2012-2013
Student Organization Handbook

UC Blue Ash
Office of Student Life
Muntz 127
513-745-5773
http://www.ucblueash.edu/studentlife
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Services &amp; Expectations for Student Organizations</td>
<td>3</td>
</tr>
<tr>
<td>Being UC</td>
<td>BA student organization President</td>
</tr>
<tr>
<td> Tips for running a meeting</td>
<td>5</td>
</tr>
<tr>
<td> Student Organization Liability</td>
<td>6</td>
</tr>
<tr>
<td> UC</td>
<td>BA Building &amp; Grounds Policy</td>
</tr>
<tr>
<td> Process for planning a campus event</td>
<td>8</td>
</tr>
<tr>
<td> Contracts</td>
<td>8</td>
</tr>
<tr>
<td> Planning off-campus events</td>
<td>8</td>
</tr>
<tr>
<td>Being a UC</td>
<td>BA student organization Treasurer</td>
</tr>
<tr>
<td> Role of the Treasurer &amp; Treasurer Functions</td>
<td>9</td>
</tr>
<tr>
<td> Funding of student organizations</td>
<td>10</td>
</tr>
<tr>
<td> Policies on disbursing of funds</td>
<td>11</td>
</tr>
<tr>
<td> Maintaining financial records and disbursing funds</td>
<td>12</td>
</tr>
<tr>
<td> Fundraising</td>
<td>13</td>
</tr>
<tr>
<td> Use of the University logo/brand</td>
<td>13</td>
</tr>
<tr>
<td> Sponsoring an outside vendor</td>
<td>13</td>
</tr>
<tr>
<td>The Student Organization Advisor</td>
<td>14</td>
</tr>
<tr>
<td>Other Campus Resources</td>
<td>16</td>
</tr>
<tr>
<td>Protocol Governing UC</td>
<td>BA student organizations</td>
</tr>
<tr>
<td> Registration &amp; Criteria for Registration</td>
<td>17</td>
</tr>
<tr>
<td> Privileges &amp; Responsibilities of registered organizations</td>
<td>18</td>
</tr>
<tr>
<td> Maintaining registered status</td>
<td>19</td>
</tr>
<tr>
<td> Disciplinary Action, Membership, Officer Eligibility</td>
<td>20</td>
</tr>
<tr>
<td> Finances, Posting &amp; Distributing Materials, Solicitation and Use of Facilities</td>
<td>21</td>
</tr>
<tr>
<td> Starting a new organization</td>
<td>22</td>
</tr>
<tr>
<td> Criteria for organization constitutions</td>
<td>22</td>
</tr>
<tr>
<td>Quick Reference—forms and finances</td>
<td>23</td>
</tr>
<tr>
<td> Form details...when to use what</td>
<td>23</td>
</tr>
<tr>
<td> Money reminders</td>
<td>23</td>
</tr>
<tr>
<td>Forms</td>
<td>24</td>
</tr>
<tr>
<td> Event planning checklist</td>
<td>24</td>
</tr>
<tr>
<td> Student organization important decision form</td>
<td>26</td>
</tr>
<tr>
<td> Internal Requisition/expense reimbursement form</td>
<td>27</td>
</tr>
<tr>
<td> Student organization deposit form</td>
<td>28</td>
</tr>
<tr>
<td> Student organization event evaluation form</td>
<td>29</td>
</tr>
<tr>
<td> Release form</td>
<td>30</td>
</tr>
<tr>
<td> Tax exempt form</td>
<td>31</td>
</tr>
<tr>
<td> Internal Space Request form</td>
<td>32</td>
</tr>
</tbody>
</table>
INTRODUCTION

The Student Organization Handbook is designed to be a resource guide for student organizations to better maneuver the University and its policies. It includes policies, procedures, and program planning solutions.

While the Handbook addresses the rules and structure for student organizations, it does not specifically state what makes a good student organization. There is no right or wrong answer to what makes a good student organization. However, a good student organization:

- has strong leadership that is willing to work with its members
- allows each member to have a voice
- respects and consults with its advisor
- contributes to its community
- provides the opportunity for all members to have a positive experience.

SERVICES AND EXPECTATIONS FOR STUDENT ORGANIZATIONS

The Office of Student Life has administrative responsibility for providing opportunities for and supporting student organization success and development. In order to accomplish this, the organization's head officer will work with the Office of Student Life and the administrative, academic, or national organization responsible for the organization. In conclusion, students are responsible for student organization success and development and encouraged to seek support and guidance from the Office of Student Life.

- Affiliated Student Organizations may be required to meet additional guidelines set by their academic, administrative, or national organizations in order to maintain their affiliation with the university. Enforcement of such requirements would be the responsibility of the academic, administrative, or national organizations’ office with ultimate authority for affiliation provided by the Office of Student Life.

- Program advisement assistance will be provided through the Office of Student Life (or other departmental units as appropriate) to every student organization as requested. All questions regarding program advisement or related policies and training opportunities for student organizations should be referred to the Director of Student Life, 127 Muntz Hall. The program staff of the appropriate office will provide lists of services and consultative activities as well as offer workshops, referrals, and direct intervention as requested by the head officer of the organization or deemed necessary by the Office of Student Life.

- For those organizations advised directly by university administrators as part of their job responsibilities, the student organization will receive direct, traditional advising as appropriate.

- The Student Life staff will also provide support and information on a consulting basis for head officers and advisors of organizations as requested. Such information will be directed to the Head Officer and Advisor of record as identified by the student organization (re)affiliation form. The Office of Student Life will also send information to additional officers or advisors if such information is requested in writing.
Being a UC | BA Student Organization President:
“The Buck Stops with You”

As a UC | BA student organization president, you have been placed in an extremely important position with the potential to significantly impact the experience of all your student organization members. As such, it is important for you to model good leadership and strive to facilitate the collective will of your group as well as represent their collective interest to the best of your ability. Although your student organization’s constitution and bylaws should delineate your responsibilities as they pertain to the conduct of student organizational business, you need to be aware that as a student organization president on this campus you are held accountable for the following:

