

Student Organization/Club Handbook

2024-2025

Arizona State University Student Organizations

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Introduction

Arizona State University is excited about your involvement in student organizations. We recognize that student organizations provide a valuable service to the ASU community by providing opportunities to participate in leadership development, spirit, activism, public service, educational opportunities and social and cultural connections. As a student at ASU, you have the unique opportunity to participate in a wide variety of activities. There are many benefits to being involved in a student organization at ASU:

- Allows you to meet people and make connections with those who have similar interests and explore new ones.
- Provides an opportunity to connect to the University, other students, and campus resources.
- Helps you get the full value out of your college experience.
- Encourages and advances your intellectual, cultural, spiritual and social development.
- Helps you gain knowledge, skills and experience in leadership, communication, problem-solving, group development and management, budgeting, finance, public speaking, and much more.
- Helps you become knowledgeable about what is happening on campus.
- Builds your resume with co-curricular and leadership development activities.
- Complements your academic programs of study and enhances your overall educational experience.

Current or newly forming ASU Online club? Please refer to the [ASU Online Student Organization Handbook](#)

Student Organizations are encouraged to regularly review this handbook as well as general university policy in relation to club activities, and follow all guidelines in support of the ASU community.

Student organizations exist to build upon and enrich the classroom experience. ASU believes involvement outside of the classroom is an important aspect of your education. There are a wide variety of organizations to meet your interests and needs. If an organization does not exist that fits your interests, any student can take the initiative to create a new student organization.

The ASU Student Organizations Office oversees and manages the student organization registration process, as well as organizations throughout the year. Click here to contact your campuses organizations team representative. They can offer support, resources, and guidance to your club throughout the year.

The university expects that all student organizations exemplify respect and inclusion. As you hold events and activities with your organization, remember that you are a reflection of ASU. Please review and pay close attention to the guidelines and policies in this handbook. Feel free to consult a [staff member at your campus location](#) for clarification, guidance, and advice at any time. We encourage and welcome feedback on this handbook and all programs and services offered.

Unique Opportunities for Student Organizations

Registered student organizations gain access to apply for USG funding for events and club operations, as well as the ability to reserve spaces on campus for events and meetings. The Student Organizations office provides additional opportunities for organizations throughout the year, including a student leader and advisor series, large organization fairs access to supplies, and more.

The Student Organization/Club Handbook for Student Leaders and Advisors

The Student Organization/Club Handbook is an introduction to the many services and resources available to registered student organizations at Arizona State University, as well as policies that impact your organization. Please review the materials provided in this handbook and share this information with the members of your organization.

While this guide is intended to be a summary of certain matters of interest to student organizations, readers should be aware that:

- This document is not a complete statement of all procedures, rules, and regulations of Arizona State University.
- The University reserves the right to change, without notice, any procedures, policies, and programs that appear in the Student Organization/Club Handbook.
- Compliance with policies related to student organizations may be reviewed at any time during the year by ASU staff.
- The various colleges, schools, and departments of the University may have additional procedures and policies that apply to student organizations.

If you have any questions, please contact or visit your student organization liaison at your location. It is the job of student organization advisors to ensure that your organization is informed about policies and procedures, and has an opportunity for personal growth and leadership development. Advisor training is held regularly to help advisors stay up-to-date on policies and procedures.

Best wishes on a successful academic year!

Student Organizations and Leadership Contact Information	
DOWNTOWN PHOENIX CAMPUS Student Center @ the Post Office, Room L1-15 522 N. Central Ave., Suite 243 Phoenix, AZ 85004 (602) 496-1781 Downtownclubs@asu.edu	POLYTECHNIC CAMPUS Polytechnic Student Union 5999 S. Backus Mall Mesa, AZ 85212 (480) 727-1098 polytechnicclubs@asu.edu
TEMPE CAMPUS Memorial Union, 1st floor, 182 PO Box 87901 Tempe, AZ 85281 (480) 965-9600 tempeclubs@asu.edu	WEST CAMPUS Office of Student Connection and Community, UCB 110 PO Box 2850 Glendale, AZ 8306 (602) 543-8200 westclubs@asu.edu
ONLINE STUDENT ORGANIZATIONS onlineclubs@asu.edu Online Student Organization Handbook	



Student Organization Advisor

What is a student organization advisor?

Student Organization Advisors are experienced faculty members who formally mentor student leaders and connect students who share similar passions and interests through a club experience. Student Organization Advisors serve as a bridge between the university and student organizations to create a cohesive and holistic experience both inside and outside of the classroom. Student Organization Advisors play an active role in guiding students in their pursuit of leadership development, connecting students to resources, and positively impact the overall well-being of the students they serve.

Enhanced Advisor Support Model

- Eligible advisors must serve ASU in the role of professor, teaching professor or clinical professor with two years of experience at ASU
 - Included titles: professor, associate professor, assistant professor, clinical professor, clinical associate professor, clinical assistant professor, teaching professor, teaching associate professor, or teaching assistant professor
- **Dual qualification:** Individuals eligible for both an organization advisor and an organization student officer position must choose and commit to serving in only **ONE** role per academic organization registration year.
 - Advisors can serve in multiple organizations in advisor role
 - Student officers can serve in multiple organizations in officer role

Why be a student organization advisor?

Advising student organizations can be very rewarding. It provides opportunities for faculty to interact with students in a different context. Advisors can have an important impact on student development and campus engagement, serve as a mentor to students, connect with university colleagues, and engage with students and organizations who may share similar passions and interests.

Expectations

- **Communication:** Being available and responsive to student organization Officers communications through agreed-upon channels (Slack, email, phone, Zoom, etc). Supporting student communication efforts within specified student clubs and organizations. Communication with student organizations/clubs to determine overall event success and criticisms to utilize as guides for future events.
- **Attending Meetings:** Actively participating with the club leadership. This includes general body meetings, executive board meetings, and more.
- **Attending Events:** Partnering with your student club to plan and be present for safe and productive events. Please be sure to stay up to date with the university's event guidelines as they relate to advisor and university official presence at events:
<https://universityevents.asu.edu/page/guidelines-in-person-events-meetings>
- **Completing Training(s):** As required during (re)registration season. These trainings will live within a Canvas online portal. Please be sure to communicate with your student officers on completion of training.
- **Risk Management:** assume responsibility for risks associated with student organizations/club events and/or activities. Should an incident occur at an event or activity led by your student organization/club the Student Organization and Leadership office will contact the organization/club advisor first to understand the situation and will be further contacted if the incident is escalated.

Best Practices

- Assist your student organization in developing realistic goals for the academic year. This will enable the educational and personal development of the students involved.
- Become familiar with the student organization's constitution and all other governing documents, so that you may advise effectively.
- Attend executive board, general meetings, and organization events when agreed upon and in accordance with ASU's current event guidelines. (See "Attending Meetings" and "Attending Events" under "Expectations".)
- Ensure the officers of the organization to keep accurate rosters of club membership utilizing Sun Devil Sync.
- Assist in the orientation of new members and with the transition process each year.
- Become familiar with the [Arizona Board of Regents Student Code of Conduct](#) and other institutional guidelines that establish expectations for student behavior and activities.
- Guide the group and its officers to establish policies, answer policy questions, and explain the consequences for choosing to operate outside their parameters.
- Become familiar with [Sun Devil Sync](#)
- Become familiar with Risk Management procedures

How do advisors support student clubs?

