



# STUDENT ORGANIZATIONS

## Foreword

Student Organizations are important!

Organizations at Georgia State University (GSU) actively participate in and contribute to a vibrant university community. More than 400 Registered Student Organizations (RSOs) at GSU provide invaluable experiences and opportunities for students to grow as individuals, leaders, and community members. The debates, social and cultural events, lectures, and many other activities hosted by organizations contribute to making GSU a very dynamic and exciting place.

The units of the Student Life department work to be proactive in guiding organizations by providing education, training, and consultation. Our staff strives to be facilitators to student organizations by defining appropriate boundaries, sharing information, and assisting in the decision-making process. We work to help RSOs appropriately manage their risks and achieve their goals.

Student organizations add an important component to campus life at GSU by providing an outlet for the student voice to be heard and a vehicle for students to have a substantial impact on campus. Secondly, students gain valuable experience in the practical aspects of leadership, communication, risk management, and teamwork. **Our campus Student Life teams are here to guide and assist student organizations in navigating the university.**

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## About the Department

The Division of Student Success has several units that support student engagement. The supporting departments for the campus life experience are the Student Life offices at each campus. These departments work closely with our student organizations to guide organizations by providing education, training, and consultation. These offices facilitate registration, oversight, and support for all student organizations. By completing the process of becoming a Registered Student Organization (RSO), an organization formally acknowledges these offices' administrative authority on all campuses. The office staff strives to provide resources and to be facilitators to student organizations by defining appropriate boundaries, sharing information, and assisting in the decision-making process. These resources provide answers to questions about organizational responsibilities, promotion and marketing opportunities, event management, student activity fee usage, fundraising, recruitment, and the services offered to organizations.

Please note that policies and procedures change frequently, and the information contained in this **downloadable** manual is subject to change without prior notice. The Student Organizations website (<https://engagement.gsu.edu/student-organizations>) and Panther Involvement Network (<https://pin.gsu.edu>) contain links to additional information to assist with the rate at which information becomes outdated.

The Student Life staff will make efforts to keep the online manual updated and will review the online manual annually. RSOs are strongly encouraged to visit <https://engagement.gsu.edu/student-organizations> and/or contact their campus Student Life office to get the most up-to-date information on the designated campus in which the student organization is registered.

## I. Registered Student Organization (RSO) Purpose and Overview

Registered Student Organizations support the mission, goals, and core values of the University, guided by a lawful constitution under the direction of chosen officers and must officially register with the Division for Student Success. RSOs at GSU provide a forum for educational, intellectual, social, and wellness benefits of GSU students. By registering as an RSO through the Panther Involvement Network (PIN), student organizations are able to receive the support of the Student Life department on their campus and access to certain resources available to RSOs, but those organizations are also bound by expectations and requirements set forth in applicable law, Board of Regents' policies, and GSU policies and procedures.

Not all groups are or will become RSOs. To be considered an RSO, a student organization must be able to meet the requirements to register as an RSO, as outlined in this document, and must choose to register with GSU's Division of Student Success via PIN at <https://pin.gsu.edu>. All RSOs are governed by and responsible to the University Code of Conduct and Registered Student Organization (RSO) Handbook.

Each RSO at Georgia State University will have one or more category designations, the definitions of which are set forth below. Each student organization must initially register as an RSO by following the instructions set forth below and must renew its registration through PIN on an annual basis. GSU's review of a student organization's initial registration and registration renewal is conducted on a content-neutral basis. GSU's decision on whether to approve a student organization's application as an RSO is based solely on 1) the organization's submission of a properly completed PIN registration application; 2) a willingness to comply with GSU's listed RSO Policies; and 3) a demonstration of a bona fide intent to sponsor programs, activities, or events for GSU students. Registration of a student organization does not constitute endorsement by GSU or approval of the student organization's policies and activities.

### Benefits

RSOs are considered a separate, independent entity from the University whose membership is comprised of GSU students, which meet the minimum requirements of an RSO and has completed all necessary requirements established by the University. RSOs which have completed registration and maintain an active registration status are granted the privileges set forth below. They may:

- A. Reserve certain meeting rooms and event space, subject to applicable use requirements;
- B. Petition for Student Activity Fee (SAF) or Recreation Services funding where applicable;
- C. Maintain an updated organization page in the online RSO database system, PIN;
- D. Utilize equipment designated for the support of RSOs where available;
- E. Access vehicle rentals through the Division of Student Success for official activity of the RSO; and
- F. Promote or advertise the RSO on campus.

**\*\*NOTE: This policy and processes contained herein apply to RSOs ONLY.\*\***

## II. RSO Categories

RSOs are required to list at least one category for their organization. This category must refer to the campus on which the RSO is located. Many organizations bridge more than one category in their mission. To support this, RSOs at GSU may choose up to three additional categories:

Academic/ Professional	These student organizations are related to specific academic discipline and/or career path to support and enhance the academic goals of the university. Some organizations may receive direct support from an academic department on campus.
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Activism/ Awareness	These student organizations actively support an idea or cause and work to effect change (e.g., social, systemic, economic or environmental).
Arts/ Media & Music/ Performance	These student organizations primarily focus on the creation and/or appreciation of fine/creative/performing arts. These organizations may offer opportunities for students to express their creativity in various capacities or include opportunities for students to experience performance entertainment.
Cultural/ Multicultural	These student organizations share a commonality of cultural experience, such as customary beliefs, race, ethnicity, values, attitudes, and practices. These organizations offer a lively social and educational environment for students and promote preserving cultural heritage and identity.
Graduate	These student organizations primarily provide a benefit or service to graduate students at Georgia State University and should be open for any graduate student to join.
Honor Societies	These student organizations recognize students who excel academically or as leaders among their peers, often with a specific academic discipline or affiliation with a university department. Membership in honor societies is typically based on GPA.
Political	These student organizations primarily focus on a specific political party or issue and promote/educate about political views. A political student organization relates to or deals with the structure or affairs of government, politics, or the state; and/or is influenced by partisan interests.
Recreational/Social	These student organizations meet students' needs for socialization and access to structured or unstructured recreational activities.
Religious/Spiritual/ Fellowship	These student organizations focus on supporting and nurturing students' faith and spiritual life based on the shared beliefs of each group.
Service/Volunteer	Community service student organizations include organizations that mainly focus on providing community service to the campus and community.
Social Fraternity/Sorority	Fraternity and Sorority Life (FSL) student organizations only include chapters from Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), or Panhellenic Council (PC).
Special Interests	These student organizations provide a wide range of purposes that encourage interest in a topic not necessarily related to other categories. These student organizations are groups that encourage social interaction around a shared interest or theme.
Sports Club	These are student organizations that provide opportunities for students with common interests to participate and compete in a variety of activities. Additional requirements and approvals are required for these organizations through Recreational Services. Sports Clubs are limited to only selecting a campus category and "Sports Club" as their categories during the registration process.
Student Governance Councils	These organizations exist to facilitate student self-governance. This may include self-governing coalitions for RSOs that share similar interests.
Student Media	These student organizations exist to provide information related to their purpose through means of mass communication, such as newspapers, magazines, film, radio, or television, whose mission/purpose further the content knowledge or experience for these areas. These organizations are approved through the department of Student Media.

### III. Requirements for RSOs

The conditions set forth below must be met and always maintained for a student organization to register at GSU.

