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About the Registered Student Organization Handbook

We are pleased that you have decided to embark on this journey to get involved on campus and within the Richmond community! We hope that your involvement in these organizations is an enjoyable and educational experience. Please take some time to review the information in this student organization handbook. Use the following information as a guide to assist you and your campus organization when it comes to policies, regulations, and planning.

The Registered Student Organization is the all-inclusive, go-to guide to ensure your student organization has the necessary resources to be successful here at the University of Richmond! In this handbook, students and faculty advisors will find policies, and resources needed to lead strong student organizations, ultimately creating a vibrant culture of involvement.

Registered Student Organizations (RSOs) RSOs are one of the most rewarding ways that a student can become involved within the campus community. Your participation will help you to enhance leadership skills, develop an appreciation of difference across cultures, and create a holistic collegiate experience.

The Student Organization Handbook serves as a resource to help guide student organization leaders in the management and administration of Registered Student Organizations (RSOs) at the University of Richmond. This handbook includes pertinent information about policies, procedures, and resources that affect organizations, advisors, student members and their operations within the University. In addition, the Center for Student Involvement provides a “Student Organization Advisor Handbook,” which provides detailed information about advisors’ responsibilities and expectations.

Appendix A - RSO | Appendix B – Fraternity & Sorority Life | Appendix C – Policies

Sports clubs are considered registered student organizations, however, their primary oversight is within the Office of Health and Well-Being.

Questions not addressed in this handbook can be directed to the Center for Student Involvement (CSI) at involved@richmond.edu.
Center for Student Involvement Staff

Center for Student Involvement - Tyler Haynes Commons, Suite 217
Contact information for the Student Involvement Staff can be found [here](#).

<table>
<thead>
<tr>
<th>Position</th>
<th>Areas of Responsibility</th>
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<tr>
<td><strong>Director, Center for Student Involvement</strong></td>
<td>• Implements campus-wide initiatives and defines and execution of the CSI mission, budget and manages staff</td>
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</table>
| **Associate Director, Student Engagement**         | • Provide oversight to campus programming, fraternity and sorority life, and registered student organizations  
• Develops policies and procedures related to fraternity and sorority life and registered student organizations  
• Leads the student organization conduct process                                                          |
| **Assistant Director, Student Organizations**       | • Supports new and existing organizations  
• Manages all student organization finances  
• Presence campus administrator  
• Student Leadership Training(s)                                                                       |
| **Assistant Director, Fraternity & Sorority Life (FSL)** | • Advises IFC, NPHC, PHC and the Greek councils  
• Initiates strategic planning for Greek community success  
• Oversees Greek educational programming, policies and leadership development                           |
| **Assistant Director, Programming**                | *Engages the campus community through the following educational and social programs:*  
• Weeks of Welcome  
• Cultural Celebratory Programs  
• Homecoming Week  
• Advisor for SpiderBoard (Campus Programming Student Org)                                               |
| **Associate Director, Student Centers and Operations** | • Ensures safe and innovative operations of student centers on campus, including Tyler Hanes Commons, the Web, the Cave and Greek lodges/cottages  
• Manages Tyler Hanes Commons information desk  
• Manages and approves van rentals, tabling requests, and THC d-flyer postings                            |
General Overview

The Center for Student Involvement is committed to serving as a catalyst for student involvement and learning beyond the classroom by providing students opportunities to actively engage in campus events and programming, student organizations, FSL, and leadership development. Student organizations engage in meaningful, respectful conversations and activities contributing to creating dynamic, thriving and inclusive communities. Should student organizations need assistance in facilitating these conversations, contact a staff member in the Center for Student Involvement.

CSI oversees the following student organization procedures, resources, and areas:

- Annual Registration and Transition
- New RSO Recognition Process
- Student Organization Handbook
- Leadership Development Trainings
- Student Organization Advisor Support
- Event Registration
- Presence Training/Oversight
- Student Organization Fairs
- Budget and Allocations
- Programming Support

Purpose of Student Organizations

The purposes, programs and events sponsored by University of Richmond student organizations are to reflect and complement the institution’s academic mission and provide opportunities for students’ personal development and achievement. The University of Richmond recognizes the impact and contributions that well-rounded students make within their communities today and will make in the future. Therefore, we encourage all students to nurture their talents through the course curriculum of their major and minor(s) and through the student organizations they join. Studies, such as those from Dr. George Kuh at the Center for Postsecondary Research at Indiana University, reveal that involved students:

- Develop advanced critical thinking skills
- Are more self-confident
• Build stronger decision-making skills
• Are better prepared for post-collegiate life

Research correlates student involvement with academic and career success through the creation of a challenging and supportive environment in which students can realize the full potential of their abilities and understand their responsibilities to the larger community.