- **Club Advisors:** They are active participants that create a cohesive and holistic experience that transcends the classroom by connecting the University's learning experience with student organizations.

What if I need a new advisor?

- If the advisor is stepping down for any reason, please reach out to [your campus's Student Organizations and Leadership staff](#) for further assistance and next steps.
- If you need assistance in finding a new advisor, please reach out to [your campus's Student Organizations and Leadership staff](#)
- Once your advisor has changed please contact the Student Organizations and Leadership staff at your campus to inform them of the change.

SunDevilSync

[SunDevilSync](#) is the hub for all student organizations and student activities happening at ASU. As a registered student organization you have a page dedicated to your organization where you can:

- Keep and manage a roster of members
- Message members
- Post events and news
- Track attendance at events
- Post organizational documents and photos
- Create forms and host elections
- Submit funding requests with USG and GPSA
- [SunDevilSync 101](#)

SunDevilSync Roster

Student organizations are responsible for ensuring that their roster is up to date and that all current officers, including the organization's advisor, are listed. It is also the responsibility of the organization to ensure that any previous or graduated officers, advisors, and members are removed from the Roster. To update your organization's roster please follow these steps:

- Navigate to the organization's SunDevilSync Profile and under "Organization Tools" select "Roster"
 - Ensure that all of the current officers and advisors have been invited and/or joined the organization's SunDevilSync profile page by paging through the roster..
 - If new officers and advisors need to be added, you may select their title from the drop down

menu after entering their ASURITE email. This will automatically assign them the appropriate title and permissions upon accepting the invitation.

- If the appropriate individuals are in the Roster, but do not have the proper titles, select the “pencil” icon next to the member’s name to assign a “position”
 - If your organization needs to update positions and titles, or create new ones, select the pencil on the top right of the page titled “Manage Positions: to explore and edit position titles.
- To remove someone from your Roster, check the box near their name and select delete from the top of the Roster. If you wish to simply remove a title, you can do so by selecting the pencil icon.

For a full guide on managing your Roster, please refer to this document [☰ Adjusting Roster on SDS](#) or to our Roster video on Youtube: <https://youtu.be/j-8fqnPvDJw>. For a full guide to using SunDevilSync with your organization please check our [SunDevilSync 101](#) resource.

- **Roster Wipe:** to ensure club member eligibility requirements are met, and to aid with roster upkeep, the Student Organizations and Leadership office will clear out all organization/club rosters up to a week before the new (re)registration period opens.
 - your campus Student Organization Office will reach out to current officers regarding adding ONE officer back onto the roster (post wipe) to take the lead in re-registering the organization/club.

Starting a New Student Organization

The first step to starting a new organization is to explore whether a similar organization already exists. With approximately 1,000 student organizations at ASU, there are many interest areas being met. Check out [SunDevilSync](#) to search for organizations and upcoming events that may relate to your interests.

Naming Your Student Organization

Arizona State University recognizes the importance of student organizations in campus life and encourages student groups to register to gain access to a variety of benefits and privileges. However, registered student organizations remain independent, voluntary organizations and are not sponsored by the University. Registered student organizations may not use “Arizona State University”, “ASU”, “Arizona State” or any ASU college/school name prior to their organization name as it may imply an official relationship with the University. Student organizations may use the geographical designation “at Arizona State University”, “at ASU”, or “at (*ASU College/School name*)” at the end of their name. Student Organizations are not permitted to use 'Arizona State' in their organization name, as this is a phrase reserved for ASU athletics, and certain registered ASU Sport Clubs. For more information on ASU Sports Clubs, please contact the [Assistant Director for Sports Clubs](#). The word “at” must be used rather than the @ symbol. This must be consistent across all registered organization materials, such as club constitutions, logos, and event marketing, and should be consistent across all social media accounts.

Organization Requirements

- The organization must be controlled and operated by currently enrolled students of ASU.
- A minimum of three ASU students, listed as the first three officers in Sun Devil Sync, currently enrolled in at least 1 hour of university credit at ASU that are willing to serve as club officers are required to register a student organization.
 - These top three officers will be listed on your (re)registration form and will be officially recognized by the Student Organization and Leadership office as the top three officers of your organization. As such they will have the ability to request changes to their Sun Devil

Sync organization page, they will be able to make changes to their top three officer list, and they will have the ability to make room reservations in the Memorial Union and Student Pavillion via the [Mazevo](#) requestor form. Please visit the [MU reservations page](#) for more details on a Mazevo account.

- All officers of a student organization must be currently enrolled in one credit hour at ASU during the semester(s) in which they are officers. If at any point student status changes please contact [the student organization staff on your campus](#).
- Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).
- Student groups may impose membership requirements in accordance to academic and class standing as long as they are in accordance with student organizations membership policies and the student code of conduct.
 - Student groups cannot deny membership based on student year, major, certification, or school/college affiliation.

New Student Organization Registration

Eligible new organizations are permitted to register at any time during the academic year by submitting a club registration via Sun Devil Sync. These clubs are upheld to the same standards, and policies as previously existing Student Organizations at ASU

1. Understand the requirements for Student Organizations on your campus location

Regardless of the campus that your organization is on, your three officers listed on your registration must complete the [Student Organization Officer Training](#). You can find more information at eoss.asu.edu/Clubs or by [contacting the student organization staff on your campus](#).

2. Create a Constitution for Your Organization

Your constitution should include information on:

- Purpose, vision and mission
- Membership requirements:
 - REQUIRED STATEMENT: ***Membership in (insert your Student Organization Name) is open to all students enrolled in at least one (1) semester hour of University credit at ASU.***
 - Guest membership may be offered to alumni, staff, faculty, students enrolled in 0 credit hours at ASU, or community members. An guest member of a registered organization may not act as or have the same privileges of a member or serve as a committee member, and are not permitted to be listed on a clubs Sun Devil Sync Roster.
- Election of Officers
- Club meeting procedures and frequencies
- Officer titles and responsibilities
- Removal/impeachment of officers
- REQUIRED Non-Discrimination Statement as written below:

Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section

106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

For more specific information on each constitution sections requirements, please utilize the [template](#) constitution. Your organization is not required to follow this exact format, however, all highlighted sections on the template are the specific requirements for an organization constitution that are necessary for an organization's constitution to be approved during the registration process.

3. Complete the Registration on SunDevilSync:

One of the current top 3 student officers listed on the registration form must complete and submit the registration for the club.

- Organization Name
- Organization Description
- Mission of the Student Organization
- Organization Constitution
- Contact Information for 3 Organization Officers
 - Full Name
 - ASURite Email Address
 - ASURITE Username
 - ASU ID Number
 - Phone Number
- Contact Information for Faculty Advisor
 - Full Name
 - ASURite Email Address
 - ASURITE username
 - Phone Number
 - University Position Title and a link to their [iSearch Page](#)

Student Organization Re-Registration

Re-registration of student organizations is an annual process and must be completed each academic year in the Spring Semester. Before re-registering, student organizations should be in good standing. Organizations should make sure they have:

- Complied with all University policies and procedures (including those outlined in this document).
- Have no unpaid debts or outstanding balances with university entities.
- Have no outstanding or unresolved ABOR Student Code of Conduct violations. Student Organizations may not have any outstanding conduct cases with the Office of Student Rights and Responsibilities. If a student organization is currently on a status with the University or has an open case, the organization must be working toward resolution of the case.

