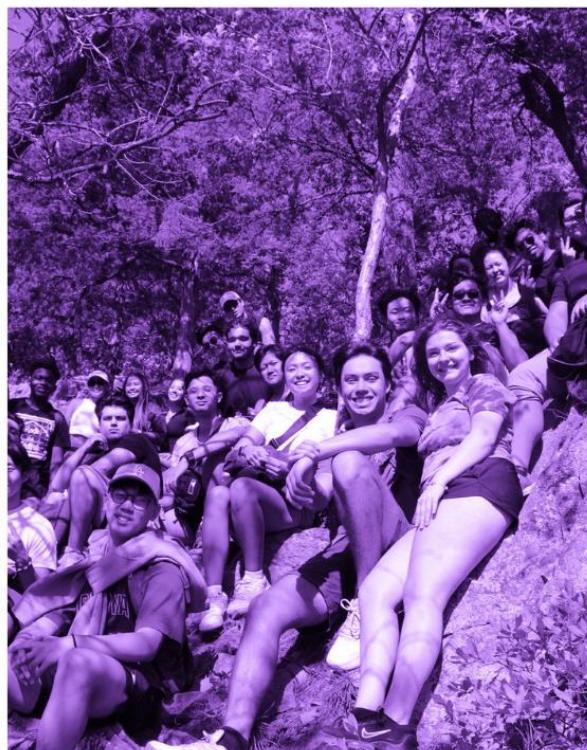


University of Wisconsin - Milwaukee

Student Organization Manual

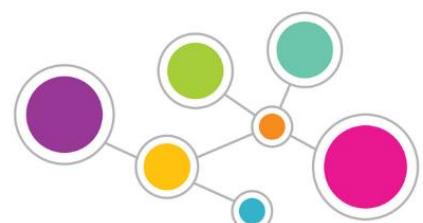


Student Involvement

Use CTRL+ F to search this document

CSIDESK@uwm.edu

#dostuffuwm



Organization Experiences

Orgs featured on the cover: Dance Student Organization, Women in Business, Dungeons and Dragons Network, Stage and Screen Society, Filipino Student Union, Blitzball Club

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INTRODUCTION

DEAR STUDENT LEADERS,

Welcome back to campus and the beginning of a new semester!

The staff in Student Involvement can feel your energy and excitement growing as we hear from organization leaders beginning to plan events and recruitment activities and gear back up for the semester. Our focus this year is to make things as easy as possible for your groups to build momentum and achieve your goals.

This Student Organization Manual provides a foundation to help you navigate campus with confidence. In addition to the Student Organization Manual, the Student Involvement website provides resources and tools for organization leaders, and the STARS program (formerly COMPASS) has been expanded to provide tailored training and development opportunities for you and your group members. Finally, our staff is excited to meet with you in person or virtually to help you achieve your goals and have fun along the way.

UWM Student Involvement strives to offer the UWM community help with event planning and campus programming needs. Many campus-wide events such as Fall Welcome and Geek Week are sponsored and planned by Student Involvement staff in partnership with various student organizations. We are also the home of Student Leadership Programs to help you be successful in your role now and develop the skills sought after by future employers.

In closing, welcome back to campus this semester and thank you for all you do to make UWM a thriving student experience.

HOW TO USE THIS PUBLICATION

The Student Organization Manual (Student Org Manual) is designed to be a primary resource for student organizations including their members, officers and advisors. This Manual includes organization registration procedures, services that support student organizations, and summaries of the most commonly referenced policies.

The Registered Student Organization (RSO) Standards is another publication that articulates specific standards for student organization at UWM.

The **Advisor's Handbook** is a supplemental publication which provides additional information on responsibilities, expectations, resources, best practices, and general guidance on advising student organizations at UW-Milwaukee.

Find What You Are Looking for by Using the Search Function **Ctrl+F**

Using Ctrl+F is very easy. Open the document or web page you want to search through and then press Ctrl+F on your keyboard. This will bring up a small search box where you can enter the word or phrase you are looking for. The program will then search through the entire document displaying any instances of the word or phrase you entered.



Org Featured: American Chemistry Society Students

GUIDING PRINCIPLES

The purpose of having student organizations at UWM is to encourage student growth and development through meaningful and active involvement in student organization membership and leadership positions.

Student organizations contribute significantly to the students' total educational development and progress. University of Wisconsin-Milwaukee considers student organization activities and programs an integral part of the University's mission.

The University of Wisconsin-Milwaukee considers student organization activities and programs an integral part of the University's mission. The programs and activities contribute significantly to the students' total educational development and progress. Student activities provide experiences which stimulate interest and understanding of current social, economic, political, cultural or religious problems and issues. At the same time, they provide rewarding experiences that come from living and working in group projects with individuals of varying races, life-styles, creeds, and cultural backgrounds. In addition, student activities provide students with stimulation for intellectual growth, leadership development, democratic processes, and citizenship responsibilities.

Relationship Between Student Organizations and the University

Student organizations are considered to be affiliated with, but not official units of, the University. As a condition for continuation of the affiliation relationship, the organization agrees to abide by University regulations. In return, the student organization gains access to selected University facilities and resources.

Student Organization Names

Student groups may only identify themselves with the University by using the following format in the organization name: "Club XYZ at the University of Wisconsin-Milwaukee." The name must not infer University endorsement of the organization's purpose or activities or imply that the organization is speaking on behalf of the University or any of its divisions or departments. All letterhead stationery, invoices, and/or purchasing forms must include the statement: "Student Organization at UWM"

Student organizations are prohibited from putting UWM at the beginning of their names. The RSO may only identify themselves with the University by using the following format in the organization name: "Club XYZ at the University of Wisconsin-Milwaukee" or "Club XYZ at UWM." UWM cannot appear at the beginning of the organization's name. **To minimize confusion, organization names cannot be the same name as any department, unit or course at UWM.**

University Symbols (Copyright, Trademark, Branding)

The University of Wisconsin-Milwaukee Logo and the Athletic Panther Logo are registered trademarks of the University and may only be used by **official University offices and departments**. These logo marks include the acronym UWM, the two wavy lines, the registered trademark sign, the logo signature, the words University of Wisconsin-Milwaukee, the letters UWM IN ANY SHAPE OR FORM, and the Panther logo in whole or in parts.

Failure to comply with this rule may result in disciplinary action against your student organization and its officers.

This rule applies to all uses of the organization including but not limited to: bank/credit union accounts, social media accounts, email accounts, discord servers, swag, marketing materials and any other cases where the organization name appears.

Student organizations are prohibited from using the University seal or logos on letterheads, business cards or other identifying materials. The UWM Licensing Office retains the right of approval of all uses of the University's marks. UWM cannot be used as the possessive in any applications including website domain names.

For additional information on the use of the University name and UWM registered trademarks and logos see Marketing.

Responsibility of Organizations

Students are subject to local, state, and federal laws and ordinances. The University expects that all student organizations will prevent unlawful actions in connection with their activities. Failure to do so could subject student organizations, the officers and members to disciplinarian action. The organization acknowledges that its activities, including some of which may occur on the campus of UWM, are not eligible for liability protection under the State of Wisconsin Self-Funded Liability Program and need to obtain a special-event(s) liability policy at its own expense.

The freedom of action granted to registered organizations implies a responsibility for the development of the direction, scope, and character of the group in order to promote UWM's educational mission. This freedom of action is limited by the stated purpose of the organization and the rules and regulations imposed by the University and society.

Free inquiry and expression are essential in a community of scholars. As members of such a community, students are encouraged to develop a capacity for critical judgment and an independent search for truth. Freedom to learn depends upon opportunities and conditions in the classroom, on the campus, and in the larger community.

Students have the right, accorded to all persons by the Constitution, to freedom of speech, peaceable assembly, petition, and association. Students and student organizations may examine and discuss all questions of interest to them, and express opinions publicly as well as privately. They may support causes by lawful means which do not disrupt the operations of the University, or the organizations accorded the use of University facilities.

Hold Harmless and Risk Liabilities

Student organization registration does not mean the University supports or adheres to the views held or the positions taken by registered student organizations. Responsibility for any action which violates federal, state, local laws or ordinances, or University regulations must be assumed by the individual group's officers and members. In consideration of the privilege of holding any of its events on the premises of the University of Wisconsin System, the organization hereby agrees to hold harmless and indemnify the Board of Regents of the University of Wisconsin System (UWS), its officers, employees and all of its agents from any and all liability, loss, damages, costs or expenses which arise out of the negligent act or omission of any of its members, agents, or invitees to any of its activities held on the premises of the University of Wisconsin System.

Activities conducted by student groups, including some which may occur on the campus of the University of Wisconsin Milwaukee, are not eligible for liability protection under the State of Wisconsin Self-Funded Liability organization registration contract and organization profile (org. profile) which acknowledges that student groups have been advised to obtain a special event(s) liability policy at their own expense.

Individuals with specific questions regarding special events insurance or obtaining coverage should contact the UWM Department of University Safety and Assurances located in Engelmann Hall 270 or call 229-6339. <https://uwm.edu/risk-management/>

(See also *Risk Management* in this Manual)

Financial Responsibility of Organizations

Every student organization is governed by the standards and regulations defined by the Segregated University Fees policies established by the University of Wisconsin System. Officers of organizations are responsible for making sure their groups are financially sound. Student organizations are responsible for contacting the Federal Internal Revenue Service and Wisconsin Department of Revenue for specific information on income tax requirements and other filing requirements. Student organizations may be liable to pay sales tax on some of their fund-raising efforts.

The University is not responsible for debts or other liabilities of student groups. All new and continuing members of groups, as well as businesses where products and services are ordered, should be informed of this. Officers of groups may be held liable for financial obligations incurred by the group.

Regulation of Student Political Activity

The University regulates the time, place, and manner of students conducting political activities on campus in order to prevent interference with the University's operations. The University does not regulate off-campus political activities of students.

<https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/Political-Campaigning-Guidelines.pdf>

[Universities of Wisconsin Guidance on Political Campaign Activities](#)

See **FAQs for UW Students and Recognized Student Groups**

Religious Activities

Registered student groups may be authorized to sponsor programs which include religious topics in University facilities, and use of such facilities may be granted for the purpose of conducting religious worship services, which must be primarily for University students, faculty and staff.



Org Featured: Korean Culture Association

FREEDOM AND RESPONSIBILITY OF ORGANIZATIONS

The freedom of action granted to a registered organization implies a responsibility for developing the direction, scope, and character of the organization in promoting the educational mission of the University. This freedom of action is limited only by the stated purpose of the organization and the rules and regulations imposed on the organization by the University and society. Students are reminded that they are subject to Municipal, State and Federal laws. The University expects that all student organizations will prevent the occurrence of unlawful actions in connection with their activities.

Established regulations are primarily intended to protect all parts of the University program from interference from each other and from duplication of effort. Because students share in the establishment of policies and regulations, it is expected that student organizations dissatisfied with these policies will address themselves to the Student Association, Union Policy Board or Student Involvement. Acceptance of established procedures of government is a part of the responsibility undertaken by a student group in becoming chartered as a student organization at the University.

Freedom from Obstruction

Those who attend a speech or program sponsored by student organizations, University departments, or other authorized groups, have the duty not to obstruct it and the University has the obligation to protect the right of those who choose to listen or participate.

Freedom of Expression

Freedom of inquiry, discussion, and expression (as recognized by the First Amendment to the United States Constitution) is indispensable to a free society. The University has a place in such a society and particularly needs this freedom for its own purposes and to contribute to society in a useful way.

Accordingly, the University and these regulations do not restrain the views that students or others may seek to present. The regulations do not require approval of expression. The regulations are

concerned with logistical aspects (time, place, and manner) of the events regulated, and then only within the laws governing freedom of speech under the First and Fourteenth Amendments and other sources.

Moreover, the University encourages students and student organizations to exercise this freedom in participating in the business of the University, academic community, society and the world in general. Similarly, the pursuit of truth and the expression of opinions and creativity, especially in a University context and with University facilities, is encouraged when helpful to and desired by students.

Scope of Student Freedom

Students have the right accorded to all persons by the Constitution, to freedom of speech, peaceable assembly, petition, and association. Students and student organizations may examine and discuss all questions of interest to them, and express opinions publicly as well as privately. They may support causes by lawful means which do not disrupt the operations of the University or the operations of organizations accorded the use of the University facilities.

UNIVERISTY POLICY ON STUDENT FREEDOM (FREEDOM OF EXPRESSION)

<https://uwm.edu/freespeech/>

Free inquiry and free expression are essential in a community of scholars. As members of such a community, students should be encouraged to develop a capacity for critical judgment and a sustained and independent search for truth. Freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community.

Interpretation and Compliance with Regulations

A student organization should not assume that it may rightfully engage in any activity that is not specifically restricted by University regulations. If there is any doubt as to the appropriateness of the activity, the organization should contact Student Involvement, 229-5780.

Official jurisdiction in cases arising from University of Wisconsin System Administrative Code, University of Wisconsin-Milwaukee policies and procedures or State or Federal law violations is with the Dean of Students.

A list of all campus policies and procedures can be found by going to the Secretary of the University webpage. Please contact this office in regards to all UWM campus policies.



Org Featured: Arab American Association of Engineers and Architects

PANTHERORGS ONLINE PLATFORM

Pantherorgs.uwm.edu

PantherOrgs is UWM's online platform for student organizations. Organizations use this platform to register and update organization information, post events, update membership, communicate with members, potential members and University offices, and promote their organizations through the online directory of student organizations. PantherOrgs.uwm.edu

Use of the system is required for official organization business including registration, change of officers, membership tracking, and seeking funding through the SAC grant process. Training on various features of the system is available from Student Involvement. Contact Student Involvement at csidesk@uwm.edu.

REGISTERING A STUDENT ORGANIZATION

Things to Consider Before Starting a New Student Organization

Currently, there are nearly 300 student organizations at the University of Wisconsin-Milwaukee (UWM). While the University is supportive of co-curricular and extracurricular experiences, the institution has a responsibility to manage the resources needed for such a large number of organizations. There is also a limit as to how many students may be interested in joining a new organization with so many student organizations already available to them.

Before you begin, consider the following questions:

1. Does your proposed organization overlap with any existing organizations? Check the student organization list by [clicking here](#). If there is some overlap, what makes the proposed new organization different from similar organizations?
2. Does your student organization have enough interest among students to last for multiple years?
3. Has a similar organization been active on campus in the past? If so, see the Renewal/Inactive section of this website.

4. Will the proposed organization require special resources (facilities, equipment, etc.) to operate and if so how will the organization gain access to these unique resources?

Student Organization Names

Student groups may identify themselves with the University only by using the following format in the organization title: "Club XYZ at the University of Wisconsin-Milwaukee." The name must not suggest endorsement by the University of the organization's purpose or activities or imply that the organization is speaking on behalf of the University or any of its divisions or departments. All student organization publications, letterhead stationery, invoices, and/or purchasing forms must include the statement: "Student Organization at UWM." Student organizations may not use the University's name or logos in any advertisements, web pages, or other printed materials without permission.

Student Organization Categories

Student organization categories are used by those seeking one or more organization to connect with whether this is an individual seeking to join an organization, another organization seeking a collaboration partner or off campus organizations wanting to find a particular organization.

Categories are determined by UWM Student Involvement staff and are based largely the official purpose statement and membership requirements of an organization.