Organizations may not be in violation of state laws or federal laws, commit or be committed to acts of violence, engage in activities hazardous to themselves or others, or be in violation of any of the regulations stated in this handbook or University Student Handbook. Student organization activities should not disrupt the orderly functioning of the University. Policies of student organizations with outside affiliations must not be in conflict with University of Richmond policies.

Student organizations and student organization members are expected to act as ethical and responsible individuals representing the University of Richmond, and in furtherance of University values, both on and off campus.

As members of the University community, students bring a variety of interests to the campus and have the right of free association to join with other students with similar interests to form organizations according to the guidelines published by CSI. These organizations are understood to be valuable components of the educational process.

The University has the responsibility to decide what student organizations are related to its official mission and purposes as well as the type and breadth of support it will give to these organizations.

APPENDIX A

Registered Student Organizations

Types of Student Organizations

The four categories of student organizations are described below.

1. Registered Student Organizations

Registered Student Organizations are formally recognized by the University and originate out of student interest. They are formed by currently enrolled students sharing a common goal or interest and have properly completed the necessary forms on time and agree to adhere to guidelines established by the University. Registered Student Organizations regularly contribute to the campus community by hosting activities and/or opportunities for students to engage beyond the classroom. The Center for Student Involvement grants the institutional recognition of an organization through a chartering application process. An Registered Student Organization at the University of Richmond is defined as any student organization that meets the following criteria:

• Is registered through the Center for Student Involvement;
• Should be open to all students without regard to age, color, disability, gender, gender expression, national origin, race, religion, sexual orientation, and veteran’s status as a condition for University recognition. (Note: Some organizations may select members based on gender or academic requirements such as social fraternities and sororities, honor societies, professional organizations, etc.)

To learn more: Non-Discrimination Policy.

• Aligns with the University of Richmond’s mission, values, and vision.

• Registered organizations must maintain:
  
  1. A minimum of 10 members;
  2. A President and Treasurer;
  3. A staff or faculty advisor;

• Has an advisor who is a full-time, faculty/staff member of the University and who accepts responsibility for keeping informed about the activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. In addition, the advisor verifies that the organization’s programs and initiatives are in line with the mission, values and vision of the University of Richmond.

• Abides by Federal, State, and City laws and University policies.

• Does not operate in any business or commercial capacity.

RSO Membership:

Registered student organizations fall into two membership categories explained below:

Open

• Organizations with open membership allow any interested student to join without tryout, audition, recruitment, or any other requirements.

• These organizations are eligible to apply for SOBAC funding. (link to SOBAC funding section later in handbook)

Selective

• Organizations with selective membership may have the following membership requirements:

  • Recruitment/Rush Selection
  • Invitation
  • GPA Minimum
  • Audition/Tryout

  • New Member Period: Some selective organizations have a new member period where the member has been extended an invitation, but has not yet been initiated into the group. Organizations with a new member period are not to exceed a timeframe of more than 5 weeks between invitation and initiation.

  • These organizations are not eligible for SOBAC funding and are self-funded by dues, fundraising, or donations.
Benefits of being a Registered Organization:

UR supports the right of students to freely associate in registered groups by offering logistical, personnel, and facility resources provided primarily through the Center for Student Involvement.

University Meeting Spaces: Reservation and use of meeting rooms and event spaces

Resources:
- Advisors
- Van/SUV Rentals
- Lockers
- Mailboxes
- AV Services

Marketing:
- Dflyers
- Student org listlerv
- CSI Instagram
- SpiderFest
- THC Tabling
- Presence

Leadership Training: Annual RSO Institute is required for student leaders to participate in organization management, positional leadership development, and education surrounding university policies including risk management.

