RSO
Registered Student Organization
MANUAL
Guide & Information for Registered Student Organizations at UNLV

Student Engagement & Diversity
UNLV
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DISCLAIMER

This UNLV Registered Student Organization Manual and/or any other written materials regarding Registered Student Organizations (hereinafter for ease of reference “Manual”) is intended to be a guideline. It shall not be construed or interpreted to create an express and/or implied contract of any type. Also, it should not be construed or interpreted in any manner to create any legal, equitable and/or administrative rights, remedies and/or obligations greater than or in addition to those expressly created by Nevada and/or Federal statutory, administrative, common, or constitutional law.

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These guidelines are not intended to create, nor shall they in any manner be interpreted or construed to create, any third party beneficiary rights in any person and/or legal entity.

This Manual is subject to change, termination, updates, revisions, or amendments at any time with or without notice. Also, new policies and procedures regarding any subject matter contained herein may be adopted at any time with or without notice.
Introduction

Being a part of a registered student organization (RSO) is only one example of getting involved at UNLV and can be one of the most fulfilling aspects of your college experience. Making new friends, building relationships, networking, and establishing a strong skill set for the workforce are just some of the many benefits that come from getting involved. Through your involvement in a RSO at UNLV, there are great opportunities for you to develop leadership experience, interpersonal relationships, and decision making skills. Additionally, you can make an impact both on campus and in the larger Las Vegas community. This handbook provides information and resources to aid in the success of your RSO. Go Rebels!

Location:
Student Engagement & Diversity
University of Nevada, Las Vegas
4505 S. Maryland Pkwy Box 452008
Las Vegas, NV 89154
Student Engagement & Diversity (SED) is located on the 3rd floor of the Student Union in suite 316. SED is responsible for overseeing RSO’s on behalf of UNLV and is your first resource for information regarding your RSO.

Website:
A directory of RSOs can be found at: getinvolved.unlv.edu
Facebook: InvolvementUNLV
Twitter: @UNLVInvolvement
Instagram: InvolvementUNLV

Contact Us:
Office Hours:

Monday-Thursday, 8am-6pm
Friday, 8am-5pm
Phone: (702) 895-5631
Email: su316@unlv.edu
Defining a Registered Student Organization

The University of Nevada, Las Vegas defines a Registered Student Organization (RSO) as a group of five or more students actively enrolled at UNLV who share a common purpose or interest. A Registered Student Organization is entirely operates and organized by actively enrolled students with the exception of a required full-time UNLV faculty or staff advisor. Registered Student Organizations may also be members of other University based communities that impose additional standards of conduct. Registered Student Organizations shall not unlawfully discriminate on the basis of race, age, color, religion, national origin, sexual orientation, gender, veteran status, or disability. The benefits of forming and becoming a member of a Registered Student Organization are explained herein. However, you need to be aware there are certain matters that are not benefits. Please read the important detailed [footnote] below.

The term Registered Student Organization in this section shall also apply to the individual student members thereof. In summary, a Registered Student Organization is not an agent, representative, or employee of UNLV. You are not permitted to act as an extension of UNLV. Therefore, along with any other relevant considerations you must contemplate the following:

***Registered Student Organizations are not granted the non-profit nor tax-exempt statuses from UNLV. If an organization desires to be considered tax-exempt and/or or non-profit, they must obtain at their own expenses such status through the IRS or a national affiliation.

***Registered Student Organizations receive no insurance coverage of any type from UNLV. UNLV makes no representation about the ability of a Registered Student Organization to obtain any private insurance coverage. The ability to obtain any type of insurance coverage is at the sole discretion, expense and risk of the Registered Student Organization.

***As an entity of the State of Nevada, UNLV, is insured through the State of Nevada’s self-insurance program and is a ordered limited liabilities as per the Nevada Revised Statutes Chapter 41. You are not entitled to the coverage of this self-insurance program and the limited liabilities contained therein i.e. among other matters you are not entitled to a defense or indemnification. You do not have any liability coverage of any type.