Academic/Department: Organizations whose primary focus is affiliated with an academic department, major or discipline.

Cultural: Organizations whose primary focus is on a specific culture, nationality, or ethnicity to provide education, advocacy, support, and camaraderie. Many of these organizations provide programming designed to promote awareness and understanding of beliefs, values, and traditions that may differ from other cultures.

Esports: Organizations whose primary focus is on playing esports computer games, both in teams and as individuals.

Fraternity/Sorority: Organizations whose membership is limited to a single gender and granted exception to Title IX requirements for the purpose of cultivating and supporting an environment of brotherhood or sisterhood. In addition, membership in one organization in this category is mutually exclusive to membership in any of the others (i.e., an individual may only belong to one of the organizations in this category).

Governance: Organizations whose primary focus is on representing students, expressing student opinions, and providing student feedback to the University and its various components. These organizations carry out elements of student responsibilities to participate in the governance of the institution as articulated in State Statute and UW Regents policies.

Honor Society: Organizations whose primary focus is on conferring membership as an honor for academic/scholarly/leadership achievement.

Recreational: Organizations whose primary focus is on engaging in recreational and leisure activities which may or may not be competitive.

Religious: Organizations whose primary focus is on educating about and supporting spiritual and/or religious practices, philosophies, and beliefs.

Service: Organizations whose primary focus is on providing volunteer service to others typically including UWM and the community.

Social Action: Organizations whose primary focus is on creating a forum for social change through education.

Sports Club: Organizations whose primary focus is on competition against other colleges and universities in a sport but not at the varsity level. These organizations must also be a member of a governing collegiate sport club league or association.

General Requirements and Responsibilities

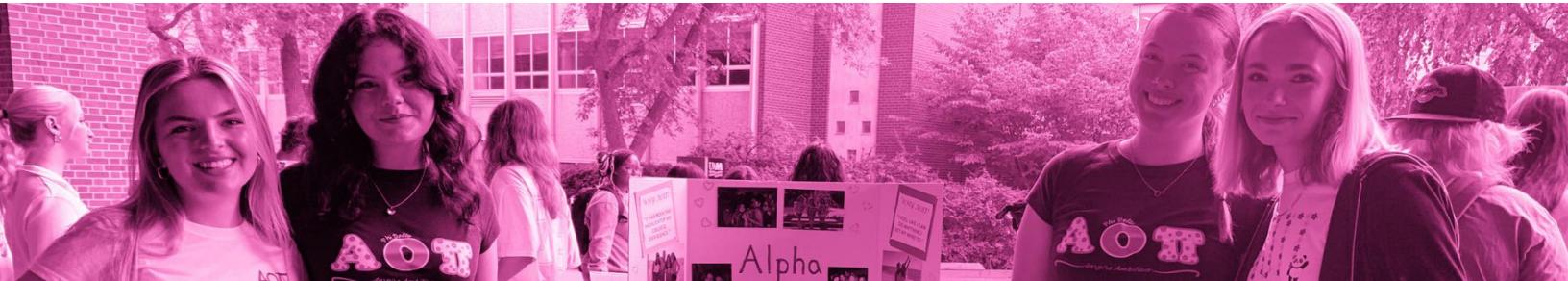
University Registration Requirements

Student groups on the University of Wisconsin-Milwaukee campus must register annually with Student Involvement in order to use University facilities and services. The registration process has been developed to give the University community an accurate listing of active student groups on campus. Registration does not mean the University supports or adheres to the views held or the positions taken by registered student organizations. The organization and its officers are responsible for their debts. UWM is not liable for debts incurred by the student organization. Responsibility for any action which violates federal, state, local laws and ordinances or University policies must be assumed by the individual group's officers and members. To be eligible for registration, student organizations must meet the following criteria:

1. Operate as a not-for-profit organization, as demonstrated by evidence that the organization uses any income or profit for organizational purposes, not for any individual or commercial gain;
2. Prepare and file with Student Involvement governing documents for the organization. The organization is required to comply with its governing documents at all times. Compliance with Charter, Constitutions and Other Operating Documents (compliance with operating documents is a requirement for nonprofit organization status [IRS form 1023]; UW System requires organizations to function like a nonprofit organization [UWS Policy 820]).

2. If the organization wishes to be affiliated with a national or other related organization, a copy of their constitution and bylaws must also be submitted (websites for these documents are acceptable);
3. Be related to student life on campus and does not duplicate the purpose or function of a currently registered student organization on campus, unless the need for duplication is substantiated and approved by Student Involvement;
4. Agree to abide by policies set forth in the Student Organization Manual, Student Handbook, and UWM and UW-System Administrative policies and regulations;
5. Agree to abide by local, state, and federal laws and ordinances and to avoid unlawful actions in connection with any of their activities;
6. Identify at least four UWM student officers currently enrolled in a degree program, on a fee-paying (Segregated University Fee) basis for at least half-time. As used in this policy, “half-time” status means enrollment for a minimum of six credits as an undergraduate student, and enrollment for a minimum of four credits as a graduate student;
7. Three-quarters (3/4) of membership must consist of students enrolled for a minimum of one hour of credit at UWM;
8. Identify a faculty or staff advisor employed by UWM (Teaching, Research, or Graduate Assistants do not qualify).
9. **Responsibility of Organizations**
Students are subject to local, state, and federal laws and ordinances. The University expects that all student organizations will prevent unlawful actions in connection with their activities. Failure to do so could subject student organizations, the officers and members to disciplinary action. The organization acknowledges that its activities, including some of which may occur on the campus of UWM, are not eligible for liability protection under the State of Wisconsin Self-Funded Liability Program and need to obtain a special-event(s) liability policy at its own expense.
10. The freedom of action granted to registered organizations implies a responsibility for the development of the direction, scope, and character of the group in order to promote UWM’s educational mission. This freedom of action is limited by the stated purpose of the organization and the rules and regulations imposed by the University and society.
11. Free inquiry and expression are essential in a community of scholars. As members of such a community, students are encouraged to develop a capacity for critical judgment and an independent search for truth. Freedom to learn depends upon opportunities and conditions in the classroom, on the campus, and in the larger community.

12. Students have the right, accorded to all persons by the Constitution, to freedom of speech, peaceable assembly, petition, and association. Students and student organizations may examine and discuss all questions of interest to them, and express opinions publicly as well as privately. They may support causes by lawful means which do not disrupt the operations of the University or the organizations accorded the use of University facilities.



Org Featured: Alpha Omicron Pi- Phi Delta Chapter

Fraternity and Sorority Special Requirements

There are a variety of additional requirements for organizations that identify as social fraternities and sororities. Details on these requirements can be found on the Student Involvement [Fraternity/Sorority Life website](#).

Sport Clubs Special Requirements

There are a variety of additional requirements for organizations that identify as Sport Clubs. Details on these requirements can be found on the University Recreation [Sport Clubs website](#).

Off-Campus Affiliations

Many student organizations at UWM are affiliated with local, regional, state, and national organizations. These off-campus affiliates frequently have guidelines or regulations with which the affiliated organizations must comply in order to remain in good standing and to continue their affiliation. Such guidelines are considered important operating documents and must be on file in Student Involvement. Electronic copies and/or websites may be submitted that detail these affiliation requirements.

If your affiliate has no such requirements, a letter from the off-campus affiliate indicating that there are no such requirements must be filed in lieu of regulation documents. The compulsory regulations of the affiliate group must be consistent with UWM policies in order for the UWM group to be registered. Student organizations are responsible for notifying Student Involvement when their affiliation status changes.

Student Organization Eligibility

The University of Wisconsin-Milwaukee (UWM) student organizations are considered to be affiliated with, but not official units of, the University. As a condition for continuation of the affiliation relationship, the organization agrees to abide by UWM regulations, including those related to health and safety. Part of this agreement includes following the approved operating documents for the organization (charter, constitution, bylaws, etc.) In return, the student

organization gains access to selected UWM facilities and resources. Student organizations are comprised of and controlled by students enrolled at UWM. Student organizations may include non-students, such as faculty, staff, and individuals from the community as adjunct members, but they may not serve as officers, vote or have a controlling interest in the organization.

Denial of Registration

Any organization applying for registration at the University of Wisconsin-Milwaukee that does not meet the above criteria will be denied registration. No student organization will be officially registered with the University if Student Involvement determines that the group's actions or activities are contrary to the educational mission of the University and/or the welfare of the students.

High Risk Activities: Proposed student organizations whose activities include high-risk activities may be denied registration after a risk assessment if the University feels that the risks are too high to be managed appropriately.

Unique Facilities/Equipment: Proposed student organizations whose activities will require unique facilities that are not available at UWM, or that require unique and costly equipment to engage safely in the proposed activities of the organization may be denied registration due to the lack of the necessary facilities or equipment.

If registration is denied by Student Involvement, the student organization has the right to appeal the decision to the Vice Chancellor of Student Affairs.

Important Terms

Student Organization Officer(s): As used here, the term *officer* includes anyone who holds a position of trust, authority, or command within an organization. A *student organization officer* is further defined as any student who assumes a **leadership position** within an organization with day-to-day responsibility for conducting the business of the organization, usually with a title and role responsibilities. Student organization officers act as authorized representatives for the organization's membership and in so doing bear some personal responsibility for the organization. All registered student organizations at UWM have a minimum of four officers enrolled on a fee-paying basis, at least half-time (undergraduate six credits, graduate four credits) in order to comply with registration and recognition requirements.

Registration/Registered: Registration is the process that a student organization must go through to be recognized and authorized to operate on campus and conduct business as a student organization at UWM.

Recognized/Recognition: Recognition is the status of a student organization that has completed the registration process and is currently in compliance with all requirements and registration processes.

Membership Types

Officers

The primary officers for each organization are responsible for informing others in their organization about University policies and procedures and agree to comply with them.

When a student organization is registered, the four officers listed are assumed to be the contacts. Students listed the Organization Registration (Org. Registration) and Officer Contract or listed as an additional officer/contact must be currently enrolled on a fee-paying basis for at least half-time status at UWM during the current semester. If a student was enrolled during the previous semester, that person is considered a student between semesters and during the summer session, unless the student has graduated. Classes that are audited do not count toward the credit requirements for officers.

An individual who does not have status as a fee-paying UWM student or drops below half-time status will automatically have his/her eligibility to hold office suspended but is not immediately removed if he/she is engaged in formal University appeal procedures to regain student status. Students who regain student status may resume their leadership role in the student organization. Positions occupied by individuals who are not engaged in formal procedures to regain student status will be removed as an organizational contact. The organization must then fill this vacancy in order to maintain their active registration status.

It is the responsibility of the officer submitting the Org. Registration and Contract to verify that the four (4) individuals listed on the form have agreed to the position indicated with the organization and are currently registered on a fee-paying basis for at least half-time status at the University. The University does not supervise the election or approve the election results for student organizations. Each organization is responsible for selecting representatives as set forth by the procedures outlined in its governing documents (charter, constitution, bylaws, etc. on file with Student Involvement).

Membership

Unless the nature of the organization entitles it to an exemption in accordance with applicable laws, no student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, student organization, program, course or facility of UWM because of race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital or parental status, political affiliation or belief, arrest or conviction record, veteran status, or any other protected group documented by applicable federal or state laws.

Student organizations that select their members or officers based on commitment to a set of beliefs (e.g., religious or political) may limit membership, officer positions, or participation in

the organization to students who, upon individual inquiry, affirm they support the organization's goals and agree with its beliefs.

Related policies:

[UWM Discriminatory Conduct And Consensual Relationships Policy SAAP 5.1](#)

[UW Regent Policy Document 30-6: Recognition of Student Organizations](#)

UWM Students: Student organizations are groups whose regular membership is comprised of and controlled by students enrolled at UWM (student-led). The primary membership of a student organization is currently enrolled UWM students and must be at least 75% of all membership. Student organization officers must meet additional enrollment requirements.

Non-Students: Student organizations may include non-student members (18 years of age or older), but they may not serve as officers, vote or have a controlling interest in the organization. Active membership (having a vote or a leadership position) in student organizations recognized by the University is open only to UWM students as stipulated above. An organization may have adjunct, honorary or other types of nonvoting memberships.

Faculty And Staff Participation: To promote their objectives, student organizations are encouraged to involve faculty and staff as advisors, consultants, or members (this is in addition to the one required faculty/staff advisor, see eligibility). Establishing and maintaining close and open relationships with faculty and staff can help provide stability and consistency within a student organization. It is expected that the role of faculty/staff advisors should be limited to the offering of advice, counsel, training, and assistance that is welcomed by the student group.

Faculty/Staff Advisors: Faculty/Staff Advisors must be current UWM faculty or staff members who have met all ongoing employment requirements, including required trainings, and are in good standing with UWM. The advisor's role is to support and work collaboratively with the students, sharing responsibility for the organization and its events. The student organization advisor serves as an agent to the University in a voluntary capacity (at-will) to the designated registered student organization and provides guidance, advice, and direction to the members of the organization. The student organization advisor has a significant role in the development and continuity of a student organization. This relationship between the recognized student organization and the advisor is considered ongoing until UWM Student Involvement is notified of a change in advisor status.

* UWM Student Involvement reserves the right to remove a Faculty/Staff Advisor from this role with a student organization.

Financial Responsibility of Organizations and Officers

Every student organization is governed by the standards and regulations defined by the Segregated University Fees policies established by the University of Wisconsin System. Officers

of organizations are responsible for making sure their groups are financially sound. Student organizations are responsible for contacting the Federal Internal Revenue Service and Wisconsin Department of Revenue for specific information on income tax requirements and other filing requirements. Student organizations may be liable to pay sales tax on some of their fund-raising efforts.

The University is not responsible for debts or other liabilities of student groups. All new and continuing members of groups, as well as businesses where products and services are ordered, should be informed of this. Officers of groups may be held liable for financial obligations incurred by the group.

Organization Registration Process

For new student organizations, as well as reactivating organizations, the first part of the registration process is to fill out an application for registration form [here](#). Details on the process are also on this page.

Once this form is submitted, Student Involvement staff will contact the requestor with more information on how to move forward in the process.

Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, allows certain categories of public information which the University has designated “directory information” to be made available to the public upon request. The following categories of information about individual students is considered to be public or directory information and will be routinely released to any inquirer unless you specifically request your information be withheld: Student name, Address, Email address, Telephone number, Designation of school/college (year in school), Enrollment status (part/full time), Major field of study, and Participation in officially recognized activities and sports. Records pertaining to student organizations that are not directory information will only be released to the officers of the organizations. All other individuals requesting non-directory information about a student organization must submit a public information request to Custodian of Public Records, University Relations and Communications, University of Wisconsin-Milwaukee, Post Office Box 413, Milwaukee, Wisconsin 53201-0413; telephone (414) 229-2849; e-mail kippj@uwm.edu.

Getting Help

Student Involvement is designed to help students make the most of their extracurricular experience by offering a wide range of services, activities, and programs for students. The staff can help students plan events, interpret University policies, develop training for members and advise students on a variety of topics.

Student Involvement is located on the Third Floor of the Union Building (Room 355) and can be reached at 414-229-5780 or activities@uwm.edu.

Renewal & Transitions

All student organizations shall register annually each September by filing an updated Student Organization Registration (Org. Registration) with Student Involvement. The electronic update of the Org Registration in the Panther Presence system begins in August with notifications sent to all organizations through Panther Presence news, emails and postings.

