## Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>4</td>
</tr>
<tr>
<td>Chartering an Organization</td>
<td>5</td>
</tr>
<tr>
<td>Constitution, Mailboxes and Recruiting</td>
<td>6</td>
</tr>
<tr>
<td>Advisor Role and Resources</td>
<td>7</td>
</tr>
<tr>
<td>Chartered Student Organization Policies</td>
<td>8-10</td>
</tr>
<tr>
<td>Applicable Laws</td>
<td>10</td>
</tr>
<tr>
<td>Liability &amp; Safety Tips</td>
<td>11</td>
</tr>
<tr>
<td>Funding from Student Government</td>
<td>12-13</td>
</tr>
<tr>
<td>Student Government Accounting Office (SGAO) &amp; Bank Accounts</td>
<td>13</td>
</tr>
<tr>
<td>Fundraising</td>
<td>14</td>
</tr>
<tr>
<td>Planning Events, Food Sales &amp; Campus Facilities</td>
<td>14-15</td>
</tr>
<tr>
<td>Planning Events - Student Union Building (SUB)</td>
<td>16-18</td>
</tr>
<tr>
<td>Tables, Chairs, Food Sales Equipment, Etc</td>
<td>18</td>
</tr>
<tr>
<td>Campus Policies - Freedom of Expression and Dissent</td>
<td>19-20</td>
</tr>
<tr>
<td>Campus Policies - Main Campus Rules for Outdoor Events, Sound and Posting</td>
<td>20-21</td>
</tr>
<tr>
<td>Information Technologies &amp; Teambuilding Workshops</td>
<td>22</td>
</tr>
<tr>
<td>Publicity and Communication</td>
<td>22-23</td>
</tr>
<tr>
<td>Leadership Resources</td>
<td>24</td>
</tr>
</tbody>
</table>

GO LOBO LEADERS!
Welcome!

Student Activities Center

Dear Student Leaders:

Thank you for choosing to be a part of the UNM campus community through your involvement in a chartered student organization.

This handbook is prepared by the Student Activities Center. Our goal is to provide information and assistance to students and cultivate student participation and leadership. We are your resource center for program planning. We are responsible for chartering UNM student organizations and approval of outdoor space use. You are encouraged to contact us at any time for assistance with your organization.

Some of the services we can provide to your student organization are:

- Student organization directory (online & print)
- Charter workshops
- Event planning assistance
- Organization mailboxes
- Outdoor space scheduling system (ems.unm.edu)
- Student Government Accounting Office (SGAO)
- Advice on obtaining ASUNM/GPSA funding
- Financial workshops
- Fund management

Hours: M-F, 8 am–5 pm
Student Union Building Rm 1018
MSC 03 2210
Albuquerque, NM 87131
Telephone: (505) 277-4706
FAX: (505) 277-2987
Email: sac@unm.edu
Web: sac.unm.edu
Chartering an Organization

Prechartering Process

Prechartering is an optional process with several advantages. To precharter a group, simply file a Prechartering Form with the Student Activities Center. Prechartering allows you to reserve meeting rooms and display tables free of charge in the Student Union Building, post notices and free use of SAC tables and chairs for tabling outdoors on campus. Prechartering is available for a limited period of time and is helpful in organizing a new group, recruiting new members, and publicizing activities.

Chartering Process

Chartering leads to official recognition of the student organization (CSO) by The University of New Mexico. Chartered student organizations are an opportunity for growth and leadership in a student driven environment with the support of the university. CSOs will have access to use several campus facilities, may rent/checkout event equipment and have various funding opportunities. An organization may charter at any time of the year, however all organizations must recharter every fall (after August 1st) regardless of when they chartered the previous year.

Organizations who charter by the established fall deadline will be listed in the fall edition of the Guide to Chartered Student Organizations. Chartering does not constitute an endorsement of an organization, its program or purposes by the University. Chartered student organizations are not covered under the State of New Mexico’s General Liability Policy.

Steps in the Registration Process:

1. **Attend a Chartering Workshop** - The Student Activities Center sponsors chartering workshops in the fall and at least one officer (we encourage more) is required to attend. Workshops are a brief review of the policies, procedures, and services available to chartered groups. A demonstration of the online chartering program will also be given. Contact the Student Activities Center (sac.unm.edu, 277-4706) for a schedule. If there are no more group workshops scheduled, please set up a personal workshop with the Student Activities Center.

2. **Chartering Form** - Complete the UNM Chartered Student Organization Form which is available at the Student Activities Center’s website at http://sac.unm.edu. Click on “Student Organizations” and then “Charter System Login” on the left hand side of the page. You will need to login with your UNM netid and your password. If you have problems logging in, contact our office at 277-4706 or SUB room 1018. Organizations must abide by the stipulations outlined on the form and in the Chartered Student Organization Policy. See the column on the next page for the information needed to submit a charter or go to the “Start a Club” section on the Student Activities Center website.

3. **Constitution/Bylaws** - One copy of a current constitution (and by-laws if you have them) must be submitted electronically with the chartering form. If your organization is affiliated with a national or international organization, you must submit a copy of your local chapter constitution (and bylaws). UNM does not recognize national level constitutions or by-laws. Remember to keep a copy for your own files. See page 6 or the template on our website for a guideline on writing a constitution and by-laws.

Online Chartering System

**Required Information**

The online chartering system at sac.unm.edu does not allow you to save your progress as you complete the form so make sure you have the following pieces of information before you start:

1. **Complete Name for the Organization** (Do not begin name w/ The or UNM)
2. **Pick a Primary Category for the Organization**
   - Academic/Departmental
   - Ethnic/Cultural
   - Fraternity
   - Graduate
   - Honorary
   - Military
   - Political
   - Religious
   - Residence Hall
   - Service
   - Sorority
   - Special Interest
   - Sport/Recreation
3. **Purpose Statement** (300 words or less)
4. **Contact phone number and email address for the group**
5. **Mailing Address** (SAC Mailboxes are available for free use if available)
6. **Names and Positions of at least 2 Officers** (Contact our office if you are unable to find an student in our system and we can add them)
7. **Faculty or Professional Staff Advisor Information**
   - Name, Affiliation, Job Title, Department, Mailing Address, Email and Phone Number
8. **Composition of the Organization** (Undergraduate, Graduate, Mixed)
9. **Enrollment Options** (Open, Approve Applications, Invitation Only)
10. **Electronic Version of the local Constitution** (and by-laws if you have them).

**Optional Information**

The online chartering system also allows you to provide additional information to share with prospective members. The optional information you are able to provide includes:

1. **Nickname or Acronym for your organization**
2. **Secondary Category for the Organization**
3. **Dues/Fees Charged by the Organization**
4. **Website Link** (For your organization)
5. **Additional Officers and Members**
6. **Organization Logo** (jpg form)
7. **Meeting Information**
8. **Important website links** (Headquarters, etc)
9. **Other Documents** (Meeting Minutes, Flyers, etc)

Complete Charter Process

Your charter will not be complete until the Student Activities Center has received a completed online charter registration, with approved Constitution, and 2 officers have accepted membership in the system. The administrator will receive an email upon charter approval.

Technical Difficulties

Contact the Student Activities Center (277-4706, SUB room 1018) if you cannot login or find other students in the chartering system database. We can fix these problems and add students to the database quickly.
Constitution & Bylaws

Format
Constitutions should be concise and contain the framework of an organization. They should be brief, leaving the functioning procedures for the bylaws. Typically, bylaws are more often and easily changed (majority approval) while a constitution changes rarely and requires a higher level of approval such as two-thirds of the membership approval. Please go to the Student Organization section of the SAC website to get a template in order to assist you with drafting your documents.

Basics to include:
1. Date: Last date revised at the top
2. Name and Purpose of Organization
3. Membership Eligibility Criteria: Rights, responsibilities, dues, selection & resignation process (See Chartered Student Organization Policy.)
   A. Groups may distinguish participation on the basis of: grades, academic requirements, and participation in events based on safety and risk assessments which must all be documented within the Constitution.
4. Officer Provision: Including titles, terms of office, whether elected or appointed, and duties
5. Provisions for meetings: Including frequency and how called
6. Provisions covering rules of procedure and voting
7. Definitions of a quorum
8. Provisions for amending the constitution and bylaws

Assign an officer mail box duty! When an organization disbands or no longer requires a mail box, notification should be given to the Student Activities Center. Mail delivery continues during the summer semester. Please don’t forget to check your box during that time. Boxes are for organization use only and no personal mail should be addressed to the box.

