

Recognized Student  
Organizations

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HANDBOOK

2018-2019

 **STUDENT ACTIVITIES OFFICE**

# Table of Contents

Student Activities Office.....	4
Contact Information .....	4
Mission, Vision, & Values.....	4
Recognized Student Organizations (RSOs).....	5
Mission, Vision, & Guiding Principles.....	5
Recognition of Your Organization.....	6
Recognition Process.....	6
Benefits & Resources for Recognized Student Organizations .....	6
Resources Managed by Student Activities .....	7
Engage Platform.....	7
RSO Emails.....	7
RSO Mailboxes.....	8
On Campus 901 Accounts .....	8
RSO Clubhouse & Storage Lockers .....	9
Supplies & Rentals.....	10
Contracts for Speakers or Entertainers .....	11
Resources Managed by Campus Partners .....	12
Scheduling - Reserving Space on Campus .....	12
Marketing and Promotion .....	13
RSO Funding & Student Allocations.....	15
Vehicle Rentals – Vehicle Services .....	18
Catering & Food Options for Organizations - University Dining .....	18
Other Resources – No affiliation with the University .....	18
Tax ID Numbers .....	18
Bank Accounts .....	19
Fundraising for Your RSO.....	20
Fundraising Ideas .....	21
How-To Guides.....	23
Learn the Engage System.....	23
Access Organization MNSU Email .....	23
901 Accounts - Set-up & Use .....	24

Getting an RSO Storage Locker ..... 25

Browse for Space in EMS..... 26

Login to EMS..... 26

Applying for Fundraising Approval..... 27

# Student Activities Office

Student Activities is the hub for campus involvement and serves as a resource to the students interested in starting an organization or re-recognizing a student organization.

## Contact Information

<b>Location:</b>	Centennial Student Union 173	<b>Phone Number:</b>	(507) 389-6076
<b>Mailing Address:</b>	Student Activities	<b>Fax:</b>	(507) 389-5632
	Minnesota State University	<b>Website:</b>	<a href="http://www.mnsu.edu/activities">www.mnsu.edu/activities</a>
	CSU 173	<b>Email:</b>	<a href="mailto:activities@mnsu.edu">activities@mnsu.edu</a>
	Mankato, MN 56001		

**Hours:** Monday – Friday: 8:00am – 6:00pm  
Summer Hours: 7:30 am – 4:00pm  
*\*Hours may vary\**

## Mission, Vision, & Values

### Mission

Student Activities promotes programs creating civic engagement, leadership and student development opportunities. In fulfilling this mission we promote:

- Ideas that encourage active discussion, personal exploration, and intentional learning
- Opportunities for experiential learning and reflection
- Diverse and creative programming that will enhance the collegiate experience
- Collaboration with University departments and local and global communities
- Student and leadership development that embraces differences

### Vision

Student Activities, a department of the Centennial Student Union, seeks to be the center for the co-curricular experience at Minnesota State University, Mankato.

### Values

- *Learning* - We complement and enhance the curricular experience creating partnerships for discovery. We promote lifelong learning.
- *Service* - We are dedicated to serving students and the greater community. We provide excellent customer service, leadership resources and diverse programming opportunities.
- *Advocacy* - We serve as student advocates committed to civic engagement and social justice.
- *Life/Work Balance* - We promote wellness in our activities and events.
- *Ethical Decision Making* - We believe in honesty, transparency, and integrity.
- *Stewardship* - We promote thoughtful and responsible use of resources effectively and efficiently.
- *Community* - We build a supportive and inclusive campus community where everyone is welcome, valued and respected. We honor a campus where tradition and change are shared and celebrated.

# Recognized Student Organizations (RSOs)

Recognized Student Organizations is a department within Student Activities with its own strategic plan.

## Mission, Vision, & Guiding Principles

### Mission

Recognized Student Organizations provide access to students seeking connectivity and life-long interpersonal growth.

### Vision

Recognized Student Organizations will provide the differentiating experience that will make every participant a distinguished member within their community.

### Guiding Principles

**Student-Centric** – The organizations will be created, operated, and manipulated by the students. Similarly, the administration’s focus will be for the benefit of the students and their organizations.

**Responsibility** – Students will be accountable for the creation, recognition, and functioning of their Organizations; and in doing so, will provide potential learning experiences for their members.

**Connectivity** – Students with similar interests, goals, and identities will be connected to other students, alumni, organizations, and unique opportunities only made available to recognized groups.

**Community** – Recognized organizations will foster a sense of support and comradery between members of their organization, other, organizations, and the administration alike.

**Leadership** – The professional staff, advisors, and student leaders will create, promote, and develop opportunities for students to gain leadership experiences in numerous forms.

# Recognition of Your Organization

Minnesota State University Mankato is a large campus with excellent, but limited resources. For this reason, Student Activities has partnered with Student Government and the University administration to formalize a process of recognition for organizations who wish to be affiliated with the University, so that the demand for campus resources is clear. Thus, one way to think about the annual recognition process for organizations is as an audit in which the university examines one segment of its constituents in an effort to gain a fuller understanding of anticipated use of facilities and campus resources. Thank you for understanding our need to discern resource needs across campus.

## Recognition Process

The recognition process for student groups is an annual process. There are two opportunities to gain recognition during the academic year, with the fall recognition being the ideal time to recognize. The two recognition periods are as follows:

- 1) **Fall** - 1<sup>st</sup> day of classes – last day of September by 11:45 p.m.
- 2) **Spring** – 1<sup>st</sup> day of classes – last day of January by 11:45 p.m.

During this period, the organizations seeking official recognition will need executive members to complete a few simple things:

- 1) Update organization profile in organizational management platform, Engage  
*\*This is the 11:45 p.m. deadline pointed to above*
- 2) Review the RSO Handbook (*this document*) and take short quiz on the content
- 3) Attendance at the RSO Presidents Inauguration event by the organization's President  
*\*If the President is unable to attend or any reason, it is expected they send an executive member in their place. We can only accept 1 member in attendance due to the capacity of the space.*

## Benefits & Resources for Recognized Student Organizations

Recognized student organizations (RSOs) gain access to a variety of benefits and resources on campus, some of which are managed by Student Activities, and others that are managed by other campus departments. The chart below highlights these resources. The office that manages each is the first-point of contact for the resource, but depending on the inquiry, staff members from other offices may be brought into the conversation.