On the Renewal Org Registration, all organizations must list, in order of importance, at least four registered student members (officers), what position they hold, and provide phone numbers, UWM email address and student ID number for these students. Student Groups must submit a current membership roster identifying UWM student and non-student members. **Unless otherwise directed, the membership roster in Panther Presence will be considered the current membership roster (all members should be in the organization portal in Panther Presence).** Only registered/recognized student organizations may have access to programs, services and the use of the University's facilities.

Organizations failing to renew their registrations on time will have their registration canceled and will be listed as inactive. Inactive organizations lose access to all University resources, such as, Union office space, office equipment, use of University facilities, and/or segregated University fees that the group has been allocated. Organizations whose registration has been canceled may reactivate their organization and regain University recognition by submitting the appropriate updated Org Registration (with signatures) to Student Involvement and completing a re-activation process.



FACULTY STAFF ADVISOR

Advisors and Liaisons

Student org advisors are faculty or staff members from the University that work with a Student Org in its activities, meetings, and more. Student org liaisons are members of Student Involvement Staff who help organizations with processes and other information. All orgs have a liaison assigned to them. Orgs can choose their advisors.

Student Involvement Liaisons

Student Involvement offers advising and other services to students and student organizations, including:

- Involvement, helping students connect with the University and other students
- Gaining access to and using University resources
- Planning programs and activities
- Leadership training and workshops
- Mediation for group conflicts
- Drafting and amending organization operating documents (charters, constitutions, bylaws, etc.)
- Clarifying University policies and procedures

Student Involvement also provides advising to student organizations in requesting and making use of segregated University fees (student group activity funds). Student Involvement provides assistance and advice to student organizations in making use of these fees to support the organization's events and activities.

Advisor Requirements and Responsibilities to the University

Requirements

All Registered Student Organizations (RSOs) must have a faculty or staff Advisor employed by UWM. Student employees, teaching assistants, research assistants, and graduate assistants are not eligible to serve in this role. Advisors play multiple roles within an organization, serving as mentors, teachers, leaders, and sometimes followers. Their primary responsibility is to help organization members and officers adhere to their charter, constitution, and bylaws, as well as

Segregated University Fee Guidelines, UW-Milwaukee and UW System policies, and local, state, and federal laws and ordinances. Additionally, advisors are crucial in fostering the development of critical thinking skills among student leaders. They provide guidance in various areas including event planning, risk management, organizational management, group dynamics, and ethical decision-making, contributing to the personal growth of the students. Beyond their educational roles in the classroom, advisors act as invaluable resources for the student organization, offering support and expertise to help navigate the complexities of University life and beyond.

Advisors must:

- Complete an Advisor Contract annually with Student Involvement.
- Fulfill their role as a Campus Security Authority (CSA) under the Clery Act, including annual CSA training provided by the Dean of Students.
- Complete mandatory training for UWM employees, including Sexual Harassment/Title IX and Mandatory Reporter (Executive Order #54) training.

Definitions

- Responsibility: A duty to manage or oversee something or someone.
- Expectation: A belief that something will occur or be the case in the future.

(Source: Oxford English Dictionary)

University Advisor Responsibilities

Advisors support student growth and help enrich University life. Key responsibilities include:

- Ensuring the organization's compliance with University policies, procedures, and applicable local/state/federal laws.
- Intervening in potentially harmful or inappropriate activities (e.g., hazing) and reporting them when necessary.
- Aligning student organization activities with UWM's educational mission and each group's stated purpose.
- Being available for guidance and support, while promoting constructive group development.
- Assisting with best practices in areas such as recruitment, leadership development, event planning, budgeting, risk management, and ethical decision-making.
- Ensuring timely updates of officer and membership records and informing Student Involvement of organizational changes.
- Addressing internal conflicts through constructive input and, if needed, reporting concerns to the Director of Student Involvement or the Dean of Students.

University Expectations of Advisors

- Provide continuity and historical context to new members.
- Act as a sounding board for ideas.
- Support the leadership development of officers and members.
- Offer outside perspectives on group decisions and initiatives.
- Help mediate conflicts and manage organizational crises.
- Give honest feedback to foster student leadership growth.
- Coach students through administrative and procedural tasks.

Student Organization Advisor Expectations

The student organization advisor serves as an agent to the University in a voluntary capacity to the designated recognized student organization and provides guidance, advice, and direction to the members of the organization. The student organization advisor has a significant role in the development and continuity of a student organization. This relationship between the recognized student organization and the advisor is considered ongoing until Student Involvement is notified of a change in advisor status.

Student Involvement strives to support the role of student organization advisor by providing services, resources, and educational opportunities that will assist all organization advisors.

Responsibilities of the student organization advisor include:

- Maintain an awareness of the activities and programs sponsored by the student organization.
- Meet on a regular basis with the leaders of the student organization to discuss upcoming meetings, long range plans, goals, and problems of the organization.
- Attend regular meetings and executive board meetings as often as schedule allows.
- Assist in the orientation of new officers.
- Explain and clarify to the members of the student organization campus policies and procedures that apply to the organization.
- Maintain contact with the staff in Student Involvement.
- Provide direction in the area of parliamentary procedure, meeting facilitation, membership recruitment, organizational unity, goal setting, and program planning.
- Assist the organization treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.

- Assist in the formulation of Student Association (SA) Senate Allocation Committee organizational grant applications.
- Inform organization members of those factors that constitute unacceptable behavior on the part of the organization members and the possible consequences of said behaviors.
- Discuss with organization members the liability issues and appropriateness of activities/events.
- Report any criminal offenses, and any violations of state, local and University policies to the UWM Dean of Students Office and Student Involvement.

All registered student organizations must have an advisor who is employed at UW-Milwaukee. (Student Employees, Teaching, Research, or Graduate Assistants do not qualify).



Org Featured: Chemistry and Biochemistry Graduate Student Council

CONDUCT AND ACCOUNTABILITY

Also see [Registered Student Organization \(RSO\) Standards](#)

Accountability

Student organization misconduct is a serious matter. The judicial process for an organization can end in the permanent suspension of the organization. Organization officers are also subject for their misconduct in their roles as officers. This process can include many sanctions up to and including expulsion.

Student Organization Misconduct Process

Any student, faculty, staff, student organization, or community member may report an alleged violation of Federal or State law, Wisconsin Administrative Code Chapter UWS 17, UW System Board of Regents policies, UW System policies or UW-Milwaukee policies, and the Student Organization Handbook by an officially recognized UWM student organization. In the event that any alleged violation is reported, the following process will apply to the investigation and

resolution of such a report. Discipline, up to and including the revocation of University recognition of a student organization, may be imposed upon the student organization.

1. A report that an organization has violated any code or policy can be submitted via the electronic report form found at uwm.edu/reportit. The report must include a statement of the facts upon which the allegation is based, the name and mailing address of the Reporter and any documentation regarding the report. No formal action will be taken on anonymous reports. (If any student organization, registered student or other concerned party wishes to report an organization for reasons other than a code, policy, or legal violation, they should contact the Student Involvement Office or the Dean of Students Office.) While there is no strict time limit for such a report, the ability of the University to investigate a report may be affected by the timeliness of that report.
2. In consultation with the Director of Student Involvement, the Dean of Students or designee will examine the report and determine:
 - a. Whether the report sets forth a possible violation of law or policy;
 - b. Whether the report involves an issue under the jurisdiction of any other campus or external entity, including but not limited to the Office of Equity/Diversity Services or the UWM Police Department
 - c. If it is found that another entity has jurisdiction over the issue, the report will be shared with that entity, however the Dean of Students office may still retain jurisdiction to investigate the report pursuant to this process.
3. If the report does not set forth a potential violation of law or policy, no further action will be taken. The reporter, organization, and the Student Involvement Office will be informed of this decision in writing.
4. If the report sets forth a potential violation of law or policy, the Dean of Students or designee shall assign an Investigating Officer to the case. The role of the Investigating Officer will be:
 - a. To collect information regarding the report
 - b. Prepare findings upon conclusion of the investigation
 - c. If warranted, recommend sanctions or other action to be taken
5. The Investigating Officer may suspend an organization's official recognition on an interim basis pending final resolution of the investigation for any of the following reasons:
 - a. It is deemed necessary for reasons of health or safety

- b. The organization is alleged to have engaged in egregious or discriminatory behavior such that further harm may result.
 - c. Further organization activity or use of University privileges would obstruct or delay this investigatory
6. Following the investigation, the Investigating Officer will share a written report with the student organization, its faculty/staff advisor, and the Director of Student Involvement. This report will be delivered electronically and via US mail to the organization's president and electronically and via campus mail to the faculty/staff advisor and will contain:
 - a. A description of the alleged violation(s) and the findings regarding the violation(s)
 - b. A description of all information used by the Investigating Office to render the decision
 - c. Specification of the sanction, if any, for the misconduct

Sanctions may include, but are not limited to: warnings, education and service events, probation, suspension, or termination of the organization's University recognition.

7. An organization shall have 10 calendar days to appeal, in writing, the Investigating Officer's decision to the Vice Chancellor for Student Affairs (VCSA). The appeal shall consist of a review of the organization's written appeal as well as the written decision. If necessary, the VCSA may review the investigatory file and/or discuss the appeal with the Investigating Officer, the organization, or both before rendering a decision. The VCSA has thirty calendar days to issue a decision on any appeal, and the VCSA's decision shall be final.

Chapter UWS 17 Student Nonacademic Disciplinary Procedures, conduct subject to disciplinary action

https://docs.legis.wisconsin.gov/code/admin_code/uws/17

UWS 17.09 Conduct subject to disciplinary action. In accordance with s. [UWS 17.08](#), the University may discipline a student for engaging in, attempting to engage in, or assisting others to engage in any of the following types of nonacademic misconduct. Conduct defined in s. [UWS 17.09](#) shall use the disciplinary procedure, hearing, appeal, and settlement processes detailed in ss. [UWS 17.11](#) to [17.15](#). However, at the University's discretion, conduct defined in s. [UWS 17.09](#), when arising out of the same facts and circumstances as sexual misconduct defined in s. [UWS 17.151](#), may be consolidated with such charges and addressed with the disciplinary procedure, hearing, appeal, and settlement processes detailed in ss. [UWS 17.152](#) to [17.156](#).

- (1)** Dangerous conduct. Conduct that endangers or threatens the health or safety of oneself or another person.
- (4)** Harassment. Conduct defined in s. [947.013](#), Stats.
- (5)** Hazing. Conduct defined in s. [948.51](#), Stats.
- (6)** Illegal use, possession, manufacture, or distribution of alcohol or controlled substances. Use, possession, manufacture, or distribution of alcoholic beverages or of marijuana, narcotics, or other controlled substances, except as expressly permitted by law or University policy.
- (7)** Unauthorized use of or damage to property. Unauthorized possession of, use of, moving of, tampering with, damage to, or destruction of University property or the property of others.
- (8)** Disruption of University-authorized activities. Conduct that obstructs or impairs University-run or University-authorized activities, or that interferes with or impedes the ability of a person to participate in University-run or University-authorized activities.
- (9)** Forgery or falsification. Unauthorized possession of or fraudulent creation, alteration, or misuse of any University or other governmental document, record, key, electronic device, or identification.
- (10)** Misuse of computing resources. Conduct that involves any of the following:

 - (a)** Failure to comply with laws, license agreements, and contracts governing University computer network, software, and hardware use.
 - (b)** Use of University computing resources for unauthorized commercial purposes or personal gain.
 - (c)** Failure to protect a personal password or University-authorized account.
 - (d)** Breach of computer security, invasion of privacy, or unauthorized access to University computing resources.
- (11)** False statement or refusal to comply regarding a University matter. Making a knowingly false oral or written statement to any University employee or agent of the University regarding a University matter, or refusal to comply with a reasonable request on a University matter.
- (12)** Violation of criminal law. Conduct that constitutes a criminal offense as defined by state or federal law.
- (13)** Serious and repeated violations of municipal law. Serious and repeated off-campus violations of municipal law.
- (14)** Violation of ch. UWS 18. Conduct that violates ch. [UWS 18](#), including, but not limited to, provisions regulating fire safety, theft, and dangerous weapons.

(15) Violation of University rules. Conduct that violates any published University rules, regulations, or policies, including provisions contained in University contracts with students.

(16) Noncompliance with disciplinary sanctions. Conduct that violates a sanction, requirement, or restriction imposed in connection with previous disciplinary action.

(20) Retaliation. Intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured in ss. [UWS 17.152](#) to [17.156](#), or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under ss. [UWS 17.152](#) to [17.156](#).

Disorderly Conduct

No person may engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provide a disturbance, in University buildings or on University lands (Chapter UWS 18.11(2)).

Falsification of Records

Addresses and phone numbers of student organization representatives or officers must match University records, or the student must provide evidence to verify the accuracy of the information listed. It is the right of the University to expect, and the responsibility of the officers of an organization to give, accurate data in all statements made (financial and otherwise). Evidence of falsification may subject the representatives or officers and/or the organization to disciplinary action (UWS Chapter 17.09(11)).



Org Featured: UWM Post

Hazing

[UWM Hazing Policy](#)

Hazing, in any form, by a student organization or members of a student organization is prohibited. Any student organization or person found responsible for violations of the Hazing Policy is subject to appropriate action under the student and/or student organization nonacademic misconduct process. In addition, the officers and members of an organization found guilty of hazing can be subject to fines and/or imprisonment under Wis. Stat. sec. 948.51.

“Hazing” is defined in the Hazing Policy, and includes but is not limited to:

intentional or reckless acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any student organization. Prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.

Suspected hazing activities **must be reported** to the Dean of Students office (414) 229-4632 or using this reporting form: [Hazing – Dean of Students](#)

The UWM Police Emergency can also be contacted using (414)229-9911, on campus phone 9-911 (for emergencies) or (414)229-4627 (for non-emergencies).

Vandalism

No person may break, tear up, mar, destroy or deface any notices, tree, scrub, flower, or other vegetation, or dislocate any stones, or disfigure natural conditions , or deface, alter, destroy or damage an any way any other property, real or personal, within the boundaries of any University lands (UWS 18.12(8)).

Defacing or destroying notices and flyers that have been legally posted on campus and Union bulletin boards is a violation of the Wisconsin Administrative Code. This type of behavior cannot be tolerated, and any person caught involved in this action will be subject to disciplinary action.

All student groups and University departments authorized to use bulletin boards have the right to do so without being subject to the vandalism of any dissenting individual or group.

Discrimination Policy

Anti-Discrimination Policy

<https://apps.uwm.edu/secu-policies/storage/other/SAAP%205-1.%20Discriminatory%20Conduct%20Policy.pdf>

All student organizations must be in compliance with the following UWM antidiscrimination policy, unless granted a legal exception.

No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, student organization, program, course or facility of the University of Wisconsin-Milwaukee because of difference based on race, color, creed, religion, sex, sexual orientation, gender identity, national origin, disability, age, pregnancy, marital status, political affiliation or belief, arrest or conviction record, veteran status, or any other protected group as documented by applicable federal or state laws.

