

Effective July 1, 2024

RECOGNIZED STUDENT ORGANIZATION

General Policy Manual

The University of Akron
2024-2025

The **SOURCE**
Student Organization Resource Center

Department of Student Life Mission Statement

The Department of Student Life is committed to building community through collaborative learning experiences that provide our students the opportunity to: Engage • Serve • Lead

SOuRCe Mission Statement

To promote opportunities for student engagement, educate our campus community about University policies, and facilitate training for organization leaders and advisors.

***Our goal and mission is to assist organizations...
help us help you by letting us know when you have questions or concerns!***

SOuRCe Contact Information

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Preface

While the Recognized Student Organization (RSO) Manual is intended to be a summary of information that is beneficial to student organizations and Campus Advisors, its readers should be aware that:

1. It is not a complete statement of all policies and procedures of The University of Akron.
2. The University of Akron reserves the right to change any policy, procedure, or program, without notice.
3. Divisions and departments on campus may have their own procedures and policies, which apply to student organizations.

Our goal is to make this manual as all-encompassing as possible, however policies and practices do change. If a policy outlined within does not seem accurate, please let us know and we will gladly review and update the manual accordingly.

Sources and Adaptations:

- The University of Akron School of Law Organization Handbook
- Kansas State University Office of Student Activities and Services
- Western Michigan University Student Activities & Leadership Programs
- Southern Methodist University Student Activities - Student Org. Manual
- University of Rochester Center for Community Leadership

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Recognized Student Organization Glossary of Terms

Annual Registration Process

All officially recognized student organizations will re-register each academic year.

- The steps to renewing annual registration will be shared by the SOuRCe each spring semester and/or during the summer period, through emails and SOuRCe newsletters. The annual registration process takes place over the summer and into the fall semester.
- The registration deadline is the second Friday in September.
 - If registration expires and an organization has not completed the necessary steps, all privileges are forfeited until registration is completed.
 - Those who missed the Fall registration deadlines may have a chance to register for Spring. Spring registration opens in November and closes in December. Dates are communicated and set forth by the SOuRCe each semester.
 - Upon completion of registration, privileges will be reinstated.
 - Organizations that fail to register for two consecutive years will lose their status as a recognized student organization and will be required to go through the New Student Organization Recognition process. Any funding remaining in the organization's SAF (Student Activity Fund) account after two years will be forfeited.

In order to renew registration on RooConnect, the organization representative will need to be an officer and have "administrator" rights to the group's portal. To request admin access, an organization can email the SOuRCe.

Business Days Definition

References in this manual to business days are defined as Monday-Friday excluding University holidays or other days when the University is closed for business (ex. Due to inclement weather).

Calendar Days Definition

References in this manual to calendar days are defined as a twenty-four hour period from midnight to midnight. This includes Monday-Friday, but also Saturdays and Sundays.

Campus Advisor Requirements

In order to be considered officially registered and recognized, all student organizations will have a functioning Campus Advisor.

- To qualify as the Campus Advisor, the individual are required to have a classification of full-time faculty or contract professional at The University of Akron.
- Student organizations cannot limit their Campus Advisor requirements (stated in the organization constitution) to a person who represents a specific interest, discipline, academic area, etc.
- Organizations may utilize the talent and skills of professionals on campus to benefit their organization as they see fit. However, please note that only one person can be denoted as the official advisor to the group.
- Final approval of the Campus Advisor will rest with the Department of Student Life.

If an organization wishes to change their Campus Advisor, the group may do so within the parameters set forth in the group's Constitution, and by submitting the Campus Advisor Change form on RooConnect.

General Service Fee

Financial support (UAF/EAF) for registered student organizations comes from the General Service Fee

- Parameters of this fee include:
 - The General Service Fee is paid for by students taking credit courses and provides funds that support student activities and services, including:
 - the health professionals in Student Health Services
 - intramurals
 - UA-recognized student organizations
 - intercollegiate athletics
 - other co-curricular activities

Good Standing for Undergraduate Students

In order to be considered an active member of a student organization, the student must be in Good Standing with the University of Akron.

The definition of Good Standing implies that:

- Student will have at least a 2.0 GPA.
- Be clear of academic probation or suspension.
- Be clear of disciplinary probation or suspension.
- Be clear of unsatisfied financial obligations to the university.
- Be in good standing as defined by the student's academic college or program.

