

STUDENT ORGANIZATION LEADERSHIP HANDBOOK

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Dear Student Leaders,

The Office of Campus Life and Student Engagement has provided you with this **Student Organization Leadership Guide** to give you the right tools and resources to help you navigate through your organization experience. To supplement the guide, we are hosting our annual Student Organization Leadership Retreat for all RSO presidents, treasurers, and additional leaders who may be interested in attending in August.

Within the Student Organization Leadership Guide, you will find a variety of tools and quick guides to aid you in accomplishing your role as a student leader, including the policies from CLSE, campus resources, and an overview of responsibilities for the year.

We will continue our efforts to assist you in becoming successful organizations, connecting you and your members to several resources on campus in order for you to be as fruitful and engaging at NSU as a student organization. We want to make NSU **yours!**

Most importantly, we hope you will utilize this guide as a way to develop your plan for success during this academic year. We are here to assist you as you seek great achievements for your organization at NSU.

Go Sharks!

- The CLSE STAFF

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NSU VISION, MISSION, AND CORE VALUES

In pursuit of defining the Nova Southeastern University of tomorrow, President George L. Hanbury II, Ph.D. collaborated with faculty members, deans, staff, alumni, student leaders, community members, and the board of trustees to create a single-shared vision based on eight core values. The Vision 2020, Mission, and Core Values will collectively guide NSU into the future.

Vision 2020

By 2020, through excellence and innovations in teaching, research, service, and learning, Nova Southeastern University will be recognized by accrediting agencies, the academic community, and the general public as a premier, private, not-for-profit university of quality and distinction that engages all students and produces alumni who serve with integrity in their lives, fields of study, and resulting careers.

Mission

The Mission of Nova Southeastern University, a private, not-for-profit institution, is to offer a diverse array of innovative academic programs that complement on-campus educational opportunities and resources with accessible distance learning programs to foster academic excellence, intellectual inquiry, leadership, research, and commitment to community through engagement of students and faculty members in a dynamic, life-long learning environment.

Core Values

Academic Excellence

Academic excellence is the provision of the highest quality educational and learning experiences made possible by academically and professionally qualified and skilled instructional faculty and staff.

Student Centered

Students are the focus of institutional priorities, resource decisions, and planning.

Integrity

Integrity involves honesty and fairness, consistency in instruction, ethics of scholarship, freedom of inquiry, and open and truthful engagement with the community.

Innovation

Innovation is the creative and deliberate application of teaching, research, scholarship, and service.

Opportunity

Opportunity fosters the possibility for anyone associated with NSU to acquire an education or an educational experience through creative, yet sound pedagogical programs.

Scholarship and Research

Research and scholarship products are disseminated and evaluated through intellectual discourse, application, assessment, and other mechanisms of the relevant peer community.

Diversity

Differences in views, interpretations, and reactions derived from diversity are important. Diversity enriches a learning environment focused on preparing individuals to live and work in a global society.

Community

NSU is a community of faculty staff, students, and alumni that share a common identity and purpose

REGISTERED STUDENT ORGANIZATION OVERVIEW

A “**registered student organization**” (RSO) is defined as a registered group of 6 or more currently enrolled Nova Southeastern University students who unite to promote a common interest. Only enrolled students may serve as officers of the organization and vote on organizational matters. The University’s approval of a RSO should not be interpreted as an endorsement of its purpose and/or activities.

Criteria for New/Existing Organizations

- An up-to-date OrgSync page
- One president
- One treasurer
- 1 full-time NSU faculty/staff or a Division of Student Affairs Graduate Assistant as the advisor
- At least 6 current active student members within 1 week of approval
- 51% undergraduate membership
- All organizations must maintain an on-campus account
- Any RSO must be open to all students
 - *Please note: All organizations must newly register or renew within the **1st 4 weeks of a term**. Students may not start an organization during the semester they are scheduled to graduate.*

RSO Requirements

- An up-to-date OrgSync page with President, Treasurer, and Advisor information along with updated Constitution and a roster of 6 current active members.
- Submit an updated membership roster each semester (Fall and Winter) by requested deadline set by CLSE.
- Attend the Student Organization Leadership Retreat every August.
- Have at least one representative on behalf of the organization attend the Leadership and Multimedia Conference held in January.
- **Presidents AND Treasurers** are required to attend an open training session put on by the Student Activity Fee Accounts Office in order to be eligible to receive funding from their respective Student Government Associations and to process any requests for funds with the Accounts Office.

