



METROPOLITAN STATE UNIVERSITYSM
OF DENVER

Center for Multicultural Engagement and Inclusion

Center for Multicultural Engagement and Inclusion
Student Organization Officer Handbook

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SECTION ONE: STUDENT ORGANIZATIONS POLICIES & PROCEDURES

Student organizations at Metropolitan State University of Denver (MSU Denver) offer students the opportunity to join in groups or societies based on their academic, professional, political, service, social, cultural and/or spiritual affiliations or interests. Organizations also offer opportunities for students to assume various leadership roles while carrying out the mission of their organizations. In addition, student organizations contribute a range of perspectives to the campus community that enrich MSU Denver's academic environment.

The Student Organization Handbook serves as a guide to help you and your organization in navigating the process and procedures of running a student organization here at MSU Denver. The Center for Multicultural Engagement & Inclusion (CMEI) is the final authority in the interpretation of student organization policies and guidelines, including but not limited to exemptions and exceptions. The CMEI may modify and revise student organization policies and guidelines throughout the academic year. Revised handbooks will be uploaded to RoadrunnerLink.

Relationship Between MSU Denver and Student Organizations

MSU Denver has established a policy to define the relationship between the University and student organizations and the responsibilities and privileges afforded to registered student organizations. This process serves many purposes. Firstly, it establishes parameters within which organizations can function and defines the University's expectations for student organizations. Secondly, the process identifies a strategy of communication between organizations and the CMEI for more efficient collaboration. Finally, it outlines consequences for organizations that choose not to operate in accordance with these guidelines.

MSU Denver is committed to supporting the student's right and privilege to organize and participate in groups that center around common interests and goals and contribute to co-curricular life on campus. Though student organizations function on campus and enhance campus life, neither CMEI nor MSU Denver assume responsibility for any organization. The University does not assume financial responsibility for an organization or extend insurance coverage to its members.

Categories of Approved Student Organizations

- **Recognized Student Organization:** A Recognized Student Organization (RSO) is any group of students that join for the purposes of meeting the curricular, co-curricular and social objectives of MSU Denver. Although the University supports a student's right to free association, RSOs cannot be primarily comprised of external constituencies or led/run by non-MSU Denver students. RSOs must meet the criteria outlined in this document, including all responsibilities, duties, and rules of being a Recognized Student Organization at MSU Denver to receive the benefits of RSO recognition and status. This handbook will outline those benefits.
- **Fraternities and Sororities:** Approved and registered MSU Denver fraternity and sorority (FSL) chapters are entitled to the same benefits and privileges as RSOs, however, there are additional risk management, compliance and accreditation policies

that must be met for FSL organizations to remain active on campus. Because of the unique nature of membership in fraternities and sororities, these organizations must follow the policies and procedures outlined [here](#) in addition to the student organizations' policies labeled in this handbook. If you have questions regarding Fraternity and Sorority Life, please contact greek@msudenver.edu.

- **Affiliated Campus Organization:** CMEI understands that MSU Denver students, faculty and staff may wish to be affiliated with organizations and entities whose primary purpose and scope extends beyond the University's mission and objectives. Additionally, some groups may receive direction and leadership from external constituencies and/or organizations. Such groups register as an Affiliated Campus Organization (ACO). ACOs are not eligible for Student Campus Organizations Funding Program (SCOFP), special rates, or authorization to reserve and use space on campus. Approved ACOs can receive some support in planning and executing events and programming; however, the amount of support is at the discretion of the Associate Director for Student Organizations and Leadership Programs and CMEI.

Risk Management and Liability for Student Organizations

All student organizations, Fraternity and Sorority Life chapters and groups interested in expanding to/being recognized by the Metropolitan State University of Denver (MSU Denver) must follow their inter/national organizations risk management policies and procedures. In the event of a discrepancy between the Joint Risk Management Policy and inter/national organization policies, the chapter shall follow whichever guidelines are more strictly enforced. In the event of co-sponsored events, the most stringent policies of the participating organizations must be followed by all chapters and organizations.

Regardless of which category an organization falls under, ***a student organization must be student-led, be officially registered, and follow all applicable rules, policies, procedures, and laws.*** Although student organizations are required to abide by all applicable University and state policies, as well as local and federal laws, the organizations, and the students leading them, are not considered agents of the state or the University. As such, individual organizations, leaders/officers, and members are not covered under state indemnification or insurance policies.

Additionally, student organization members and officers/leaders, operating in that capacity, are not considered employees and so do not have employment-related protections or benefits through the University. Accordingly, individual members of student organizations, including student organization officers/leaders, may be held personally responsible for the organization's activities and/or the impact of such activities. Student organizations and their leaders are therefore encouraged to appropriately manage the risks associated with their organization's activities and take reasonable steps to mitigate the risk of harm.

Student Organization Conduct

All MSU Denver student organizations are responsible for conducting their affairs in a responsible manner consistent with the policies and procedures of MSU Denver, the [Student Code of Conduct](#), and all student organization policies. Student organizations will be held accountable for the action and behavior of their members or guests at their functions. It is the responsibility of student organizations to familiarize themselves with the contents of the Student

Organization Officer Handbook and Student Organization Financial Handbook. Officers are responsible for informing other members of their organization about university policy. Any change in officers, advisor and/or constitution should be promptly submitted to [RoadrunnerLink](#) via the registration form.

Student Organization Fundamentals

Definition of a Student Organization. A student organization is defined as any associated organization/group of students that meets all criteria for registration at MSU Denver. The criteria are outlined in this document, including all responsibilities, duties and rules of being a registered student organization at MSU Denver. Foremost in these criteria, student organizations must be directly and solely initiated, operated, controlled, and led by students (currently enrolled at MSU Denver) with a set of shared goals. Student organizations support and enhance academic life on campus. They provide extracurricular (outside the academic curriculum) and co-curricular (alongside the academic curriculum) activities and programs that enrich the student experience and advance the University's mission.

A student organization's leadership structure should include four currently enrolled MSU Denver students serving as officers. Although these officer titles are traditionally president, vice president, treasurer and secretary, student organizations may select whatever titles they deem appropriate as long as roles are clearly defined in the organization's constitution. These officers are responsible for organizing and leading the group in alignment with its developed mission. The officers and member students, as defined by the organization's constitution, are exclusively responsible for deciding the group's current and future direction, goals, activities, and programs.

No Recognized Student Organization (RSO) may be instructed, controlled or organized by non-students (including outside agencies, entities or individuals) in their daily operations; such groups do not meet the definition of an RSO at MSU Denver. Instead, these groups may register as an Affiliated Campus Organization.

All registered student organizations must have at least one full-time faculty/staff advisor to serve as liaison between the University and the organization. Advisors assist student organizations in achieving their goals and act in a consultative and supportive capacity. This relationship may not be supervisory in nature, nor may a student's grade, work or other forms of evaluation be based on their performance and involvement with a student organization.

Required Student Organization Leadership Structure. A student organization's leadership structure **must** include at least four currently enrolled MSU Denver students serving as officers. Organizations are encouraged to have four officer positions or appropriately titled officer positions with similar responsibilities: president/primary leader, vice president/secondary leader, secretary, and treasurer. These officers are responsible for organizing and leading the group in alignment with its developed mission.

- ***President/Primary Leader:*** The president/primary leader provides guidance and direction for the club or organizations. Responsibilities include managing club meetings and activities, assisting fellow officers, and accomplishing additional responsibilities established by the club membership or MSU Denver CMEI.