The Dean of Students (229-4632), the Office of Equity/Diversity Services, (229-5923), and Student Involvement (229-5780) are available to assist students in these matters. For more information and a copy of the complete policy or brochure, contact the Office of Equity/Diversity Services (229-5923)

Sexual Harassment

Sexual Harassment Policy

<https://apps.uwm.edu/secu-policies/storage/other/SAAP%205-2.%20Sexual%20Violence%20and%20Sexual%20Harassment%20Policy.pdf>

It is the policy of the Board of Regents of the University of Wisconsin System, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the University community, that sexual harassment of students and employees in the University of Wisconsin System is unacceptable and impermissible conduct which will not be tolerated (from Resolution #2384 of the Board of Regents of the University of Wisconsin System).

Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct or expressive behavior of a sexual nature. It may occur in situations where the two parties are of unequal power - such as a professor/student or supervisor/employee situation. It may also involve relationships where the parties are of similar standing, but the behavior creates a difficult, hostile environment for work or study.

For more information and a copy of the complete policy or brochure, contact the Office of Equity / Diversity Services at 229-5923 or http://www.uwm.edu/Dept/OD_C.

Federal Title IX

Title IX is a federal law that prohibits sex discrimination.

Sex discrimination includes sexual harassment, sexual violence, sex-based misconduct, relationship violence, discrimination based on pregnancy, and the failure to provide equal opportunities in employment, admissions, or any educational programs or activities.

UWM adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. UWM does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of sex. UWM is required by Title IX of the Education Amendments of 1972 to ensure that all of its programs and activities do not discriminate on the basis of sex and in compliance with Title IX, UWM will not tolerate discrimination or harassing conduct that is based on sex, or any other protected status.

For additional information visit <https://uwm.edu/community-empowerment-institutional-inclusivity/services/title-ix/>

UWM IT Policies

<https://uwm.edu/information-technology/policies/>

UWM maintains policies regarding the use and security of its computer systems, networks and information resources.

All UWM users are required to adhere to these policies (faculty, staff, students, and visitors). These policies protect the University's computer systems, networks, data and other information resources:

Acceptable Use

[Regent Policy: Acceptable Use of Information Technology Resources](#)

Picketing, Rallies, Parades, Demonstrations, and Other Assemblies (UWS 18.11(4))

(a) In order to preserve the order which is necessary for the enjoyment of freedom by members of the University community, and in order to prevent activities which physically obstruct access to University lands or buildings and prevent the University from carrying on its instructional, research, public service, or administrative functions, any picketing, rally, parade, demonstration, other assembly, or congregation of spectators to such activity may be declared unlawful if its participants:

1. Intentionally gather or intentionally remain assembled outside any University building in such numbers, in such proximity to each other or in such fashion as to physically hinder entrance to, exit from, or normal use of the building.
2. Intentionally congregate or assemble within any University building in such fashion as to obstruct or seriously impair University-sponsored or University-authorized activities, or in such fashion as to violate any of the following conditions:

- a. No group may be admitted into the private office of any faculty member or other University employee unless invited by the authorized occupant of that office, and then not in excess of the number designated or invited by that person.
- b. No group may obstruct or seriously impair passage through corridors, stairways, doorways, building entrances, fire exits, and reception areas leading to offices.
- c. No group, not authorized to do so by the person in immediate charge of the room, or by a person designated by the chief administrative officer to approve requests for the use of rooms for meetings, may enter or occupy any University building or part thereof.
- d. No group may assemble immediately outside rooms at times when they are normally in use for classes, study, or research.
- e. No signs supported by standards or sticks shall be permitted in any assembly in a University building.

3. Intentionally create a volume of noise that unreasonably interferes with University-sponsored or University-authorized activities.

4. Intentionally employ force or violence, or intentionally constitute an immediate threat of force or violence, against members of the University community or University property.

(b) For the purpose of par. (a), "intentionally" means that the participant or spectator knew or reasonably should have known that his/her conduct by itself or in conjunction with the conduct of others would have the prohibited effect.

(c) The chief administrative officer may designate a University official or officials who shall have primary authority to implement par. (a). He/she may prescribe limitations for any picketing, rally, parade, demonstration or other assembly in order that it will meet the requirements of par. (a). When informed of any picketing, rally, parade, demonstration, or other assembly which may not comply with par. (a), the chief administrative officer or the designee may proceed immediately to the site and determine if there is compliance with par. (a). If he/she finds a violation of par. (a), he/ she may declare the assembly unlawful or he/she may prescribe those limitations on numbers, location or spacing of participants in the demonstration which are reasonably necessary to ensure compliance with par. (a). If he/she prescribes limitations, and if his/her limitations are not observed by the assembly, he/she may then declare the assembly unlawful. Any declaration of illegality or prescription of limitations shall be effective and binding upon the participants in the assembly unless and until modified or reversed.

(d) Any participant or spectator within the group constituting an unlawful assembly who intentionally fails or refuses to withdraw from the assembly after it has been declared unlawful under this section shall be subject to immediate arrest and liable to the penalties of ss. UWS 18.13.

Chapter UWS 18 CONDUCT ON UNIVERSITY LANDS,
205H<http://www.legis.state.wi.us/rsb/code/uws/uws018.pdf>

UWM S-43.5, “Protests in University Buildings”
(http://www4.uwm.edu/secu/acad%2Badmin_policies/S43.5.htm) also applies. Information is available from the Office of Student Life and the Union Event Services. The University regulates the time, place, and manner of conducting political activities by students on the campus only to prevent interference with University operations.

Other Policies and Guidelines

Political Campaigning Guidelines

<https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/Political-Campaigning-Guidelines.pdf>

[Universities of Wisconsin Guidance on Political Campaign Activities](#)

See FAQs for UW Students and Recognized Student Groups

Handbill and Literature Distribution

Handbills/Literature Distribution Registration Form: <https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/HANDBILLS1.pdf>

Postering Policy

<https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/Policy-on-Posters-in-the-UWM-Student-Union.pdf>



STUDENT INVOLVEMENT SERVICES AND RESOURCES

Student Involvement provides primary support for Registered Student Organizations at UWM.

Student Involvement

351 Union
414-229-5780

<https://uwm.edu/studentinvolvement/>

General Information: activities@uwm.edu

Front Desk and Org Support: csidesk@uwm.edu

Office Hours: During Fall and Spring semesters, the office is open 9:00am to 5:00pm Monday through Thursday and 9:00am to 3:00pm on Fridays. During semester breaks and during summer, hours are reduced. For specific break and summer hours check the Student Involvement website at <https://uwm.edu/studentinvolvement/>

The office offers a wide range of services, activities and programs for students and organizations. The office is a valuable resource for information regarding University groups and campus activities. Student Involvement produces a variety of publications, presentations and workshops for student organizations and their advisors.

The publications that Advisors should familiarize themselves with are the Student Organization Manual, and the Advisors Handbook both of which are published on the [Student Involvement website for student organizations](#).

Student Involvement Front Desk Services

Although student organization support has been developed in this and other publications, as well as on the Student Involvement website, sometimes you just need to ask someone a question. The Student Involvement Front Desk provide in-person answers on a walk-in basis as well as by phone at (414) 229-5780 and by email at csidesk@uwm.edu.

The Front Desk Staff Help Organizations Through the Registration Process Every Day.

If you are struggling with any part of the registration, please contact the Front Desk for assistance. The registration process should not be difficult, and the staff can frequently get students back on track quickly. In addition to general organization support, the Front Desk staff have information for the most frequently asked questions (FAQ) that students ask.

Additional organization resources, beyond what is listed below, are available on the Student Involvement website for organizations at <https://uwm.edu/studentinvolvement/organizations/>

Appointments & Meetings with Professional Staff

The Front Desk staff can schedule a meeting for students with Student Involvement professional staff. In addition, the email signature of all profession staff in the office includes a Calendly link so that students can schedule their own meetings if they wish.

Package Pickup

If an organization has a SAC grant that includes the purchase of materials or equipment, your order will be placed through the Student Involvement Business Office. When your package arrives, the Front Desk staff will notify the organization so they can pick up the package(s). In this process, the staff will help you review the order to make sure everything that was ordered has arrived.

Credit Union Letters

If a student organization choose to open an account at the UW Credit Union, that is an additional element of support that does not exist with other banks and credit unions. Because the UW Credit Union serves the UW campuses, the Credit Union will accept information from Student Involvement on who the current officers are of the organization. This is a common issue when all previous officers have graduated and no one remains to transfer the account to new officers.

Mail

Student organizations are issued a campus mailing address through Student Involvement mail. Federal Law 18 USC section 1700, among other regulations, describes penalties for tampering with United States Mail. U.S Mail addressed to a student organization may only be picked up by a verified student officer of the student organization. UWM staff are required to ask for ID and to confirm that an individual is a verified officer before releasing mail. Your cooperation is appreciated.

The official address for student organizations mailing must be in this format:

(Name of the Student Organization)
University of Wisconsin-Milwaukee
P. O. Box 413
Milwaukee, WI 53201

This address should be used for bank/credit union statements and other US Mail for the organization. Do not use personal mailing addresses of officers. This is not personal mail. Similarly, no personal mail should have this address on it. This address is for the business of your student organization.

Storage Lockers

The purpose of the Storage Lockers is to provide limited, convenient, on-campus storage for student organization items, so organizations do not need to seek off-campus storage for all of their storage needs. Registered Student Organizations are eligible to request on-campus storage space for their organization-owned items. Some organizations may need to continue to use off-campus storage for some of their materials. No organization is guaranteed on-campus storage space. With nearly 300 student organizations, it is clear that there is not enough capacity on-campus to meet the needs of all organizations.

UWM Student Union storage spaces are assigned annually to organizations. This is temporary space and if the organization does not apply each year for the space, its assignment to that space will expire and the space will be re-assigned to another organization. The University does not have liability for items that have been left behind (abandoned) when the assignment expires. Organization storage spaces are exclusively for the use of the student organization so personal items of any kind may not be stored in these spaces. Food and dangerous materials, such as lighter fluid, are also prohibited in storage spaces.

If you would like to apply for a storage locker for your student organization, [CLICK HERE](#).

Student Involvement Website Resources

<https://uwm.edu/studentinvolvement/>

The Student Involvement website contains many publications, forms, tools and other resources to assist advisors and their student organizations to be successful.

Organization Advising Page

This webpage is part of the Student Involvement website and has valuable resources and tools to assist advisors with the task of coaching organizations through policies, procedures and laws they will encounter throughout the academic year. [Advisor & Liaisons Page](#)

Student Organizations at UWM Annual Planning Calendar

The Student Involvement website includes a student organization's annual planning calendar. This document is very helpful in terms of planning ahead for resources that the organization would like and to help new officers figure out what happens next with their organization. [Dates and Deadlines 2025-26.pdf](#)

Student Organization Recognition

Each year, student organizations, individual student leaders and members, and organization advisors contribute in countless ways to the quality and richness of life at UWM. Student Involvement seeks to recognize these contributions and accomplishments each year.

Student Excellence Awards

Each year student organizations at UWM exceed expectations and prove to be exemplary. Through volunteering, sponsoring events/programs, and service to others, student organizations have worked hard to develop, grow, and make progress towards their goals. Student Involvement seeks to recognize these students and their organizations for their commitment to excellence.

Nominations for these awards are due in March by submission through the Student Involvement website. The Student Excellence Awards Ceremony will be held in April. The ceremony will honor several categories of student and organizational leadership.

Nomination forms are on the Student Involvement website:

<https://uwm.edu/studentinvolvement/>

Recognition of Regional, National and International Awards

Student Involvement would like to encourage all student organizations to contact us with news and information on any awards the organization may have received. Such awards might be for service to an off-campus community or charity, excellence in the standards of a national or international organization or winning in competitive activities. If your organization would like to share news of such a form of recognition, please contact Tom Dake at dake@uwm.edu.

Student Leadership Program (Student Involvement)

Please take a moment and [nominate your students](#) for our upcoming **Leadership Programs!**

Student Involvement is excited to begin connecting with students through several leadership development opportunities. Advisor nominations make an **ENORMOUS** difference in encouraging student participation, particularly for students who might not self-identify with the word “leader” until someone else provides that shoulder-tap.

Student Leadership Programs for nominations each semester:

Ignite Leadership Institute

Students will connect how their values and life experiences play a role in leading others and learn transferable skills to apply on-campus and beyond.

Best for: **New leaders** looking to grow in their understanding of leadership and find community with other leaders. All students are welcome.

We now offer **Ignite as a retreat** – students just come for 4 hours (plus free lunch!) on ONE DAY and complete the program! We will be offering these retreats twice a semester.

Students will have a mix of large-group and small-group experiences led by coaches.

Strengths for Students Coaching

Students will explore what their greatest talents are, and how to **develop** and **apply** their **strengths towards their future goals**.

Best for: Any student interested in exploring their strengths. Great for graduate students, too! 3-hour session with lunch included small group coaching session utilizing students’ Clifton StrengthsFinder results

How I Lead

Students will form a better understanding of **their leadership style** and how it will be valuable to their future, gain access to **resources** to better understand themselves, their vision, and how to build relationships with other students.

Best for: **All students**

Four-week, cohort-based program, offered in the spring semester

Lead the Change

Students will develop skills related to being an **agent of change** in our community.

Best for: Students interested in **social justice** and **creating change**.

Three-week cohort-based program, offered in the spring semester

You can [nominate your students](#) for any program listed above. For more information on each of our leadership programs, visit: <https://uwm.edu/studentinvolvement/get-involved/leadership/>

Additional Student Involvement Resources

Union Rec Center

Student organizations can reserve up to 4 bowling lanes (shoes included), billiards tables, or gaming consoles to enjoy as a group each Wednesday between 7 and 10pm. Reservations must be made at least 2 weeks in advance. Union Recreation Center UWM Union WG90 (414)229-6702 For more information on reservations: Email: recprgm@uwm.edu

Studio Arts and Crafts Center

Student organizations have access to a variety of resources to help your organization thrive. Use our screen-printing station to create T-shirts, or our button maker to create cool promotional items. Or, if you are in need of some team bonding, sign up for a workshop to gain specific skills or to simply hang out as a group. For more information, [click here](#).

UWM Union EG30 (414)229-5535 Email: craftctr@uwm.edu



STARS (STUDENT TRAINING AND RECOGNIZING SUCCESS)

Be recognized for the things you do! **Whether it is a required step of the Renewal process or your org going above and beyond, Student Involvement wants to recognize your successes!**

Student Training and Recognizing Success (STARS) is Student Involvement's organization development program. The STARS Program (previously known as COMPASS) offers coaching, workshops, and recognizing things that you already do like attending Student Org Conference Night (SOCN) and hosting regular membership meetings, developing and growing your org, enhancing your individual professional skills, and promoting your org's success!

Are you in a specific type of org such as a fraternity or sorority, sports, engineering, or health club? Earn a specific star for successes related directly to your type of org! By joining our training program, your org will receive a higher-ranking level, each of which comes with additional benefits and rewards.

To get more information about these and other opportunities, contact the Student Involvement at 414-229-5780 or check out the Student Involvement web page for tips and updates to the leadership information available for students, <https://uwm.edu/studentinvolvement/>. Information on topical workshops currently offered is available at: [STARS Program](#).

Training for Student Org Officers and Leaders

Student Involvement offers training and resources in a number of different areas to help you develop new leadership skills and to explore strategies for student organization success. Training is available in many areas including goal setting, running an effective meeting, membership recruitment, planning an event, managing your organization's finances, transitioning leadership from year-to-year, and applying your leadership skills to your future career.

