

RECOGNIZED STUDENT ORGANIZATION EVENT GUIDE

2020 – 2021



FLORIDA STATE UNIVERSITY PANAMA CITY
OFFICE OF STUDENT AFFAIRS

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INTRODUCTION

Welcome to the FSU Panama City Recognized Student Organization Event Guide. Prepared for you by the Office of Student Affairs, this guide outlines resources, procedures, guidelines, and information about how to host a great event. It is recommended that all executive board members and advisors review and understand the RSO Event Guide.

In the Event Guide, you will find tips on how to plan and execute your organization's events. There are details regarding what you will need to consider, how to register and market your event, and campus resources available to you. University staff and advisors, SGC student leaders, and Student Affairs staff are here to assist you throughout your event planning process.

As a leader within a Recognized Student Organization, you will have the opportunity to develop skills and knowledge regarding managing and marketing events, how to host a successful event, and understanding of event planning processes. We encourage you to review all the components of this guide and to refer to it when managing your organization's events.

The Student Affairs and Student Government Council staff are ready to help you plan events with your student organization.

Student Engagement Coordinator
850-770-2195

SGC Administrative Assistant
850-770-2195

Student Government Council
sgc@pc.fsu.edu

EVENT PLANNING

QUESTIONS TO CONSIDER

Event planning can be as simple or as complicated as the organization and its leaders choose to make it. The secret to a successful event is to have a flexible plan from idea to follow-up. The key terms to remember in planning every event are the 6 W's:

Who?

- Who is the target audience?
- Who else is invited to the event?
- Who is involved in the planning and execution of the event?
- Who will execute each step/aspect of the event?
- Who is the primary contact for event questions and concerns? Who is the secondary contact?
- Who else needs to be involved or aware of this event?
- Who are potential stakeholders in this event?

What?

- What is included in the program or agenda of the event?
- What will the event include? (e.g., food, activities, games, rentals, music, speakers, performers, prizes, etc.)
- What will draw participants to attend the event?
- What supplies and equipment are needed for each aspect of the event?
- What costs will be associated with the hosting event?
- What participation fees will be required? What are resources for students unable to pay?
- What will happen in the case of an emergency?
- What will happen in the case of bad weather?
- What other events are occurring around the same time?

When?

- When will planning meetings occur?
- When does each step of the planning process need to be completed?
- When will the event take place? Start date and time? End date and time?
- When will individuals need to arrive for setup? Teardown?
- When should participants register or RSVP (if applicable)?
- When do contracts and agreements need to be initiated? Completed?
- When will a follow up meeting occur to review the event?

Where?

- Where will the event take place? Is it reserved with a confirmation?
- Where will the event be moved in the case of bad weather (if held outdoors)?
- Where will participants register or RSVP (if applicable)?

Why?

- Why is the event being held? (Purpose or goals of the event)

How?

- How will the event be set up?

- How does the event support the organization's mission?
- How will people be notified of the event?
- How will the event be financed?
- How will the success of the event be measured? (e.g. number of participants, feedback surveys, number of signups, etc.)

TIMELINE

The following timeline and steps are recommended for planning an event. The steps your organization takes will vary based on the type of event being held. Larger events may need to start planning a year in advance while smaller events and meetings can be planned in months.

Eight or More Weeks Prior

- Concept** – Develop an event concept and set goals for the event. What does the organization hope to achieve as a result of the event and how does the event support the organization's mission? Use the 6 W's as a starting point.
- Consultation** – If you would like support in planning your event, now is the time to schedule a consultation meeting with the Student Affairs staff. The Student Government Council is also a great resource as you start to plan your event.
- Committee** – Select an event chair and members of the planning committee that will be responsible for primary planning and execution of the event.
- Outline** – Develop an event outline including possible dates, times, and locations. Have alternate options available in case the desired date, time, and/or location is not available.
- Budget** – Prepare a budget for the event including funding sources and expenses. The Student Government Council and the FSU Panama City Finance Guide are great resources to help in this process.