If these tasks are not met, the organization OrgSync portal will be disabled, hindering room reservation requests, event requests, etc. and those reservations will be released.

Expectations

- Have a representative present at all IOC monthly meetings
- Hold *at least* 1 organization meeting per month
- President One on One (Winter)
- Be present at IOC General Body Meetings with one representative
- Be present for IOC General Elections
- Comply with all NSU policies and procedures, including but not limited to, this guide, the Student Handbook, the Student Activity Fee Manual, as well as local, state, and federal laws.
 - *Failure to do so may cause a revocation of RSO rights/privileges. If it is alleged that an RSO or any of its members have failed to comply with any of the University’s policies or procedures, an investigation may be conducted and appropriate sanctions may be imposed. The Office of the Dean of Students has final disciplinary jurisdiction.*
- Sponsor and supervise programs in safe and responsible manner and ensure that these activities do not interfere with the normal operations of the University
- Utilize NSU facilities for the purpose of which they were scheduled
- Reimburse the University or departments for damages to property or facilities
- Pay all student organization bills and debts in a timely manner
- Ensure that all Executive Board Officers are currently enrolled students and maintain a 2.5 cumulative GPA
- Keep the Office of Campus Life and Student Engagement informed of current contact information for all officers and advisors for the RSO
- Develop and maintain honest and open lines of communication with the organization’s advisor

REGISTERING/STARTING YOUR NEW STUDENT ORGANIZATION

Registered Student Organizations (RSOs) may be organized to promote any legal purpose, which involves an educational, recreational, or social interest. In order to register or renew a student organization with our office, the following criteria must be met:

- one president
- one treasurer
- one full-time NSU faculty/staff or a Division of Student Affairs Graduate Assistant as the advisor
- 6 active members
- membership has to be at least 51% undergraduate
- any RSO must be open to all students

The process for registering/starting your new student organization is as follows:

1. Log into OrgSync*.
2. Click on Organizations.
3. Click on "Register New Organization".
4. Select "Nova Southeastern Main Campus" and click submit.
5. Fill out all the information.
6. Wait for confirmation from the Graduate Assistant for Student Organizations.
7. Following the confirmation, the president and treasurer will have to present in front of the Assistant Director of Campus Life and the Graduate Assistant for Student Organizations. Based on the presentation, they will then determine whether the organization will continue to the Conditionally Approved Period.
8. If the organization moves forward with the Conditionally Approved Period, then they will have to attend "New RSO Orientation" held by the Office of Campus Life and Student Engagement. In addition, the President and Treasurer must RSVP and attend one "Treasurer Training" session held by the Student Activity Fee Accounts Office. Both meetings are mandatory in order for the organization to be officially recognized as an RSO at Nova Southeastern University.

**To create personal account, go to OrgSync.com and click "Sign In/Sign Up".*

If you need assistance with any of the above steps, or if you have any questions, please stop by SOuRCe (Student Organization Resource Center) in Rosenthal Room 201, or email us (source@nova.edu).

DIVISION OF STUDENT AFFAIRS – RESOURCES

The **Division of Student Affairs (DOSA)** provides many services to students.