- A. Determine if there's a need for the organization on your respective campus.
- B. Identify *at least* five (5) Georgia State students that would like to be a part of this organization.
- C. Identify a faculty/staff member on the specific campus the organization will be registered on. This member will serve as the on-campus advisor. They must be a full-time, benefits eligible employee of the University.
- D. Visit the appropriate campus PIN page to learn the specific steps for registration.
- E. Develop a constitution for your organization that includes all required components as required in the Code of Conduct:
  1. Official Name
  2. Purpose Statement
  3. Membership Requirements
  4. Officers
  5. Officer Duties
  6. Governance Clause: Required language regarding anti-hazing, anti-discrimination and organization agreement, found in the [Sample Constitution Template available on PIN](#).
- F. Operate as a not-for-profit organization.
  1. A not-for-profit organization is an organization that is not designed to make or maintain profits as an organization or for individual members and leaders to personally earn money based on the operation of the organization.
  2. Not-for-profit organizations are **NOT** automatically viewed as non-profit organizations by the IRS. All RSOs are able to apply for non-profit status. To become a non-profit organization, an RSO must apply for and receive 501 (c)(3) status from the IRS to qualify for tax-exempt status.

### IV. RSO Student Leadership Positions

- A. Definitions
  1. Student Leader: A student member of a Registered Student Organization (RSO) who holds the position of primary contact, secondary contact and/or financial contact within the Panther Involvement Network.
  2. Good Standing: A student that is not under any sanctions as a result of being found responsible for a violation of the Student Code of Conduct.
  3. Term of Office: Begins at the point in time the student is selected, elected, or appointed as a Student Leader.
- B. Eligibility for Student Leader Positions
  1. A student seeking a student leader position must meet all requirements of the Registered Student Organization (RSO). Throughout the term of office, a student must continue to meet all requirements of the RSO. In addition, to be eligible for a student leader position, a student must:
    - i. Be a student as determined by the University Registrar at the time of selection, election or appointment.
    - ii. Be enrolled for a minimum of six (6) hours if an undergraduate or three (3) hours if a graduate student.
    - iii. At the time of selection, election or appointment, should have and maintain at least a 2.0 Georgia State University institutional cumulative grade point average or better, or as stated in the RSO's constitution and bylaws, whichever is higher and must not be on academic probation or suspension. Students in their first semester at Georgia State University are not required to have a minimum institutional GPA requirement to serve as a Student Leader. Students may be given a one term probationary period to improve their GPA should the student not meet the requirements in any one given term.
    - iv. Be in and maintain Good Standing with the office of the Dean of Students.

2. It is up to each RSO to establish academic or judicial standards and the process to verify eligibility of students prior to their selection, election or appointment. If requested, the Division of Student Success can assist with verification of enrollment, confirmation of grade point average, and obtaining a student conduct check. If an RSO needs assistance they can contact the Student Life office on their campus.
3. It is the responsibility of each student leader to immediately notify the RSO of any change in status that would impact eligibility to serve as a student leader.
4. A RSO may set additional requirements for Student Leader positions but may not use requirements more lenient than in this handbook.
5. The Division of Student Success may audit the eligibility of any student leader at any time.

## V. Panther Involvement Network (PIN)

The Panther Involvement Network, or PIN, is a technology tool and website for students to find engagement opportunities at GSU. PIN is also used as the official Registered Student Organization database on campus. RSOs are required to use PIN to:

- A. Annually re-register as a student organization
- B. Maintain an accurate membership roster
- C. Publicize organization events
- D. Track attendance at organization events
- E. Create submissions and documentation to petition for university resources (budgets, car rentals, etc.)
- F. Sign-up for mandatory trainings

In addition to registration, event management and funding tools, PIN has a variety of training, reference documents, tools and resources available to RSOs

- A. [\\*RSO Resources and Training](#)

Failure to maintain compliance with the conditions set forth above will result in administrative suspension or termination of the RSO and immediate loss of all benefits afforded by the University to RSOs.

## V. New Organization Registration

All RSOs are required to register on PIN.

New organizations must complete an initial registration to become an RSO.

- A. Review current list of student organizations listed on PIN to avoid creating a similar organization to one that currently exists.
- B. Submit the Registration form in [PIN](#) for the campus the organization will be established on.
  1. Sign in using your Campus ID and password
  2. Click on the "Organizations" tab
  3. Click on the "Register an Organization" box
  4. Click on the "Register a New Organization" box
- C. Schedule a meeting with a Student Life staff member on your campus to review your registration submission and constitution
- D. Make any needed changes to your submission or constitution and resubmit finalized documents
- E. Attend an RSO Officer Orientation session

Once those steps are completed, your organization will be considered an RSO, and a PIN page will be created for the organization.

## VI. Current Registered Student Organization Re-Registration

Currently established RSOs must re-register annually each Spring semester between April and May. This process is administered through PIN. To re-register, organizations must complete the following steps:

- A. Sign into PIN using your Campus ID and password.
- B. Click on the Organizations tab.
- C. Click on the Register an Organization box.
- D. Search for the organization in the Re-Register Existing box.
- E. Click on Re-Register next to that organization name.
- F. Complete and submit the Re-Registration form including the following information:
  1. Update advisor contact information
  2. Update constitution
  3. Update organization officer contacts and membership roster
  4. Update general organization contact information
  5. Any other information that needs to be updated
- G. Await email notification regarding if your submission is approved or denied for revisions. If denied for revisions, the re-registration will need to be updated and resubmitted.

Re-registration submissions are due May 1. Due to an increase in the volume of submissions during that time, it may take up to 30 days to process your registration. Failure to submit your re-registration by the deadline may result in your organization losing all benefits afforded by the University to RSOs.

## VII. Restarting an Inactive Registered Student Organization

RSOs that do not renew their registration annually will be marked as inactive and removed from PIN, losing all benefits afforded to RSOs by the University.

1. Inactive RSOs must complete the following steps:
  - a. Log into PIN using your Campus ID and password
  - b. Click on the Forms tab
  - c. Search for "Petition to Re-Establish Organization"
  - d. Complete and submit the petition
  - e. Schedule a meeting with a Student Life staff member on your campus to review your petition
  - f. Make any needed changes to your submission or constitution and resubmit finalized documents
  - g. Attend an RSO Officer Orientation session

Once the petition is approved and all other steps are completed, the organization will be considered an RSO, and the organization's PIN page will be fully re-activated and listed in the organization directory.

## VIII. Suspension or Revocation of a Registered Student Organization

An RSO's registration may be suspended or revoked by the Division of Student Success. The suspension of an RSO will result in the temporary loss of all RSO benefits, as listed in the Code of Conduct. The revocation of RSO status will result in a permanent loss of all RSO benefits, as listed in the Code of Conduct. Suspension or Revocation of a student organization's RSO designation may occur at any time if it is determined that the student organization is found to be in violation of the Code of Conduct or policies set forth by the Division of Student Success.

Violations may include, but are not limited to:

*Last updated 10/14/2025*

- A. Seeks to accomplish its objectives, goals, purposes, or activities through the use or promotion of violence;
- B. Engages in activities that materially or substantially interfere with the discipline and normal activities of GSU or with the rights of others, including activities that present a danger to property, individuals, or the orderly functioning of the University;
- C. Seeks personal gain rather than operating as a not-for-profit organization
- D. Falsifies or forges an official University record or document;
- E. Refuses to comply with federal or state laws, Board of Regents' policy, and University policies and procedures, including the Code of Conduct, or states an intention to do so;
- F. Fails to provide all necessary registration information; or,
- G. Fails to meet financial obligations to the University.