Six or More Weeks Prior

- Sponsors** – Identify and contact potential co-sponsors of the event. Are there other student organizations or departments that could positively contribute to this event? Are there community resources that would be great partners for this event?
- Audience** – Identify the target audience for the event and any other populations that could be invited. Your target audience is the primary group of people you hope to attract to your event, but there may be other groups that would also benefit from attendance.
- Funding** – Submit any funding requests to SGC or SABA. This request must be submitted at least four (4) weeks in advance of the event, but the sooner the better.
- Contracts** – Contact any speakers, performers, or agencies (including rental companies) to begin the contract process. Contracts must be initiated with the Office of Student Affairs at least 30 days in advance of the event. See the section below on Contracts for all requirements.
- Marketing** – Establish a marketing plan for the event and purchase any professionally printed materials or items for the event (e.g. flyers, shirts, invitations).

Four or More Weeks Prior

- Event Request** – Submit your [Event Request](#) to the Office of Student Affairs. This MUST be submitted at least 10 business days in advance of the event, but the sooner the better.
- Food and Beverages** – Select a menu of food and/or beverage items and make arrangements with the vendor. When selecting a menu, think about individuals with food restrictions such as vegetarian, gluten-free, Halal, or other options to include.
- Purchases** – Purchase any items needed for the event (e.g., prizes, giveaways, decorations, supplies). If using funding from SGC or SABA, a [Purchase Request](#) MUST be submitted at least 10 business days in advance. If items will be shipped to campus, please be aware of shipping timelines and allow for staff processing time.

Two or More Weeks Prior

- Marketing** – Be sure you have begun executing your marketing plan.
- Follow-Up** – Follow up with the Student Affairs staff and any other departments/organizations that are supporting your event to ensure they have all needed information and items.
- Day Of** – Begin outlining a “Day of Event” schedule including setup, volunteer responsibilities, agendas/schedule of activities, teardown, etc. Be sure to communicate a clear plan and expectations with everyone that will be assisting with the event. Also be sure that all speakers, performers, etc. have an outline of the event agenda.
- Safety** – Contact the FSU Panama City Police Department (850-770-2220) to discuss a security assessment if deemed necessary. If you are hosting an event with cash transactions or with potentially controversial topics, you should consider speaking with FSU PC PD regarding best practices.

One or More Weeks Prior

- Materials** – Prepare all materials to be distributed at the event (e.g. handouts, programs, resources, giveaways).
- Volunteers** – Meet with all volunteers and event staff to review “Day of Event” schedule and expectations including arrival and departure times, dress code, responsibilities, etc.
- Event Request Review** – Review your approved Event Request and notify Student Affairs staff of any changes.

Week of Event

- Reminders** – Send a reminder invitation to participants or intended audience.

Day of Event

- Arrival** – Arrive early to check the facility for cleanliness and necessary equipment and furniture setup. This is also the time you will need to setup other items such as a check-in table, resources, food items, etc.
- Signage** – Post directional signage where needed to assist individuals not familiar with campus in locating the event.
- Performers** – Place water at the podium or on the stage for speakers and/or performers and ensure all rider requirements are met.

- Departure** – Be sure to clean up after your event, picking up trash, leftover supplies, and any signage in the space.

Within Two Weeks After

- Thank You** – Send speakers, artists, performers, sponsors, and other individuals who assisted your event thank you notes.
- Funding** – Submit any paperwork, receipts, and reports to SGC or SABA as required by funding approvals.
- Analysis** – Host a follow-up meeting with the planning committee to review the event including strengths, challenges, opportunities for the future, and threats to future events (SWOT analysis).

SUSTAINABLE EVENTS

We encourage RSOs to plan events and make purchases with sustainability in mind. Florida State University Sustainable Campus provides these tips, and check out <https://sustainablecampus.fsu.edu/resources/green-event-guide> for more information.

