WHAT YOU NEED TO KNOW ABOUT BEING A STUDENT ORGANIZATION
You need FIVE things to be considered a registered student organization:

1. Annual Activity Report—this is to be turned in at the end of the academic year to communicate to the SAO what your organization has been up to.

2. Annual Registration Form—this is to be turned in when you change officers so we know who your President and Execs are.
   - Must be in good standing judicially and academically – we check
   - 2.5 GPA

3. SOOS training/CSU Leadership Summit—this Presentation!

4. Up-to-date CU Involved page

5. Moderator needs to take the online training (once every three years)

- Updating information: All updating of information needs to take place using CU Involved – creighton.collegiatelink.net
  - Log in with your net id and blue password
Online Database – Official communication with the SAO
  - All forms are found on this site now – no paper forms accepted

Serves as organization website

Training dates:
  - September 9th – 3pm in Skutt 209
  - September 10th – 12pm in Skutt 209
  - September 11th – 9pm in Skutt 209

Log In – Net ID and Blue Password
  - If you are a first time user it will prompt you to create a personal profile, please do so!
Forms are the most widely used service through the Student Activities Office. If your organization is hosting an event, making a t-shirt, or raising money—chances are you need a form.

Approval can take up to 10 business days.
  - We ask that all forms be submitted at least 2 weeks in advance

All forms are on CU Involved.
  - Once your form as been approved you will receive a confirmation via email
  - Paper forms will not be accepted
International Travel Form
- For travel outside of the US

Leadership Workshop Form
- To provide trainings and team building activities

Request to Serve Alcohol Form
- Any time you want to serve alcohol at an event or have it present

CSU Sound System Form
- Found on the CSU CU Involved page - $20.00 refundable deposit

Pepsi Product Form

Catering Exclusivity
- Any time you are requesting to use food not provided by Sodexo
PEPSI PRODUCT FORM

- To request donated Pepsi product for events
- Submit form to Tam Thibodeau in Skutt 200
Anytime you are requesting to use food not provided by Sodexo for an event or activity on campus

Form is submitted to Scott Maas – Skutt 200 (Skutt Administration Office)

To access this form click [here](#)
The Event form is used to notify the SAO of events that your organization is hosting—like conferences, community events, speakers, date parties, games, etc.

To access this form:
- Go to your organization’s CU Involved page
- Click on Events
- Click on “Create Event”
- Enter the appropriate information for your event
- For the location, please enter your desired location – this doesn’t mean that you have reserved this space, you will still need to contact Centralized Reservations to do so, but this notifies the SAO of where you would like to host your event

Event Form Life Cycle
- Student organization fills out form and submits it via CU Involved
- SAO reviews – please give at least 2 weeks for this process
- If it is approved, it is approved through CU Involved and an ELECTRONIC approval is given
- For a room reservation that approval must be shown to Centralized Reservations
  - Remember only the 2 designated organization members can make this reservation
- Reservation is made – including details and set up of event
- Fill out Catering Exclusivity Form (if needed)
If you are collecting money (not including dues) to support a philanthropy, organization, merchandise or event.

If you are hosting a bake sale or food sale of any kind you will need to fill out a Catering Exclusivity form. Sodexo is our on-campus food service provider for all events, unless you have an approved catering exclusivity waiver.

The Event Form via CU Involved should be turned in two weeks in advance.

Student Organizations do not fall under the university’s tax exempt status. If you are soliciting donations you must add the paragraph below to information potential sponsors/donors.

Every contribution is important to supporting the activities of the (organization name) and enriching the experience of our students. Please be aware that our fundraising efforts are distinct from those of Creighton University and the (organization) is not covered by the University’s 501(c)3 tax-exempt status, therefore a Creighton charitable gift acknowledgement will not be given. Your contribution to the (organization) is gratefully appreciated.
If you are creating a t-shirt, flip flops, polo, Frisbee, etc for your organization to sell or just have—you need to fill out the Event Form with the information for your item(s).

Please submit the form with a jpeg/pdf of your design. I cannot accept hand drawn pictures or descriptions.

Your design must be approved before you purchase the items.

If you are selling something to raise money—you also have to fill out the Event Form and indicate that it is for a fundraiser too.

If you are using any of the Creighton logos, including the Athletic mark you must follow all Marketing and Communications guidelines.
In light of the integrated branding, marketing and communication efforts, the transition to the BIG EAST Athletic Conference and the University’s strategic planning process, Creighton University has created a new standard for its logos and graphics.