If an organization's registration is suspended or revoked, the organization can file an appeal by following the steps provided to them in the decision letter sent to them by the Dean of Students office.

## IX. RSO Events and Reservations

### A. Events

All RSO events must be submitted on PIN. For video and written instructions on submitting an event in PIN, visit <https://pin.gsu.edu/organization/rsotraining>

All on-campus events sponsored by RSOs which were allocated Student Activities Fee (SAF) funds must obtain final approval from their designated SAF Budget Manager.

RSOs at GSU may not co-sponsor events with an off-campus organization or with any commercial enterprise. Off-campus organizations and commercial enterprises may utilize the University's facilities rental services in order to book spaces for their events as needed. To sponsor campus events, RSOs must be in good standing with the University. RSOs that are on probation or that have any outstanding financial obligations to the University may not sponsor events.

Off-campus events hosted by RSOs must be wholly funded using self-generated funds and are not affiliated with Georgia State University. All students must adhere to the Code of Conduct at all times, regardless of whether they are on or off campus. All RSOs are responsible for adherence to the Code of Conduct for all activity participants regardless of location.

\*\*Tips on how to plan an event can be found <https://engagement.gsu.edu/student-organizations/running-your-rso/#planning>

### B. Reservations

GSU offers a variety of venues for meetings and events hosted by RSOs.

#### 1. Requirements to make reservations:

RSO's are eligible to reserve GSU spaces only after they complete the following steps:

- Complete the Registration Process for the current year. For details on Registration, see section V. New Student Organization Registration or section VI. Current Registered Student Organization Re-Registration.
- Complete the [RSO Reservation Delegate form](#) in the Panther Involvement Network (PIN). This form is a list of students that are authorized to reserve rooms on behalf of the organization and must be submitted each year at a minimum but can be submitted multiple times as Delegates change.

## 2. On-Campus Reservable spaces:

Locations may have different reservation processes, however, the majority are available via [25 Live](#). When reserving space, make sure to use the official RSO name, do not use abbreviations or acronyms. It is the responsibility of the RSO to use the appropriate reservation process for any University spaces they wish to use. Be sure to review the policies and procedures for reserving spaces provided by GSU. If you are having any issues with making reservations contact [reservations@gsu.edu](mailto:reservations@gsu.edu) for Atlanta campus reservations and [pcreservations@gsu.edu](mailto:pcreservations@gsu.edu) for Perimeter College reservations.

Full step-by-step instructions on how to use 25Live are available [here](#).

To explore some of the available event spaces at GSU, visit <https://events.gsu.edu/explore-event-spaces/>.

### a. Atlanta Campus

RSO's are required to complete a [RSO Reservation Delegate Form](#) in PIN, prior to submitting a reservation for space requests to verify that the club has an *active registration for the current academic year*. Once the Reservation Delegate form approval has been granted, the Reservation Delegate for the RSO will be able to submit a reservation request through [25 Live](#).

- There are 3 main types of spaces available on the Atlanta Campus:
- *Student Center spaces*: Please visit the [Student Center Event Management](#) website to learn more information on the indoor and outdoor venues, guidelines, catering information, and reservation system.
  - o Student Center managed spaces include:
    - Meeting & event spaces located in Student Center East and West
    - Veterans Memorial Hall (Dahlberg Hall)
    - Collins Plaza, Unity Plaza and Urban Life Plaza
    - West Exhibit Area (Urban Life building)
    - Hurt Park
    - Cinefest Film Theater – Student Center West 262 (reserved via [Spotlight Programs Board](#))
- *Tabling and Marketing*: Tabling on the Atlanta Campus is limited to Unity Plaza, Collins Plaza and Student Center East tables. Flyers can be placed on designated bulletin board and grip strips. Information on the flyer policy and other promotional opportunities is available on the [Student Center website](#).
- *Recreation Center spaces*: To learn more information about the various recreation areas and guidelines visit the [Recreational Services](#).

### b. Perimeter College Campuses

There are three main types of spaces available on Perimeter College Campuses:

- *Event spaces*: RSO's are required to complete a [RSO Reservation Delegate Form](#) in PIN, prior to submitting a reservation for space requests to verify that the club has an *active registration for the current academic year*. Once the Reservation Delegate form approval has been granted, the Reservation Delegate for the RSO will be able to submit a reservation request through [25 Live](#).
- *Tabling and Marketing*: Tabling on Perimeter College campuses must be requested through [25 Live](#). Flyers can be placed on designated bulletin boards. Information on the flyer policy and other promotional opportunities is available on the [Student Organizations website](#).
- *Recreation Center spaces*: To learn more information about the various recreation areas and guidelines visit the [Recreational Services](#).

### 3. Responsibilities of Sponsors

When a facility is reserved for use, the sponsoring organization assumes responsibility for the facility throughout the duration of use. Upon entering the room, the sponsor should note any damage or problems with the facility. Care should be taken during the time of use to protect the facility. After the event, the room must be left clean and in the condition in which the room was found prior to any set-up. If the sponsor anticipates that this will not be possible, the Facilities online work order must be completed prior to the event to provide this service. The room furnishings are to be reset to the original set-up. Any damage should be reported to GSU Police Department (GSUPD) at 404-413-3333 at the conclusion of facility use. Any additional cleaning or repair required after use will be billed to the sponsoring organization.

## C. Alcohol Policies

The University supports all federal, state, and local laws relating to the use of alcoholic beverages. The unlawful possession, use, distribution, sale, or manufacture of alcohol by members of the University community (students, student organizations, staff, and faculty) is strictly prohibited as is the possession, use, or sale of alcohol in violation of this Alcohol Policy.

### 1. On-Campus & Off Campus Events with Alcohol

#### General Prohibition and Exceptions

Possession and consumption of alcohol on campus is prohibited except as specifically permitted by this policy or with the written permission of the University President or his designee, the Office of Legal Affairs, as more fully described in the following paragraph.

### 2. How to Request Permission to Serve Alcohol at an On-Campus Event

Persons who would like permission to have alcohol served at an on-campus event may seek approval to do so by having the event sponsor complete and route a [Request to Serve Alcohol Form](#) to the Office of Legal Affairs. The full process is included in the [Code of Conduct](#). All applicable departments identified on the Request Form must indicate their support for the event by signing the Request Form *prior* to submission of the document to the Office of Legal Affairs for review. The Request Form must be received by the Office of Legal Affairs for consideration no less than *two (2) weeks prior to the event*. Permission to serve alcohol at an on-campus event, if granted, is conditioned on strict compliance with the requirements of this Policy.

#### Review of Policy Requirements

If an RSO is hosting the event, its campus advisor is responsible for reviewing the provisions of this policy with the RSO. If a university unit is hosting the event, the administrative supervisor of the unit is responsible for reviewing the provisions of this policy with the unit prior to the event. If the event is sponsored by an outside group, then this obligation is the responsibility of the authorized group representative identified on the corresponding request to serve alcohol.

Prohibited Events	Events where alcoholic beverages are the main focal point of the event are prohibited, as are any events that contribute to alcohol overindulgence or abuse.
Limit Hours of Service	Service of alcoholic beverages must be discontinued after a reasonable time, and any service that exceeds two (2) total hours must cease at least one hour prior to the scheduled end of the event.
Advertising	Advertising for the event may not include specific reference to the fact that alcoholic beverages will be available.