Funding: There are multiple ways to fund organizations and initiatives on campus, including Student Organization Budget and Appropriations Committee (SOBAC) funding (available to orgs that have open membership), grant funding, fundraising, Supplemental Funding, etc.

2. Sponsored Organizations

Sponsored organizations fall under the direction, advice, and funding of a department or office at the University. These organizations have not gone through the formal recognition process but can still play an important role in student involvement and University culture. All student organizations are encouraged to become registered officially, even if they begin as sponsored, to ensure that they are eligible to receive the benefits of being an RSO. (below) Examples of sponsored orgs include: religion/spiritual groups, health/well-being groups, etc.
3. Inactive Organizations

Registered Student Organizations that have not completed the transition process in Presence by the deadline for a designated semester will be deemed inactive immediately. Inactive status means that the organization will no longer be able to utilize any of the privileges of an registered student organization. Additionally, the organization will forfeit any remaining in their University index. Inactive organizations must contact the Center for Student Involvement to complete the renewal process. If an organization is inactive for more than two consecutive semesters, the organization will have to complete the new organization recognition process if they wish to be a recognized student organization on campus.

4. Unrecognized Student Organizations

The University of Richmond does not sanction the activities of unrecognized organizations nor encourage students to become members of such organizations. Unrecognized organizations do not receive support or oversight from the University. Unrecognized groups do not receive University training and/or education on topics such as organizational management, harm prevention, risk management, and health and safety topics (alcohol education, sexual misconduct, (Policy #: STU-4001 Policy Title: Policy on Unrecognized Student Organizations Effective: 11/15/2019)).

A student is prohibited from affiliating and promoting unrecognized student organizations, suspended organizations or organizations whose charters have been revoked. Organizations that have been suspended must adhere to the stated conditions of the suspension or face additional delay of reinstatement or possible permanent loss of registration. This includes total prohibition for the organization and its members or supporters to conduct any activity on the campuses of the University or at off-campus University associated events that in any way promote the goals, purposes, identity, programs, or activities of the organization.

Because these groups are unrecognized, they also do not receive University staff support in the way of advisors and mentors. Additionally, unrecognized organizations that are not affiliated with or recognized by a national organization and do not carry liability insurance. Unrecognized groups have been directed to cease ALL operations, including recruitment, education, induction of new members, and the sponsoring of and/or participation as a group under an original or new name in any on or off-campus activities or programs. Failure to comply with this requirement may be considered a violation of the Standards of Student Conduct. Students are further advised that activities that violate University policy will be addressed and students will be held accountable accordingly. Additionally, activities may be subject to litigation by the legitimate national headquarters and/or governing body. For additional questions about the current status of unrecognized organizations, please contact the Center for Student Involvement at 804.289.8505 or involved@richmond.edu.

How to start a Registered Student Organization (RSO)

1. A minimum of 10 students is required

2. Identify an advisor

3. Complete a provisional application.

   a. A constitution is required as part of this application. A sample constitution can be found here.

4. Schedule a meeting with the Assistant Director for Student Organizations
5. Create a proposal to be presented to the Student Development Committee that includes:

- The defined need on campus;
- The value of the organization to the campus community;
- The value of the organization to its members.

**Maintaining Student Recognition**

1. To maintain registered student organization status:

- Register and transition once per semester with the Center for Student Involvement.
- Maintain a minimum of 10 members. *Organizations that cannot maintain 10 members should contact the Assistant Director of Student Organizations.
- Submit organization leadership and membership rosters to CSI at the beginning of each semester; (note: special accommodations will be made for those with anonymity concerns).
- Attend annual student leader required training.
- If applicable, must be in good financial standing.
- Comply with [Standards of Student Conduct](#), [University Hazing Policy](#), and [Title IX Policies](#).