***UNLV is not responsible for the contracts, indebtedness, obligations, and/or liabilities of a Registered Student Organization. You are responsible for the same. You the RSO is not appointed and shall not act as an agent of UNLV and shall have no right, or power, or authority, to enter in to any agreement, contract or other obligation on behalf of UNLV or otherwise bind UNLV. A RSO shall not execute any document or instrument on behalf of UNLV and shall not at any time hold themselves out to any third party as an agent of UNLV or imply to any third party that they have any authority to so act on behalf of UNLV.
Organization Categories
Student organizations at UNLV can self-select their organization interest through the UNLV Involvement Center. This allows them to be searched by self-assigned keywords. The designated categories are as follows:

**Academic/Pre-Professional/Honorary**
Groups that further the content knowledge and experience in an academic field or professional area. Some of these organizations may have Greek Letters in their name, but are not associated with the Greek Life governing structures.

**Graduate/Professional**
Organizations created and maintained by graduate or professional students. These organizations must contact Graduate & Professional Student Association (GPSA) after completing the online registration.

**Spiritual/Faith-Based**
Groups that promote the personal growth of associated members in relation to spirituality and/or religion.

**Diversity & Multicultural**
Groups that celebrate educate and communicate the nature of specific shared identities and experiences such as race, class, gender, sexual orientation, ability, and ethnicity.

**International**
Groups that celebrate, educate, and communicate the nature and individualities of a specific culture or nationality outside of the United States.

**Club Sports**
Organizations founded around a sport that can be categorized as recreational, instructional, or competitive as defined in the Club Sports Manual. These organizations must contact Club Sports after completing the online registration.

**Civic Engagement& Advocacy**
Groups that further the progress of an idea or initiative for the community at large (Service, Political, Social Justice, Advocacy).

**Special Interest**
Groups that encourage social interaction around a shared interest or theme.
Fraternities & Sororities
Groups that are directly associated with the Greek Life procedures and policies on campus and have an existing relationship with one of the four Greek governing councils.

UNLV Involvement Center
The UNLV Involvement Center was established in Fall 2012, as a site devoted to RSOs and encouraging and promoting involvement. The center is accessible through MyUNLV and is easy for students, faculty, and staff to access. The Involvement Center is the central portal through which organizations will receive campus updates and alerts, complete registration, manage membership, and post events and news. It is an expectation that RSOs actively use the Involvement Center in their organization operations.

The Involvement Center also allows for uninvolved students to search organizations based upon interests and connect directly with members of RSOs. RSOs can link their profile on the Involvement Center to Facebook, twitter, Google Plus and external websites. Further students can communicate directly with RSOs through communication features on the center.

Click here to access MyUNLV and visit the UNLV Involvement Center: https://my.unlv.nevada.edu

Registration
New Organization Registration
Making the decision to create a new student organization can be very exciting and overwhelming at the same time. UNLV works with over 250 registered student organizations, all of which have a wide variety of interests. Before beginning the process of forming a new student organization, it is recommended that the group research existing student organizations included on the UNLV Involvement Center organization directory. If a group of students is unable to identify an existing organization that is of interest, then the group is encouraged to create a new student organization. All organizations must be initiated and governed by current students of UNLV.
A new registered student organization is defined as an organization that has never previously existed at UNLV before. A new registered student organization is also defined as an organization that has been on campus before but has been considered inactive by the university for at least one academic year. Here are some questions to consider to aid in creating a new student organization:

- What is the purpose of the organization?
- What are the goals of the organization?
- How will the organization accomplish its goals?
- What is unique about the organization?
- Are there other students who may be interested in joining the organization?
- What type of commitment will members need in order to form the organization?
- How will the organization identify and recruit members?
- Does the organization know a UNLV faculty or staff (full-time) member who would be interested in serving as an advisor to the group?

Answering these questions will help the group to begin the registration process. If a group would like assistance, contact SORCE at 702-895-5576, email them at sorce@unlv.edu, or visit the Student Union 305.

Registration Process:
All organizations must maintain an organization profile through the UNLV Involvement Center and include a roster of members. The registration process, benefits, resources and university communication utilizes the UNLV Involvement Center. In order to complete the new organization registration and create an organization profile:

I. Log into MyUNLV
II. Select the UNLV Involvement Center
III. Select Organizations
IV. Once on the Organizations page, scroll down the left hand side and click “Register a New Organization”

In this registration, you will be asked to provide information, including:

I. The name, contact information, and a brief description of the organization
II. The names and rebelmail addresses of the organization’s President, Vice President, Secretary, Treasurer, UNLV Faculty/Staff advisor, and two Scheduling Liaisons.
Once the organization has completed the registration, they must attend a RSO Mandatory Meeting, in which policies, procedures, and resources are discussed. Only one member of the organization must attend one of the set meetings. The meetings are throughout the semester. Contact Student Engagement & Diversity for information about upcoming meeting dates.