Good Standing for Graduate & Law Students

In order to be considered an active member of a student organization, the student must be in Good Standing with the University of Akron.

The definition of Good Standing implies that:

- Student will have at least a 3.0 GPA [Law: 2.3 GPA].
- Be clear of academic probation or suspension.
- Be clear of disciplinary probation or suspension.
- Be clear of unsatisfied financial obligations to the university.
- Be in good standing as defined by the student's academic college or program.

Membership

As indicated in the Recognition Agreement for organizations:

- Only students who complete Hazing Prevention Training are eligible for membership in any student organization.
- *It is the policy of this institution that there shall be no unlawful discrimination against any individual in employment or in its programs or activities at the university of Akron because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, disability, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, military status, genetic information, or status as a veteran. The university of Akron prohibits sexual harassment of any form in all aspects of employment and in its programs and activities and prohibits discrimination on the basis of sexual and racial or ethnic orientation in employment and admissions. See UA Board Rule 3359-38-01 (A2).*
- Membership is intended only for University of Akron students which are enrolled in credit bearing classes and are deemed in Good Standing with the University.
- Students enrolled in the Sixty-Plus (60+) Program have the opportunity to audit credit classes on a space-available basis. Auditing allows students to enroll in courses, but college credit is not awarded.

- Since these students do not take credit-bearing courses, they are not eligible to partake in student organizations on campus (see General Service Fee).
- Students enrolled in the postsecondary program (College Credit Plus) at the University are provided the opportunity to enroll in a college or university to earn both college and high school credit.
 - Though these students pay certain aspects of student fees, they are not eligible to partake in students organizations on campus - this policy is in place due to liability and risk management concerns.
- Organizations can be categorized by membership in the following ways. These categories are at the discretion of each organization as aligned with their Constitution:
 - Undergraduate: accepting only undergraduate students
 - Graduate: accepting only graduate students
 - Blended: accepting both undergraduate and graduate students

Organization Updates

As organizations plan to change advisors, officers, or guiding documents, they are required to update their information with the SOuRCe. It is the organization's responsibility to ensure that the most up-to-date information is on file within the "Details", "Documents" and "Roster" tabs within RooConnect.

- It is required that organizations submit any changes in officers and members to the SOuRCe through the "New Officer or Member Roster Updates form." You will hear from SOuRCe about the status of your submission, and from there, it is an organization's responsibility to make proper updates to their rosters.
- Organizations cannot add new members or officers to their organization or place them on their roster until it is verified that hazing education training has been completed. The SOuRCe will verify this with you after form submission.
- A constitution template is provided for organizations to use. Organizations are expected to use the template. Please check the SOuRCe website for the document. Deviation from the template or additions to Constitutions that are against UA policy or the code of conduct are not enforceable.

Registration Statuses

- Active [Registered] & Recognized: Registration has been fully completed for the academic year.
- Unregistered: Organizations that did not complete all the registration requirements for the academic year but do wish to re-register in the near future (within 2 academic years).
 - Often due to officer turnover or miscommunication, these groups miss the deadline but intend to re-register in the near future.
 - These groups are "unregistered" until a group decides to re-register during the next available registration period (Fall or Spring), and all updates are made in RooConnect with confirmed completion of officer training (per the offerings of their classification – Law, Club Sports, FSL, Student Life).
- Inactive & Non-Reconized: Organizations that have not been reconized on campus or are no longer within the two year window to do so.
 - In order to be considered active/registered on campus, these organizations will go through the New Student Organization process with the SOuRCe.

Registered Student Organization Privileges

Privileges and resources shall be available to officially recognized student organizations currently registered with the Department of Student Life, including, but not limited to the following:

- Eligibility to apply for funding through the Undergraduate/Extracurricular Activity Fund (UAF/EAF) and/or contingency funding process.