The privileges conferred through registration may be withdrawn by freezing an organization on Sun Devil Sync for cause which shall include willful or negligent violation of university, state or federal standards, codes or policies. Registration may also be withdrawn or discontinued for the following reasons:

- Organization's past conduct;

- Organization's stated objectives;
- Organization that exists solely to conduct business for a for-profit company or vendor. This includes but is not limited to: street teams, student brand representatives, boosters, etc.
- Failure to meet financial obligations to the university.
- Failure of an organization to carry out its programs consistent with the stated aims and purpose of the organization's constitution, bylaws and/or governing documents including statements made on SunDevilSync.
- If an organization is no longer in compliance with the university's registration requirements as outlined in this document
- At the written request of the organization.
- When by constitutional provision the organization is dissolved.

If an organization loses their registration benefits by being frozen on Sun Devil Sync by student organization staff, the organization may reverse the decision by re-aligning with university student organization policy and communicating with the student organizations staff at ASU unless the denial or revocation was initiated under the [Student Code of Conduct](#). Organizations will not be frozen by student organizations staff without notification to the clubs current officers and advisors as listed on Sun Devil Sync.

Arizona State University registration of an organization does not constitute university endorsement or approval of the organization's policies and activities. However, it does signify a willingness on the part of the organization to comply with state law and the rules, regulations, and policies of the university and the Arizona Board of Regents. Per the [Student Services Manual](#): Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. *Title IX of the Educational Amendments of 1972*, §106.14, makes an exception for social fraternities and sororities in regard to gender for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

Re-Registration Process on SunDevilSync

The re-registration process must be completed by the incoming officers listed on the registration they are submitting. Registrations submitted by club advisors, alumni, or student officers not listed on the registration form will be denied. The submitter of the registration will become the organization's primary contact. Primary contacts must always be a student officer. The Student Organizations and Leadership office will clear out all organization/club rosters up to a week before the new (re)registration period opens. Your campus Student Organization office will reach out to current officers regarding adding ONE officer back onto the roster (post roster wipe) to take the lead in re-registering the organization/club.

If no officer is listed on the roster within Sun Devil Sync they will be unable to re-register the organization. If assistance is needed, please reach out to the Student Organizations and Leadership team on your campus. If an organization's elections take place in the Fall semester, the re-registration can be submitted by the current officers and the officer positions can be updated on the Sun Devil Sync Roster by the outgoing officers once elections take place. Officers should contact the Student Organizations and Leadership team at their location when there has been a change to officers within the student organization.

Officers will find the registration process available to them on the main page of their organization in the "Manage" view. When completing the registration make sure that you have the following information:

- A statement on how your organization supports the ASU Charter, a description of your organization, a profile photo (optional)
- Contact Information for 3 Members as Organization Officers
 - Name
 - ASURite Email Address
 - ASURITE Username
 - ASU ID Number
 - Phone Number
- Contact Information for Faculty Advisor
 - Name
 - ASURite Email Address
 - ASURITE username
 - Phone Number
 - University Position Title
- Updated Organization Constitution that has been reviewed, signed and dated by all incoming officers

After receiving a completed SunDevilSync submission for the registered student organization, Student Organizations and Leadership staff will review all information. If you have specific questions regarding your submission, please email the respective [Student Organizations and Leadership contact at your campus location](#).

Upon review, the Student Organizations and Leadership staff may deny the request with comments about changes that need to be made. If your request is denied the Submitter should receive a notification from Sun Devil Sync. The Submitter can view their notification settings on the User page of Sun Devil Sync to ensure that your notifications are emailed to them. If the Submitter's request is denied, they can edit the submission with the changes needed and resubmit. Please refer to our guide on how the submitter can [re-submit an organizations registration](#). If you do not resubmit changes, your organization may be changed to frozen at the end of the re-registration period as indicated by the student organizations staff each spring.

Freezing a Student Organization

Student Organizations and Leadership staff may change an organization's status to "frozen" if the student organization does not meet the requirements. Student Organizations and Leadership staff will reach out to the currently listed officers and advisors of the organization that is risking being frozen, with the necessary changes needing to be made for the group to remain active. The organization will be given 10 business days from the date of notification to resolve the issue, unless otherwise stated by the student organizations staff. A frozen organization is not searchable to Sun Devil Sync users in the "Explore" view and is not eligible to reserve rooms or receive GPSA/USG funding and other benefits of being a student organization. If an organization is frozen the officers of the organization will still be able to view the organization in the "Manage" view. Student Organizations do not need to submit another registration form if their organization was frozen post re-registration approval, rather they will need to make the changes to their organization as indicated by the student organizations staff through email to the officers and advisors of the club. If frozen due to failure to complete the re-registration process, the club then will need to submit the re-registration and receive approval to become active again.

Student Organizations may be denied registration, or frozen, if they:

- Seek to accomplish its objectives, goals, purposes, or activities through the use of violence or prejudice; or
- Engage in activities that materially or substantially interfere with the discipline and normal

- activities of the University or with the rights of others; or
- Engage in activities that present a danger to property, personnel, and/or orderly function of the university; or
- Refuse to comply with federal or state laws, including the Americans with Disabilities Act of 1990, Board of Regents' policy, or University rules and regulations.

Inactivating a Student Organization

If an organization has remained frozen for one calendar year, Student Organizations and Leadership staff may inactivate this organization. This means that the listed officers will no longer be able to view or edit the organization. Clubs may also be inactivated at the discretion of their officers and advisors.

Student Leadership Development

Consistent leadership is critical to the development and success of the organization.

High-performing organizations positively impact the campus community. To ensure a proper balance of leadership, each organization is required to maintain at least three officers within its leadership structure. It is suggested that organizations review their constitution and other governing documents regularly to ensure procedures regarding membership, elections, and appointments are up-to-date.

To support the development of student leaders and advisors, the Student Organizations and Leadership team will offer several educational workshops and conferences during the academic year. Advisors and student leaders receive newsletters detailing upcoming learning opportunities; events are also posted on Sun Devil Sync.

Transitioning Leadership

Leadership transition typically takes place during the Spring semester for student organizations. However, student organizations may also transition at other times throughout the year. These are the steps that your organization should take to transition leadership.

1. Connect with your organization advisor.
2. Have new officers review the Student Organization/Club Handbook and the Organization Constitution, and have them take the student officer training.
3. Contact your Campus Liaisons to make the officer changes official via office records.
4. Update the organization's profile on Sun Devil Sync.
5. Share/transition access to electronic portals and documents.
6. Share/transition access to the organization's bank account if one exists.
7. Introduce incoming leaders to key contacts and partners.
8. If Student Organization re-registration is currently open, new officers should complete the re-registration process.