If the proposed organization meets all of the criteria they will be made an active registered student organization for that academic year. All RSOs must complete this process and register or re-register with the university annually beginning in August.

**Existing Organization Registration**

All organizations must maintain an organization profile through the UNLV Involvement Center and include a roster of members. The registration process, benefits, resources and university communication utilizes the UNLV Involvement Center. In order to complete the re-registration process and update the organization profile:

I. Log into MyUNLV
II. Select the UNLV Involvement Center
III. Select Organizations
IV. Search for your organization
V. Select “Register this Organization”

In this registration, you will be asked to provide information, including:

I. The name, contact information, and a brief description of the organization
II. The names and rebelmail addresses of the organization’s President, Vice President, Secretary, Treasurer, UNLV Faculty/Staff advisor, and two Scheduling Liaisons.

Once the organization has completed the registration, they must attend a RSO Mandatory Meeting, in which policies, procedures, and resources are discussed. Only one member of the organization must attend one of the set meetings. The meetings are throughout the semester. Contact Student Engagement & Diversity for information about upcoming meeting dates.

**Eligibility Requirements**

Any group of actively enrolled students that have convened to support or practice a common interest and that seek the resources and benefits of a registered student
organization, must at all times maintain:

1. Register each Fall semester.
2. Attend a RSO Mandatory Meeting hosted by Student Engagement & Diversity.
3. Update the organization profile within the UNLV Involvement Center.
4. Consist of at least 5 enrolled UNLV students.
5. Have a full-time UNLV faculty/staff advisor.
6. Ensure that the organization does not unlawfully discriminate on the basis of race, age, color, religion, national origin, sexual orientation, gender, veteran status, or ability status.
7. Openly communicate with members and interested contacts that the organization and members of the organization are not covered by liability insurance.
8. Understand that registered student organizations do not carry the tax-exempt or the non-profit status from the University of Nevada, Las Vegas or the Nevada Board of Regents, but can become eligible by filing the appropriate documents required by the IRS.
9. Comply with the student code of conduct, UNLV policies and procedures, state and federal law and ordinances when conducting organizational business.
10. Report “any building or property owned or controlled by a student organization that is officially recognized by the institution” during the registration process.

Additional Governing Bodies

Governance

UNLV’s registered student organizations and their members are awarded the opportunity to organize and manage their operations. Since organizations are highly encouraged to govern themselves, members are given the opportunity to develop and enhance their leadership skills and acquire meaningful experiences that contribute to their collegiate experience.

Although registered student organizations are self-governed, there are guidelines set forth by entities such as the Nevada System of Higher Education, UNLV, Student Engagement & Diversity, CSUN Student Government, Graduate and Professional Student Association, Fraternity & Sorority Life, Club Sports, and additional sponsoring
departments. Most of the policies are outlined within this manual.

**Constitution/Bylaws**

While not required, each organization should create a constitution as a governing document to refer to for organizational procedures. An example outline is available by visiting the Student Organization Resource Center (SORCE) on the UNLV Involvement Center.

**University Guidelines**

UNLV established the goal of creating an inclusive and just community. The university strives to establish a spirit of community in accordance with high standards of academic excellence and freedom, institutional and individual integrity, and constitutional protections. Each member of the university, including student organizations, shares responsibility for maintaining conditions, conducive to the achievement of the university’s goals. The UNLV Student Conduct Code is designed to provide basic standards to ensure a means to fulfill its purpose.

**Additional Governing Bodies**

**Consolidated Student of the University of Nevada (CSUN)**

CSUN is the undergraduate student government at UNLV and is funded through a fee assessed to all undergraduate students. The Consolidated Students of the University of Nevada, Las Vegas provides funding for undergraduate registered student organizations. In order to be eligible for funding, organizations must be registered.