- Ability to deposit/spend SAF funds.
- Use of Jean Hower Taber Student Union and campus facilities (i.e., meeting rooms and concourse tables).
- Participation in all campus events such as Homecoming (eligibility to nominate candidates for Homecoming King and Queen), LIFE awards, RooFest, Involvement Fairs, etc.
- Participation in available educational and developmental student organization programs and workshops as provided by the SOuRCe and Student Life.
- Use of The University of Akron trademark, and logo, per University policy with approval. Review the procedure for requesting approval to use University logos listed herein.
- Limited insurance coverage as an official University organization.
- Access to a RooConnect account.
- Access to a University issued VISA card.
- Ability to request use of POD workspace or RooClusive workspace

Unauthorized Conduct

All student organizations should be aware that The University of Akron will not support the recognition of organizations that partake in the following. Those found to partake in this behavior will be referred to Student Conduct:

- Utilize behavior modification techniques, mind control techniques and similar forms of coercive behavior.
- Does not permit or limits free speech, self-criticism and the right to leave the organization without penalty.
- Impairs, makes captive or destroys an individual's freedom of thought through physical stress or subtle or covert techniques.
- Refuses to reveal and explain if requested, the organization's financial structure and support.

Guiding University Policies for Registered Student Organizations

In order to ensure all organizations are representing the University in an appropriate manner, and upholding necessary guidelines, the following policies are in place:

Use of University Logos

Registered student organizations may not use the logos or trademarks of The University of Akron for any of the organization's activities, materials, publications, or websites without the prior approval of the Office of University Communications and Marketing ("UCM") and must use the logos or trademarks consistent with all applicable restrictions.

1. Procedure for Requesting Approval to Use University Logos
 - a. Contact UCM to obtain permission for use of the University logo. The request should be sent to ucm@uakron.edu and include: (a) an explanation of how the logo will be used, including a sample, (b) a point of contact for the registered student organization, and (c) the intended date of use.
 - b. Use of the logo must be consistent with established University standards
 - i. UCM can provide the standards upon contacting them
 - ii. UCM can also provide files/examples of appropriate logo use
 - c. The registered student organization must include the following disclaimer on any website or printed materials for which use of the logo is approved:

- i. *Disclaimer:* This student organization is a registered student organization at The University of Akron. Registration shall not be construed as approval, endorsement, or sponsorship by The University of Akron of the student organization's publications, activities, purposes, actions, or positions.
- d. A registered student organization that is denied approval for use of the University logo may appeal the decision to the Office of Student Life by submitting a request for review to: bpf9@uakron.edu. The appeal should include the information submitted in the request for approval and the registered student organization's basis for appeal.
- e. Registered student organizations that (a) use the University logo without permission, (b) fail to include a required disclaimer, or (c) use the University logo to indicate University approval or endorsement of any activities, purposes, actions, or positions of the registered student organization that are not sanctioned by the University may be subject to discipline under the Code of Student Conduct.

Advertising on Campus

Student organizations are encouraged to market programs and events throughout campus, however policies are in place which may dictate the manner in which your organization chooses to advertise.

- a. Emails: students are encouraged to utilize Zipmail and RooConnect to advertise upcoming programs, events or membership information. Mass-emails to email addresses not directly provided to an organization is discouraged.
 - a. Zipmail link: <https://share.uakron.edu/mailAll/presubmit/Zipmail>
- b. Posters: student organizations are encouraged to post information about upcoming events on public posting boards throughout campus.
 - a. These boards can be found in a variety of campus buildings and it is the responsibility of the organization to hang and take down information. Student organizations are discouraged from hanging signs on walls, in restrooms, or on other fixtures not approved as public posting areas.
 - b. Please remember when using posters that the Student Organization Disclaimer must be included at the bottom of the flyer or poster. The disclaimer can be found on the SOuRcE's RooConnect page or listed in the section above.
- c. Design: Students wishing to create marketing pieces for their organization are encouraged to utilize the free marketing services provided by the Department of Student Life. These services are provided by graphic design students who can assist organizations with the creation of t-shirts, posters, flyers, etc. Please contact the SOuRcE for more details.
- d. Promo Materials/Giveaways: Students wishing to purchase giveaways, t-shirts, banners, etc. must use an approved vendor (listed herein).
- e. Candy/Food: If an organization wishes to hand out candy or a food item with a flyer as a promotional means, the item must be pre-packaged and not homemade or baked.
- f. Chalking: Chalking is permitted on campus as a means of advertising organization events. Chalking is permitted only on outside, horizontal, exposed surfaces where rain can wash the chalk away. Chalking is not permitted on vertical surfaces, buildings, under overhangs or on steps, posts, trees, tables and the like. The university reserves the right to remove chalking at its convenience.