Campus Life and Student Engagement

Main Office/Front Desk	UC 1235	(954) 262-7288 campuslife@nova.edu
SOuRCe (Student Organization Resource Center)	ROS 201	(954) 262-7453 source@nova.edu
Fraternity and Sorority Life	UC 1220	(954) 262-2461
SGA	UC 1224	(954) 262-7292
S.E.A. Board	UC 1234	(954) 262-7223 seaboard@nova.edu
Special Events and Projects	ROS 211	(954) 262-7492 specialprojects@nova.edu

Student Leadership and Civic Engagement (SLCE)

Main Office	ROS 207	(954) 262-7195 slce@nova.edu
Razor's Edge	ROS 207	(954) 262-7179 razorsedge@nova.edu

Room Reservation Information

Student Affairs Operations	ROS 211	(954) 262-7492 saoperations@nova.edu
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DIVISION OF STUDENT AFFAIRS - RESOURCES

The **Division of Student Affairs (DOSA)** provides many services to students.

Student Media

Poster Printing	The SOuRCe	(954) 262-7012 posterprinting@nova.edu
Radio X	ROS 140	(954) 262-8457 wnsu@nova.edu
The Current Newspaper	SAB 310	(954) 262-8455 nsunews@nova.edu
Sharks United Television (SUTV)	SAB 307	(954) 262-2602 sharkt@nova.edu

COLLEGE OF UNDERGRADUATE STUDIES – RESOURCES

The **College of Undergraduate Studies** provides additional services to students.

Activity Fee Account Office	SAB 107	(954) 262-7290 studente@nova.edu
Orientation Office	SAB 106	(954) 262-8050 orientation@nova.edu
Tutoring and Testing	SAB 2 nd floor	(954) 262-8350 tutoringservices@nova.edu
Student Mediation Services	ROS 100	(954) 262-7196
Student Disability Services	ROS 121	(954) 262-7185
Academic Advising	Horvitz Administration Second Floor	(954) 262-7990
Student Counseling Services	3538 University Park Plaza	(954) 262-7050

CAMPUS LIFE AND STUDENT ENGAGEMENT



Undergraduate Student Government Association (SGA)

- Promotes a diverse and dynamic campus community
- Advocates for the student body
- Senator Positions
- Freshman Council
- Passes legislation
- Senate Meetings are open to all students
- Town Hall meetings



The Inter-Organizational Council (IOC) and Student Organization Resource Center (SOuRce)



- OrgSync and OrgSync Training
- IOC meeting every other Thursday
- SGA Funding/Budgeting
- FIN Points
- Resources for Student Organization Operations
- Craft and art supplies
- Equipment Rental
- Rental of Lockers for Undergraduate RSO's
- Tracking available for organization events



Special Events and Projects (SEP)

- Community Fest
- Laugh Your Fins Off
- Weekend Programming
- Constitution Day
- Take Back the Night
- Student Life Achievement Awards (STUEYS)
- S.O.S. – Sharks on the Scene
- Room Reservations
- Work Orders/AV Requests



Fraternity and Sorority Life

- Panhellenic Council, Interfraternity Council, and the Unified Greek Council
- Order of Omega
- Hazing Prevention Week
- Greek President's Meeting
- Greek Advertising and Event Approval
- Academic support
- Social networking
- Service to the greater community
- Chance to be a part of NSU tradition



Student Events and Activities (S.E.A.) Board

Provides a variety of social, cultural, and traditional events
Engages students through diverse events and leadership opportunities

- Homecoming
- Sharkpalooza
- Water Works
- SEA Thursdays
- Movie Nights
- Daytime Programming
- Trips and Recreation

STUDENT LEADERSHIP AND CIVIC ENGAGEMENT RESOURCES

Service at NSU is defined as "Active participation in service addressing needs of the community through face-to-face and/or hands on volunteering that addresses a specific social need."

Student Development and Civic Engagement, also known as "SLCE", is located on the 2nd floor of the Rosenthal Student Center. With a wide range of opportunities to grow as a leader and become engaged in the campus community, as well as in the local Fort Lauderdale region, and internationally, chances are there is an opportunity to begin your journey, and if there is something you have an interest in that is not already here, let's make it happen!

