

# 2023-2024



## Registered Student Organization (RSO) Handbook



Involve@State  
MICHIGAN STATE UNIVERSITY



# Registered Student Organization Handbook

Thank you for sharing your time and talents as student organization members, leaders, and advisers at Michigan State University!

It has been proven that students who engage with co- and extracurricular activities feel a stronger connection to campus resulting in a higher rate of persistence. (Astin, 1999; Pascarella & Terenzini, 2005) Student leaders and advisers play a key role in building those developmental environments.

The Department of Student Involvement and Leadership and the Office of Spartan Experiences are here to support you in your work with the organization(s) which you are members of. Our staff has worked with student organizations for many years and have personally witnessed the positive impact that well-supported student organizations can have on a campus community and the student experience. It is our hope and expectation, as you engage with your peers and organization members, you will use this handbook as a resource to help you through the operations of your organizations and in creating a great Spartan Experience!

We lean on four (4) key theories to ground our work including how we approach the writing of the RSO Handbook. These theories are Astin's Student Involvement Theory, Tinto's Model of Student Departure, B. Magolda's Theory of Self-Authorship, and S.R. Komives' Social Change Model of Leadership Development. For more information on these, check out this resource: [MSU RSO Key Theories](#).

You can use the menu at the right of the page to navigate through the Handbook. Please feel free to refer to the sections that you need when you need them.

We are so grateful and excited for the work you will do as well as the learning you will experience as you engage in student groups here at Michigan State!

Please do not hesitate to reach out to the RSO Team for any needs, questions, or support!

Go Green!



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# Introduction

The Registered Student Organization Handbook (RSOH) is published by the Office of Spartan Experiences, a unit of the Department of Student Involvement and Leadership (SIL) within the Division of Student Involvement and Leadership and Engagement (SLE). The purpose of this document is to assist Registered Student Organizations (RSOs) in operational functions, including but not limited to registering, hosting events, and running meetings.

This handbook is divided into a variety of sections to make it as efficient and effective as possible. It can be found on [Involve@State](#) and the [Department of Student Involvement and Leadership website](#).

This RSO Handbook is reviewed and updated annually by the Department of Student Involvement and Leadership and appropriate student groups and campus partners. It is also updated every five years (starting in 1991) to coincide with the review of the Student Group Regulations of Spartan Life Handbook and Resource Guide (Spartan Life).

If you have any questions or concerns, please call, or visit the Department of Student Involvement and Leadership:

Email: [involve@msu.edu](mailto:involve@msu.edu)

Phone: 517-355-8286

Address: 101 Student Services Building, 556 E. Circle Drive, East Lansing, MI 48824



# Becoming an RSO

## What is a Registered Student Organization (RSO)?

A Registered Student Organization (referred to as an RSO) is a volunteer group of enrolled students organized to obtain certain goals and objectives.

- The goals and objectives of an RSO are met through education, social, cultural, religious, or philanthropic activities. These activities should enhance and support MSU students, the university, and the community.
- It is the responsibility of each (RSO) to adhere to the mission of the university and its supporting bylaws and statutes.
- An RSO's goals, objectives and activities are not to deviate from established University policies or regulations.

## Benefits of Being an RSO

Being an RSO at MSU provides many benefits, including:

- Having an active page on Involve@State.
- Access to participation in Sparticipation, Springticipation, and other RSO Events.
- Access to on-campus meeting and event spaces.
- Discounted rates for locations on campus for events.
- Discounted rates for campus services.
- Free consulting to support student organizations.
- Access to enhanced training and workshops.
- Access to institutional marketing.
- Access to leadership development opportunities
- Ability to accept institutional funding.
- Ability to have an institutional/on-campus account.
- Ability to have an MSUFCU off-campus account.
- Ability to have a free RSO MSU email and Microsoft Teams account.
- Eligible for the Student Involvement and Leadership Awards.

## New RSOs

A New RSO is an RSO who was not registered in any capacity (returning or new) for the previous academic year. This can include groups who have never registered or are reviving an inactive RSO.

Registration for new student organizations can begin as early as August 1<sup>st</sup>. Registration is valid from the date an RSO's registration is APPROVED through the end of the 2nd week of the fall semester of the following academic year.

Prior to registering, the interested group must confirm that there is not a similar organization on Involve@State and the founding group is required to meet with a member of the RSO Team prior to beginning the registration process for a new RSO.

## Requirements:

The following information is required to register:

- Name of the RSO.
- The purpose of the RSO, such as mission, vision, values.



- RSO self-selected identifiers:
  - 2 categories
  - 7 interests.
- RSO photo or logo.
  - Please note all logos must abide by MSU licensing rules. Refer to the Marketing section of this handbook for more details on logos.
- Address of any property owned, leased, rented, or have a written agreement to utilize a building or property by the RSO from January to December.
  - If this is the case, an RSO representative must report the address(es) to the Clery coordinator.
  - A link to the form can be found within the registration on Involve@State or clicking [Clery Non-Campus Property Form](#)
- The positions and contact information of at least four (4) currently enrolled student members.
- Name, MSU-associated email, and phone number for president, vice-president, treasurer, and secretary (These positions will be the responsible parties for the organization).
  - They will be required to accept the Terms & Conditions of their respective roles on Involve@State.
- Name, MSU-associated email, and phone number for an MSU adviser
  - They will be required to accept the Terms & Conditions of their respective roles on Involve@State.
  - RSOs open only to undergraduate students may have an adviser who is an MSU faculty member, staff member, or graduate student.
  - RSOs open to undergraduate and graduate students or only graduate students must have an adviser who is an MSU faculty or staff member.
- Current constitution which contains the following:
  - The purpose of the organization.
  - A clause that indicates that only currently enrolled Michigan State University students are eligible to be members and officers.
  - The full MSU anti-discrimination clause:
    - “The organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight”.
  - If you are a single-sex social fraternity or sorority, affiliated fraternity/sorority, or otherwise have Title IX exempt status, see the section related to “Single-Sex Membership Organizations”.
- Information regarding necessary operating procedures, such as:
  - Rules of order
  - Officer positions and descriptions
  - Elections
  - Membership process
  - Membership removal
- Procedures for amending the constitution
- Procedure for disbanding the organization
- Date of last approval of the constitution
  - If you are creating or rewriting a constitution and need a template or sample, visit



the “Starting a New RSO” section of the [Registered Student Organization Resources website](#).

- If applicable, RSOs should submit information about national affiliations.
- Confirmation of having met with a member of the RSO Team

Process:

- The RSO is required to meet with the RSO Team prior to registering their new RSO.
- After meeting with the RSO Team and once ready to register, please follow the steps below:
  - Be sure to have all required pieces of information listed in the Annual Re-Registration and New Student Organization Registration Requirements section to ensure an easy and efficient registration submission process.
  - Log into [Involve@State](#).
  - Select “Organizations” in the top horizontal menu bar.
  - Select “Register an Organization” in the left vertical menu bar.
  - Select the blue “Register a New Organization” option at the bottom of the page.
  - Read all instructions thoroughly.
  - Use only MSU email addresses for all members, officers, and advisers on the roster.
  - All items with a red asterisk (\*) are required.
  - Follow up with student officers and adviser(s) to ensure they have created their Involve@State profile and **accepted their role(s) in the organization**.
- Participate in the RSO New RSO Orientation Workshop

### Annual Renewal/Registration for Returning RSOs

A RETURNING RSO is an RSO who was registered in any capacity (returning or new) for the previous year.

RSOs must renew each year via the [Involve@State](#) platform. Renewal for returning student organizations will begin over the summer months. Renewal/RSO Registration is valid from the date an RSO's registration is APPROVED through the end of the 2nd week of the fall semester of the following academic year.

Requirements:

The following information is required to renew:

- Name of the RSO.
- The purpose of the RSO, the mission, the vision, and the values.
- RSO self-selected identifiers:
  - 2 categories
  - 7 interests.
- RSO photo or logo.
  - Please note all logos must abide by MSU licensing rules. Refer to the Marketing section of this handbook for more details on logos.
- Address of any property owned, leased, rented, or have a written agreement to utilize a building or property by the RSO from January to December.
  - If this is the case, an RSO representative must report the address(es) to the Clery Coordinator. A link to the form can be found within the renewal registration on Involve@State or by clicking [Clery Non-Campus Property Form](#).
- The positions and contact information of at least four (4) currently enrolled student





members.

- Name, MSU-associated email, and phone number for president, vice-president, treasurer, and secretary (These positions will be the responsible parties for the organization).
  - **They will be required to accept the Terms & Conditions of their respective roles on Involve@State.**
- Name, MSU-associated email, and phone number for an MSU adviser
  - **They will be required to accept the Terms & Conditions of their respective roles on Involve@State.**
  - RSOs open only to undergraduate students may have an adviser who is an MSU faculty member, staff member, or graduate student.
  - RSOs open to undergraduate and graduate students or only graduate students must have an adviser who is an MSU faculty or staff member.
- Current constitution which contains the following:
  - The purpose of the organization.
  - A clause that indicates that only currently enrolled Michigan State University students are eligible to be members and officers.
  - The full MSU anti-discrimination clause:
    - “The organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight”.
    - If you are a single-sex social fraternity or sorority, affiliated fraternity/sorority, or otherwise have Title IX exempt status, see the section related to “Single-Sex Membership Organizations”.
  - Information regarding necessary operating procedures, such as:
    - Rules of order
    - Officer positions and descriptions
    - Elections
    - Membership process
    - Membership removal
  - Procedures for amending the constitution
  - Procedure for disbanding the organization
  - Date of last approval of the constitution

\*If you are creating or rewriting a constitution and need a template or sample, visit the “Starting a New RSO” section of the [Registered Student Organization Resources website](#).
- Organization On-Campus account number (if renewing).
  - The Responsible Parties for the on-campus account are assigned to the President, Vice-President, Treasurer, and Secretary.
- If applicable, RSOs should submit information about any national affiliations.