- ensuring that all members have a voice in student organization matters;
- registering events timely, not less than 10 business days prior to the event, by submitting a UC|BA – Internal Space Usage Application form and an Important Student Organization Decision form prepared by the secretary;
- submitting a completed Event Evaluation form, signed by you and the advisor, to the Student Life Office not later than 5 business days after the event, with an example of the event’s advertising included;
- collecting a signed Release and Indemnity in Connection with Student Trip, Outings and / or off-campus activity form and file them with the Student Life Office a minimum of 48 hours prior to the activity;
- educating your members to reduce student organization and member liability;
- maintaining a current understanding of the group’s financial records;
- signing a UC|BA Student Organization Internal Requisition/ Expense Reimbursement forms in the absence of your treasurer;
- keeping the advisor informed as appropriate;
- submitting the documents and / or information required to register your student organization when requested by the Student Life Office;
- meeting with the Director of Student Life (or other staff member of the Student Life Office) as necessary.
Tips for Running an Effective Meeting

1. Create an agenda.
2. Distribute the agenda timely; if possible, prior to the meeting.
3. Arrive early.
4. Have a pen / pencil and something to write on.
5. Start on time.
6. If networking first, give three minute notice of starting time.
7. Keep track of time, or appoint a time keeper.
8. Follow the agenda.
9. Be clear about the structure of the meeting.
10. Try not to waste organizational meeting time with unrelated items, or things that could be discussed later between individuals.
11. Find your balance; try not to talk too much and encourage participation of other members.
12. Be open to new ideas that generated at the meeting.
13. Try to manage interruptions and keep them to a minimum.
15. Discourage tolerate “electronic grazing.”
16. Discourage “politics.”
17. Try to stay on focused.
18. Stick to the clock; end on time.
19. Summarize main discussion points effectively; remind members who have volunteered what their promised obligations are before the next meeting.
20. Thank everyone for coming and contributing.
**Student Organization Liability**

With regards to risk management and liability, it is your responsibility to educate your members in order to minimize individual or group liability. Leaders and members of student organizations are “legal adults” (>18 years of age) and can be held legally responsible for individual acts as well as group activities. Thus, student organization leader, by the nature of their formal designation as an officer, are legally obligated and duty bound to be informed and inform their members of areas of liability.

Therefore you should:
1. Think about the risks associated with your programs and events;
2. Try to reduce the risks as much as possible;
3. **Educate** your members – even on the obvious – for education is the key to reduce liability.

What you should be aware of in regards to the scope of student liability include:
1. Individual students and student organizations are not legally covered by the University or College for liability;
2. Student leaders by the nature of their formal designation as an officer are legally obligated and “duty bound” to be informed and inform members of areas of liability;
3. Student leaders and group members have to demonstrate that “a standard of care” is taken to adhere to University and College policies as well as local, state and federal laws;
4. Exercise “standard of care” to avoid “high risk” activities;
5. Student officers with their designated and/or elected position titles are given authority to act on behalf of their organization knowing that there are legal limits on this authority and individuals may be liable for acts beyond authority given to the position.

In an effort to minimize liability, you should ensure that your members are informed of policies and their responsibility to comply with them. These policies include, but are not limited to:
1. Student Code of Conduct
2. Protocol Governing UC| BA Student Organizations
3. UC | BA Posting Policy
4. University of Cincinnati’s Sexual Assault Policy, Affirmative Action Policy, Policy for a Drug-Free Campus, Alcohol Policy, and Hazing Policy.

**Always consult with the Director of Student Life if you have a specific activity or event that may entail some liabilities.**

However, the below may serve as helpful hints to minimize liability:
1. Limit the authority within the group to make financial commitments or authorize high-risk activity – use the Release and Indemnity in Connection with a Student Trip, Outings and/or Activities when appropriate.
2. Whenever possible for group travel, try to rent transportation that has liability coverage.
Building and Grounds Posting Policy
The policy consists of a set of general principles which apply to all posting by any person or entity, and two sets of procedures specific to different segments of the College Community.

General Principles
1. All posting can only be done in areas that have been designated by the Building and Grounds Committee. Generally, these are bulletin boards throughout the College, blue posting areas in SAHB, and on lobby posting kiosks or easels. Printed materials are not to be posted on the unauthorized places, such as walls, sidewalks, trees, stairwells, windows, or doors. The placing of promotional material on or in parked cars is prohibited.
2. The Building and Grounds Committee may either restrict bulletin boards for use by a specific department or organization, or may designate them for general posting. Each bulletin board shall display the name of the department or organization responsible for its contents.
3. The name of the sponsoring agency, group or individual must be on each piece of posted material.
4. Only one poster or flyer per activity may be placed on any bulletin board.
5. All printed materials must be removed within forty-eight hours of the end of an advertised event. The Office of Student Services will remove outdated posters periodically as needed.
6. Should any violations of this policy occur, material will be removed immediately.
7. Any changes in this policy shall be the responsibility of the Building and Grounds Committee and the Office of Student Services.
8. Notification of room changes and class cancellations posted by the Registration Office are not governed by this policy.

The following guidelines are detailed regulations for students, student organizations and non-academically related organizations.

Students and Organizations
1. Printed material may be displayed if they advertise activities or events sponsored or co-sponsored by a recognized group within University of Cincinnati Blue Ash Community or the University of Cincinnati. Printed material advertising activities or events sponsored by UC students or a non-university group may be displayed if the event is of benefit or interest to the campus community and not solely for the purpose of commercial sales.
2. All printed material must be stamped by the Office of Student Services prior to posting. The stamp will designate the date when the material are to be removed. The Office of Student Services will post the material.
3. Sponsors may request a two-week extension beyond the initial posting period by reapplying to Student Services.
4. Exceptions to this policy should be brought to the attention of the Associate Dean of Student Affairs or her designee, who will notify the Chair of Building and Grounds Committee and/or the Dean.
**Process for Planning a Campus Event**

1. If sponsoring a college-wide event that is open to and has the potential to benefit the student population, i.e. a non-discipline specific workshop or speaker, a community service project, a social event etc., you must:
   
a. Register the event with the Student Life Office not less than 10 business days prior to the event by submitting a UC|BA *Internal Space Usage Application* form signed by your advisor and an *Important Student Organization Decision* form prepare by the secretary.
   b. Ensure that promotional flyers are posted by Student Affairs at all its approved posting locations 72 hours prior to the event.
   c. Display a Student Life-approved poster on easel in the lobbies of Muntz and SAHB a minimum of 24 hours prior to the event.
   d. Submit a completed event evaluation form, signed by the advisor and president, to the Student Life Office not later than 5 business days after the event, with an example of the event’s advertising included.
   e. Whenever food is served at an event, submit an attendance list, in addition to the itemized receipt, as well as a copy of the event’s program or a statement of purpose for the event.