Officers should empty the box several times a week. If a box has not been emptied for an extended period of time, email notice will be given to the organization to empty the box within one week. After that time, if no action has been taken by the organization, an email will be sent to the officers and faculty advisor notifying the organization the mail box will be closed in one week if no action is taken by the organization. All mail will be returned to the sender.

Mail Boxes at the Student Activities Center & Lobo Lair
Student organizations may request the use of a mail box at the Student Activities Center, Student Union Building Room 1018. Boxes will be given on a first-come, first-serve basis. Student organization addresses should read:

< Student Organization Name >
Student Activities Center, Box___
Student Union Building Room 1018
MSC 03 2210
1 University of New Mexico
Albuquerque, NM 87131-0001

Recruiting New Members
New members are the lifeline of any organization. They bring new ideas, enthusiasm, and continuity with graduating and outgoing members. Here are a few suggestions for building membership.

1. Look at your organization’s purpose and future plans. Know what you are going to promote about your group. Define your strong points in order to sell them. What does your organization have to offer? Fun, friendship, prestige, leadership opportunities, skills development?
2. Defining your organization will also help you to define your audience. What is the profile of the new member? Who are you targeting? This will help you focus, but don’t exclude others who may be interested. Remember the UNM nondiscrimination policy.
3. How did your current members learn about the organization? What inspired them to join? Use this to create ideas.
4. Participate in University events such as Welcome Back Days, Friday Night Live, Information Fairs, New Student Orientation, Senior Days, etc. Reserve the display tables in the SUB or outside to meet students and pass out information. Put meeting and event notices in the Daily Lobo and on the Chartered Student Organization website.
5. Plan a reception, open house or pizza party to welcome anyone interested.
6. Show displays of previous events, newsletters, photos, and awards.
7. Have an official welcome and brief explanation of the organization and introduce current and past officers. Announce upcoming events and meetings. Make a bookmark with dates, times and locations to hand out.
8. Set up a website with your own address on the UNM server for all to see. See the Communication & Publicity section of this handbook.
for more information on getting a website. Don’t forget to use Facebook!

9. Send out a newsletter by e-mail or a mailer to prospective members, e.g. sophomores who will be eligible to join a junior society.

10. Provide a sense of belonging for current members. Word of mouth and enthusiasm of current members will create interest by itself.

11. Establish continuity. There’s high turn-over in student organizations from year to year. It’s important to keep good records and create continuity between incoming and outgoing members. Otherwise, groups have to recreate the organization every year. This is too much work! Pass on the knowledge base that is developed each year.

Faculty or Staff Advisor Role
It is a goal of the University’s total education mission to develop the quality of student life beyond the classroom. One means to this objective is in informal contact between faculty/staff members and students. Since each chartered student organization at UNM is required to have an UNM faculty or an exempt staff advisor, it is an expectation advisors will view their role as an opportunity to fulfill this goal. The advisor can play a significant part in the development of quality in student programming by helping to formulate group policies, train new officers, and assist with regular program planning. In large organizations, the advisor may work primarily with the officers. In small groups, the advisor may have the opportunity to work with the entire membership. The advisor should attend a sufficient number of the group’s activities and meetings in order to know how the group is functioning.

Specific duties of the advisor include confirming chartering and University policy requirements are met. The advisor encourages the maintenance of good records of programs and activities in order to provide the long-term continuity of the group. Another responsibility of an advisor is to see the activities of the organization constitute no legal liability to the organization (i.e. that activities are properly planned, supervised, safely conducted and adhere to campus regulations and civil law). An advisor should also help the group evaluate its activities to determine whether they justify the time, abilities, energy, and resources devoted to them. The advisor is expected to encourage responsibility in advising campus policies and procedures.

At the beginning of each new school year, the advisor is notified each semester via email that they have been indicated as the advisor of a student organization. If they are unwilling to serve as advisor to that student group they should contact the Student Activities Center immediately upon receipt of the email. Every year represents a new opportunity to work with different individuals and offer new perspectives. If the advisor resigns, he or she is expected to notify the Student Activities Center. For additional information or support, please call the Student Activities Center at 277-4706 or stop by SUB room 1018.

Advisor Resources
The Student Activities Center is always willing to meet with advisors to discuss how they can better assist the student organizations they work with. Just simply call 277-4706 or stop by SUB Room 1018 to set up an appointment. We can assist with subjects such as liability and risk reduction, troubleshooting, event planning, retreats, parliamentary procedure, campus rules and policies, motivation and responsibilities. We are currently in the process of creating an advisor handbook, however an excellent general resource guide and manual for advisors from ACPA can be downloaded at http://sac.unm.edu. Just go under the student organization section and click on Advisor Manual (ACPA)

Information for Chartered Student Organization Advisors on Campus Crime Reporting
Federal law requires UNM to provide to students and employees a yearly report about campus crime. The UNM Police Department publishes this report. Generally, crimes are reported to the UNM Police Department. However, as part of its effort to collect information about crime on campus, the UNM Police Department must survey certain staff and faculty to ask whether students have told them about being a victim of crime on campus. Under the federal law, advisors of student organizations are among the staff and faculty who must be surveyed. Each organization’s advisor will be receiving a short questionnaire from the UNM Police Department during the year asking they have received reports of campus crime. Advisors, please take a moment to complete this form as it is only with your cooperation that UNM can fully comply with federal law. Also, as a student leader or advisor, if a student in your group should report to you they were the victim of, or witnessed a crime on campus, please call the UNM Police Department with this information and also encourage the student to report it to the police.
Chartered Student Organization Policy

I. General Description
Chartered Student Organizations (CSO’s) are formed to further the common interest of the members of the group and the University community. The role of chartered student organizations is an essential part of the co-curricular program at the University. Open to all eligible students and facilitated through faculty and staff resource persons, these organizations develop many opportunities for learning which supplement and reinforce the classroom activities for students.

II. Chartering
An application and handbook for Chartering may be obtained at the Student Activities Center. The completed chartering form and constitution and bylaws must be submitted for approval to the Student Activities Center. Each academic year the organization will be expected to submit an updated chartering form and constitution to be registered as a CSO. The organization and officers do not have the legal authority to enter into contracts on behalf of the University. Chartering does not constitute an endorsement of an organization, its program or purposes by the University.

III. Privileges of Chartered Student Organizations
a. Chartering allows access to some University facilities such as equipment, meeting rooms and display tables in the Student Union Building. Many of these facilities are available at no cost to the organization.
b. CSO’s may request the use of a mailbox in the Student Activities Center.
c. CSO’s are eligible to request funding from ASUNM and GPSA governments. Funding approval by each student government is determined by internal policies and is not guaranteed by University recognition.
d. CSO’s are eligible to receive advice and assistance in organizing events, fund raising and recruitment from Student Activities Center staff.
e. CSO’s will be listed in the Campus Guide to Chartered Student Organizations, published every fall semester.

Any of the above privileges or other benefits of a CSO cannot be transferred or reallocated to a University department or an off-campus organization.

IV. Requirements of Chartered Student Organizations
a. All Chartered Student Organization officers must be registered students at the University of New Mexico. Undergraduate students serving as officers must be registered for a minimum of six credit hours per semester. Graduate and professional students serving as officers must be registered for a minimum of three credit hours per semester.
b. Each Chartered Student Organization must have a minimum of two officers.
c. Each Chartered Student Organization must have at least five members.
d. One hundred percent (100%) of the membership of social fraternities and sororities and CSO’s identified by the Student Activities Center as sport and recreation organizations shall be UNM students registered for the requisite number of credit hours. For all other CSO’s, at least seventy-five percent (75%) of the membership shall be UNM students carrying the requisite number of credit hours.
e. The organization must have a faculty or professional staff advisor.
f. Neither membership in the organization, nor services provided by the organization will be denied to anyone on the basis of race, color, religion, national origin, physical or mental handicap, age, sex, sexual orientation, ancestry, or medical condition. This applies to all groups with the exception of those organizations specifically exempted in Title IX of the Education Amendments of 1972. Exempt groups may not discriminate on any basis other than gender. Examples of exempt organizations are National Fraternal Organizations. Organizations may establish additional membership and academic eligibility for their organization.
g. The CSO’s current local constitution and bylaws must be on file with the Student Activities Center. The CSO must adhere to these governing documents.
h. CSO’s must meet all additional requirements developed by a University unit before using facilities or property under the control of that unit.
i. CSO’s have no insurance coverage from UNM for their activities. The University has insurance through the State of New Mexico Risk Management Division. However, the State insurance policy does not cover the activities of CSO’s, their officers or members. Therefore, liability for injuries or damages to members of CSO’s and/or third parties arising in connection with CSO activities are not covered by any UNM insurance.
j. One officer of each CSO must annually attend a Chartering Workshop given by the Student Activities Center which covers general information relevant to all chartered student organizations.
k. Organizations receiving funding from the University must follow the fiscal policies and procedures of the University. In addition, organizations receiving ASUNM and/or GPSA funding must follow the fiscal guidelines developed by the Student Government Accounting Office.
Chartered Student Organization Policy (Cont.)