Process:

- Registration renewal will be based on your organization type:
  - Affiliated Organizations will begin on 1 June.
  - Returning Organizations will begin on 1 July.
- At the time of registration for your organization, follow the steps below:
  - Be sure to have all required pieces of information listed in the previous



- paragraphs to ensure an easy and efficient renewal submission process.
- Any of the following officer positions (responsible parties) will be able to renew the RSO:
    - President
    - Vice President
    - Treasurer
    - Secretary
    - Primary Contact
  - Log into [Involve@State](#).
  - Go to your RSO Page.
  - You have 2 options to get to your registration form:
    - Select “Manage Organization” button in the upper right corner.
    - Click the gear icon that appears overlaid your club logo on the left side of the menu and then select “Manage Home”
  - Select the blue “Re-Register” button.
    - If there is no blue “Re-Register” button,
      - Then you may be currently registered RSO
      - You are not listed as a responsible party for that organization to renew the registration.
    - The blue box will indicate when registration opens for your RSO.
  - Read all instructions thoroughly.
  - **ONLY USE MSU email addresses throughout the form.**
  - All items with a red asterisk (\*) are required.
  - Follow up with student officers and adviser(s) to ensure they have created their Involve@State profile and accepted their role(s) and the respective terms and conditions associated for the organization.



### Validation of Single-Sex Membership:

- In accordance with Title IX, the university does not allow affiliated organizations to discriminate based on sex. Title IX allows certain single-sex social sororities and fraternities an exemption from such requirements. To qualify, the sorority/fraternity must meet all the following criteria:
  - The organization must have a tax-exempt status under Section 501 of the Internal Revenue Code.
  - Members must be limited to students at MSU.
  - The organization must be a “social fraternity/sorority” as defined by the Department of Education.
    - The Department of Education defines a “social fraternity/sorority” as a group that can answer “no” to the following questions:
      - Is the organization’s membership limited to persons pursuing or having an interest in a particular field of study, profession, or academic discipline?
      - Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
      - Are the members permitted to hold membership in other fraternities or sororities at the university?
    - If a group answers “yes” to any of the questions, it is not a “social fraternity/sorority” and is not exempt from the requirements of Title IX, and therefore must meet all required criteria of a regular RSO.
  - If the sorority or fraternity meets the above exemption criteria, it may register as an RSO, even if the sex-discrimination-related clause is not included within its existing constitution.
    - Copy of a chapter constitution with the MSU FSL non-discrimination clause in it or the supplemental chapter constitution provided by the RSO Team
    - Copy of their validation of tax-exempt status under Section 501 of the Internal Revenue Code

### Greeks Take the Lead:

- The Greeks Take the Lead Program is a mandatory workshop series for all fraternity and sorority chapters that are currently registered student organizations (RSOs) or are hoping to become an RSO. The Greeks Take the Lead Program serves to help fraternity and sorority students feel empowered by providing further education on how they can intervene and end sexual violence in their chapters and greater community. All chapter presidents and risk managers (or another leadership member, if your chapter does not have a risk manager) participate in leadership-based interactive training, and all general members are required to choose a workshop focused on a specialized topic. Failure to participate in the annual training may result in a loss of privileges as outlined by Fraternity and Sorority Life. For information regarding “Greeks Take the Lead” programming and to schedule a training session, contact the MSU Prevention Outreach & Education Coordinator at (517) 355-3865 or [gttl@msu.edu](mailto:gttl@msu.edu).



# Involve@State

## Student/Individual Profile

MSU Students are encouraged to have their own profile to join organizations and view the many programs and events that are happening across campus.

## Updating Your Student Profile

Individuals can adjust profile information within their settings, including name. Steps are as follows:

- Log into [Involve@State](#).
- Click on the circle in the upper right corner that has either your uploaded photo or first initial.
- In the menu, select the blue pencil in the upper right corner
- In the menu, select "Profile"

## Notification Settings

Individuals can adjust notifications within their settings. Steps as follows:

- Log into [Involve@State](#).
- Click on the circle in the upper right corner that has either your uploaded photo or first initial
- In the menu, select the blue pencil in the upper right corner
- In the menu, select "Notifications"

We encourage that settings be set as the following:

- Informational Email Notifications:
  - Set for: "Campus and Organizations"
- Common Notifications:
  - All set for Email

## Privacy Settings

Individuals can adjust privacy within their settings. Steps are as follows:

- Log into [Involve@State](#).
- Click on the circle in the upper right corner that has either your uploaded photo or first initial.
- In the menu, select the blue pencil in the upper right corner
- In the menu, select "Privacy Settings"

We encourage that settings be set as the following:

- Community Directory Settings:
  - Campus Email Address
    - "Show"
  - Preferred Email Address
    - "Hide"
  - Mobile Phone Number
    - "Hide"
- Organization Roster Settings:
  - For RSO leaders:
    - "Show" for all roles including officer or member positions



## Organization Pages

Every registered student organization is expected to maintain their [Involve@State](#) page. This includes the following:

- Mission and organization description
- What the organization does and what benefits joining will provide to students
- Maintain current content and contact information.
- Maintain a current membership roster.
- Updating RSO officers and adviser
  - Please note that organization renewal commonly does not coincide with officer elections.
  - See below for Officer role expectations.
- Storing media and relevant documents that align with RSO and MSU policies and values.

Every registered student organization is expected to utilize their [Involve@State](#) page for the following:

- Reserving space on campus
- Processing their annual registration
- Updating their rosters
- Managing their on-campus account

For information on how to manage or use Involve@State, visit the Resources section of the Registered Student Organization Resource website.

## Managing an RSO Page

RSO must maintain their Involve@State Pages.

- Any of the following positions will be able to manage the RSO Involve@State Page:
  - President
  - Vice President
  - Treasurer
  - Secretary
  - Primary Contact
  - Adviser
  - Additional roles created by the RSO who has been given the ability to manage these functions
- To get to your manage functions:
  - Log into [Involve@State](#).
  - Go to your RSO profile page
  - In the menu on the left, select the gear icon that appears overlaid on your profile image
  - In the menu that appears, select:
    - “About” to edit mission, vision, values, contact information, etc.
    - “Roster” to edit membership, change all roles except President, Vice President, Treasurer, Secretary and Adviser
    - “Events” to request space on campus
    - “News” to make announcements to your RSO or to the full Involve@State Community
    - “Gallery” to add/edit photos and videos to your profile



- “Documents” to add document files to your profile
- “Forms” to create and manage forms for your RSO
- “Elections” to manage elections or voting for your RSO
- “Finance” to see account number or balances for an on-campus account
- “Service Hours” to track and manage any service hours the RSO does

## Roster

RSOs are expected to maintain their rosters on Involve@State.

For General Members:

- RSO Actions:
  - You can invite/add members as “Members” at any time.
  - RSOs should invite new members to their page on Involve@State. This makes it easier to invite them to RSO events and message out to your members.
  - Ensure that as members leave you remove them from your roster.
- Student Actions:
  - Students may "Join" the RSO at any time.
  - This request will sit in your Roster under "Prospective".
  - The RSO should monitor and communicate with these interested students regularly.

For officers, chairs, directors, and advisers:

- **President, Vice President, Treasurer and Secretary must be listed at all times.**
  - If these roles have alternative titles for your RSO you can create new titles and ADD them. This person will then be listed as both titles.
  - This is done for multiple reasons including:
    - Ensuring all officers will receive RSO emails from the RSO Team
    - Identifying those who are Responsible Parties. Please see the MSU Financial section of the RSO handbook for more about Responsible Parties
  - If you have multiple Presidents, i.e., a co-president model, the roster allows you to have multiple individuals to hold the same position.

## Officer Positions

**President, Vice President, Treasurer and Secretary must be always listed on your roster.**

- If these roles have alternative titles for your RSO you can create new titles and ADD them. This person will then be listed as both titles.
- This is done for multiple reasons including:
  - Ensuring all officers will receive RSO emails from the RSO Team
  - Identifying those who are authorized signers. Please see the MSU Financial section of the RSO handbook for more about Authorized Signers
- If you have multiple Presidents, i.e., a co-president model, the roster allows you to have multiple individuals to hold the same position.
- To update your officers after you register for the year please change your roster AND submit the [Updating Officers](#) form on Involve@State



# Leadership Transition

## Elections

Elections should be held each semester or annually, with special elections when needed. AN RSO should abide by its constitution and bylaws for processes and procedures.

If election processes are not laid out in the RSO constitution it should use Robert's Rules of Order for guidance to processes and procedures.

All elections should be recorded in RSO minutes and maintained for future reference.

## Transitions

- Update your [Involve@State](#) profile with your new officer(s)/leader(s)
  - You can do this through "Manage Organization."
  - For information on how to manage your roster, visit the Involve@State Section of this RSO Handbook.
- If there is a new President, Vice President, Secretary, Treasurer, report them through the [Updating Officers](#) form on Involve@State.
  - This will notify us of officer changes and changes to your responsible parties if you have an on-campus account.
  - You will need a copy of minutes, notes, etc. to validate the transition.
- Ensure the new officer(s)/leader(s) has a copy of the organization constitution, all passwords to email/social media accounts, etc., key contacts and their information, and other organization documents, such as agendas and meeting minutes. Also ensure any standing reservations, etc., are passed along.
  - Consider having these in a MS Teams drive, Google drive, etc.
- Introduce the new officer(s)/leader(s) to the student organization adviser.
- Plan a meeting/retreat to ensure the full leadership team is on the same page with plans, goals, etc.
  - In the cases of special elections or appointments mid-term, you should coordinate smaller meetings/retreats as early as possible after a special election or appointment.
  - This can also be a shadowing of the previous officer's process.
  - Review the duties and responsibilities of the position with the new officer(s)/leader(s).
- Review any budgetary/financial information with the new officer(s)/leader(s).
- Connect the new officer/leader with any resources they may need to complete their duties and responsibilities.
  - Include information from the ASMSU RSO Consultants, RSO Team, institutional/department/campus partners, etc.
  - Include any current ongoing event planning and where in the process the RSO is with that.