STUDENT ACTIVITIES – CSU 173	CAMPUS PARTNERS – Various Locations
Organizational Management System-- Engage	Reserving Rooms/Space on Campus
MNSU Email Creation for Organizations	Graphic Support <i>*posters, t-shirts, table covers, etc.</i>
Organization Mailboxes	University Dining/Catering
On-Campus Accounts (901)	RSO Funding
RSO Clubhouse and Storage Lockers	Liability Coverage
Supplies and Rentals	Campus Security
Contracts for Speakers or Entertainers	Vehicle Rentals
	Wells Fargo or Affinity Bank Accounts
	Tax Identification Numbers (TIN)

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## Resources Managed by Student Activities

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### Engage Platform

The online platform used by Student Activities to manage the annual recognition process of student organizations on behalf of the University. Beyond recognition, this resource is a great tool for student groups to manage their members, designate their officers, and send messages to members. The software also makes it possible for organizations to share events with campus, and track attendance during their meetings and/or events. **See the how to section for resources on learning the system.**



### RSO Emails

Many organizations at Minnesota State University, Mankato have a long history and have been part of campus for years. In these cases, the organization likely has a mnsu email account already. New executive members who believe they may have an email, but are not sure can reach out to Student Activities to find out. New organizations or groups that do not yet have a mnsu email account can request one. Simply email [rso-office@mnsu.edu](mailto:rso-office@mnsu.edu) with the following information:

*Subject: RSO Email Request*  
**Body of the email**  
*- Name of Organization*  
*- List of mnsu emails you wish to have access to the account*

***\*See how-to section for directions for accessing your organization’s email inbox.***

## RSO Mailboxes

Every RSO has a mailbox in the Student Activities office (CSU 173). The mailboxes are numbered and located at the front of the office across from the front desk. There is a white binder on top of the file cabinet next to the mailboxes with a directory listing the organizations and their mailbox number. Organizations are *encouraged to check their mailboxes on a weekly or bi-weekly basis*. The mailing address to have mail sent to your box in Student Activities is as follows (C/O = Care of):

Minnesota State Mankato - Student Activities  
173 Centennial Student Union  
C/O: Name of Organization  
Mankato, MN 56001

## On Campus 901 Accounts

Student Activities and Business Services partner in creating on-campus accounts for Recognized Student Organizations. These accounts operate very differently from Wells Fargo or other banking accounts in that the responsible persons for the account do not get a check card or check book to facilitate spending. It is best to think of these accounts as simply a safe holding place for the organization's money. *Information about setting up an account, the set-up process, spending, and making deposits are described in the how-to section of this manual.*

***Subject:** Organization Name - 901 Account Question*  
***Body of the email***  
*- Account Number (901XXX)*  
*- Explain your concern*

## **Points of Contact**

Why are you contacting this person?

- a) I need to check if my RSO already has a 901 Account. – Student Activities
- b) I need help applying for a 901 Account. – Student Activities
- c) I need help depositing cash or checks into my 901 Account. – Student Activities, Cashier's Office
- d) I don't know which form to fill out. – Student Activities
- e) I need help with reimbursement paperwork. – Student Activities
- f) It's been 14 days and I haven't received my reimbursement yet. – Business Services

### Student Activities

Location: CSU 173

Contact Name: Ashley Strom, Assistant Director of Student Activities

Phone: 507-389-6076

Email: [ashley.Strom@mnsu.edu](mailto:ashley.Strom@mnsu.edu)



Contact Name: Jessica Lee, Graduate Advisor  
Phone: 507-389-5746  
Email: [jessica.lee-2@mnsu.edu](mailto:jessica.lee-2@mnsu.edu)

#### Cashiers Office

Location: Wigley Administration (WA) 128  
Phone: 507-389-2259  
Email: [cashiers@mnsu.edu](mailto:cashiers@mnsu.edu)

#### Business Services

Location: Wigley Administration (WA) 236  
Phone: 507-389-5069  
Email: [business-services@mnsu.edu](mailto:business-services@mnsu.edu)

### RSO Clubhouse & Storage Lockers

Student Activities has a small space designated for Recognized Student Organizations within CSU 173 called the *RSO Clubhouse*. This is a space open to all students involved with an RSO on campus and houses conference tables, 3 computers, storage lockers, and a coffee/tea station.

#### **Storage Lockers**

The number of storage lockers is limited. At the start of the academic year, Student Activities will let groups know that storage locker applications are open. Beginning fall 2018 a new way of distributing units will be implemented. ***Organization applications received will not be considered until the group has updated their org profile and submitted in Engage.*** Upon receiving an application, an RSO staff member will go to the registration que, and if the organization is not found there, the staff will move onto the next application.

The application form is located in the RSO- Executive Members page in Engage, and the link is as follows for 2018-19: <https://mnsumankato.campuslabs.com/engage/submitter/form/start/219096>

#### **Policies**

- The storage lockers are located in CSU 173 in the RSO Clubhouse.
- Lockers are checked out annually beginning in the fall, but can also be checked out in Spring Semester if there is availability.
- Per CSU Policy, all equipment and/or supplies must fit within the assigned storage locker. Anything stored beyond the assigned locker (on top of lockers or tables, etc.) will be removed from the space and discarded.
- Keys for lockers must be returned by 12:00pm on the last day of finals week in Spring Semester.

***\*To learn how to get set-up with a storage locker see the how-to guide section***

## **Points of Contact**

### Student Activities

Location: CSU 173

Contact Name: Ashley Strom, Assistant Director of Student Activities

Phone: 507-389-6076

Email: [Ashley.Strom@mnsu.edu](mailto:Ashley.Strom@mnsu.edu)

Contact Name: Jessica Lee

Phone: 507-389-5746

Email: [jessica.lee-2@mnsu.edu](mailto:jessica.lee-2@mnsu.edu)

## **Supplies & Rentals**

Student Activities has invested in supplies to support RSO groups in various ways on campus. The list of supplies and/or rentals available to RSO's is as follows:

- Creation Station
- Card readers for tracking event attendance
- Sandwich board for posters
- Popcorn machine
- Icy machine
- Nacho machine
- Leadership Library

*\*Student organizations can easily make use of these supplies by visiting with a front desk staff member.*

### **Creation Station – Cost: \$0**

The creation station is located in the back of the Student Activities space. There access to giant reams of paper for poster making, letter cutters, rulers, paint, and markers. There is also access to scissors and glue, but students need to check-out these items with their mav card at the front desk.

### **Card Readers – Cost: \$0**

There are proxy card readers available for organizations to use to track attendance for meetings or events. Organizations can easily check-out the card readers by filling out paperwork with the front desk staff in Student Activities.