**APPENDIX B**

**Fraternity and Sorority Life**

Fraternities and sororities refer to the social, Greek-lettered organizations on campus. These organizations are defined as single-sex, selective, and fulfill the pillars of service, leadership, scholarship and fellowship. Membership cannot be held in more than one organization and members must be officially invited to join an organization. The fraternities and sororities on campus belong to one of the following governing councils: the Interfraternity Council, the National Pan-Hellenic Council and the Panhellenic Council. The FSL code of ethics is upheld by all members of the above councils and is as follows:

- Our actions will reflect positively on the University of Richmond and its communities.
- We will maintain mutual respect and trust between all members of the Greek system.
- We will promote, teach and honor the values of honesty and integrity as well as the ideals instilled upon us by our respective Constitutions, Creeds or Rituals. We will uphold these values and ideals through our actions and words.
- We will remain loyal to our brotherhood or sisterhood and to the values and model of behavior addressed in the University of Richmond FSL Code of Ethics.
- We will strive to promote the growth and development of FSL now and in the future.
Sororities and fraternities are affiliated organizations with specific identities and traditions, ultimately responsible for their own internal governance and welfare. However, these organizations are always subject to the educational goals and social regulations of the University, therefore, they are not agents of the University, but bear collective responsibility and possible liability for any actions which damage the University’s good name and reputation, or which violate University policy, state and federal laws and/or organization policies and procedures. In order to be in good standing with the university, an organization must follow the Student Handbook and Standard of Excellence.

**Standards of Excellence**

The purpose of the Standards of Excellence Program is to establish standards that ensure every University of Richmond fraternity and sorority is well-managed and fully-committed to the highest quality of student experience for each of its members, with particular emphasis on our core values: service, leadership, scholarship and fellowship. The Standards of Excellence outlines specific expectations for fraternities and sororities regarding the following topics:

- **Focus Area 1:** Excellence in Academic Achievement
- **Focus Area 2:** Excellence in Alumni and Advisor Engagement
- **Focus Area 3:** Excellence in Campus and Community Involvement
- **Focus Area 4:** Excellence in Civic Engagement, Philanthropy and Service
- **Focus Area 5:** Excellence in Council Involvement
- **Focus Area 6:** Excellence in Education and Leadership Development
- **Focus Area 7:** Excellence in Health, Safety and Facility Management
- **Focus Area 8:** Excellence in Membership Development

**Standards of Excellence Chapter Status**

- Chapters will receive a status once they complete their SOEs. Chapters are rewarded 1 of the 3 statuses based off their performance. The 3 statuses are, Chapter Excellence, Chapter Achievement and Needs Improvement. If a chapter receives Needs Improvement, this is due to the organization not fulfilling the guidelines of the Standards of Excellence.
Score Cards

In an effort to be more transparent about the grades, activities, and behavior of the University of Richmond’s fraternities and sororities, the Center for Student Involvement has created a scorecard. Chapter score cards provide key measures to show performance for each sorority and fraternity chapter within the Interfraternity Council, National Pan-Hellenic Council and Panhellenic Association. Score cards are published at the end of each semester on the CSI website.

Guidelines and Good Standing

Recognized Chapters

• Recognition is the formal process by which the University agrees that a fraternity or sorority chapter may function on campus, enroll members, and identify with the University.

• Fraternities and Sororities may not operate without receiving formal recognition from the Center for Student Involvement. If a chapter does not follow the minimum standards of University guidelines, federal laws, state laws or local laws this could result in a recognition status change.

• Each fraternity and sorority is required to be recognized and sponsored by an approved national headquarters external to the University. Any changes in the status of recognition from sponsoring agency must be reported to the Center for Student Involvement immediately.

• If a chapter requests University recognition upon completing a disciplinary suspension term, the chapter must develop a Chapter Improvement Plan (CIP) which outlines all corrective actions that the chapter has taken since the group was suspended. Additional requirements may apply depending on the terms of the suspension at the discretion of the Center for Student Involvement and the Student Conduct Office.

In order to maintain recognition and be in good standing with the University, the following trainings and guidelines must be met/completed.

Required Meetings

The Center for Student Involvement will require several reoccurring meetings throughout the fall and spring semester. This list is subject to change.

Presidents Meeting:

• Each semester there will be several all council presidents meetings share council/chapter, community and University updates. Presidents are required to be in attendance. If the president is unable to attend, they must send a representative in their place.

Recurring President Meetings with CSI Staff:

• Each chapter president must meet with the Assistant Director of Fraternity & Sorority Life to share updates on the chapter and learn about the happenings within CSI and the University. Council presidents must meet with the Assistant Director of Fraternity & Sorority Life on a weekly basis to discuss council goals, proceedings and University updates. FSL focuses on holistic education, care of the individual, and service to the community.