Please feel free to reach out to the RSO Team for any additional assistance or questions about transitioning a leader in your organization at [involve@msu.edu](mailto:involve@msu.edu).



# Changing of RSO Status

## Inactive RSO

RSOs must renew each year via the Involve@State platform which occurs over the summer months. Renewal of the registration is valid from the date an RSO's registration is APPROVED through the end of the 2nd week of the fall semester of the following academic year. If an RSO does not complete the RSO renewal process by the closing date of the renewal process, the RSO will be set as inactive. If the RSO wishes to renew, they must reach out to the RSO Team to have a conversation about the potential of renewing the RSO.

An RSO that is inactive, or has the inactive status, for a period of at least a year, may be petitioned to the RSO Team to reactivate an inactive organization (decided on a case-by-case basis).

## Dissolving an RSO

If any RSO votes to dissolve the organization, the below steps need to be followed.

- A letter of dissolution should be emailed to the RSO Team at [involve@msu.edu](mailto:involve@msu.edu).
  - This letter must include:
    - Indicate the dissolution vote results from executive membership.
    - Indicate the dissolution vote results from the active membership.
    - If the organization has an on-campus account a plan must be in place on what to do with the remaining funds. Please see Closing an Account in the On-Campus RSO Financial Accounts section.
  - Once the letter is received from the RSO, a form will be sent from the RSO Team to help complete the closing process.
- If the RSO has an Off-Campus account a plan must be in place on what to do with the remaining funds in accordance with any guidance from the respective financial institution.
  - If MSUFCU please contact them at their Farm Lane Branch located at 4825 Mt Hope Rd, East Lansing MI 48823. Phone number 517-333-2424, to close this account.
- If there is any property associated with the organization, whether physical or electronic, a plan for dissemination of said items should be put into place and documented.

## Merging RSOs

If two (or more) RSOs wish to merge, there are several steps that must be taken to successfully merge. To initiate a merger, notification from a responsible party representative must be emailed to [involve@msu.edu](mailto:involve@msu.edu).

The following information will need to be gathered to carry out the merger.

- A letter of intent to merge which includes:
  - Reason for merger
  - RSO's involved in merger
    - Specify which organization will become the primary or if a new organization name is being created
  - Documentation from all RSOs involved that merger is approved
  - Date of merge
  - New list of responsible parties for the new organization
  - Signatures of a responsible party representative from all RSOs involved





- Once the letter is received from the RSO(s), a form will be sent from the RSO Team to help initiate the merging process.
- The RSOs involved must have a plan to carry out the following:
  - Constitution
    - Will a primary organization's constitution carry forward?
    - What updates will be made to create a current constitution?
    - Will a new constitution be written?
  - If any of the RSOs have an on-campus account
    - If multiple, which account number will be the primary account moving forward.
    - If the primary organization does not have an account but an organization in the merger does, please contact [stuorgs@msu.edu](mailto:stuorgs@msu.edu) to have the names and organization updated on the account.
    - For further directions, please see Merging Multiple RSO On-Campus Accounts in the On-Campus RSO Financial Accounts section.
  - If any of the RSOs involved have an off-campus account, please reach out for any guidance from the respective financial institution.
    - If MSUFCU please contact them at their Farm Lane Branch located at 4825 Mt Hope Rd, East Lansing MI 48823. Phone number 517-333-2424.
  - If there is any property associated with the organizations, whether physical or electronic, a plan for dissemination of said items should be put into place and documented.



# General Finance Expectations

## General Best Practices

- RSOs should practice at minimum a zero-sum balance. (Income=Expenses)
- RSOs should create a semesterly and/or annual budget.
- RSOs should keep their own ledger to compare with account statements.
- RSOs should keep copies of receipts, invoices, etc. and have a storing and transition of information process.

## Off-Campus Accounts

- Registered Student Organizations are allowed off-campus accounts.
- MSU is not responsible for the management or liable for any misuse of these accounts.
- RSOs must have an Employer Identification Number (EIN) to set up an off-campus account.
  - MSU is unable to assist in setting up an EIN. Please refer to the IRS website for more information on applying for an EIN ([link](#))
- MSU Federal Credit Union (MSUFCU) Off-Campus accounts
  - MSUFCU and the Office of Spartan Experiences have a collaborative relationship to provide RSOs non-university accounts.
  - To find out more about getting an MSUFCU account visit: <https://www.msufcu.org/rs>. Please note the following:
    - The MSUFCU Offices located in the MSU Union and at 4825 Mt Hope Rd (corner of Farm and Mt Hope) have staff that are experienced with working with RSOs and are the preferred branches.
  - RSOs must be registered, and their officers must match those they list on Involve@State with all MSUFCU paperwork.
    - The MSUFCU Offices mentioned prior have access to the Involve@State platform to confirm officers.
  - RSOs will utilize the same MSUFCU form to update responsible parties after the account is established.
  - MSUFCU accounts are off-campus accounts and are separate from your RSO's on-campus account.
  - Direct transfers cannot occur between MSUFCU off-campus accounts and MSU on-campus accounts.
    - To move money from On-campus to off-campus accounts, a move money form will need to be submitted and approved via Involve@State.
    - To move money from Off-campus to on-campus accounts, follow the instructions found under Deposit of Funds.

## Tax Exempt Status

Registered Student Organizations are considered a separate entity from Michigan State University and DO NOT fall under MSU's tax exempt status. Therefore, student organizations should not use MSU's Tax ID or presume they are tax exempt.

- If tax exempt status is desired, the following steps should occur:



- Organizations with national affiliation should first check with their national organization to see if they fall under the national tax-exempt number.
- Organizations who do not fall under national organization tax exempt numbers, will be required to complete forms from the State of Michigan and the Federal Government.
  - These forms can be obtained by contacting the State of Michigan Treasury Department, <http://www.michigan.gov/taxes>, and the Internal Revenue Service, [www.irs.gov](http://www.irs.gov).
- Each organization is liable for their tax filings and tax reporting for their tax-exempt number.
  - If the RSO has an on-campus account as well, the University will provide all Form 1099 filings on all applicable purchases funded by a student organization's University account.

### Raffles, Gifts, and Prizes

RSOs can purchase gifts and prizes for members and events. Please be aware of the below guidelines for best practices:

- If a prize is for a drawing, raffle, etc., the RSO must have appropriate licensure with the State of Michigan, when applicable.
  - Raffle definition: A game of chance where raffle tickets are sold or consideration is given, a winner(s) is determined by randomly drawing a ticket stub from a container, and a prize is awarded.
  - If your organization is holding a 50-50, an event with an admittance/registration fee that includes being entered in a drawing for a door prize, or a drawing for completing something, such as a survey, these are raffles and should be licensed.
  - **Almost all raffles need to be licensed through the state.**
  - General information about raffles, rules and forms can be found at State of Michigan, Michigan Lottery, Charitable Gaming Division at <http://www.michigan.gov/cg/>. Please note that the typical processing time for all raffle applications is 8 weeks.
    - RSOs are considered a separate entity from MSU.
    - RSOs are required to obtain a valid State of Michigan tax ID number and valid raffle/lotto license, issued in their own name to host a raffle.
    - All appropriate paperwork and approvals are done directly with the State of Michigan.
    - Please note that MSU can and will not assist an RSO in obtaining a license or complying with State raffle requirements.
    - An RSO must present a copy of the raffle license with the Event Planning Form when submitted.
    - License presentation is for the sole purpose of confirming the raffle is authorized.
- It is advised and a best practice that when purchasing gifts from your RSO account (on or off-campus) gifts and prizes be under \$75 per item.



- Please note for those with ON-CAMPUS ACCOUNTS: When submitting reimbursement for gifts or prizes the name of the recipient(s) and MSU email **must** be included in the voucher before the reimbursement will be paid. This is required to ensure that the gifts and prizes have been responsibly disbursed.
- If gift cards are purchased a tracking method must be created to ensure that cards are not lost or stolen.
- If items are received as a donation to the RSO with the purpose of being given away it is best practice to record what was given out or how the item was utilized in case the donor wants to know what their items were used for.
- It is advised to be aware of equitable practices and work with your RSO adviser when planning for gifts and prizes.



## On-Campus RSO Financial Accounts

Registered Student Organizations have the option to have an on-campus RSO financial account. This account is managed through a partnership of the RSO and the RSO Business and Financial Services (RSOBFS). Upon request any RSO may create an on-campus account. Accounts must be renewed annually. The following sections should be used to help guide the RSO in co-managing the account within the appropriate institutional financial regulations.

### What is an On-Campus Account?

- It is a 6-digit account number that begins with an AR or AU.
  - This account is with the MSU Controller's Office and is supported by the RSOBFS.
  - Having an On-Campus account does not put the RSO under MSU's tax exempt status.
- Your organization **MUST** have an on-campus account if:
  - The RSO is generating revenue at on-campus events.
  - The RSO is accepting funds from a campus partner (ASMSU, COGS, RHA, Department, Office).
  - If the RSOBFS is purchasing items via Amazon, approved vendor companies (licensed items), websites for general items.
  - If the RSOBFS is paying a vendor on behalf of the RSO (DJ, Speaker, Photographer, entertainment company).
- It is advised RSOs have an account if:
  - The RSO hosts on-campus events.
    - RSO may use their on-campus account to pay for on campus services such as rentals, catering, etc.
    - Some departments do not accept cash (Physical Plant, Telephone Charges, Mail Processing, Computer Store, Data Processing Charges, Purchasing)
- On-Campus accounts **do not**:
  - Place the organization under the University's tax-exempt umbrella. (See tax exempt section for more information)
  - Make the University liable for any of the organization's actions.
  - Grant the organization the right to use the University's payroll system.
- The University, through the Division of Student Involvement and Leadership and Engagement, reserves the right to review and audit all RSO accounts at any time.
- This account must be renewed every year during the registration process.
  - If your organization did not renew the account during registration, please contact [Stuorgs@msu.edu](mailto:Stuorgs@msu.edu) to find out how.