### **Sandwich Boards – Cost: \$0**

There are 12 boards available to rent on a weekly basis. The yellow boards are 2'wide x 3' tall and may be reserved for one week at a time, unless given prior approval by a staff member in Student Activities. Loss or damaged sandwich boards will result in a \$160 charge to the organization.

### **Popcorn Machine – Cost: \$15**

The small popcorn machine can be reserved by organizations for the day at a cost of \$15. The cost covers supplies-- popcorn kernels, oil, and salt--and simple directions for use are provide on the machine. The group

will need to complete a rental form and sign the appropriate paperwork. All reservations are for one 24 hour period. Rentals longer than 24 hours or failure to return the equipment in the reserved time will incur additional rental charges.

### **Icy Machine – Cost: \$15**

The snowcone/icy machine can be reserved by organizations for the day at a cost of \$15. The cost covers syrup and cups, the renter must supply ice. The group will need to complete a rental form and sign the appropriate paperwork. All reservations are for one 24 hour period. Rentals longer than 24 hours or failure to return the equipment in the reserved time will incur additional rental charges.

### **Nacho Machine – Cost: \$25**

The nacho machine can be reserved by organizations for the day at a cost of \$25. The cost covers cheese and trays, the renter must supply chips. The group will need to complete a rental form and sign the appropriate paperwork. All reservations are for one 24 hour period. Rentals longer than 24 hours or failure to return the equipment in the reserved time will incur additional rental charges.

### **Leadership Library – Cost: \$0**

There is a secured bookshelf in Student Activities that houses leadership-based literature, ice-breaker and activity books, and board games. These resources are free for students to check out. Students who wish to look at the tools in the library can simply ask the front desk to unlock the unit.

## Contracts for Speakers or Entertainers

If an organization wants to bring a speaker or entertainer to campus for an event that is open to campus, and there will be payment made to the speaker or entertainer, a contract must be executed. The contract coordinator on campus, Diane Huettl, writes contracts for all of campus, so advance planning is necessary. A *minimum* of a month in advance is best. Here are the steps to follow to get things in motion:

1. **Email the RSO staff.** Send an email to [rso-office@mnsu.edu](mailto:rso-office@mnsu.edu) (*see example in box*)  
A member of the RSO team will respond to your email within 24 hours, and will give you directions for setting up a meeting with a staff person.

***Subject:*** Organization Name – Contract Help  
***Body of the email***  
*-Statement/details about the contract you are seeking help with (step #2 may help).*

2. **Come to meeting prepared.** Bring the following information with you to the meeting.
  - a. Date, time, location of event
  - b. Name of organization or person you wish to contract with
  - c. What you expect of the speaker or entertainer in contracting with them

## **Points of Contact**

### Student Activities

Location: CSU 173  
Contact Name: Ashley Strom, Assistant Director of Student Activities  
Phone: 507-389-6076  
Email: [Ashley.Strom@mnsu.edu](mailto:Ashley.Strom@mnsu.edu)

Contact Name: Jessica Lee  
Phone: 507-389-5746  
Email: [jessica.lee-2@mnsu.edu](mailto:jessica.lee-2@mnsu.edu)

Contracts - Finance and Administration  
Location: WA 238  
Contact Name: Diane Huettl  
Phone: 507-389-6623  
Email: [diane.huettl@mnsu.edu](mailto:diane.huettl@mnsu.edu)

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## Resources Managed by Campus Partners

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### Scheduling - Reserving Space on Campus

Recognized Student Organizations (RSOs) have **free access to space** on campus for meetings and/or events. Organizations are able to schedule space through two means:

- 1) **Face-to-Face** by visiting Scheduling and Conference Services office in the Centennial Student Union (CSU 220)
- 2) Reserving space through our **virtual Event Management System (EMS)**

For large-scale, special events option #1 makes the most sense, but if you are simply scheduling a meeting then option #2 is best, but will require that the group already have a template set up in EMS. All organizations who were recognized in the previous academic year should have a template, but if it's been awhile since the group was active, the organization may have trouble accessing EMS. Try accessing the online EMS system using the organization's email (directions below), and if it doesn't work, send an email to [rso-office@mnsu.edu](mailto:rso-office@mnsu.edu). *See the how-to section for login directions using your group email.*

***Subject:** EMS Access*

***Body of the email***

*- Name of Organization*

*- Organization's mnsu email*

*- Name and mnsu emails for 2 members of the organization who will schedule on behalf of the organization*

If you go with option #1 for scheduling, it will help the conversation along to know whether the space your organization wants is available for the date/time of the event. *See the how-to section for Browsing for Space on EMS.*

## Points of Contact

Why are you contacting this person?

- a) I need to schedule a big event and book a large room. – Scheduling Office (CSU 219)
- b) I need to schedule regular meetings for my RSO. – Student Activities or Scheduling Office  
*\*This kind of scheduling is best done through EMS if you have access*
- c) I don't know if my RSO is recognized or if we have an email. – Student Activities

### Scheduling Office

Location: CSU 219

Phone: 507-389-2223

Email: [university.scheduling@mnsu.edu](mailto:university.scheduling@mnsu.edu)

### Student Activities

Location: CSU 173

Contact Name: Ashley Strom, Assistant Director of Student Activities

Phone: 507-389-6076

Email: [Ashley.Strom@mnsu.edu](mailto:Ashley.Strom@mnsu.edu)

Contact Name: Jessica Lee, Graduate Advisor

Phone: 507-389-5746

Email: [jessica.lee-2@mnsu.edu](mailto:jessica.lee-2@mnsu.edu)

## Marketing and Promotion

The Centennial Student Union and Printing Services provide support for organizations to marketing themselves on and off campus.

### **Centennial Student Union Support**

The CSU resources are managed by the Marketing Coordinator of the CSU, Lenny Koupal, and a team of student workers. This team does not provide graphic design services for organizations, but rather, supports organizations in ensuring their marketing pieces meet University graphic standards, and provides channels for marketing. The channels are as follows:

- Poster hanging around campus
- Special promotions in the CSU
- Promotion in the CSU Captivated Audience Newsletter (CAN)
- CSU Insider – Electronic Newsletter

For help with any of these marketing channels, please contact Lenny Koupal, CSU Marketing Coordinator, at [leonard.koupal@mnsu.edu](mailto:leonard.koupal@mnsu.edu).