Recurring Council Presidents meeting:

• Each council (IFC, NPHC, CPC) will host reoccurring chapter presidents meetings to discuss council business.
Required Trainings
The Center for Student Involvement will host several required trainings program during the fall and spring semester where the following topics will be taught. This list is subject to change.

Anti-Hazing:
• All chapter members are required to complete this anti-hazing training. The training covers the University of Richmond hazing policy, how to report hazing, and consequences for hazing or failing to report hazing. The training will also discuss various scenarios to determine what actions might constitute hazing.

Substance Use, Risk Management and Safety:
• The training will discuss ways to mitigate risk and how to identify risky behaviors and situations. The training will also cover University policies and expectations. The training will review support resources and how to identify over alcohol consumption and substance abuse.

Title IX and Bystander Intervention
• This training will discuss Title IX policies, sexual misconduct, gender violence and bystander intervention. This training is required for all members.

Other Requirements
Advisor:
• Each fraternity and sorority is required to have a graduate or alumni advisor who works closely with the chapter to ensure its progress and success. The names and contact information of any advisors should be reported to the Assistant Director of Fraternity & Sorority Life.

Insurance Policy:
• All chapters at the University of Richmond are required to have proof of liability insurance. The University of Richmond must be named the certificate holder on the document. Chapters must upload a copy of this insurance at the beginning of each academic year into Presence.

Mail:
• Chapters are able to get mail sent to their Tyler Haynes Commons mailbox which is located in THC 340.
Recruitment/In-Take Guidelines and Expectations for Chapters

• Recruitment/Interest meetings/events must be submitted to Presence 14 days prior to the event. Chapters can do this by creating an event in Presence and answering the prompts. If needed, the chapter can restrict visibility of the event in Presence to solely the chapter and CSI.

• Alcohol or drugs should not be in any way a part of the recruitment/rush/Intake or new member education process.

• Alcohol and drugs are prohibited during any aspect of recruitment/Intake.

• Alcohol and drugs are prohibited during any aspect of a chapters new member education process or initiation.

• Prospective members must be informed of financial and other obligations of membership prior to them receiving a bid.

• Prospective members may withdraw from the new member education process at any time without fear of harassment or ridicule.

• Must submit a recruitment/Intake plan and calendar to the Assistant Director of Fraternity & Sorority Life.

Requirement/Intake Process for Potential New Members

• Before beginning the recruitment/intake process, a prospective member must submit a Recruitment/Intake Registration form. This form allows the Assistant Director of FSL to check the student’s grade point average at any time and release this information to the chapter leadership, chapter advisor and national representative(s).

• All potential new members must be full-time, degree-seeking, undergraduate students at the University of Richmond.

• Individual chapters, the Interfraternity Council, National Pan-Hellenic Council, and Panhellenic Association are bound by the same regulations and procedures that are followed by other student organizations, subject to the provisions of Section 86.14 of Title IX 65 of the Education Acts of 1972, which allows Greek letter organizations to maintain single sex memberships. This section guarantees that all student groups will receive equal benefits from the University.

• Any organization that has a “sweetheart”/honorary member within their organization would be in violation of the single sex membership law. This could result in the organization going through the group conduct process through CSI. Additionally, the university would have to notify the organizations national headquarters. The organization would be held responsible for the honorary members behavior as well. Examples: sweethearts or adding members of the opposite sex into family lines. If an honorary member hazed a member within the organization they were given an honorary status, the organization would be held responsible for hazing since they allowed a non-member special membership/access into their organization.
Requirements for the New Member/Associate/Line Member Process

- The new member process shall be no longer than five weeks in the fall and five weeks in the spring. Chapters may have more than one new member class in a semester.
- The five week new member process begins on bid day.
- The Assistant Director of FSL will identify the five week new member timeline, alongside the initiation deadline.

Appendix C

Policies

Student Organization Conduct Process

All recognized student organizations are expected to act in accordance with the Standards of Student Conduct of the University of Richmond.