## Creating an On-Campus Account

Registered Student Organizations who need to create an account will request to have an on-campus account through an application process that is approved by both the Division of Student Involvement and Leadership and Engagement and the Controller's Office. The process to apply for an account is:

- Complete the [On-Campus Financial Account Application](#).
  - Information needed to complete the form:
    - President, Vice President, Treasurer and Secretary must be listed as Responsible Parties.
      - MSU Email and a phone number will need to be provided for each.
      - If you have co-positions of any of these, please indicate one for each position.
    - The adviser serves as a responsible party to aid in reviews of expenditures as needed and is a mandatory approver for all expenses more than \$500 (or a lesser amount if laid out by an organization and placed as a reviewer during the expense submission). Please see the RSOAH for more information.
      - MSU Email, phone number and MSU Department Name or Religious Affiliation
  - Upon submission of the On-Campus Financial Account Application, it will be reviewed and must be approved by the RSO Team and the Controller's Office.
    - The RSOBFS in conjunction with the Controller's Office will reach out to the submitter for any missing information and/or clarification.
  - Once the submission is vetted, a member of the Controller's Office will initiate the first deposit by sending the RSO a "Cash Receipt Cover Sheet".
  - For the account to be activated, a deposit of at least \$50 (cash or check ONLY) must be submitted. This can be done one of the following ways:
    - The RSO can U.S. Postal mail the funds AND Cash Receipt Cover Sheet to the MSU Cashier's Office, Hannah Administration Building, 426 Auditorium Rd, Room 110, East Lansing, Michigan, 48824.
    - The RSO can physically take the funds to the Hannah Administration Building (**enclosed in an envelope** with the Cash Receipt Cover Sheet) and drop them off at one of the two drop boxes:
      - Outside of Hannah Administration Office Building along the left side of the Circle drive
      - Inside Hannah Administration Office Building, outside of Room 110.
    - The RSO can schedule an appointment with the Cashier's Office to make the deposit by calling 517-355-5023.
  - Once the deposit is made, please give at least two (2) weeks for the account number to be generated and processed. Once created the RSO will receive a final email with account information.
  - New RSO accounts are linked to Involve@State on a biweekly basis. Once you receive your AR or AU Number, within two (2) weeks you should be able to regularly track your previous day's account balance in Involve@State.



## Responsible Parties & Updating Signers

Responsible Parties for RSOs are those individuals who hold the officer roles of President, Vice President, Treasurer, and Secretary. Responsible parties must be listed as holding these positions on the RSO roster in Involve@State.

- Responsible Parties are initially set during the RSO annual registration/renewal process.
- After registration/renewal, if you change officers, your Responsible parties will need to change.
- To change Officers/ Responsible parties complete the [Update Officers/Responsible Parties Form](#).
- Responsible parties have authority to approve expenses coming out of their on-campus account. When approving expenses, Responsible parties are certifying that this payment is appropriate, correct and made in accordance with their RSO's Constitution, the RSO Handbook, and MSU Manual of Business Procedures.
- Responsible parties will have the ability to submit and approve financial forms including:
  - [Deposit Request Form](#)
  - [Reimbursement/Vendor, Speaker, Performer Payments/Donation Form](#)
  - [Credit Card Purchase Request Form](#)
  - [Move Money to Off-Campus Account Form](#)
- A minimum account balance of \$50 is always required.
- The Responsible parties are responsible for making sure the on-campus account has enough funds to cover expenses.
- If there are not enough funds in the on-campus account, it is the duty of the responsible party to correct the overdraft of the account by making a deposit.
- Failure to correct an overdraft of the on-campus account may result in accountability measures to be taken via the Overdraft Policy.
  - Holds may be placed on a responsible party's student account on the 15th of the 5th month of consistent overdraft status.
  - Please see overdraft policy in the section below for more details and steps on how to correct it.
- Responsible parties should monitor their balances in the Finance Section of Involve@State.
- Responsible parties to the account will receive a monthly financial statement from the RSOBFS.
  - If there are any discrepancies it is the responsibility of the Responsible Parties to be in contact with the RSOBFS for assistance.

## Deposit of Funds

Registered Student Organizations may deposit funds into their on-campus account via two different processes: 1) Cash/Check Deposit and 2) Internal Transfer.

To ensure quick and easy processing please note the following:

- Check(s) should be made out to Michigan State University.
- Additional information on check(s) is accurate (i.e., date, amounts align, etc.).
- Any checks submitted should be endorsed on the back.
  - To endorse you must write your "AR" or "AU" account number on the back.
  - No signature is needed.



## Cash/Check Deposit

You may deposit cash and checks via the following process:

- Complete a [Deposit Request Form](#) on Involve@State.
- Once reviewed and approved by the RSOBFS, the Officer who submitted the form will receive a Cash Receipt Cover Sheet via the “Discussion” area of the Deposit Request Form.
- The RSO will then have **10 DAYS** to either:
  - The RSO can U.S. Postal mail the funds AND Cash Receipt Cover Sheet to the MSU Cashier’s Office, Hannah Administration Building, 426 Auditorium Rd, Room 110, East Lansing, Michigan, 48824.
  - The RSO can physically take the funds to the Hannah Administration Building (**enclosed in an envelope** with the Cash Receipt Cover Sheet) and drop them off at one of the two drop boxes:
    - Outside of Hannah Administration Office Building along the left side of the Circle drive
    - Inside Hannah Administration Office Building, outside of Room 110.
  - The RSO can schedule an appointment with the Cashier’s Office to make the deposit by calling 517-355-5023

## Internal Transfer

RSOs may have campus partners transfer funds from a department or office account to their RSO on-campus account. To do this you must provide the department or office your “AR” or “AU” account number.

## Spending Funds From an On-Campus Account

Requirements for ALL processes

- Cash may not be directly withdrawn from an on-campus account.
- All transactions require approval by two responsible parties.
  - Responsible party 1 is the submitter of the form.
  - Responsible party 2 is the added responsible party that is listed within the form.
  - Advisers cannot submit financial forms on behalf of an RSO nor be the other validating responsible party.
- If a transaction is greater than \$500 approval by two responsible parties AND the Adviser is required.
- If the on-campus account does not have enough funds to cover the request, the request will be denied.
- All documents submitted will need to be saved and provided as a PDF.

Funds may be spent from an on-campus account in one of the following ways.

1. [Reimbursement/Vendor, Speaker, Performer Payments/Donation Form](#)
  - Reimbursement
    - Making a payment to a member who made an out-of-pocket purchase.
      - Examples include: if members purchased supplies for an event or if members paid for food for an event.
    - An itemized receipt showing items purchased is required.
      - This is a receipt that shows all items purchased and the cost of





- each item.
- Total amount paid.
- Date of purchase.
- Proof of payment by one of the following:
  - Receipt showing last 4 digits of credit card used.
  - Receipt showing cash was used with zero balance.
  - A credit card statement showing payment was made.
- If the member is an employee, payment will be processed in line with the employee's current payroll method on the next pay cycle after accounting's approval.
  - This may take longer to align with the individual's assigned payroll cycle.
  - Taxes will not be assessed.
  - This will be a separate transaction following the payroll method set up by the employee.
- If the member is not an employee, payment will be processed via check and mail.
- Vendor Payments
  - Payment to an off-campus vendor for product or service
    - Examples include Custom Ink for shirts, payment for a DJ or a photographer.
  - An invoice will be required for payment with the following details on one document.
    - Itemized with individual expenses.
    - Remit Vendor name and address.
    - Date.
    - Total amount owed.
  - Payments will be processed by check and mailed to the remit address.
- Speaker and Performer Payments
  - Payment for a professional service that is rendered.
    - Examples include Speaker, Performer, Comedian, etc.
  - One of the following is required:
    - An invoice will be required for payment with the following details on one document.
      - Itemized with individual expenses.
      - Remit Vendor name and address.
      - Date.
      - Total amount owed.
    - A fully executed contract/agreement.
      - Services rendered.
      - Total amount owed.
      - Signatures from all parties.
  - Payments will be processed by check and mailed to the remit address.
- Donation
  - Donating funds to an MSU affiliated department
    - Examples include campus departments, programs, other RSOs
    - This donation requires contact information for an individual in the



department where the funds are being donated to for the RSOBFS to contact regarding any questions.

- Account number for the department, program, or RSO you are donating to.
  - Donating funds to an outside/non-MSU organizations
    - Examples include Local community non-profits, national non-profits, etc.
    - Business purpose (the explanation for the donation)
2. [Credit Card Purchase Request Form](#)
- Payments for online purchases, conference fees, hotel fees, catering
  - Allows the RSOBFS to purchase items online on behalf of the RSO.
    - This will require one of the following:
      - A wish list
      - A list of items with links and prices
      - A clear screenshot of the cart to be able to process
      - Quote or invoice (only for catering and travel)
    - Quantities and total price amounts are REQUIRED. Either ensure it clearly shows on screenshots or charts, or you can list them in a separate document.
    - You will be required to provide an “in hand” or due date to ensure we have items delivered in time for your event or program or payment made for your travel.
    - All approvals are required before ordering. This means you should notify other responsible parties and the adviser (if applicable) to ensure they approve the request in a timely manner to meet your purchasing deadline.
3. [Move Money to Off-Campus Account Form](#)
- To cut a check from the RSO’s on-campus account to deposit into the RSO’s off-campus account.
    - The address listed on the form is the address the check will be mailed to.
    - The check will be made out to the RSO.
    - It is the responsibility of the RSO to then deposit the funds into the off-campus account.

### **Special Notes:**

- Financial processes are dependent upon the operation of the University. If the University is closed, the process times may be lengthened in relation to the University’s status.
- As the academic year ends, remittance addresses may need to be reflective of the student’s current or future addresses as some apartments or other living areas may not forward mail appropriately, causing delays in remittance.
- The RSOBFS will establish correlating dates in which the above-mentioned forms will be closed to close out financial years and document. Please see [involve.msu.edu](http://involve.msu.edu) for these dates as the academic year progresses.