### **Poster Design & Hanging**

Recognized organizations are eligible for hanging up posters in the CSU and around campus, but they must meet the graphic standards of the University. To ensure your organizations poster meets the standards, please

see the CSU Public Relation (PR) tips page- <http://csu.mnsu.edu/prtips/> and be sure you have the University logo and disability statements on it. Once that is done, email your graphic to the CSU Marketing Coordinator for review and approval.

## **Special Promotions**

Organizations often have unique or out-of-the-ordinary ideas for marketing within the Centennial Student Union. Examples of different requests and whether they will be approved are listed below.

### **Examples of special use promotions:**

- Displays installed in one of the three stairwell areas on the Main Level Mav Ave corridor.
- Displays using the ceiling cord system running through the east-west and north-south corridors of the CSU Main Level. Displays must be educational (i.e. breast cancer statistics) and cannot hang lower than 8 feet off the floor.
- Displays placed on the floor of the CSU
- Display items placed randomly throughout the CSU which do not inhibit traffic through the building or access to persons with disabilities
- Displays that seek to use vinyl floor decals
- Displays hung from the walls or ceiling or items suspended in open spaces and stairways.
- Displays suspended in the Lincoln Lounge, Hearth Lounge or from the Hearth Lounge balcony.

### **REQUESTS NORMALLY NOT GRANTED:**

- *Attaching items to wood surfaces*
- *Attaching items to Kasota Stone surfaces*
- *Attaching to or painting of windows*
- *Requests that violate fire or building codes*
- *Displays that pose obstacles for persons with disabilities.*
- *Displays that use A-frame displays (sandwich boards) within CSU.*

## **The CSU CAN**

CAN stands for *Captivated Audience Newsletter* and is posted in the restrooms of the Centennial Student Union. RSO groups can request to have an event featured in this newsletter by contacting Lenny Koupal, Marketing Coordinator for the CSU, at [leondard.koupal@mnsu.edu](mailto:leondard.koupal@mnsu.edu) (cc' [csuinfo@mnsu.edu](mailto:csuinfo@mnsu.edu)).

## **CSU Insider**

The CSU Insider is an interactive e-newsletter for Minnesota State Mankato students. The newsletter was created with the intent of helping students be informed, engaged, and successful. Request by organizations to be featured in some way are not usual. Email [csuinfo@mnsu.edu](mailto:csuinfo@mnsu.edu) if your organization would like to be featured.

***Subject:*** CSU Insider – RSO Name

**Body of the email**

- *Introduction of self and organization*
- *Explanation of how you would like to be featured.*

To see past e-newsletters follow this link: <http://csu.mnsu.edu/prtips/archive/>

### **Printing Services Support**

Printing Services are available to help organizations with special promotional items such as t-shirts, pens, stickers, and more. Check out their website for more details: <http://www.mnsu.edu/printing/>.

### **T-shirts – IMPORTANT FYI**

Upon recognition, an RSO is an ambassador to the University at large, and this is not taken lightly by University Marketing. The greatest point of concern in this regard has been with RSO t-shirts. If your organization intends to make t-shirts and members will be wearing them around campus, it would be a wise decision to get the t-shirt design approved by a staff member in Printing Services.

First, check out the university standards in terms of apparel- <http://www.mnsu.edu/standards/apparel/>. Specifically read under “Promotional Apparel.” If you have questions after reviewing this page, please go to the “Contact Us” section on the website and get clarification for your questions.

### **RSO Funding & Student Allocations**

The funding structure for student organizations is often a point of confusion for groups. This is because funds are awarded differently for different organizations. There are several categories of organizations in Engage (see bullets) and in some cases all groups within that category are eligible to request funds through the student allocations committee (SAC), and others (noted with \*) the funding structure is a bit different.

#### **Organization Categories & Funding Source**

- |                                   |   |
|-----------------------------------|---|
| • Academic                        | Eligible for SAC Funding Requests         |
| • Fraternity & Sorority           | Eligible for SAC Funding Requests         |
| • Honorary & Professional         | Eligible for SAC Funding Requests         |
| • Multicultural*                  | <i>Funded through a Department/Office</i> |
| • Religious & Faith-Based         | Eligible for SAC Funding Requests         |
| • Special Interest                | Eligible for SAC Funding Requests         |
| • Sport & Activity*               | Eligible for SAC Funding Requests         |
| • Student Boards*                 | <i>Funded through a Department/Office</i> |
| • University Department or Office | NOT an RSO                                |

#### **\*Multicultural Organizations**

Domestic and internationally diverse groups fall under this category of organization, and each is funded by a specific office within Institutional Diversity. Some organizations here gain funding and support through the Kearney International Center, and the others through the Multicultural Center. These organizations will know which office when they submit for recognition in the fall, as there is a specific message within that process notifying them of their funding source.

## **\*Sport & Activity Organizations**

Any organization that is recreational or sports related in some way tends to be under this category. The sports clubs or intramural teams within this category receive their funding through Campus Recreation. These organizations will be notified during the recognition process. Organizations who do not get a notification indicating Campus Recreation as their funding source, can request funds through the SAC process.

## **\*Student Boards**

These organizations work collaboratively with a specific office or department in an effort to support students through events, programs, or services and generally receive financial support through the annual funding process for the University. *I.e. Student Events Team, Leadership U, or Mavs in Action*

## **SAC Eligible Organizations**

Recognized Student Organizations (RSOs) that are eligible to apply for funding through Student Allocations (SAC) can apply for money to support student travel and/or an on-campus program or event. Organizations are eligible for up to \$70 per student for up to 20 students for a total of \$1400 in travel, and up to \$500 to host an on-campus event. Funding requests are reviewed and processed by the Student Allocations Committee (SAC) on a weekly basis and money awarded is processed through reimbursement. In other words, the student organization is responsible for paying upfront and with the receipts of payment, are reimbursed thereafter.

### **RSO Travel – Annual Amount \$1400**

- \$70/student for up to 20
- Application link: <https://mnsumankato.campuslabs.com/engage/submitter/form/start/218468>

### **RSO Program – Annual Amount \$500**

- \$500 for the year, can be spread out over several events
- Application link: <https://mnsumankato.campuslabs.com/engage/submitter/form/start/218389>

## **Policies**

- Requests must be made ***at least 2 weeks in advance***. See specific summer deadlines in SAC Guidelines.
- The SAC committee may request your presence for questioning to help them make a recommendation.
- Separate funding requests must be completed for each program event date or travel event.
- Award requests are done through reimbursement. Students initially use personal funds to purchase or pay for services, and then bring in receipts and complete paperwork to be reimbursed.  
***Make sure to keep all invoices and receipts from purchases for the event.***
- DO NOT submit SAC funding requests after an event. Your request will be denied. ***For a full copy of the SAC guidelines go to the RSO – Executive Members Club page in Engage under “Documents.”***

## **Reimbursement from SAC – Post Event/Travel**

After the event or trip, students will apply for reimbursements from the SAC fund using the *CAO-21: Minnesota State University, Mankato Non-State Employee Reimbursement Report* form.