MONEY

Applying for SAC Grants

SAC Grants: The Student Appropriations Committee (SAC), a part of the Student Association at UWM, allocates grants, using segregated fees, to student organizations each semester. The period to apply for a grant is typically the semester before the grant is received. The requirements and all deadlines to apply for and receive SAC grants are set by SAC.

Check out the SAC webpage for all details: [Student Appropriations Committee – Student Association](#)

Email SAC with any questions: sa-sac@uwm.edu.

Spending SAC Grants

After SAC approves grants, Student Involvement will work with you to make your purchases. Organization officers should initiate this process by submitting a Create Expenditure form on PantherOrgs to get the process started. This form works for all types of SAC grants. If you have any questions about a grant that your organization has received, contact the Student Involvement Business Office at si-busoffice@uwm.edu.

Plan ahead! Submit the Create Expenditure form at least one month prior to the need for the payment. Do not use your own funds to make purchases: reimbursement is not guaranteed.

External Revenue

Funds that have been generated and collected by the student organization without University resources, such as dues or fundraising, should be deposited with a financial institution such as a bank or credit union (many organizations maintain accounts at UW-Credit Union). Officers are responsible for opening the account and should set up a system to track, reconcile, and maintain records for the account.

Internal Revenue

Includes funds that have been generated by the student organization with assistance of University resources such as space or equipment. An example of internal revenue is monies generated by ticket sales for a dance held on campus in the UWM Union. These funds are collected by the University and are deposited with other UWM funds. Organizations that earn revenue in these instances are encouraged to work with the Student Involvement Business Office (si-busoffice@uwm.edu) to receive these funds in the form of a check, which may then be deposited into the organization's bank or credit union account.

Financial Responsibility of Organizations

Every student organization is governed by the standards and regulations defined by the Segregated University Fees policies established by the University of Wisconsin System ([UW System Administrative Policy 820 Segregated University Fees](#)). Officers of organizations are responsible for making sure their groups are financially sound. Student organizations are responsible for contacting the Federal Internal Revenue Service and Wisconsin Department of Revenue for specific information on income tax requirements and other filing requirements. Student organizations may be liable to pay sales tax on some of their fund-raising efforts. The University is not responsible for debts or other liabilities of student groups. All new and continuing members of groups, as well as businesses where products and services are ordered, should be informed of this. Officers of groups may be held liable for financial obligations incurred by the group.

Student organizations receiving either SAC grants, as well as any student organization using University facilities must agree, as a condition of such support or use, to provide financial records, if requested, indicating specific revenues and expenditures for the particular event for which they received support or used the University facility. This is required by UWS Financial Policy Segregated University Fees 820. The Student Involvement Business Office maintains records of expenditures made on behalf of the organization.

Role of the Faculty/Staff Advisor in Organizational Financial Matters

All registered student organizations at UWM are required to have a Faculty/Staff Advisor in compliance with University of Wisconsin System Financial Paper 50 (UWS Policy F50). Although control and decision making in all student organization matters must remain in the hands of students, advisors can be a great help in guiding leaders and members in developing sound decisions in these matters. Student Involvement will provide Faculty/Staff Advisors of record with copies of segregated University fee budgets for the organization(s) they advise. It is helpful to have an organization's advisor attend meetings with Student Involvement staff with regards to event planning and segregated University fee fund expenditure and management (but not required).

Responsibility for Keeping Records of Student Organization Funds

Segregated University fees: Student organization segregated University fee accounts, which are maintained by Student Involvement and other University offices, are considered public records in accordance with State law. As such and upon reasonable notice, these records are open to inspection by any interested person. Copies of these records are available with the expense of duplication to be paid by the requester. (See also *Public Records*)

Other Funds: All student organizations receiving segregated University fee support along with any student organization using University facilities must agree, as a condition of such support or use, to provide financial records, if requested, indicating specific revenues and expenditures for the particular event for which they received support or used the University facility. This is required by [UW System Administrative Policy 820 Segregated University Fees](#). Guidelines for student organization financial record-keeping are available from Student Involvement. Under no circumstances are personal and organizational funds to be mixed. Failure to keep accurate student organization financial records could result in various penalties.

Financial Responsibility of Student Organizations to Agencies/Organizations/Vendors outside the University

Except under extraordinary circumstances, the University is not responsible for debts or other liabilities of student groups. All new and continuing members of groups, as well as businesses where products and services are ordered, should be informed of this. Officers of groups may be held liable for financial obligations incurred by the group.

Paid Entertainer/Performer Contracts (For Unpaid Guest Speakers See Page 62)

If an organization is planning a campus event and is using segregated University fees to pay a speaker or performer (done only under a UWM contract or UWM contract rider), the organization must arrange a meeting with a Student Involvement professional. Please schedule the meeting 5 - 6 weeks in advance of the event. The meeting is held to acquaint all organization officers with the following:

1. Legal and ethical responsibilities involved in major programs
2. The required forms and processing time needed to arrange for payment of performers and services. (See also Contracts Using Segregated University Fees and Managing Your Money section in this Manual.)

Organization Debt

Student organizations can incur debt. Most commonly, a student organization incurs debt when they submit invoices, or enter into contracts or agreements, without funds to pay the expense.

If the student organization is notified that they have a debt, they should make arrangements with the Student Involvement Business Office (si-busoffice@uwm.edu) immediately to discuss a resolution. If an organization fails to pay the amount due it may lose its charter, recognition, and

University privileges. Organizations that do not pay their debt may have holds put on their officers' records and/or referred to the Dean of Students for disciplinary action. Officers of groups may be held liable for financial obligations incurred by the group. Organizations will not be permitted to re-register (Renewal) for a new academic year until the debt has been addressed.

Debts Owed to the University by Student Organizations

Organizations failing to pay for services rendered by the University, such services having been properly authorized by the group, shall be denied the use of University facilities and placed on an "outstanding debt" list until such time as the debt is cleared or satisfactory arrangements for payment have been made. Student Involvement holds student organizations financially responsible in the following situations and will send invoices:

1. If the group is ineligible for or does not have segregated University fees but wants to use University services;
2. If the student organization has overspent its segregated University fee account;
3. If the student organization violated University policy and is sanctioned to repay any segregated University fees related to the violation.

If the student organization fails to pay the amount due it may lose its charter, recognition and University privileges. Organizations that do not pay their debt may have holds put on their officers' records and/or referred to the Dean of Students for disciplinary action.

Organizations failing to pay for services rendered by the University, such services having been properly authorized by the group, shall be denied the use of University facilities and placed on an "outstanding debt" list until such time as the debt is cleared or satisfactory arrangements for payment have been made.

The University is not responsible for debts or other liabilities of student groups. All new and continuing members of groups, as well as businesses where products and services are ordered, should be informed of this. Officers of groups may be held liable for financial obligations incurred by the group.

Inventory and Equipment Policy

Items allocated to student organizations by the Senate Appropriation Committee (SAC) or purchased by a student group using a segregated University fee account are University property and may only be used for purposes allowed by State and University regulations. These items may only be used for the organization's activities and must remain on campus, unless Student Involvement has approved off-campus use and/or storage of the item(s). Items purchased by segregated University fees may not be used for academic, personal, political, commercial gain, or other purposes not authorized by the University and UW-System policy.

Student organizations allocated equipment may be held responsible for the equipment's loss, damage, or theft. Equipment, including computers and phones, may only be used for your student organization's activities.

All equipment is the property of the University. Student Involvement maintains records of all student organization segregated University fee inventory items and must know where these items are being stored. If the equipment is loaned to another organization, Student Involvement must be notified. Inventory will be taken by a Student Involvement staff member on a periodic basis.

If, at any time during the year, your organization wants to get rid of the equipment, an officer needs to let Student Involvement know, in writing, and the office will ensure that it is disposed of in accordance with University and State guidelines. You cannot simply dump it, turn it in to SAC, or take it home. If equipment is stolen or lost, the organization is responsible for reporting it to Student Involvement immediately. Student Involvement will file a report with the University Police for any stolen or missing equipment. The officers of the organization are legally responsible for the items inventoried by Student Involvement.

Employment in Students Organizations

The SA Student Appropriations Committee (SAC) does not fund student salaries. Student organizations wanting to employ a student must qualify for and be granted funding from the Senate Finance Committee. If approved by the Senate Finance Committee and the Student Senate, organizations may use their segregated University fee allotment to pay student salaries. The student paid will be considered an independent contractor (See Administrative Services Manual Policy 2.4.3, www.bfs.uwm.edu) and will not have any employment relationship with the University. The student paid will be responsible for 100% of the FICA and Medicare taxes associated with this employment. A student must have a valid United States Social Security Number to be paid by segregated University fees.

Student organizations will be required to verify and approve time sheets for any student being paid. The Business Manager in Student Involvement will provide the organization with a list of dates when time sheets are to be turned in. Late forms will not be processed until the next time period.

Banking Services

Organizations may use the "banking" services provided by the UW Credit Union (Union, 1st floor, 800-533-6773) or any financial institution of their choice for non-segregated University fee revenue. If your student organization decides to open an account, it is recommended that the organization have a business checking account. You will need at least two signature holders (organization officers) and an Employer Identification Number (EIN) in order to set up a new account. It is also desirable to have written procedures on how the account will be managed including processes to manage conflict of interest and transitioning control of the account to new officers. For more information visit our website: [Managing Money – Student Involvement](#).

EIN Numbers

Financial institutions (including the UW Credit Union) require an employer tax identification number (EIN) for all accounts. In order to request a new Employer Identification Number, go to the U. S. Internal Revenue Service (IRS) website and complete the Online Application for EIN (www.irs.gov). The application form (SS-4) can also be downloaded from this website and completed manually. For more information, or to verify your existing EIN Number, please call the IRS at (800) 829-1040, or visit www.irs.gov.

In general, an organization with less than \$25,000.00 in gross income (fundraising, donations, interest from checking account, etc.) and has an IRS issued EIN will need to submit a Form 990-N to the IRS. Student organizations should research the specifics of their unique situation to ensure that they are addressing appropriate filing obligations with the IRS.

No student organization may use the University's EIN for any purpose.

Lost or misplaced EIN

If your organization cannot find a previously issued EIN, visit the IRS website at www.irs.gov. Search for "lost or misplaced EIN" to get current information on how retrieve the EIN from IRS records.

Tax Filing Requirements

Student organizations with a Tax Identification Number (also called a TIN or EIN) issued by the Federal Internal Revenue Service (IRS) are impacted by the information below. **All organization accounts held at banks and/or credit unions MUST have an EIN on the account.** Student organizations are responsible for their tax filing and payment obligations to both the Federal Internal Revenue Service (IRS) and the Wisconsin Department of Revenue (typically sales tax on fundraising). It is the obligation of the organization members and officers to be aware of and comply with applicable tax codes.

Disclaimer: The UWM Student Involvement does not offer tax advice. Nothing in this publication or on this website shall be construed as the offering of tax advice.

If your organization generates \$50,000 or more, you may need to file a Form 990 or Form 990EZ.

[Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N](#)

[Form 990-N User Guide](#)

[See e-Postcards frequently asked questions](#)

Updating organization information with the IRS:

[Non-profits Change of Name](#)

[Form 8822 Change of Address](#) to update the organization's mailing address on file with the IRS.
See *Mailing Address for Orgs.*



Org Featured: Women in Business

FUNDRAISING ACTIVITIES

The selling of subscriptions, memberships, admission tickets, conference registrations and other fundraising activities carried out by student organizations need permission from the University prior to being held on campus. If the fundraising event is to take place in the UWM Union, contact the Union Reservations & Event Planning Office (414) 229-4828 for the specific procedures and regulations that apply. Student organizations planning revenue producing events on campus other than the Union building should contact Student Involvement for procedures and policies applicable to their activity. Some activities are restricted or prohibited under University policy or State law. You should be familiar with both the approval procedure and limitations before you undertake a fundraising activity. A Student Involvement staff member can assist you with this process.

Seller's Permits

Some fundraising activities may require a seller's permit. Failure to obtain the proper permit(s) could result in the sale being stopped and/or fines imposed. Most student organizations will want to seek the **Occasional Sale Exemption process**. For forms or questions about Sales Tax, please call the Wisconsin Department of Revenue: 608-266-2772 or visit

<https://www.revenue.wi.gov/Pages/FAQS/Occasional-Sale-Exemption-QA.aspx>

Sponsorships

One way to get your organization to receive resources is through sponsorship and co-sponsorships. If your organization is attached to a University department, talk to the department chair about making an investment in your group. Do not focus only on money; let them know what you can offer in return. Remember donations such as phone use, office supplies, copying, typing, and other free materials are helpful. If your club needs equipment, talk to local distributors about giving you a deal on the price in exchange for displaying the company name. Student groups contribute many things to the University, in addition to the surrounding community, so do some brainstorming and go find some sponsors!

Co-Sponsorship with Non-University Groups

Any co-sponsored activities must be consistent with the role of the University as a nonprofit and educational institution. Sponsorship may be done for the benefit of any recognized charitable or educational group. It is normally expected that such groups shall submit a federal tax-exempt status number or a statement on an official publication of the group identifying the group as tax exempt.

When sponsorship of Union facilities is undertaken by a student organization, the group assumes the full responsibility for compliance with all applicable University policies and any financial obligations relating to the program, including advance deposits when required. An authorized representative of the student organization must make arrangements with University officials, and the event must be monitored by the student organization.

When a UWM student organization plans a segregated University fee-funded event co-sponsored with a commercial, for-profit corporation, the details of any agreements must be made available to the SA Student Appropriations Committee (SAC) and Student Involvement before any segregated University fee monies can be approved for that event.

Any contracts drawn between the University and a non-University group under the above policies shall:

1. Provide for recovery of costs for such usage to ensure that the State will not be required to spend any public funds to accommodate those renting the premises during the period authorized.
2. Note that authorized use of facilities does not in any way constitute University or State endorsement of the using organization, its view or objective, or program content.
3. Be limited to uses that do not interfere with primary University uses for which the facilities were intended." (UWS Chapter 21).

Any advertising for a segregated University fee funded event may incorporate the logo of a commercial, for-profit, nongovernmental, non-educational corporation, only if the logo of the non-University group is no larger than one-half the size of the logo of the student organization sponsoring the event. Photographs or other renderings of the product are prohibited, unless the product and logo are one and the same.

For assistance in developing co-sponsorship agreements, please contact Student Involvement at 229-5780 or by email at activities@uwm.edu.

Membership Dues

Student organizations may charge membership dues. The organization is required to have a membership dues clause in its charter, constitution, bylaws or other approved operating document. Organizations are strongly encouraged to have a written refund policy (event is the text is "No Refunds.") ratified by the organization and on file with Student Involvement.

Raffle Regulations (State of Wisconsin Regulations)

Organizations wishing to conduct a raffle or any game of chance for which tickets are sold and a drawing for prizes is held must apply for a license with the State of Wisconsin. While “door prizes” are raffles and require licenses, jar tickets and other instant lottery-type tickets are not raffles and are ILLEGAL in the State of Wisconsin.

Local religious, charitable, service, fraternal, or veterans’ organizations, or other organizations to which contributions are tax deductible, are eligible for raffle licenses. Additionally, the organization must have been in existence at least one year prior to application or must be chartered by a state or national organization which has been in existence for at least three years. If your organization (or parent organization) does not have a Tax Exempt number (this number is different from the EIN number most groups have for banking purposes) from the IRS, you are not eligible for a raffle license.