### **Service Fee**

- RSO On-Campus Accounts are charged a monthly service fee of \$5.00. This monthly fee covers the costs of services by the University.



- Such services include, but are not limited to:
  - The monthly preparation of operating statements detailing all transactions (see “Monthly Operating Statements” Section below)
  - Account administration and maintenance
  - The payment of expenses through the University’s payment system
  - The ability to use certain University service centers.
- These monthly service fees are automatically charged to an organization’s account each month even if there has been no activity in the account.
- For the 2023-2024 academic year, ASMSU is covering the \$5 monthly service fee for RSOs.

### Overdraft Policy

An overdraft occurs when an RSO’s on-campus account does not have enough funds to cover an expense and becomes negative. When this occurs, the following steps will take place.

- The RSOBFS will email all responsible parties, including the adviser, in the last week of the month giving until the 10<sup>th</sup> of the following month to make a deposit.
- The RSOBFS will also email all responsible parties, including the adviser, the first week of the month with the statement reminding them they have until the 10<sup>th</sup> to make a deposit.
- The following steps must be completed by the 10<sup>th</sup> of the month:
  - Submit the [Deposit Request Form](#) on the RSOBFS Involve@State page.
    - Once reviewed and approved by the RSOBFS, the Officer who submitted the form will receive a Cash Receipt Cover Sheet via the “Discussion” area of the Deposit Request Form.
  - Print the Cash Receipt Cover Sheet
  - The RSO will then have **10 DAYS** to either:
    - The RSO can U.S. Postal mail the funds AND Cash Receipt Cover Sheet to the MSU Cashier’s Office, Hannah Administration Building, 426 Auditorium Rd, Room 110, East Lansing, Michigan, 48824.
    - The RSO can physically take the funds to the Hannah Administration Building (**enclosed in an envelope** with the Cash Receipt Cover Sheet) and drop them off at one of the two drop boxes:
      - Outside of Hannah Administration Office Building along the leftside of the Circle drive
      - Inside Hannah Administration Office Building, outside of Room 110.
    - The RSO can schedule an appointment with the Cashier’s Office to make the deposit by calling 517-355-5023
- If these steps are not completed by the 10<sup>th</sup> of the month the following may happen:
  - 1<sup>st</sup> month of overdraft
    - A \$20 overdraft fee may be charged.
  - 2<sup>nd</sup> month of continuous overdraft
    - A \$20 overdraft fee may be charged.
  - 3<sup>rd</sup> month of continuous overdraft
    - The on-campus account may be expired.



- This means that the RSO will not be allowed any activity (unless it is to make a deposit) until the overdraft is corrected.
- 4<sup>th</sup> month of continuous overdraft
  - The on-campus account will remain expired (if it was previously)
    - This means that the RSO will not be allowed any activity (unless it is to make a deposit) until the overdraft is corrected.
  - A complaint indicating a violation of the RSO fiscal expectations as laid out by this handbook, may be filed with the Office of Student Support and Accountability that may result in the removal of RSO status.
- 5<sup>th</sup> month of continuous overdraft
  - All responsible party's student's accounts may have a hold placed on them
- 6<sup>th</sup> month of continuous overdraft
  - The RSO status may be removed for the remainder of the year and, at the discretion of the RSO Team, may restrict the ability of the RSO from renewal/registration for the following year(s).

### Monthly Financial Statement

Monthly Financial Statements will be emailed to the responsible parties and the adviser of all registered RSOs that have a renewed on-campus account.

- It is the expectation of the responsible parties, including the adviser, to check the statement against the RSO's records.
- The RSOBFS is only allowed to share the monthly statement with those listed as responsible parties, including the adviser.
  - It will be up to the responsible parties to share with any other entities.
- Monthly Financial Statements are in accounting number format, numbers in parentheses ( ) are negative. i.e. (\$200) is considered a negative amount of \$200.
  - Please see the financial resource section for more information on how to read the monthly financial statements.
- If there is a discrepancy a responsible party representative will need to reach out to the RSOBFS at [Stuorgs@msu.edu](mailto:Stuorgs@msu.edu).

### Closing an On-Campus Account

There are several avenues in which an RSO On-Campus Account may be closed:

#### **RSO Initiated On-Campus Account Closure**

If any RSO wishes to close their on-campus account, a letter of intent should be emailed to the RSO Team at [involve@msu.edu](mailto:involve@msu.edu). Within the letter it should indicate that they wish to voluntarily close the on-campus account and what to do with any remaining balance (donate to another RSO [include account numbers], move to an Off-Campus Account [will need to complete the form on Involve@State], etc).

#### **Merging Multiple RSO On-Campus Accounts**

In situations when RSOs are merging their organizations and both have on-campus accounts, they will be required to determine which account to close and which to remain open



and email a letter of intent of the “merging” of the accounts to [involve@msu.edu](mailto:involve@msu.edu). This letter should indicate the decision to merge vote, which account will be closed, and which account will remain active. All funds will be transferred into the active account.

### **RSO Dissolution**

If any RSO votes to dissolve the organization, a letter of dissolution should be emailed to the RSO Team at [involve@msu.edu](mailto:involve@msu.edu). Within the letter it should indicate the dissolution vote results and what to do with any remaining balance (donate to another RSO [include account numbers], move to an Off-Campus Account [will need to complete the form on Involve@State], etc.).

### **University Initiated Account Closure**

The University reserves the right to close or expire an RSO On-Campus Account at its discretion. This includes the Overdraft Policy, other RSO Conduct Proceedings and/or other misuse of funds.



# Advisers

## The Adviser Role

The role of the RSO Adviser is to provide guidance to the student organization(s) they advise in operational functions, continuity between years, and adherence to university policies and procedures. For undergraduate only RSOs, the adviser must be a MSU faculty member, staff member, or graduate student. For graduate student RSOs, the adviser must be either a MSU faculty or staff member. Advisers should approach the work in a way that empowers the students to critically think and work through the management of their organization. All processes, procedures, responsibilities, best practices, and resources for Advisers, can be found in the Adviser Handbook.

## Finding an Adviser

- The RSO can reach out to any faculty member, staff member, or graduate student to be the RSO adviser.
  - RSOs open only to undergraduate students may have an adviser who is an MSU faculty member, staff member, or graduate student.
  - RSOs open to undergraduate and graduate students or only graduate students must have an adviser who is an MSU faculty or staff member.
- AN RSO should know or be willing to get to know the adviser and create a relationship.
- The adviser should be willing to be involved with the organization and it helps to have an adviser whose interests and passions align with the RSO.
- If you need assistance in identifying an adviser, please contact the RSO Team at [involve@msu.edu](mailto:involve@msu.edu).

## Accepting the Adviser Role on Involve@State

Each year, after the organization's registration is accepted by the RSO Team, each adviser will be notified to log into Involve@State and accept their roles. To accept the role, the adviser will need to accept "Membership" into the organization first. Then, the option to accept the "Adviser Role" and the related Terms and Conditions will become available. Involve@State considers Advisers as members and therefore must acknowledge both in the acceptance process.

- Advisers must use their MSU email address and password to login to the Involve@State platform. Currently, only [msu.edu](mailto:msu.edu) email addresses are recognized.

## The RSO's Responsibility to the Adviser

- Maintain current Adviser on the RSO roster in [Involve@State](#).
- Notify the adviser of all meetings and events.
- Consult with the adviser in the planning of projects and events.
- Notify the adviser of reimbursements, payments, etc. of over \$500 from an on-campus account.
- Seek advice and guidance on university policy.
- Consult with the adviser before any changes are made in the structure of the RSO or in the policies of the RSO and before major projects and programs are undertaken.
- Understand that while the adviser has no vote, the adviser does have speaking privileges at meetings.



- The responsibility for the success or failure of RSO projects rests ultimately with the RSO, not the adviser.
- Talk over any problems or concerns with the adviser.
- Acknowledge that the adviser's time and energy are donated, and express appreciation.
- Try to be clear and open about your expectations for your adviser's role.
- Periodically, evaluate your adviser and give appropriate feedback. RSO Team members can offer suggestions for feedback forms.



# On Campus Events

RSOs are expected to reserve on-campus spaces through the RSO Team by submitting an Event Request Form on Involve@State. Below are the foundational policies, practices, and procedures for hosting on-campus events. It is advised to work with your RSO adviser, the RSO Team, and Campus partners to work through the details of your on-campus events and meetings.

## General Event Planning Policies

The following policies apply to all student organizations recognized as an RSO for all events on campus, and for inside or outside facilities.

To hold an on-campus event, an Event Request Planning Form must be completed in [Involve@State](#). All activities and their time, place, and manner cannot physically conflict with other previously scheduled events or interfere with basic ongoing facility requirements. Student organizations are required to have proof of their approval with them at the event. Student organizations can print out a copy, have a copy of the confirmation in their email, or have access to the form through [Involve@State](#).

For major events (dances, parties, concerts, etc.), the RSO must submit an Event Planning Form a minimum of **20 business days** in advance through [Involve@State](#). It is highly advised that large-scale events be planned two to three months in advance.

- A major event is one that meets one or more of the following criteria:
  - 300+ people anticipated at the event
  - An expectation or request for security
  - An event budget of \$750 or more
  - Record-breaking/endurance/marathon event
  - The event is co-hosted by multiple university departments and services
  - All major events must be approved by the manager of the hosting facility, Office of Spartan Experiences, and the Michigan State University Police Department (DPPS).
  - All major events held on campus that start on a Sunday-Thursday must end no later than midnight.
  - All major events held on campus that start on a Friday or Saturday must end no later than 1:00 a.m.
  - On rare occasions, an exception may be requested. Speak with the Office of Spartan Experiences before you submit your event request about the possible exception.
  - All major event applications and marketing must contain information regarding whether the event is open to MSU students only or to the public, the type of identification that must be shown, and information on tickets if applicable.
- For other activities and events (meetings, speakers, workshops, etc.), the RSO must submit an Event Planning Form a minimum of five (5) business days in advance through [Involve@State](#).
- RSOs should consult with the RSO Adviser and/or the Office of Spartan Experiences in identifying venues that would be conducive to the event being planned, which can include classroom spaces (25Live), events spaces, and outdoor locations





(<https://studentlife.msu.edu/rso-s/Resources/events.html>).