- Utilize digital communication such as email, social media, and websites to publicize your event. Use Qualtrics, Google Forms, and e-vites to manage registrations.
- Say NO to bottled water by hosting a BYO event. Provide reusable water bottles or encourage participants to bring their own bottles or mugs.
- Decorate with reusable items or provide ones that can be reused or donated. Purchase items that can be reused for other events such as A-frame chalkboards, generic decorations, or non-perishable snacks.
- For recurring or annual events, avoid printing dates on signs, posters, and banners so they may be easily reused year-to-year.
- Choose a convenient location of your event and encourage participants to choose sustainable transportation such as carpooling or public transportation.
- Eliminate the use of Styrofoam products by looking into replacements such as cups and plates made from recycled paper products.

CO-SPONSORSHIPS

Co-sponsorships are a great way to combine ideas and resources to plan an event. Why compete when you can collaborate? RSOs may choose to co-sponsor programs with the Student Government Council, the Student Activities Board Alliance, other RSOs, campus departments, or community organizations. Contact the organization about potentially co-sponsoring an event well in advance of the event date to allow for ample planning time.

EVENT REQUESTS

Event Requests are required to be submitted at least 10 business days in advance of all student organization events. Larger or more involved events may require submission more than 10 business days in advance. This process was created to assist RSOs with event planning to ensure safe and successful events. [Event Requests](#) are available on the FSU Panama City Recognized Student Organization webpage and questions can be directed to the Student Engagement Coordinator at 850-770-2195.

IMPORTANCE

Each event is different and has risks associated with it such as large crowds, the potential for food-borne illness, injury, financial risks, etc. The Event Request process connects RSOs with campus partners such as the Office of Student Affairs, FSU PC Police, Finance and Administration Office, and others who can assist the organization in limiting risk involved with events. RSO officers and advisors can be held legally liable for what happens at an event. The Event Request process can help reduce the liability by reviewing event details for safety standards and best practices.

Note that approval of events by the Office of Student Affairs does not establish State of Florida, Florida State University, or the Florida State University Board of Trustees liability coverage for the organization or activity.

FORM DETAILS

As your organization prepares to submit an Event Request, be prepared to provide the following information as it applies to your event:

- Name, date, start and end time of the event
- Event description
- Event type (diversity, lecture, presentation, workshop, etc.)
- Audience (alumni, faculty/staff, general public, organization members, students, etc.)
- Primary and secondary contacts (organization members that must be present at the event to answer any questions or concerns)
- Marketing opportunities (FSU or GCSC calendars and social media)
- Event location
- Reservation details (if requesting the Office of Student Affairs to reserve on-campus facilities)
- For outdoor events, the plan for inclement weather
- Food and/or beverage details, as applicable
- Vendor information, as applicable
- Participation costs, if any
- Minors on campus
- Merchandise
- Controversial or emotionally charged topics

Additional information may need to be provided based on individual event needs.

PROCESS

Once your organization submits a completed Event Request, the Office of Student Affairs will review the request within five (5) business days. Staff will notify the individual that submitted the form of any additional information need or approvals. **Events are not permitted to proceed without written approval from the Office of Student Affairs.**

FACILITIES RESERVATIONS

On-campus facilities reservations can be initiated through the Event Request process. The Office of Student Affairs works closely with the Office of Finance and Administration to reserve space on behalf of student organizations at no cost.

RSOs may work directly with the Office of Finance and Administration to reserve event space; however, events are not permitted to occur until approved through the Event Request process.

CANCELLATIONS

Organizations must notify the Student Engagement Coordinator (850-770-2195) at least two (2) business days prior to the event date. RSOs that do not properly notify the Office of Student Affairs of an event cancellation will be given a written “No Show” warning. RSOs with three (3) “No Show” warnings may lose reservation privileges and future space reservations by the RSO may be cancelled.

Due to Inclement Weather or Other Emergency

Events that must be cancelled due to inclement weather or other emergency circumstance should notify the Student Engagement Coordinator (850-770-2195) or the Associate Director of Student Affairs (850-770-2171) immediately. Cancellations due to weather or emergency circumstances may not result in a “No Show” warning as approved by the Office of Student Affairs.

The University may require an event to be cancelled due to inclement weather or other emergency circumstance. Should the University cancel an organization’s event, the contacts listed on the Event Request will be notified.

EVENT DETAILS

FOOD & BEVERAGES

Closed Events

Events restricted to an individual organization's members can prepare and supply food without providing any information on where and how food was prepared. Access to leftover food from a closed event should not be shared with other students, faculty, staff, or the general public.