I. CSO’s must deposit all funds received from any source in a University account established by the University Controller if the organization also receives funding from ASUNM, GPSA, Student Fees, or other University funds.

m. CSOs which do not receive funding from ASUNM, GPSA, Student Fees or other University funds and who have funds in off-campus financial institutions cannot use the name “University of New Mexico” or “UNM” in the title of the account or the University’s tax identification number.

n. The organization must adhere to all applicable University rules and regulations, including the Student Code of Conduct.

o. If an event of the CSO is judged to threaten the health, safety or property of members of the University community, the request for scheduling may be denied by the Student Activities Center. Decisions can be appealed in writing to the Dean of Students.

V. Failure to Meet Responsibilities of Chartered Student Organizations

a. The Dean of Students Office is responsible for dealing with the failure of any CSO to meet the responsibilities outlined above. In response to such a failure, the Dean of Students Office may revoke or suspend the organization’s charter, or place the organization on probation with appropriate conditions. The conditions may include a fixed period of time in which the organization must rectify any failure to meet its responsibilities. Appeals of such a decision can be made to the Vice President for Student Affairs.

b. A CSO and/or its officers may be liable as an organization and/or individually for the actions of a member that violate the Student Code of Conduct if (1) the member’s actions received the tacit or overt consent, support or encouragement of the CSO and/or its leaders, officers, officials or spokespersons; or (2) the CSO conducted affairs negligently. Individual responsibility means the officer will be deemed to have committed a violation of the Code of Conduct personally, which will be dealt with by the Dean of Students Office and Student Activities Center.

c. The officers or leaders or any identifiable spokesperson for a CSO may be directed by the Dean of Students Office to take appropriate action designed to prevent or end violations of this Policy by the organization or by any person associated with the organization who can reasonably be said to be acting on its behalf. Failure to make reasonable efforts to comply with such a directive shall be considered a violation of this Policy.

VI. Social Fraternities and Sororities

A. Fraternities and sororities have special privileges and responsibilities, above and beyond the privileges and responsibilities of other student organizations. In addition to the other responsibilities listed below, fraternities and sororities must be members of the Interfraternity Council, Panhellenic Council, Multicultural Greek Council, Pan-Hellenic Council or other university recognized representative council. The University establishes rules and regulations governing special fraternity and sorority activities, housing, recruitment, and system policies, through these councils, with final approval residing in the University administration through the Student Activities Center. Enforcement of these rules and regulations may be carried out through the councils, with final approval residing in the University administration through the Dean of Students Office and Student Activities Center.

B. Requirements

a. All members must be UNM students registered for a minimum of twelve credit hours per semester. UNM students exempt from the twelve credit hour minimum requirement include:

i. students with a valid signed Consortium Agreement

ii. students participating in a student-teacher program,

iii. students with written notification from the Accessibility Resource Center

iv. graduating seniors who need less than 12 hours for graduation

v. students with reasonable cause for not taking 12 credit hours.

At no time may a student be enrolled in less than three hours and still maintain active membership status.

b. Sororities and fraternities must agree to follow the University of New Mexico Fraternity/Sorority Risk Management Regulations.

c. The national organization must be a member of the Fraternity Insurance Purchase Group or have comparable risk management regulations that have been approved by UNM.

d. Each residential chapter shall have an annual fire and safety inspection by the appropriate governmental agency.

e. Each residential chapter shall submit a roster to the Greek Life Office of those living in the facility each academic semester, summer session and break period.

C. Privileges

a. Each fraternity and sorority will receive a list of semester grades for members of the group who have completed the UNM grade release form.
Chartered Student Organization Policy (Cont.)

b. Sororities and fraternities will have access to UNM police at Chapter House property if located in the Sigma Chi Road and Mesa Vista area.
c. The Student Activities Center will provide the required faculty or staff advisor upon request.

VII. Sports and Recreation Organizations
A. CSO's identified by the Student Activities Center staff as sports and recreation organizations have special privileges and responsibilities, above and beyond the privileges and responsibilities of other CSO’s.

B. Requirements
   a. All members must be UNM students. Undergraduate members must be registered for a minimum of six credit hours per semester. Graduate and professional student members must be registered for a minimum of three credit hours per semester.
   b. Sport and recreation organizations must agree to follow all policies and regulations as contained in the University of New Mexico Recreational Services’ Sports Club Handbook.
   c. Sport and recreation organizations will be classified by Recreational Services as either competitive, recreational or instructional.
      1. Competitive – Organization competes against other teams at the local, regional or national level.
      2. Recreational – Organization holds practice sessions in which members compete with other members of the same club to develop and refine existing skills and enjoy the recreational and social fellowship of sport and recreation.
      3. Instructional – Main purpose of this organization is to teach members basic skills and develop interest in that sport.

C. Privileges
   a. Sport and recreation organizations will have access to specialized training for American Red Cross First Aid, CPR and Preventing Disease Transmission.
   b. Recreational Services will provide assistance in chartering, funding requests, facility reservations, recruitment, equipment requests, promotion, and advisement.
   c. Sport and recreation organizations will be given consideration for locker space in the Student Union for sports equipment purchased with university funds.

Applicable Laws

a. Title VI, Title IX ADA, 504 Regulations
   The statements and practices of each student organization (membership make-up, publications, constitution or by-laws, policies and procedures) should reflect the intent of TITLE VI, TITLE IX, 504 and the Americans with Disabilities Act (ADA). Failure of a group to take corrective action, if in violation of these provisions, will mean withdrawal of recognition and support by the University. If you have questions concerning the regulations, call the Student Activities Center (277-4706) or Equal Opportunity Programs.

b. Title VI of the Civil Rights Act of 1964
   No person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied benefits of or be otherwise subjected to discrimination under any program receiving Federal financial assistance.

c. Title IX of the Education Amendments Act of 1972
   No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

d. Section 504 of the Rehabilitation Act of 1973 & ADA
   No qualified handicapped individual in the United States shall solely by reason of his/her handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination.
Chartered Organization Liability

The activities and practices of a Chartered Student Organization should at all times be in compliance with UNM policies and regulations and State and Federal Laws. Every effort should be made to carefully plan organizational activities so that the safety of those attending or participating is assured. Student organizations and/or Officers DO NOT have liability or medical insurance coverage through UNM for their activities.

Chartered student organizations whose activities involve physical activity or high risk of accidents need to be alert to the possible liabilities that might be encountered in the case of an injury or accident to one of the members. The University suggests you consider the following steps to reduce the liability of the organization and officers.

1. Individual members of chartered student organizations should carry some form of health, accident or disability insurance as a prerequisite for participation in any activities of the organization.

2. If your organization can be found negligent in any way, you may be liable for injury or accidents. To help reduce the possibility of claims of negligence, every organization should take the following steps:
   a. Every activity of the organization should be planned with safety as the top priority. The organization should make certain all participants are properly trained and have the proper equipment, if necessary, to safely engage in the planned activity. Someone properly trained in first aid and CPR should be present at all times during the activity. You should contact the Student Activities Center or your faculty advisor if you have questions about safely planning your activities.
   b. All participants should be thoroughly warned about the risk of injury involved in participation. The warning should contain as much detail as possible. Recreational sports activities, for example, should specify what kinds of injuries could occur. If travel is involved, particularly foreign, any hazards should be specifically disclosed. If the conduct of other people outside your organization poses some risk, make that known.