Services Provided

- Days of Service
- Emerging Leaders Experience (ELE) – 1 and 2
- Fall and Winter Volunteer Fairs
- Leadership Awards
- Leadership Conference
- LeaderShape South Florida
- Razor's Edge Leadership/Scholarship Program
- Home to service-based student organizations
- SERV hours program
- Service Meet & Greet
- Shark and Service (SAS) Trips – Alternative spring and winter service trips
- Wide-range of community affiliates for service projects

SERV Hours

SERV hours are community service hours that students and student organizations submit as a result of participating in a hands on volunteer project.

To receive SGA funding, organizations must submit **30 service hours a semester** within 10 days of service and have them approved by the SLCE office.

SERV Hour Submission Process

- Log onto OrgSync
- Navigate to the Office of Student Leadership and Civic Engagement page
- Click "Forms"
- Click "SERV Hours Submission"
- Follow the instructions provided making sure you either select "Individual" or "Student Organization"*

* Note: Student organizations must attach a copy of the roster template provided filled in with the accurate participant information in order for SERV hours to be approved

Top 10 Service Focus Areas

Environmental Welfare, Housing and Homelessness, Education, Food and Hunger, Health, Youth Development, Disaster Recovery and Rebuilding, Animal Welfare, Immigration and Refugee Settlement, Community Organizing

**Information provided by Breakaway*

ADVISOR

Faculty and Staff Advisor

The main objective of an advisor is to be available to guide and assist the officers or members in the mission/goals of the group and to make choices within the boundaries established by state, federal, and local laws, University policies, and the educational mission of Nova Southeastern University. Advisors play an integral role in helping student leaders create an environment within their club/organizations that is productive, safe, enjoyable, and educational. Advisors are essential in helping their students facilitate the coordination of club/organization events and help student leaders take corrective actions and proactive steps to minimize accidental injury and loss.

Every RSO must have an advisor who is a **full-time NSU faculty or staff member or a graduate assistant in the Division of Student Affairs (DOSA)**. It is strongly encouraged that the organization's officers, members and advisor discuss expectations at the beginning of each academic year. The advisor should be kept informed of all of the organization's activities, oversee and approve all financial transactions and ensure that all NSU policies and procedures are followed. The advisor has oversight of all the organization's financial transactions, and as such, the advisor must approve all funding requests and **will need to attend Treasurer Training before an organization can have access to funds**.

Advisor's may not be on a leave of absence or sabbatical leave and shall not use the organization's resources for their personal, professional or departmental gain. The Office of Campus Life and Student Engagement reserves the right to require that a student organization replace its advisor in the event the advisor is unable to fulfill his/her responsibilities, oversteps his/her role or causes harm to the organization, and/or violates the University's policies and procedures.

Advisor Responsibilities

The responsibilities of a staff/faculty advisor include but are not limited to:

- Assist and advise the RSO throughout the academic year
- Provide guidance and support
- Attend meetings, activities and programs
- Assist in program planning and guidance
- Assist in officer transition and training
- Provide advice and feedback on organizational issues and situations
- Assist in resolving intra- and inter-group conflicts
- Approve all financial transactions and funding requests
- Attend Treasurer Training – See dates online on the Student Accounts website

Conversely, the responsibilities of student organizations to their advisors include but are not limited to:

- Discuss the organization's expectations with advisor
- Notify advisors of all meetings, activities and programs
- Provide copies of meeting minutes to advisor in a timely manner
- Meet regularly with the advisor to discuss organizational matters
- Keep advisor informed of all upcoming financial transactions and funding requests
- Allow advisor to share his/her thoughts and ideas

ADVISORS (cont.)

Greek Faculty/Staff Advisors

Each registered Greek organization must have a faculty/staff advisor selected by the organization from among members of the University faculty or administrative and professional staff. Organizations should also have a chapter advisor appointed by their inter/national organization. Graduate Assistants may serve as advisors, but must have a full-time staff member as a co-advisor.

Student and Advisor Relationship

The organization advisor and the members of the organization should have an open relationship that encompasses honesty and the ability to share ideas, building trust, and receive feedback.