- You can find the digital version of the form here:  
[https://www.mnsu.edu/busoff/purch/forms/pdf/cao21\\_nonstate\\_emp01f.pdf](https://www.mnsu.edu/busoff/purch/forms/pdf/cao21_nonstate_emp01f.pdf)



- Collect a signature from your RSO's advisor or the Assistant Director of RSOs in Student Activities. We recommend keeping a scanned copy of this signed form for your records.
- Write your name on your original receipt or invoice from your purchase. We recommend keeping a scanned copy of these receipts.
- Staple the receipt or invoice to the *CAO-21* form.
- Turn this in to the business office located at 236 Wigley Administration Center. You may drop this into the inbox (a wire basket) that is located on the front desk.

You will receive a check in the mail that is sent to the address on file with MNSU.

**\*\* SAC will ONLY reimburse up to the amount you were originally approved for. \*\***

## Points of Contact

Why are you contacting this person?

- I need to clarify which funding I need to apply for. – Student Activities
- I need help filling out the funding request. – Student Activities
- I have questions about my approved funding request. – Theresa Schwartz in CSU Main Office
- I need help filling out the reimbursement form (CAO-21). – Student Activities
- I need to know about the status of the reimbursement I applied for. – Business Services

### Centennial Student Union Main Office

Phone: 507-389-2224

Contact Name: Theresa Schwartz, Advisor for Student Allocations Committee (SAC)

Email: [theresa.schwartz@mnsu.edu](mailto:theresa.schwartz@mnsu.edu)

### Student Activities

Location: CSU 173

Contact Name: Ashley Strom, Assistant Director of Student Activities

Phone: 507-389-6076

Email: [Ashley.Strom@mnsu.edu](mailto:Ashley.Strom@mnsu.edu)

Contact Name: Jessica Lee, Graduate Advisor

Phone: 507-389-5746

Email: [jessica.lee-2@mnsu.edu](mailto:jessica.lee-2@mnsu.edu)

Contact Name: Emma Blackwell, Student Activities Business Manager

Phone: 507-389-2124

Email: [emma.blackwell@mnsu.edu](mailto:emma.blackwell@mnsu.edu)

### Business Services

Location: WA 236

Phone: 507-389-5069

Email: [business-services@mnsu.edu](mailto:business-services@mnsu.edu)

## Vehicle Rentals – Vehicle Services

Vehicle Services is committed to serving the transportation needs of University employees and students for state purposes. Vehicle reservations are processed by Helen Walters and skilled student workers trained to provide the best service possible. The University has a fleet of 21 vehicles consisting of:

- Sedans (4-5 passengers): \$55 full day; \$33 half day
- Minivans (7 passengers): \$88 full day; \$53 half day
- Cargo Van (2 passenger with cargo storage space): \$57 full day; \$38 half day

To become eligible to rent a campus vehicle, you will need to complete a vehicle consent form. The whole process is outlined on the vehicle services website here: <https://www.mnsu.edu/vehicles/reserve/>

## Catering & Food Options for Organizations - University Dining

Minnesota State University, Mankato has contracted with Sodexo to be the sole food and beverage provider for campus, and thus, University Dining Service has *exclusive rights* for catering and food service operations within the University. This encompasses all of campus, including academic departments, administrative areas, student organizations, and the Centennial Student Union.

University Dining has created a low-cost catering menu specifically for Student Government, Residential Students, and recognized student organizations (RSOs). It is called the “Shoestring Catering Guide” and organizations can pick up a copy at the Catering front desk located within University Scheduling and Conference Services in CSU 219.

RSO’s may spend up to \$75 on outside food for their meetings. This exception to the contract is for *closed meetings ONLY*. If you are hosting a speaker or programming event open to campus or outside parties, you must contract with Dining Services.

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## **Other Resources – No affiliation with the University**

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### Tax ID Numbers

Typically, an RSO wants a tax identification number (TIN) because the group is being asked for the information by some business they are partnering with for fundraising purposes, or they are looking to open a bank account. A couple things an organization should consider before making a decision on getting a TIN.

### **Applying for a taxpayer ID or Federal Employer Identification Number (FEIN).**

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online> any group, regardless of how structured they are, can apply for a TIN. This is what may be required in order to set up a bank account in the organization’s name. *If a group gets one, it is important to keep this information with an advisor or someone who will be around long-term.* Having more than one can be problematic, especially if the group is doing things like opening bank accounts through Wells Fargo, Affinity Plus, or other banks. Keep in mind that the individual applying for an EIN in the group’s name is required to provide their own Social Security Number during the application process. Several organizations on campus have acquired EINs, but very few become 501c3 or Nonprofit status.

## Applying for 501(c)3 or Nonprofit status.

<https://www.irs.gov/charities-non-profits>

This is the status granted to non-profit, tax-exempt organizations. It is somewhat easy to get recognized as a non-profit, but there are several types of non-profits. Getting recognized as a tax-exempt non-profit is a whole different ballgame, and **both of these have annual IRS reporting and filing requirements.** The Student Activities staff do not recommend that RSOs do it because the transition from one officer group to another often fails to include instruction on the importance of keeping up with IRS filing requirements. This results in the loss of 501 status. Also, the documentation required to prove 501(c)3 status is significant. It can involve the need for attorney or accountant assistance, in some cases.

Some groups may provide an FEIN to organizations they are doing fundraisers with, but most don't have 501(c)3 status. ***An RSO that has not gone through the process of applying for and being granted 501(c)3 status cannot legally claim to be one, and an EIN is not all that is needed to do so.*** Where this could get troublesome is if they state that they are granted that status without really having it. Any company that donates to a group without 501(c)3 status should not be able to deduct that as a charitable contribution for tax purposes. They may be able to find some way to write it off as a business expense, but that would need to be determined by the business. This is precisely why a business will want to know whether or not you are, in fact, a 501(c)3.