A fundamental pillar of the success of any student organization is the election of officers, all of whom, among their other duties, strive to ensure that the activities of the organization are conducted properly. It is the responsibility of the officers of each student organization to ensure that the organization complies with the Student Organization Conduct Process and to actively oppose and/or prevent any planned or impromptu organizational activity that would violate this process. Any organizational officer who allows their organization or a member of that organization to violate the Student Organizations Conduct Process without taking steps to prevent the violation also commits a violation of this Process. Violations, allegations, or general concerns that are reported to officers of the organization must immediately be reported to the Center for Student Involvement prior to taking any action including, but not limited to notifying a national organization.

Additionally, any organizational officer who knows of an unreported violation of the Process that has been committed and does not report it to appropriate University officials is in violation of the Process. The organization may also be sanctioned as a collective if an organizational officer is found to be in violation of the Student Code of Conduct while serving as an officer.

Privileges and Adjudication of Organizations

Student organizations are granted privileges (including organization promotion, social events, and facility-use) by the University. As the University grants these privileges to groups, it can withdraw recognition for cause or when it is in the best interest of the University. At the discretion of the Center for Student Involvement, the Student Organization Conduct Process may be bypassed given the facts and circumstances based upon the best interest of the University. Interim suspension, or cease operations, may be employed as an administrative order by the Director of Student Involvement or the Vice President for Student Development.
University Policies

- Additional Policies & Procedures
- Alcohol, Tobacco, & Other Drug Policy
- FERPA
- Fire Safety
- Hazing Policy
- Housing Policies
- Interim Student Conduct Policies
- Policy on Provision of Financial Resources to Students
- Policy Prohibiting Discrimination
- Sexual Misconduct Policies
- Smoking
- Travel Policy
- Unrecognized Student Organizations

Student Organization Funding

In order for student organizations to thrive, most require funding for basic expenses such as operating costs, marketing, program expenses, or travel. Funding can be attained in a variety of ways depending on the category of the RSO.

1. Departmental Funding - The organization is given an annual operating budget through a department or office.

2. Grant Funding - There are multiple grants available to student organizations for different types of programming.
   
   a. Cultural - Dupont Fund (faculty-sponsored event required)
   
   b. Speakers - Gottwald Speaker’s Fund

3. Supplemental funding - The purpose of supplemental funding is to provide a central location for student organizations to submit a request for funding not met by other funding pools. Upon receipt of the request, the Center for Student Involvement (CSI) will review and direct requests to the appropriate funding sources (i.e. departments, schools, offices).

4. SOBAC Funding - The Student Organization Budget and Appropriations Committee (SOBAC) is a joint initiative between the Richmond College Student Government Association (RCSGA) and Westhampton College Government Association (WCGA) designed to “fairly allocate funds to University-wide registered organizations on an annual basis and to review the use of these funds in order to maximize the quality of student life.”

The committee is comprised of 8 student members and an advisor including: the RCSGA Vice President of Finance (SOBAC Co-Chair), the WCGA Treasurer (SOBAC Co-Chair), 3 members of
the RCSGA finance committee and 3 members of the WCGA finance committee. The advisor is a non-voting member appointed by the Center for Student Involvement (CSI) that acts solely in an advisory capacity.

**SOBAC Eligibility**

To be eligible to request funds from SOBAC, an organization must:

1. Be a registered undergraduate student organization
2. Have an open membership policy
3. Attend a SOBAC information session

**Annual funding will be restricted to $1,500 for the following groups:**

1. New organizations
2. Organizations that have not received SOBAC funding in the past

**Organizations Not Eligible For SOBAC Funding:**

1. Club sports teams
2. Religious/Spiritual groups
3. FSL organizations (both social and professional)
4. Honor societies
5. Organizations that are exclusive in membership based on race, religion, national origin, sexual orientation, or any other factor stated in the University’s non-discrimination policy. Single-gender organizations can be funded as long as equal opportunity exists for both genders to participate in similar organizations.

Organizations that meet these criteria must also attend the RSO Institute and related required trainings. Failure to attend will result in a deduction of 25% of allocated funding per missed training session.
SOBAC Eligible Expenses

1. Operating Expenses
2. Durable Goods
3. Apparel
4. Publication and Production Expenses
5. Program and Event Expenses
6. Travel

For more detail about each of these categories please review the complete SOBAC Guidelines.