Event and Meeting Reservations

No student organization may schedule or sponsor any events during the final exam period. event requests submitted through Sun Devil Sync during this period will be denied

Student Centers, Academic Facilities, and Classrooms

Once you have ensured that your organization is active on Sun Devil Sync, only the top three officers recognized by the Student Organization and Leadership office, those of which were also listed in the original (re)registration application, can make room reservations at the Memorial Union and Student Pavilion. Reservations for events and meetings in the Memorial Union, Student Pavilion, and affiliated Outdoor spaces can be requested at <https://asu-tempe.mymazevo.com>.

For additional support, please email mureservations@asu.edu, call 480-965-3406, office located on the 3rd floor of the Memorial Union, or visit the [MU Reservation info site](#).

Once the reservation is approved and complete, you will receive a confirmation. PLEASE forward that confirmation to your advisor. Use of academic facilities is a privilege available to registered student organizations. Food and beverages are not allowed in classrooms. Please be respectful and adhere to all policies to allow for future use of this privilege. A full list of policies related to holding events in University Classrooms is available [here](#).

To review open classrooms available for reservations, check out [ASU classroom scheduling](#).

Other Reservable Spaces on Campus

Check out the campus-specific guides for reservable spaces and other event planning resources in the third module of the [Student Organization Officer Training](#).

Sound Guidelines

Policies seek to strike a balance between the needs of the students to program in active spaces at Arizona State University, and the needs of the surrounding classrooms, offices, and other spaces to fulfill their academic mission. If you are planning an on-campus event that may include amplification, be sure to [contact your Student Organizations and Leadership Office](#) for more information on sound amplification guidelines. Policy violations not only put your organization at risk but all programs that utilize on-campus space for programming.

Media/Audio-Visual Services and Equipment Rentals

Various types of equipment are available for student organization usage at events.

- **Downtown Phoenix Campus:** Work with the student organization office to reserve any media by emailing downtownclubs@asu.edu.
- **Polytechnic Campus:** Specify when making the [reservation](#).
- **Tempe Campus:** Specify needs when making a [reservation](#) and work with the contact who confirms your request. [PAB Productions](#) can also offer advanced services for student organizations at a cost.
- **West Campus:** Contact Student Activities & Conference Services (SACS) at sacs.oa.west@gmail.com

Food at Events

No home-prepared food or drink is allowed at campus events sponsored by student organizations. Individual students are allowed to bring their own brown bag or lunch box meal. However, they may not supply homemade food to others. For the most up-to-date policies on food at student organization events, please check [ASU Food Safety and Health](#).

Aramark/Sun Devil Dining

Aramark can provide a variety of services for your organization, from light refreshments to elegant dinners. Arrangements should be made at least two weeks prior to your event. Aramark staff can help you plan a menu to fit your program and your budget.

Aramark is the exclusive caterer contracted to provide food at the following Arizona State University locations:

- **Downtown Phoenix Campus:** Taylor Place and Student Center @ The Post Office
- **Polytechnic Campus:** Citrus Dining Pavilion and Student Union
- **West Campus:** University Center Building, Delph Courtyard, and Verde Dining Pavilion

- **Tempe Campus:** Memorial Union, Student Pavilion, and Old Main

Food Waiver

Occasionally, events involve special requirements that cannot be fulfilled by ASU-contracted caterers or approved caterers. In such instances, Food Exception Request Forms and vendor proof of insurance are required from event organizers. The Food Exception Request form can be requested from the location you are reserving on campus. A food waiver must be submitted 14 days in advance of the event. Examples of exceptions include: food that was donated or a special menu item not offered by Aramark/Sun Devil Dining.

A food exception request is not required for food purchased from the retail outlets located on campus. Please read the following information to determine how to obtain food and beverages for the specific event that you are planning.

Aramark Contacts

<p>Downtown Phoenix Campus 602.496.6707 asucateringdowntown@aramark.com</p>	<p>Polytechnic Campus 480.727.3874 asucateringpolytechnic@aramark.com</p>
<p>Tempe Campus 480.965.6508 ASUCateringtempe@aramark.com</p>	<p>West Campus 602.543.3662 asucateringwest@aramark.com</p>

Additional Food Contracts

- Atlasta Catering is contracted to provide food at the University Club, Tempe campus, and Walter Cronkite School of Journalism at the Downtown Phoenix Campus.
- Sodexo Sports and Leisure is contracted with Sun Devil Athletics.
- For Catering at Gammage Auditorium and Kerr Cultural Center, contact ASU Public Events at 480-965-5062.

Event Planning Resources

Special Event Registry

As the university grows and more special events are produced across all campuses, the need to capture all the production details is important for the safety of all employees and visitors to Arizona State University. The Special Event Registry connects ASU event coordinators and producers with ASU safety collaborators for the event safety review. If you have additional questions, contact the [Special Events Registry team](#).

Special Events need to be registered 30 days prior to the event. There may be additional fees such as fire permits depending on the nature of the event. For more information on when and how to submit a special event permit and the current guidelines surrounding the permit visit the [Special Events Registry Site](#).

Bringing Speakers/Performers to Campus

If your organization is thinking of bringing in a guest speaker and/or artist, student leaders are encouraged not to sign legally binding documents. You and/or your organization will be personally liable for fulfilling the terms of the agreements should you choose to sign the contract. If your organization is pursuing university funds to pay for goods or services that you have signed – all

provisions, statuses, and policies that pertain to ASU Use of Funds will apply. We encourage you to reach out to the [Student Organizations and Leadership Office](#) on your campus while planning your event.

Virtual Engagement

Students have access to Zoom and Slack which can be utilized for student organizations.

[Zoom](#) is a video conference tool available university-wide. Student Organizations can host meetings, events, and webinars through Zoom. Zoom features the ability to screen share, call in from a phone, and adjust security settings to meet your club members' needs.

Zoom Enhanced Security Features:

Screen Sharing

To prevent inappropriate screen sharing during sessions, the Zoom default setting for screen sharing is now set to Host-Only. This means only Zoom session hosts can share their screen, or change this setting on their account to enable others to share.

If desired, in each Zoom session, grant screen-sharing rights to all participants via the Shield icon or select participants by right-clicking on names on the Participant List and choosing "Make Co-Host." For more information, refer to the [user guide](#).

Display Name

To prevent inappropriate display names and further secure Zoom sessions, the default setting for allowing users to change their names displayed in meetings will be permanently disabled.

Waiting Rooms

ASU is mitigating the chance of Zoom disruptors by automatically activating waiting rooms. Anyone logged in with their ASURITE can enter the session automatically. Those not logged in to Zoom with their ASURITE will only be admitted once the host(s) allows them to enter. Zoom session hosts can individually admit or with a single click admit all who are in the waiting room. ASU faculty, staff, and students will have the ability to change this new default setting on their ASU Zoom account. For more information, refer to the waiting room knowledge article.

[Slack](#) is a messaging, content-sharing, and learning tool that can be used to keep club members connected. ASU has a Workspace on Slack where students can create their channels for groups and student organizations that do not have message limits. This allows members to message within a group and individually, share documents through integrated Google apps, and manage communication across different groups on campus.