- ***Vice President/Secondary Leader:*** The vice president/secondary leader acts as president/primary leader in their absence, helps conduct recruitment activities, and can also help with club fundraising.
- ***Treasurer:*** The treasurer manages the monetary aspect of the club, complies with all CMEI and MSU Denver financial policies and practices, and prepares periodic reports on the financial standing of the organization.
- ***Secretary:*** an official of a society or other organization who conducts its correspondence and keeps its records.

Advisor Requirements. Every student organization must have a full-time MSU Denver staff or faculty member that serves as the club advisor. The advisor must meet the “*Responsibilities of a Student Organization Advisor*” section (See Section 3 – *Responsibilities of a Student Organization Advisor*).

- Advisors assist student organizations in achieving their goals and act in a consultative and supportive capacity.
- The advisor relationship may not be supervisory in nature, nor may a student’s grade, work or other forms of evaluation be based on his/her performance and involvement with an organization.

Membership Requirements. Active membership in RSOs must be limited to currently enrolled Auraria Campus students. To be registered by MSU Denver, at least 50% of an organization’s membership must consist of MSU Denver students. Active members may participate at all levels in the organization’s activities (beyond membership registration and payment of financial obligations) as determined by the organization.

Membership With Community College of Denver (CCD) and University of Colorado Denver (CU Denver) Student Organizations. If MSU Denver students can’t find an organization that interests them, they are encouraged to start their own organization.

- In an effort to serve the Auraria campus community, CMEI recognizes registered student organizations with students from CU Denver and CCD; although to be recognized through the MSU Denver student organizations process and CMEI’s registered student organizations benefits, at least three officers must be MSU Denver affiliated and 50% MSU Denver membership.
- Students who don’t want to start their own organization, but would still like to be involved in one, may be able to join on-campus student organizations at the Community College of Denver (CCD) and the University of Colorado Denver (CU Denver). **Students can search for organizations at Auraria Campus partner schools via these sites:**
 - [Community College of Denver](#)
 - [University of Colorado Denver](#)

Equal Opportunity

MSU Denver seeks to maintain equitable, safe, and accessible environments for all. It prohibits discrimination in all its programs and activities based on:

- Race
- Creed
- Color
- Sex
- Gender
- Pregnancy
- Gender Identity or Expression
- National Origin
- Nationality
- Age
- Ancestry
- Marital Status, Domestic Partnership or Civil Union Status
- Religion
- Affectional or Sexual Orientation
- Atypical hereditary Cellular or Blood Trait
- Genetic Information
- Liability for Military Service
- Protected Veteran Status
- Mental or Physical Disability (including perceived disability, AIDS and HIV-related illnesses)
- Harassment (related to any of the aforementioned categories)
- Retaliation for filing a complaint of, or participating in, an investigation of discrimination and harassment
- Any other category protected by law

Mandatory Compliance

Student organizations must comply with MSU Denver's policy prohibiting discrimination, sexual misconduct and retaliation. Review the policy in its entirety online.

All alleged violations of the policy should be reported for investigation. For alleged misconduct by employees, call the Office of Equal Opportunity at 303-615-0036. For alleged misconduct by students, call the Office of the Dean of Students at 303-615-0220.

Office of Equal Opportunity Contact:

Camille Torres | Executive Director, Office of Equal Opportunity, Title IX & ADA Coordinator
Jordan Student Success Building, Office 308
ctorre36@msudenver.edu | 303-605-5469

For more information regarding equal opportunity, please visit the [website](#).

SECTION TWO: REGISTRATION

Definition of Registration

Registration is the process by which a student organization acquires eligibility to receive University support.

- Student organization registration for the new academic year can be completed during the following registration period using RoadrunnerLink. There will be no registration cycle for spring semester.
 - **Early Bird Re-Registration Period: Last Week of June (For One Week)**
****This applies to current active student organizations who need to update membership information and/or status.*
 - **Regular Registration Period: July – September (For Two Months)**
- CMEI approves registration once student organization fulfills all requirements.
- The relationship between MSU Denver and any category of student organization generates neither a contractual relationship between the University and the organization nor a property right or expectancy in the organization of any sort.
- Duties performed and activities undertaken by any category of student organization are not those of the University.
- Only RSO may represent themselves as MSU Denver student organizations or avail themselves of the privileges afforded to recognized organizations. ACOs do not have these privileges.
- Student organization status may be rescinded at any time by CMEI.

RoadrunnerLink

RoadrunnerLink offers a comprehensive suite of tools designed to meet the needs of student organizations on campus. These tools allow students to communicate with members, manage calendars and event planning, maintain accurate websites, and store unlimited amounts of information to help build sustainable organizations. To learn more about utilizing the tools offered through RoadrunnerLink and schedule a training for your organization, contact the student organization support staff at orgs@msudenver.edu. You can also visit the Student Leader Resource Center [here](#).

Registration Status Definitions

Members can check their organization's registration status at any time through RoadrunnerLink. Registration status is located on each organization's portal in the *Additional Information* section, where "Registered" or "Not Registered" will be indicated under the Registration Status heading.

- **Registered:** A registered student organization is one that has fulfilled all registration requirements set forth by CMEI and is in good standing with the University.
- **Inactive/Not Registered:** An inactive student organization is one that has not fulfilled all registration requirements set forth by CMEI. Inactive student organizations cannot function or represent themselves as MSU Denver student organizations. They cannot utilize any campus resources provided for RSOs. All student organizations become 'inactive' on June 30th of each year until they fulfill registration requirements for the next academic year.

- **Pending:** A pending student organization is one that has initiated the process of registration but has not fulfilled all requirements. Student organizations in pending status may not function or represent themselves as MSU Denver student organizations.

Registration Process

The registration process consists of four steps, which can be completed in the following order. An organization will not become registered until all four steps are completed:

Step 1 – Advisor Training

The primary advisor will review the Advisor Handbook to familiarize themselves with rules, responsibilities, and best practices to serve as a student organization advisor.

Step 2 – Officer Training

The four primary officers (president, vice president, secretary, treasurer, or equivalent positions) must complete an Online Officer Training once per registration year.

Step 3 - Constitution

A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. Essentially, the constitution provides a foundation upon which an organization operates. Additionally, a club and organization constitution:

- Clarifies the purpose of the organization and outlines the basic structure of the organization. Provides the cornerstone for building an effective organization/group.
- Allows members and potential members to have a better understanding of what the organization is all about and how it functions.

Every organization is required to have a constitution and bylaws. Students can use this [template](#) to update or create a constitution. An organization's constitution must address all articles and sections in the template. all articles and sections in the template.

- Writing or reviewing your organization's constitution is a great opportunity to refine your mission, officer responsibilities, meeting rules and membership requirements.
- Much like government constitutions or laws, a student organization's constitution is important when questions arise about the activities or mission of the group.
- If a student club or organization needs assistance drafting a constitution, please email orgs@msudenver.edu.

Step 4 – Organizational Updates on RoadrunnerLink

Officers are responsible for updating their student organization's portal on RoadrunnerLink. You must be a member of the portal before you can submit a registration renewal for your organization. If you are not already a member on your org's portal, please email orgs@msudenver.edu for assistance.