- The responsibility to develop the advisor/organizational relationship must be a shared between both parties. The relationship should be viewed as a partnership, where both parties are working for the same goal.
- The relationship must be based upon open, direct communication. The student organization and advisor should be able to share needs and expectations with each other.
- Both the advisor and the members of the organization must recognize the other's various roles and responsibilities inside/outside of their activity position.
- Both the advisor and student leaders are human beings who make mistakes, follow their own value systems, and work in individual, professional, and personal styles. Everyone makes mistakes. Accept, discuss, and learn from mistakes.
- Both advisor and the student are continually growing, changing, and learning; each within their own unique stages of development. It is always recommended to challenge and support each other.

General Roles of Club/Organization Advisor

1. Treat students as mature individuals who possess dignity, worth and self-direction.
2. Understand the purpose and objectives of the student club/organization.
3. Meet with the executive board as often as necessary.
4. Have knowledge of and explain institutional policy/procedure.
5. Offer financial management advice.
6. Act as a resource to the group.
7. Attend programs that may potentially have liability/risk for the institutions.
8. Intervene when knowledge of illegal activity/activities contrary to NSU's policy occurs

It is important to know that advisors have obligations to their organizations and to NSU, and organizations have obligations to their advisor as well as NSU. It is understood that the Faculty Advisor, as an employee of NSU, may disagree with an organizational decision and/or activities. A situation may occur when the University administration deems this club/organization's activities or decisions as incompatible with the objectives of the University or inappropriate for a university setting.

FIN POINTS

FIN Points were created in order to promote collaboration, communication, and campus community. FIN Points are allocated to events/activities that promote the growth of the 5 organization competencies: Management, Foundation, Recruitment/Retention, Communication, and Engagement. Points are not awarded for individual participation or attendance in events or activities. FIN Point Allocations are given from May to May.

How to Gain FIN Points

• **REQUIRED**

- Completed OrgSync page: *15 points*
- Constitution following campus template: *5 points*
- Having an organization advisor: *5 points*
- Attendance at Student Leadership Retreat: *10 points*

TOTAL: 35 points

Fin Points Based on Organization Competencies

• **Management**

- Attending IOC meetings: 3 pts per meeting (7 meetings – 21 points total) *
- Host/co-host an event: 5 per event

• **Foundation**

- Checking in with IOC Delegates during Office hours: 2 points
- Create/maintain a transition binder (must bring to SOuRCE Office for approval): 5 points per binder, 3 binders max.

• **Recruitment/Retention**

- Table at Sharkapalooza: 5 points*
- Tabling at SEA Thursday: 2 points each/ 12 points total per year*
- Recruitment Tabling/Events: 2 points per table/event
- Summer Organization Fairs: 2 points each/8 points total per year

• **Communication**

- OrgSync Training: 5 points
- Bringing a guest speaker to your organization meeting/event: *2 points per meeting/event*

• **Engagement**

- SERV volunteer hours: *1 point per hour that is on record (30 points max)*
- Participating as a performance in NSU's Got Talent: *5 points**
- Signing up for a booth at Community Fest: *10 points**
- Signing up for a block early for Block Painting: *5 points*
- Attending sports games with 2 or more members of your organization: *2 points*
- Organization members attending other organization events: 2 points

** These events do not need to be submitted on OrgSync. It is verified by sign-ups.*

Blue Fin Organizations (30 points)

- Have an OrgSync Page
- For budget requests, IOC will take into account your current point level
- Advertise on campus
- Recruit new members
- Table at all organizational fairs and Summer Orientation
- Reserve meeting rooms
- Hold campus events
- Request a Locker in Rosenthal

Silver Fin Organizations (60 points)

- All of the benefits of Blue Fin Status
- For budget requests, IOC will take into account your current point level
- IOC considers requests for T-shirts and costume/uniforms

Gold Fin Organizations (120+ points)

- All of the benefits of Blue and Silver Fin Status
- For budget requests, IOC will take into account your current point level
- IOC considers requests for high dollar and traditional events

Please Note: All budget requests are subject to IOC approval, and this does not guarantee funding.