No Sale of Alcohol on Campus	The sale of alcoholic beverages on any property owned or controlled by the University is strictly prohibited. Cash bars at on-campus events are not permitted. Alcoholic beverages at on-campus events may not be paid for by selling tickets for them, whether in advance or at the door.
Purchase of Alcohol	No State funds, including student activity fees (SAFs) or other funds maintained in university accounts, may be used for the purchase of alcoholic beverages. Student organization funds self-generated by an organization and maintained in off-campus bank accounts and GSU Foundation funds may be used for the purchase of alcohol; provided, this provision may not be construed to allow alcohol for on-campus events to be paid for by selling tickets to the on-campus event, either in advance or at the door.
Sponsorships and Donations from Alcohol Industry	Student groups may not accept sponsorship or donations of alcoholic beverages from persons or entities whose primary focus of business is the manufacture, distribution, or sale of alcohol products.
Who May Serve Alcoholic Beverages	The group sponsoring the event must use a licensed and insured caterer; provided, there are limited circumstances when the President or his designee may grant University Departments permission to serve alcohol without a caterer. The group sponsoring the event is responsible for providing the caterer with a copy of this Policy. The caterer must agree to abide by all the requirements of the Policy. No self-service of alcohol is permitted. No pass-service of alcohol is permitted at functions that students or minors may attend. For purposes of this Policy, "pass service" shall mean the service of alcohol carried out by catering staff moving about the event facility and pouring or distributing wine or other alcoholic beverages for Event attendees.
No Access to Common Source Containers	No common-source containers of alcohol (e.g., kegs, beer balls, champagne/punch fountains, punch bowls, frozen drink machines, etc.) may be used at any function unless there is a licensed caterer or TIPS trained server who is not a member of the sponsoring organization who will have sole access to the containers and will take responsibility for controlling the dispensing of alcoholic beverages in a legal and responsible manner.
Delivery and Removal of Alcohol	The alcohol must be on site with the caterer before the start time of the event (i.e. the caterer must bring the alcohol or the group sponsoring the event must deliver the alcohol to the caterer before the event starts). Alcohol may not be delivered once the event has started, and all alcoholic beverages must remain inside the reserved or designated event space during the actual Event. Any alcohol remaining at the end of the event must be removed from the premises by the event sponsor; provided, no alcohol may be released to a person who is visibly intoxicated. In the event there is alcohol remaining at the end of the event and the event sponsor is visibly intoxicated, then the remaining alcohol shall be poured out by the caterer prior to leaving the event facility.
No Underage Drinking	The group sponsoring the event is responsible for taking reasonable steps necessary to prevent underage drinking at the event.
Check Identification	If students or minors may attend the Event, then the group sponsoring is responsible for designating persons responsible for checking the IDs of anyone ordering alcohol at the Event who appears to be younger than 30 years of age. Persons designated to check IDs may not drink alcohol at the event and questionable forms of identification must be rejected.

Refuse to Admit or Serve Intoxicated Guests	No visibly intoxicated person should be admitted to the event or served alcohol at any function.
Safe Travel	A reasonable effort should be made to arrange a safe trip to and from the sponsored event for all attendees. The sponsoring group should encourage event attendees to have a designated driver who will refrain from drinking and should make taxi information available to event attendees.
Provide Non-Alcoholic Beverages	The group sponsoring the event must provide non-alcoholic beverages available for the duration of the event.
Serve Food	Food must be available for the duration of the alcohol service at the event.
Post Drinking Restriction in Prominent Places	Notices informing event attendees of the legal drinking age must be conspicuously posted at alcohol service locations at events where the event attendees may include students or members of the public who are younger than the legal drinking age.
Restrict Alcoholic Beverages to a Controlled Area	The group sponsoring the event must take reasonable steps to keep alcoholic beverages from being taken outside the predetermined boundaries for the event, to prevent visibly intoxicated persons from entering the event and to prevent persons from leaving the event to drink and then being readmitted to the event.
Arrange for Event Security	GSUPD officer(s) must be present for any event at which minors may be in attendance or if 75 or more people may attend. The group sponsoring the event is solely responsible for paying the cost of hiring the number of required officers (officers require a four (4) hour minimum hire). At student events where minors may be in attendance, the officer(s) must be uniformed. The number of officers necessary to manage the event will be at the discretion of the Director of University Police. A greater number of officers may be required at events at which alcohol is to be served for more than two (2) hours. If event security is required, the officer(s) are to maintain a security presence and to respond to requests for intervention. They will maintain contact with the event sponsor, the event caterer, and event facility staff and are to intervene when circumstances warrant intervention, when there is a duty to act, and as reasonably requested by the event sponsor, caterer or facility staff.
Review and Comply with other Applicable Policies	Other policies may also govern on-campus events (e.g. fraternity and sorority risk management policies, University Special Event/Late Night Event Policy, RSO requirements, NCAA requirements, etc.) and the group sponsoring the event is solely responsible for apprising itself of all compliance requirements applicable to the event.
Cancellation for Non-Compliance	Failure to comply with the rules set forth in this Policy, State Law or with the University Alcohol Policy, as applicable, may result in the immediate cancellation of an event but will not release the group sponsoring the event from any and all charges associated with the event. Failure to comply may also result in the loss of on-campus space reservation privileges, University disciplinary proceedings and/or criminal charges. Any alcohol remaining at an event canceled for non-compliance with the University Alcohol Policy must be disposed of by the caterer before leaving the event facility and no reimbursement or other compensation shall be due to the group sponsoring the event for the alcohol or alcohol service.

Co-Sponsored Events	Events co-sponsored by an RSO and a non-university entity are considered non-affiliated events that require execution of the University's Facilities Use Agreement in addition to permission to serve alcohol at the event.
Student Travel	Students participating in university-related travel (for such things as conferences, study abroad programs, athletic competitions, internships, co-ops, etc.) are bound by the legal drinking age of the state or country in which they are traveling but in all other respects this Policy shall apply. Students traveling for such purposes may also be subject to any additional conditions placed on their travel (e.g. NCAA rules for student athletes, fraternity and sorority risk management policies).
Tailgating	Tailgating at GSU sporting events shall be subject to this Policy and any additional tailgating policy adopted by the university. In the event of any inconsistency between the two, the university's specific tailgating policy shall be the controlling policy.

#### D. Special/Late Night Events Protocol

GSU endeavors to provide for the safety of students and guests attending campus events. These guidelines apply to Special/Late Night Events and are intended to complement the University's regular reservation policies and procedures. For purposes of this protocol, "Special Events" shall mean **events expected to end at or after the business hours of the facility** in which the event is hosted **and/or events anticipating 300 or more guests and/or that pose a security concern for some other reason**, as determined in the sole discretion of the University.