**Graduate & Professional Student Association (GPSA)**

The Graduate & Professional Student Association provides support and networking for graduate organizations that complete the registration requirements and submit an updated constitution and signed signature form to the GPSA Office. More details can be found at: http://gpsa.unlv.edu.

**Sports Club Council**

The UNLV Sports Club provides students the opportunity to participate, educate, and compete in recreational activities as a means to enhance their collegiate experience and provide a vehicle for a well-rounded education through physical, social, and leadership development. Any organization seeking the Sports Club status must be fully registered and complete the additional requirements set forth by the Sports Club Council. More information is available at unlv.edu/srwc.
Fraternity & Sorority Life
Fraternities and sororities must complete the registration requirements, act in accordance with their respective governing council policies, and comply with policies enacted by the Fraternity & Sorority Life staff at UNLV. More details regarding Fraternity & Sorority Life at UNLV can be found at: http://www.unlv.edu/getinvolved/fraternity-sorority

Membership Guidelines

General Membership
Registered Student Organizations (RSOs) cannot unlawfully discriminate on the basis of race, age, color, religion, national origin, sexual orientation, gender, veteran status, or ability status. Each RSO must maintain a minimum of 5 enrolled UNLV students. RSOs may also, if the organization deems it applicable, consist of community, alumni, or faculty/staff members in addition to the required five student members and the UNLV faculty/staff advisor. These additional members may only serve as general members to the organization and cannot hold officer positions or act as the organization’s Scheduling Liaisons.

Members of registered student organizations are advised that the success of their involvement experience is largely based upon the effort and initiative taken by the individual member. It is the responsibility of all involved students to stay informed of registered student organization business and UNLV communication. This can mostly be accomplished through the use of the UNLV Involvement Center, organization calendar, message system and news updates.

Officers & Executive Boards
The structure of membership within the organization may be unique and determined by the collective members. Only students actively enrolled at UNLV may hold an officer or Scheduling Liaison role. If positions (officer, executive board, directorships, etc.) or hierarchies are created, the registered student organization members need to collectively create a constitution to govern how, when and to whom responsibility will be delegated. Outlines for constitutions are available on the UNLV Involvement Center on the SORCE organization page. Additional assistance is available in the Student Organization Resource Center (SORCE, Student Union 305).
While it is the responsibility of each member to stay informed of organization business and UNLV communications, it is highly suggested that the leadership within the organization creates an expectation for open communication with members and interested contacts.

Advisors

Every registered student organization must have a full-time UNLV faculty/staff advisor at all times. This advisor must be employed by the University of Nevada, Las Vegas. If there is a change in the advisor for a registered student organization, the organization roster must be updated immediately. This is located within the organization profile, under “Roster”. Accurate campus contact information must be provided for each advisor. The contact information of the advisor must be the UNLV office phone number and UNLV email address as this information will be published online. Do not provide personal cell phone and email addresses for faculty/staff advisors. Organizations that are affiliated with community or national entities may carry additional advisors, but must retain a full-time UNLV faculty/staff.

During the registration process, faculty/staff advisors will be contacted directly to confirm their role as the organization advisor. Faculty/staff advisors will have a series of requirements they must complete by the registration deadline in order for the organization to become active. If the faculty/staff advisor listed does not confirm their role as the advisor or complete the requirements by the deadline, the organization will be unable to be active for that academic year.

Space Reservations on Campus

Registered Student Organizations have the ability to utilize UNLV space in planning events, meetings, and organization functions. Below details the various departments and areas of campus through which RSOs can make space reservations. During registration every organization is asked to provide two scheduling liaisons defined as the organization members who will make reservations on behalf of the organizations. The scheduling liaisons must be actively enrolled students at UNLV. These two scheduling liaisons can be changed by contacting Student Engagement and Diversity. Please note that there are different policies and procedures each department utilizes in handling reservations.
Student Union & Event Services (SUES)

Registered Student Organizations (RSOs) have the privilege of utilizing the Student Union, Student Recreation and Wellness Center, Center for Social Justice, and campus green space for discounted rates through the SUES office. The opportunity to utilize these spaces is a privilege for RSOs and the violation of SUES policy for abuse of this privilege may result in the RSO’s loss of SUES space usage. It is imperative to read and understand all SUES policies and procedures stated below. Additionally, reservation forms can be accessed by:

1. Log into the UNLV Involvement Center and select “Campus Links”.
2. Select the SUES form and submit your reservation electronically.