**FIN Point system is subject to change.*

FIN Points Submission must be done within 10 days of the FIN Point activity.

CAMPUS LIFE AND STUDENT ENGAGEMENT RESOURCES

CHALKING

- NSU Chalking Request Form can be found on OrgSync
- Please submit the request for chalking **at least ten (10) business days in advance.**

**Chalk is provided by the Office of Campus Life and Student Engagement and can be picked up once the form has been approved in the Office of Campus Life and Student Engagement. The chalk can be picked during the Hours of Operations for the office: Monday - Friday 8:30 am - 6:00 pm. The office is closed on Saturday and Sunday.*

'Please note that business days are considered from Monday - Friday between the hours of 9 am – 5 pm. Requests that are submitted after 5 pm will be considered for the next business day.

POPCORN, SNOW CONE, AND COTTON CANDY MACHINE REQUEST

- All Registered Student Organizations and NSU Departments can request the Popcorn and Candy Cotton Machine. The form can be found on OrgSync. Please submit the form **at least ten (10) business days in advance.**
- * Equipment must be fully cleaned before returning to the Campus Life Office. Failure to do so will revoke future requests and will incur a fee.

UNIVERSITY CENTER WINDOW PAINTING REQUEST AND UNIVERSITY CENTER POSTER ADVERTISING REQUEST

- RSO's and Departments can advertise their events on the University Center Windows by utilizing window paint and putting up posters. The form can be found on OrgSync. Please submit the request for window painting **at least ten (10) business days in advance.**
- * *Window Paint is provided by the Office of Campus Life and Student Engagement and can be picked up once form has been approved in the Office of Campus Life and Student Engagement. The window paint can be picked during the Hours of Operations for the office: Monday - Friday 8:30 am - 6:00 pm. The office is closed on Saturday and Sunday.*

THE STUDENT ORGANIZATION RESOURCE CENTER (SOuRCe)

LOCATION

Rosenthal Student Center, Room 201

HOURS OF OPERATION

Monday – Thursday: 9 am – 8 pm

Friday: 9 am – 6 pm



SOuRCe
NOVA SOUTHEASTERN UNIVERSITY
STUDENT ORGANIZATION RESOURCE CENTER

FUNDING

General Funding

There are a variety of ways that RSOs can obtain funding, such as sponsorships, fundraisers, co-programming, and membership dues. Primarily, undergraduate registered student organizations receive funding through the Inter-Organizational Council (IOC).

- RSO's may seek sponsorships with local businesses and/or national organizations. The Office of Campus Life and Student Engagement and the Student Activity Fee Accounts Office must approve all sponsorships in advance.
- RSO's may conduct fundraisers both on and off campus. All fundraisers must be registered and approved by the Office of Campus Life and Student Engagement and the Student Activity Fee Accounts Office **at least 10 days** in advance **via OrgSync**. The Student Activity Fee Accounts Office will approve the fundraiser once all proper submissions have been in place through OrgSync. Funds collected must be deposited within 24- 48 hours to the Student Activity Fee Accounts Office.
- Co-programming or collaborating is strongly encouraged as a way to lower costs and create partnerships across campus.

The Inter-Organizational Council

- RSO's may seek funding from the Inter-Organizational Council. To receive IOC funding, student organizations must be registered with the Office of Campus Life and Student Engagement. Funds allocated by IOC must be used solely for the purpose for which they were allocated. The Inter-Organizational Council and the Student Activity Fee Accounts Office monitors student organization accounts and require submission of all documentation verifying funding transactions. Please be familiar with the Inter-Organizational Council Budget Guidelines. If requirements are met correctly for funding via the budget guidelines, students organizations can ensure

Account Statements

Every active student organization has a student account with the Student Activity Fee Accounts Office. It is the responsibility of the Treasurer of each student organization to maintain accurate records for their student account and reconcile their account monthly with the Student Activity Fee Accounts Office. If the Treasurer and President of your student organization have not been treasurer trained, please contact the Student Activities Fee Accounts Office at (954) 262-7290.