- RSOs must consult with their RSO Adviser on all RSO events and details including logistics, marketing, budget, rain location, accessibility, etc.
- RSOs must designate a representative(s) to be responsible for the planning and implementation of the event/activity and who is able to work with the Office of SpartanExperiences and other campus partners on the approval and implementation of the event.
- Event venues and campus services may assess fees or there may be sales at the events by the RSO. Therefore, RSOs are required to have a University financial account if any one (1) or more of the following event conditions are present:
  - Event is revenue producing (admission fees, ticket sales, product sales, etc.).
  - Please be sure to read through the Financial Section entitled: “Paying Another Campus Department or Organization”.
  - Utilizing university services (catering, MSU bakery, etc.).
  - Utilizing university facilities (MSU Union Ballroom, etc.).
- If an RSO is utilizing tickets, before ordering or selling any tickets, RSO representatives must meet with Office of Spartan Experiences staff to discuss what information should be printed on the tickets and the amount of tickets to be printed. The Office of SpartanExperiences will give final approval for the amount of tickets to be printed.

### How to Request an Event on Involve@State

To request an event on campus an RSO must submit an Event Planning Form, which can be found in [Involve@State](#).

- To submit a request:
  - [Log into Involve@State](#).
  - Locate your RSO and click through to your RSO page.
  - Select the image of three horizontal bars in the upper left corner.
  - Click on the gear icon next to the RSO name.
  - Select “Events” from the vertical menu.
  - Select “+ Create Event” in the upper right corner.
  - Provide Event Title, Theme, Description, Start Date & Time, End Date & Time, Location and Show To.
    - In the “Time and Place” field, RSOs can request one (1) date or several.
      - For recurring events, such as weekly meetings, the requestor must add each date on the form and times must be the same each week.
      - To add additional dates, select “+Add Another Date”.
  - For online locations, you can provide a link (Zoom, Teams, etc). If a password is required, you can provide that information in the “Online Location Instructions for Attendees” section.
  - For physical locations:
    - Location Name is the name of the building
    - Address is the room number(s) or any other selection material
    - There is an option to provide a map to your event/meeting location by providing a full address.
- Please allow a minimum of **five (5) business days** to process requests for meetings



andsmall-scale events (meetings, information tables, etc.).

- Please allow a minimum of **20 business days** to process requests for large-scale events(catering, outdoor and weekend events, amplified sound, etc.).
- RSO events can be requested each semester, starting with the first week of classes and ending the week prior to finals.
  - Event requests for fall can begin as early as Aug. 1.
  - Event requests for spring can begin fall finals week and beyond.
  - Event requests for summer can begin spring finals week and beyond.

## Event Security

The Michigan State University Department of Police and Public Safety (DPPS) has the sole responsibility for providing the police and security functions on the campus of Michigan State University. All police and security needs must be discussed with the DPPS and if it is determined a need exists, DPPS will provide the services. Student Involvement and Leadership will include DPPS in all requests that mayneed security in the approval process of the request. The following are considerations for whenworking with DPPS:

- A total of two (2) officers per event may be assigned to the RSO event at no cost. Depending on any additional security needs, (Greencoats, additional MSU Police Officers, security equipment, etc.) the organization may incur some security costs.
- DPPS requires a minimum of 20 business days to schedule security for a major event.
- For any event requiring security, the RSO representative, Department of Student Involvement and Leadership, facility manager and DPPS must meet to discuss security.
- Most events that require DPPS security will not be allowed in Residence Halls.
- No money should be collected at the door. All tickets and sales should be presales.
- Security measures must be approved by DPPS and the Department of Student Involvement and Leadership.
  - These can include but are not limited to:
    - RSO Adviser being present for the duration of the event.
    - Department of Student Involvement and Leadership staff being present for the duration of the event.
    - MSU Greencoats being present for the duration of the event.
    - DPPS being present for the duration of the event.
    - Major events cannot be held on weekends of home football games.
    - Friday and Sunday events on weekends of home football games may not be approveddue to limited available resources.
    - Major events of 300+ anticipated participants must have DPPS present during the event.
    - This can be waived with the approval of the Department of Student Involvement and Leadership and the facility manager.
    - Photo IDs will be required for admission to all events.
    - For dances and mixers with attendance of 300+ anticipated participants, admission willbe only MSU Students with MSU picture ID.
    - For all other events, all participants (students, staff, faculty, public) will be required toshow picture ID.
    - Major event marketing must contain information regarding whether the event is open toMSU students only or to the public, the type of identification that must be shown,



and information on tickets if applicable.

- For dances and mixers, the lights must be turned on and the last song must be played 15 minutes prior to the scheduled ending time of the event.
- The RSO may be expected to provide its own security committee for events that require DPPS. This committee will consist of a minimum of six (6) persons that must be available to assist with the following functions:
  - Identify and mediate potential conflict situations when needed.
  - Alert police officers, the Division of Student Life and Engagement staff of potential or active problem situations and/or persons.
- The committee will also meet with the police officer, facility personnel Division of Student Affairs staff and/or Department of Student Involvement and Leadership staff 30 minutes before the event to identify themselves and review special needs for the event.
- Be responsible for all ID checks as part of admission into dances and mixers.
- After any event, the facility manager and/or supervisor and, if in attendance, the DPPS, will file separate reports with the Department of Student Involvement and Leadership regarding incidents, including any observed violation of these procedures or university regulations or laws.
- RSOs are not allowed to contract with an off-campus agency for security at events on campus.

### Event Involving Food and/or Alcohol

- RSOs that would like food at their event should indicate that on the planning form. Additional details, including but not limited to whether food will be catered or, include store bought snacks, are required to assist the RSO Team in supporting the request. Many venues on campus only allow food from on-campus facilities. If you wish to have food at your event or activity, submit your request 20 business days prior to your event to work through the details and expectations of your venue.
- RSOs that wish to provide alcohol at their on-campus event should review MSU's Alcoholic Beverages Ordinance 21.00 at "[Alcoholic Beverages](#)." The following guidance documents are also available:
  - [Alcohol Exception Flowchart](#)
  - [Alcohol on Campus and Guidelines for Exceptions](#)
- If the on-campus event falls under one of the permissible exceptions to Ordinance 21.00, the RSO representative must:
  - Submit the [Alcoholic Beverages Exception Request Form](#) to the Secretary of the Board of Trustees at least eight (8) weeks prior to the event. The Secretary of the Board will review the request and approve or deny the request.
    - Events at Kellogg or other licensed facilities on campus may require a different process.

### Speakers

- RSOs hosting a speaker should do the following:
  - Do research on the speaker or presenter.
  - Be aware of the [Speakers Policy](#) and [University Facilities-Use for Political](#)



### Activities Policy

- Have a formal written agreement or contract with the speaker.
- Indicate all event details including compensation in the contract or agreement.
- Speaker may have a contract they will wish to use.
- If partnering with a campus department/office, they may need to facilitate executing contracts.
- Students who are designated as responsible parties may sign contracts if the organization is solely responsible for the speaker, fees, etc.
- Advisers are advised not to sign contracts for RSOs.
- RSO and signatories of the contract will be responsible for contracts, fees, etc.
- RSOs sponsoring a speaker from outside of the university must indicate on the Event Planning Form the speaker's name and the speaker's topic.
- Depending on the topic additional offices may be asked to review the event.

### Outdoor Events

RSOs requesting an outdoor event must submit an Event Planning form through [Involve@State](mailto:Involve@State) AND an IPF Event Service Request.

RSOs requesting an outdoor event that involves amplified sound (Bullhorn, DJ, Sound Systems) will be reviewed by a Student Involvement and Leadership staff member who will send the request to the Secretary to the Board of Trustees and Classroom Scheduling. The RSO will be notified if the amplified sound request has been approved through [Involve@State](mailto:Involve@State).

### Raffles, Gifts, and Prizes

RSOs can purchase gifts and prizes for members and events. Please be aware of the below guidelines for best practices:

- If a prize is for a drawing, raffle, etc., the RSO must have appropriate licensure with the State of Michigan, when applicable.
  - Raffle definition: A game of chance where raffle tickets are sold or consideration is given, a winner(s) is determined by randomly drawing a ticket stub from a container, and a prize is awarded.
  - If your organization is holding a 50-50, an event with an admittance/registration fee that includes being entered in a drawing for a door prize, or a drawing for completing something, such as a survey, these are raffles and should be licensed.
  - **Almost all raffles need to be licensed through the state.**
  - General information about raffles, rules and forms can be found at State of Michigan, Michigan Lottery, Charitable Gaming Division at <http://www.michigan.gov/cg/>. Please note that the typical processing time for all raffle applications is 8 weeks.
    - RSOs are considered a separate entity from MSU.
    - RSOs are required to obtain a valid State of Michigan tax ID number and valid raffle/lotto license, issued in their own name to host a raffle.
    - All appropriate paperwork and approvals are done directly with the State of Michigan.



- Please note that MSU can and will not assist an RSO in obtaining a license or complying with State raffle requirements.
- An RSO must present a copy of the raffle license with the Event Planning Form when submitted.
- License presentation is for the sole purpose of confirming the raffle is authorized.
- It is advised and a best practice that when purchasing gifts from your RSO account (on or off-campus) gifts and prizes be under \$75 per item.
  - Please note for those with ON-CAMPUS ACCOUNTS: When submitting reimbursement for gifts or prizes the name of the recipient(s) and MSU email **must** be included in the voucher before the reimbursement will be paid. This is required to ensure that the gifts and prizes have been responsibly disbursed.
- If gift cards are purchased a tracking method must be created to ensure that cards are not lost or stolen.
- If items are received as a donation to the RSO with the purpose of being given away it is best practice to record what was given out or how the item was utilized in case the donor wants to know what their items were used for.
- It is advised to be aware of equitable practices and work with your RSO adviser when planning for gifts and prizes.

