Individuals conducting the baking and/or wrapping or sale of food shall thoroughly wash their hands before handling the product. Do not to prepare or package baked items if experiencing nausea, diarrhea, or vomiting.

6. A sign or placard stating "Homemade/Not Inspected" must be posted at the sale site.

I / We have read and understand these DEHS Bake Sale Requirements, and agree to adhere to all requirements and policies as presented above throughout the duration of the (fill in organization/group name): __________________________ Bake Sale event to be held on ______________., 2____. located at/in: __________________________.

Signed: ___________________________ Signed: ___________________________

Printed Name: _______________________ Printed Name: _______________________

Date: _____________________________ Date: _____________________________

For questions or information, contact Mark Rossi at (612) 625-6152 (rossi101@umn.edu) or Kim Jenkins at (218) 281-8300 (jenk0004@umn.edu)
Acknowledgement of Requirements for UM Crookston Pizza Only Food Events,
Open or Advertised to the General University Community or Public, With 25 or More Attendees

This form is to be used for events where the only perishable food to be offered consists of pizza. Pizza to be procured from, and prepared by, licensed retail establishments. The only other foods allowed to be served in conjunction with the pizza under this permit consist of carryout foods from licensed food facilities where the food is packaged or pre-packaged for the consumer. Examples of pre-packed carryout foods include: chips, candies, donuts, pretzels, cookies, crackers, canned or bottled soda, water, etc. These are foods that do not require hot or cold holding.

Required Food Protection
All Foods Served Are To Be Protected from Contamination During Transport, Display and Service (MN Food Code 4626.0320 3-306.11 FOOD DISPLAY.)  Paragraph A:
Except for nuts in the shell and whole, raw fruits and vegetables that are intended for hulling, peeling, or washing by the consumer before consumption, food on display shall be protected from contamination by the use of packaging; counter, service line, or salad bar food guards; display cases; or other effective means.

General Requirements and Food Safety Information
1) All Potentially Hazardous Food (PHF: includes food of animal origin that is raw or heat-treated; a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons; and garlic and oil mixtures) can and will support bacterial growth. To ensure the safety of your guests, be sure you receive your pizza hot (above 140°F) to avoid bacterial growth. Do not leave PHF foods at room temperature for more than 3 hours, transport time and serving time included. Discard all leftovers held at room temperature for 3 hours or more.

2) To comply with MN Food Code, open boxes of pizza accessible to everyone’s hands and sneeze/cough aerosol droplets are to be avoided. Therefore, set-up and serving configurations are to minimize potential contamination of foods by guests from coughing, sneezing, random touching, etc., and need to include the use of barriers (e.g. sneeze shields, table placement, barriers, closed boxes, etc.) or by having the pizza dispensed under the control of designated servers.

3) Avoid bare hand contact. If potato chips, cookies, etc. are on the menu for buffet service, either leave in original individual wrapping, or take measures to eliminate hand contact (where were the hands of your guests just before they stuck them into the chip bag?). Servers wearing food grade gloves should serve your guests, or tongs or scoops need to be provided for the guests.

4) Use only single service disposable eating and drinking utensils. Some examples of these are: single use food papers, napkins, toothpicks, spoons, forks, etc. These items are for single use only and should not be reused.

5) Ice baths used to hold beverage containers (bottles, cans) should be continuously drained to an appropriate receptacle to prevent hand contaminated ice water coming in contact with the mouth contact surfaces of containers (you don’t want someone effectively washing their hands in the water being used to cool your drink!)
6) All work or table surfaces shall be cleaned and sanitized before any food or food containers are placed on the surface. Household bleach, **mixed at a ratio of one tablespoon to a gallon of potable water**, is a good sanitizing solution. Sanitizing solution shall be applied with a single service, disposable cloth. Disposable cloths shall also be used to wipe up food spills, etc.,

7) Individuals participating in set-up or serving of the food shall: a) maintain their hands in a clean condition, b) wash hands after using the toilet, handling raw food, smoking, or other contamination of the hands, c) wear clean outer garments and effective hair restraint (hats are OK), d) **not serve food when knowing they have a communicable disease**.