All profits from raffles shall be used by the organization conducting the raffles to further the organization’s purpose for existence, and no salaries, fees or profit shall be paid to any other organization or individual in connection with the operation of a raffle. Each organization licensed to conduct raffles shall maintain a list of the names and addresses of all persons winning prizes with a retail value of \$100 or more and the prizes won, for at least 12 months after each raffle is conducted. The list shall be available at reasonable times for public examination and shall be provided to the commission upon request.

If you have any additional questions regarding Charitable Gaming/raffles, call 608-270-2552 or 1-800-791-6973 or visit the [DOR Sales and Use Tax](#).

Food Sales (Bake Sales)

All food sale requests considered under this procedure must be from recognized student organizations at UWM for the purpose of fundraising. A Food Sales Permit Application can be obtained in the Union Event Services office, Union Suite 300. To be issued a permit, a student group must show that it will follow the guidelines and procedures associated with a food sale. All student organization food sales must be held in a manner consistent with the health and safety standards of the City of Milwaukee. All such sales are subject to site inspection. If sales violate standards, they are subject to immediate closure.

The student organizations are solely liable for the food they sell. Each student organization is limited to 5 food sales per semester. Only one food sale per day may be scheduled. Requests will be handled on a first come, first serve basis. Forms must be turned in at least 10 days prior to the intended event and no more than six (6) weeks in advance.

This procedure addresses single-day food sales held outside the UWM Union only. Bake sales held in the Union Building are coordinated by the Union Reservations & Event Planning Office. Continuous sales or selling of food longer than one day is not allowed at UWM.

Auctions

<https://docs.legis.wisconsin.gov/statutes/statutes/480>

Wisconsin law requires auctioneers and auction companies to be registered with the state, with specific regulations on advertising, conduct, and trust accounts. Student organizations who wish to explore conducting an auction as a fundraiser should begin by reviewing Wis. Stat. 480. Note that a fundraiser auction is not the same as an auctioneer or auction company.

Sales Tax

Organizations that sell items, charge admission for entertainment events, or collect fees for other services that are considered taxable in the State of Wisconsin must collect and transmit sales tax to the State. The responsibility for payment of sales tax rests with the organization and not with the University. For more information, call the Wisconsin Department of Revenue 1-608-266-2776 or visit <http://www.dor.state.wi.us/>.

Organizations must be aware that they may be liable to pay sales tax on some of their fund-raising efforts. Even if your organization has a tax-exempt number, sales tax is to be collected on the following items and services:

1. Amusement Services in excess of \$500 per year (e.g. live or recorded performances, movies or plays, exhibits or displays, and spectator sports).
2. Ready-to-eat food items.
3. Items for resale (T-shirts, posters, decals, etc.).
4. Rental of tangible personal property.

Student organizations should get a temporary sales permit from the Wisconsin Department of Revenue 1-608-266-2776 or visit <http://www.dor.state.wi.us/>. Most minor fund-raising projects will qualify as Occasional Sales. Organizations should read the Occasional Sales rules from the Wisconsin Department of Revenue, to determine if they qualify for exemption from paying state sales tax.

All groups that sponsor entertainment events, have revenues of \$2,500 or more annually, or annually hold more than three fund raising activities, must obtain a Sellers Permit. Applications and assistance in completing permits are available from the Wisconsin Department of Revenue at 1-608-266-2776, or from the Technical Services for Sales Tax line at 1-608-266-3873. Holders of Sellers Permits are required to file tax reports quarterly, annually, or monthly as specified by the Wisconsin Department of Revenue. Failure to do so may result in fines and/or penalty fees.

Organizations that have been granted tax exempt status by the Internal Revenue Service are not assessed sales tax on goods they purchase. Such organizations are still required to collect tax from those who pay to attend their events or buy goods or services from them.

Donations

Student organizations may solicit donations or host events where donations are collected. Student organizations should contact the Federal Internal Revenue Service (IRS) and State Department of Revenue for specific information or requirements for how this money may be used. If segregated University fees paid for a portion of the event or activity where the donations are being collected, then all the money donated must be deposited in the organization's state agency account in Student Involvement. Any fundraising or other money deposited in a State agency account will be treated and maintained as State funds. State funds cannot be used for gifts, donations, or contributions.

(See also Charitable Organization, Funding and Refund from Revenue in this Manual and visit the Internal Revenue Service (IRS) at www.irs.gov or the Wisconsin Department of Revenue at www.dor.state.wi.us)

Charitable Organizations

Registration

An organization which solicits and receives contributions in excess of \$5,000 annually must register with the Wisconsin Department of Regulation and Licensing. A charitable organization means a business entity that is described in section 501(c) (3) of the Internal Revenue Code and that is exempt from taxation under section 501(a) of the Internal Revenue Code, or a person who purports to be established for a charitable purpose. Charitable purpose means a purpose described in section 501(c) (3) of the internal revenue code or as benevolent, educational, philanthropic, humane, scientific, patriotic, social welfare or advocacy, public health, environmental conservation, civic or other eleemosynary objective.

(See the Internal Revenue Service website at www.irs.gov)

Fundraising in Wisconsin

If your organization received over \$5,000 in a fiscal year (regardless of whether solicited or unsolicited), you will need to contact a financial tax specialist or tax attorney to determine if your group must submit a [Charitable Organization Annual Financial Report](#) (Form #308) for that accounting period (For more details on this requirement see [Wisconsin Department of Financial Institutions](#)). You may, however, file IRS form 990 (not form 990EZ) in lieu of Form #308, along with “Wisconsin Supplement to Financial Report on Form Other Than Form #308” (Form 1952). Due to the complexities of tax law, it is recommended that you consult with appropriate tax professionals before implementing a large scale fund-raising project.

Except as provided in Wisconsin §§440.42(5), no charitable organization may solicit in this State or have contributions solicited in this State on its behalf unless it is registered with the department. Every charitable organization which receives \$5,000 or less in contributions is exempt from filing an annual report, but must submit an affidavit. The organization may file on Form #1943. Please refer to [“Charitable Solicitations”](#)

(See also Tax Filing Requirements)

Charitable Fundraisers Co-Sponsored with Charity

Student organizations may conduct charitable fundraising activities co-sponsored with and on behalf of a charitable organization. In some cases, special financial procedures can be used. Such activities require specific information and approvals. The charitable organization must demonstrate current 501(c) 3 status with the Internal Revenue Service (IRS) and compliance with the Wisconsin Department of Financial Institutions (DFI) in accordance with Chapter 202 Subchapter II SOLICITATION OF FUNDS FOR CHARITABLE PURPOSES.

For additional information and assistance please contact Student Involvement at 229-5780 or at activities@uwm.edu **at least eight weeks prior to the proposed event date.**

Selling, Peddling and Soliciting

UWS Chapter 18.11(8)

(8) SELLING, PEDDLING AND SOLICITING. No person may sell, peddle or solicit for the sale of goods, services, or contributions on any University lands except in the case of: (a) Specific permission in advance from a specific University office or the occupant of a University house, apartment, or residence hall for a person engaged in that activity to come to that particular office, house, apartment, or residence hall for that purpose. (b) Sales by an individual of personal property owned or acquired by the seller primarily for his/her own use pursuant to an allocation of space for that purpose by an authorized University official. (c) Sales of newspapers and similar printed matter outside University buildings. (d) Subscription, membership, ticket sales solicitation, fund- raising, selling, and soliciting activities by or under the sponsorship of a University or registered student organization pursuant to a contract with the University for the allocation or rental of space for that purpose. (e) Admission events in a University building pursuant to contract with the University, and food, beverage or other concessions conducted pursuant to a contract with the University. (f) Solicitation of political contributions under ch. 11, Stats., and institutional regulations governing time, place and manner.



Org Featured: Public Hearing A Cappella

MARKETING AND GROWTH

Trademark Licensing and the Use of the University Brand

(keywords: UWM logo, use of name)

The University of Wisconsin-Milwaukee controls the use of its entire visual ownership portfolio - the trademarks, service marks, trade dress, colors, color combinations, team names, abbreviations, acronyms, mascots, nicknames, distinctive landmarks, geographic references in the appropriate context, and other related intellectual property. Permission is needed to use any element of the University's brand.

The use of the brand by student organizations is explained through a series of guidelines. The full set of guidelines is available [here](#).

In brief, student organizations:

- Cannot use the official athletics or University logos
- Can use secondary University logos
- Must use the University name or acronym only after their organization name
- Must use [licensed vendors](#) for any branded merchandise or consumer goods orders

Student organizations can seek assistance and approval from the following offices for any brand-related questions or approvals:

- **All Groups** – Office of Trademark Licensing (if being used on merchandise or other consumer goods)
- **Club Sports** – University Recreation
- **Other Student Organizations** – Office of Student Involvement

Student organizations with a direct affiliation to an academic department may be able to obtain permission to use the department logo from the logo liaison within their school/college. They may also be able to obtain permission to create a related logo. A list of logo liaisons can be found [here](#).

Union Marketing is available to assist student organizations in creating a unique identity or collateral materials for their organization.

For more information on UWM's trademark licensing policies and use of the University brand, contact Kevin O'Connor in the Office of Trademark Licensing – kjoc@uwm.edu

Failure to comply with these rules may result in disciplinary action against your student organization.

Postings in Outdoor Public University Areas are limited to general bulletin boards and kiosks. For more information on postings visit this link: [SAAP 6-8. Expressive Activity on Campus.pdf](#)

Copyright Law

In the United States Code, Title 17, Section 107 of the Copyright Law allows for the “fair use” of a copyrighted work for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. The Fair Use Doctrine allows for limited use of copyrighted materials without obtaining permission from the copyright holder, but the limitations are significant. The factors to be considered in determining if the copying is fair use are:

1. The purpose and character of the use (education is more likely to be fair use and use that causes the work to be used for a new purpose is more likely to be fair use)

2. The nature of the copyrighted work (a fact-based work is more likely to be fair use than a creative fictional work)
3. The amount and substantiality of the copied portion compared to the work as a whole (a small portion and/or not copying the “best” portion(s) of the work is more likely to be fair use)
4. The effect of the use on the potential market (copying that does not cause someone to not buy the whole work is more likely to be fair use).

Bulletin Boards Belonging to the University

1. “Posting on a bulletin board” means attaching anything to the bulletin board. Only masking tape, staples, or thumb tacks may be used for posting.
2. Posting on departmental bulletin boards or classroom blackboards requires the prior approval of the department(s).
3. The Union Marketing Services validates and hangs all flyers and posters on the Union Building bulletin boards. Groups may submit flyers/posters up to 11" x 17" to the Marketing Services Office located in Union WG50.
4. A student organization may have a bulletin board installed, at its expense, for its exclusive use.
5. Bulletin boards on campus other than those assigned to departments or organizations are “General Notice” boards and may be posted by:
 - a. Private individuals selling personal property under the Wisconsin Administrative Code, Section UWS 18.11(8)(b)
 - b. Student organizations
 - c. University departments
 - d. Employees
 - e. Candidates for student offices
6. Posters may not be larger than 14" X 22". Those posted to advertise sale of personal property under 5. A. above may not exceed 8 1/2" X 11" (3" X 5" for some boards).
7. Only one poster concerning a topic or event may be posted on a bulletin board at any one time.
8. No other current poster may be obscured or removed in posting.
9. Posters must indicate organization sponsorship.
10. All materials posted in violation of University regulations will be removed.
11. All campus bulletin boards are cleared of all posted materials at the end of each fall, spring and summer semester.

12. Off Campus: A City of Milwaukee ordinance prohibits posting on buildings, fences, telephone and light poles, bus stops, railings, bridges, etc.

Displays and Decorations

No displays, signs, banners, placards, decorations or graphic or artistic material may be erected, attached, mounted or displayed within or on the building or the grounds of any state office building or facility without the express written authority of the department. Any graphic or artistic material advertising, promoting, or identifying a commercial enterprise or a political activity is prohibited. Any unauthorized material will be removed and disposed of by the department.

Wisconsin Department of Administration Chapter Adm 2: Use of State Buildings and Facilities, Section 2.07(2) Exterior and interior displays and decorations. https://docs.legis.wisconsin.gov/code/admin_code/adm/2/07

Publicity and Publications Responsibilities

Handbills

Printed material may be distributed outside buildings and in lobbies and public corridors of buildings providing such distribution does not unreasonably interfere with the movement of traffic or other scheduled activities occurring therein. Printed material should not be left to litter buildings or outside areas.

Public Announcements

No student organization may publicly announce an event requiring prior approval by the University or any of its departments or organizations until such approval is given. This may include political rallies, late night events, fundraising activities, or events which require permits. Please contact Student Involvement for approval procedures.

Publications Disclaimer

All student newspapers prepared by and for the students shall disclaim speaking for the University by including the following disclaimer in each issue or edition of the newspaper as well as each advertising contract:

“The (name of paper) is written and edited by students of the University of Wisconsin-Milwaukee and they are solely responsible for its editorial policy and content. The University of Wisconsin-Milwaukee is not liable for debts incurred by the publisher.”

All publications by student organizations, including newspapers, must include the name of the organization in each issue or edition and shall not identify the publication as an official publication of the University. All student organization publications, letterhead stationery, invoices, and/or purchasing forms must include the statement: “Student Organization at UWM.”

Student organizations may not use the University's name or logos in any advertisements, web pages, or other printed materials without prior permission.

EVENT PLANNING

Events, Activities and Programming

Student organizations provide many events, activities and programs for students, the campus and the community. These activities enrich student experience and contribute to the overall education of students. Student organizations are strongly encouraged to seek program planning expertise and advice as early as possible (at least 6-8 weeks in advance) in the planning process. There are a variety of helpful planning forms in PantherOrgs for student organizations including the "Event Planning Start Up" form. Assistance is available from Student Involvement Organization Liaisons (229-5780) and the Union Event Services office (229-4828). (See also *Guest Speakers*, *Program Planning*, and *Union Building Services* in this Manual.)



EVENT PLANNING GUIDE

Pre-Event Planning

The first step in programming is to determine the purpose of the event or activity. Here are some key factors that you must consider when thinking about an event:

- How does this event further the purpose of your organization?
- What are your organizational goals and what type(s) of events or activities can further these goals?
- Whom are you trying to reach?
- The size and length of an event will depend on the support and dedication of
- your members. What type of event could your organization produce successfully?

Backwards Planning or Countdown Planning

It is frequently easier to plan an event or activity work from the event date backwards. This is like a countdown to your event and helps you determine when certain steps in the planning process need to take place.

Some very large events will need six months or more to plan. Most, however, can be planned in a couple of months.

Starting 8 weeks before your event date, focus on...

- Sorting through your event logistics and marketing plan (work with Event Services and Union Marketing)
- Event planning/diagramming
- A/V planning/coordination
- Signage and traffic flow plans
- Police and security arrangements
- Contracting service providers
- Marketing design and proofing
- Dining/food arrangements

Starting 4 weeks before your event date, focus on...

- Walking/talking through final details/arrangements
- Finalize your volunteer/staffing plan
- Hold weekly meetings with significant stakeholders
- Communicating any changes/needs

Have a great event!

Learn about event planning timelines at UWM, how to reserve space, catering policies, event publicity and so much more! Contact Student Involvement at csidesk@uwm.edu or Event Services at reservat@uwm.edu.