Conduct: Hazing, Risk Management, and Prevention Training

Information in this section related to hazing in the State of Ohio is subject to change pending statewide updates to Ohio Revised Code 2903.31 after the passage of Collin's Law.

As cited in the Code of Student Conduct - <https://www.uakron.edu/studentconduct/code-of-conduct.dot>

- “Student organization.” “Student organization” means any number of persons who have complied with the formal requirements for or are actively seeking university recognition as a student organization.
- University authority should not be used merely to duplicate the function of general laws. The University of Akron Code of Student Conduct applies to the conduct of all students and student organizations that occurs on university owned premises or on non-university premises, where the conduct away from university premises is deemed by the university to affect the university of its students and university employees, including but not limited to:
 - Any activity sponsored, conducted, or authorized by the university or by students organizations including but not limited to social events, athletics contest and philanthropic activities.

Hazing defined by the Ohio Revised Code in section 2903.31 states:

- “Hazing is defined by the Ohio Revised code as any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliated with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse.”

Hazing as defined by the Ohio Revised Code and federal law, is prohibited. It is a violation of this rule for an individual, knowing that hazing has been or is being committed, to knowingly fail to report such information to law enforcement authorities or to student conduct and community standards. Officers of a student organization will report any hazing incident(s) of which they are aware. The consent of the victim is not a defense.

Every member, including officers, of the organization is required to complete Hazing Education Training. This will be verified with the SOuRCe and the Dean’s Office. The full organization roster must be submitted at the time of registration. Failure of all members and officers on the roster to complete the Hazing Prevention Training will result in an organization’s loss of recognition.

Organizations may not accept new members or officers who have not completed the Hazing Prevention Training. Organizations accepting new members or officers after the initial roster has been submitted during registration, are required to submit the changes to the SOuRCe to verify that Hazing Prevention Training has been completed. Organizations may not add new members or officers without notifying the SOuRCe and confirming that Hazing Prevention Training has been completed. It is an organization’s responsibility to ensure all roster updates are communicated to the SOuRCe, and to prohibit membership from those who have not completed the training

In order to ensure student organizations are acting in accordance to University policy and procedures, it is always in an officer, Campus Advisor, or member’s best interest to inform the SOuRCe of an issue as soon as possible. This may include but is not limited to concerns regarding fiscal management, hazing, utilization of space on campus, discrimination, violation of a policy included herein, etc.

Youth Protection Policy

The University of Akron is committed to providing a safe and secure environment for Youths that participate in Youth Programs at the University. This Policy establishes requirements and resources for members of the University community who coordinate, work in or with, or are otherwise involved in the University’s Youth Programs (including student organizations who might work with youth).

The University expects that this Policy and the associated Youth Protection Program Guidelines will evolve over

time. Any changes will be communicated to the University community.

The full policy and guidelines can be viewed at the link below. All student organizations working with youth should be aware of these expectations and guidelines.

[Youth Protection Program : The University of Akron, Ohio \(uakron.edu\)](#)

The Compliance and Risk Management Office can assist with questions about the Policy, these Guidelines, or Youth Programs. [Contact here.](#)

Auctions/Raffles or Games of Chance

Raffle ticket auctions, sometimes used in fundraising, are not permitted by most registered student organizations.

- These are auctions in which several prizes are available to win, each with a separate basket for the opportunity to place a raffle ticket into.
- Additional information, if needed, can be located in the Ohio Charitable Gaming Bingo Laws.
 - If your organization is looking to host an activity that may violate this policy, please contact the Assistant Director, Student Organizations and Involvement via the SOuRCe.

Fronting

“Fronting” refers to a manner in which a registered organization reserves a space, table, venue for an organization or group of people who have not formally started a student group on campus.

- Fronting is prohibited, as only registered and recognized student organizations should benefit from the rights and privileges provided and noted herein.
- Issues of fronting will be addressed with both student organization parties immediately.