**Contracts**

Contracts for facilities, performances, etc. cannot be made without the authorization of a majority of the organization’s membership and its advisor and must be coordinated through the Student Life Office.

**Planning Off-Campus events/activities**

When planning an off-campus activity, a *Release and Indemnity in Connection with a Student Trips, Outings and/or Activities* form must be filled out on each participant. This releases both the organization and the College/University from liability. These must be filed with the Student Life Office a minimum of 48 hours prior to the activity.
Being a UC | BA Student Organization Treasurer: 
“It’s More Than Knowing the Account Balance”

The Role of the Treasurer
Each UC I BA student organization is required to have a treasurer who is elected by its student members. Being elected treasurer of a student organization places you in an extremely responsible position and provides you with the opportunity to participate in a student organization in what is probably its most important role. Hopefully, you will find the role of treasurer both enjoyable and rewarding.

You taking your role seriously is key to your organization being successful and having a good year... The following treasurer functions are appropriate for the maintenance and growth of your student organization. They constitute some of the more viable ways a treasurer works with its organization because there’s more to being a treasurer than knowing what the organizations account balance is.

Treasurer Functions
- Responsible for financial transactions.
- Manage allocated moneys, knowing that institutional allocations are not cumulative and may not be carried over to the subsequent academic/ fiscal year, in consultation with your advisor.
- Manage fund- raised moneys so that no individual monetarily benefits from student organization membership.
- Manage legacy funds in consultation with your advisor and the Director of Student Life.
- Sign each UC/BA Student Organization Internal Requisition/Expense Reimbursement form. The President may sign in your absence after attending the autumn quarter student organization president’s workshop.
- Process treasurer- related forms, i.e. UC/BA Student Organization Internal Requisition/ Expense Reimbursement and Student Organization Deposit, correctly and timely but not later than 5 business days after receiving invoice or collecting funds.
- Register membership-approved fund-raising initiatives with Director if Student Life timely but not later than 10 business days after the membership’s vote reflected on an Important Student Organization Decision form prepared by the secretary.
- Ensure that all members have a thorough understanding of the budget and have a voice in financial matters.
- Maintain the financial records.
- Know and comply with policies and procedures in place for governing the disbursement of funds.
- Ensure that the organization is financially responsible.
- Keep the advisor informed, understanding that all financial transactions are the responsibility of both the treasurer and advisor.
- Model good leadership.
**Financial Responsibility**
The most important aspect of the treasurer’s role is to ensure that the organization is financially responsible. This applies to non-College-funded organizations as well as those funded by the College. Any income the organization self-generates through fund-raising efforts or membership dues must be deposited with Student Life to be credited to the organization’s account timely but not later than 5 business days after receipt of the funds. Funded student organizations are to promote interaction and awareness through programs/initiatives that serve to benefit the student body. Student organizations, funded or non-funded may not serve to monetarily benefit the membership, individually or collectively.

**Maintaining Financial Responsibility**
Treasurers of student organizations must comply with certain policies and procedures in place for governing the disbursement of student organization funds. Each organization receives monthly statements from the Student Life Office that document the accounts activity for the month. These statements in conjunction with a manual ledger kept by the organization’s treasurer allow for accurate accounting of the organization’s finances. This leads to the development of fiscal responsibility and participation in a process that is comparable to accounting practices found in the workplace.

**Funding of Student Organizations**
Student organizations can apply for funds through the Student Life Office. Political, religious, honorary, fraternity, and sorority organizations are not eligible for funding as funds allocated to student organizations are attained from general fees collected. The following are the criteria/rules for institutional funding and procedures for requesting institutional funding.

**Funding Eligibility Requirements**
- Organization must be registered and in good standing with UC|BA Student Government and the Student Life Office.
- A copy of the organization’s current approved constitution and by-laws must be on file with the UC|BA Student Government and Student Life Office.
- An updated officer roster, including BOL email addresses, must be on file (and be kept) current with the Student Life Office.
- Sponsor minimally two college-wide events each year intended to promote awareness and interaction, one of which must be either Fall Carnival or Spring Fling, which is open to and has the potential to benefit the student population, i.e. a non-discipline specific workshop or speaker, a community service project, a social event, etc.
- Be considered a student organization in good-standing by the Student Life Office and the UC|BA Student Government.
Policies and Procedures Governing Disbursement of Funds

No allocated funds shall be spent for any of the following:

1. Loans;
2. Seed money for fundraisers;
3. Gifts;
4. Scholarship funds;
5. Political, charitable or religious activities;
6. Alcoholic beverages;
7. Electronics;
8. Insurance, national or state membership fees or dues;
9. Student travels including, lodging, transportation, and meals. Registration fees shall be permitted given that all the student organization members have voted unanimously, with no abstentions, to support the endeavor as reported on an Important Student Organization Decision form prepared by the secretary.
10. Philanthropic donations;
11. Awards, including trophies, plaques, and cash prizes. This also includes Theta Kappa Keys. However, this does not include the cost associated with the UC|BA Student Government’s Awards for Student Involvement and Outstanding Student Award presented at the College’s annual Student Awards Ceremony.
12. Refreshment-related expenses for organization-specific meetings and events, i.e. drinks at a PIJ registration meeting, pizza party at a Student Government meeting, snacks at interview workshop designed to assist Pre-Pharmacy students in their application process into the UC’s College of Pharmacy.
13. Any item deemed excessive by the Director of Student Life and/or UC|BA Student Government not fully justified by the organization to be essential to operations, primary purpose, or programming the organization/group.

Self-generated funds, those acquired through fund-raising and membership fees, may be spent in accordance with the student organization’s own rules and regulations. They may be spent on registration fees, refreshments at organization specific meetings and events, and student travel expenses, including food and lodging, provided it meets with the approval of the organizations student members expressed in a majority vote as reported on an Important Student Organization form prepared by the secretary.

Other things to keep in mind:

1. There can be no loans between student organizations. If one wishes to help another, it must accomplish this by co-sponsoring the initiative as reported on an Important Decision form prepared by each secretary.
2. Honoraria:
   a. No honoraria, wages, fee or other remuneration may be paid to University or College students, faculty, or staff members from allocated funds without prior approval obtained the Student Life Office in consultation with Administrative Services.
b. Relatives of organization members may not be hired in a capacity for which they will be compensated from the organization’s account without prior approval obtained from the Student Life Office in consultations with Administrative Services.