The Special Event & Security Meeting Request form can be found in [PIN](#) after logging into the system. This form should be submitted well in advance of your event for approval, but no less than 20 business days before your event. Security meetings regarding your event must be held at least fifteen (15) business days prior to the event. Submitting your paperwork in a timely manner will ensure that this can happen. You can find the full protocol below:

1. **Sponsoring Registered Student Organization (RSO):** RSOs at GSU may not co-sponsor the event with an off-campus organization or with any commercial enterprise. Off-campus organizations and commercial enterprises may utilize the University's facilities rental services to book spaces for their events as needed. To sponsor campus events, RSOs must be in good standing with the University. RSOs that are on probation or that have any outstanding financial obligations to the University may not sponsor special events.
2. **Special Events Approval Process**
  - a. The special events approval process is administered by the Division of Student Success. Request forms are available through the Division of Student Success and must be submitted to the Division of Student Success a minimum of 20 business days prior to the event.
  - b. All RSOs sponsoring Late Night or Special Events must complete the approval procedures outlined in these guidelines. The sponsoring RSO must tentatively reserve the space through the standard reservation procedures for the specific venue. This reservation will remain tentative until all the required approvals are obtained.
  - c. At least fifteen (15) business days prior to the event, a security meeting must occur to discuss the security plan for the event. The following must be present at the security meeting: an RSO representative (president or primary student organizer of the event), the RSO's campus advisor, an event venue representative, a GSUPD representative, and the Division of Student Success representative. Each of the above must sign the approval form for the event to be able to occur.
3. **RSO Agreement**
  - a. Admission: Admission to Special Events *that are funded by State Funds* must adhere to all policies established by their funding source. Standard protocol for admission is limited to 1) currently enrolled

Georgia State students presenting a valid Georgia State ID; 2) guests of a currently enrolled Georgia State student. No more than two guests are allowed per student. It is the obligation of the RSO and the campus advisor to enforce these attendance expectations.

- b. Admission Charges: Only RSO representatives will take admission funds and must maintain the security of the funds. University police officers or other university officials will not handle tickets or money.
- c. Payment for the Event: Payment for charges for the event will be through the standard billing process for the University Department providing the service (police, reservations, physical plant/maintenance, etc.). RSOs with outstanding debts will not be allowed to hold future events. Should the RSO fail to meet their financial obligations, the RSO representative who has signed the Special Events form will be financially responsible for these charges.
- d. Event Time: Times for events must be approved by the appropriate event venue representative. Standard protocol for Special Events includes an end time of 2 a.m., all patrons exiting the building no later than 2:30 a.m. The sponsoring RSO must exit the building no later than 3 a.m.
- e. Responsibility of the RSO: The officers of the sponsoring RSO shall be responsible for maintaining order at the event. This includes meeting with the campus advisor and police prior to the event, administering the ticket process, checking student IDs of students and guests, ensuring compliance with maximum-event capacity, ending the event, ensuring compliance with all facility rules and expectations, etc.
- f. Maximum Attendance and Loitering: The maximum attendance for each event is determined by the capacity of the scheduled facility. After the facility capacity has been met, no one will be admitted to the event even if other patrons have left the event. No loitering is permitted in the lobby, outside the building, or in parking areas. It is the responsibility of the RSO to inform patrons of this policy during the event and utilize police officers to enforce these policies. An accurate account of all entering patrons must be recorded.
- g. Advertising for the Event: No advertising may be distributed for the event until the approval form has been completed and final confirmation and approval have been received by the RSO. All advertisement for State-funded events must comply with the advertising policies of that funding source. Advertisements must comply with the Campus Posting Policy. Failure to comply with this regulation could result in the cancellation of the event.
- h. Cancellation and Inclement Weather: Cancellation policies are venue specific. Cancellations must be in writing and signed by the person that made the original reservation or by the RSO's campus advisor. The cancellation must be made to the service provider, the event venue representative, and the GSUPD. Failure to cancel the event may result in the RSO incurring minimum charges for the event. If the event is canceled by the sponsoring RSO, the space arrangements may not be assumed by another RSO. If the event is canceled and another RSO has time to complete the Special Events approval process, the new RSO must initiate the approval process as a new event. If the University is closed due to inclement weather, the event will be canceled, and no charges will be incurred for security support. Should inclement weather be a possibility, RSOs are encouraged to listen to the local media for official announcements. It is highly encouraged to secure an inclement weather location or alternate date when planning your event.
- i. Outdoor Venues: Special considerations must be made for any event that occurs outdoors. Such considerations include lighting, egress, and admission controls. Based on the needs of the event, additional security or measures may be required.
- j. Alcohol: The RSO must adhere to the Alcohol and Other Drugs Policy, as outlined in the Student Code of Conduct.
- k. Violations of State Law and University Policy at Event: If violations of state law or University Policy occur at the event, including but not limited to, the presence of alcoholic beverages, smoking or disruptive behavior, the event could be canceled immediately by the campus advisor, police, RSO officials or university officials. This judgment call can be made at any time during the event in question by the

aforementioned entities; however, the University Police have the final decision regarding the safety of the patrons and the security of university property and may cancel the event immediately.

4. **RSO Campus Advisor Responsibility:** For all Special Events, the RSO's campus advisor (or approved designee) must attend a security meeting with respective university officials and must be present during the entire event. The campus advisor's responsibilities include conferring with the RSO leaders and the University Police regarding security expectations; assisting with attendance requirements; and assisting in handling any problems related to the event (that is, violations of university regulations regarding alcohol, overcrowding, unruly behavior, ending the event, etc.). An event evaluation form shall be signed during the event and returned to the Division of Student Success one business day after the event.
5. **Security**
  - a. GSU Police (GSUPD) officers must be consulted for all Special Events. If GSUPD determines that security is needed for the event, officer(s) will be required for a minimum of a four-hour period and the RSO will be billed accordingly. Only officially assigned GSUPD officer(s) may be utilized for these events. The final determination of the number of police officers necessary for a specific event will be made by the GSUPD.
  - b. The sponsoring RSO will develop a security plan with a representative of the GSUPD, in conjunction with the event venue representative and in advance of the event. The police will make decisions on the number of police officers required, the number of hours necessary and the estimated cost. Prior to the beginning of the event, the student leaders of the RSO and the campus advisor will meet with the police officers assigned to the event for introductions, to clarify roles and to discuss any policy concerns regarding the event.
  - c. The cost of security for qualifying RSO events will be paid by a centralized fund established by the Student Activity Fee Committee. Qualifying events are those that are fundable by SAF, as established in the SAFC Protocol Manual. Any event that does not qualify for that fund must be paid for by the Registered Student Organization hosting that event.
  - d. Should circumstances related to the event (excessive loitering after the event, lengthy cleaning time, etc.) require the officer(s) to work overtime or additional officers to respond to the event, there will be additional charges billed to the sponsoring RSO. The GSUPD officers will secure the building following the event and will not leave until the building and the area are cleared of people and the area is secure. If any damage is discovered at the end of the event, a report will be submitted to the appropriate facility representative and the RSO will be billed accordingly.
6. **Damage and Excessive Clean-up Requirements**
  - a. Prior to the event, the sponsoring RSO will inspect the facility to ensure that there is no damage to the facility. If there is any damage, it will be noted by the sponsoring RSO and verified by the facility representative. If damage occurs during or as a result of the event, a report will be submitted to the appropriate venue documenting damages after the event has concluded. The RSO is responsible for any damage that occurs during the event, in the event room, adjacent facilities (e.g., restrooms), and entry areas, regardless of who is at fault.
  - b. The sponsoring RSO should clean up all debris and/or decorations from the facility. Should the RSO fail to clean the facility, the RSO will incur additional costs related to having the excessive cleaning complete. The sponsoring RSO is financially responsible for all damage or excessive clean-up costs and will be billed accordingly following the event.
7. **Limited Reservations**
  - a. RSOs may sponsor multiple special events during a semester, provided they follow the special events approval process.
  - b. RSOs may be denied approval for future special events if there are significant problems associated with a previous special event sponsored by the RSO. Significant problems may include but are not limited to, physical altercations, excessive damage to the facility, presence of alcoholic beverages or illegal substances, non-compliance with special event policy, or any violation of university policies or state law.