T-Shirts and other Promotional Items

- The University has agreements with three local vendors:
 - Consolidus LLC (The UA Shop)
 - Global Promotions & Incentives (Shop UA Store)
 - AG PrintPromo Solutions
- Student organizations are restricted to utilize these vendors when looking to purchase promotion items, t-shirts, giveaways, etc. These vendors are aware of institutional brand standards and offer competitive pricing to University-affiliated parties. If a student organization chooses to utilize a vendor that is not approved, the University will not issue payment from the organizations UAF/EAF or SAF account, and the balance will be left to the organization members to pay.

Release of Liability, Photo, & Video

- If a student organization is hosting an event which may require - or benefit from - a waiver, the group will utilize the approved waiver provided by the SOuRCe.
 - To obtain a copy of this blanket waiver, please see RooConnect or a SOuRCe liaison.

UAKronPark: Parking Services

- The University of Akron is partnering with UAKronPark to manage campus parking. For Parking general information and pricing for student organization events, contact :
 - Email: info@UAKronPark.com
 - Phone: 330-972-7213
- Need to coordinate an event with parking? Reach out at:
 - events@UAKronPark.com.

University Food Policy

- Per the contract between the University and Aramark, dining services has first right of refusal on all food orders across campus. This means, any food for organization meetings, events etc. on campus must go through Aramark. Additionally, due to health and liability issues, food purchased or made by an outside source is prohibited, unless proper approval has been granted by Aramark (University Catering Waiver).
- Aramark is aware that there are many dietary needs, including specific religious and ethnic requests, and will work with organizations to meet these needs and accommodate our guests.
- In the event an organization wishes to bring outside food on campus, the “University Catering Waiver Request Form”, found on the Aramark website and/or RooConnect, should be completed and turned in prior to the event - through the procedures/timelines stated on the form. The form should also be completed and approved before submitting an expenditure form.
 - i. There is one special exception to the above rules. You do not need to go through Aramark and do not need a catering waiver in the following circumstances:
 1. Pizza orders between 1-20 pizzas or equivalent to \$275 or less per order, should be purchased and arranged directly with the pizza vendor of your choice (Pizza Hut, Dominoes, Papa John’s etc.) No Catering Waiver required. This means for pizza only, within this limit only, you just need to submit your expenditure for pre-approval of any pizza vendor of your choice, and then pick up a VISA card from SOuRCe. You would use the VISA card to order and pay for the pizza on your own- you would not coordinate this through Aramark any longer.
- Please note: bake sales are strictly prohibited on campus (see Terms & Conditions).
- Aramark also offers a “Student Organization Budget-Friendly Menu” - be sure to ask when scheduling food for your event so you can potentially save money.
- Please see the Finance Manual for more information about spending funds with Aramark and other vendors.
- Contact Aramark at 330.972.8215 with questions.

Utilizing an Outside Vendor/Contracts

- Vendor Payments are used to pay vendors outside of UA, for services provided.
- Examples of vendors include DJs, Photographers, Speakers etc.
- Any student organization wishing to utilize an outside contractor (DJ, Photographer, Lecturer, etc.) should complete an expenditure request on RooConnect at least 3 weeks before any anticipated event, program, or performance. An official invoice from the vendor should be included as the documentation in the expenditure. Screenshots of emails or texts from vendors are not sufficient.

- The organization event/program where a vendor is being utilized must be an approved venue by the University of Akron.
- Lodging/travel expenses/food for the vendor should be included in the contracted fee.
- After receiving this request, the SOuRCe will contact the vendor to ensure they complete various vendor documents/paperwork. The paperwork and documents are required in order to be paid. If the vendor is not responsive or does not fully complete the forms, they will not be paid. Organizations are responsible for assisting with communications and confirmation when vendors are not responsive to staff. If there are not responses or the vendor has not properly completed the paperwork after 3 outreaches, the SOURCE will not pursue the payment process further and payment will not be given. The signed and completed paperwork should be returned to the SOuRCe by the vendor, at least 10 days before your event date.
- From there, completed paperwork is sent off to Accounts Payable to create and send out payment. Please contact Accounts Payable to inquire on the status of a completed payment via check or direct deposit. Payments are not sent to vendors before services are rendered.
 - Note: if the vendor you wish to use for your event is a University of Akron staff, faculty or student, they may be required to be paid through University Payroll, thus incurring additional fringe benefit costs to the student organization. The vendor, if a university employee, will also be taxed on their payment.