Facilities

The facilities of the University are to be used primarily for the fulfillment of the University's missions of teaching, research, and public service. University facilities are not available for unrestricted use for other purposes. Student organizations currently registered with the University and in good standing are eligible to use campus space, subject to the rules and policies governing the space. The status of being eligible for space does not qualify the student

organization to sponsor non-University groups or unqualified groups for the use of University space, except in the Union Building.

UWM Student Union

The UWM Union is the community center of the University of Wisconsin – Milwaukee. Its facilities, services and activities are available to all members of the University (students, faculty and staff). <https://uwm.edu/union/>

Union Event Services

Only the four primary officers of a registered student organization are eligible to reserve event spaces. Event spaces are allocated on a first come, first served basis. Requests for UWM Student Union event spaces and meeting rooms can be reserved through [Union Event Services' WebApp](#). They are also located in Union Suite 300 and can be reached via phone at 414-229-4828 or email at reservat@uwm.edu.

General conditions of use:

1. Groups can be served only to the extent of the information that is supplied to Union Event Services (Union 300, (414) 229-4828, reservat@uwm.edu). Accurate and complete room reservation setups are required. Last minute changes or additions may not be accommodated. Reservations can also be made through the web app: <https://ems.sa.uwm.edu/EMSWebApp/>
2. For student organizations without segregated University fee funds, the Union will require prepayment of any charges sufficient to cover costs related to a group's use of the facility (e.g. setup, cleanup, additional supervision or security, special equipment).
3. Meeting rooms in the Union will be opened at least 15 minutes before the scheduled meeting time. If the scheduled meeting does not begin 15 minutes past the starting time, the door will be locked.
4. Groups making reservations for major programs are required to attend the event and meet with the assigned planner prior to the start of the program.
5. Dances, concerts and other events that are announced as being open to the general public may be restricted; with specific requirements for each event.
6. Members of an organization must be fully informed by the person making the reservation regarding the regulations governing reservations and building use.
7. Rooms must be left in good condition. Misuse of rooms may result in refusal of permission for future meeting space. In addition, charges for cleaning (food and glitter in the carpet, etc.) and/or re-setting the space may result.

Those eligible to reserve or use space in the Union include registered student organizations (with authorization of organization officers) and University departments (with authorization of the

Dean, Division Head, Department Chairperson or Unit Business Manager). UWM Union facilities that may be reserved range from information tables to meeting rooms, and multipurpose programming rooms.

Non-University organizations may use the UWM Union facilities with proper sponsorship from a registered student organization or University department. Non-University organizations and individuals utilizing reservable space will be assessed a facility usage fee.

Organizations may be denied future use of facilities for improper use of assigned space or for failure to pay the costs assessed. Continued use of University facilities is contingent upon availability, proper registration, a reservation with Union Event Services and proper use of the facility.

All student organization requests to use classroom space are to be made through Union Event Services. Classroom Assignment Requests: <https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/Classroom-Assignment-Requests.pdf>

Late Night Events in the UWM Union

Student organizations may request the Union Building to extend building hours to accommodate a special event. The student organization planning the event should contact Union Event Services at least eight weeks prior to an event to have their request reviewed by the Special Security Events Committee. Note: there are no security costs for services rendered by the Union Support Services Department. For more information, contact Union Event Services, UWM Union 300, reservat@uwm.edu,

Meeting Rooms

Meeting Room Reservations: <https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/MEETING-ROOM-RESERVATIONS.pdf>

Meeting room spaces are reserved on a first come, first served basis. Meeting rooms should be reserved a minimum of three business days prior to the date needed. Student organizations may reserve space on the same day, provided rooms are available. Series reservations may be requested by organizations who schedule regular weekly or monthly meetings. Series reservations can be made for a month in advance. Union Event Services reserves the right to relocate meetings to the next best available room, which may include available classroom space.

Only current officers of registered student organizations and department heads, or department designees, may authorize the reservation of meeting facilities. All charges incurred as a result of utilizing meeting facilities, setup, cleanup, repair and/or replacement of damaged or stolen property will be the responsibility of the user group. Cancellation of a confirmed meeting room may be made a minimum of one business day in advance by the authorizing agent.

Union Concourse

The programming area (33' x 36') on the Union Concourse may be reserved by University organizations for the purpose of exhibits and special programs. To allow for safe traffic patterns on the Concourse, all exhibits and programs must stay within the boundaries of the designated programming area.

For more information, contact Union Event Services, UWM Union 300, reservat@uwm.edu.

Lobby Tables in the UWM Union

Use of Lobby Booth Space in UWM Student Union and Reservable Adjacent Commons Space: <https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/Lobby-Booth-Info-09-update.pdf>

The use of lobby booth space by eligible groups and organizations is limited to:

1. The sales of home-baked goods,
2. Ticket sales for student organization or University-sponsored events,
3. Literature/Information distribution,
4. Informational services including booths reserved to explain an organization's purpose,
5. Sale of items by student organizations containing – in visible print – the sponsoring organizations name or logo may be sold by registering a list of the items with Union Event Services (shirts, buttons, bumper stickers etc.). Sales must be for the sole purpose of fund raising for the student organization

All eligible groups and organizations are limited to 4 half-day booth reservations (8:00 a.m. – 12:00 p.m. and 12:30 p.m. – 4:30 p.m. constitute half days) or 2 full-day reservations per week. Requests for time that overlaps either morning or afternoon hours will be considered a full-day reservation and will be limited to 2 per week. Because of the high demand and limited availability, there will be a penalty for those organizations not showing up for their scheduled lobby booth reservations. Organizations are required to notify Union Event Services of any cancellations two business days in advance of the reservations.

Lobby booth space may be requested a maximum of one month in advance. If available, additional space may be granted at the discretion of the Union Event Services. Lobby booths must be staffed by at least one student member of the organization at all times during the registered time of use. When more than one table is reserved, the sponsoring organization must staff each table.

The purpose of the lobby booth reservation may not be changed without prior notification to Union Event Services. Reservation privileges are not transferable to another organization. Union Event Services will monitor lobby booth reservations. Violations of policies may be subject to penalties.

Nonprofit, non-University organizations must be properly sponsored by a registered student organization or University department. Such sponsorship must be consistent with the mission of the student organization or University department and displayed as part of the exhibit. Non-University organizations providing employment information for UWM students may reserve lobby booth space with appropriate University sponsorship by either a registered student organization or University department.

Non-University organizations and individuals wishing to offer goods and/or services for profit (not including handcrafted items) will be considered contradictory to the role of the University as being nonprofit and an educational institution and are not eligible for lobby booth space. Therefore, the use of lobby booths by these organizations and/or companies is prohibited.

Groups or organizations wishing to sell hand-crafted items should contact the UWM Union Craft Center for space and the rules and regulations concerning such space, 229-5535. For more information, contact Union Event Services, UWM Union 300, reservat@uwm.edu, online at <http://uwm.edu/union/Event Services/>

UW System Policy on the Use of University Facilities by Outside Groups

(Resolution 911, UW System Board of Regents) Section VII: Prohibited Use. 1.

Commercial/Promotional Use. Events whose primary purpose is the promotion of an outside organization, its products, or are otherwise commercial in nature, except as provided in Wisconsin Administrative Code Section UWS 18.11(8) and UWM Policies and Procedures Section 5.34 are prohibited.

Groups or organizations wishing to sell hand-crafted items should contact the UWM Union Craft Center for space and the rules and regulations concerning such space, (414)229-5535. For more information, contact Union Event Services, UWM Union 300, reservat@uwm.edu.

<https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/Policy-on-Lobby-Booths-in-the-UWM-Student-Union.pdf>

Special Security Events Policy

In order to best assure the safety of all Union patrons and to guarantee compliance with State, Local, University and UWM Union laws, ordinances and policies, all events must comply with appropriate safety, security and behavior standards.

Any student organization planning an event should contact the Union Event Services office at least 8 weeks prior to an event to have their request reviewed for possible security need. Upon review of event requirements, sufficient security will be scheduled by the UWM Union to provide for the reasonable safety and welfare of the attendees, building patrons, and the facility.

If a student organization's event request requires the UWM Union to make accommodations beyond normal building operations (i.e. to extend building hours to accommodate a special event

or absorb an elevated safety/security risk) the UWM Union Administration reserves the right to initiate the Special Security Event (SSE) review process.

<https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/Special-Security-Events-Policy.pdf>

<https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/1-SSEC-procedure.pdf>

Security at Major Events/Special Security Events Policy

In order to best assure the safety of all Union patrons and to guarantee compliance with State, Local, University and UWM Union laws, ordinances and policies, all events must comply with appropriate safety, security and behavior standards.

Any student organization planning an event should contact the Union Event Services office **at least 8 weeks prior** to an event to have their request reviewed for possible security need. Upon review of event requirements, sufficient security will be scheduled by the UWM Union to provide for the reasonable safety and welfare of the attendees, building patrons, and the facility.

If a student organization's event request requires the UWM Union to make accommodations beyond normal building operations (i.e. to extend building hours to accommodate a special event or absorb an elevated safety/security risk) the UWM Union Administration reserves the right to initiate the Special Security Event (SSE) review process.

Administration on the development and implementation of a security plan, its constituent participants and any possible expenses.

Contact the UWM Union Event Services office for more information on Event Security and the Special Security Events procedures at Union 300, 229-4828 or at 207Hreservat@uwm.edu.



Other UWM Facilities and Contacts

- Hefter Center (3271 N. Lake Drive) 227-3265
- Library (conference rooms) Golda Meir Library 229-6206
- Planetarium, Planetarium Reservations 229-4961
- Recreational (Klotsche Center & Engelmann Gym) Klotsche Center 229-5287
- University Center – Downtown (conference center) Conference Services Department 227-3195
- UWM Peck School of the Arts Space Requests: <https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/PSOA-Requests.pdf>

Union Event Services works with the Peck School of the Arts, Academic Affairs (classroom spaces), and Physical Plant (green spaces) for use of those spaces by registered student organizations

Unpaid Guest Speakers (See booking signing at end of this section)

Guest Speaker Events are those with a speaker who is not a UWM student, faculty or staff member. The rights of students to invite guest speakers:

1. Registered student organizations may invite to campus any person of their own choosing but must schedule the appearance in accordance with procedures contained in this manual and other applicable University regulations.
2. The views and opinions expressed by a guest speaker should not be construed as approved or endorsed by the sponsoring group or by the University.
3. The University does not regulate the content of speeches.
4. Duties of student organizations when sponsoring guest speakers:
 - a) A student organization sponsoring a speaker should choose the person freely, without control by an outside group, and be satisfied that the speaker is qualified to address a University audience on the proposed subject.
 - b) A University Contract must be filled out at least four weeks prior to the event (if no compensation is being requested, use the Non Paid Performer Contract) and submitted to Student Involvement in Union 355.

c) Members of an audience should be given a reasonable opportunity, if appropriate, to ask questions at the end of the presentation.

Student organizations that wish to arrange for a guest speaker event that includes a book signing/sales component should contact the Union Event Services office (414)229-4828 to make these arrangements.

Media Equipment Rental and Services– UWM Union

Audiovisual aids, lecterns, screens, blackboards, and laptops are types of equipment which can be reserved through Union Event Services (414)229-4828 when a group uses Union space for a conference or a meeting. The Union schedules the audiovisual equipment.

Union Event Services makes all reservations for use of classrooms by student organizations. If there is a need for media equipment for a classroom event, contact Event Services for assistance with your media requests.

Audio / Visual Equipment

Student organizations may request audio/visual equipment and services for on-campus events. The services requested will determine the amount, if any, that the organization will need to pay for these services.

Amplified Sound Policies

Conduct on University Property, including Outdoor Public University Areas, **may not include** the use sound amplification equipment, unless expressly applied for and authorized by the University. This prohibition extends to expressive activities. For more information click on the link below:

[SAAP 6-8. Expressive Activity on Campus.pdf](#)

Spaights Plaza

<https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/Spaights-Sound-policy.pdf>

Union Concourse

<https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/Concourse-Sound-Policy.pdf>

All Campus (excluding Spaights plaza and Union Concourse)

<https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/Campus-Sound-Policy.pdf>

Other Policies and Guidelines

Political Campaigning Guidelines

<https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/Political-Campaigning-Guidelines.pdf>

[Universities of Wisconsin Guidance on Political Campaign Activities](#)

See FAQs for UW Students and Recognized Student Groups

Handbill and Literature Distribution

Handbills/Literature Distribution Registration Form: <https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/HANDBILLS1.pdf>

Postering Policy

<https://uwm.edu/union/wp-content/uploads/sites/183/2014/10/Policy-on-Posters-in-the-UWM-Student-Union.pdf>

Admission Events

An admission event is an activity with an admission price, or a donation amount being requested or suggested for entrance. Events or programs without either monetary requirement for admission or a suggested donation are not admission events. However, free events also have elements of managing attendance as noted below.

Managing Attendance to an Event (including free events)

In accordance with State statutes, applicable policies and regulations, as well as fire and other safety codes, UWM reserves the right to manage all methods used to offer tickets, or any other form of proof for admittance, for events held in its facilities, using segregated fees or other University resources. This includes the decision to issue tickets for an event regardless if there is an admission charge or not. The Space Assignment Authority (SAA) will make the decision on methods for ticket/proof of admittance and may, at its discretion, consider the desires of the event host/sponsor.

The Space Assignment Authority (SAA) for each facility on campus is the individual who is designated to be responsible for ensuring that the facility is used in compliance with this policy and any other applicable laws or policies. (UWM Use of Facilities Policies and Procedures No: SAAP 6-5)

Facility capacity levels are set by the Space Assignment Authority in consultation with University Police and Risk Management based on the size of the facility, anticipated attendance and the set up requested/required for the event.

Statute and Policy sources:

WI Stat. UWS Chapter 18 Conduct on University Lands

WI Stat. UWS Chapter 21 Use of University Facilities

Student organizations are advised that off-campus facilities/venues will also exercise control over capacity, ticket sales and forms of admittance. These venues will likely require a certificate of insurance as well.

Admission / Revenue Collection Options

Option A: No advance sales for admission. All admission payments will be made at-the-door and collected by the University Cashier (assigned by Union Event Services).

Option B: Advance ticket sales through the Union Information Center (includes credit card purchasing) and at-the-door sales by University Cashier (assigned by Union Event Services). The Peck School of the Arts (PSOA) Box Office may be an option for advance, online and at-the-door sales (The PSOA Box Office also charges a handling fee to the ticket purchaser). Both Union Event Services and the PSOA Box Office offer online ticket sales options.

Option C: Advance registrations/sign-ups but no advance payments. Individuals with an advance sign-up will pay a lower price at-the-door than those who did not register in advance. All admission payments will be made at-the-door and collected by the University Cashier (assigned by Union Event Services).

Requests to use of any other options or variations for admission must be made to the Space Assignment Authority (SAA) as noted above. The University makes the final decision on how admission will be managed for any event in its facilities or on University lands.

Printing and Duplicating (Part of Marketing Services)

All printing for student organizations using segregated University fees will be done in Union Marketing Services (WG50). No other form of printing or binding order is authorized. Persons will be individually liable for any purchases not made through the prescribed procedures. Please see Union Marketing for student organization pricing and a full list of services.