3. Any purchase of equipment or other goods of a permanent nature requires three bids if the amount exceeds $500.

4. No obligation may be incurred by an organization that would result in an obligation to the organization in subsequent fiscal years.

Maintaining Financial Records and Disbursing of Funds

1. The advisor and the treasurer must sign each UC/BA Student Organization Internal Requisition/Expense Reimbursement form. Most organizations also allow the president to sign in the absence of the treasurer. Thus, the president may sign in your absence or if you are unavailable. However, if the payee is the treasurer, the advisor and the president must sign the form, and vice versa.

2. Quarterly account statements are prepared by the Student Life Office. Once they have been prepared, Student Life will email the monthly quarterly statement to the student organization treasurer, president and advisor. The statement will be sent to the BOL account of the president and secretary.

3. All organizations should set up a manual ledger to file all bills, receipts, vouchers, statements, invoices, etc. Invoices/receipts should be filed in the manual ledger, attached to the corresponding UC/BA Student Organization Internal Requisition/Expense Reimbursement form. Deposit slips should also be filed in the manual ledger. The manual ledger should be used to reconcile account statements.

4. A receipt must be written when cash is accepted as payment. No cash is to be kept for an extended period of time; all cash should be deposited with the Student Life Office in the organization’s account as soon as possible after it was received. Ideally, within 24 hours; however but not later than 5 business days after the funds are collected.

5. Cash must not be used in any student organization transaction; you must use a Student Activities check, written by the Student Life office, or the Student Life P-Card for all expenditures. Members are to be reimbursed for expenses incurred on behalf of the student organization after providing an itemized receipt for the purchase to the treasurer. All receipts must include vendor, item(s) purchased, as well as date and time of transaction. The student organization treasurer should go to Student Life to turn in the completed UC/BA Student Organization Internal Requisition/Expense Reimbursement form and pick up a Student Activities check to issue to the named payee, including a vendor. Or, Student Life can call the vendor to pay the invoice with its P-Card. Under no circumstances will a Student Activities check be disbursed without a completed UC/BA Student Organization Internal Requisition/Expense Reimbursement form and a receipt fitting the description mentioned or will the Student Life P-Card be used without a completed UC/BA Student Organization Internal Requisition/Expense Reimbursement form and an invoice

6. Each funded organization must maintain the following:

- Copy of the preceding years audit
- Account statements
- Manual ledger containing worksheets with corresponding receipts, invoice, etc.
- Account deposit slips
- Official receipt book, if the organization accepts cash as payment
Fundraising

All fund-raisers must be registered with the Director of Student Life a minimum of 10 business days prior to the fund-raising event.

1. Bake sales are a popular fund-raiser. The following apply to bake sales:
   a. To avoid direct competition with Montague’s, it may not be set up near The Pits.
   b. All items must be homemade and individually wrapped.
   c. Cannot be a dairy item.
   d. Must be served on a plate or napkin.

2. Raffles are not permitted without special 501-(c)(3) determination from the IRS. All proceeds collected from a raffle must be donated to an IRS recognized non-profit.

Use of the University name, logo and brand

When imprinting the UC|BA name or UC logo on any product you must coordinate the effort through the Student Life Office. All designs using the College or University name, trademark or logos must be approved, by Martin Ludwig, Director of Trademarks and Licensing. The Director of Student Life needs to help you with this process.

“Branded” items may only be ordered from licensed vendors. Contact Student Life for assistance in locating a licensed vendor. (If the product imprinted is to be sold for a profit, a royalty rate is applicable. However, if the item is a give-away, then the royalty rate is waived.) Per University protocol, please keep the following in mind:

1. Do order items on which we can be proud to see the UC logo.
2. Don’t order color combinations that are colors for other schools (blue and white = XU or UK).
3. Don’t order trademarks and logos to be done in any other colors except those officially sanctioned by the University—red, black, white, metallic gold.

Sponsoring outside vendors

If you want to sponsor an outside vendor, you must coordinate this effort through the Student Life Office. This applies to situations where organizations or business might want to ‘give’ or ‘pay’ organizations for the right to work with them to come onto campus.

- If you want to approach businesses, individuals, or foundations for funding, contact the Student Life Office for proper protocol.
- If your organization should receive a gift-in-kind and the donor wants to claim a tax deduction, contact the Student Life Office.
The Student Organization Advisor - A Valuable Resource

The Role of the Advisor
An advisor plays an important role in the life of a UC|BA student organization. The relationship that the members of a student organization hold with their advisor is critical to its success for the advisor is able to offer continuity for the student organization by sharing past history, the college’s perspective, and an experienced viewpoint, all of which are even more important on a two-year campus such as ours. Each student organization, funded as well as non-funded, is required to have an advisor who is a member of the faculty or staff. Advisors provide a leadership role model and enable students to build and maintain a successful student organization. However, the members of a student organization are ultimately responsible for the successes and failures of the student organization - not the advisor. As such, the following advisor functions are appropriate for the maintenance and growth of student organizations. They include some of the more interesting and rewarding ways that an advisor can work with a student organization.

Advisor Functions
- Serve as a sounding board for brainstorming or trouble-shooting
- Provide advice on problem-solving, program planning, recruitment of new members, fund-raising and meeting planning
- Be knowledgeable of university/college policies and procedures that may impact organizational decisions or programs
- Assist with the transition of officers and serve as university/college liaison and resource person
- Provide continuity and historical information about the organization
- Support the group as needed or appropriate
- Provide feedback or intervene as needed
- Assist with goal-setting and keeping the organization focused on its goals
- Model good leadership
- PRAISE AND RECOGNISE A JOB WELL DONE
- Not responsible for running the organization’s meetings or making the organization’s decisions
- Not responsible for taking care of last minute program, event or meeting details
- Not responsible for program’s problems or failures or its successes

Determining Your Advisor’s Role within the Student Organization
Discuss the role your student organization wishes your advisor to play with minimally your executive board. Some advisors are very active within the student organization, others are not. However, activity level should not translate into power or control. Under all circumstances, student organizations are for and about the students involved; meaning that the student organizations are run by its student members. As students you are responsible for the organization’s financial responsibility as well as its daily conduct and operating decisions.
The important thing is that you discuss and clarify your student organization’s expectations of your advisor as well as your advisor’s expectations concerning this role. Encourage your executive board to meet with your advisor between full group meetings. This allows time to discuss group progress, expectations, and any problems. You may find the following worksheet helpful in determining the parameters of the advising relationship with your student organization. It lists some of the expectations that the student organization officers may have concerning the role of a faculty/staff advisor. It is designed to help the officers and the advisor arrive at a clear and mutually agreed upon role of the advisor of the student organization.
Other Campus Resources

In most cases, Student Life and the Director of Student Life should be your first point of contact.