Movies/Film for Club Events

Videotapes, DVDs, or downloaded videos that are available for rental or purchase are for home viewing purposes only. This means they can only be viewed in your private living spaces (e.g., residence hall room, apartment, or private residence). Therefore, anytime a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchases for a film typically cost between \$300 and \$1,000 per showing for popular titles from major movie distributors. If you are interested in purchasing the rights for a film please complete [this form](#).

Student Organization Funding

Student Organization Appropriations

Arizona State University students pay an activity fee that is re-distributed for events and activities. Undergraduate student organizations can apply for general funding and event funding from the Undergraduate Student Government (USG) on their campus. The Graduate and Professional

Student Association (GPSA) provides funding for student organizations events intended for ASU graduate students.

More specific information regarding this funding process is available online at the following sites:

- USG Downtown: <http://www.usgdowntown.com>
- USG Polytechnic: <https://eoss.asu.edu/studentgov/usg-polytechnic>
- USG Tempe: <https://www.asuusg.com/general-funding>
- USG West: <https://eoss.asu.edu/usgw/funding>
- GPSA: <http://gpsa.asu.edu/support/gso-funding>

Fundraising Policies & Financial Management Best Practices

Many student organizations choose to hold fundraisers to obtain additional money. Whether the proceeds will be given to a charity, used for a specific function, or deposited into an off-campus account, be aware that there are some specific guidelines organizations will need to follow when raising funds on campus.

Organizations must have ownership of all activities (i.e. a representative of the organization must be present for the length of the activity, and a banner with the organization insignia should be prominently displayed). All relevant university rules and regulations, as well as federal, state, and local laws, must be followed. Failure to comply with these may result in Student Code of Conduct disciplinary action against the organization and/or specific individuals. Student Organizations may use mobile payment services (Venmo, Cash App, etc.) as long as it is clear that the fundraising is not on behalf of the University but on behalf of the student organization.

Fundraising Events with Alcohol

No student organization may sponsor or co-sponsor an event with alcohol or with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at, or on the property of a tavern as defined above for the purpose of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of the Alcohol Policy.

Raffles

The Arizona Attorney General has determined that ASU and its departments and administrative units are NOT permitted to conduct raffles. Using an actual raffle ticket for a door prize is permitted, as long as attendees are not required to pay for the raffle ticket and everyone has an equal chance of receiving it. Any group planning a raffle should be familiar with the law related to this activity and should contact the Office of the Arizona Attorney General for additional information. ASU policies concerning gambling and hosting casino nights can be found [here](#).

Contracts

If your organization is thinking of hiring a vendor, bringing in a guest speaker and/or artist, or contracting with a venue, student leaders are encouraged not to sign legally binding documents. You and/or your organization will be personally liable for fulfilling the terms of the agreements should you choose to sign the contract. If your organization is pursuing university funds to pay for goods or services that you have signed – all provisions, statuses, and policies that pertain to ASU Use of Funds will apply. If you have questions, reach out to the [Student Organizations and Leadership office](#).

Misuse of University Assets

Misuse of university assets is a violation of policies of the Arizona Board of Regents (ABOR), the

Academic Affairs Policies and Procedures Manual (ACD), the Staff Personnel Policies and Procedures Manual (SPP), the Student Code of Conduct, and other policies of the university (collectively “board and university policies”). Therefore, this policy is in addition to, but does not substitute for other laws and policies governing employees and students at the university, whether currently in effect or whether established after the adoption of this policy. Employees and students are required to be familiar with all policies governing the appropriate use of university assets.

Disciplinary action against employees or students for misuse of university assets will be pursued under one or more of those [policies](#), using the procedure applicable to that category of employees or students in connection with those policies.

Sales and Solicitation Regulations

Student Organizations are permitted to sell items on campus for organization fundraising. Food is rarely allowed to be sold on campus due to existing university food contracts, along with health and safety regulations. Be sure to consult with your [Student Organizations and Leadership office](#) in advance to ensure that the activity is within the university policies. This process does require advanced planning.

Have procedures in place for:

- Inventory control – controlling access to inventory, issuing items to be sold, verifying quantities of unsold items returned, physical inventory counts, ordering merchandise, and receiving purchases.
- Revenue control – safeguarding assets under your control, receiving sales proceeds, reconciling cash and sales, and depositing sales proceeds.
- Accounting – verifying deposit of proceeds, verifying the accuracy of inventory receiving, preparing vouchers, reviewing physical inventory results, preparing financial reports, and reconciling changes in inventory.
- Authorization – approving invoice payments and reconciliations and reviewing asset variances.

Student organizations wishing to conduct sales of food or beverages on university property must receive approval before the sale and are responsible for meeting all health and safety regulations.

Starting a Non-profit Organization

[ASU's Lodestar Center](#) exists to advance nonprofit leadership practice so that organizations can better achieve their mission. They can assist with questions about starting, governing, managing, or operating a nonprofit organization.

If you would like to register your organization as a non-profit, you must apply with the [IRS](#).

Collecting Club Dues

Registered Student Organizations are permitted to set and collect organization dues from their active membership on a yearly or semesterly basis. It is not required that an organization set or collect dues. If an organization would like to collect dues, this must be stated in their organization constitution along with the timeline of due collection, the amount of dues collected, what the dues are going to be used for (generally), and who will be collecting the dues. We recommend that clubs place their dues in an off-campus organization bank account.

Accounts

Monies obtained from dues, fundraisers, sponsorships, or donations should be deposited in an off-campus bank account. An off-campus bank account is not held to the policies of the University. The University does not take any responsibility in the management of a student organization's off-campus account. It is the responsibility of each student organization to track expenses and keep

records of the account number, balance, or the approved officer signers. Any money received from the Undergraduate Student Government or the Graduate and Professional Student Association, or a University department may not be deposited into an off-campus account and will instead be allocated to the group by the funding organization itself on Sun Devil Sync.

The organization operates in the name of the entity and not in the name of the individuals who are part of the organization. Student organizations are strongly discouraged from depositing student organization money into an individual member's personal account. Business records should be maintained in the organization's name, not in the name of an officer. Keep in mind that financial institutions will require that checks made payable to the organization be deposited into an account established for the organization.

We recommend designating two or more members to be authorized to withdraw funds from your account. Ideally, checks and withdrawals should require two officers' signatures to be valid. This reduces the risk of any unauthorized expenditures.

Financial institutions will require that authorized signers are kept current. If the signers have left their position or the university, your organization will experience a delay in withdrawing funds. Changes to the organization's account must be in writing to the financial institution from the current authorized signers. Contact your financial institution to find out how they process a change of signers. Most require that at least one of the current signers authorize the change. Advisors are welcome to be listed as an authorized signer if they so choose.

If appropriate, student organizations are responsible for filing. Oftentimes, student organizations do not earn enough income to require filing federal income tax. Please refer to the [IRS website](#) for more information.

Most banks allow organizations to set up accounts under the organization's name. Typically, your organization must provide:

1. Proof that the organization is an official registered student organization. You can verify if your organization is registered by completing a search for your club on SunDevilSync.
2. Two or more co-signers with photo ID, one of whom could be the club advisor (for transition purposes);
3. A copy of your club's official constitution and meeting minutes with signatory identified
4. An Employer Identification Number (EIN) is on file with the Internal Revenue Services.