- Visit [RoadrunnerLink](#) and search for the organization.
- Once you find your organization, click on the blue "Re-Register" button.
- You will be guided through multiple pages to update information, such as:

- General information about your organization (mission statement, contact, etc.)
- Officer information (900#, Name, Email, Position)
- Advisor information (Name and Email)
- Update your Student Organization Constitution.
- The primary method of communication from CMEI to student organizations about approved, incomplete or denied registrations is through RoadrunnerLink comments on the registration submission. Please check RoadrunnerLink regularly while registration is pending for updates from CMEI. Additionally, RoadrunnerLink will send reminder emails that often get marked as spam.
- It is strongly suggested to add noreply@engage.mail.campuslabs.com to your safe senders list to get email notifications as well.

Registration Guidelines

Undergraduate Student Officer Qualifications. The primary officers (as determined by the organization's constitution) must:

- Be a registered MSU Denver student.
- Have a minimum of 2.5 GPA.
- Be listed on the organization's portal. This happens automatically upon registration completion.
- Be enrolled in at least three academic credits while holding an officer position.
- Have completed at least three credits in a prior fall or spring semester at MSU Denver.

Graduate Student Officer Qualifications. The primary officers (president, vice president, secretary, treasurer) must:

- Be a registered MSU Denver graduate student.
- Have a minimum 3.0 GPA.
- Be listed on the organization's portal. This happens automatically upon registration completion.
- Be enrolled in at least three academic credits at MSU Denver while holding the position.

Officer Replacement Procedures. If an officer is replaced during the academic year, the following procedures must be followed:

- New officer completes officer training(s).
- An officer must update their member roster for their student org via RoadrunnerLink.
- An officer must inform CMEI of the roster updates at orgs@msudenver.edu.
- Student organization will become inactive if the roster is not updated in RoadrunnerLink.

Financial Responsibility

The primary officers for each organization have financial responsibility for their student organization account (81XXXX). Advisors may not spend money or make financial decisions on behalf of an organization. All financial decisions must be student-driven and follow the procedures outlined in the organization's constitution.

Conflict of Interest. Student organizations that make decisions that influence the financial actions of the organization must do so in accordance with the highest professional and ethical standards. To preserve the integrity and reputation of the organization, members and officers are expected to avoid giving an unfair advantage, or even the appearance of an unfair advantage, to any person or entity doing business with the organization. All organizations must be aware of and seek to avoid any situation where a member's personal interests' conflict with the interests of the organization or its members, and where the organization's interests' conflict with the purchasing interests of its members.

Registration Timeline and Terms

Registration is not automatic. Each student organization must register once every academic year during the designated period. Your student org will only have to **register ONCE for the academic year. There will be no registration cycle for spring semester.** If a student organization misses the deadline, new or existing, they must schedule a meeting with a Student Organization Consultant, and it will be approved or denied on a case-by-case basis.

A new student organization created by a transfer or new student to MSU Denver will be allowed to register after the registration deadline. Please schedule a time with Student Organization Consultants by emailing orgs@msudenver.edu for assistance with the process.

The Early Bird Student Organization Registration Period begins on the last week of June for one week. Regular registration will open for two months from July to September.

On June 30th, all organizations will be moved to inactive/not registered status until registration requirements are fulfilled. Inactive status means that the organization is unable to access student organization benefits.

Additional Registration Guidelines and Criteria

Club Sports. The [Club Sports](#) program provides an opportunity for students to develop their athletic interests with other students who share the same passion. All Club Sports teams are led by students and focus on participation and competition. Club Sports teams have elected student-leadership boards, collect membership dues, practice regularly, travel off campus and compete regionally and nationally to represent the University. Club Sports are recognized student organizations but will not receive campus event funding through CMEI. Club Sports are managed by Campus Recreation. Please contact recreation@msudenver.edu for more questions or concerns.

Student Organizations Must be Unique. A student organization's name must clearly express its goals, direction, purpose and mission. The CMEI believes in providing space, support and other resources to student clubs and organizations so that they can in turn support the various needs of their stakeholders and campus community. To that end, the goals, direction, purpose, and mission of each student organization must be substantially different from any other registered student organization, fee-funded University program or administrative unit.

- Each organization's constitution and registration will be reviewed in detail to ensure that the proposed organization meets this requirement.

- Students interested in starting a club or organization who would like further clarification on this policy can contact the CMEI Student Organizations team at orgs@msudenver.edu or schedule a meeting with a consultant.

Use of the University Name and Branding at MSU Denver. Student Clubs, Club Sports and Academic Clubs are all student groups within different reporting structures. All groups should abide by the same MSU Denver brand guidelines ([Brand Central](#) or [MARCOM SharePoint](#)) when using graphics to represent their clubs on social media, on imprinted items, or in print.

- Student organizations can use either “MSU Denver” or “Metropolitan State University of Denver” in their names. “Metro State” or “Metro” are not allowed.
- When including the University name within a student organization name, the following format must be used: Organization name + “at” + University name
 - **Examples of acceptable names**
 - The XYZ Club at MSU Denver
 - The XYZ Club at Metropolitan State University of Denver
 - **Formats that are NOT permitted**
 - MSU XYZ (Must be MSU Denver).
 - Metro State – This may not be used in any format.
 - MSUD or MSCD
 - Metro
 - **Important Notes**
 - All groups should use brand colors where possible.
 - All groups should avoid using cartoon recreations of the mascot.
 - All groups should avoid using the word “Rowdy” in a club name as a reference to the University mascot.
- University logos can be [downloaded](#) online, but clubs and organizations using them must follow brand standards. University logos, for example, should never be taken apart, redrawn or distorted to create a club graphic. Follow [clear zone standards](#) when University logos are used.
- If an item using MSU Denver marks (apparel or imprinted item) is to be sold, this item will need to be approved by the University’s licensing program.
- For [brand standards](#) and information please visit brand central online website. If you have additional questions regarding the use of MSU Denver branding, please contact [Strategy, Marketing and Communications](#) at 303-615-0110 or the CMEI Student Organizations team at orgs@msudenver.edu.

Affiliations with Outside Organizations. Student organizations that indicate an Affiliation to a local, national, or international organization in their names must submit a letter from the organization approving such affiliation. Furthermore, as long as the organization is led by MSU Denver students, advances the MSU Denver institutional mission, and meets other criteria established by CMEI and MSU Denver leadership, it can apply for Affiliated Campus Organization status. The organization and its membership is responsible for paying any dues that result from such affiliation. Student Club and Organization Funding Program (SCOFP) may not be used to pay for affiliation dues.

Suspension. In the event that an organization is suspended from the University for any reason, it may not register under a different name with the intention of functioning in the capacity of the suspended group. Individual members of an organization may be subject to suspension and prevented from joining other student organizations as a result of being found in violation of the MSU Denver Student Code of Conduct or other applicable policies and procedures.

Account Forfeiture. If a student organization is inactive for three or more consecutive years, their organizational account will be closed, and all funds will be transferred to a general use account. Purchases made with funds in the general use account will benefit all MSU student organizations.

Competitive Membership Organizations. Both Recognized Student Organizations and Affiliate Campus Organizations must have open membership policies. This means that students in good standing can join the organization. On the other hand, some student groups have a competitive and/or selective recruitment process and/or have an intake or probationary membership process. Examples of such organizations include, but are not limited to fraternities, sororities, and honor societies (i.e., Greek Lettered Organizations). Organizations with a competitive membership process must ensure that they meet all applicable MSU Denver policies, strictly adhere to the Joint Policy on Risk Management, and maintain the requisite level of liability insurance as determined by CMEI and the Dean of Students Office. Although approved and registered MSU Denver fraternity and sorority chapters are entitled to the same benefits and privileges as RSOs, there are additional risk management, compliance and accreditation policies that must be met in order for them to maintain their active status on campus. If you have questions regarding fraternity and sorority life, contact greek@msudenver.edu.