You should have students sign a statement that they recognize that participation in the organization’s activities constitutes a possible risk. The following acknowledgement form can be used:

I am aware, as explained by (name of organization), that (describe the activity) poses certain risks, including but not limited to: (describe risks). I am voluntarily participating in this activity with full knowledge of the risks involved.

_________________________ SIGNATURE  _________ DATE

One-Time/Special Event Insurance Policies

Your organization might want to explore the option of purchasing one-time or special event insurance for your activities. The Student Activities Center can help get you connected to an agency that specializes in these types of policies.

Although the University of New Mexico recognizes an organization as an officially Chartered Student Organization, recognition does not constitute an endorsement of the organization’s programs or activities.

Safety Tips for Student Organizations

- Be concerned with safety. The key is not to be negligent - give proper safety instruction and provide/require the proper equipment to use.
- Have a first aid kit & safety personnel at events.
- You can train for first aid and CPR through the Recreation Services office or the Red Cross.
- Bring a trainer/advisor/coach to all events.
- For events with risk of physical injury learn blood-born pathogens training (OSHA training).
- Require health insurance of all event participants.
- Purchase one-time-event insurance for your organization.
- Require participants to sign an acknowledgment of risk.
- Contact UNM Safety and Risk Services to be sure you are planning a safe event or for safety tips.
Funding From Student Government

ASUNM & GPSA Funding

Some chartered student organizations are eligible to receive funding from ASUNM or GPSA. For specific dates and times in the funding process call the student government offices, ASUNM (SUB Room 1016, 277-5528) or GPSA (SUB Room 1021, 277-3803). The ASUNM and GPSA constitutions are published on their UNM websites. The basic procedure is as follows:

Funding From ASUNM (Undergraduate)

ASUNM Spring Allocation Process

This is the primary funding process for undergraduate student organizations. Funds are requested in the spring semester preceding the fiscal year in which they will be used. Each UNM fiscal year is from July 1 to June 30. To participate in the spring semester budget process you are required to attend a MANDATORY workshop. At the workshop you will be given the necessary forms to complete, as well as detailed instructions. Contact the ASUNM for workshop dates. Each group should realize overall requests for funds exceed the amount which is actually available so many budgets are reduced before approval is finalized.

At the workshop you will be given a deadline for submitting your itemized budget request. It is imperative you meet this deadline to be considered for funding. Once your request is received, a hearing date and time will be assigned to your organization. The budget hearing is your opportunity to explain your budget request and answer any questions the ASUNM Finance Committee may have. It is your responsibility to be present at the budget hearing. If you are unable to attend the hearing at the assigned time, your organization must contact ASUNM in advance to request a change in time. The ASUNM Finance Committee will submit budget proposals to the ASUNM Senate for approval. Once the Senate approves the budget, your funds will be available the following July 1st.

ASUNM Fall Budget Process

The fall budget process is reserved for student organization who missed the spring budget process or are new student organizations. Contact ASUNM for deadlines and the workshop schedule.

ASUNM Special Appropriations Process

Special circumstances (travel, computers, special events) may require a student organization to request funds during the time between the fall and spring budget processes. In order to request an appropriation from the Senate the student group must fill out the budget forms as in the allocations process. There are no workshops, but it is suggested the organization request assistance from a member of the Senate and/or the Student Government Accounting Office. You will be required to have a member of Senate sponsor your appropriation bill on the floor of the Senate. After you submit your request, a representative from your organization is required to attend the next Senate Finance Committee meeting to explain your request and answer any questions that the committee may have. The Finance Committee will make a recommendation to Senate. The amount Senate approves will be available to your organization upon the approval of the ASUNM President.

Funding From GPSA (Graduate & Professional)

GPSA Spring Allocation Process

Requesting funds from the Graduate and Professional Student Association (GPSA) is similar to the ASUNM allocation process as outlined above. To participate in the process, you will be required to attend a mandatory workshop in the spring. At this workshop you will be given the necessary forms to complete and detailed instructions. You will also be given a deadline for submitting your itemized budget. It is imperative that you meet this deadline to be considered for funding. Once your budget is received, a hearing date and time will be assigned to your organization. The budget hearing is your opportunity to explain your budget and answer any questions the GPSA Finance Committee may have. You are responsible for being present at this meeting. If you are unable to attend the hearing at the assigned time, you must contact GPSA in advance to request a change in time. The GPSA Finance Committee will submit its proposed budget to the entire GPSA council for approval. If the budget is approved, your funds will be available the following July 1st.

Leader Hint:

For more information on funding, please contact:

Associated Students of UNM (ASUNM)
SUB rm 1016, 277-5528, http://asunm.unm.edu

Graduate & Professional Student Association (GPSA)
SUB rm 1021, 277-3803, http://gpsa.unm.edu

Student Government Accounting Office (SGAO)
SUB rm 1018, 277-7888, http://sgao.unm.edu
GPSA Student Research Grant (SRG)
The Student Research Grant (previously known as SRAC) funds travel and lodging to conduct research related to the completion of a degree, as well as the cost of research materials relevant to the applicant's field. The SRG also funds travel to conferences to present research. The GPSA Grants Committee runs three funding cycles a year. The deadlines for the SRG are the sixth Friday of the semester and Spring semester, and the second Friday of the summer term. Applications will be considered for research or travel during the current semester, as well as one semester retroactively. Students may receive up to $500 per academic year through the SRC (beginning with the summer funding cycle).

GPSA Professional Development Grant (PDG)
The Professional Development Grant (previously known as the Specialized Travel (ST) grant), was created in 1998 to help graduate and professional students with travel expenses not covered under the SRG (previous SRAC grants). This includes travel to job interviews, clinicals, conferences at which the applicant is not making a presentation, and other professional travel or related costs. Students may receive up to $500 per academic year through the Professional Development Grant. Academic years begin with Summer, then Fall and end Spring.

GPSA New Mexico Research Grant (NMRG)
The New Mexico Research Grant (previously known as the GRD grant) may fund travel, lodging, supplies, and other costs related to field research. This grant is intended to help cover larger or longer-term projects than the SRG. Projects with a New Mexico state agency require a letter of recommendation from a representative of the agency, and are eligible for up to $5000. Other research projects are eligible for up to $3000.

The GPSA Grants process is entirely paperless. GPSA grant applications and the scoring rubric used for evaluation can be found at: http://gpsa.unm.edu. The GPSA offers four grant writing workshops per semester with information on how to craft a high quality grant. Consultations with GPSA writing coaches are available the week before each grant is submitted. Students are highly encouraged to attend preparatory workshops and consultations to best prepare their submissions.

Student Government Accounting Office (SGAO)

Accounting & Financial Responsibilities Of Funded Organizations
Because funds received by ASUNM and GPSA are accounted for in The University of New Mexico accounting system, they are subject to the policies and procedures governing all purchases made in the name of The University of New Mexico. The Student Government Accounting Office, Student Union 1018, 277-7888, processes the accounting and paperwork for these funds. This office can help you understand the policies and procedures. They offer workshops for all groups which instruct you in the proper forms and procedures for using your funds. For more information see their website at sgao.unm.edu.

Student Organization Bank Accounts & University Funds

General Policy
All student organizations who receive funds from ASUNM, GPSA, Student Fees or other University Funds, must deposit all funds received from any source (dues, fundraisers, donations, etc.) into a University account to be spent via UNM policies and procedures. Student organizations who receive any source of University funds are not allowed to have accounts at banks or credit unions. The Student Government Accounting Office is set up to assist your organization with this process and will answer any other questions you may have in regards to this policy.

Student organizations who do not receive any ASUNM, GPSA, Student Fees or other University Funds, may keep their money in a bank or credit union. However, the University of New Mexico, UNM or any derivative may not be used in the name on the account.