Student Life
Office: Muntz 127 ~ Phone: 745-5773
Student Life is the place to go to get information about getting involved in campus life and making the most of your college experience at UC-Blue Ash. It provides programming and support services to student groups and the entire student body. Activities include the annual “Make a Difference Day” project, Fall Carnival and Organization Fair, Summer Fling, Student Awards Ceremony, just to name a few.

Career Services
Office: Muntz 125 ~ Phone: 745-5671
Career Services offers counseling to help you assess your interests, skills, personality traits and values to begin the process of clarifying your career direction. We can assist you in finding a match for your personal traits with the job market demands through individual counseling, career assessments and career decision making workshops.

College Relations
Office: Flory Center ~ Phone: 745-5685
College Relations is responsible for public relations, college marketing, community and alumni relations and development. Most UC|BA publications used by students, including this website, are produced by College Relations. The office welcomes suggestions from the students on improving these publications and provides assistance to student organizations who want publicity for events or programs.

Multicultural Affairs
Office: Muntz 127 ~ Phone: 745-5691
If you are a part of a minority racial or cultural population at UC Blue Ash, the Multicultural Student Affairs Office will address your needs. Multicultural Student Affairs recognizes and supports the racial and cultural diversity that exists on UC|BA’s campus. This office addresses the academic, cultural, educational, and social needs of our minority populations, and encourages respect and appreciation for all cultures.

Student Affairs
Office: Muntz 125 ~ Phone: 745-5670
Student Affairs offers a comprehensive net of support services, including Career Services, Disability Services, Multicultural Student Affairs, Student Life and the myriad of easy-access offices in the Onestop Center - Enrollment Services (Admissions and Financial Aid), Registration and more.

The department also provides emergency services, support services, and is a liaison with the student ombudsman. Student Affairs also approves posters and displays for student activities.
Protocol Governing UC | BA – UC|BA Student Organizations

The Student Life Office, in cooperation with the University of Cincinnati—Blue Ash Student Government (SG), oversees the registration and conduct of all University of Cincinnati—Blue Ash student organizations. The types of organizations on the UC | BA campus are diverse and offer opportunities for all kinds of interest and involvement. Organization involvement is an important part of the college experience in providing opportunities for leadership development and personal enhancement.

Registration
All University of Cincinnati – Blue Ash student organizations, associations and/or interest groups, both institutionally funded and non-funded, must register with the Student Life Office and University of Cincinnati – Blue Ash Student Government each year (generally in the spring quarter), which includes providing a current constitution and bylaws and an officer roster (with names and BOL addresses to ensure that communication with and about student organization-related matters are directed to the appropriate party), in order to benefit from the privileges granted said groups, as enumerated in the student organizations policies. Registration of student organizations/groups is a privilege, and is not intended to restrict the free association of students in non-registered entities. All registered student organizations must update the officer information with the Student Life Office whenever new officers are elected or named. Failure to do so may result in the loss of recognition as a University of Cincinnati | Blue Ash – Raymond Walters College registered student organization. The University of Cincinnati | Blue Ash – Raymond Walters College and/or the UC | BA – UC|BA Student Government reserve the right to withhold privileges from any student organization until it demonstrates that it is serving the best of interests of the students in support of the stated missions of the College and University.

Criteria for Registration
1. The organization must fill a need for student not currently being met by an organization on campus.
2. To begin the registration process, the student organization or group must complete and submit a New Student Organization Application Packet.
3. The constitution of the organization must be consistent with College and University rules, regulations, and policies.
4. The constitution of the organization must be consistent with the constitutional standards established by the College’s student government.
5. All members of the organization must be students of the University of Cincinnati system, either full- or part-time, and in good academic and disciplinary standing.
6. The organization must have an advisor who is a member of the College faculty, staff or administration.
7. Proposed student organizations, whose mission or purpose appear to duplicate that of an existing registered student organization, may not be approved for registration by the University of Cincinnati – Blue Ash Student Government.
8. Regarding new student organizations or groups, the submitted registration, and constitution and bylaws must be approved by University of Cincinnati – Blue Ash Student Government. A current membership roster, including student and advisor names and UC email addresses, must be submitted accompanying the two previously mentioned documents.
9. Regarding religious or spiritual groups, Student Life and Student Government will request a recommendation from Campus Ministries Association regarding the registration of the proposed organization and will use that to inform the decision as to whether or not register the group.
10. Regarding “inactive” but previously registered student organizations, if an organization or group has not been active for two years, the organization/group must petition to register as a new student organization/group.

**Privileges of Registered Student Organizations**

1. The cooperation and assistance of the Student Life Office.
2. The eligibility to place advertisements and notices in official publications.
3. The use of College facilities and services for meetings and approved activities.
4. The opportunity to sponsor all-College events.
5. The opportunity to participate in and coordinate activities with other registered student organizations/groups.
6. The use of the College and University name.
7. The use of the University of Cincinnati – Blue Ash mailing address.
8. The opportunity to apply for College-allocated funding (if eligible).
9. The eligibility to sponsor fund-raisers, both on and off campus.
10. The opportunity to schedule off-campus speakers.
11. The opportunity to serve as ushers for college relations-sponsored events as a means to raise funds.
12. The opportunity for assistance with vehicle rental for student travel.