### Corporate Sponsorship

RSO receiving assistance from commercial establishments must make it clear on all advertising that the event is sponsored by the RSO with only “assistance from” the outside group. The commercial product or company may not be advertised in a manner greater than the activity and/or the sponsoring RSO. **No alcohol related sponsors are allowed.** No sales may occur during the sponsorship. Questions should be referred to the Department of Student Involvement and Leadership, [involve@msu.edu](mailto:involve@msu.edu).

### RSO Reporting Off-Campus Event and Travel Expectations

- If your organization hosted an event off-campus or traveled off-campus as an organization and meets one of the below criteria you must submit the [Clery Non-Campus Property Form](#). This expectation is due to the Clery Act requirements we are expected to follow.
- Criteria are:
  - If the RSO is hosting an event, meeting, practice, etc. and has a written agreement for use of a building or property (including fields, parks, event venues, etc.).
  - If the RSO is traveling and has a written agreement for use of a building or property (including lodging or event venue, etc.).
- Information that you will need to provide is:
  - If there is an MSU faculty or staff in attendance for possible Campus Security Authority (CSA) designation).
  - Address of the location the RSO is renting or owning.
  - Date(s) and time(s) for the event(s), meeting(s), practice(s) or trip(s).



# Marketing

## Licensing

The following guidelines have been created to assist groups in understanding what is allowed when affiliating with the university. Student groups can affiliate with Michigan State University in the following ways:

- The student group identifies as a student-based organization, not to be confused with a university department, program, or initiative.
- The student group identity conforms to the guidelines herein and does not infringe on Michigan State University registered marks, athletic brand, or intellectual property.

## Student Organization Names

- Student organizations should include the word “club” or similar identifier in the naming of the organization. This will identify the club as a student-based organization and not a university department or office. Examples include Club, Society, Association, and/or Chapter.
- Further, to enhance affiliation with MSU, organizations should include the words “at Michigan State University” along with or as part of their organization’s name. Acceptable alternatives include “at Michigan State” or “at MSU”.
  - For example, “Accounting Club at Michigan State University”.
- Student organizations may use the word “Spartans” or “Spartan” in their name, but it must be done in a way that does not construe or imply the university has taken an official position. For example, “Spartan Republican Club” is permissible, but “Spartans forNixon” would not be permissible.

## Student Organization Logos and Visual Identity

- Option 1: Use the approved design framework, which includes the Spartan helmet combined with the organization name and specified font.
- Option 2: Create a unique visual identity that does not incorporate any registered marks of Michigan State University (Spartan helmet, Block “S”, Michigan State University word mark, Sparty).
- Samples: <https://licensing.msu.edu/assets/documents/rso-identity-guide.pdf>.

## Ordering Promotional Items

Student organizations and clubs who are interested in ordering any promotional items with Michigan State trademarks or word marks for your group must first complete a licensing authorization form.

- Any word that refers to Michigan State has been registered as a word mark.
- For example, MSU, State, Spartans, Michigan State, Michigan State Spartans, Michigan State University, Go Green, Go Green Go White, and Sparty (just to name a few) are all registered word marks and require prior approval.
- Typical trademarks include Sparty images, the Spartan Helmet, the Block S, and the University Seal.
- Please note: All the vintage logos are part of the College Vault program and are only available for use at the retail level.



- In addition, use of the Spartan Bold font (the font used on varsity uniforms) will not be approved for student groups.
- The licensing authorization form can be found on the [Licensing Office website](#). University Licensing Programs typically responds to all licensing authorization requests within 1-2 business days. Be sure you plan for any possible issues with your order (2 weeks before you need the items would be wise). All orders must be supplied by a licensee of Michigan State University.
- The licensee lists are also available on the website. Once you receive your licensing authorization approval from Licensing, you may proceed with your order.

Please contact Licensing at [licensing@union.msu.edu](mailto:licensing@union.msu.edu) if you have any questions.

## Signage

No sign shall be secured to trees, other natural elements in the landscape, or building identification signs. All signage secured to trees, traffic signs, building signs, light poles, fences, or outdoor furniture will be removed at the expense of the responsible organization. The responsible organization could also be charged for all damages because of unauthorized signage.

## Directional Signage

Permission to display directional signage on campus for an event can be requested through the IPF Campus Events Office by submitting an IPF Event Service

Request: <https://apps.ipf.msu.edu/apps/sroipf/Request/Events>.

Requests must specify the signage location(s). If approved, directional signs are to be placed no earlier than the evening before an event and removed immediately following the event. There can be no commercial advertising on directional signage. Signs must be 12 inches away from sidewalks. Ample notice, of at least 2 weeks, must be given for consideration of an exception.

## A Frames for General Marketing

A-Frames are not allowed on campus for general marketing per MSU Ordinances. If an RSO would like to submit a request for an exception, the RSO must submit a request through the IPF Campus Events Office by submitting an IPF Event Service

Request: <https://apps.ipf.msu.edu/apps/sroipf/Request/Events>.

If a waiver request is approved, the name of the RSO, name of a contact person, and contact person's phone number must be on the inside of any A-frame. There can be no commercial advertising on signage. Signs must be 12 inches away from sidewalks and in-ground posts are not permitted. A-frame signs may not be kept out overnight.

## RSO Email Address

RSOs may obtain an MSU email account. Along with the MSU email account, an MS Teams account will be created for the organization. RSO email addresses will contain "RSO" at the beginning of the email address ([rso.redcedarducks@msu.edu](mailto:rso.redcedarducks@msu.edu)). To obtain an MSU email account or to update officers, please complete the form on [Involve@State](#) titled, "RSO Request for an RSO MSU Email and MS Teams Account." Creation of an email and MS Team account will be done within two (2) weeks of submission.

To update who has access please complete the form in your annual registration process or submit the form titled "Update Access to an RSO MSU Email" any time throughout the year. Once granted access to the shared email box, for instructions on how to manage it,



please visit: [itservicedesk.msu.edu/KB/414660](https://itservicedesk.msu.edu/KB/414660)

## The Rock

No person or group can reserve The Rock. It is first come, first served with an unspoken rule of respect to allow it to sit for 24 hours before painting over it. The area near The Rock and/or Auditorium Field (the open field behind The Rock) can be reserved by submitting the Event Request Form on [Involve@State](mailto:Involve@State).

## Mass Emails

### All-Campus/All-Student Emails

It was determined by the university in 2020-21 that RSOs would not be able to send mass emails to students.

## RSO Leaders/Advisers Relay Communications

Student organizations and campus partners can request a relay email to send information to all RSO Leaders and Advisers. A relay email is an email the RSO Team generate that will be sent to the officer positions you identify. The relay email is requested for a specific day. The morning of the day your RSO plans to send the email you will receive the relay email form the RSO Team. You will use that email address in the "to". Relay email is only good for 24 hours.





# Travel

## RSO Travel Finance

If the RSO is intending to travel at any time on behalf of the organization, there are processes that will need to be followed based on the individuals traveling and how the travel will be paid for/reimbursed. To aid in this, please select the option below that best aligns with the travel method the RSO is utilizing.

\*The following options were established in conjunction with the University Travel Office to follow all university related travel policies.

**Option 1:** RSO is using an on-campus account to pay for members to travel without an MSU affiliated Adviser.

- Student Related Expenditures
  - All related expenditures, as approved by the responsible parties of the organization, must be processed through the RSO reimbursement process.
  - Examples (not an exhaustive list) that can be reimbursed are:
    - Plane tickets
    - Registration
    - Hotel accommodations
    - Parking
    - Meals

**Option 2:** RSO is using an on-campus account to pay for members and an MSU affiliated Adviser to travel.

- Student Related Expenditures
  - All related expenditures, as approved by the responsible parties of the organization, must be processed through the RSO reimbursement process.
  - Examples (not an exhaustive list) that can be reimbursed are:
    - Plane tickets
    - Registration
    - Hotel accommodations
    - Parking
    - Meals
- Adviser Related Expenditures
  - All related expenditures, as approved by the responsible parties of the organization, for the Adviser will be placed in the Concur system using the RSOs AR or AU account number being charged. The Adviser, or their designee, cannot use their department or other affiliated Travel, Event, or Agency cards to purchase any part of the travel items.
  - If the adviser makes any out-of-pocket purchases on behalf of a student traveling, the responsible parties of the organization must follow the RSO reimbursement process to reimburse the Adviser.
  - An Email must be generated by two members designated as responsible parties of the RSOs accounts to be attached to the Concur travel request.



**Option 3:** RSO is using an on-campus account to pay for members to travel while the accompanying MSU affiliated Adviser is covered by an MSU Department.

- Student Related Expenditures
  - All related expenditures, as approved by the responsible parties of the organization, must be processed through the RSO reimbursement process.
  - Examples (not an exhaustive list) that can be reimbursed are:
    - Plane tickets
    - Registration
    - Hotel accommodations
    - Parking
    - Meals
- Adviser Related Expenditures
  - All related expenditures for the Adviser will be placed in the Concur system using the department account number being charged. The Adviser, or their designee, will follow all university and departmental directives related to travel accordingly.
  - If the adviser makes any out-of-pocket purchases on behalf of a student traveling, the responsible parties of the organization must follow the RSO reimbursement process to reimburse the Adviser.

**Option 4:** RSO is using department funds/accounts to pay for all expenses related to members to travel with or without an MSU affiliated Adviser.

- Student Related Expenditures
  - All related expenditures will have to be processed via the travel sponsoring department in accordance with university policies and guidelines. The RSO cannot reimburse the university department for travel-related expenses.
- Adviser Related Expenditures
  - All related expenditures for the Adviser will be placed in the Concur system using the department account number being charged. The Adviser, or their designee, will follow all university and departmental directives related to travel accordingly.