Donating Money or Gifts from a Fundraiser
The above policy also applies to any money deposited in a university account (self-generated/fundraised/donated money is included as well). All self-generated money deposited with SGAO is subject to all UNM spending policies, and in some cases, governmental gross receipts tax. University policy prohibits making monetary donations to off-campus charities, political campaigns and the purchase of gifts. If your organization plans to fundraise and deposit your money at UNM, please make yourself aware of how your organization may be affected by visiting the following websites:
Spending Policy: http://policy.unm.edu/university-policies/4000/4000.html
Tax Information: http://www.unm.edu/~taxweb/taxggrt.html
Fundraising & Event Planning

Fundraising By Student Organizations

General Policy
Fundraisers on campus by student organizations are allowed, but several campus policies and state laws dictate how the money generated can be used upon completion. On-campus groups that use University facilities for money-making purposes will use the proceeds only for the operating purposes of their organization. No on-campus group will use its University relationship and privileges as a paper authorization for any other group. The New Mexico State Constitution states “Neither the state nor any county, school district or municipality...shall directly or indirectly lend or pledge its credit or make any donation to or in aid of any person, association or public or private corporation...”. This basically means student organizations may not use their free University resources to do a fundraiser if the proceeds go to a non-UNM entity. Student Organizations may use their free university resources to raise money for their own general operating costs.

Donating Money or Gifts from a Fundraiser

The above policy also applies to any money deposited in a university account (self-generated/fundraised/donated money is included as well). All self-generated money deposited with SGAO is subject to all UNM spending policies, and in some cases, governmental gross receipts tax. University policy prohibits making monetary donations to off-campus charities, political campaigns and the purchase of gifts. If your organization plans to fundraise and deposit your money at UNM, please make yourself aware of how your organization may be affected by visiting the following websites:
Spending Policy: http://policy.unm.edu/university-policies/4000/4000.html
Tax Information: http://www.unm.edu/~taxweb/taxggrt.html

Fundraising projects by University or non-University personnel for the benefit of UNM must be coordinated through the Development Office, 277-4503, to ensure the establishment of mutually beneficial working arrangements. Periodic solicitation of individual donors for such things as library materials, works of art and other non-cash gifts need not be approved prior to the solicitation, but the Development Office should be kept informed of such activity. Funds or gifts-in-kind generated for University use are to be reported to the Development Office on the standard form available through the office or by copies or relevant correspondence.

All funds raised in the name of UNM and deposited in University accounts must be managed and administered according to policies and procedures of the University Business Office and in compliance with state statutes.

SUB Charitable Giving Policy
Chartered Student Organizations can conduct charitable events in the Student Union Building with prior approval. Both cash donation and supply drives are allowed with prior approval. The full policy governing charitable giving in the SUB, can be viewed at: http://sub.unm.edu/about/advertising.html. Contact the SUB Marketing Department at 277-2331 or visit them in SUB room 3020 for more info.

Possible Fundraisers for Student Organizations

- Candy, food & bake sale (Call 277-4706 to check on permit needs)
- Flower sales
- Car washes
- Auctions
- Raffles
- Tournaments
- T-shirts with group logo for members
- Membership dues
- Donation of services (e.g. photocopying)

For organizations that want to have a bake sale, tables and chairs are available for use on the mall from the hours of 8am - 5pm, Monday through Friday. An outdoor space use request must be submitted to the Student Activities Center through http://ems.unm.edu. There is no fee for student organizations to vend outdoors on campus.

Bake and Food Sales
Student organization bake sales and food sales are permitted. Bake sales do not require a health permit as long as they are shelf stable foods (no hot or cold dependant foods - ask us if you have questions). A health permit must be obtained from the NM Environmental Health Department for the sale of hot or refrigerated foods. The Student Activities Center has the permit applications and a majority of the required equipment (hand washing stations, thermometers, bleach strips, etc.) for a hot food event available for checkout with a student ID. Food permit applications must be received a minimum of 10 business days prior to the event by the NM Environmental Health Department. Work with the Student Activities Center to make sure all policies and procedures are followed with your event.
Planning Events, Food Sales & Facilities

Student Organization Events
Events, when planned properly, can be a very rewarding function of student organizations. Take the time to plan through all the details to maximize the experience for both you and the attendees. Get assistance when needed and remember that you, and your organization, must take full responsibility for the financial arrangements, safety, liabilities, cancellations, scheduling, equipment and more. Privileges of chartered student organizations status can not be transferred or reallocated to a University department or an off-campus company or organization. Use of alcoholic beverages is prohibited on University property, with very limited exceptions. the NM Environmental Health Department. Work with the Student Activities Center to make sure all policies and procedures are followed with your event.

Event Assistance
Student Activities Center (SAC)
The Student Activities Center organizes hundreds of events each year and can be a great resource for your event. Stop by and request to speak with an advisor for assistance in planning, discovering campus resources, safety evaluations, funding options and all the little details you may not be thinking of. They even can provide you and event management worksheet.

ASUNM Student Special Events (SSE)
Student Special Events (277-5602, SUB rm 1064) is able to co-sponsor student organization events occurring on campus. Co-sponsorship request forms may be picked up in their office. Groups are required to turn them in a minimum of 7 days (14 days is preferred) prior to the event and present their event plan at a staff meeting. Student Special Events has a sound system/public address system (for bands, speakers, etc), tents and they can provide monetary assistance (up to $500.00). Requests for a co-sponsorship may or may not be approved.

Campus Facilities and Outdoor Events
Scheduling Outdoor Areas and Food Sales
You can reserve the outdoor mall areas, campus courtyards, the Duck Pond, Smith Plaza, the SUB Mall, etc. through the Student Activities Center. All events must be cleared through the Student Activities Center in order to prevent event conflicts, and to assure access for all groups and activities. Any student organization desiring to schedule an outdoor area of campus is required to reserve the space online at http://ems.unm.edu or by stopping by SUB room 1018. Loud or amplified sound on the mall may only occur between Noon and 1pm and must also be cleared by the Student Activities Center prior to the event according to the Mall Amplification Policy.

Other Campus Facilities
Scheduling these facilities can be arranged by contacting the following offices. Don’t forget to clear your outdoor event with the Student Activities Center.
- Student Union Building 277-5498
- Johnson Gym & Field 277-4347
- Classrooms 277-4336
- Continuing Education Center 277-5984
- Popejoy Hall 277-3824
- Keller Hall 277-2131
- Rodey, Theatre -X & Carlise Per Space 277-4332

Classrooms
To schedule classroom space for meetings or events, fill out a webform from the UNM Scheduling Office at www.unm.edu/~schedule/request.html. When reserving classroom space be prepared to offer the following information:
- Building and room number you are requesting
- Dates and times
- Purpose of event
- Name of Chartered Student Organization
- Contact name, number, address, phone number and email
- Room capacity needed

Your organization will be responsible for keeping the room in the same condition that you found it. Return all chairs and furniture to their original position if you rearrange them. Remove any trash or other materials that is left in the room. Observe posted building closing times. If your event is canceled you must contact the Scheduling Office as soon as possible.

Campus Special Event Contacts
- Campus Police, Security - Lt Trace Peck (277-2241)
- EMS Services at UNM Events - Chris Wade (272-6529)
- Johnson Fields / Recreational Services - Donald Sollami (277-4347)
- Parking Services for Events - Christine Evans (925-9686)
- Tables, Chairs, Staging Rentals / Physical Plant - Jessica Regensberg (277-7246)
- Event & Tent Forms / UNM Safety & Risk Sys - Louis Gonzales (277-9790)
- Outdoor Space Reservations (Info Tables, Events, Protests, etc) - ems.unm.edu, Student Activities Center (277-4706) SUB Room 1018
- Student Union Building Room Rentals - SUB Event Planning (277-5498)
- SUB Rm 1094
Planning Events - Student Union Building (SUB)

Safety and Risk Services Forms (SRS)
The Safety & Risk Services (SRS) Office has a large influence on campus events. They have requirements for fire lanes, propane use, tents, insurance and more.
- For any event with more than 50 people, groups are required to complete a Special Event Application at the srs.unm.edu website. It should be completed three weeks prior to the event and submitted directly to SRS.
- Any event using tents should be using material approved by the State of California Fire Marshall, anchor it to the ground with sandbags, water barrels or stakes (PPD Approved) and have a fire extinguisher. Any event with more than 3 tents must complete the Tents and Membrane Structures Application on the SRS website.
- Any events (Grills, Food Trucks) using propane must be inspected by the State of NM LP Inspector. Contact SRS for assistance. $15 fee applies.