**Responsibilities of Registered Student Organizations**

1. Comply with all laws of the State of Ohio; rules, regulations, bylaws of the University of Cincinnati and the University of Cincinnati—Blue Ash; the Code of Student Rights and Responsibilities; the Student Code of Conduct; the University’s statement of non-discrimination (which is “This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran’s status of Vietnam ear veteran’s status in any of its’ policies, procedures, and practices. This policy will include but it is not limited to recruiting, membership, organization activities, or opportunities to hold office”).
2. Engage in sound financial management, including complying with the fiscal policies and procedures specified in the UC|BA Student Organization Handbook.
3. Expand all organization monies to further the purpose(s) of the organization and not for the private benefit of the advisor, officers or members.
4. Maintain records sufficient to demonstrate it is serving the students including roster of member names and BOLs, minutes of meetings, attendance reports, and budget expenses.
5. Submit a copy of the national constitution if the student organization is affiliated nationally.
6. Regularly inform the Student Life Office and UC|BA Student Government about the program, personnel, and activities of the organization.
7. Comply with the established guidelines, including but not limited to those regarding the:
   a. request and use of College facilities;
   b. conduct of sales, solicitations, or fund-raisers;
   c. sponsorship of programs;
   d. posting of materials;
   e. registration of speakers/artists.
8. Submit a copy of the current constitution and bylaws and an officer roster as stipulated, and maintain financial records as specified in the UC|BA Student Organization Handbook.
9. In the event of the officer or advisor changes or updates, notify the Student Life Office in a timely manner.
10. If the student organization amends its constitution or bylaws in any way, notify the Student Life Office and provide it with an updated version for its consideration and approval by the UC|BA Student Government. Also, keeping Student Life’s records current with said documents ensures that the most recent constitution and bylaws are available to the organization in the event that its copy is misplaced or inadvertently does not get passed down each year.

**Maintaining “Registered” Status**

Failure to comply as an individual or as an organization with the below-listed requirements, or a violation of law or College or University policy by the student organization or its members or representatives, may constitute grounds for review or withdrawal or “recognition” by the convening authority, namely the UC|BA Student Life Office and Student Government.

1. The organization officers/leaders agree to accept full responsibility for the group’s adherence to all local, state, federal laws; rules, regulations, bylaws of the University of Cincinnati and the University of Cincinnati—Blue Ash; the Code of Student Rights and Responsibilities; the Student Code of Conduct; directives by authorized University officials; and all protocols governing University of Cincinnati – Blue Ash Student Organizations contained herein. As such, the officers/leaders must be familiar with such policies, laws, regulations, directives and protocols, and must educate the members.

2. Each student organization must file the following information to the Student Life Office every year:
   a. Completed registration form;
   b. Completed annual audit;
   c. Copy of the constitution and bylaws and changes as they occur;
   d. Copy of national constitution if the group is affiliated nationally;
   e. Membership roster including names, positions (if held), and BOLs.

3. All elected or appointed officers must meet the minimum academic eligibility requirement of a 2.0 GPA.

4. Active membership in registered student organizations is limited to students enrolled in the University of Cincinnati system. Other persons may be permitted to associate if membership is recognized in the organization’s constitution and bylaws.

5. All student organizations are expected to comply with established policies and procedure governing the use of funds. All debts must be paid. Debts to the University will result in responsible parties being encumbered, among other potential individual or organizational sanctions.

6. Activities or organizations may not interfere with the normal operation of the College.

7. Student organizations, in the conduct of their activity, may not purport to represent the institution without expressing prior written consent from the University’s Legal Counsel.

8. All organizations are expected to cooperate with the College and University in building and maintaining positive relationships with neighbors (local, national, and international).

**Withdrawal of Registration**

1. The privileges conferred through registration may be withdrawn for cause that shall include willful or negligent violation of College or University, state, or federal standards, codes or policies.

2. Registration will also be withdrawn or discontinued:
   a. At the written request of the organization;
   b. When constitutional provisions dissolve the group;
   c. When an organization does not hold meetings, activities or outings for a period of one academic year, fall through summer quarter;
   d. When an organization fails to carry out its programs consistent with the stated missions and goals as stated in the organization’s constitution and bylaws.
3. Registration will be withdrawn, a warning issued, or an organization can be placed on probation or suspension, when appropriate requests are not filled, or if for any reason an organization becomes delinquent as to its obligations as a registered organization.

**Disciplinary Actions**
The Student Life Office and/ or the University of Cincinnati – Blue Ash Student Government can initiate any of the below-mentioned actions.

1. **A warning** is a notice that the student organization will be placed on probationary status if specified obligations are not met within a designated time period.
2. **Probation** is the loss of any or all privileges of a registered student organization. Probation must be for a specific duration at which time status can be reviewed.
3. **Suspension** shall involve the permanent, complete withdrawal of all privileges and rights of the student organization. In addition, no suspended organization may use or rent University of Cincinnati – Blue Ash facilities as a non-University group. In order to regain recognition as University of Cincinnati – Blue Ash student organization, the group must register as a new forming group not earlier than the subsequent academic year.

**Membership**
1. Full membership in registered student organizations is limited to University of Cincinnati system students who are in good academic and disciplinary standing.
2. Full membership entitles members to full voting privileges.
3. Honorary membership shall be open to faculty, staff and alumni, subject to election by a majority of voting members. (Honorary members cannot outnumber voting members.)
4. When a student organization, whether local or national, has selective membership (i.e., honor and recognition societies, professional, service, and social groups), the selection of members must be made in compliance with the University’s statement of non-discrimination: “This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability, or handicap, religion, sexual orientation, disabled veteran’s status of Vietnam era veteran’s status in any of its’ policies, procedures, and practices. This policy will include but it is not limited to recruiting, membership, organization activities, or opportunities to hold office.”

**Officer Eligibility**
1. In order to run for office in a registered student organization, the student must have a minimum cumulative College and University GPA of 2.0 or higher.
2. While in office, the officer must maintain a minimum cumulative College and University GPA of 2.0 or higher and not earn a quarter GPA of less than 2.0 for more than one quarter.
3. Officers must be students enrolled and matriculated at University of Cincinnati – Blue Ash as well as be in good academic and disciplinary standing with the College.
4. Any student officer not fully meeting the eligibility requirements will have to relinquish his/ her office upon notification from the Student Life Office that he/ she does not meet the academic and/ or disciplinary standards. Replacement of ineligible officers will be conducted in accordance to the organizations constitution and bylaws.
Finances
1. All organizations must anticipate, provide for, and meet their financial obligations promptly as well as comply with the fiscal policies and procedures specified in the UC|BA Student Organization Handbook or are subject to sanctions by their governing student tribunal.
2. In order to be eligible to receive institutional funding, student organizations must have a minimum of five members. Membership roster including student names and BOLs must be on file with the Student Life Office.
3. Non-funded student organizations are subject to financial review or audit when deemed necessary by the Student Life Office. The College’s right to audit the financial records of non-funded groups is based upon the registration granted to them and the privileges that come therewith.
4. Student organizations wishing to sponsor outside vendors at University of Cincinnati – Blue Ash are required to meet with the Director of Student Life to discuss the sponsorship details before an agreement is made and signed.