**Option 5:** RSO is using an off-campus account to pay for members to travel with or without an MSU affiliated Adviser.

- Student Related Expenditures
  - All related expenditures will have to be processed via the off-campus account.
- If traveling with an Adviser, please reach out to the Office of Spartan Experiences for further instructions. The Adviser's travel requires documentation that will have to be handled on a case-by-case basis for this type of situation.

**Option 6:** RSO is using non-student or non-University funds to travel.

- Travel Related Expenditures
  - All related expenditures will have to be processed via the sponsoring group in accordance with their respective policies and guidelines. The RSO cannot reimburse travel-related expenses within this scenario.



If your organization hosted an event off-campus or traveled off-campus as an organization and meets one of the below criteria you must submit the [Clery Non-Campus Property Form](#). This expectation is due to the Clery Act requirements we are expected to follow.

Criteria are:

- If the RSO is hosting an event, meeting, practice, etc. and has a written agreement for use of a building or property (including fields, parks, event venues, etc.).
- If the RSO is traveling and has a written agreement for use of a building or property (including lodging or event venue, etc.).

Information that you will need to provide is:

- If there is a MSU faculty or staff in attendance for possible Campus Security Authority (CSA) designation).
- Address of the location the RSO owns or is renting.
- Date(s) and time(s) for the event(s), meeting(s), practice(s) or trip(s).

### MSU Sponsored International Travel

If your international RSO trip is MSU-sponsored, please follow the directions below under “Global Travel Registry” section to register your trip and to activate the relevant benefits. The definition of MSU-sponsored international travel may be found at: [globalsafety.msu.edu/sponsored-travel](https://globalsafety.msu.edu/sponsored-travel).

Only RSO trips that are MSU-sponsored can be registered in the MSU Global Travel Registry and can access the benefits described below. If you are unsure whether an RSO trip is MSU-sponsored, please contact the Office for Global Health, Safety, and Security at [globalsafety@msu.edu](mailto:globalsafety@msu.edu) or 517-884-2174.

If your trip is not considered MSU-sponsored, your group is encouraged to purchase International SOS membership and international health insurance independently at: [internationalsos.com](https://internationalsos.com). For coverage comparable to MSU’s, select a plan that includes medical benefits.

### Global Travel Registry and Health Insurance for MSU-Sponsored International Travel

MSU RSOs traveling internationally on trips that are MSU-sponsored, but not part of an Office for Education Abroad program, must register their travel in the MSU Global Travel Registry: [travelregistry.msu.edu](https://travelregistry.msu.edu). It is not necessary to submit a travel request to Concur. Travel registration can be completed by individual travelers, a group leader, or an RSO adviser. We recommend registering the group together.

### Benefits of Registering in the MSU Global Travel Registry:

- Activates free international health, evacuation, and repatriation insurance.
- Allows travelers to utilize International SOS 24/7 support for urgent or routine medical and security issues.
- Allows travelers to utilize MSU emergency support services.
- Provides important pre-departure information.
- Serves as a crisis response tool.



MSU does not support registered student organization travel to high-risk destinations unless a waiver is approved in advance of travel. Waivers must be submitted at least three weeks before departure and before flights are purchased. For more information on the waiver process, please refer to [globalsafety.msu.edu/student-high-risk](https://globalsafety.msu.edu/student-high-risk).

### Travel Safety Tips

- Enroll all US citizens and nationals in the US Department of State’s Smart Traveler Enrollment Plan at [step.state.gov](https://step.state.gov). Encourage international students to register with their local Embassy.
- Individual travelers should discuss travel plans with their primary care physician and/or International SOS at 1-215-942-8478 or [app.internationalsos.com](https://app.internationalsos.com) (their pre-travel consultations with a medical professional are free to MSU travelers).
- Consider making an appointment with the MSU Travel Clinic ([travelclinic.msu.edu](https://travelclinic.msu.edu)) or another travel health professional if you need immunizations, malaria prophylaxis, etc.
- Maintain a high level of vigilance and avoid traveling alone whenever possible.
- Regularly monitor local and international media to increase awareness of local events and entry restrictions.
- Heed the advice of local authorities.
- Do not participate in protests or demonstrations even those with peaceful intentions.
- Pre-program important contact numbers into your mobile phone.
- Consider purchasing trip cancellation or trip insurance coverage.

### Office for Global Health and Safety and Security

The Office for Global Health, Safety and Security (Global Security) supports the health, safety, and security of all MSU-sponsored international travelers. Global Security can offer travel safety guidance and are available 24/7 to respond to a crisis. If you have any questions or concerns, please do not hesitate to contact Global Safety.

Telephone: 517-884-2174

Email: [globalsafety@msu.edu](mailto:globalsafety@msu.edu)

Web: [globalsafety.msu.edu](https://globalsafety.msu.edu)

### EMERGENCY CONTACTS

24/7 International SOS Medical and Security Assistance: +1-215-942-8478

24/7 MSU International Emergency Assistance Line: +1-517-353-3784

### MSU-Sponsored Domestic Travel

International SOS recently extended some of its services to MSU-sponsored domestic travel.

The following is now available to those on MSU-sponsored domestic travel:

- Pre-travel security and medical briefings (contact [globalsafety@msu.edu](mailto:globalsafety@msu.edu) to arrange).
- Medical advice during travel by contacting the International SOS 24/7 Assistance Center: 1-215-942-8478.
  - Travel alerts. Download the [International SOS app](https://app.internationalsos.com) and enable location sharing (recommended to get more location-specific alerts) or log in to [internationalsos.com](https://internationalsos.com) with MSU membership # 11BCAS798617 and select “Sign Up for Email Alerts”.
- Printable [COVID-19 Pocket Guides](#).



Importantly, these International SOS services do not include medical insurance for MSU-Sponsored domestic travel. Travelers would still need to work through their usual domestic insurance to cover health care costs.

### Other Resources

- International SOS: [internationalsos.com](https://internationalsos.com) and download the app (MSU Membership #: 11BCAS765781)
- S. Department of State: [travel.state.gov](https://travel.state.gov) and [travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html](https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html).
- Centers for Disease Control and Prevention (CDC): [cdc.gov/travel](https://cdc.gov/travel) and [cdc.gov/coronavirus/2019-ncov/travelers/index.html](https://cdc.gov/coronavirus/2019-ncov/travelers/index.html).



# Accountability and Conduct

Registered Student Organizations (RSO) are members of the MSU community and, as such, membership comes with both benefits and responsibilities. The [General Student Regulations](#), the [Student Rights and Responsibilities](#), and other student conduct policies form the basis for the behavioral expectations in the MSU community. For the purposes of the following sections, RSOs will be referred to within the broader aspect of Student Organizations (SO) which helps encapsulate all our organizations that are associated with Michigan State University.

For the purposes of the Student Organization Code of Conduct, a Student Organization (SO) is defined as any group whose membership consists of students currently enrolled at the University that is: (1) registered with the Office of Student Involvement and Leadership and Engagement; or (2) affiliated with the University through an academic department or administrative entity which supports, endorses, supervises, or recognizes the organization, unless the Senior Vice President for Student Involvement and Leadership and Engagement otherwise determines the organization is a University function.

Alleged violations of the SO Code of Conduct by a SO will be adjudicated by the Office of Student Support and Accountability (OSSA).<sup>1</sup> Alleged conduct violations by individual SO officers or members will also be adjudicated by the OSSA, as prescribed in the Student Rights and Responsibilities.

The extent and terms of disciplinary action against an SO will depend upon the nature and severity of the infraction, as well as any history of previous violations. An SO must be in good standing to maintain its registration status.

The primary intent of the SO disciplinary process is to guide behavior and correct misconduct in a manner consistent with university policies and procedures. Through education and promoting critical decision-making, the disciplinary process seeks to help SOs avoid future misconduct and repair any harm done. As such, sanctions levied in the disciplinary process will be commensurate with the seriousness of the offense, with the understanding that repeat violations may justify increasingly severe sanctions.

Please see the [Student Organization \(SO\) Code of Conduct](#) (link is the most current format)



## Relevant University Policies

Below are links to helpful MSU Policies. For a more extensive list of [Student Group Regulations](#)

- [Alcoholic Beverages Regulation \(University Ordinance\)](#)
- [Animals](#)
- [Anti-Discrimination Policy and Procedures](#)
- [Campaigning, Canvassing, and Petition Drives](#)
- [Campus Mail Service](#)
- [Disorderly Assemblages](#)
- [Distribution of Literature](#)
- [Distribution of Materials in Residence Halls](#)
- [Drug and Alcohol Policy](#)
- [Facilities and Services - Residence Halls](#)
- [Food, Public Sale on Campus](#)
- [Honoraria, Speaker Fee and Performer Payments Ordinances](#)
- [Officer Eligibility for Student Organizations](#)
- [Parades, Processions, and Sound Trucks](#)
- [Public Address Equipment](#)
- [Registered Student Organizations](#)
- [Smoking](#)
- [Speakers Policy](#)
- [University Facilities-Use for Political Activities Policy](#)
- [University Trademarks](#)

## University Resources

Below are links to helpful MSU Offices and Resources

- [Associated Students of Michigan State University \(ASMSU\)](#)
- [Center for Community Engaged Learning](#)
- [Controller's Office \(University Accounting\)](#)
- [Council of Graduate Students](#)
- [Global Travel Registry and Health Insurance](#)
- [Infrastructure Planning and Facilities](#)
- [MSU Department of Police and Public Safety \(DPPS\)](#)
- [Office of Risk Management and Insurance](#)
- [Office of Student Support and Accountability \(OSSA\)](#)
- [Office of Youth Programs](#)
- [Recreation Sports and Fitness Services](#)
- [Residence Hall Association \(RHA\)](#)
- [Student Legal Services](#)
- [University Licensing Programs](#)
- [University Ombudsperson](#)