If a student organization chooses to establish a bank account separate to ASU, we highly recommend opting in for paperless statements, for convenience and reduction of paper waste.

Tax Identification Numbers (TIN) or Employee Identification Numbers (EIN)

The United States Treasury Department and the Internal Revenue Service require an organization to disclose its TIN/EIN when opening any type of deposit account. To obtain an off-campus bank account, you will need this number. Registered student organizations at ASU cannot use the University's TIN/EIN. For more information, visit the [IRS website](#).

In applying for a TIN/EIN, the organization officer who is listed as the executor of the number will be required to provide his/her social security number. When transitioning between officers, it is recommended that the executor of the TIN/EIN be switched as well. This will protect the outgoing officer and ensure that his/her name is not associated with the account after he/she leaves office.

ADDFor more information and a continued review of fundraising policies and financial best practices for student organizations, check out our Youtube for a video on the topic

Copies and Mail

Student organizations may be offered a limited number of copies per semester as a registered student group. Number of copies varies depending on campus location and whether the copy is black and white, or color.

- **Downtown Phoenix Campus:** Copies are NOT available with the student organization office. Mail and small packages should be delivered to your student organization advisor on campus.
- **Polytechnic Campus:** Copies are NOT available with the student organization office. Mail and small packages should be delivered to your student organization advisor on campus.
- **Tempe Campus:** Copies are NOT available with the student organization office. Mail and small packages should be delivered to your student organization advisor on campus. Student Organizations should not send mail to the Student Organizations Office, but If mail is delivered to the Student Organizations and Leadership Office our staff will reach out to the listed recipient to pick up this mail. All mail that is not picked up in 4 weeks will be returned to sender. Groups will be given notification via ASU email.
- **West Campus:** Mail and small packages should be delivered to your student organization advisor on campus. All materials purchased through the use of USG funding should be mailed to the Office of Student Connection and Community. Marketing requests larger than 8.5 by 11 may be obtained in limited quantities in sizes up to 24 by 26 inches at the Office of Student Connection and Community.

Marketing your Organization

Logos

When creating your club logo, please ensure to format your name in one the following ways:

- “Club Name” at Arizona State University®
- “Club Name” at ASU®
- “Club Name” at (ASU College/School Name)

Student Organizations may only use “at ASU” OR “at Arizona State University”, “at (ASU College/School Name)”, as a geographical location if it appears in org/club name.




Student organizations are permitted to use **Sparky, Sparky’s pitchfork or the Hand pitchfork** as part of their official club logo. The images of **Sparky** and **Sparky’s pitchfork** cannot be edited in any way. Other graphics such as the **ASU sunburst logo** and the **Athletics pitchfork logo** are not to be used by student organizations.

Student organizations looking to use **Sparky, Sparky’s pitchfork or the Hand pitchfork** in their logo should follow the steps outlined below:

1. [Contact the student organization staff](#) at the location of the organization’s registration.
2. Student organization staff then determines if the student organization is registered.
3. If registered, the student organization staff will provide the files to the student organization.
4. The Student organization must send back their logo to the student organization staff for review and approval.
5. Once approved, the club logo may be used on marketing materials and apparel. Please see the “ASU Preferred Vendors” section in this handbook for next steps on purchasing materials.

Examples:












Yes

Sparky and Sparky's head	Sparky's pitchfork	Hand pitchfork	Club names:
			<p>“Club Name” at Arizona State University®</p> <p>“Club Name” at ASU®</p> <p>Clubs and student groups may include “Sun Devil®”, “Sun Devils®”, Devils™”</p> <p>“Club Name” at College Names (i.e. WP Carey, Barrett, Cronkite, Thunderbird)</p>

ASU Organizations may NOT use the Sunburst logo, the Athletic Pitchfork, or any other logo not shown above. Organizations also may not edit any of the above images, or crop them in any way.

Must include ® next to “at ASU”, “at Arizona State University”, and ® next to “Sun Devil(s)”, and ™ next to “Devil(s)”

N.m/o

<p>Athletics Pitchfork</p> 	<p>Modifications of any kind to Sparky</p>  	<p>Modifications of any kind to Sparky's pitchfork</p>  
<p>Full ASU logo, ASU sunburst logo or ASU department unit logo</p>  	<p>A/S Athletics logo</p> 	<p>Having "ASU" or "Arizona State University" in front of the club name</p> 
<p>Use of or inference to other ™ logos</p> 	<p>Sun Devil Bold font or Akzidenz Grotesk Standard font</p> 	

	<h1>ABC</h1>	
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Social Media

Social media is a great way to market your organization and keep up to date with your members. Make sure that you are using the proper name of your organization on your social media accounts. Registered student organizations may not use “Arizona State University”, “ASU”, “Arizona State”, or an ASU college/school name prior to their organization name as it may imply an official relationship with the University. Student organizations may use the geographical designation “at Arizona State University”, “at ASU”, or “at (ASU College/School Name)” at the end of their name. This should be consistent on social media accounts, logos, constitutions, Sun Devil Sync pages and any marketing materials for the organization.

All logos approved through EOSS must be used on all social media, websites, etc. so that only approved formats are being used and there is alignment in all media.

Promotional Marketing

If your organization does use the name “Arizona State University” or any ASU name/school/college at the end of the organization/club name or uses the Sparky image in any printed marketing materials (t-shirts, giveaway items, banners, etc.) you will need to use a licensed vendor. If you are ordering materials with funding from USG or GPSA please contact their offices for lists of preferred vendors.

If you have questions about trademark and licensing or finding vendors you can reach out to your [Student Organizations and Leadership office](#) or Monica Middendorf monica.middendorf@asu.edu from Trademark and Licensing at ASU.

ASU Preferred Vendors:

<https://cfo.asu.edu/promotional-items-including-t-shirts-and-polo-contract>

University Policies

Hazing Policy

Hazing is prohibited. Any solicitation to engage in hazing is prohibited. Aiding and abetting another person who is engaged in hazing is prohibited. All students, faculty, and staff must take reasonable measures within the scope of their individual authority to prevent violations of this policy. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.

Violations of this policy or interference in an investigation under this policy by students or student organizations are subject to sanctions under the Student Code of Conduct. Any university employee who knowingly permitted, authorized, or condoned hazing activity is subject to disciplinary action by the university.

“Hazing” means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any student organization that is affiliated with the university and;
- The act contributes to a substantial risk of potential physical injury, mental harm, or degradation, or causes physical injury, mental harm, or personal degradation.

“Organization” means any athletic team, association, order, society, corps, cooperative, club, student organization, fraternity, sorority, or other similar group that is affiliated with the university and whose membership consists primarily of students enrolled at the university. “Organization” includes a local chapter, unit, or other local division consisting primarily of students, regardless of the nature of the membership of the larger public or private organization.

“Student” means any person who is enrolled at the university, any person who has been promoted or accepted for enrollment at the university, or any person who intends to enroll at or be promoted to the university within the next 12 calendar months. A person who meets the definition of a student shall continue to be defined as a student, for the purposes of this policy, until the person graduates, transfers, is promoted, or withdraws from the university.