Applying for SOBAC Funding

The SOBAC process occurs annually during the Spring semester. Registered student organizations are encouraged to apply for the following academic year’s annual budget. The timeline for the SOBAC process is as follows:

1. Attend a mandatory information session.
2. Submit the application.
3. Present your budget during funding hearings.
4. After SOBAC deliberates and makes final funding decisions, your organization will be notified.

For more details about this process and specific dates, please visit the SOBAC website.

SOBAC Contingency Funding

The contingency process is independently run by RCSGA and WCGA. It is designed to support newly registered groups as well as current organizations facing unanticipated expenses. All rules stipulated in the SOBAC Guidelines also apply for any contingency request that is submitted. The process for Contingency Funding is as follows:

1. Submit a Contingency Request Form in Presence.
2. Schedule a presentation to go before the governments.
3. Present your request to RSCGA and/or WCGA. Your group may apply to both governments or just one.
4. After the body votes, a decision will be made and the organization will be notified.

For more details about this process, please visit the Contingency Website.

Unrestricted Funding

Unrestricted funding are funds that a group raises/receives that are not a SOBAC allocation or a contingency allocation. These funds do not follow the SOBAC Guidelines, but are still subject to comply with University policies. Off-campus bank accounts are discouraged and do not fall under the authority of the University. Examples of Unrestricted Funding are:
1. Fundraising/Profit Share
2. Dues
3. Grant

**Budget Management in Presence**

All SOBAC organization budgets are loaded into Presence in each group’s finance portal at the beginning of the academic year. All organizations are required to keep track of their spending utilizing the Presence finance portal. Treasurer’s Training is held at the beginning of each semester and attendance is required in order to be granted access to your budget. The following steps must be followed in order to request funds:

1. An “Expenditure Request” must be submitted in Presence indicating the items to be purchased, vendor information, and estimated cost.
2. Once the request is approved, the President or Treasurer of the group must come to CSI during Office Hours (posted at CSI, they will vary each semester) and check-out a purchasing card.
3. Once the purchase is made, you will create a “Reconciliation” in Presence to verify your purchase and upload receipts.
4. The final step is to return the purchasing card to CSI, including ALL ORIGINAL RECEIPTS and a meal attendee form, if applicable.
5. If these steps are not followed or receipts are missing, the organization’s budget will be suspended until all items are returned and Presence has been updated.
6. Instructions and screenshots for navigating Expenditures in Presence can be found [here](#) and Reconciliations [here](#).

**Unrecognized Student Organizations**

Unregistered student organizations are not eligible to apply for funding, nor are they eligible to open an on-campus account (index).

**Policy on Reimbursements**

As of July 1, 2019 the University implemented new Financial Policies and Procedures campus-wide, and no reimbursements will be approved. Organizations must request an expenditure in Presence and check-out a purchasing card during CSI Office Hours.

**Policy on Gift Cards**

The University does not allow the purchase of gift cards for any reason or with any funding source. Organizations who purchase gift cards using the University purchasing card will be required to reimburse the cost of the gift card to the University.

Additional Treasurer Resources and Office Hours Information can be found [here](#).

**Policy on Provision of Financial Resources to Students**

The purpose of this policy is to ensure that the University of Richmond can support students and student organizations in need of financial assistance while at the same time ensuring appropriate stewardship of University resources and compliance with federal limits on aid to students and other applicable laws and policies.
Event Planning

The process to reserve space for a meeting or event on campus is outlined below.

**Meeting:** A meeting is defined as a planned assembly of organization members to discuss agenda items related to organization business, typically consisting of members only. Generally, meetings do not include food or other services that require set-up.

**Event:** An event is defined as a planned gathering of students for the purpose of celebration, education, bonding, cultural enlightenment, entertainment, or other specific goal. Events can be members only, but typically include an invitation to the campus community. Events typically take longer to plan than meetings and include services such as food, set-up, AV, or other technical needs.