Open Events

Events that are open to members outside of the organization should be cautious on how food is prepared, served, and stored. To maintain compliance with the Department of Health, specific guidelines have been put in place for food safety. Though rare, food borne illness can happen and FSU Panama City wants to make sure everyone enjoys a safe environment on campus.

- All food items must be fully cooked and fully prepared by a licensed food service vendor.
- Food must be obtained from the vendor in the form in which it will be consumed.
- No additional food preparation or unnecessary food handling should occur.
- No homemade food items are allowed. This includes baked goods and beverages prepared on-site such as tea or lemonade.
- Ice must be obtained from an ice plant or food store (not from a residential home or on-campus freezer) and kept in its original container until use.
- All beverages must be kept in original containers from the vendor.
- Disposable utensils and serving tools should be used to handle food. There should be no direct hand contact with any food items. If food at an event is self-serve, serving tools should be provided for each food item.
- For events that are not self-serve, all food handlers must wash their hands and wear disposable gloves. When available, gloves should be latex-free.
- Provisions should be made to serve food immediately after it has been obtained from the vendor. Food should not be kept in an uncontrolled temperature environment for more than two (2) hours.
- Leftovers should be discarded in appropriate waste containers immediately after the event or after food has been left out for more than two (2) hours. Leftovers should not be reused for future events (with an exception for prepackaged, non-perishable food items).
- Food events should be held in locations with unrestricted access to handwashing facilities. Hand sanitizer can be provided, but handwashing facilities are required.
- Food items should be kept covered to reduce the risk of exposure to germs and other contaminants.
- Individuals who present signs of illness, or are recently recovered from illness, should not handle food items.

Food Trucks

Food trucks are permitted on campus with prior approval from the Office of Finance and Administration and must be noted on the Event Request. Food trucks must have the following information on file with FSU prior to the event:

- Photo/copy of business license
- Documentation that supports they are Payment Card Industry (PCI) compliant
- General liability insurance listing *Florida State University Board of Trustees* as additional insured

This information can be confirmed with the Office of Finance and Administration.

PUBLIC PERFORMANCE RIGHTS FOR MOVIES

Any RSO publicly showing a movie, television show, or any copyrighted video recording, whether on their own DVD, blu-ray, personal streaming account, or other media, must obtain Public Performance Rights prior to showing the copyrighted material. FSU Panama City has frequently utilized [Swank Motion Pictures, Inc.](#) to purchase rights to show films on campus, although there are other companies that provide this service.

RENTING INFLATABLES

Florida State University requires rental inflatable companies to have at least \$100,000 of insurance coverage and the company must be approved by the university. Please contact the Office of Finance and Administration for more information about inflatable rentals at FSU Panama City.

CONTRACTS

Verbal commitments are legally binding in the state of Florida. When inquiring about a non-FSU entity coming to campus, never verbally or in written documentation (ex., emails, messaging, etc.) commit a date, price, or services. Instead, language that can be used include:

- Can you give me a price quote for this service?
- Is the individual available on a certain date if the organization is also available?
- This information will be passed on to the planning committee and the organization will respond back shortly.
- Please send a contract with the quoted fees and the organization will seek the necessary approvals.
- Please send an artist rider with the quoted fees and the organization will seek the necessary approvals.

Contact the Student Engagement Coordinator at 850-770-2195 for more information and for assistance working with non-FSU entities.

Events Using University Funding

Any event hosted by an RSO that brings any non-FSU person, group, or organization to campus must be officially contracted by the University. This includes, but is not limited to, DJs, speakers, bands, vendors, entertainment, and conferences. Regardless of cost, including free services, a contract must be signed by the FSU Panama City Dean or the Student Engagement Coordinator (when appropriate). Contracts must be signed at least 15 business days in advance of the event and must be submitted to the Office of Student Affairs or Office of Finance & Administration at least 20 business days in advance of the event.

Contracts are legal documents on behalf of FSU Panama City and must always be signed by the Dean or the Student Engagement Coordinator. Never sign a contract yourself as you or your organization could be responsible for paying fees or fulfilling legal requirements on your own.