General Reservation Policy
http://www.unlv.edu/sites/default/files/24/SUESGeneralReservationPolicy.pdf

Advertising Policy
http://www.unlv.edu/sites/default/files/24/SUESAdvertisingPolicy.pdf

Facility Use Policy
http://www.unlv.edu/visit/visitingcampus/reserve-space/guidelines

Outdoor Space Policy
http://www.unlv.edu/sites/default/files/24/SUESOutdoorSpacePolicy.pdf

Food Services and Catering Policy
http://www.unlv.edu/sites/default/files/24/SUESFoodServiceAndCateringPolicy6-12.pdf

Additional policies and procedures can be found by visiting:
http://www.unlv.edu/eventservices/policies-and-procedures

Academic Buildings

Registered Student Organizations (RSOs) have the benefit of utilizing academic building space. The Office of the Registrar oversees this reservation process. To reserve space in academic buildings:

1. Log into the UNLV Involvement Center and select “Campus Links”.
2. Select the “CBC, BEH, HEA, & WRI Reservations” option.
3. Complete the reservation request form.
4. You will be contacted via email or phone by the space management staff. Additional steps may be required.

Financing Your Organization

RSOs are responsible for the management of all funds relating to their organization. Fiscal management and decision-making processes must be outlined within the constitution of the RSO. Some organizations are subject to fiscal guidelines based upon any national, international or professional affiliations. Student organizations should maintain transparency with the membership of the organization regarding the management of funds. Student organizations cannot act as an extension of UNLV in that they are not covered by liability insurance or tax-exempt status from the University of Nevada, Las Vegas or the Nevada Board of Regents. RSOs must seek tax-exempt status as well as purchase their own liability insurance when needed.

Funding Opportunities

- CSUN Student Government
- Student Organization Funding Board (Student Engagement & Diversity)
- Co-Sponsorship Opportunities
  - Students Organizing Diversity Activities (SODA)
  - International Council
  - Other opportunities may be found by contacting RSOs or departments with missions that parallel the mission or purpose of the initiative being funded.
- University Department: some departments are willing to help fund RSO initiatives if the initiatives are parallel to the department mission and values.
- Fundraising
- Membership dues

Bank Accounts

UNLV does not encourage RSOs to maintain an off-campus bank account. Faculty/staff advisors are not to serve as signatures of bank accounts. In order to open an off-campus bank account they must first acquire an EIN from the IRS. RSOs are responsible for an income tax reporting and are encouraged to consult with a certified tax consultant or attorney for additional support and guidelines. Organizations may need to file a FORM 990-N with the IRS within three years of establishing an organization with a Tax ID # and thereafter. RSOs do not carry the non-profit nor tax-exempt statuses from UNLV. If an organization wished to be
considered tax-exempt or non-profit they must attain such status through the IRS or a national affiliation.

To obtain an EIN, call 1-800-829-4933 and provide the requested information (SSN, mailing address, etc.). Do no use UNLV in the name of the organization. This information must be updated before officer transitions are complete. This number is used to complete a W-9 (available in the CSUN office, SU 316) in order to receive funding from CSUN, Student Organization Funding Board, other campus reimbursements, and to create off-campus bank accounts.

To apply for an EIN online: http://www.irs.gov

- Click on the Business tab
- Click on Employer ID Numbers in the left side column
- Click on Apply for an EIN Online in the center of the page
- Click on APPLY ONLINE NOW at the bottom of the page
- A pop-up window will appear. Read the message and click Okay
- Click on Begin Application
- Select the option to View Additional Types, Including Tax-Exempt and Governmental Organizations
- Click on Continue
- Select Social or Savings Club
- Click on Continue

*From here you will need to complete the information for yourself. When you leave the organization, please transfer the EIN to the new officer responsible for the organization by contacting the IRS.