Accessibility Resources (ADA Compliance)

Student organizations and their events must comply with the Americans with Disabilities Act (ADA). Resources to assist you are available from Accessibility Resource Center.

<https://uwm.edu/arc/>

Alcoholic Beverages/Serving Alcoholic Beverages

[Chapter UWS 18.09 \(1\) \(a\) and \(b\)](#)

“(a) The use or possession of alcohol beverages is prohibited on all University premises, except in faculty and staff housing and as permitted by the chief administrative officer, subject to statutory age restrictions. The chief administrative officer may generally permit the use or possession of alcohol beverages by promulgating institutional regulations in consultation with appropriate staff and students, or in specific instances by written permission.

“(b) No person may procure, sell, dispense, or give away alcohol beverages to any person contrary to the provisions of Ch. 125, Stats.”

Serving Alcoholic Beverages

The serving of alcoholic beverages on the UWM campus is regulated by [UWM ALCOHOL BEVERAGES, GUIDELINES FOR SERVICE SAAP 3-1](#)

Only UWM Dining Services may serve alcohol on campus.

Catering and Exception to Catering Policy

Student organizations may order food for on-campus events from UWM Catering Services.

UWM 20|20 Catering

2020-catering@uwm.edu

414-229-3733

Campus policies (see below) require the use of Catering Services or an approved exception to the Catering Policy for events in the UWM Union.

Requesting Exception to Catering Policy in the UWM Union

The following information is for use by Registered Student Organizations (RSO) at the University of Wisconsin-Milwaukee (UWM). This information does not apply to UWM Departments or other entities that are not UWM RSOs.

Event related food distribution at the UWM Student Union must be provided by UWM Restaurant Operations, as directed under [**UWM Policy on Catering for Campus Events SAAP 6-3**](#). Due to concerns regarding safe and sanitary food storage and preparation procedures, user student organizations are prohibited from preparing and/or bringing in their own food for events that are open to the general public.

Also see UWM policy [**ALCOHOL BEVERAGES, GUIDELINES FOR SERVICE SAAP 3-1**](#) and University of Wisconsin System (UWS) [**Chapter 18.09 Alcohol and Drug Prohibition**](#).

Definitions

- Caterer: A commercial vendor whose business prepares food for events. The events may or may not take place in a location controlled by the vendor.
- Catering Services: The preparation, delivery, and serving of food and beverages for events or gatherings. Catering services include the presence of one or more individuals representing the catering business at the event that food is being provided for.
- Catering Service Items (food service items): Items that might be part of the service of providing food. This may include but is not limited to ice, napkins, plates, cups, flatware, etc.
- **Exclusive UWM Student Events:** Events where attendance is to be limited to members of the student organization and other UWM students who have been invited. A specific list of invited individuals or a method for inviting individuals may be required to show that the event is not open to the public. Events which include non-UWM students as guests **ARE NOT** Exclusive UWM student events.
- Food Delivery: Delivery service to take food prepared by an off-campus caterer to the event location.
- Food pick-up (bringing to campus): Food that is prepared by an off-campus caterer that will be picked up by the event sponsor and brought to campus for the event.
- Shelf Stable foods: Shelf-stable food refers to items that can be safely stored at room temperature for an extended period without refrigeration or special handling. These foods are processed or packaged to prevent spoilage and maintain their quality, allowing for long-term storage at ambient temperatures.

Safety Statement: Due to concerns regarding safe and sanitary food storage and preparation procedures, user student organizations are prohibited from preparing and/or bringing in their own food for events that are open to the general public.

Exception to Catering Policy Requirements:

1. The event's primary sponsor must be a currently Registered Student Organization (RSO) in good standing.
2. The vendor chosen to provide food must be on the UWM [Official Catering List](#) (provided by UWM Purchasing). This list represents vendors who have insurance and other requirements in place to do business with the University. **Vendors not on this list cannot be used in this process.** The Purchasing website includes a process for adding new caterers to the list, but the process typically takes longer than most event planning schedules allow for.
3. Expected attendance for the event is 150 or less.
4. The Registered Student Organization shall submit a menu or list of the foods they wish to provide along with a list of who will be preparing the food as part of the **Exception to Catering Request Form**. This information must be submitted to Union Event Services at **least ten business** days prior to the event.
5. Food cannot be taken into spaces controlled by Catering or Retail Operations (i.e. Gasthaus)
6. If University funds are used, all UWM purchasing policies for food must be followed.

Student Organization Hold Harmless Requirement

As a condition of serving as an officer of the RSO, the RSO and its officers must hold harmless and indemnify the Board of Regents of the University of Wisconsin system (UWS), its officers, employees and all of its agents from any and all liability, loss, damages, costs, or expenses which arise to of the negligent act or omission of any of its members, agents or invitees.

TYPES OF EXCEPTIONS

Student Organization Responsibilities Regarding Food Handling

Sponsoring student organizations have the following responsibilities related to food handling for their events.

- If a pot-luck style event is planned, all food preparation and presentation must comply with safe food handling regulations. These regulations are available from Milwaukee County.
- If the event involves a delivery, such as pizza or subs, arrangements for the delivery must be made and managed by the student organization. A student officer of the organization must be present to receive the delivery. **Deliveries cannot be left at any location without an organization representative present to receive them.**
- If the event involves a food pick-up from a caterer/vendor, the organization is responsible for ensuring that the food is kept warm/hot or chilled/cold, to maintain food safety. To determine the details of this requirement, see the safe food handling guidelines provided by the City of Milwaukee. [Food Safety Guidelines](#)

About Exception A

For **Exclusive UWM Student Events** (not open to the general public), permission may be granted to Registered Student Organizations (RSOs) to provide their own food for non-catered events.

However, the following conditions must be adhered to:

Exception A:

1. Exceptions will only be granted for special event spaces where public access can be restricted. Attendance is restricted to groups of 150 or less
2. The Registered Student Organization shall submit a menu or list of the foods they wish to provide along with a list of who will be preparing the food as part of the **Exception to Catering Request Form**. This information must be submitted to **Union Event Services at least ten business days prior to the event**.
 - Alcohol is not allowed.
 - The Union Assistant Director for Event Services (or designee) will approve/deny the request in consultation with a recommendation by the personnel from Restaurant Operations.
 - Registered Student Organizations will furnish their own equipment; China/paperware, utensils, serving utensils, crockpots, electric warmers, etc. No open flame or fire is permitted. [UWS 18.10\(4\) Fire Safety](#)
 - Organizations will not have access to any Restaurant Operations operational areas (including serveries, kitchens, dish rooms) or resources.

- The Registered Student Organization is responsible for cleaning up. The space should be as clean and tidy as it was prior to RSO use (Request for extra-large trash cans and recycling bins may be needed).
- Violation of these guidelines may result in applicable fees and suspension of space usage privileges. Violations may also be referred to the Dean of Students for disciplinary action.

About Exception B

For public events (open to the general public), services must be coordinated through UWM Restaurant Operations and the UWM Purchasing Department. Vendors must meet appropriate insurance requirements. To ensure that reputable vendors, with appropriate proof of insurance, are used, only the vendors listed on the [Official Catering List](#), provided by UWM Purchasing, may be used.

UWM Restaurant Operations has the right to deny access to vendors associated with special events housed in the Student Union.

Right of First Refusal

Catering's right of first refusal on requests is governed by several factors.

1. Certain cultural events and events that involve dietary restrictions, such as some religious events, are a special consideration. When possible, efforts should be made to approve these types of requests using appropriate and authentic sources for providing food items.
2. Normally, the capacity of Catering Services to provide food items listed in the request is not a factor in its approval. The "ten days prior to event date" submission rule does not, in most cases, allow enough time for a catering order to be placed.
3. Forcing organizations to place orders with 20/20 Catering as a financial consideration for Catering is not a factor in this approval process.

EXCEPTION B: Non-university caterers may be used under the following conditions:

1. The caterer is appropriately licensed by local authorities. The caterer is able to provide a certificate of insurance as required by the UW System Risk Management Policy and Procedure Manual. To ensure that reputable vendors, with appropriate proof of insurance, are used, only the vendors listed on the [Official Catering List](#), provided by UWM Purchasing, must be used.
2. If university funds are used, state purchasing procedures must be followed.
3. If alcoholic beverages are to be served at such events, UWM Restaurant Operations must have exclusive authority to dispense them.
4. The university sponsor/host of the catered event makes adequate arrangements for the safe and sanitary disposal of food refuse as well as any general clean-up that is required after the event.

5. If the facilities of either the UWM Union or Residence Halls are used, all catering arrangements (including those with a specialty caterer) will be handled by UWM Restaurant Operations.

Student organizations seeking Exception B should secure a quote from their chosen caterer, from the Official Catering List (UWM Purchasing), and submit this with the request for Exception B.

Police

The mission of the UWM Police Department is to provide a safe and secure environment in which to learn, live and work.

Police Station: 3410 N Maryland Ave.

Contact: <http://uwm.edu/police/contact/>

Website: [UWM Police Department](http://uwm.edu/police/contact/)

Report emergencies by calling 229-9911 (9-911 from an on campus phone). Yellow “SAFE Phones” with a blue light are located throughout the campus. These phones can be used for both Emergency and Non-Emergency purposes. SAFE Phones will connect you directly to the UWM Police Department.

Risk Management

The University of Wisconsin System publishes guidelines regarding the extent to which the State Self-Funded Liability Program (SSLP) applies to the activities and functions of student organizations available online at: www.uwsa.edu/oslp/rm/manual/part_10/stdtorgs.html. Key factors in determining the liability protection in a given situation are the campus mission, the level of benefit and control that exists between the organization and the University, and the agency status of individuals involved.

The organization acknowledges that its activities, including some which may occur on the campus of UWM, are not eligible for liability protection under the State of Wisconsin Self-Funded Liability Program and need to obtain a special-event(s) liability policy at its own expense.

Fire Safety

For fire safety reasons, candles and other open flames are not allowed in campus buildings. Battery operated candles are available for checkout through Union Event Services. For the specific policy, see UWS Chapter 18 Conduct on University Lands, [18.10\(4\) Fire Safety](#).

Signs

No person may erect, post or attach any notices, posters, pictures or any item of a similar nature in or on any building or upon other University lands except on regularly established bulletin boards, or as authorized by the provisions of this code or by the chief administrative officer. ([Chapter UWS 18.08\(9\)](#))

(See also Solicitation and Publicity policies)

Chalking Policy

Chalking is permitted on University sidewalks and University streets subject to some restrictions listed here: [SAAP 6-8. Expressive Activity on Campus.pdf](#)



FACILITIES

UWM Facilities Use Policy

Link: USE OF FACILITIES POLICIES AND PROCEDURES No: SAAP 6-5 ...

Use of Facilities Polices and Procedures UWM SAAP 6-5

UWM Policies and Procedures

Under the direction of the Union Director, Event Services serves as the Space Allocation Authority (SAA) for the event spaces within the UWM Union. The University's SAA policy is UWM SAAP 6-5 (Use of Facilities Polices and Procedures). The SAA policy is just one of man UWM Campus policies that governs the use of the UWM Union.

Union Facilities Use Policy

The facilities of the University are to be used primarily for the fulfillment of the University's missions of teaching, research, and public service. University facilities are not available for unrestricted use for other purposes.

For additional information on facilities, see [Facilities Policies and Procedure](#) SAAP 6-5

Union Policy Board policies

<https://uwm.edu/union/evs/policies-and-procedures/union-policy-board/>

Union Space Usage Guidelines

<https://uwm.edu/union/evs/policies-and-procedures/space-usage-guidelines/>

Officer Resources

Officer resources and tools can be found in the Canvas “class” called Student Organization Training. Each officer must enter this portal to complete basic officer training. The link provided allows students to self-enroll in this “class.”

OTHER SERVICES

Email Accounts For Groups

Creation of a pantherLIST is the preferred method for an organization’s email. Visit pantherlist.uwm.edu (<http://pantherlist.uwm.edu>) to set up an account. Group email accounts, however, are available if there is a clear need or use case. Advisors or officers of the student organization may request a group email account. Ownership of the group account will then be assigned to the advisor or officer for the administration of the account. More information can be found at iam.uwm.edu (<http://iam.uwm.edu>).

Student organization may request an email account for their organization. The student organization must submit the following:

Account owner names

Name of Account

Name of Account second choice

Sponsor of organization (student officers)*

Email this information to help@uwm.edu with a request to establish the new email account for the organization.



Org Featured: Blitzball Club

OPEN MEETING LAW COMLIANCE

Meetings of student governance groups (e.g. Student Association, Senate Appropriations Committee, Union Policy Board, Student Court) and meetings of other student organizations at which decisions concerning the use of segregated University fees are made are considered meetings of governmental bodies and must therefore be held according to the provisions of the Wisconsin Open Meetings Law (Wisconsin Statutes 19.81-19.98). Therefore, whenever your organization takes formal action in relation to the utilization of funds and/or resources received from segregated student fees, you are obligated to comply with the Open Meetings Law. You should be aware that any action taken at a meeting held in violation of the statute is voidable.

Open Meeting announcements must be posted to the UWM website as soon as possible (preferably no later than noon of the Thursday proceeding the week in which the meeting is scheduled). Open meeting notices are accepted via the online form found at <http://www4.uwm.edu/news/media/meetings/add.cfm>. Questions regarding this form should be addressed to gwc@uwm.edu. Information concerning the legislation and compliance procedures is available from the Office of the Secretary of the University and Student Involvement.

STUDENT MEDIA DISCLAIMER

Regent Policy Document 30-2 (*formerly 75-6*)

<https://www.wisconsin.edu/regents/policies/student-media-disclaimer/>

PUBLIC RECORDS

Any discussion or deliberations held on actions in relation to the utilization of funds and/or resources received from segregated University fees could be considered public record. If these discussions are recorded in any manner, the recording must be available to the public upon request. This includes the use of electronic mail.

“Record” means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. “Record” includes, but is

not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks. “Record” does not include drafts, notes, preliminary computations and like materials prepared for the originator’s personal use or prepared by the originator in the name of a person for whom the originator is working...” (Wisconsin Statutes, Chapter 19, Subchapter II, Public Records and Property, 19.32 Definitions)

Students should exercise caution when discussing items on electronic media because the confidentiality of such material cannot be guaranteed. Electronic mail and all computer files are routinely backed-up by UITS and stored. Any electronic messages are accessible through the discovery process in the event of litigation and may also be accessible under the Wisconsin Freedom of Information Act. Therefore, it is suggested that electronic mail should be a means of communicating only information you would be willing to share publicly. If you have any questions, please contact Student Involvement.



Org Featured: Signing Student Association

RELEASE OF PUBLIC INFORMATION

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended allows certain categories of public information which the University has designated “directory information” to be made available to the public upon request. The following categories of information about individual students is considered as public or directory information and will be routinely released to any inquirer unless you specifically request your information be withheld: Student name, Address, Email address, Telephone number, Designation of school/college (year in school), Enrollment status (part/full time), Major field of study, and Participation in officially recognized activities and sports. Records pertaining to student organizations that are not directory information will only be released to the officers of the organizations. All other individuals requesting non-directory information about a student organization must submit a public information request to Custodian of Public Records, University Relations and Communications, University of Wisconsin-Milwaukee, Post Office Box 413, Milwaukee, Wisconsin 53201-0413; telephone (414) 229-2849; e-mail kippj@uwm.edu.