Events Using Off-Campus Funding

Contracts being paid for using an off-campus account (i.e. private bank or credit union) have two components: (1) a Facilities Use Agreement with the University, and (2) verification of insurance coverage if applicable. In some cases, such as for most rentals and performing artists, the outside party will send a contract to be signed. It is important to ask for one to make sure the organization has everything well in advance. If the vendor does not have a contract, it is encouraged to work with the Office of Finance and Administration to have one written to ensure all expectations are clearly outlined and agreed upon.

The University cannot sign the contract portion of off-campus funded contracts since the University does not have any way to verify that the organization does indeed have the funds to pay the entity. Thus, the University goes into an agreement with the organization for the space and the organization goes into an agreement with the entity, binding them to the event. In other words, the organization will sign the contract portion; however, the University can assist the organization with the contract negotiation for the entity and will review contracts for the organization to ensure the entity is not transferring undue liability to the organization or the University.

To complete an off-campus funded contract, the organization will need to complete an Event Request, which will initiate a Facilities Use Agreement. The organization will need to submit the entity's insurance coverage verification (if applicable and in adherence with current University guidelines) to the Student Engagement Coordinator.

Free & No Charge Contracts

Contracts for free or no charge services have two components: (1) a Facilities Use Agreement with the University, and (2) verification of insurance coverage if applicable. In some cases, such as for most rentals and performing artists, the outside party will send a contract to be signed. It is important to ask for one to make sure the organization has everything well in advance. If the vendor does not have a contract, it is encouraged to work with the Office of Finance and Administration to have one written to ensure all expectations are clearly outlined and agreed upon.

To complete free or no charge contract, the organization will need to complete an Event Request, which will initiate a Facilities Use Agreement. The organization will need to submit the entity's insurance coverage verification (if applicable and in adherence with current University guidelines) to the Student Engagement Coordinator.

RISK REDUCTION

RSOs engage in varying degrees of risk when hosting events and activities. For example, the execution of a boxing match for a Boxing Club at FSU will have different risk factors associated when compared to a panel discussion moderated by the Debate Club. All RSO officers, members, and advisors have a role in reducing risk for their organization and its participants.

Advisors' Role

Advisors are expected to give reasonable and sound advice to organizations about programs, events, procedures, etc.

FSU advisors to student organizations or other institutional agents will generally be protected by the state risk management program from liability claims if it can be established that they were acting within the scope of their authority and they were not intentionally negligent or in violation of the injured party's civil rights. It is important that FSU advisors' position descriptions or statement of duties and responsibilities include reference to a duty to serve as an advisor to a student organization.

Advisors are encouraged to take prudent and careful actions in the execution of their roles to stay abreast of the organization. Some of these actions may include:

- Attending regularly scheduled and special meetings.
- Attending organizational functions.
- Meeting with organizational officers to discuss goals, directions, policies, and programs.
- Being available to organizations when they need help the most.
- Being familiar with institutional policies and applicable state laws.
- Being generally aware of the activities of the organization.
- Warning participants in activities of the risks involved.
- Being familiar with the constitutional and statutory rights of students.
- Being reasonable, consistent, and using common sense in all aspects of their relationship with the organization.

Advisors should be aware of the scope of their authority. The university grants student organization advisors the authority to make certain decisions or take certain actions within their state responsibilities as an advisor. In some instances, the university may also reserve certain rights (for instance, signing contracts). If advisors remain within the designated responsibilities of their position, they will be able to avoid many unnecessary risks.

Here are some other tips in managing liability and risk reduction:

- Identify specific risks involved in the activity. These could include physical risks (such as an event with physical activity), psychological risks (activities around potentially triggering topics), and liability risks (events involving alcohol, minors, or travel).
- Be willing to tell an organization that what it is doing, or planning to do, is wrong, inappropriate, illegal, or risky and to offer alternative suggestions. For example, if a planned activity may constitute "hazing," advisors have an obligation to take appropriate steps to ensure that the activity is not undertaken, including informing the Office of the Dean and the FSU Panama City Police Department, if necessary.
- Ensure the organization obtains release of liability/hold harmless agreements from participants in potentially risky activities.
- Provide proper instruction, preparation, or training for participants in an activity.