Alcohol Policy

The following procedures are required for student organizations in regards to hosting events with alcohol:

- Student organizations must be in compliance with all federal, state, county, city and university regulations (including SSM 106–03: Alcohol and Other Drugs on Campus; ABOR 5-108: Sale and Consumption of Alcoholic Beverages on Campus; PDP 202–03: Sales and Service of Alcoholic Beverages on Campus; SSM 104-01: Student Code of Conduct and Student Disciplinary Procedures) as well as any national organization alcohol/risk management policies that apply.
- A third-party vendor must be hired to provide, serve and distribute alcohol at all events/activities.
- Events with alcohol may only be hosted during the academic year. No events shall take place during Fall Break, Winter Break, Spring Break or Summer Session.
- No organization should benefit financially from the sale of alcohol at any event.
- No organization should purchase alcohol with organization funds, nor may a member or members, on behalf of the organization, coordinate the purchase of alcoholic beverages.
- No “open” activities/events (those with unrestricted access) including alcohol should be held.
- The guest to member ratio at any event should not exceed 3:1.
- The hosting organization will provide one member per every ten persons in attendance at any event who will abstain from consuming alcohol.
- Each activity/event involving alcohol must be planned and approved by the Organization President and advisor 14 days prior to the scheduled event. A sufficient event planning checklist (created by organization) should be completed.
- The guest list should be finalized 24 hours prior to the event. The activity/event guest list should be typed and available throughout the event. The guest list will then be filed properly.
- Security should be finalized at least 14 days before the event depending on the size or nature of the event. The hosting organization should consider employing at least one officer from an accredited law enforcement agency as event security. Security guards from licensed, bonded security companies will be acceptable for the remaining security personnel.
- All guests should have a student ID, driver’s license, or other form of government issued identification. No person under the age of 18 should be permitted into the event without an Arizona State University-issued ID. A Student ID shall not be used in lieu of a government issued ID to establish an individual’s age or date of birth.
- Unauthorized use, sale, possession, or distribution of any controlled substance or illegal

drug, or possession of drug paraphernalia that would violate the law is prohibited at all events.

- The host organization shall make available adequate amounts of non-alcoholic beverages and food throughout the duration of the activity/function.
- There are to be no drinking games played at an event at any time.
- Should any individual need medical attention, call 911 promptly. If in the course of an event/activity should an incident requiring medical attention or police involvement occur, the event should be terminated and your advisor should be notified.
- Alternate transportation information shall be easily accessible to all activity/event attendees.
- No student organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list.

Grievance Policy

A disciplinary investigation may be initiated by submitting a written referral to the Dean of Students. The Dean of Students also may initiate an investigation based on media reports or other reliable information. The office will accept any complaint that is provided in writing, such as email, fax, mailed letter, etc.

Below are steps to file a formal complaint against a student organization:

- The concerned party should file a complaint with the Student Organizations and Leadership staff and document the situation.
- The Student Organizations and Leadership staff will contact the organization's advisor and ask for a recommendation on the situation.
- If necessary, the student organization will be referred to the Student Rights and Responsibilities Office for code of conduct issues.
- A [Campus Community Incident Report](#) may be submitted to the Office Student Rights and Responsibilities.

Student Rights and Responsibilities & Code of Conduct

Arizona State University Student Rights & Responsibilities Office information can be found on the [Dean of Students website](#).

The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus. Make sure you are familiar with the [ABOR Student Code of Conduct](#).

Freedom of Expression

ASU recognizes and supports the rights of students to engage in lawful free speech activity including: peaceful demonstrations and circulation of petitions that do not disrupt the normal educational and administrative function of the University, or interfere with the legitimate rights of others. Additional information about the University's commitment to free speech is available on the [Committee for Campus Inclusion website](#).

Insurance Policy

In most cases, ASU does not provide insurance for student organizations. Registered student organizations are responsible and liable for the actions and behaviors of their members and

officers. Any damages to persons or property would need to be covered by the personal insurance of the participants.

If the organization contracts to receive services from a third party, the organization should confirm that the third party has sufficient insurance by contacting ASU Insurance Services at 480-965-7700 for guidance.

Clery Act

ASU student organizations are required by law to report any organization travel under the Jeanne Clery Act, and records showing use must be retained. The advisor will receive a request from the Clery Compliance Coordinator to provide building use information for the applicable calendar year. Federal law requires the organization to report any building controlled and used for the institution's educational purposes.

- **Travel:** If the organization stays at a location for more than one night or on more than one occasion during the academic year (i.e. hotel, retreat center, etc.)
- **Events and Activities:** If the organization holds an official event taking place off campus (i.e. banquet hall, event facilities, etc.)
- **Off-Campus Housing:** If the organization stays at a location for more than one night or on more than one occasion during the academic year (i.e. condos, apartments, etc.)
- **Off-Campus Office Space:** If the organization uses or occupies a space for more than one day or on more than one occasion in a calendar year (i.e. organization headquarters)

Educational Purposes is defined as anything that supports the education provided by Arizona State University and is not limited strictly to the academic purposes of the institution. This may include, but is not limited to, an organization's recreational events or living quarters set aside for organizational members only.

Controlled by means your organization directly or indirectly rented, leased, reserved, purchased, or had some other type of written agreement (including an informal one, such as a letter or an e-mail) for the use of a building or property, or a portion of a building or property. Even if there is no payment involved in the transaction, for Clery Act purposes, a written agreement for the use of space gives your organization space for the time period specified in the agreement. This includes, for example, housing such as condos or apartment units, but would also include meeting space, apartment club rooms, hotel rooms when traveling, etc. The key is that a written agreement was in place allowing your student organization to use the space. (Locations on any of the ASU campuses are omitted because they are already captured in the Clery report.)

The records should include, at a minimum, the following information:

- Name of the location
- Address of the location (individual room numbers not needed)
- Dates of building use (ownership or control)

University Logos, Marks, and Images

Trademark and Licensing Regulations

All logos, seals, names, symbols and slogans associated with Arizona State University are trademarks and are the exclusive property of Arizona State University. Any individual, organization, or company wishing to use Arizona State University's logos and trademarks must obtain the right to do so in writing from the university. ASU Trademark Management is responsible for protecting the use of Arizona State University trademarks and for licensing commercial use of these trademarks.

Sparky, the official ASU mascot, can be used by registered student organizations. Sparky is a

recognized trademark of the Arizona Board of Regents. Sparky must not be redrawn or modified in any way. Please consult the Graphic Standards Manual (<https://brandguide.asu.edu/>) for guidelines.

If your organization chooses to use the university name All club names must read:

- “Club Name” at Arizona State University®
- “Club Name” at ASU®
- “Club Name” at (ASU College/School Name)

Please consult the Student Organizations section (<https://cfo.asu.edu/student-organizations>) for additional details around naming conventions.

Students and student groups may not use the ASU sunburst logo or the seal. The University reserves the ASU sunburst logo for institutional uses and the seal of the University for official and ceremonial uses. Uses and modifications of the University’s trademarks are governed by the Arizona State University Graphics Standards manual available at www.asu.edu/gsm. The official ASU Pitchfork logo is reserved for use by Sun Devil Athletics and may not be used by any other entity including student organizations.