SECTION THREE: STUDENT ORGANIZATION RIGHTS AND RESPONSIBILITIES

A registered student organization should conduct its affairs in a responsible manner consistent with the policies and procedures of MSU Denver, the Student Code of Conduct and all student organization policies. Furthermore, registered student organizations are required to comply with all local, state and federal laws and regulations governing both individual and organizational actions. Registered student organizations will be held accountable for the actions and behaviors of their members, guests and other persons attending their functions both on and off campus.

It is the responsibility of the registered student organization to familiarize itself with the contents of this Student Organizations Officer Handbook. Officers are responsible for informing other members of their organization about university policy. Any change in officers, advisor and/or constitution should be promptly submitted to RoadrunnerLink.

Rights of Student Organizations

In addition to the rights assured to all students, registered student organizations have the following rights:

- Student organizations have freedom of speech and the right to peaceful assembly. Students have the right to organize groups or to join associations. Students and student organizations have the right to present dissenting views, and to promote discussion and demonstrate against issues, policies and world events so long as these are held in an orderly manner and do not disrupt the institutional mission or university/campus functions and operations.
- Student organizations have the freedom of press and the right to publish. Student organizations have the right to choose an advisor and the right to change their advisor. Advisors must review the Advisor's, Club Officer, and Student Club and Organization Funding Program Handbooks.
- Student organizations have the right to develop and amend their constitution.

Responsibilities of Student Organizations and Officers

In addition to the rights of student organizations outlined above, CMEI has identified certain responsibilities to which student organizations and their officers must adhere. The following is a list of essential responsibilities, but should not be considered comprehensive:

- Student organizations must adhere to all other policies found in this Student Organizations Officer Handbook, as well as the Student Club & Organization Funding Programs Handbook, and any other memorandums, policies and procedures implemented by CMEI or other MSU Denver administrative division.
- A student organization, its officers and members shall abide by university policies, as well as federal, state and local laws.
- Raffles and other forms of gambling are strictly prohibited.
- A student organization, its officers and members shall abide by and be subject to the Student Code of Conduct.
- Each organization is responsible for the activities and/or actions of non-student members and guests while participating in any function sponsored by that organization either on or off campus.

- Student organizations must abide by all CMEI, University, and/or state fiscal/financial policies and requirements. Officers are required to work with CMEI staff to comply with these requirements. Failure to comply may prohibit the organization from participating in the Student Club & Organization Funding Program.
- Officers are encouraged to improve their leadership skills through attendance at available workshops and other learning opportunities provided by CMEI.
- Individual student organizations must be unique and substantially different entities. The extent of such uniqueness can be demonstrated through differences in members, officers, advisors, and the purpose of the organization. CMEI will have final authority to decide if an organization is duplicate and/or like any other student organization.
- CMEI is the final authority in the interpretation of student organization policies and guidelines, including but not limited to exemptions and exceptions.
- Student organizations must be directly and solely initiated, operated, controlled, and led by currently enrolled students at MSU Denver.

Responsibilities of Student Organization Advisor(s)

CMEI believes that active participation in student clubs, organizations, fraternities, and sororities is a student development and learning opportunity. A major component of this learning is the support provided by a student organization advisor, who acts as a consultant, resource, and support system for an organization. The advisor provides support and direction through advice, understanding and clarification.

The advisor handbook provides the most comprehensive information about the roles and responsibilities of advisors. **Advisors must** complete the Student Organization Advisor Training.

Advisor Responsibilities.

- Model acceptable community standards for student leaders.
- Be aware of the rules and regulations that pertain to a student organization and its members.
- Be available to organization members for consultation and mentorship.
- Stay up to date on what is occurring within the organization and in the campus community.
- Provide constructive feedback.
- Assist in developing programs and organization events.
- Incorporate “classroom” learning and “co-curricular” activities into student organization’s programming and/or events whenever possible.
- Serve as a liaison between the University and the student organization.
- Aid CMEI and University leadership in enforcing all applicable policies, procedures and laws that govern students and student groups at MSU Denver.
- Be aware of and assist the organization in the management of its financial operations.
- Consult periodically with the Associate Director of the CMEI for Student Organizations and Leadership Programs or designated staff concerning the student organization’s direction, programs, and function. Advisors should also

notify designated staff if the organization has decided to or has ceased to function as a student organization.

- Assist the organization in the periodic examination of its progress toward the goals specified in its constitution.

Advisor Resignation and Replacement Procedures. The following procedures must be followed when a student organization replaces its primary advisor:

- Verify the new advisor meets the qualifications – full-time, permanent MSU Denver faculty or staff member.
- Have the new advisor complete the Student Organization Advisor Training.
- An officer of the organization completes the re-registration [form](#) and updates it with the new advisor's information.

Required Advisor Attendance at Events/Functions. Advisors must attend student organization functions that meet one or more of the following criteria:

- Any on-campus event where alcohol is served.
- Any event that a reasonable person would determine to have more than minimal potential for risk to student health, safety and/or wellbeing.
- Any protests or public demonstrations in which there is a potential for risk to student health, safety and/or wellbeing.

Alcohol Policy

The complete MSU Denver Student Organization [Alcohol Policy](#) is available in the “Documents” section on RoadrunnerLink. Policy revisions will be reviewed by the CMEI as needed. **It is the responsibility of all MSU Denver student organization members, officers, and advisors to read and understand this policy.** Registered Student Organizations enjoy rights and privileges associated with official registration by MSU Denver. Student organizations are allowed to have alcohol at end-of-the-year banquets, induction ceremonies or similar events. All events must be preapproved through CMEI. All University policies and procedures must always be adhered to including the Student Code of Conduct, state, and University fiscal policies and CMEI policies.

Scope. The Metropolitan State University of Denver (MSU Denver) Student Organization Alcohol Policy does not replace existing standards of behavior found in the Student Code of Conduct. Students should be familiar with and adhere to the entire Code; in addition, the following policy is applicable when alcohol is involved in student organization-sponsored events. The Alcohol Policy is to be applied in conjunction with relevant campus policies and federal, state, and local laws. The policy applies to all registered student organizations at MSU Denver, as defined in the Student Organizations Officer Handbook. Student organizations enjoy rights and privileges associated with official recognition by MSU Denver; those organizations that are not currently registered are not permitted to hold events or activities with alcohol. Student organizations and their members are subject to disciplinary action for any on- or off-campus violation of policies or rules set forth in the MSU Denver Student Code of Conduct.

***Not covered by this policy: Athletics groups, academic departments and University offices and departments.

Responsibility and Liability.

- Student organizations shall engage in the practice of effective self-governance. Student members, organizational leadership, faculty/staff advisors, CMEI, Dean of Students Office staff and other members of the campus community have a shared responsibility for upholding the Student Code of Conduct. The hosts and/or representatives of a student organization shall take action designed to prevent or end such violations by the organization or by any persons associated with the organization. Failure to comply with this policy may be considered a violation of the Student Code of Conduct, both by the representatives of the organization and by the organization.
- Student organizations shall be responsible for their guests’ behavior at all times, regardless of the guests’ school affiliation. If the student organization fails to abide by this rule, it shall be subject to enforcement of the Alcohol Policy or Student Code of Conduct, which may result in sanctions.
- No guests under the age of 21 may consume or be served alcohol.