## Our Recommendation

If you're affiliated with a national organization, which may already have non-profit status, check with them to see if they allow affiliated groups to fundraise using the already-established status and FEIN. If not, I would explain to the group you're wanting to do fundraising with that you're a student-run organization on campus and that, like most others, you don't have the paperwork filed for 501(c)3 status. Ask how they may have worked with student organizations in the past and see if there is any way to work out a process. You might also make contact with someone in the MSU Foundation or with your College's Development Officer to see if there's an account at the Foundation that your RSO could have funds filtered through. Then, the Foundation's FEIN can be used.

## Bank Accounts

Affinity Plus and Wells Fargo will host checking accounts for recognized student organizations.

- RSOs will work with either Affinity or Wells Fargo directly to sign up for and manage their account. The Student Activities office will not assist with these accounts.
- To apply for an account, your RSO will require a TIN/EIN number.
  - Organizations can apply for tax id numbers through the IRS website (see link below). This is also a case where the Student Activities office will not assist. The responsibility of applying for and getting a TIN is solely on the group.
  - Link to IRS website: <https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin>
- Below is a chart of the pros and cons between an on and off campus accounts for RSOs.

Type of Account	Pros	Cons
901 Account	<ul style="list-style-type: none"> <li>• Free</li> <li>• Only requires RSO recognition</li> <li>• It is easy to hand off responsibility to another student</li> </ul>	<ul style="list-style-type: none"> <li>• Getting money in and out of the account can take some time due to the administrative process</li> </ul>
Affinity Plus or Wells Fargo Accounts	<ul style="list-style-type: none"> <li>• It is easy to deposit and withdraw money from the account.</li> <li>• Allows for fund-raising with community since a TIN number is required for set-up</li> </ul>	<ul style="list-style-type: none"> <li>• The responsibility for a bank account belongs to one person and can't easily be handed over to another student.</li> <li>• Requires a Federal TIN or EIN number.</li> </ul>

## Fundraising for Your RSO

There are on and off campus fundraising opportunities for student organizations. The chart below highlights the options for each as the RSO staff are aware of presently.

ON-CAMPUS	OFF-CAMPUS
Selling popcorn or nachos <i>*See supplies &amp; rentals on page 12</i>	Partnering with a Mankato Business <i>*See list below</i>
Bake sales	Working with a Donor
Events with admission fees	
Spaghetti Feed	

### Policies

- Fundraising by Recognized Student Organizations and academic groups in the Centennial Student Union and across campus are subject to a variety of regulations. To simplify the process the CSU has established a single fund raising permit request form. These forms are available in the University Scheduling and Conference Services (CSU 219) and on their website- [www.mnsu.edu/scheduling](http://www.mnsu.edu/scheduling).
- All fundraising activities by RSOs must be approved by the university.
- RSOs may hold fundraising events a maximum of **3** times per semester.
- Items, food, or services being sold as part of fundraising for your RSO must abide by University Policy.

***\*Email [university.scheduling@mnsu.edu](mailto:university.scheduling@mnsu.edu) if you have any questions about this process.***

## Fundraising Ideas

### On-Campus Ideas

#### **Selling Popcorn, Nachos, or Icey's**

1. This is an opportunity for your organization to promote itself on-campus in a variety of locations. The Student Activities Office has all of the necessary equipment. Your organization must provide the employees. Take our snack machines out around campus, find the hot spots for student traffic, and sell popcorn for as cheap or expensive as you would like.
2. Your organization will be charged \$15.00 for materials and use of the popcorn machine, which covers the cost of the supplies.
3. Your organization will be charged \$25.00 for use of the nacho machine, which covers the cost of the cheese, and will be responsible for purchasing chips and any extras you wish to include.
4. After your use of the machines, your RSO is responsible for cleaning the machines before their return. Machines must be returned promptly after the event. ***\*If evening event, the machine can be returned the next morning.***

*\*\* Check with the front desk in Student Activities for help with rentals \*\**

#### **Bake Sale**

Organizations can have bake sales in the CSU. University Scheduling will share their policy with the organization and proper preparation procedures for the baked goods upon submission of the fundraising request form.

*\*Check in with University Scheduling at [university.scheduling@mnsu.edu](mailto:university.scheduling@mnsu.edu) if you have questions on bake sale policy.*

#### **Spaghetti Feed**

- For this opportunity your organization will partner with University dining.
- Traditionally these feeds have taken place off-campus and attendees pay anywhere from \$5 – \$10.
- Organizations sell tickets which part of the price covers supplies while the rest is generated into profit.
- To organize a spaghetti feed, contact University Dining Services to inquire about cost. You will need to know about how many people you will serve. A fund raising request must also be approved for this event.

### Off-Campus Ideas

#### **Partnering with a Mankato Business**

- This type of fundraising requires RSOs to have a TIN number (see the section about getting a TIN number for more information).
  - If your RSO does not have a TIN, but would still like to work with a Mankato business, contact the Assistant Director of Activities – RSOs for a letter recommending that they still work with your RSO.
- To partner with a Mankato area follow these steps:
  1. Contact the manager of the business to make an inquiry about a partnership.
  2. If they would like to work with you, start the fundraising request process through MSU.

3. Follow the business' process.
- Businesses we've RSOs have worked with before:
  - Kwik Trip
  - Casey's General Store
  - Applebee's
  - Pizza Ranch
  - Pizza Hut
  - Sears Photo
  - Buffalo Wild Wings
  - Cub Foods
  - Walmart
  - Hy-Vee
  - Wells Fargo
  - McDonalds
  - Panda's Express

### **Working with a Donor**

If a particular donor wants to give \$250\* or more OR they specifically ask to receive a tax-deductible receipt:

1. Ask the donor to give directly to the Foundation.
2. The donor may give to the Foundation by:
  - a. Student Activities pre-filled: <http://alumni.mnsu.edu/studentactivities> - donor **must** add your RSO name in the Comments box.
  - b. Greeks Program pre-filled: <http://alumni.mnsu.edu/greeks> - donor **must** add your RSO name in the Comments box.
  - c. Other ways to give: <http://www.mnsu.edu/giving/waystogive/>
3. The Foundation will receive the funds directly from the donor and provide gift recognition and a tax-deductible gift receipt directly to the donor.
4. Funds will be deposited into the Student Activities account with a reference to your RSO.
5. Contact the Assistant Director of Student Activities – RSOs to have these funds transferred to your RSO's 901 account.

\*\$250 aligns with IRS guidelines that the donor must be sent a tax-deductible receipt from a non-profit for a gift of \$250 or more.