1. Register your event request with the [Event Registration Form](#) on Presence.

2. Log into the [Event Management System (EMS)](#) to reserve your space with the Events Office.
   - *Event Registration form approves events/meetings*
   - *EMS Space Reservation approves locations*
   - *Both processes are REQUIRED*
   - *EMS space reservations will only be approved for events with an approved Presence Event Registration Form.*

**NOTE:** For Presence and EMS

- All meetings must be submitted at least 7 days prior to the desired meeting date.
- All events must be submitted at least 14 days prior to the desired meeting date.
- If you have any questions and would like assistance in planning your event please, contact our professional staff to guide your student organizations through the event planning process at involved@richmond.edu.

For assistance with program planning please visit the [CSI website](#).
Additional Tips for Event Management

• Check out a card swiper from CSI to log your attendees.

• Be sure to pay attention to your attendees. If your goal is to gain new members, how are your current members interacting with potential members?

• Take note on things that are going well or that could be improved for the next event.

• Have Fun! You worked for this moment, don’t forget to enjoy it!

Risk Management

All activities or events, regardless of size, involve levels of risk. As student organizations hosting events, both on and off campus, you need to be aware of potential risks and work to develop strategies to mitigate those risks. While risks vary in type and scope, they need to be accounted for in the event planning process.

For complete information on risk management for student organizations, programs, and events, please visit the CSI website.

Types of Risk

1. Physical Risks – Bodily injury that occurs due to the participation in an event.

2. Reputational Risks – Incidents that result in negative publicity for the student organization, its members, their advisor(s), and/or the University. Reputational risks can occur after an event ends through media reporting.

3. Emotional Risks – Feelings of marginalization, discrimination, or trauma due to the content or nature of an event. Students or community members may be put at an emotional risk after an event has ended based on media coverage or anecdotal reports.

4. Financial Risks – Payments made before or after an event that impact the financial stability of the organization(s) hosting and associated with the event.

5. Facilities Risks – Structural damage caused to an event venue or surrounding environment during the event, or dangers associated with the venue including poor upkeep, lack of space, or inclement weather.
If an Incident Occurs

1. Take immediate care – If someone is injured, avoid touching them if possible. In the case of a disaster, find a safe place to go or follow the instructions given by the local authorities. Call Campus Police (804) 289-8911) if you’re on campus, or 911 if you’re off campus.

2. Document the incident – Take note of the people involved, witnesses, and a detailed description of the incident.

Events with Alcohol Policy

These procedures apply to all members of the student organization community who wish to host events with alcohol on University of Richmond property or off-campus as a function of their student organization.

Demonstrations Policy

Demonstrations or peaceful assemblies must be registered with the Events Office at least 48 hours in advance. You must follow standard space reservation procedures. Demonstrations or peaceful assemblies must comply with the following guideline listed in the Student Handbook.

Travel

Student Organizations must follow University driver guidelines as well as the motor vehicle laws of Virginia when acting as a driver during any sport club related travel.

- University of Richmond Driver Requirements
  - The travel policy applies to any University of Richmond driver, whether or not that person is affiliated with the University. These rules apply to any vehicle used for Student Organization purposes, regardless of whether that vehicle is university, state, or privately owned, leased, or contracted.
  - No driver shall operate any vehicle under the influence of drugs or alcohol.
  - No person, whether affiliated with the University or not, shall be permitted to act as a driver for any event if that person has a previous record of driving under the influence of drugs or alcohol.
  - Under no circumstances shall illicit drugs or alcohol be transported in any vehicle.

University Fleet Safety Policy

Vehicles driven on University of Richmond business shall be operated in a safe manner, in compliance with applicable rules and regulations. Only authorized persons may drive on university business. University vehicles may only be used for official, authorized purposes. Drivers who fail to adhere to vehicle policies and procedures may have their driving privileges suspended, and are subject to disciplinary action.
Helpful Contacts

Center for Student Involvement – involved@richmond.edu; IG handle @urinvolved

University Recreation – Sport Clubs – Wendy Sheppard wsheppar@richmond.edu

Chaplaincy – Religious and Spiritual Groups – Josh Jeffrey jjeffrey@richmond.edu

Events Office – urevents@richmond.edu

Facilities – facilities@richmond.edu – (804) 289-8600

URPD - police@richmond.edu

   Emergency: (804) 289-8911

   Non-Emergency: (804) 289-8715