Reimbursements

Proper documentation is needed when seeking a reimbursement from UNLV. Please gather the following:

1. Original detailed receipts (make copies for your own documentation/record-keeping)
2. NSHE Number of the individual being reimbursed OR
3. EIN for the RSO being reimbursed
4. If the purchase is made by a debit or credit card, a copy of the statement showing the purchase is required to accompany this documentation. The name and purchase must match the receipt provided, but the account number and non-related purchases can be marked over with black marker.
Philanthropy is the act of donating money, goods, services, time, and/or effort to support a social beneficial cause, with a defined objective and with no financial or material reward to the donor. Such events also serve as a way to build community among UNLV students and the Las Vegas community. Funds raised by an RSO for an outside entity are to be gifted in their entirety (100%) to the named philanthropy. Costs incurred to create the philanthropic event must be fully funded by the organization before the philanthropy is conducted. University funds may not be donated to off-campus interests. Fraternities and Sororities must also comply with the Fraternity and Sorority Life Philanthropy policy that addresses additional Fraternity and Sorority Life community concerns, points, and procedures.

Fundraising
Fundraising is considered a normal organizational function. The funds raised will be managed by the RSO and will be managed as directed by the constitution created by the organization. If an organization initiative is to donate such funds to a philanthropic organization, they are required to appropriately document all transactions and comply with the philanthropy guidelines. RSOs do not fall under the tax-exempt and non-profit status through the United States Internal Revenue Services. Some organizations may be covered through their affiliations with professional, national, or international organizations. More information can be found at http://www.irs.gov.

Membership Dues
RSOs may collect dues to cover organization expenditures if desired. Funds collected will be managed by the organization as prescribed by the constitution created by the organization.

Contracts, Sales, and Licensing
Guidelines for sale of merchandise:
Some groups have been quite successful in conducting regular concession sales items such as t-shirts, flowers, etc. There are a number of state laws and campus policies that impact concessions and other sales. No door-to-door solicitations are allowed on the UNLV Campus. Contact the Student Union Event Services office, located in the Student Union, for more information about the sale of merchandise at on-campus venues.

Raffles, Free Drawings, and Giveaways
The distribution of prizes or gifts by chance where money is exchanged is against University policy, and therefore, prohibited. However, free drawings, or “give-a-ways” may be held if:
- All persons who request a ticket are accommodated.
• No participant is required to donate money to obtain tickets for the drawing and this is printed on the tickets.
• It is made clear whether or not the ticket holder needs to be present in order to win.

Use of Licenser Brands

Non-commercial
RSOs may use the university’s marks and logos on materials that might include stationary, signs, posters, banners, and clothing. UNLV Licensing Graphic Guidelines and/or UNLV graphic standards manual must be followed. Use of the Hey Reb! head must be approved through Athletics before additional approvals can be granted.

Commercial
RSOs that conduct promotions, giveaways, and fundraisers, and that offer products for resale that involve the manufacturing of clothing, novelties, and other logo merchandise, are required to submit an internal licensing agreement for approval from the licensing director. All products must be purchased through vendors licensed by the university through the Collegiate Licensing Company for non-commercial and commercial purposes. Hey Reb! head must be approved through Athletics before additional approvals can be granted.
To obtain more information about these guidelines or a list of approved vendors, student organizations may contact UNVL Trademarks and Licensing Department at (702) 895-0294.

Additional Benefits and Resources

Student Organization Resource Center (SORCE)
The SORCE is a space shared and open to all RSO members working on official organization business. The SORCE provides resources, including but not limited to, art supplies, limited printing, computers with Adobe Creative Suite, etc. Provided resources are only to be used for official RSO business. Resources cannot be used for personal or academic purposes as the budget is limited to support over 300 RSOs.
Location: Student Union 305
Hours: Monday – Thursday, 10 am – 8 pm; Friday, 10 am – 4 pm
Contact: sorce@unlv.edu | (702) 895-5576

Involvement Fair
The Involvement Fair is an opportunity for UNLV students to learn about the over 250 Registered Student Organizations (RSOs) on campus as well as community
organizations in the Las Vegas area. The Involvement Fair is also an opportunity to
RSOs to meet new students, collaborate with other student organizations, and
network with partners in the community.
The Involvement Fair happens at the beginning of fall and spring semester on the
first floor of the Student Union. Every RSO is invited to participate and all UNLV
students are encouraged to visit the event.

RSO Leadership Seminar
The RSO Leadership Seminar is a comprehensive skills development and networking
program for UNLV student leaders. This FREE seminar is an opportunity for any RSO
student to learn valuable tips and information, leadership skills, and team/group
dynamics through a variety of break-out sessions from expert staff.