\*\* This type of event can be risky in that you must have enough people attend, otherwise, your RSO may lose money. \*\*

# How-To Guides

## Learn the Engage System

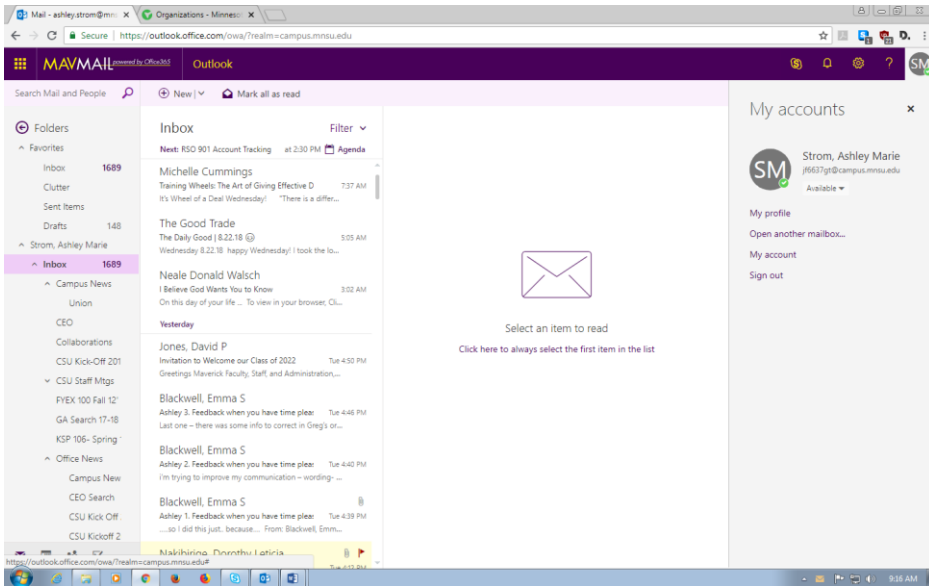
As explained earlier in the handbook, Engage is the online platform used by Student Activities to manage the annual recognition process of student organizations on behalf of the University. This resource is a great tool for student groups to manage their members, designate their officers, and send messages to members. The software also makes it possible for organizations to share events with campus, and track attendance during their meetings and/or events.

There are two resources for learning how to use the tools in the system:

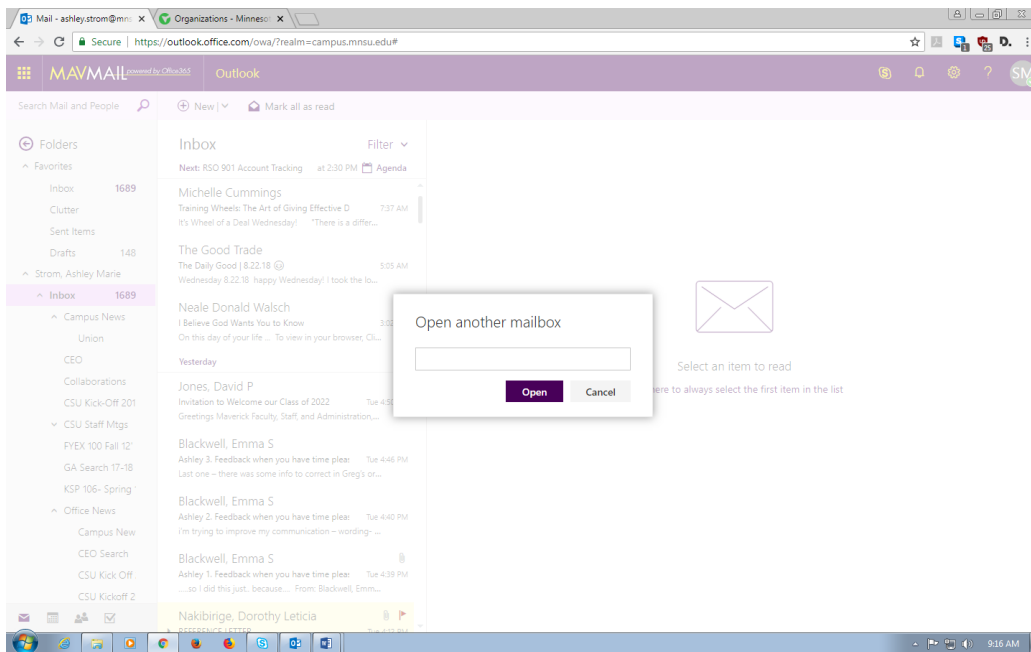
1. **Engage Help Page** (internal to the system) – this page is set up just like an RSO page and hosts step-by-step how to guides for the various modules under the “Documents” section. Students can join easily by following this link: <https://mnsuamkato.campuslabs.com/engage/organization/engagehelp>
2. **Engage Youtube Tutorials** – The RSO YouTube page has a channel that hosts short videos on how to use the different modules in a page. Check it out at this link: <https://www.youtube.com/watch?v=BBf692m0So0&list=PL-OWcm1fLkFinPkIUWOYxEI89OGc64RUd>.

## Access Organization MNSU Email

**Step 1:** Login to your personal mnsu email account and click on your name in the upper right hand corner. Click on “Open another mailbox.”



**Step 2:** In the blank box type in your organizations mnsu account and click “Open.” Your organization email will open in a tab next to your personal email tab.



## 901 Accounts - Set-up & Use

An organization can easily apply to get an account set-up. To do so, please complete the application in Engage-  
<https://mnsuamankato.campuslabs.com/engage/submitter/form/start/219091>.

In order to **successfully complete the application** you **will need** to have the following information on hand:

- *A name for the account- most groups simply use the name of the organization*
- *The names and tech id numbers for each student you wish to have access to the account*
- *The name and tech id number for the faculty or staff member who advises your organization*

The other questions in the form are easy to answer if not overthought. The form is simply a means of getting an account set-up and not intensely audited by Business Services staff, so guestimates are fine.

### Account Creation Process & Account Balances

After submission of your application, an RSO staff member from Student Activities will download your application and initiate an email with a staff member within the Business Services Office (WA 236). The submitter of the application will be cc'd on this email and informed of account number and details upon set-up.

Once an organization has an account, they will receive monthly statements from Business Services, which are distributed to the RSO mailboxes in Student Activities. As of fall semester 2018, this is the **ONLY** way of distribution, so organization officers should check the mailbox at a minimum once monthly. RSOs are expected to be fiscally responsible by keeping their account balanced and not overdraw the account. RSOs with accounts that have a balance of less than \$0.00 will be notified of this status by a member of the Student Activities team. The RSO President and/or Treasurer will need to schedule a meeting with the Assistant Director of RSOs to resolve the account deficit.