8. **Variations** – Written requests for variations may be made in advance to the Division of Student Success. These requests will be reviewed on a case-by-case basis.

## X. RSO Travel

This policy defines additional travel policy and documentation requirements for GSU employees and students participating in Student Activity Fee (SAF) supported travel.

### Guidance

This policy helps to ensure compliance and provides further clarification of travel policy and documentation requirements for advisors associated with RSOs. This policy aligns with the Georgia State Accounting Office (SAO) and with the Board of Regents (BOR) of the University of Georgia (USG) travel regulations and policies.

1. **Travel Registration** – Each group or individual engaging in RSO travel that is funded in whole or in part by Student Activity Fees (SAFs) must submit a Student Travel Authorization Form via PIN. Copies of the form(s) are to be kept with your respective SAF Budget Manager's office and the organization traveling so that emergency contact information is available if needed.
2. **Missed Coursework** - Students who participate in RSO travel are personally responsible for making necessary arrangements with faculty concerning classwork. Approval to travel or receipt of Student Activity Fees in support of travel should not be construed as permission to miss class meetings and coursework. Please refer to the current Code of Conduct for the most up to date policies on student attendance.
3. **Conduct** - Even though RSO travel takes place off-campus, all institutional policies apply regardless of location. This includes the Code of Conduct, policies outlined in this manual, and all Board of Regents' and GSU policies and procedures. RSOs or individuals that violate institutional policies will be held accountable, regardless of where the violation takes place.
4. **Travel using University Vehicle** - For RSOs using a university vehicle (either owned, leased, or rented by the University) for travel, the only person or persons allowed to drive the vehicle are those who have completed the appropriate driver training offered by the Office of Insurance and Risk Management and abide by the GSU Vehicle Operator Policy.
5. **Additional SAF Policies** - In addition to the guidelines listed here, RSOs who receive SAF funds are expected to abide by any and all travel regulations included in the [Student Activity Fee Protocol Manual on PIN](#) available at [pin.gsu.edu](http://pin.gsu.edu), and all relevant training provided through [RSO Training](#) for the use of Student Activity Fee funding. Organizations using state funds other than SAF are responsible for following the policies and practices established by the funding unit, the USG, and the state of Georgia.
  - o All travelers are required to complete and submit a travel expense statement *to properly close out any pending reimbursements, if applicable*.
  - o **Travel assessment** is required for each student traveler to be completed to support the University's mission for student engagement and/or college to career development.

### Policy

The Georgia SAO, USG, and BOR travel regulations and policy govern GSU employee travel. Further clarification and restrictions pertaining to GSU employees are provided below.

- a. RSO Advisors are responsible for acquiring the lowest possible coach airfare at the time of travel.
- b. RSO Advisors are required to submit additional documentation if their expense is questioned during a review for payment by the Office of Disbursement Services or during review by auditors.
- c. RSO Advisors attending a student conference, meeting, or other organized event are required to submit with their travel expense report, list of traveling students, an official agenda that includes the dates of the event, and any meals provided so that the Student Center Business office can ensure compliance with travel policy.
- d. RSO Advisors are required to use the Travel Reservation System (TRS)/Concur online tools for travel requests, travel cash advance requests, travel bookings (airline, hotels, and vehicles), and travel expense reports.

- e. RSO Advisors are responsible for submitting a GSU Employee Travel Authorization Request via PantherMart for standing authorization to travel and are required to attach supporting documentation.
- f. RSO Advisors are responsible for submitting Student Travel Authorization Request for each traveling student via PantherMart for standing authorization to travel and are required to attach supporting documentation.

**Associated Policies/Regulations**

- a. [State of Georgia Travel Policy](#)
- b. [Board of Regents \(BOR\) Policy Manual, Section 7.6 Travel](#)

**Procedures Associated with this Policy**

- a. [University System of Georgia Business Procedures Manual, Section 4.0 Travel](#)
- b. [GSU Travel Reservation System](#)

**Forms Associated with this Policy**

- a. [GSU PantherMart Travel Authorization Request Forms \(Employee & Student\)](#)
- b. [GSU Travel Expense Statement](#)

## XI. RSO Marketing and Promotions

### A. University Identity

Student organizations <b>MAY NOT:</b>	Use the University's name in such a way that states or reasonably implies that the activities of the organization are official University actions or are endorsed by the University.
Student organizations <b>MAY NOT:</b>	Use <b>Georgia State University's official logos.</b>
Student organizations <b>MAY NOT:</b>	Use "Georgia State University" or "GSU" as a prefix to their names.
Only allowable identification is:	RSO's may use Georgia State University or GSU as a SUFFIX to their organization name. Organizations may include an abbreviation for their primary campus location in parenthesis at the end of their name. For example, the " <i>Peanut Butter &amp; Jelly Club at Georgia State University</i> " or " <i>Bubble Blowing Society at Georgia State University (CLK)</i> ."

Exceptions to this policy must be approved by [Georgia State University Public Relations and Marketing Communications](#).

### B. Distribution of Written Materials

RSOs and University departments and agencies may distribute literature and non-commercial pamphlets, handbills, circulars, newspapers, magazines, surveys, petitions, and questionnaires (or other items that require the interruption of pedestrian traffic) in the public areas on campus except in the following locations: classrooms and laboratories, dining areas, elevators, escalators, libraries, entrances and exits to buildings and other campus locations exempted by the Dean of Students.

RSOs, University departments, and agencies may distribute material from tables reserved through the Atlanta campus or Perimeter College; see Space/Event Reservation section for details. RSOs co-sponsoring an event or distributing written materials with a Non-University Affiliated organization must maintain a presence throughout the entire duration of the event or distribution.

All printed material must bear the name of the organization or department. Scatter marketing (throwing multiple copies of documents on the ground for them to be seen and/or picked up) and other forms of marketing that violate Metro-Atlanta and municipal anti-litter ordinances are strictly prohibited. Violation of this prohibition may result in disciplinary action, fines, or both.

The University makes all decisions about written material distributed on campus in a content-neutral manner.

### C. University-wide Posting Policy

To create and maintain an aesthetic environment and neat campus, Georgia State University maintains the following guidelines regarding the posting of informational material in campus facilities. Questions about the Campus Posting Policy may be addressed to [studentorganizations@gsu.edu](mailto:studentorganizations@gsu.edu).

#### 1. Posting Prohibitions

Posters, flyers, notices, or similar items may not be attached to unauthorized campus facilities, including, but not limited to, doors, walls, windows, trees, vehicle windshields, trash cans, recycling bins, benches, campus maps, light poles, or exterior surfaces of buildings. Items posted improperly will be removed daily and destroyed. Persons and organizations that post items improperly may be subject to disciplinary sanctions and/or charged for the cost of removal and any damage to university property. GSU is not responsible for maintaining or returning items that are improperly posted and removed.

#### 2. Public Notices

RSOs, Georgia State University departments, students, faculty, and staff may post information related to official University activities in authorized locations on campus.

#### 3. Departmental Postings

Posting materials on any campus bulletin board that is assigned to a university department, or unit requires the approval of that department or unit and must follow its applicable policies and practices relating to the posting of materials. Any materials not authorized by the applicable department or unit will be removed and discarded. For **Perimeter Campuses**, posting materials must be delivered to the campus Student Life for posting at least five (5) business days prior to the event.