RSO Conduct

Nevada System of Higher Education and Student Conduct Code
The behavior of all students and student organizations, as members of the university
community, is governed by the Nevada System of Higher Education (NSHE) and the
UNLV Student Conduct Code. Students and student organizations may also be
members of other university-based communities that impose additional standards of
conduct, intercollegiate athletic teams’ expectations, club sports’ expectations and
Fraternity & Sorority Life social organizations’ expectations. The rights and
responsibilities accorded students by the Student Conduct Code extend to all such
student conduct codes, standards, and governing documents.
The Student Code of Conduct applies to all students taking a course at UNLV, during
break periods and to all persons who are not officially enrolled for a particular term
but have a continuing relationship with the university. Student organizations,
including fraternities and sororities, as well as their members, may be held
collectively and/or individually responsible for violations of the Student Conduct
Code. For the complete version of the Code of Conduct, visit:
http://studentconduct.unlv.edu/conduct.

Rights and Responsibilities
The University of Nevada, Las Vegas is an academic community in which all persons
share responsibility for its quality and well-being. As members of the university
community, students can reasonably expect all of the guarantees and protections a
orded students at public institutions by the United States and Nevada Constitutions.
Following is a listing of some of the student rights as outlined in UNLV Conduct Code.
Refer to the UNLV Student Conduct Code for a complete listing.

1. The right to exercise their freedoms without fear of university interference.
II. The right to be free from discrimination on the basis of race, gender, age, religion, creed, national origin, disability, or sexual orientation.

III. The right to engage in inquiry and discussion, to exchange thought and opinion, and to speak, write, and print freely on any subject in accordance with the guarantees of federal and state laws.

IV. The right to engage in peaceful and orderly speech, protest, demonstration, and picketing within the public forum to the extent that such activity does not disrupt the educational functions of the university. The university reserves the right to approve the time, place, and manner of such activities.

V. The opportunity to participate in the formulation of policy directly affecting students through membership on appropriate committees as determined by the President of the University, CSUN, and other recognized groups within the University.

VI. Ready access to established University policies and procedures.

The officers or leaders and advisor of a student organization may be held collectively and/or individually responsible when Student Conduct Code and NSHE Code violations are committed by persons associated with the organization who have received consent or encouragement from the organization or from its officers or leaders.

University officials may direct the officers or leaders of a student organization to take action designed to prevent or end such violations by the organization or by any persons associated with the organization that can reasonably be said to be acting on its behalf. Failure to make reasonable efforts to comply with such a directive shall be considered a violation of this Code both by the officers or leaders of the organization and by the organization itself.

Sanctions for organizational misconduct may include revocation of that use of University facilities, privileges, resources, or benefits for a definite period of time, denial of University recognition or registration, and suspension of participation in or sponsorship of social or intramural activities or events, as well as other appropriate sanctions permitted under the Student Conduct Code or other codes, standards, and governing documents of the University.

Title IX, Clery Reporting, and Resources

Title IX is an all-encompassing federal mandate prohibiting discrimination based on the gender of students and employees of educational institutions receiving federal financial assistance.

- Title IX prevention, training and resources for survivors and allies: http://www.unlv.edu/diversityinitiatives/TitleIX-resources
• Jean Nidetch Women’s Center: Responding to Disclosures of Interpersonal Violence: http://www.unlv.edu/sites/default/files/24/ASERTAV-FacultyStaffTrainingManual.pdf
• Form to file a Title IX complaint/incident: http://www.unlv.edu/sites/default/files/19/TitleIX-Complaintform.pdf

Faculty/staff advisors of RSO’s are considered Campus Security Authority (CSA) and are required to report crime associated with university activities on and off campus reported by a victim or third party witness whenever they believe that a reported crime is not simply rumor or hearsay. If the victim wants to remain anonymous, the crime should still be documented. Reports should be forwarded to Jim Morrow at police services (mail stop 2007) or emailed to jim.morrow@unlv.edu. CSA online training is available: http://www.unlv.edu/assets/police/csatraining/

RSO Related Policies

Alcohol
No alcohol is allowed to be stored, possessed, or consumed on UNLV property or at a UNLV sponsored event unless prior approval has been issued by the Vice President of Student Affairs. Please refer to the UNLV Student Conduct Code and the UNLV Alcohol Event Policy. Violations of the policies will warrant an investigation and is punishable by the Board of Regents Code of Student Conduct.