Student Union Building Services

The Facility
The SUB offers 20 meeting rooms, a multi-function theatre and a grand ballroom. Audio-visual equipment and special set-ups can be arranged in these rooms. These services are available for chartered student organizations free of charge if there is no admission for the event and it is not considered a front for chargeable entity. Security and catering are available for a fee. The SUB will hire security staff for dances, concerts, weddings, and other events at the expense of the sponsoring organization. University Catering is the sole professional contract food provider in the SUB and a special menu and pricing is available for student organizations.

Tables
There are four spaces located on the Mall Level that will be reserved only for Chartered Student Organizations. The tables may be used for information distribution, bake sales, recruitment and more. Skirting will be provided for the tables, as well as up to 3 chairs. If requested, electricity, data and voice ports are also available.

SUB Advertising Policy - Banners, TV Monitors, Outdoor Marquee, Website, etc.
University of New Mexico on-campus activities and events sponsored by on-campus organizations may qualify for use of the following media:
- TV Monitors
- Outdoor Marquee (LED Board)
- Indoor and Outdoor Banners
- SUB Website
- Table Top Ads

All Ad Requests must be made at: http://sub.unm.edu/about/advertising.html

I. SUB General Advertising Policies
The UNM Student Union serves and supports students; advertising requests should reflect this. The following policies have been established to effectively accommodate multiple groups and events while ensuring student support:
A. Advertisements must be for UNM Chartered Student Organizations or UNM Department events, programs or announcements.
B. Events advertised must be on the UNM campus.
C. Advertisements must serve to benefit or present opportunities for UNM students and the campus community.
D. Advertisements will not promote any non-UNM entity, whether corporate, commercial, non-profit or political. This includes text, logos and graphics.
E. Advertisements should not present opinions, allegations or advocate a position with regard to social or political issues or campaigns.
F. The Student Union shall not be responsible for any errors or omissions arising from the copy, illustrations or any other materials submitted by the advertiser.
G. The Student Union will not knowingly publish any notice or advertisement relating to employment or membership indicating any preference, limitation, specification or discrimination based upon race, color, sexual orientation, religious creed, ancestry, age, sex, national origin, veteran status, handicap or disability.
H. General announcements from the Student Union and the Union’s food service provider may run on a regular basis. Advertising is subject to the approval of the Director of the Student Union or designee, who reserves the right to refuse any requests.
I. Deadlines for Advertising Requests
   a. Advertising request must be placed at least five (5) school days prior to the requested date of display.
   b. Day: any regularly scheduled University school day, unless specifically stated otherwise. This excludes Saturdays, Sundays, and Holidays.
Planning Events - Student Union Building (SUB)

II. Media Specifications

TV Monitors
TV monitors display ads throughout the building and are available for UNM events and announcements. The advertiser may submit a file of their own design. (The Student Union Marketing Department reserves the right to change the file if it does not comply with specifications)
A. File Type: JPEG (.jpg) or GIF (.gif)
B. Dimension: 1152 x 648 pixels
C. Time: May run up to two weeks prior to an event.
D. Limit: One television ad per event at any given time.

Outdoor Marquee (LED Board)
LED advertisements are for large-scale, campus wide events only.
A. Location: South and North entrance to SUB
B. Time: May run up to two weeks prior to an event.
C. Limit: One ad per event at any given time.

Signs and Decorations
Signs for events in the Student Union may be displayed outside meeting rooms with prior approval from the SUB Event Planning Office. NO tape, tacks, nails, or other fastening devices are permitted for use on walls, doors or windows. Please be assured that all signs placed on doors, glass and walls will be removed immediately. Additionally, glitter, confetti or open flames are not allowed. Any violations will result in a damage charge and/or loss of rental privileges. Easels are also available upon request when you are planning your event with the SUB Event Planning Office.

Banners
Banners may be hung on the outside balconies and/or the inside atrium of the Student Union. Only banners for campus wide events sponsored by Chartered Student Organizations, student governments or UNM departments will be considered. Banner space is not intended for campus electioneering or personal endorsements. Banner postings require the approval of the Director of the Student Union or designee.
A. Locations
   a. Exterior
      i. The East Side Location will consist of the railing above the stairs that lead to the plaza level of the Student Union.
      ii. The North Balcony Location will consist of the railing of the Ballroom C balcony.

b. Interior
   i. The Atrium location will consist of the four railings that surround the atrium on the mall level.
   ii. Requests for a particular side of the Atrium location will be granted on a first come, first serve basis.

B. Banner Mechanics
   a. Size
      i. The maximum size for a banner to be displayed along the East entrance is 8 ft. wide by 5 ft. high.
      ii. The maximum size for a banner to be displayed along the ballroom balcony is 10 ft. wide by 6 ft. high.
      iii. The maximum size for a banner to be displayed around the atrium is 11 ft. wide by 5’2 ft. high.
   b. Materials
      i. External banners must be vinyl and have metal grommets.
      ii. Internal banners can be vinyl or paper, but vinyl banners must have metal grommets.
   c. Time Displayed: Banners may be displayed for up to 2 weeks prior to an event.
   d. Placement
      i. All banners will be hung by members of the Student Union Building Marketing Department.
      ii. At no time will tape be used to hang banners on the exterior or interior of the building, so that the building is not damaged.
   e. Limit
      i. For exterior locations, only 2 banners per location will be approved.
         1. Each advertising event is allowed only 1 banner per location.
      ii. For interior locations, up to 2 banners per East and West location may be approved and up to 1 banner per North and South location may be approved.
         1. Each advertising event is allowed only one banner per location.
      iii. Space is available on a first come, first serve basis.

C. Exemptions
   a. The Director of the SUB can override the aforementioned mechanics and may establish alternate mechanics on an individual basis as requested by groups seeking special consideration.

D. Guidelines
   a. Banners may only be left in the Student Union Administration office if a reservation has been approved by the Student Union Marketing Department.
b. Each advertising party will have to fill out an informational label which can be obtained on the 3rd floor of the Student Union Building in the Student Union Administration office
   i. The information label will include the following information:
      1. Organization/Department
      2. Contact Name
      3. Contact Number
      4. Advertising Dates
      5. Banner Location

E. Guidelines Not Followed
   a. In the event that any person or group hangs their own banner or does not follow the specifications above, the banner may be removed without notice and the persons responsible may not be allowed to submit banner requests for the remainder of the semester.
   b. Banners not picked up after 7 business days of the last reserved advertising date will become the property of the Student Union Building Marketing Department.

Website (sub.unm.edu)
A. Time Displayed: Published up to a month prior to the event.
B. Limit: One per event
C. Advertising on the SUB’s events page available only for events held inside the SUB.

Table Top Ads
Table top ads will be available upon request in the SUB Marketing Department.

Scheduling
To schedule space for meetings or social events, one of the authorized persons designated on your chartering form can make arrangements for space in the SUB. The Student Union Event Planning Office staff can assist you with all of your event planning needs. The SUB has new procedural rules in place for scheduling by all chartered student organizations that have recurring meetings throughout the semester.

In order to schedule any rooms in the SUB, the organization should be aware of the renewal process for chartering at the beginning of the fall semester. Organizations that reserve meeting space in advance but do not re-charter, will have their reservations cancelled. Rooms will be allocated on a first come, first serve basis. Scheduling a special one-time meeting, event or conference can be accomplished by meeting with the scheduling staff the SUB at least seven (7) business days prior to the event. For larger events, it’s best to give a long lead time to reserve space. Please note that for school holidays and breaks, the Student Union Building may be closed or have abbreviated hours. All events taking place within the SUB are scheduled through the Student Union Event Planning Office in room 1094 on the south side of the plaza level of the Student Union Building. You can also reach them by phone: 505-277-5498, e-mail: subevent@unm.edu or web site: http://sub.unm.edu.

Office & Storage Space for Student Organizations
The Student Union Building Board has office and storage space available in the SUB and La Posada Dining Hall available for chartered student organizations. The Space Allocation Committee releases applications in late January, completes the hearing process for the following school year by April. The offices and storage space are allocated on the basis of need and the student organization’s activity. For more info about the Space Allocation process contact the SUB Administration office (SUB rm 3020 or call 277-2331) or go to: http://sub.unm.edu/for-students-by-students/lobo-lair.html.