*****Student organizations are not permitted to enter into any type of verbal or written contract other than the University Services Agreement. Other agreements made by student organizations without SOURCE may be subject to the terms and payment personally*****

****Vendors are not permitted on campus without a signed University Services Agreement on file with the institution.****

Registering Travel

- Student organizations who travel are required to register their travel through the SOuRCe.
- The funding source for the travel will determine the form to fill out to register the travel.
 - If using SAF funds, personal funds, affiliated department funds or any funds other than UAF/EAF funds, organizations should fill out the Intent to Travel form 30 calendar days in advance of the travel, with all travel details including dates, travel roster, waiver upload etc.
 - If looking to use UAF funds, organizations should complete an allocation request form 30 days in advance of the travel, and insert all travel details right through the allocation request form.
- All travelers should be members of the organization, and in good standing.
- Failure to submit forms timely may lead to denial of travel.

Booking Travel: Christopherson Business Travel (CBT)

- Student Organizations using anywhere between 50%-100% UAF to purchase a travel item or service (flights, rental car, lodging etc.), are required to use Christopherson Business Travel (CBT) to make those bookings & purchases, per University of Akron policy. Those using 51%-100% SAF to fund a travel item or service may make those bookings & purchases outside CBT, if they choose.
- Travel-related items/services that may be booked/purchased outside of CBT:
 - Registration for conferences/events, gas, rideshare/taxi services, parking, tolls, meal costs, and specialized lodging such as air bnbs to fit specific needs, campgrounds, locations on site at other universities or event centers, or conference specific, special-rate hotels.

- If your travel-items fall into these categories, you can submit an expenditure/allocation as usual with documentation outside of CBT, and plan to pay for it outside of CBT as well. When looking to book specialized lodging, be sure you explicitly state this in your allocation/expenditure, so USG/GSG/SOuRCe understands why you are not using CBT. Failure to do so may lead to form denials.
- Steps to use CBT to obtain quotes to use for your allocation and/or expenditure documentation, and to move forward with booking and paying for your travel
 - *All Students Traveling:* Create a Profile with CBT
 - If you & all your travelers have already created a profile (for your org or any other org), skip to #2
 - Have each individual traveling navigate to this site: <https://airportal.cbta.com/enroll/301722>
 - First page: Enter all information. Make sure account number is "301722". Use your UA email.
 - Next page: Under Employee ID enter your Student ID. Under Department, choose Student Life. Under Cost Center enter your SAF account number for your org in this format "SO996XXX". If you need your SAF account number, please contact SOURCE. Submit the information from there.
 - If you need to log back in, you can do so at this site: <https://airportal.cbta.com/login>
 - A travel manager will approve your request and then you are set and CBT staff can locate each traveler in the system to book your travel.
 - *One Trip Leader:* Email a Travel Advisor with CBT
 - universitygroups@cbtravel.com if you are traveling with 10 or more students.
 - university.travel@cbtravel.com if you are traveling with 9 students or less.
 - One person needs to be the trip leader & main point of contact on behalf of all individuals traveling.
 - The trip leader will email the travel advisor stating which organization you are with, and what you are looking to book (lodging, rental car, flights etc.). Share as many details as you can: the location and duration of the trip, your preferred times for arrival/departure, your budget, and your travel roster. Please also share your turnaround time for booking (if you need it by a certain date etc.) If you want multiple options/quotes, you can ask that. If you have a specific preference for airlines, hotels, etc. share that too.
 - *Await the travel advisor to respond with a quote(s).* Confirm that the price/options sent will work for you.
 - If you want something changed, please communicate with them until you find something you want to move forward with.
 - *For flights:* if the travel advisor is showing you flights that are too expensive and you happen to have seen lower prices outside of CBT, please ask them to investigate "NDC rate options". You must ask the travel advisor to look for this rate, they will not search for this automatically.
 - *After you decide which options to move forward with, let the travel advisor know your confirmed choices and that you will be in touch about payment after you get approval through SOuRCe.*
 - *Upload the chosen quote(s) as your documentation in your allocation and/or expenditure form and submit it for SOuRCe review.*
 - *Wait for USG/GSG and/or SOuRCe to approve your allocation and/or expenditure and assign you a VISA.*
 - *Pick up the VISA card for your approved expenditure(s) from SOuRCe.*