Criteria and Policies, On- and Off-Campus Events.

- All organizations requesting permission for alcohol to be served at an on- or off-campus event must register the event at least 30 days in advance using the “[Event](#)

[with Alcohol Authorization Form](#)” on RoadrunnerLink under “Forms.” Failure to register for an event at which alcohol is present may result in loss of university recognition and/or disciplinary action.

- Organizations shall read and become familiar with all of the associated details contained within the university’s Student Organization Alcohol Policy.
- Organizations shall not have violated any of the provisions of this policy within the 12 months prior to a new request.
- The purpose of the event must support the mission of the organization, as determined by CMEI.
- Organizations may not plan events that promote or encourage overconsumption of alcohol or the use of illicit drugs.
- The person(s) serving alcohol at the event must be TIPS certified and unaffiliated with the sponsoring student organization.
- Organizations hosting social events must emphasize the quality of the event and not the service of alcohol. Consumption of alcoholic beverages may not be the focus of the event, and contests involving the consumption of alcohol are prohibited.
- Non-alcoholic beverages and food must be available while alcohol is served.
- The CMEI has the authority to cancel any student organization event that does not follow the proper policies and procedures for events at which alcohol is served.
- The CMEI will look for patterns of abuse of the policy, and CMEI staff may take corrective action.
- Student organizations that receive donations of alcohol shall not profit from the consumption of that alcohol at that event.
- Per university policy, student organizational funds may not be used to purchase alcohol.
- Organizations may not advertise or promote alcohol on any of the event publicity or marketing materials. Organizations may not promote or advertise incentive drinking (“happy hours,” “2-for-1 specials,” unlimited quantities of alcohol available at reduced prices or for free, events focused on the consumption of alcohol, etc.).
- Bring your own beverage (BYOB) or similar events are prohibited.
- The policies and procedures outlined in the Student Organization Officer Handbook shall be followed at all times.
- At an event sponsored by a student organization involving alcoholic beverages, the cost of the alcoholic beverages may not be included in any admission, meal or entertainment charge.
- The CMEI may impose other guidelines as necessary for the safety of all participants.
- The CMEI has final approval for events with alcohol.
- No one appearing to be under the influence of any controlled substances shall be admitted to the event.
- The Alcohol Policy prohibits any games involving drinking and/or any rapid consumption techniques involving either alcohol or non-alcoholic beverages.

- These include but are not limited to funnels, shot glasses, beer pong tables, etc. These items, by their very nature, promote abusive alcohol consumption.
- Stop the serving of alcohol at least 30 minutes before the end of the event.

Procedures and Criteria, On-Campus Event. In addition to the criteria set forth of this document, student organizations wishing to host an on-campus event with alcohol must adhere to the following procedures and criteria:

- The student organization shall submit a completed “Event with Alcohol Authorization Form” to the CMEI at least 30 days prior to the date of the event.
- After the “Event with Alcohol Authorization Form” is approved, the student organization must schedule a pre-event meeting no less than 30 days prior to the event. This meeting must include the following people:
 - Representative of the organization
 - Advisor of the organization, who will be in attendance at the event
 - Associate Director of Student Organizations and Leadership Programs and/or Professional staff member of CMEI
 - Member of the Auraria Campus Events Services (ACES)
- The student organization’s faculty/staff advisor or designated full-time faculty or staff member shall be present throughout the entire event.
- Funding from the Campus Events Funding shall not be used to pay for any expenditures that are related to alcohol (security, special event permit, bartender, etc).
- The student organization shall use an approved on-campus caterer that is TIPS-certified to serve alcohol. The caterer shall impose a two-drink limit for the duration of the event. The caterer will supply trained staff to serve the alcohol.
- Campus security is required at all on-campus events with alcohol to prevent underage drinking and disruptive behavior. The student group or their designee must be charged by ACES for the cost of campus security.
- Only beer and wine will be allowed at these functions.
- The sale of alcohol is not permitted.
- Student organizations may not sponsor events with alcohol on behalf of outside groups or individuals.
- No one appearing to be under the influence of any controlled substances shall be admitted to the event.
- The Alcohol Policy prohibits any games involving drinking and/or any rapid consumption techniques involving either alcohol or non-alcoholic beverages. These include but are not limited to funnels, shot glasses, beer pong tables, etc. These items, by their very nature, promote abusive alcohol consumption.
- Stop the serving of alcohol at least 30 minutes before the end of the event.

Important Note: Events that do not involve students covered under the Student Organization Policy include events organized by groups such as Athletics, academic departments, and University offices and departments.

Please visit the CMEI at Tivoli 305 or call 303-615-0606 for complete policy information. To request permission to serve alcohol at your event, please arrange a meeting with the Associate Director of Student Organizations and Leadership Programs in the CMEI and complete the [Event with Alcohol Authorization Form](#) on RoadrunnerLink.

Failure to Adhere to Regulations and Policies

Review of Registered Student Organizations. CMEI reviews student organization constitutions and bylaws at the time of registration and periodically throughout the year. Failure to continue to meet the definition of a registered student organization and/or organization membership or failure to adhere to/comply with the responsibilities of a student organization and/or its officers could also cause the organization's registration to be reviewed. Furthermore, student organization officers and members must maintain a good faith effort to afford fellow MSU Denver community members with treatment consistent with the University's institutional values of community, access, diversity, respect and excellence.

Sanctions. CMEI reserves the right to impose sanctions against an organization, officer and/or members and/or forward concerns regarding student conduct to the University's student conduct officer. CMEI may conduct a fact-finding review. As a result of the fact-finding review, CMEI may determine if a sanction is warranted and, depending on the severity of the violation, may impose any of the following sanctions deemed appropriate:

- Placing a group on probation with full privileges. This will enable the group to function normally, but written documentation will be placed in a confidential file kept with the Associate Director of Student Organizations and Leadership Programs.
- Placing a group on probation with restricted privileges.
- Suspension of registration without privileges.
- Revocation of registration.
- Referral of organization's officers or members to the University's student conduct officer.
- Member suspension from participation in any RSO for a set timeframe as determined by CMEI.

Appeals. Student organizations and their members may apply for an appeal of a sanction through the Assistant Dean/Director of CMEI.

Authority. CMEI has final authority regarding the registration of an organization in accordance with the guidelines outlined in this handbook and departmental and University policy. Furthermore, CMEI may grant certain exceptions or establish additional requirements on a case-by-case basis.

SECTION FOUR: AHEC POLICIES

The Auraria Higher Education Center (AHEC) is a college and university campus established by state law for the use and benefit of its constituent institutions of higher education. First priority for the use of Auraria Campus facilities is given to the students, faculty and staff of those institutions. All uses of Auraria Campus facilities are subject to reasonable time, manner and place restrictions.