If student organization leaders have any questions about funding opportunities, please reach out to the Inter-Organizational Council at ioc@nova.edu.

EVENT MANAGEMENT

When planning your event, there are a few important factors to consider in getting the ball rolling toward a successful event. The following questions should be recurring thoughts throughout the planning process:

- What is the goal/objective of this event?
- Who do you want to participate in this event?
- How do you achieve the objective(s) of this event and appeal to your target group?

BUDGETING

With your plans in place on the type of event you want to have and the students that you want to participate, be thoughtful of how much this event will cost you to host. A few things that you may have to budget for are:

- Entertainment
 - DJ (Radio X)
 - Singer/Musician
 - Novelties
 - Inflatable Attractions
- Prizes
- Facility Charges
 - Set-Up/Breakdown (if necessary)
 - Power (outdoors)
- Food

Having food at your event is an added bonus for your audience. If you plan on having food at your event, don't forget to account for the expected attendance. Chartwells Catering on campus has several food options to choose from. If you would like to get your event catered, visit <https://nscatering.catertrax.com/>

MARKETING

If you have any flyers that you would like to post on campus, the flyer must be **approved at the front desk of the Office of Campus Life and Student Engagement** (or the respective building where you would like to post). Here are a few locations to post your flyers for promotional purposes:

- 2nd floor Rosenthal
- Shepard Broad Law Center
- DeSantis Building
- Maltz Psychology Building
- The Commons Residence Hall
- Parker

For more information on specific posting policies, please see the NSU Posting Policies by building, visit www.nova.edu/campuslife under "Policies and Procedures" tab.

The Office of Student Media can also help you promote your events around campus. For more information, please contact the Office of Student Media at (954) 262-7270 or by emailing stumedia@nova.edu.

EVENT AND MEETING SPACE REQUEST TIMELINE

Registered student organizations have access to room reservation for most of the buildings on campus. In order to book any room, organizations must fill out an Event Request Form located on OrgSync. Undergraduate RSO's **must only go through SA Operations** for room/event requests.

- Event request forms, room reservations, layouts, and work orders/AV requests must be placed **at least ten (10) business days in advance**. Once the reservation has been received and processed, a confirmation email will be sent.
- If you have any questions about event and meeting spaces, please contact saoperations@nova.edu.

Business days are considered from Monday - Friday between the hours of 9 am – 5 pm. Requests that are submitted after 5 pm will be considered for the next business day.

RECREATION AND WELLNESS RESOURCES

RECPLEX FACILITY RESERVATIONS

Registered student organizations have access to facility reservations through the RecPlex. Locations such as the basketball courts, leisure pool, multipurpose room, outdoor basketball courts, etc., would be reserved through their OrgSync portals by filling out an Event Request Form. Please go directly through SA Operations as your main contact for reservations on campus. Failure to do so will incur breaking the policy.



**Office of Recreation and Wellness
Nova Southeastern University
3301 College Avenue
Fort Lauderdale-Davie, Florida 33314
(954) 262-7301**

POLICIES AND PROCEDURES

Student Handbook Policies Overview

All RSOs must comply fully with the NSU Student Handbook. The Student Handbook covers a range of policies and procedures; however, special attention should be given to the policies regarding: Student Rights and Responsibilities, Hazing, Alcohol use, Noise, Non Discrimination, Grievance procedures, Posting Policy, and Solicitation.

The NSU Student Handbook can be found online at:

www.nova.edu/student-handbook

Contracts

All contracts for services, products, or venues submitted to NSU student governments, clubs or organizations require ADVANCE approval from the Legal Department in NSU. **When presented with a contract, please submit the contract to the Student Activity Fee Accounts Office via interoffice mail, facsimile, or email for review, approval, and signature.**

- All Contracts must be submitted at least forty-five (45) days in advance.
- Contracts requiring a deposit need to be submitted at least forty-five (45) days in advance.