- *Contact the travel advisor back and confirm you are ready to move forward with payment. If prices changed, ensure you have enough money to move forward. It is okay if prices change as long as you have the funds for it. If not, ask the travel advisor to help you find something within your budget. It is okay if you need to go with a different option than what was in your original allocation/expenditure, as long as it's in your budget.*
- *From there, schedule a time to talk to the travel advisor to give them the VISA card information for payment over the phone.*
- *Ask the travel advisor to send you an email with the final receipt, and turn that back in to the SOuRCe.*
- *Turn the VISA back in to SOuRCe when you are done.*
- **Contact Information:**
 - Contact a Travel Advisor for assistance. They can also help with general questions.
 - Ten or more students traveling with you?: Email universitygroups@cbtravel.com
 - Nine or less students traveling with you? : Email university.travel@cbtravel.com
 - For immediate needs or general inquiries: 800-285-3603; universityteam@cbtravel.com
 - For questions on UA travel policies: shelly@uakron.edu

Student Organization Event Planning & Reserving Spaces:

Major Events:

Student Union or Student Life Staff will contact your organization to schedule a time to review your event and all details when hosting a Major Event. This is called a Major Event Meeting.

A Major Event is defined as an activity where a space has been reserved on campus and one of the following applies – the identification of a “major event” is subject to that of the scheduling agent.

- The event is open to the public (non-university students)
- Music will be provided and dancing may occur
- An event where alcohol will be served.
- The event is more likely than not to attract a large crowd.
- A walk or run on campus is to occur

Major events require campus advisor or designee present for the entirety of your event.

Requesting Event Space, Concourse Table, or Outdoor Space:

Space requests should be made via the “Campus Space Request Form” found on RooConnect.

- Log into RooConnect by going to <https://rooconnect.uakron.edu>
- Click on “Forms” at the top of the page
- Click on “Campus Space Request Form”

This process and form are monitored by the scheduling and events staff within the Jean Hower Taber Student Union. The scheduling and events staff will then process and confirm space request(s) based on and on a first come, first serve basis.

Once a form is “approved” in RooConnect the organization will receive a confirmation email detailing the event time, location, and room set-up.

Note: an “approved” form does not necessarily mean that the organization has received the desired space - the group should wait for the official event confirmation” email sent from scheduling and events.

It is recommended that you save this confirmation for your records. If an organization has any questions, comments, concerns, or has not been contacted after five **(5) business days** after submitting the Campus Space Request Form, please contact sueventplanning@uakron.edu or 330.972.7373

Please visit www.uakron.edu/studentunion for full list of general policies for space reservations and events for 2024 – 2025.

No Show and Cancellations:

The Student Union Operations and Event Support staff reports all no-shows of any Student Union space including Concourse Tables and Student Union policy violations.

No Shows:

- Failure to show up to a reservation without cancellation three times per semester will result in loss of Student Union space privileges for the remainder of the current semester.

Cancellations:

- If a confirmed request for space is no longer needed by the user, it is the responsibility of the user to cancel the request. Please contact the Student Union scheduling staff by telephone at (330) 972-7373, or by email to sueventplanning@uakron.edu. - Cancellations must be made at least 24 hours prior to an event and seven (7) days prior to a major event. Cancellations made less than 24 hours or seven (7) days prior to a major event may be assessed a cancellation fee.

Cancellation and No-Show fees will be the value of the space reserved and other expenses accrued up to that point.

Despite the circumstances, it is the organization’s responsibility to be aware of all reservations and general space policies.

To check on reservations, officers may email sueventplanning@uakron.edu

Event Charges & Billing:

Student Organizations will be charged for space reservations when reservations are:

- Four (4) hours or more (reservations are booked in half hour increments),
- A single reservation includes three (3) or more spaces, **OR**
- Reservation includes use of a premiere space (Gardner Theatre, Roo Lounge, and the Paul E. and Dorothy G. Martin Grand Ballroom (or a combination of the main Ballroom’s A, B, C, D, and E rooms). Use of one of the above spaces will result in a space reservation fee, regardless of the length of time or type of event.

Available Event Packages (NEW!)