Posting on Campus

Posting announcements, handbills, posters, advertisements, flyers or printed materials of any kind is prohibited everywhere on the Auraria Campus, except on authorized kiosks, bulletin boards and other designated areas. Prohibited areas include the following:

- Light posts
- Windows (Interior and exterior glass surfaces, except as permitted in the Tivoli Student Union section below)
- Motor vehicles
- Trash cans
- Building exteriors
- Fences
- Trees
- Restrooms
- Parking lots
- Signs
- Doors (common hallway or building doors, except as permitted in the Tivoli Student Union section below)
- Classrooms
- Painted surfaces

Water soluble chalking is permitted on the ground-level (sidewalk) exterior entries to advertise special functions (sponsored by campus departments and recognized organizations and taking place on the campus) on the day of the event. Chalking is only permissible on horizontal concrete ground surfaces (not on walls, brick surfaces, etc.) and must not be on the elevated step entries. All other tagging, painting or marking of any kind is prohibited on Auraria Campus buildings, grounds and facilities.

Regulations Regarding Where and How One Can Post.

- The name and contact information of the person or organization posting the material must be clearly identifiable on any posted material.
- Most Auraria Campus buildings and grounds have designated areas set aside for the general display of announcements, posters, handbills, etc. All off-campus individuals and organizations must limit their postings to general display areas.
- All materials posted in general display areas are limited to one posting per area, may not exceed 11x17 inches in size and cannot be posted in such a way as to interfere with or cover other postings.

- Materials must be removed by the party posting them within 48 hours after the advertised event has occurred. In any case, all materials will be removed from general display areas at regular intervals throughout the semester. Boards at the Tivoli Student Union are monitored, cleaned and updated every weekend.
- Institutional departments and recognized institutional and student organizations have specifically designated display areas for their exclusive use. Signs are posted to indicate this. Each department or organization is responsible for maintaining their respective areas.
- In addition to the above options, flyers advertising on-campus events (abiding by the criteria established herein) may be posted on the UNPAINTED brick pillars and on the glass surfaces of the Tivoli Student Union building entrance doors (avoiding the vinyl letters on the glass.)
 - Only one flyer per surface is allowed.
 - Flyers may only be posted on the unpainted brick pillars up to one week in advance of the event.
 - Flyers may only be posted on the glass surfaces of the building's entry doors on the day of the event.
 - The Tivoli Student Union staff may relocate flyers to avoid damage or to ensure ingress/egress from the building.
 - Flyers must be advertising open events (not products or services, etc.)

Note: The Auraria Campus Event Services office may, from time to time, authorize additional posting locations to maximize advertising opportunities for campus-sponsored events (this includes special consideration at Student Government election times.)

Posting Violations. All postings that do not comply with this policy will be removed. Individuals and/or organizations may be required to pay repair and removal costs and may forfeit campus posting and scheduling privileges for repeated violations of this policy. For more information about Auraria Campus posting areas and regulations, students should contact: Auraria Campus Event Services 303-556-2755 or acesmaindesk@ahec.edu.

Table Tents. Table tent advertising is available for promoting open events and campus services. Table tents must be registered through the Auraria Campus Event Services Office and must adhere to the following guidelines:

- Tables advertising placement must adhere to the guidelines listed below and are limited to one tent per table. If an area is not specified below, it is not authorized for placement.
 - Tivoli Atrium Food Court Seating area
 - Tivoli Roger Braun Student Lounge
 - Tivoli Multi-Cultural Lounge
 - Tivoli Garage Quiet Student Lounge
 - Tivoli Boiler Room Lounge
 - Classroom Dispersed Vending Lounges
 - First floor Arts, West, South, Aviation, and Science Buildings
- Table advertising campaigns may not exceed one week in duration.

- Advertisers are responsible for placing the tents and replenishing the tent advertisement for the duration of their approved period. Due to the highly public nature of these lounge areas, ACES is not responsible in any manner for the table tents, including maintenance, damage or loss. When possible, staff will be diligent in their efforts to recognize and preserve table tents for events that have not yet occurred. Staff will discard damaged tents and will remove all tents following the event.
- Advertising is limited to Registered Student Organizations, campus departments and campus leaseholders/tenants, who wish to promote open campus events and services.
- Table advertising space is available on a first-come, first-served basis.

Student Organization Information Tables (AHEC)

A specified number of on-campus information-table spaces are available for Registered Student Organizations to reserve for promotion of their clubs/organizations and for information dissemination regarding special events. Category 1 users may reserve space to disseminate information regarding their programs for a nominal fee per day. The following must apply:

- Student organizations must be recognized by their respective institution Student Activities/Student Life Offices. Sports Clubs must be recognized by the authorized campus department. Only current officers of the student organization are allowed to make bookings.
- Organizations/departments must directly reserve the spaces through the ACES Office, according to established reservations procedures. Space is available on a first-come-first served basis. (Note: reservation of multiple table spaces for a larger organized event is considered an outdoor event/festival and is addressed in the AHEC Outdoor Special Events/Festivals policy here. Organizations/departments may not change tables or move tables from one location to another, unless specifically approved in advance by the ACES Office.
- Organizations must have a sign attached to the reserved table (in clear view; not smaller than 8½ inches x 11), identifying the sponsoring student organization or campus department and including contact information. Signs and other material may NOT be attached to any adjacent wall or glass surface. Organizations/departments will be held responsible for any damage incurred to the facility or the facility property.
- Student organizations/campus departments must conduct official business and/or promotion of their organization or department. Student organizations and campus departments may not sponsor table space for outside vendors or other private parties, except as provided for in the following section on fundraising. Any sales associated with the table must be directly related to the role and mission of the student organization/campus department by way of ticket sales for special events or promotional materials depicting the nature of the organization, such as club T-shirts. This regulation will be strictly enforced and organizations not complying may have future reservation rights revoked.
- The Offices of CCD and CU Denver Student Life, and MSU Denver's Center for Multicultural Engagement and Inclusion, may sponsor an information table (non-sales/non-commercial) for certain nonprofit organizations, should those offices deem the information being disseminated as having educational value for their student populations.

- Each organization/department is limited to a maximum of one info space per day and a maximum of five days in any one month. (Table sponsorship is not limited to the five-day period for the Offices of CCD or CU Denver Student Life, or MSU Denver's Center for Multicultural Engagement and Inclusion.) Overnight reservations are not allowed.
- Shouting or other noisy attraction methods designed to gather attention to the info space are not permitted. For indoor info spaces, activities must take place from behind the assigned table so as not to interfere with ingress/egress through the buildings. For outdoor info spaces activities must take place within the area of the assigned table. Activities must not impede pedestrian traffic, including ingress and egress to and through buildings.
- Due to fire regulations and campuswide policies on smoking, burning of materials of any kind is not allowed. This includes cigarettes, incense burning, etc.
- The info-table space for a student organization must be staffed by a current student who is a member of the student organization and the info table for a department must be staffed by a faculty or staff member from that department at all times. Children who accompany any student organization/campus department personnel must be attended to at all times.
- Organizations/departments must remove all items, including trash and debris from their info-table area daily. Items must not be left overnight, including signage, etc.
- Small portable multimedia (music, audio/video) systems are allowed at the outdoor Tivoli and Madre Square info-table locations when they are an integral part of the info program, provided the sound level is limited to being only audible within the immediate vicinity (approximately 6 feet) of the reserved table space, and are not allowed in any other info-table locations (classroom buildings, etc.). To ensure that adjacent functions and activities are not interfered with, the ACES staff reserves the right to request that sound levels be lowered or turned off. The use of a portable system must be identified at the time the reservation is placed. Power is not available for these systems, so they must be self-contained. Bands, amplified instruments, speakers, performances, radio station broadcasts and other functions of this nature are not permitted under the Information Table Space Guidelines. These functions must be scheduled as a special event/festival and adhere to those guidelines. See the "Outdoor Special Events/Festivals" section here.