University policy dictates that only **an authorized representative of NSU may sign the contract on behalf of NSU. Students/Advisors are NOT authorized to sign contracts on behalf of NSU.** Therefore, in order to request payment for the contracted services from a student activity/organization account, the contract must contain the signature of an appropriate university official. **The student submitting the contract will require a memo detailing out the purpose of the contract and the cost to the university. An example of a memo can be found on pg. 6 of the "Student Activity Accounts Office Manual". For further information, please contact the Office of Campus Life and Student Engagement at (954) 262-7288 or the Student Activity Fee Accounts Office.**

Letterhead

Student organizations may create their own letterhead, but may not use the Nova Southeastern University corporate logo or seal. In addition, any proposed letterhead has to be approved by Administrative Services & Marketing for Student Affairs prior to use. The student organization letterhead must include the organization's official name and the statement "A Student Organization of Nova Southeastern University." Student organizations may use the following address: 3301 College Avenue, Fort Lauderdale, Florida 33314-7796.

Logos and Designs

All NSU Logos are the property of the University and may only be used in an appropriate and legal manner. Only official versions of the NSU logo should be used. Student organizations shall not alter or modify any of the logos in any manner.

All student organization logos or designs for shirts, promotional items, websites, etc. must be submitted to and approved by the Office of Campus Life and Student Engagement and the Administrative Services & Marketing for Student Affairs in advance to ensure they following the University style guide, University contracts and copyright laws. When the logo/design for the item is approved, they may only order through approved vendors.

Sales Tax Exemption

Nova Southeastern University is exempt from state sales and use taxation for the purchase of items and/or services used during the normal course of University business. Since the exemption is for University business, the goods and services must be paid for with university funds in order to be granted the exemption by the vendor. According to Florida statute, “purchases by the exempt organization are only exempt when the Consumer’s Certificate of Exemption is presented to the vendor and the payment is made directly by the organization. Purchases made by individuals on behalf of the organization are taxable, even if the individual is reimbursed by the organization.” Therefore, in order to be exempt from tax, payment must be made with a University issued check or a purchase order. If a personal credit card or cash is used, the vendor is entitled to charge tax.

Outside Vendors, Groups or Organizations

Outside vendors are not allowed on campus, unless they are being sponsored by a registered student organization or a department. All vendors must be approved through the Office of Campus Life and Student Engagement/Facilities prior to coming to campus. Public Safety shall escort any outside vendor, organization or group that is visiting campus property or properties off the campus property without the prior approval of the Office of Campus Life and Student Engagement.

Certificate of Insurance

A certificate of liability (COL) insurance is a document that proves that the vendor has General Liability Insurance or other policies. General liability insurance protects you, the student leader, and the institution, if there’s any accident or injury. A certificate of liability (COL) serves as proof of insurance coverage. These

certificates are one page long, certifies the coverage, and lists the policy's important features, including but not limited to -

- Coverage limits
- Expiration dates
- What the policy covers (commercial general liability, automobile liability, etc.)
- Additional insureds (i.e., contractors or non-employees covered by your policy)

Please see a sample certificate of liability insurance [here](#).

Using the following verbiage, your organization must provide to us the Certificate of Insurance from the off-campus vendor naming Nova Southeastern University, Inc., its trustees, officers, agents and employees as the *additional insured for "medium" and "high risk" events. The University requires minimum of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate for comprehensive general liability and property damage covering activities for general use of University Properties.*

Nova Southeastern University requires a certificate of insurance when you begin working with a client/vendor for a contracted service and/or activity or bringing vendors to campus.

Event Policies

Registered Student Organizations have the right to hold both on campus and off campus events. These events must be registered with the Office of Campus Life and Student Engagement and comply with all university regulations and policies. In the case of hosting an event at an establishment, the university may need insurance and/or other documentation to manage risk. For further guidelines and policies, refer to our website: <http://www.nova.edu/campuslife/policies/events.html>.