Posting and Distribution of Materials
1. Student organizations are permitted to post or distribute material on campus only if the organization name, and contact information clearly appears on the material and adheres to the College’s posting policy.
2. Organizations distributing printed materials are responsible for cleaning up debris in the area where the distribution took place, and may be charged for failing to do so.

Solicitations by Student Organizations
1. Student organizations wishing to conduct sales, including bake sales, or any fundraiser must submit a written request to the Student Life Office. All fundraisers must be registered with the Director of Student Life a minimum of 10 business days prior to the fundraising event.
2. The sale of printed material using the College or University name is prohibited without proper authorization.

Meetings and Events/ Use of Facilities
1. Student organizations must register/ schedule all on-campus meetings and events with the Student Life Office not less than 10 business days prior to the event by submitting a UC Raymond Walters College-Internal Space Usage Application form signed by your advisor and an Important Student Organization Decision form prepared by the secretary. Contact the Student Life Office at 745-5773, to schedule campus facilities.
2. Student organizations will be held responsible for any loss or damage to College facilities incurred during their use, and assessment could be made accordingly.

Indemnification Clause
“The registered student organization and its individual active, inactive or associate members shall indemnify, defend or hold harmless the State of Ohio, the University of Cincinnati, the University of Cincinnati—Blue Ash, their officers, employees and agents from and against any and all liability, loss, claims, damages or expenses, including reasonable attorneys’ fees, arising from or related to the performance by the University [or College] or the organization or their respective agents of any obligation or responsibility referenced in the student organization handbook and any other activity undertaken for any purpose by the organization or its individual active, inactive or associate members, or guests or invitees regardless whether such activities are negligent or intentional acts or omission. This indemnification does not extend to the actions caused by the sole negligence of the University of Cincinnati [or University of Cincinnati – Blue Ash] or its employees.”
Non-Funded Student Organizations
A registered student organization whose purpose or classification falls within political, religious, honorary, or fraternity/sorority categories is ineligible for institutional funding. Any student organization may choose to be self-supporting.

Starting a New Student Organization
If interested in forming a new organization, contact the Director of Student Life. The criteria for starting a new organization include the following:

1. The organization must fill a need for students not currently being met by an organization on campus. This is determined by the University of Cincinnati—Blue Ash Student Government based on the new student organization application, which must include an intended general mission statement, submitted for their review and approval.
2. A constitution and bylaws of the organization consistent with College and University rules, regulations, or policies must be formally submitted.
3. Registration application must be completed with the group’s officers and advisor’s signatures.
4. Must have at least five members.
5. All members of the organization must be students, either full- or part- time, and in good academic and disciplinary standing.
6. The organization must have an advisor who is a member of the College faculty, staff or administration.
7. The application packet, consisting of the registration form, list of membership, list of officers, and constitution and bylaws must be submitted to the Director of Student Life for review, who will then forward the materials on to Student Government for an approval vote.

Criteria for Student Organization Constitutions
A sample is available for use in developing the constitution of a new student organization constitution. Student organizations may use the exact wording provided in the sample but ensure the wording fits the student organization’s needs. Topics to include:

1. A date of adoption
2. A clear statement of purpose and objectives which are consistent with the mission and educational goals of the University and the College.
3. Identification as a campus-based and student-controlled group, with active membership limited to the students of the University of Cincinnati system.
5. Statement of non-discrimination, must appear exactly as it is printed here: “This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran’s status of Vietnam era veteran’s status in any of its’ policies, procedures, and practices. This policy will include but it is not limited to recruiting, membership organization activities, or opportunities to hold office.”
7. Statement of non-hazing must appear exactly as it is printed here: “This organization shall comply will all the University and campus policies and regulations, in addition to all local, state and federal laws.”
8. Assurance that the group is willing to work within the framework of University and College policies and procedures. If the petitioning group is a member of a national or regional organization, the University/College reserves the right to examine the record of the parent organization of the affiliates on other campuses.
9. Clear statement of job descriptions for each executive officer.
Form Details...When to Use What

1. Internal Space Request form
   This form needs to be completed in order to reserve space on campus. It is important to get this in as early as possible to ensure that you get the space that you want.

2. Important Decision form
   This should be used anytime the organization makes an ‘important decision.’ Primarily this will be used when voting to either (1) spend money or (2) reimburse someone for money spent. These forms should be signed by the organization Secretary.

3. Student Organization Internal Requisition/Expense Reimbursement form
   This form should be submitted to Student Life with original receipts in order to be reimbursed for expenses that are incurred for an approved event or activity. This should be accompanied by an Important Decision form. This form needs to be signed by the organization Treasurer and Advisor.

4. UC|BA Student Organization deposit form
   This form should be submitted to Student Life anytime an organization has money that needs to be deposited in the bank.

5. Event Evaluation form
   This form should be submitted to Student Life after an organization holds an event or activity.

6. Release & Indemnity form
   This form should be completed by all members that are participating in an organizational event/activity that either occurs off campus, or requires physical activity that is beyond what would be described as ‘normal.’

7. Ohio Department of Taxation Sales and Use Tax Exemption form
   Use this form when making purchase to have the tax waived. Most stores have forms, but this is in the event that they do not.

Money Reminders

1. Allocated funds
   Each organization can apply to receive ‘allocated funding’ from the Student Life Office. The amount of allocated funds that each organization receives will vary from year to year. Allocated funds should be spent on organizational supplies (posters, decorations, etc.), ½ the cost of t-shirts, or any items that involve a college-wide event (Spring Fling, Fall Carnival, etc.). The Director of Student Life will typically purchase items that students need to use allocated funds for. Students typically are not reimbursed for items that allocated funds should be spent on.

2. Fundraised money
   Students can use fundraised money to purchase items like food and drinks for meetings or events. Students can be reimbursed for these expenses by submitting the proper form to the Director of Student Life.