Specific department or unit bulletin boards authorized for posting include, but are not limited to, those found in the Student Center, the Sports Arena and University athletic facilities, the University Libraries, University Housing, University classroom buildings, the Student Recreation Centers, and Perimeter College campuses. Information regarding posting guidelines for any of the above locations can be obtained from the respective department or unit.

The university posting policy is available in the [Policy Library](#).

### D. Publicity Resources & Suggestions

#### University Housing

Contact University Housing at 404-413-1800 to find out how you can publicize your event to the residents.

#### Student Center East and West

Promotional areas include bulletin boards, grip strips, table tents and more. For more information on the locations and guidelines please visit the [Marketing & Event Promotion](#) of the Student Center website.

### **Perimeter College**

Promotional areas include Student Life & Community bulletin boards, posters, table tents and more. For more information on the locations and guidelines please contact your campus Student Life office.

### **Campus Postings**

To post flyers or other promotional materials, the organization should adhere to relevant posting policies for the building and campus at which the posting is located. A full explanation of the posting policy is available in the Code of Conduct.

### **Student Media**

Georgia State student media is a good way to get a message out about your events. The Georgia State Student Media Department has three mediums available for student organization publicity use: WRAS/Album 88 (radio), Neo Network (TV), and The Signal (newspaper). Student organizations are provided with opportunities to publicize by radio, video, and print. You can learn more at <https://studentmedia.gsu.edu>.

## **XII. RSO FINANCES**

### **A. State Funds vs. Non-State Funds**

There are several different types of funds for RSOs including state funds (SAF funds, Recreation Services funds, funding from an academic department, or any funding granted by the university, etc.) and non-state funds (monies collected through membership dues, fundraising profits, support from a national governing body, etc.). Funding from state sources carries restrictions for use, while non-state funds may be less restrictive. Restrictions for state funds may include types of allowable purchases, means of payment, maximum allowable expense, ethics requirements, prohibitions against conflicts of interest and self-dealing, etc. RSOs receiving state funds are required to familiarize themselves with the limitations of use of funds upon receipt of those funds.

In addition to the guidelines listed here, RSOs who receive SAF funds are expected to abide by any and all policies, practices and guidelines included in the [Student Activity Fee Overview](#) available at [pin.gsu.edu](http://pin.gsu.edu), and the SAF Advisor Training, which can be found in the iCollege advisors training section.

Organizations using state funds other than SAF are responsible for following the policies and practices established by the funding unit, the USG, and the state of Georgia. See the [SAF Policy](#) for more information.

### **B. Student Activity Fee (SAF) Funds**

There is no automatic funding for RSOs. The SAF Committee (SAFC) reviews applications for RSO funding on an annual basis. RSOs may apply for SAF funds annually through the SAFC. For information on deadlines, training, and important budgetary information can be found on the [Student Activity Fee page at Panther Involvement Network](#).

Applications are made available on [Panther Involvement Network](#) (PIN). The RSO funding application is an opportunity to request funds for each academic year. Please be aware that funding is limited, and no amount of funding is guaranteed to any RSO. The SAF process applies only to the allocation of SAF funds for RSOs assigned to the SAFC. This process is also not associated with other fees for Athletics, Transportation, Health, Recreation, International Education and the Student Center. RSOs are limited to requesting funds from only one fee source in any given year.

SAF funds carry restrictions for use, including but not limited to categories are limited to types of allowable purchases, means of payment, maximum allowable expense, ethics requirements, prohibitions against conflicts of interest and self-dealing. SAF funds can only be awarded for Programming and Travel. Full descriptions of these categories are included in the SAF Budget Application Request for your fee council. Non-programming

food will not be allocated. For a list of restrictions placed on the expenditure of fee funds refer to the [Student Activity Fee Protocol Manual](#).

Organizations that receive SAF funds will be required to complete additional training provided by Student Success.

### C. Recreational Services Funding

Sport clubs are eligible for funding through the Department of Recreational Services. To be considered for any funding, a club must submit a **Budget Proposal** form that includes the club's planned revenue and expenditures for the upcoming semester. Budget allocations will occur twice per year: once for fall semester and once for spring semester. The Competitive Sports Administrators will determine the club's budget allocation through the club's current tier for the academic year. The **Budget Proposal** should clearly outline the club's anticipated revenue & expenses for the upcoming semester. Clubs are required to attach supporting documents to the **Budget Proposal** form to show justification of allocated funds toward projected club expenses. The **Budget Proposal** will be due on the last day of practice for each semester's allocations.

For more information about the budget process, please read the [Sport Club Handbook](#).

### D. Tax Exempt Status

Student organizations are not automatically exempt from paying state sales tax. To find out if your organization may file to become sales tax exempt, refer to [Georgia Department of Revenue](#).

### E. Tax Deductible Donations

Registered student organizations are not automatically eligible to receive tax-deductible contributions and instead must qualify for federal 501(c)(3) status. Organizations that do not qualify for 501(c)(3) status are obligated to inform potential donors of the non-deductibility of any donations. If the organization is part of a larger regional or national organization, consider contacting the larger organization to see if it can accept that donation on behalf of the local organization.

## XIII. BANKING

All RSOs reserve the right to maintain an off-campus bank account to hold any self-generated funds; however, NO state or university funds are permitted in these accounts. Any organization setting up an account must apply for a unique Federal Tax ID/EIN to the individual RSO through the IRS. No RSO bank account should be set up using an individual student's social security number. However, the Georgia State University Federal Tax ID/EIN may NEVER be used by any RSO. More information regarding EINs and off campus accounts are available online at <https://engagement.gsu.edu/student-organizations/funding/#banking>

Off-campus bank accounts:

1. Must be in the Student Organization name, not the name of an individual member
2. Campus Advisors CANNOT be signers on the account
3. Financial records must be made available to university officials.

The Division of Student Success and other offices and departments within GSU reserve the right to review the amounts and use of these accounts for the following reasons:

1. RSO conduct issues
2. Requests for SAF funding (i.e. SAF requests)
3. Compliance with requested audits

## XIV. FUNDRAISING

RSOs can utilize membership dues, fundraising initiatives, sponsorships, and funding grants to support the costs of organization events and activities. It is important that the organization adheres to university guidelines, City, State and Federal laws and policies regarding the collection of revenue. **All non-state funds generated by a RSO must be held in an off-campus bank account that abides by the policies established in the BANKING section of this handbook.**

### A. Tax Deductions

Under no circumstances is an RSO allowed to provide the university's tax information as a means of soliciting donations. Unless the RSO is truly a non-profit with 501(c)(3) status, donors will not be able to receive a tax deduction for their donations.