Audio Visual Equipment
AV equipment is provided for chartered student organizations at no cost. Funding for equipment was provided by student fees, enabling all chartered student organizations to make use of equipment in the SUB at no charge. The equipment available includes the following:
   - Video Projector
   - DVD/VCR Players
   - PA System & Microphones
   - White Board w/Markers
   - Laptops
   - Flip Chart/Markers

Tables, Chairs, Food Sales Equipment, etc.
Tables, chairs, a small microphone/sound system unit, a hand washing station, thermometers and extension cords for outdoor space reservations can be obtained from the Student Activities Center. You are limited to two (2) tables and three (3) chairs per reservation on a first come, first serve basis. All items are available for use between 8am and 5pm, Monday through Friday. Late returns could result in the organization losing checkout privileges. A UNM ID card is held by the Student Activities Center until the items are returned. The individual will be held financially responsible for any loss of these items. Make sure you have reserved the use of outdoor space by registering the event at http://ems.unm.edu.

If your event needs more tables and chairs, they can be rented from UNM Physical Plant for a small fee by calling 277-7246. They also have a stage and 10’ X 10’ tents. ASUNM Student Special Events (SSE) also has portable tents and a large sound system can be requested via a co-sponsorship form. Forms can be picked up in their office, SUB room 1064 and at sse.unm.edu.
Policy on Freedom of Expression & Dissent

1. General
As an institution that exists for the express purposes of education, research, and public service, the University is dependent upon the unfettered flow of ideas, not only in the classroom and the laboratory, but also in all University activities. As such, protecting freedom of expression is of central importance to the University. The exchange of diverse viewpoints may expose people to ideas some find offensive, even abhorrent. The way that ideas are expressed may cause discomfort to those who disagree with them. The appropriate response to such speech is speech expressing opposing ideas and continued dialogue, not curtailment of speech.

The University also recognizes that the exercise of free expression must be balanced with the rights of others to learn, work, and conduct business. Speech activity that unduly interferes with the rights of others or the ability of the University to carry out its mission is not protected by the First Amendment and violates this policy.

2. Core Principle
The University is committed to tolerate all peaceful speech activities carried out upon the campus unless those activities destroy or materially damage property, materially disrupt other legitimate University activities, or create a substantial health or safety hazard. This policy applies to all buildings, grounds, and property owned or controlled by the University.

3. Activities

3.1. Speech Activities
Speech activities protected by this policy include speechmaking, praying, the distribution of written materials, picketing, assembling in groups, demonstrating, sidewalk chalking, erecting symbolic structures, and any other actual or symbolic speech or conduct intended to communicate an idea.

3.2. Legitimate University Activities
Legitimate University activities include teaching, research, and public service; all of the administrative operations supporting those activities; and the performance of all University approved educational, commercial, research, professional or other activities by public or private contractors, tenants, or permittees. An activity scheduled under Section 4. herein is a legitimate University activity.

3.3. MateriaLly Disrupting Activities
A speech activity materially disrupts other legitimate University activities when a reasonable person is unable to effectively perform a legitimate University activity because of the speech activity taking place. Examples of when a speech activity may materially disrupt other legitimate University activities include, but are not limited to:

- Conducting the speech activity at a volume that substantially disrupts the normal use of classrooms, offices, laboratories, and other University facilities or grounds;
- Physically preventing persons from entering or leaving a building or premises;
- Conducting a speech activity inside a building and not ending it at or before the close of the building’s regular hours;
- Destroying or materially damaging any property; or
- Creating a substantial health or safety hazard.

4. Scheduling
Subject to the exceptions described in Section 4.1. below, scheduling to use University facilities for speech activities is not required. Users, however, should be aware that many facilities, both indoor (e.g. classrooms) and outdoor (e.g. Johnson Fields), are used for regularly scheduled activities that have priority over other uses. In order to reserve the desired space and avoid conflicts with other users, groups or individuals wanting to use a regularly scheduled University facility for a speech activity are encouraged to schedule it at least twenty-four (24) hours in advance with the University Student Activities Center, or the office that schedules the desired venue, as advised by the Student Activities Center. Users who fail to schedule a speech activity that occurs and unduly interferes with a prior scheduled activity are in violation of this policy.

4.1. Scheduling Required
Because of size, safety, logistics, and other considerations, the following types of speech activities must be scheduled in advance:

- Assemblies or large events in a University auditorium or similar facility. Users must schedule such events following the procedures of the appropriate University office that oversees the facility.
Planned demonstrations on campus. A planned demonstration is a public manifestation of protest, condemnation, or approval; taking the form of a mass meeting, procession, picket, or similar activity which is organized and promoted more than a day before the event. Users must schedule such events with the Student Activities Center at least twenty-four (24) hours in advance. This does not apply to spontaneous demonstrations for which there is no prior promotion or organization or where events do not allow at least twenty-four (24) hours notice in advance. In such situations, as much prior notice as possible must be provided to the Student Activities Center.

Building a symbolic structure on campus, which must be scheduled with the Student Activities Center at least twenty-four hours in advance. Scheduling does not operate as a process for prior approval of speech activities based upon content. Speech activities will be scheduled on a first-come, first-served basis for the requested location. Events will not be scheduled only if there is a scheduling conflict with an earlier planned event or if the requested event will clearly result in a violation of this policy. The viewpoint to be expressed through the speech activity is not a factor in scheduling. A decision not to schedule an event may immediately be appealed to the University President or designee.

5. Enforcement
Any person violating this policy may be subject to:
- Institutional disciplinary proceedings under the Student Code of Conduct if a student or the Visitor Code of Conduct if a visitor. Violations by faculty or staff will be referred to the appropriate department or academic unit;
- An order to leave the premises or property owned or controlled by the University by the police or a person in charge of the property; and/or
- Arrest for violation of state law(s).

Main Campus Rules for Outdoor Events, Sound, and Posting
Student Activities Center, April 2002

All entertainment, social activities and other similar events which are planned for on-campus outdoor areas must be cleared by an official of the Student Activities Center prior to the event. In order to reserve the desired space and avoid conflicts with other users, groups or individuals wanting to use University grounds for an outdoor event are encouraged to schedule it at least twenty-four (24) hours in advance with the University Student Activities Center, or the office that schedules the desired location, as advised by the Student Activities Center.

The sponsoring group shall be responsible for the general conduct and atmosphere of the event. Members from the sponsoring organization or group must be present for the duration of the event.

No disruption of UNM business and classrooms will be allowed.

Adequate security as determined by the Student Activities Center in consultation with the UNM Police Department must be provided. Based on space availability, logistics, and security concerns, determination of the duration and location of an event will be made by the Student Activities Center. The Student Activities Center will determine whether the event will be open to the public and whether advertising to the off-campus community will be allowed.

Sound
The production of sound, either amplified or non-amplified, in conjunction with an outdoor event or speech activity under UBPPM 22200 may not substantially disrupt educational activities and other University business. The Student Activities Center reserves the right to set event location, permissible sound levels and amplification so as to minimize the adverse impact on University activities.

Sound amplification is of particular concern. During regular business hours (8:00 a.m. - 5:00 p.m., Mon.-Fri.) amplification is allowed from noon to 1:00 p.m. in areas that will not substantially disrupt university activities. Outside of regular business hours, amplified sound may not substantially disrupt University residential areas and the surrounding city neighborhoods.

During the week of final examinations no events involving amplified sound will be scheduled.

If amplified sound is substantially disruptive, the event sponsor will be asked to reduce the volume or face termination of the event. At no time may amplified sound exceed 88 decibels at the source.

Posting
Placement of posters, notices, fliers or painting of signs at any time on any permanent University structures, such as buildings, utility poles, fountains, fixed refuse containers and trees on campus is prohibited. Stakes may not be driven into the grass.

Displays painted or posted improperly will be removed by maintenance crews. Any extraordinary expense will be charged to the persons or groups responsible for...
the damage. Posting with glue is prohibited.

Chalking with non-permanent sidewalk chalk is permitted only on sidewalks which are exposed to weather and foot traffic where chalk will wear off in a short time. Chalking is not permitted on any permanent University structures or on sidewalks under balconies or overpasses not exposed to the elements. Chalking is also prohibited within fifteen feet of the entrance to any building. Chalking is not permitted at Lobo Village.

Posters, notices and flyers may be placed on the outdoor kiosks. These are cleaned off once a month. Posting inside of campus buildings may be done with the prior approval of the office in charge of the area.