- Report potentially unsafe facility, grounds, equipment, or vehicle conditions to institutional officers and assisting the organization in any decision not to conduct the planned activity considering those conditions.
- Give special attention to events which involve consumption of alcoholic beverages.
- Educate the officers of the legal implications of various risks and liabilities of planned activities and events (e.g., alcohol, presence of underage participants, physical dangers, etc.).
- If several members from the organization need to travel a long distance for an activity or event, consider contracting buses to transport attendees to reduce risk. This is especially a good idea if there will be alcohol served at the activity or event.

WAIVERS

[Waivers](#) should be used for RSO events and activities that involve some level of risk to release the organization from liability. Some activities that participants should sign a waiver form include, but are not limited to:

- Transportation to, from, and/or during an event or activity
- Specific physical activities: ex. running, hiking, swimming, water sports, etc.
- Physical exertion such as lifting or moving heavy objects
- Use of specialized equipment related to an activity or event
- Spending extended periods of time outdoors being exposed to the elements (sun, wind, rain)
- Consumption of food and/or beverage

Risks of activities may include, but are not limited to:

- Risk of personal injury, including but not limited to bodily harm, permanent disability, dismemberment, and/or death
- Exposure to venomous animals and poisonous plants that may result in allergic reactions or other harm
- Weather-related risks associated with outdoor activities such as exposure to the elements
- Malfunction or personal misuse of equipment related to an activity or event
- Damage to property or property loss
- Illness or harm as a result of food and/or beverage consumption

CRISIS RESPONSE

While Recognized Student Organizations are advised to plan their activities and events in such a way as to avert crisis, it is important to proactively plan how to respond in the event one should occur. Intentional development of a crisis response plan prior to an event or activity will empower the organization to effectively respond. Educating members prior to a crisis is crucial. All organization members must know who is in charge and be prepared to follow the plan. The following information is intended to assist students in the development of a crisis response plan, but should not be considered a complete plan, rather a guide for designing a protocol that fits the organization's needs.

It is important to understand that crisis can happen to your students and the organization. If this happens, please encourage your students to utilize the resources of FSU PC Police Department, Counseling Services, or any other pertinent office to assist you. It is important for students to be aware of their own feelings, perceptions, and issues so that they can monitor their ability to cope with the difficult situation.

General Crisis Response Plan

- Develop a crisis response strategy for your organization prior to your event or program.

- Create a step-by-step process for what to do in case of a crisis.
- Designate organizational officers and crisis team who can take charge of a crisis situation.
- Review your crisis response plan on a regular basis and update your plan as needed.
- If medical attention is needed, attend to those needs before doing anything else. You can call 911 for local first responders.
- For assistance with event statements and/or reporting events contact the FSU PC Police Department at 850-774-2705.
- For assistance with crisis management, call FSU's Victim Advocate office at 850-644-7161 or 850-644-2277. The Victim Advocate program provides support to victims of crime. An advocate is on call 24 hours a day to respond to all FSU students who are victimized or any other person who is victimized on our campus or in our community. Services offered include emotional support, instructor notification, referrals, and educational programming for our campus community.
- Contact the Office of Student Affairs at 850-770-2170 or the Office of the Dean at 850-770-2100 to inform them of the situation.

Sample Emergency Contact Card

Recognized Student Organizations should create emergency contact cards for their organization. Contact cards should be kept in a permanent visible location, as well as brought to organization events and when traveling. These contact cards will enable organization members to react quickly in an emergency and reach pertinent people.

NAME	PHONE
RSO President, Name	XXX-XXX-XXXX
RSO Advisor, Name	XXX-XXX-XXXX
Office of Student Affairs	850-770-2170
Office of the Dean	850-770-2100
FSU PC Police Department, Officer on Duty	850-774-2705
FSU Victim Advocate	850-644-7161 (business hours) 850-644-1234 (nights and weekends)

FINANCING

Often, there are costs associated with hosting an event including, but not limited to, refreshments, marketing, decorations, and contracts with outside vendors.