For additional information about use of the University logo, word mark, signatures, and/or mascot, please contact the Trademark Licensing Office at (480) 727-7848 or by emailing sundevillicensing@asu.edu

Advertising and Posting Policy

- All advertising must be factual, and should not mislead or misrepresent the real nature of the event, activity, service, or commodity advertised.
- Advertisements posted on University property by registered campus organizations or an off-campus company or group may not imply sponsorship or endorsement by the University.
- All advertisements must bear the names of the sponsoring organizations.
- Advertisements must be removed in a timely manner.

Where to Advertise

- Kiosks around campus may be posted on without prior approval.
- Bulletin boards and message boards inside buildings should be approved by the department that manages the boards.
- Chalking may be allowed by certain buildings with permission from the appropriate staff.
- Advertisements in University Housing must be approved by the professional staff of the community.
- Student organizations should not post on vehicles, parking structures, trees, plants, planters, trash receptacles, benches, existing signage, light poles or sidewalks.

Students, student groups, or organizations that violate this policy may be subject to sanctions under the *Student Code of Conduct*. ASU Police Department also may cite individuals who violate this policy for violations of Arizona law.

Decisions regarding the permissibility of posting or distribution will not be made on the basis of content, with the exception of materials that contain illegal content or that violate university or Board of Regents’ policies. Examples of impermissible content include materials that are obscene, that convey an imminent threat of physical harm to specific individuals, or that disclose confidential information without appropriate authorization. More information on this policy can be found [here](#).

Student Organization Travel

Student organizations travel for many purposes including retreats, conferences, competitions, and

social events. ASU recognizes that travel is integral to students' collegiate experience and can be extremely beneficial to advancing the mission of the organization. However, it is important to remember that travel can be a high-risk activity that requires adequate proactive planning and preparation. Proper planning can mitigate many of the risks often associated with travel. For more information on travel visit [MyASUTrip](#).

Chartering a Bus

Whenever possible, student organizations should use chartered bus/van service for transportation. ASU has contracts for group transportation with several different companies found [here](#).

Use of Personal Vehicle

Students are discouraged from using personal vehicles for organization-related travel. When a personal vehicle must be used for organization travel, the driver assumes all liability associated with the trip. Drivers and all passengers should follow the following guidelines when using personal vehicles:

- Drivers and passengers are expected to follow University policy and federal, state, and local laws and posted signs.
- Drivers must have a valid operator's license.
- Drivers must possess adequate auto insurance as required by law.
- Drivers must possess current vehicle registration.
- Drivers and all passengers shall have access to and use seatbelts and/or other approved safety restraint devices.
- Drivers and all passengers shall not possess, consume or transport alcohol and/or illegal substances.
- Drivers should take considerable care to allow for adequate rest periods and drive times.
- Drivers should take care to assess the safety of the vehicle they are driving.
- Drivers and passengers should have proper communication and emergency plans in place.

Due to safety concerns, organizations should note the use of large passenger vans defined as 12 and 15 passenger vans is prohibited at Arizona State University. Student organizations, faculty and staff are not permitted to purchase, lease, rent or transport passengers in 12 and 15 passenger vans.

Guidelines for Student Organization Travel Outside the United States

ASU does not encourage student organizations to travel outside of the United States unless it is deemed necessary for an educational or service-related purpose.

Student organizations that wish to travel outside of the United States should consult with staff from the Student Organizations and Leadership team.

Student International Travel

Arizona State University now provides a secure system for students traveling outside the United States and its territories to record ASU-related international travel plans. This service, provided by the Study Abroad Office, supports emergency communications and gives registered travelers access to valuable international health, safety and security resources.

Who is required to register travel?

Per the [ASU Student International Travel Registration policy](#), all ASU students (and faculty/staff members accompanying ASU students) participate in ASU related travel outside of the United States and its territories. ASU related international travel includes, but is not limited to the following activities:

- Research, [experiential learning](#) (e.g., international internships, co-ops, volunteering,

service-learning).

- Independent study done abroad or any other international travel that is part of an ASU class or for which the student receives ASU resident credit.
- International travel sponsored by or affiliated with ASU or an ASU student organization (this applies to both affiliated and independent student organizations registered with [EOSS](#)).
- Any other international travel by students for the purposes of officially representing ASU, such as participation in an academic or professional conference.

What are the benefits of registering?

- Travel intelligence. Access mobile-ready international travel intelligence and expert risk analysis and advice - before and during your international travel.
- Emergency communications. Access 24/7 ASU emergency response services and enable ASU to reach you in the event of an emergency.
- International health insurance. Get covered by ASU's [international health insurance](#), which includes emergency evacuation in the event of political instability or natural disaster.

Risk Management

If you have concerns about the risk involved during a planned event or activity, please consult with the Student Organizations and Leadership staff at your campus so that they may provide assistance to you or the student organization.

While there is little ability to remove all risk from student organization events and activities, there are several ways in which an advisor or Student Organizations and Leadership staff can mitigate potential risks. Some suggestions are:

- Identify risks that relate to the event or activity.
- Clarify the needs and expectations of intended outcome of the program.
- Ensure student organization leaders have submitted all necessary forms and have notified proper administrators of the event or activity.
- Prepare for all scenarios that could cause potential risk or harm to property and event attendees.
- Encourage organization leaders to consider all risks in regard to the signing of contracts, and ensure they are clear about their liability and responsibility for all aspects of signed contracts.
- Provide clear communication with all students involved in planning the event or activity.

Medical Emergency Procedures

1. If the emergency takes place **on-campus**, call 911 and tell the dispatchers you are on an ASU Campus to be connected to the ASU Police Department
2. If the emergency takes place **off-campus**, call 911 to be connected to the local police department.
3. Send one person to call for help and be sure to keep at least one person with the injured person.
4. When speaking with a dispatcher, security or police officer, you should:
 - a. Provide the exact location, building, and room number where the injured person is located.
 - b. Remain on the phone with the dispatcher until help arrives
 - c. Know the phone number you are calling from

If anyone is transported to a hospital or medical facility for treatment, please notify the ASU Dean of Students Office and a Student Connection and Community staff member at your campus.

Additional Resources

[How to use Sun Devil Sync](#)
[YouTube - Student Engagement at ASU](#)
[Student Organizations Website](#)
[Recruitment & Retention](#)
[Event Planning](#)
[Officer Transitions](#)

In addition to the staff located on each campus, please feel free to utilize the campus resources below.

[ASU Student Code of Conduct](#)
[ASU Counseling Services](#)
[ASU Health Services](#)
[Live Well ASU](#)
[Career and Professional Development Services](#)
[Get Involved ASU](#)
[Student Accessibility and Inclusive Learning Services](#)
[International Student Engagement](#)
[Graduate & Professional Student Association](#)
[Sexual & Relationship Violence Prevention Program](#)
[USG Downtown](#)
[USG Polytechnic](#)
[USG Tempe](#)
[USG West](#)
[More Resources at ASU](#)

If you have any questions please contact your student orgs team:

Downtown: downtownclubs@asu.edu
Polytechnic: polytechnicclubs@asu.edu
Tempe: tempeclubs@asu.edu
West: westclubs@asu.edu