Notices and flyers may be distributed at any outdoor area on campus consistent with the orderly conduct of University affairs, the maintenance of University property, and the free flow of traffic and persons. Efforts must be made to avoid litter. Any expense incurred by the University for clean-up will be charged to the person or organization responsible. Materials shall not be forced upon others; excessive hawking or shouting at persons is prohibited.

Violations
Persons violating any of these rules may be subject to disciplinary action under the Student Code of Conduct or the Visitor Code of Conduct. Violations by faculty or staff will be referred to the appropriate department or academic unit. In addition, violators may be subject to an order to leave University property and/or arrest for violation of State law(s).
IT, Teambuilding Workshops & Publicity Outlets

IT Services for Organizations - NetIDs and Website Space

Information Technologies (IT) is located at 2701 Campus Blvd. N.E. ITS offers a variety of computing and internet services for chartered student organizations.

Each organization may request a NetID and accompanying computer account by completing an electronic form available on the IT website: https://help.unm.edu/CherwellPortal/ServiceDesk. The Student Activities Center can further assist with this process if needed. The Student Organization NetID and account can be used for email correspondence, creating a website, listservs, wireless access throughout campus and features provided by my.unm.edu, the UNM portal. Other helpful information on their website http://it.unm.edu includes:

- Student Organization Net ID, email and websites
- Software Bulk Pricing Purchases
- Listservs
- Website hosting and creation
- Election Software
- Computer Classrooms
- Computer Hardware Repair

Teambuilding Workshops

The Recreation Services staff will facilitate workshops for student organizations through cooperative games and ropes courses. The program builds skills in teamwork, communication and problem solving.

Facilitators will work to incorporate your organization’s goals into workshops. Contact Recreational Services at 277-4347, or stop by at Johnson Center 1102. For pricing see http://recsvcs.unm.edu.

Cooperative Games - Cooperative games are used to test a group’s ability to communicate, follow directions and work together to solve challenges. These games are often used as warm-up activities and lead into basic low ropes elements.

Ropes Courses - Participation in the low ropes course emphasis the basics of teamwork and communication. Each element requires the combined energy and effort of each team member. Mutual support and cooperation are essential for success. This process helps participants gain insight into their strengths and learn how to deal with everyday situations effectively. There is also a High Ropes course available for similar team building exercises.

Publicity Outlets

Remember to include who, what, where, when, cost of entrance, where tickets may be purchased and who can be contacted for more info. Check with the Student Activities Center if you have any questions.

Student Activities Center Calendar (sac.unm.edu)
The Student Activities Center offers a calendar service for student events on our chartering website. A listing of events can be accessed by clicking on the Student Org Event List link on the lefthand side. To submit a listing for a chartered student organization event, login on that page using your UNM email and ID number and fill out the Event Announcement form. The event will be active on the wall of the student organization system shortly after being submitted.

Leader Hint:

IT Help Desk Information
For General Help Info Call: 277-5757

IT - Computing
2701 Campus Blvd NE, MSC02 1520
FAX 277-8101

There are eight computer pods throughout campus with various hours. Check their website for locations.
Communication & Publicity

KUNM 89.9
The University radio station has a calendar of events and public service announcements. Visit their website http://www.kunm.org to list your event.

New Mexico Daily Lobo
The Daily Lobo, 277-5656, provides a free section for the announcement of events on campus. Space is limited, so information is printed on a first-come, first-serve basis. Information must be submitted two days before publication and put on a specific form available at the Lobo Office. The Lobo also provides a bulletin board section (Las Noticias) for advertising. Display and classified ads are available for a fee. The Lobo will help you in ad design. You may also want to talk to the editor regarding an article concerning your event or organization.

University Communications and Marketing - UNM Master Calendar, etc.
UCAM compiles a Master Calendar of UNM Events. It’s a good idea to check the calendar at http://unmevents.unm.edu to avoid conflicting events. To list your event, simply click the Submit An Event link in the left hand column on the previously listed website. (UCAM, upon request, will send short publicity announcements to news outlets. The department also publishes the Campus News, a digital newspaper which is distributed to faculty and staff. The newspaper is published regularly during the Spring and Fall semesters.)

Publicity Design & Production
Computer Pods - The Lobo Lab in the SUB and other computer pods around campus have software for desktop publishing and design, scanners and laser printers. These are excellent systems for flyers, newsletters, and advertising.

Duplicating Centers - Digital Printing, Dane Smith Hall, lower level, 277-8267, offers photocopying, binding, poster enlargement, and transparencies.

Posting
Please see the complete policies and rules in “Main Campus Rules for Outdoor Events, Sound, and Posting” and the Policy on Freedom of Expression and Dissent in the Event Planning section of this handbook. There is a posting flyer that summarizes all of the posting areas and rules on the SAC website: sac.unm.edu.

Posting Areas
Many areas on main campus require a departmental stamp on all postings. Please check in department offices before posting. North campus also has bulletin boards and kiosks available for posting.

Designated Posting Areas (by Department/Location)

Outdoor Posting Areas: These areas do not require prior approval for posting:
- Cornell / SUB Mall North, West of Mesa Vista Hall
- Zimmerman / Smith Plaza, Southwest Corner
- Art Building, North Entrance
- Woodward Hall, Northwest Corner
- Psychology Building, North Entrance
- Mitchell Hall, Northeast Entrance
- Ortega Hall, West Entrance
- Dane Smith Hall / Duck Pond Bus Stop
- Duck Pond Walkway, North Entrance

Indoor Posting Areas: The Bulletin Boards on the following lists are open posting boards. There are many other boards in these buildings and other unlisted buildings. These boards require prior departmental approval and a stamp prior to posting, if allowed.

Anthropology Building - (1) Bulletin board, North Entrance 1st Floor; (2) Bulletin board in main foyer on 2nd Floor
Biology Building / Castetter Hall - (1) Bulletin board, Outside room 100; (2) Bulletin boards throughout 1st floor hallways
Centennial Engineering Bldg - (1) Bulletin board, North Hallway 1st floor; (2) Bulletin board, South Hallway 1st floor
Center for the Arts - (1) Bulletin board, North Entrance by SUB Downstairs; (2) Bulletin board, North Entrance by SUB Upstairs
Communication & Journalism - (1) Bulletin board, Northeast Entrance, 1st floor; (2) Bulletin board, East Hallway 2nd floor; (3) Bulletin board, West Hallway 2nd floor
Dane Smith Hall - Bulletin board, Southeast Entrance
Electrical & Computer Engineering Bldg - Bulletin board, Through West Exit of Front Lobby, 1st floor
Geology Building / Northrup Hall - Bulletin board, Outside room 126
Graduate School of Business - (1) Bulletin board, North Entrance 1st floor; (2) Bulletin board, South Entrance 1st floor
Johnson Center - Bulletin board, Outside of B100 Classroom
Woodward Hall Area - Bulletin board, Southwest Entrance
Residence Halls - There are two areas that do not require prior approval for posting. They are the La Posada Dining Hall East and West Entrances Bulletin Boards. The Residence Halls DO NOT allow any other posting in their areas. This includes sliding flyers under resident’s doors and solicitation. You may contact the two main offices to inquire about their digital posting boards.
Leadership Development Aids

The development of strong leaders is vital to the growth and continued success of all student organizations on campus. To aid in this process the Student Activities Center has developed a series of handouts titled “Leader Hints” that target specific areas that affect the leadership of organizations. Paper copies are available in our office (Student Union Building room 1018) and digital copies are available on our website: sac.unm.edu. The complete list of these handouts are as follows:

- Agendas
- Advising Groups
- Budgeting
- Co-Sponsorships
- Community Service
- Conflict Resolution
- Constitution and Bylaws
- Delegation
- Difficult Members
- Elections
- Event and Program Planning
- Fundraising
- Goal Setting
- Group Performance Evaluation
- Icebreakers
- Individual Evaluation
- Meetings and Minutes
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Publicizing Events
- Recruiting New Members
- Retreats
- Starting a New Organization
- Stress Management
- Team Building
- Time Management

Organizational Workshops

The Student Activities Center is continually exploring new and exciting ways to help your student organization. Please, visit our website (sac.unm.edu) or check your organization’s email for future workshop themes, dates/times, and locations. The development of these workshops will depend on the needs of all student groups and are subject to change or adjustment. Some possible themes for the future could be website building, event planning, and/or new member recruitment.

GO LOBO LEADERS!