ACTIVITY & SERVICE FUNDS

FSU Panama City students pay an activity and service (A&S) fee for every credit hour in which they are enrolled. As required by Florida Statute, the Student Government Council allocates those funds to various entities and student organizations. Recognized Student Organizations can apply for funding through the Student Government Council (SGC) and/or the Student Activities Board Alliance (SABA). For more information about this process, please refer to the RSO Financial Guide.

FUNDRAISING EVENTS

Fundraisers are allowed at FSU Panama City and can be a huge benefit to the organization and the greater community. However, it is important to remember that at no point should the organization and its members misrepresent the cause for which funds are being raised and the organization must be ethical in its representation and its affiliation with the University.

Some fundraisers are allowed on FSU Panama City's campus when not using activity and service (A&S) funds. To host a fundraiser on campus, an [Event Request](#) must be submitted in a timely fashion and the event cannot require paid admission in a reserved space, including a 5K run, as the organization is privileged to reserve campus space free of charge through the Event Request process. However, the organization is permitted to ask for optional donations to attend the on-campus event. If the organization wants to charge admission for an on-campus event, the organization will be charged to reserve the space.

Some fundraiser ideas on campus include:

- Craft and hobby sales
- Host a carnival event where students pay for tickets to participate in certain components.
- Host a coin war competition with different organizations.
- Promote social media challenges (i.e. dye hair a certain color when monetary goal is reached)
- Optional donations at on-campus events
- Corporate donations with the support and assistance of the FSU Foundation

****Please Note: Organizations interested in hosting digital fundraisers are encouraged to work with the FSU Foundation to coordinate a Spark Campaign, <http://spark.fsu.edu/Home/AboutSpark>.**

RSOs should not use online platforms, such as GoFundMe, for their organization.

Gambling

All RSOs are expected to uphold all state and federal laws. Specifically, gambling as a form of fundraiser or fun activity is not acceptable for any RSO. This includes, but is not limited to, raffles where tickets are sold in exchange for an opportunity to win money or prize(s); games or tournaments that have an entry fee; and betting on, wagering on, or selling pools of any University athletic event. RSOs interesting in planning an event, such as a Casino Night, Poker Tournament, or raffle drawing must meet with appropriate staff in the Office of Student Affairs in order to ensure proper compliance.

MARKETING

RSOs should publicize events on campus at least two (2) weeks prior to the event. Flyers, social media, and websites are excellent opportunities to connect with students. Planning ahead is also important when thinking about advertisements. The proper advertisement for your event should be submitted in the Event Request process, so thinking ahead and advertising early is vital to the success of your event.

POSTING POLICY

The Florida State University Policy for Posting, Promotions, Advertising, Chalking, and the Distribution of Materials on FSU Campuses ([4-OP-B-9](#)) was established to support the creation of an educational campus culture; provide information and a means for FSU to promote activities, events, and services; regulate commercial materials; maintain and improve the physical campus environment; and cultivate a sustainable environment. As such the University's posting policies as they relate to RSOs include, but are not limited to the following:

- The university has the right to deny or remove any posting, material, individual or entity no in adherence with terms of the policy, regardless of promotional, commercial, or information in nature.
- All materials must be clear and legible, bear the name of the sponsoring FSU entity and provide event and current contact information (such as an email or phone number).
- Any entity that posts, chalking, displays, or distributes materials in a way that damages university property is financially responsible for the damage.
- Materials posted or distributed may not: glorify, edify, promote, or support the use or sale of alcohol and illegal drugs, display trademarks and/or brand names of alcohol or illegal drug products; contain material that is obscene or defamatory; be directed to incite or produce imminent lawless action.
- Permission to post on bulletin or posting boards must be obtained through the Office of Finance and Administration.
- The placement of any material and/or free-standing signs on vehicles, sidewalks, walkways or any paved areas is prohibited, except for emergency, safety, warning or directional signs placed by university officials acting on behalf of the university to announce a matter directly related to the health, safety, or welfare of the university community.