3. Tax exempt status
   The University of Cincinnati—Blue Ash as an educational entity has Tax Exempt Status....this means that student organizations should not pay tax on their purchases. This is important, because if you do pay tax, THE UNIVERSITY WILL NOT REIMBURSE YOU FOR TAX.
General Event Planning Checklist

**General Information**
Event Name: _____________________________________________________________

Objective: __________________________________________________________________

Theme (if any): __________________________________________________________________

Type of event: __________________________________________________________________

Date: ____________________ Day of week: ____________________

Location: ____________________ Time: ____________________

**Facilities**
If a reservation is needed, complete an Internal Space Requisition form

**Budget and Agenda**
- Determine the overall working budget for the event as well as how the budget will be allocated
- Plan for fund raising activities, if applicable
- Who will be involved in the event? For example, will the general public be participating? Will a speaker need to be scheduled for opening remarks or during awards presentations?

Key Participants __________________________________________________________________

Identify and invite all guest speakers/entertainers involved in the event. Process the paperwork if necessary.

**Audience Building**
Determine exactly who you would like to attend your event. Will the event be for just your membership or will it be open to the whole student body? Remember to consider each group differently when designing your promotional materials. If the event is to be open to the full student body, the event and promo materials will have to be detailed in more common terms and outlined in a manner that a layperson would understand.

Target audience(s): __________________________________________________________________

- Consider if you will co-sponsor the event with another group with similar or related interests (for instance, Rhodes Activities Board or Residence Life).
- Think about how the participants or guests will be invited to the event. Start designing a poster and flyers for the event. Be sure to include a contact phone number or email address for more information.
- Determine if you’ll need tables and chairs or a catering for your event and reserve those items through the EMS
Set Up
Once event space is reserved, think through the things you’ll need to do to set it up:
- Tables, chairs,
- Vendor table or booths
- Podium
- Lighting
- Plants and decorations
- Photography/videography
- Parking
- Directional signs
- Event banners/flags

Possible Needed Printed Materials
- Speaker handouts
- Programs
- Registration materials
- Nametags
- Place cards
- Schedule of events

Are there any special presentations during the event? ______________________________

Day of the Event
- Check on the set up of the event 1-2 hours in advance (more for a more complex set up)
- Make sure all printed materials are available
- Be available to handle any last minute changes
- HAVE A GREAT EVENT!!!
Student Organization Important Decision Form

Organization: ____________________________

Meeting Date: __________________________

Motion Made By: _____________________________________________

Motion Seconded By: _________________________________________

Motion: _________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Vote: __________________ For ________ Against ________

________________________________________
Secretary Signature
UC BLUE ASH STUDENT ORGANIZATION
INTERNAL REQUISITION/EXPENSE REIMBURSEMENT

ORGANIZATION:  
ACCOUNT:  

SUGGESTED VENDOR:  

VENDOR'S ADDRESS:  DELIVER TO ROOM # Muntz 127

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANT</th>
<th>DESCRIPTION (Model No., Cat., etc.)</th>
<th>INSTITUTIONAL</th>
<th>FUNDRAISED</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

TOTALS $  
GRAND TOTAL $  

EVENT NAME:  
DATE:  
TIME:  
PURPOSE:  

SOURCE OF ABOVE PRICES

_____ WRITTEN QUOTE (ORIGINAL ATTACHED)
_____ WRITTEN INVOICE/RECEIPT (ORIGINAL ATTACHED)

ADVISOR APPROVAL __________________________ DATE ________________

TREASURER APPROVAL _________________________ DATE ________________

RECEIVED: DATE ______________ TIME ______________

PAID: DATE ______________ TIME ______________

27
# UC|BA Student Organization Deposit

**Date:**

Organization: 

<table>
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<tr>
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<tbody>
<tr>
<td>Cash - Bills</td>
<td></td>
</tr>
<tr>
<td>Cash - Coins</td>
<td></td>
</tr>
<tr>
<td>Checks</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Completed By: Student Life

Initial: 

Student Organization Signature: 

Print Name: Date: 

**TOTAL** $
UC|BA Student Organization Event Evaluation Form

A completed event evaluation form, signed by the advisor and president, is to be submitted to the Student Life Office after each student organization-sponsored event. This evaluation is to be turned in not later than five business days, after the event to Muntz 127. Please keep a copy for your records.

Sponsoring Organization:

Name of Event:

Date of Event:   Time of Event:

Location:       Fee (if applicable):

<table>
<thead>
<tr>
<th>Type of Event</th>
<th>Cultural</th>
<th>Educational</th>
<th>Recreational</th>
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<tr>
<td></td>
<td>Community Service/Philanthropy</td>
<td></td>
<td>Social</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Expected Attendance:   Actual Attendance:

Description of Event (including information on speaker, band, etc):

Description of Publicity (include comments on effectiveness & suggestions for improvement):

Budget:   List expenses   List income (if applicable):

| Total expenses:   Total income: |
|-------------------|-------------------------------|
|                   |                               |

Rate the program: 1 Poor  2  3 Fair  4  5 Excellent

Overall thoughts/evaluation:

President Signature: ____________________________

Advisor Signature: ____________________________
RELEASE & INDEMNITY IN CONNECTION WITH A STUDENT TRIP, OUTINGS AND/OR ACTIVITIES

As a member or guest of ____________________________
(name of club/organization)

I will participate in the ____________________________
(event/activity)

at ____________________________________________
on ____________________________________________.

The risks associated with this activity include, but are not limited to:

________________________________________________________________________

________________________________________________________________________

I agree to the following:

1. I (we) voluntarily accept and assume the risk for any injury I may receive as a result of my participation in the above described activity(ies).

2. I (we) release the University of Cincinnati, the ____________________________
(name of club/organization)
and their trustees, officers, employees, and agents from all liability for any injury I may receive as a result of my participation in the above described activity(ies) and agree to hold them harmless and indemnify them for any claim made against them by virtue of my conduct in connection with my participation in the above described activity(ies).

3. I (we) acknowledge that the University recommends that I (we) obtain (our) own insurance coverage (i.e., student health plan, family coverage, etc.)

____________________________________________________
Signature of Participant, Birthdate

____________________________________________________
Print Name

* ____________________________
Signature of Parent or Legal Guardian

*Persons who are 18 years of age or older may sign this waiver without any accompanying signatures of parent or guardian

Emergency contact name: ______________________________________

Emergency contact number: ____________________________________
****ADD IN TAX EXEMPT FORM
****ADD IN SPACE REQUEST FORM