8) **Permission to engage in future similar events may be contingent upon compliance with these requirements.**

I / We have read and understand the Department of Environmental Health & Safety Pizza Event Requirements, and agree to adhere to all requirements and policies as presented above throughout the duration of the:

Group/organization: ___________________________________________ Event

to be held on ______________, 20__, at: ___________________________

Signed: __________________________ Date: ______________

Printed Name: __________________________ E-Mail: ______________ Phone: ______________

For additional information, contact Mark Rossi at (612) 625-6152 or Email (rossi101@umn.edu) or fax to: (612) 625-6152  (Yes, it’s the same!)
Environmental Health & Safety Office
UNIVERSITY OF MINNESOTA CROOKSTON

Acknowledgement of Requirements for UM Crookston Potluck Events
(Must be completed a minimum of 5 business days before event)

1. Event must conform with state definitions of “potluck” as put forth in “Potluck Events Defined” section below.
2. The event name must include ‘potluck’ so that it is clear to everyone that home-prepared foods will be served. For instance, if a sorority hosts a Welcome Week party, it might be named the “Sigma Delta Phi Welcome Week Potluck”.
3. Any advertising for the event (i.e. flyers, e-mail, invitations, etc.) must indicate that the event is a potluck.
4. All guests must be invited to bring a dish to share.
5. A notice stating the foods offered are "Home Prepared/Not Inspected" must be prominently displayed at the potluck event.
6. The event may be canceled if it is determined that these requirements have not been followed and/or event has only been called a potluck to avoid obtaining a food permit.
7. Permission to engage in future similar events may be contingent upon compliance with these requirements.

Potluck Events Defined: Applying Minnesota Statutes, section 157.22, on “potluck”

What is a potluck? A meal at which attendees bring food that is donated and shared by the attendees. Also known as a potluck supper. Any fundraising efforts must be separate from the potluck event. Events sponsored by a licensed food establishment or for which food is prepared or held in the kitchen of a licensed food establishment is not a potluck event.

Example Situations:

1. Organization ABC publicly advertises a potluck event. The ad states that everyone brings a chicken (cooked at home or bought ready-to-eat from a store) and a side dish to share. The organizers of the event will provide desserts, beverages, and paper supplies.
2. A religious group would like to sell frozen pizzas to the community to raise funds for a new addition.
3. A school PTA publicly advertises a potluck event for the parents of third grade students. Each parent brings some food to share; the school provides paper supplies and beverages. The food is served in the school’s cafeteria, but it is not brought into the kitchen.
4. Organization ABC publicly advertises a lutefisk dinner. All of the food will be prepared at a local social club.
5. Organization ABC publicly advertises a food event that will be held at a licensed food establishment. All of the hot food will be held hot in the ovens in the kitchen of the licensed food establishment.
6. Organization ABC publicly advertises a food event. Someone is willing to roast a pig for the event, but will not be reimbursed by the organization for the cost. All food is donated and shared among attendees. The food is not brought into a licensed kitchen.

**Situation 1**
Organization ABC publicly advertises a potluck event. The ad states that everyone bring a chicken (cooked at home or bought ready-to-eat from a store) and a side dish to share. The organizers of the event will provide desserts, beverages, and paper supplies.

**Application**
This is a potluck event because food and/or supplies are donated and shared by attendees.

**Situation 2**
A religious group would like to sell frozen pizzas to the community to raise funds for a new addition.

**Application**
This is a special food event, not a potluck, and the governmental agency may require a license.

**Situation 3**
A school PTA publicly advertises a potluck event for the parents of third grade students. Each parent brings some food to share; the school provides paper supplies and beverages. The food is served in the school’s cafeteria, but it is not brought into the kitchen.

**Application**
This is a potluck event. The food is donated and shared, and it is not brought into the licensed kitchen. (MN Statutes, Chapter 157, requires school kitchens to be licensed.)

**Situation 4**
Organization ABC publicly advertises a lutefisk dinner. All of the food will be prepared at a local social club.

**Application**
This is not a potluck event. This event requires a license. The attendees are not donating or sharing food.

**Situation 5**
Organization ABC publicly advertises a food event that will be held at a licensed food establishment. All of the hot food will be held hot in the ovens in the kitchen of the licensed food establishment.

**Application**
A food event does not qualify as a potluck event if it uses the kitchen of a licensed food establishment.

**Situation 6**
Organization ABC publicly advertises a food event. Someone is willing to roast a pig for the event, but will not be reimbursed by the organization for the cost. All food is donated and shared among attendees. The food is not brought into a licensed kitchen.

**Application**
This is a potluck event. If the person is roasting and donating the pig as their contribution to the event, no license is required.
Potluck Tips and Food Safety

To ensure the safety of your guests, keep food cold (below 41° F) or hot (above 140° F) to avoid bacterial growth. Never leave foods at room temperature for more than 2 hours, transport time and serving time included.

- Perishable foods that have been prepared ahead of time must be kept refrigerated until it is time to leave and/or serve. Hot food should be reheated at the potluck.
- Do not use warming trays or crock-pots to reheat food, use a microwave or oven. If an oven or microwave will not be available, prepare the dish closer to the time of the event, wrap it in blankets and place in an insulated cooler.
- Be sure to provide plenty of places to dispose of garbage. Keeping garbage away will help to prevent cross contaminating the food area.
- Prevent "double dipping" by ensuring that there is a spoon available for each dip at all times.
- Provide an ingredient card next to dish so those individuals that may have specific food allergies can make a determination of food safety.