For event planning, event packages are available to assist in event needs. Student Organization rates and pricing apply. During event planning, package pricing, package details, and options can be reviewed with student union event staff. Packages include but are not limited to:

- Standard Ballroom Tech Package: \$150.00

- Standard Ballroom Stage Package: \$156.25
- Small Ballroom Tech Package: \$87.50
- Small Ballroom Stage Package: \$87.50
- Meeting Room Tech Package: \$26.25
- Dance Party Package: \$243.75

All Major Event space reservations must be scheduled with the Student Union Scheduling at least 30 business days in advance of the selected date.

The Student Union scheduling staff may not be able to accommodate late requests or changes made within 5 business days of the event.

Payments: When preparing to schedule and pay for a major event, student organizations must adhere to the following:

- Student Organizations must complete payment 2 business days prior to scheduled event. To submit for payment, an organization should obtain the invoice from Student Union, and use the invoice to submit an expenditure through SOuRCe. Failure to complete payment may result in event cancellation.

Other Misc. Event Charges:

- Charges incurred because of unauthorized rearranging of the room setup or damage to the building or equipment resulting from negligence will be assessed. A cleaning fee will be assessed when an excessive amount of cleaning is required because of your event. Users should be aware of event related policies (decorations, concourse usage, etc.)
- Events that require extensive set-ups, or other instances that require additional staffing are subject to additional charges.
- Some events may require special services which must be arranged through other University departments. When the coordinating University department charges a fee for that service, the fee will then be billed to the user.
- Additionally, any event that requires the Student Union staff to open the building early or close the building late will be subject to an approved fee.

Reserving Outdoor Space:

All registered student organizations on campus wishing to reserve a space outside on campus grounds should complete the Campus Space Request Form, which includes a request for outdoor space.

This form can be found on RooConnect.

- Log into RooConnect by going to <https://rooconnect.uakron.edu>
- Click on “Forms” at the top of the page and select “Campus Space Request Form”

Once this form has been completed, the form will be directed to the Student Union scheduling team for processing

Additional policies related to outdoor space:

- It is suggested that registered student organizations request the use of outdoor space through the RooConnect form no later than seven (7) days before the scheduled event.
- No vehicles are permitted on the Commons except for emergency or required maintenance vehicles or unless special permission has been obtained.
- Activities scheduled should not impede emergency vehicle traffic flow, disrupt services of the

- University food carts, create any noise problems or complaints, create litter or damage the brick and/or light poles.
- The distribution and/or selling of all food outdoors should be arranged and approved through the University Catering.
- Student organizations may be permitted to set up booths/tables outdoors for the sale of miscellaneous merchandise for fundraising purposes or to promote their organization.
- Any excessive sound which interferes with academic pursuits is prohibited.
- Organizations are permitted to use their own materials/equipment. Tent stakes are not permitted on any of the grassy areas due to underground plumbing and electrical.
-

Reservations of space on Coleman Common will incur a reservation fee of \$25 should the reservation be three or more hours (including pre- and post- time needed in the space) or if it requires additional work on behalf of university staff members. This means notifying Student Union staff to communicate with other university staff to request access to special services such as: water hook-ups, outdoor tables/chairs, trash and recycling bins, and any other amenities from Physical Facilities. This should be approved and arranged through the Department of Physical Facilities and Operations Center (PFOC): pfocservicecenter@uakron.edu.

Rain Location/Alternate Event Spaces

Users seeking to reserve an outdoor space may request a rain location. Depending on the user, the request for a rain location must be determined and finalized by the event reservation confirmation. An indoor rain location cannot always be guaranteed. Availability of alternate locations is to be determined by Event staff.

- Must opt into the holding of a rain location during initial reservation.
- Must inform Event staff of call to change locations no less than 2 business days in advance (ex: Sunday 1pm event must be called by previous Thursday morning) to allow event staff to prepare accordingly.
- **If the decision is not made within 2 business days, the event will be in the originally agreed upon location.**

For student organizations,

- A \$50 non-refundable rain location fee will be assessed to hold space for a rain location in a premiere space (Ballroom, Roo Lounge, Garnder Theatre), requires three or more spaces, or if the reservation is four or more hours.
- During the event planning process, payment will proceed with the assumption that the first-choice of space will be utilized. Any refunds or additional charges will be assessed once the choice to move to a second location is made.
- If rain location takes place after normal building operating hours, an early/late opening charge will be assessed to open doors and staff the facility accordingly.