Student Organization Fundraising Tables (AHEC)

Student Organization/Campus Department Fundraising Tables. In addition to adhering to the bullets above, Registered Student Organizations and campus department fundraising is permissible under the following additional guidelines:

- **Promotional Materials**
 - As defined in number four above, sales or promotions associated with an info table must be directly related to the role and mission of the student organization/campus department. This is achieved by way of ticket sales for special events or promotional materials depicting the nature of the student organization such as club T-shirts.
- **Bake Sales**
 - The sale or distribution of food or other products is only allowed with strict adherence to the guidelines in this section. Student organizations may conduct bake sales from info-table locations at Madre Square sites and the North Classroom Atrium, Event Center entryway. Bake sales are not allowed at other

info-table space locations. Foods that must be temperature controlled are not allowed.

- City and County of Denver regulations must be adhered to at all bake sales. It is the responsibility of the sponsoring organization to ensure that they are compliant with these regulations, including but not limited to food handler permits, preparation in approved facilities, pre-packaging, etc. Student organizations are responsible for getting pre-approval from their respective Student Activities/ Life Office and should recognize that additional limitations or conditions may be required by those offices. Sponsorship by commercial companies is not allowed. However, resale and/or distribution of commercial baked products is permitted provided it is not in conflict with the goods or services of current official lease holders, contractors and/or AHEC's auxiliary programs.
- **Non-sales Commercial Sponsorship**
 - Student organizations/campus departments have an opportunity to raise funds by sponsoring private entities that wish to provide information about services or products to the campus community. Such entities are not authorized to sell these products or services but may disseminate information/coupons/etc. regarding them. The sponsoring student organization is responsible for the conduct of the individuals representing the private entity while they are on campus. The 8½ inches by 11 sign must reflect the sponsoring organization name and contact information.
 - The sponsoring student organization and the campus department will be charged a per space per day fee. The sponsoring organization/department may then assess a fee of their choice (in addition to the reservation fee) to the private entity. The ACES Office will only collect the reservation fee directly from the sponsoring organization. The sponsoring organization and their respective Student Activities/Life Office are responsible for collecting any additional fee they have chosen to assess the private entity.

Note: The solicitation of personal information at info/fundraising tables is strongly discouraged, regardless of sponsorship by Registered Student Organizations or campus departments. Other manners and venues for these activities may be available. In each instance, the sponsoring organization assumes liability for the function and is responsible for any applicable license requirements, tax collection/payment, refunds for defective items, etc.

SECTION FIVE: STUDENT ORGANIZATIONS RESOURCES

The following section covers the various campus resources that are always available to Registered Student Organizations and fraternities and sororities. Please note that these resources are only available to Affiliated Campus Organizations on a case-by-case basis.

The resources listed below are intended to support student organizations and their missions. These resources are provided to the club and organization community through a combination of student fees and CMEI budget resource allocations. As a result, most of these resources are provided at no cost to student organizations. Students are encouraged to utilize the many great support services and resources provided. Please contact the appropriate department for more information.

CMEI Resources

- Copies
- Banner printing (\$50 per banner charged to respective student organization account)
- Resource room
- Basic office supplies
- WeeklyBlorg
- Balloon inflation
- Meeting Space Reservation
- Button maker
- Graphic design
- Board/Card Games
- Co-sponsorship opportunities
- Consultations
- RoadrunnerLink
- Student Club and Organizations Funding

CMEI Resources Breakdown

Balloon Inflation: Bring your own balloons and string/ribbon to CMEI and use our helium tank for free. CMEI only provides the helium. Limit **50** balloon inflations per visit. Additional balloons are \$.25 each.

Banner Printing: CMEI has a large format printer available for MSU Denver student organizations, as well as fraternities and sororities. Registered organizations can request a banner print (42x64 inches) for \$50. Banner prints can be purchased as a direct charge to your student organization account. Required file setting is a 11 inches x 17 inches pdf (it will scale proportionally when printing; CMEI staff will not edit the file). The banner will be printed on premium luster photo paper and will be grommited unless otherwise requested. The turnaround time is approximately five business days. Request a [banner](#) print on RoadrunnerLink.

- Student Orgs are allowed to print 6 banners each semester, with the exception of summer semester which you are allowed 2 banner prints.

- If displaying a banner on campus student organizations are responsible for picking up the banner, reserving space for it and coordinating hanging it. You can access the full AHEC policy [here](#).
- Per the Auraria Campus Signs Policy (see above), banner/sign space promoting special events must be reserved/scheduled through ACES (aces@achee.edu) at least seven business days before the reserved posting date. Space is reserved on a first-come, first-served basis and is subject to availability. AHEC staff will hang the banner unless prior arrangements have been authorized by AHEC. Non-event related banners/sign proposals may require a longer lead time. All banners and signs must contain the name and contact information of the organization sponsoring the event(s).

Button Maker: The CMEI provides button-making supplies for up to 50 buttons per day. Your organization will need to provide the printouts of the button designs. The size of the buttons is 2 ¼ inches in diameter. You can find a [button template](#) on RoadrunnerLink.

CMEI Multicultural Lounge - JSSB 237: CMEI has a Multicultural Lounge/Gallery with computers, meeting space, a projector, refrigerator, and display in Jordan Student Success Building 237. This space is held as an open space during the day (9am – 5pm) but may be reserved for equity and social justice-centered events and meetings by Student clubs, organizations, and groups from 5 – 8pm. To reserve this space, please email cmei@msudenver.edu.

Conference Room: CMEI and TSAC have a private conference room available for RSOs to use for meetings and events. The space includes tables, chairs, a television, sound, a computer, white board, and webcam. The conference room can accommodate groups of eight. To reserve this space, please email cmei@msudenver.edu.

Copies: Active organizations receive up to **50** free copies of letter size (8.5”x11”), **50** free copies of legal size (8.5”x14”), and/or **50** free copies of tabloid size (11”x17”) paper in black-and-white or color per day. To utilize this service just come to CMEI with your document and a staff member will assist you or you can log in to any computer available and print from there.

Resource Room: CMEI has a large, private resource room available for RSOs to use for small meetings, crafting, business, or even for lunch. Within the resource room is a computer, a laminator, office supplies, tables, chairs, and a microwave. To check availability and reserve this space, please call, or stop by the CMEI. To reserve this space, please email cmei@msudenver.edu.

RoadrunnerLink: [RoadrunnerLink](#) is an online platform used for student organization registration, communication, online forms, etc. The platform is a great way to promote your organization, access tools and resources for better efficiency, and connect with new recruits, current members or other organizations. RoadrunnerLink includes:

- A calendar of student organization events
- Organization communication tools
- Student organization related news

- Student organization portals (Use to search and join organizations and obtain contact information for other organizations)
- Forms and Documents
- ***Do I Need a Login?*** Your login information is synched with your MSU Denver login credentials. Visit [RoadrunnerLink](#) and click the blue “*Sign In*” button in the top-right corner. Sign in using your MSU Denver username and password. The first time you sign in you will be prompted to create your user profile.

RoadrunnerLink Training. To learn more about utilizing the tools offered through RoadrunnerLink and schedule a training for your organization, contact the student organization support staff at orgs@msudenver.edu. You can also visit the RRL Student Leader Resource Center [here](#).