Completed guidelines

Quick Tips

- The Athletic marks can be used if by itself (for example: front of shirt and other information on the sleeve of the back)
- It can’t be altered in any way
- If you have questions ask Katie Kelsey
**EVENT PROMOTION**

- **Required information** –
  - Organization Name
  - Event Title
  - Date
  - Time
  - Location
  - Contact Information (phone number or CU e-mail address)
  - For events with alcohol – additional requirements apply
  - Must be inline with Creighton University mission and values

- Digital Signage
- Residence Halls
ROOM RESERVATIONS

- Only 2 people per student organization are allowed to make room reservations
- Centralized Reservations
  - Classroom and campus space
BANNERS AND TABLE TENTS

- **Banners**
  - Reserve a space in the SAO via the front desk
  - Banner can be hung for 1 week
  - Organizations cannot reserve different spaces for consecutive weeks
  - Must be within the size limits

- **Table Tents**
  - Reserve space in the SAO via the front desk
  - Can be displayed for 1 week
  - Two organizations may place table tents at the same location at one time (2 table tents per location)
POSTERS/FLYERS

- All posting standards apply
  - Failure to comply may result in your organization losing its privileges to post on campus
- 16 posting board on campus
  - One flyer/poster per board
- May be hung for TWO weeks
- You need to supply the posting materials (i.e. the tack to post it)
- Must be posted with tacks, pins, or stapler – tape is not allowed
- A map of the locations is online or in the SAO
- If there is a cost associated with the event that needs to advertised on every poster/flyer
- All postings for fundraisers must include the name of the individual or organization benefiting from the activity
- May not exceed 18”x 24”
CHALKING AND YARD SIGNS

- **Yard Signs/Sandwich Boards**
  - Content must follow posting standards and be approved by the SAO via CU Involved
  - To reserve space to post – contact Student Activities

- **Chalking**
  - Designs and content must be approved by the SAO via CU Involved
  - An exact image of what will be chalked needs to be submitted with the request
  - Contact Student Activities to reserve space to chalk on campus and follow the event guidelines
  - Chalk must be washable (not spray)
  - Student organization is responsible for removing chalk one day after the event (unless approved otherwise.)
The Student Activities Office staff moderates the Student News listserv which is then published by University Relations. Twice a week, Monday and Thursday, a digest email will be sent posting the events that have been submitted to the listserv. The digest email links to a website that offers more information. All submissions will be left on the website until the date passes for that event. Guidelines for submissions are as follows:

- Submissions must be received by Friday by 9 a.m. for the Monday edition and by Wednesday at 9 a.m. for the Thursday edition.
  1. The email must be sponsored by a Creighton University student, faculty, or staff member OR a university department or registered student organization. The sponsor and contact information MUST be included.
  2. Advertised events must have a date, time, and location and contact information in the email.
  3. Submissions must be in Word format or text within a submitted email (in a normal font, no colors or large font or bold font necessary). Pictures, logos, graphics, etc can be submitted in JPEG format and if possible, will be used on the website.
  4. The email must follow all the Posting Guidelines in the Student Handbook.

To submit an event or involvement opportunity, please send the email to student_news@lists.creighton.edu.

To subscribe or unsubscribe from the listserv, please visit the Mailman website.

Please contact Stephanie Jones in Student Activities if you have any questions at x1715.
FUNDING

- Creighton Students Union
  - Form online

- Leadership Education Grant
  - For conferences and leadership education experiences

- Lectures, Films and Concerts
  - For educational experiences that are focused on cultural enrichment

- Fundraising
University Policy

If your organization comes in contact with or is in community with children and/or vulnerable adults everyone participating must go through training with the Office of Equity and Inclusion

Service site form

For more information contact Allison Taylor.
BODY BED, ONE BODY

- New policy
- One student per bed per room
- Plan ahead - think about funding
  - Cots
CONTRACTS

- New policy
- All contracts – equipment rental, coaches, venues, speakers, transportation, supplies, etc
- Must be routed and signed by the Director of Student Activities and the University Legal Counsel prior to sending back to company/vendor
- SAO is requiring 3 weeks for contracts to be processed – the more time the better

Process
- Student organization receives contract from vendor
- Student organization brings contract to the SAO or submits it through CU Involved
- SAO sends it to the General Counsel
- General Counsel approves and sends back to SAO
- SAO gives back to student organization via their organization folder in the SAO
As a registered student organization you can:
- Request funding from your student government
- Post on SAO posting boards without approval (just make sure to include your contact information and does not include events with alcohol)
- Submit items to Student News
- Reserve space in Skutt and Harper Centers
- Reserve space in any building on campus
- Space on the SAO website
- CU Involved site
- Make banners for FREE and use all of the SAO’s supplies

As a Registered student Organization you are:
- Responsible for your own finances—be sure to check your Creighton Federal Credit Union account to ensure that your new leadership is on the account.
- Responsible for understanding all policies—not knowing is not an excuse. Take a few minutes to read through the policies on our website.
WHO TO CALL

- For transportation – Shuttle Services, 402.280.2396
- For security at an event – Public Safety, 402.280.2104
- For a health aid – Student Health Services, 402.280.2737
- For CSU Funding – John Greenwood; 402.280.1715
- Banking – Creighton Federal – Matt Hill
- Student organization questions – Katie Kelsey, 402.280.1715
  - Specific sports organization information – Campus Recreation
  - Specific Greek Life – SAO, Margaret Zimmer
  - Specific Multicultural information – OMA, Luz Colon-Rodriquez
RECOGNITION

- Division of Student Life Awards
  - For and With Others Service Award
  - Outstanding Event Award
  - Excellence in Organizational Leadership Award
  - Magis Moderator Award
  - Exceptional New Student Organization Award
  - Undergraduate Organization Award of Distinction
  - Graduate/Professional Award of Distinction

- Photo of the Week – send picture to katiekelsey@creighton.edu

- CSU Leadership Award
THANK YOU!

Questions?