## Account Spending

Spending with these accounts is done through reimbursement. Organization members make purchases with their own money, keep the receipts, and then complete a CAO-21 form. The original receipts and the CAO-21 form are turned in to Business Services (WA 236) and the student will be reimbursed from the 901 account. Generally, the student will receive a reimbursement check within 14 business days.

## Depositing Money into the Account

Money may be deposited into your account in 2 ways:

### 1) *Deposit cash or checks.*

- Fill out the *Deposit Ticket*.  
\*You can find the digital version of the form here:  
[https://www.mnsu.edu/cashiers/forms/pdfs/deposit\\_ticket042007f.pdf](https://www.mnsu.edu/cashiers/forms/pdfs/deposit_ticket042007f.pdf)
- Bring your check(s) and/or cash with the form to the Cashier's Office at WA 128 for deposit.

### 2) *A campus entity deposits money into your account using cost center/901 account numbers.*

This type of deposit happens any time an RSO receives money from another department, RSO group, or any other group that has a MSU Cost Center number or MSU 901 Account number. Deposits of this kind are generally done with a *CAO-37 Request for Interdepartmental Purchase* form. *There is not a digital copy of this form.* It must be filled out in-person in the Student Activities office or with staff member of the University. Keep an eye on your account statement for the amount to be deposited. If you do not see it, email [rso-office@mnsu.edu](mailto:rso-office@mnsu.edu) to see what the issue might be.

## Getting an RSO Storage Locker

### Storage Locker Process

1. Once your RSO has been recognized, go to the Engage website to the *RSO- Executive Members Club page* to find the locker application under forms. Here is the link for the 2018-19 application:  
<https://mnsu.mankato.campuslabs.com/engage/submitter/form/start/219096>
2. Once the application has been submitted, you will receive a response within 5 business days. The response may request more information or may be used to set up a day and time with you to come in and pick a locker.
3. A representative of the RSO will come into the Student Activities office. A Student Activities staff member will review the *Key Holder Agreement* with you.  
***The key holder is the person responsible for managing the key. If the key is lost, the key holder will be held responsible for the fees to purchase a replacement.***
4. The RSO representative will pick their locker.
5. The RSO representative will receive a copy of their signed Key Holder Agreement via email.

### Changing the Key Holder

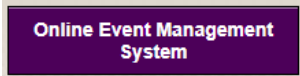
1. Make an appointment with the appropriate Student Activities staff to complete the change. See the "Points of Contact" for contact information.
2. Both students, the current key holder and the new key holder, must come to the Student Activities office to change over key holder responsibility. The current key holder should bring their key with them.

3. The new key holder will review and sign a new Key Holder Agreement.
4. The key will be exchanged.
5. The new key holder will receive a copy of their signed Key Holder Agreement via email.

## Browse for Space in EMS

### Browsing for Space on EMS – No Login Required



- 1) Go to the MNSU scheduling website. [www.mnsu.edu/scheduling](http://www.mnsu.edu/scheduling)
- 2) Click on “Online Event Management System” button near the bottom of the page.



- 3) Check for space availability. Hover your mouse over “Browse. You may browse by:
  - Events: List of events by date
  - Facilities: Shows details of the different types of rooms and their capacities
  - Space: Shows availability by date and time. It also shows the capacity of each room.
  - Rooms are organized by building. (*Recommended*)
    - \* Use the “Filter” on the right to pick the date and filter by your needs
    - \* You may see a map of the CSU here: <http://csu.mnsu.edu/about/layout.html>

## Login to EMS

### Reserving a Space with Access to EMS – Login to the System

- 1) Hover the mouse over “My Account” and click “Log In.” Are you a staff member or RSO?
  - a) Staff Member: Log in with your Star ID and password per usual.
  - b) RSO: Log-in with your RSO Email. The password will be the first part of the email address before the @ symbol. For example, if your email is [paperclipcollectors@mnsu.edu](mailto:paperclipcollectors@mnsu.edu), then your password is *paperclipcollectors*.
- 2) At the top of the screen, hover your mouse over “Reservations” and select the template that best fits your needs.
  - \*Each type of reservation will have specific instructions on the page after you click it.
- 3) Fill in the reservation form on the left of the screen with the following information. This will help you find the room you are looking for.
  - When is your event (Date, Start Time, End Time)
  - Where is your event (Facilities)
  - How many people are expected to attend (Attendance)
  - How does the room need to be set up (tables, chairs, stage, backdrop, etc.) (Setup Type)
- 4) A chart with all the rooms that fit the requirements you entered will be listed. Select the room by clicking on the green “plus” sign next to the room. 
  - Your selected time slot will be highlighted in light blue with two red lines.
  - If you decide that you don’t want this room or you select the wrong one, you may click the red “x” at the top of the window next to the reservation. 

- 5) Click over to the “Details” tab and fill in the form with the following information:
  - Event Name: Name of your event
  - Event Type: What you are using the room for
  - Group: Which group this reservation is for
  - 1<sup>st</sup> Contact: Who should be contacted if there is a problem.
  - Name: Your name
  - Phone: Phone number of the person who should be contacted
  - Email: Email of the person who should be contacted
  - Publish all bookings on master calendar: Choose whether or not is listed in the Master Events Calendar on the MSU website
- 6) Click submit.

## Applying for Fundraising Approval

1. Any fundraising request must be completed at least 5 business days before the event.
2. If you are using a space on campus for your fundraising event, you must have a tentative reservation number prior to completing the next steps.
  - See the ***Login to EMS*** section of the **how-to guides** for more information.
3. The *Fundraising Request Form* is hosted in the University Scheduling and Conference Services page in Engage. University Scheduling will also have the form on their website- [www.mnsu.edu/scheduling](http://www.mnsu.edu/scheduling).
4. The Assistant Director of the CSU or designee will review your request.
5. You may make changes to your request after it has been approved, but any changes must be authorized at least 1 week in advance of the scheduled event.
6. After your event, funds must be deposited into your RSO’s 901 account or your TIN account with Wells Fargo within 2 days of the event. We recommend you keep detailed records of all withdrawals and deposits.  
*See the how-to section on 901 Accounts for step-by-step instructions on how to make deposits. Deposits to the Wells Fargo account can be done like a normal bank deposit.*