I/we have read and understand the Department of Environmental Health & Safety Potluck Event Requirements, and agree to adhere to all requirements and policies as presented above throughout the duration of the event.

Group/organization: ____________________________ Potluck Event
to be held on ________________________________, 20___, located at ________________________________.

Signed: ______________ Date: __________

Printed Name: __________________________

For additional information, contact Mark Rossi at (rossi101@umn.edu) or (612) 625-6152 (Voice and Fax)
GUIDELINES FOR CONSTITUTION WRITING

The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in by-laws. You may want to delete certain sections and add others to your constitution. University policies that apply to registration of your organization are included in the outline below. All club constitutions must be submitted to the Student Association for review and acceptance by the Full Board.

Constitution of University of Minnesota, Crookston

Article I. Name, Purpose, and General Statements

Section 1. What is the exact title of the organization?

Section 2. What is (are) the purpose(s)?

Section 3. Non-profit status of organization (must be non-profit).

Section 4. Special relationship(s) with other organization(s), policies, etc.

Article II. Membership

Section 1. Who is eligible for membership? Are there special requirements or restrictions? (University policy requires there be no arbitrary exclusion on basis of race, religion, color, sex, national origin, marital status, handicap, age, veteran status or sexual orientation.)

Section 2. Are there categories of membership? If so, what are they? (Policy requires two-thirds of voting membership must be registered University of Minnesota students.)

Section 3. How does one become a member?

Section 4. How does one maintain membership in good standing? Can a member be removed from the roles of the organization, and for what cause, and by what process? G.P.A. requirement?
Article III. Officers

Section 1. How many officers are there? What are requirements to be an officer? (University policy requires officers to be currently enrolled students with 6 or more credits, and that a club representative to the Student Association be selected.)

Section 2. What are the duties and general responsibilities of the officers? All officers must: (1) be currently enrolled students at the University of Minnesota, Crookston registered for at least six credits; and (2) have a cumulative GPA of 2.00 or higher having successfully completed a minimum of 12 credits. For students with fewer than 12 commutative credits, a 2.00 cumulative GPA on a four-point system or equivalent from high school is required. Freshmen who do not meet these requirements may petition the Executive Committee of the Crookston Student Association.

Section 3. How are officers elected/appointed? How long do they serve? Can they be removed from office? Under what circumstance(s) and by what procedure? When are they selected; take office? How do you fill vacancies?

Section 4. If academically related a club advisor shall be selected in consultation with the Division chairperson and/or the Director of Student Activities. Advisors must be employees of the University of Minnesota.

Article IV. Committees

Section 1. What standing committee(s) shall exist? What are the duties and responsibilities of these committees? Who serves on these committees?

Section 2. Special committees?

Article V. Meetings

Section 1. How many regular meetings are to be held? How are they called and who is responsible?

Section 2. How many members are required for a quorum?

Section 3. How are decisions made? Simple majority?

Section 4. Special meetings? For special purpose only? Who may call them?

Article VI. Financial Matters
Section 1. The club shall not provide monetary gain, incidentally or otherwise, to its’
directors or membership except as payment for services rendered in the form of
wages, salaries, or incentives.

Section 2. Should the organization dissolve leaving residual assets, how shall these be
distributed? If not stated, who shall decide?

Section 3. Must use the check service at the Business Office for record keeping and
accountability of funds.

Article VII. By-laws

Section 1. If there are to be provisions for by-laws, how are they to be established? Who
prepares? How are they announced? Who can vote? Quorum needed? Majority
vote?

Article VIII. Amendments

Section 1. Who can propose? To who are they submitted? Who reviews? How much notice
must be given to members of upcoming vote? When do they take effect?

Section 2. Quorum? Vote needed to pass?

DATE OF RATIFICATION: ________________________________

SIGNATURES OF OFFICERS/WITNESSES: __________________________

__________________________________________

NOTE: If you need any help with any section of your constitution or by-laws, please talk with
the Director of Student Activities in 238 Sargeant Student Center.
“Model” Constitution

UNIVERSITY OF MINNESOTA, CROOKSTON

“MODEL” CONSTITUTION

NOTE: This club is fictitious and the following constitution was created as a sample for use by student organizations to assist them in developing their own constitutions. Any section with MUST in front of it is required, although not necessarily in the exact wording presented.

* = indicates a section that must be included in a Club Constitution

Constitution of the Computer Science Club

University of Minnesota, Crookston

ARTICLE I. GENERAL

*Section 1. The official name of this organization shall be the Computer Science Club.