### B. Fundraising Guidelines

1. All RSOs who wish to raise funds on GSU property, including selling sponsorships off campus for an on-campus event, must complete an RSO Fundraising Approval Form on PIN. The fundraiser may not be held until the RSO Fundraising Approval Form has been approved by the Office of Student Life.
2. Under no circumstances is an RSO allowed to provide the University's tax information as a means of soliciting donations or tax exemptions.
3. No sales will be allowed for the financial gain of individuals outside of the common interests of the RSO with the exception of student organizations that have 501(c)(3) status. Organizations with 501(c)(3) status must provide appropriate documentation to Student Success prior to beginning fundraising.
4. SAF funds may not be used towards the cost of hosting or producing an event where the primary focus is fundraising, including philanthropic fundraisers. Please review the [SAF Protocol Manual](#) for additional details.
5. If you have questions about RSO fundraising, reach out to [studentorganizations@gsu.edu](mailto:studentorganizations@gsu.edu)

### C. Food and Merchandise Sales

RSOs are allowed to sell food or other merchandise if 100% of the proceeds are to go towards a charitable non-profit or directly to the sponsoring RSO. This activity is viewed as a fundraiser and the RSO must comply with all fundraising guidelines listed above. In addition, the RSO must abide by the following:

1. RSOs selling food for fundraisers must adhere to policies set forth by the facility where the food is being sold.
2. RSOs cannot sell food in front of, or adjacent to, campus-based food vendors (e.g. the PantherDining, Campus Cafe).
3. Only members of the official group may sell or conduct promotional services and sales.
4. No sales, sales promotion, or other action taken by an RSO shall be conducted in such a manner as to establish or to extend to the campus the appearance of a commercial enterprise.

### D. Sponsorships

The University may, in its sole discretion, request to review all proposed sponsorships or other agreements. A few critical guidelines are highlighted below, but this list is not exhaustive.

1. It is generally permissible for RSOs to accept external support or sponsorship (financial or in the form of products or services) for campus events, programs, publications, or other activities.
2. Acknowledgment of sponsorship is not the same as paid advertising. A sponsorship agreement may include a provision for sponsorship signage (e.g., "sponsored by" sign) or other acknowledgement of support (e.g., sponsor's logo on event program).
3. Sponsorship support from tobacco and alcohol companies are not permitted.
4. Sponsorship may be in the form of a gift of money or a gift-in-kind of goods or services.
5. An acknowledgment of sponsorship or recognition of the sponsor's support, **MUST NOT** include an endorsement by the university, department, unit, or RSO of the sponsor's product or service. The name,

logo, images of the university may not be used in any statement, website, print or electronic communication to market, sell, promote, or endorse any product, business, service, or candidate for public office. An endorsement may lead to the conclusion that the support is an advertisement.

6. Special guidelines apply when RSOs, departments or units use university facilities as part of a sponsorship. University facilities must be scheduled through the administrators of the specific venue and the appropriate authorization obtained.

#### **E. Auctions**

RSOs are permitted to host silent or in-person auctions for merchandise or donated professional services (e.g. certificate for free manicure). RSOs are not permitted to host auctions of any type that offer acts of personal servitude outside of professional services through a licensed vendor or business (e.g. date or labor auctions).

#### **F. Percentage Nights**

RSOs are permitted to host percentage nights (i.e. events where a portion of a business's proceeds on a specific date and time go to the organization) or similar events with restaurants and other licensed businesses. However, RSOs are not permitted to host percentage nights or similar events with taverns, bars, or other establishments where the majority of earned profits come from the sale of alcohol.

#### **G. Pie-in-the-Face (or similar) Events**

RSOs that wish to raise funds by selling opportunities to "pie" members (or similar type activities) must follow the health & safety guidelines below:

1. Use safe materials: Only use whipped cream or shaving cream that is non-toxic and safe for skin contact. Avoid dairy products that can spoil or cause allergic reactions.
2. Eye protection: Provide goggles or ensure pies are aimed below the eyes to prevent irritation or injury.
3. Allergy awareness: Ask participants about allergies beforehand and clearly label ingredients.
4. Clean-up stations: Have water, towels, and trash bins readily available for hygiene and comfort.
5. Voluntary participation: Ensure all participants (including those being pied) have given clear, informed consent.
6. No coercion or peer pressure: Make it clear that participation is optional and should be free from social pressure.
7. Opt-out options: Provide alternative ways to engage or donate without being pied.
8. Designated pie zone: Set up a specific area for the activity with barriers or signage to keep bystanders safe.
9. Non-slip surfaces: Use mats or tarps to prevent slipping and falling.
10. Weather considerations: Avoid hosting outdoors in extreme heat or cold, which could affect safety or comfort.
11. Waivers: Consider having participants sign a waiver acknowledging the nature of the event and assuming personal responsibility.
12. Insurance check: Verify whether the event is covered under the student organization's or institution's liability insurance.
13. Emergency plan: Have a first aid kit and a plan in case of injury or allergic reaction.
14. Event approval: Submit the event for review and approval through the campus event management system.
15. Advisor involvement: Ensure the organization's advisor is aware of and supports the event.
16. Follow campus policies: Adhere to all university guidelines related to public events, food handling, and student conduct.

## H. Using University Facilities

If an organization uses university facilities to advertise the fundraiser or use university space to hold the fundraiser, students may need to pay for the use of that university space. Contact the administrators of the specific venue to determine the costs associated with hosting a fundraiser in that space.

## I. Gambling/Gaming Policy

Gambling is illegal in the State of Georgia; these methods of raising money bring up serious legal issues. Events that violate state law may result in significant ramifications (e.g. student judicial procedures under the Student Code of Conduct, loss of university facility reservation privileges, arrest and/or monetary fines). The information below will assist the organization with planning for successful and legal events.

The legal definition of gambling in Georgia has three components:

1. Consideration- exchanging something of value for a chance to win (for example, paying/donating money in exchange for poker chips or a raffle ticket)
2. Chance- taking a risk in the hope of a favorable outcome (for example, betting chips in a poker game)
3. Prize- something of value received as a result of winning (even, for example, designating the charity to which donations will be given is considered a prize).

Take away any one of the above-listed three components and the activity does not constitute illegal gambling.

### 1. Casino Nights & Poker Tournaments

The nature of poker and other casino games makes it impossible to take away the element of chance. As such, groups wanting to hold legal poker/casino nights are left with removing either the element of consideration or prize. Since the prize is generally what makes potential participants want to participate, this element is probably not a practical one to remove. Therefore, the element of consideration is the one that can most realistically be removed while still allowing for a fun and successful fundraising event. To be more specific, the requirement of a “buy-in” amount in this case would not be allowed. A suggested donation may be requested but not required. Anyone wanting to play must be allowed to fully participate and the requested donation may not be “suggested” so strongly as to effectively comprise a requirement.

### 2. Raffles

In the case of raffles, there is an exception to the prohibition against them as illegal gambling in Georgia in certain circumstances. Specifically, raffles are legal for Georgia State University RSOs that apply for and receive a license from the County Governing Entity where the raffle will take place prior to holding the raffle. The registration fee varies from county to county, and only applies for the site location specified in the application form.

- [DeKalb County](#)
- [Fulton County](#)

## Appendix A

### Student Life Offices

Student Organizations are supported by the Student Life office at each campus. All locations are open Monday through Friday during the fall and spring semesters. These offices serve as a one-stop shop for RSO assistance with computers, workspace, and knowledgeable staff that should be able to assist with most RSO questions.

For current hours and description of services offered, visit <https://engagement.gsu.edu/student-organizations>

- Alpharetta: AA Building, room 1310
  - Phone: 770-274-5605
- Atlanta: Student Center West, room 270
  - Phone: 404-413-1582
- Clarkston: CN Building, suite 1400
  - Phone: 678-891-3225
- Decatur: SC Building, suite 2130
  - Phone: 678-891-2740
- Dunwoody: NB Building, suite 2200
  - Phone: 770-274-5385
- Newton: 2N Building, suite 1200
  - Phone: 678-891-2647

Each Student Life office offers services and event supplies to RSOs. For a full listing of resources available at your campus' Student Life Office, visit the [Student Engagement website for RSO resources](#).