The Weekly Blorg Newsletter: The Weekly Blorg is a way to communicate relevant information and news to student organization members and advisors. This is a great way to let the campus, the community and other organizations know about your events, meetings, and other gatherings. Student organizations may submit articles to the Blorg by completing the [Weekly Blorg Submission Form](#) on RoadrunnerLink.

Campuswide Resources

AHEC Fronting Policy: Student organizations and departments may not reserve space for outside organizations to provide access to Auraria Campus property or for the purpose of lower rates. The organization or department who holds the reservation must be primarily responsible for planning, implementing, and financing the event.

AHEC Policies and Procedures: All registered student clubs and organizations at MSU Denver must comply with AHEC policies and procedures. Groups must review the guidelines before registering. Failure to do so will not be regarded as an acceptable defense in the event that a violation occurs.

Auraria Campus Events Services: Registered student organizations may reserve and use campus facilities and space at no charge or at the discounted student organization rate. Space is available for a wide variety of purposes, from meetings to concerts, as well as facilities for small fundraisers such as bake sales, car washes, etc. Most of the space On campus is free to student organizations; however, if there is a charge to reserve space, you will need to fill out the Category 1 Authorization form, which is provided by the ACES team.

Graduate Application Success Program (GrASP): The Center for Multicultural Engagement and Inclusion (CMEI) and C2 Hub's Graduate School Pathways Program have collaborated to provide financial assistance to MSU Denver students who are pursuing graduate school. Our goal is to remove obstacles that could prevent students from completing graduate program applications. Through these efforts, the program aims to increase representation of students from low-income backgrounds, first generation college attendants, and students of color who submit graduate applications, are admitted to graduate programs, and complete graduate degrees. Through this program students can receive up to \$180 towards graduate school application fees. This resource prioritizes low-income students, first-generation students, and students of color, but is open to all students interested in attending graduate school.

Graduate School Entrance Exam & Professional Licensure Program: This student-fee funded resource provides financial assistance for students looking to complete a graduate school entrance exam (GRE, LSAT, MCAT, etc.) OR complete a certification/licensure course or exam that is directly related to their area of study or leadership position on campus. Students are eligible to receive up to \$400 per fiscal year (July 1-June 30). These funds can be used for exam registration fees, graduate school entrance exam preparation courses, study guides, or fees for licensure or certification completion.

Identity-Based Leadership & Professional Development Program: The Classroom to Career Hub (C2 Hub) and Center for Multicultural Engagement and Inclusion (CMEI) have partnered to support the professional development of students with marginalized identities by offering financial support to attend a professional development opportunity of their choice. To support students with marginalized identities by providing them with opportunities, knowledge, and resources to develop themselves and their communities personally, professionally, and socially.

Local & Online Professional Development Program: This student-fee-funded program provides financial resources for students to participate in various forms of online professional development. The funds can be used to cover registration fees for the experience. The online professional development experience must align with the student's area of study and/or career goals.

Reserving Event/Meeting Space for University-Owned Buildings: The Jordan Student Success Building and Aerospace and Engineering Sciences Building have a variety of indoor and outdoor event spaces. Space in these two buildings is free to reserve for MSU Denver student organizations. To book space in these two buildings, contact the event scheduling assistant at facilities@msudenver.edu.

Student Conflict Resolution Services: Conflict is a normal part of life. It can be stressful, frustrating and bring uncertainty. However, conflict can also result in stronger relationships, encouraging growth and building understanding. There are productive ways to engage in conflict through the discomfort and challenges it may bring. Student Conflict Resolution Services (SCRS) provides a variety of programs and services to support students experiencing conflict in both individual and group settings, and through skill-building and facilitation support. SCRS recognizes that individuals have differing needs and interests when approaching conflicts. SCRS helps students navigate these situations in a way that works for them.

Student Government: The Student Advocacy Council: A board of student leaders at MSU Denver who are committed to the advancement and advocacy of students. Council members utilize all means necessary for the incorporation of students into the university experience and are the governing body that shares responsibility with the administration to bring about changes.

Student Travel & Professional Development Program: The Student Travel Program is a student-fee-funded program that provides travel grants for MSU Denver students. These grants help fund the cost of transportation, registration and lodging for qualified individuals or student groups wishing to attend regional, national or international professional development events/meetings. Individual students, pairs or student groups may apply for funding once each fiscal year (July 1-June 30).

Student Club and Organization Funding Program (SCOFFP): The Center for Multicultural Engagement and Inclusion (CMEI) at MSU Denver is committed to supporting students' sense of belonging in college and affirming their identities by building community through participation in student organizations, providing ample opportunities for students to develop their leadership knowledge, skills, and abilities, and encouraging interpersonal growth. One of the primary ways CMEI accomplishes these aims is through the Student Club & Organization Funding Program (SCOFFP). If you have questions regarding the SCOFFP, please contact orgfunding@msudenver.edu.

- SCOFFP is a student fee funded program that provides financial assistance to registered student organizations and MSU Denver student leaders to host events on campus, purchase promotional items, supplement funding for student driven projects, foster sense of belonging and community among students, and provide general office supplies for

student organizations and their members. The program is administered on a first-come, first-served basis. The goals of the program include following:

- Increase student engagement, involvement, and out-of-classroom learning on campus.
- Support student organizations through effective programming and increased visibility on campus.
- Provide ample opportunities for MSU Denver students to develop their leadership knowledge, skills, and abilities.
- Establish a sense of belonging and community among MSU Denver students.
- Enhance understanding and value of justice, diversity, equity, and inclusion among students, student groups, and the broader campus community.
- Any Registered Student Organization or Fraternity/Sorority in good standing (CMEI) is eligible to apply for funding so long as the request for funds falls within the goals described above and policies described in this document, the officer handbook, and advisor handbook. Good standing is defined as fully registered, not having a negative agency account balance, and not having any recent/pending conduct or policy violations.

Important Note: Affiliated Student Organizations (ASOs); which receive direction and leadership from external constituencies, are not eligible for any SCOPF funds, or special rates or authorization to reserve and use space on campus.

Frequently Used Contacts

Auraria Campus Event Services (ACES)	Tivoli 325	303-556-2755
Campus Police	Admin 110	303-556-5000
Center for Multicultural Engagement and Inclusion (CMEI)	Tivoli 305 JSSB 237	303-615-0606
CMEI Office of Student Media	Tivoli 313	303-615-0155
Dean of Students Office	Tivoli 343	303-615-0220
Student Government: The Student Advocacy Council (TSAC)	Tivoli 307	303-615-0899

Auraria Campus Authorized Caterers

Select one of our eight catering vendors for your event. Our Authorized Campus Caterers provide variety, quality and competitive pricing to make your event special, whether it's a simple business breakfast or lunch, wedding reception, or conference. Each of the caterers on our list is committed to providing high-quality, consistent service and food. Authorized Campus Caterers should be utilized for all events serving 35 guests or more that are hosted in campus buildings with authorized status. Authorized Campus Caterers are recommended but not required for events hosted in campus buildings with neighborhood status.

- [Caterers](#)
- [Catering Policy](#)
- [Authorized Campus Catering Locations](#)
- [Neighborhood Status Campus Building](#)

If you have questions or need more information on vendors, please contact [Auraria Campus Event Services](#) at 303-556-2755.