*Section 2. The club shall operate as a non-profit organization.

*Section 3. The club shall abide by the applicable rules and policies of the University of Minnesota pertaining to student organizations.

*Section 4. This organization shall exist for the following purposes:

a) To provide a forum for speakers to make presentations of timely interest to members on contemporary aspects of computer science.

b) To provide a support group for students majoring in computer science, including offering tutoring in various program languages.

c) To schedule visits and field trips to companies in the computer industry.

d) To provide social activities and events for the membership.

ARTICLE II. MEMBERSHIP
Section 1. Voting membership is open to all students, faculty and staff at the University of Minnesota.

Section 2. No more than 1/3 of the voting membership shall consist of nonstudents.

Section 3. Membership is open to all students without regard to race, religion, color, sex, national origin, handicap, age, marital status, veteran status or sexual orientation.

Section 4. To become a member, one must fill out the membership application form and return it to the secretary of the club.

Section 5. To represent the University in official events and activities, members must be making satisfactory academic progress. Suspended students readmitted under the terms of the academic contract shall NOT be considered to be making satisfactory academic progress while students on academic probation shall be considered to be making satisfactory academic progress.

ARTICLE III. OFFICERS

Section 1. The officers of this club shall consist of President, Vice President, Secretary and Treasurer. A Representative to the Crookston Student Association shall be selected.

Section 2. All officers must: (1) be currently enrolled students at the University of Minnesota, Crookston registered for at least six credits; and (2) have a cumulative GPA of 2.00 or higher having successfully completed a minimum of 12 credits. For students with fewer than 12 commutative credits, a 2.00 cumulative GPA on a four-point system or equivalent from high school is required. Freshmen who do not meet these requirements may petition the Executive Committee of the Crookston Student Association.

Section 3. Officers shall be elected during the May meetings and shall serve for a period of one year. Officers shall be elected by plurality of the voting members present providing a quorum is achieved. A club advisor who is a university employee shall be selected.

Section 4. The duties of the officers are as follows:

a) President — Preside over all meetings of the club and serve as Chairperson of the Executive Committee. Act as official representative of the club at other meetings and events.

b) Vice President — Preside at meetings of the club and the Executive Committee in the absence of the president. Succeed the President if the President was unable to complete his/her term of office. Coordinator of committees.
c) Secretary — Record and produce minutes of all meetings. Handle the club’s correspondence.

d) Treasurer — Handle all financial transactions of the club. Maintain thorough and accurate records of all transactions. Produce financial reports as required by the club. Use checking service at the Business Office.

e) CSA Representative — Attends all Student Forum meetings and serve as a liaison between the two organizations.

ARTICLE IV. COMMITTEES

Section 1. The standing committees of this club shall be:

a) Executive Committee — Consists of the elected officers and chairpersons of all committees. Sets meeting dates and agenda for the club. Sets membership dues with approval of the membership. Determines committee assignments. Acts on behalf of the club during the summer and complete club registration every fall at the Student Activities Office in the Student Center.

b) Program Committee — Handles all planning and arrangements for guest speaker programs and field trips.

c) Social Committee — Handles all planning and arrangements for social events held by the club.

ARTICLE V. MEETINGS

*Section 1. A regular meeting shall be held once each month during the academic year. A special meeting may be called by the Executive Committee or by a petition of 10 percent of the voting membership.

*Section 2. A quorum shall be present in order to conduct official business of the club. A quorum shall consist of 50 percent of the voting membership plus one.

*Section 3. Decisions of the club shall be enacted by a majority vote of the voting membership present.

*Section 4. Members shall be notified a week in advance of all meetings.
ARTICLE VI. FINANCIAL MATTERS

*Section 1. The club shall not provide monetary gain, incidentally or otherwise to its officers or membership. This does not restrict the payment of wages, salaries or incentives by the club for services rendered.

*Section 2. Unless otherwise specified by the membership at the time of dissolution of the organization, residual assets shall be distributed to the following nonprofit organizations according to the proportions below:

   Computer Science Department (U of M) 50%
   U of M Computer Center 50%

ARTICLE VII. BY-LAWS

Section 1. By-laws may be proposed by the membership and may be adopted by a majority vote of those present at a meeting when a quorum is present.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments to the constitution may be proposed by any member of the club. Such proposals shall be submitted in writing to the Executive Committee for a first reading to the membership at the regular meeting prior to the meeting at which the proposed amendment is to be voted on.

*Section 2. Duly proposed amendments shall be submitted to a vote of the voting members providing a quorum is present. A two-thirds majority vote in favor shall be required for adoption of such amendment.

*Constitution ratified: (month, day, year)

*President  ____________________________________________  *Vice President  ____________________________________________

Revised November 2000