Hazing
Any and all forms of hazing are strictly prohibited and punishable under the Student Conduct Code and State and Federal Law. Student consent is not a legal defense and all actions that could be interpreted as hazing should be strongly analyzed. Here are a few questions you can ask yourself to determine if an activity could be hazing:
  • Is it hazing? If you are asking this question, it probably is. If in doubt, call the advisor of the student organization.
  • Is alcohol involved?
  • Would all members, current and new, want to participate?
  • Is there a risk of injury or safety concerns?
  • Do you have any reservation describing the activity to parents, a professor, or University Official?
  • Would anyone object to the activity being photographed for the school newspaper, or filmed by the local television station?

Juvenile Policy
Any on-campus event open to the attendance and/or participation of juveniles is required to have the faculty/staff advisor of the RSO responsible for the event in attendance for the duration of the event. Adapted from the policy “Juveniles on Campus” for student organizations:
http://www.unlv.edu/policies/facilities_use.html#juveniles

Media on Campus
UNLV has several student run media outlets, including KUNV, Rebel Yell, Vegas Nerve, and UNLV-TV, in which any organization may submit material to. Non-UNLV media markets are required to subject all material to approval of the Office of Public Affairs, which may be conducted at (702) 895-3101.

Off-campus Partnerships
Partnerships and collaborations with off-campus interests (businesses, non-profit organizations, religious institutions, national organizations, etc.) are encouraged only when the interest of the students is first priority. Please refer to the Student Union & Event Services office at (702) 895-4449 when such partnerships bring off-campus entities to campus for sales, marketing, contracts, and licensing. Such instances may be subject to financial responsibility by the RSO.

Officer Transitions
The responsibility of an outgoing officer does not end at elections. Outgoing officers are responsible for properly transitioning the newly elected/appointed officers to be successful which includes, but is not limited to:

- Providing all organizational documentation
- Update fiscal officer information for the incoming officer by calling the IRS with the new officer information and the correct Employer Identification Number (EIN). If you have lost the number, you will need to update this information from a previous officer or you will need to call 1-800-829-4933.
- Set up transition meetings to discuss historical context, current issues, and future vision
- Transfer administrative access to UNLV Involvement Center to appropriate officers
- Training on the UNLV Involvement Center administration

Risk Management
Many factors contribute to the levels of risk involved with any activity, including but not limited to: climate, transportation, crime, access to medical resources, personal health, dining accommodations, wildlife, natural disasters, individual training/preparation, first response team accessibility, lodging, terrain, activity specific risks, etc. While all risk associated with any event is not completely
avoidable, student organizations are encouraged to research all aspects of their activities and prepare for the potential risks involved, while being aware of additional risks throughout the activity. Student Engagement & Diversity provides the Risk Matrix (located through the UNLV Involvement Center, on the SORCE page under documents) as one option to help students begin to assess the risk involved with their activities.

Travel

Students traveling off-campus for organization related activities are responsible for upholding the Student Conduct Code and are strongly encouraged to take precaution with all aspects of travel. Create and maintain appropriate documentation (see general examples listed below). Provide a copy of these records with a responsible individual not attending the activity but who is informed of the itinerary and purpose of the trip. Maintain copies of all applicable documentation with the group traveling. Documentation may include:

- Liability release forms
- Insurance
- Medical emergency contact information for all attendees
- Emergency contact information (campus, destination specific, travel accommodations, etc.)

Student organizations cannot act as an extension of UNLV in that they are not covered by liability insurance or tax exempt status from UNLV or the Nevada Board of Regents. RSOs must seek tax exempt status as well as purchase their own liability insurance when needed.
Appendix A – How to Fill Out a W-9

Form W-9
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification
Give Form to the requester, Do not send to the IRS.

Name (as shown on your income tax return)

Organization Name

Business names/corporate entity name, if different from above:

Check appropriate boxes for federal tax classification required:

☐ Individual/sole proprietor
☐ Corporation
☐ S Corporation
☐ Partnership
☐ Estate/Trustee

☐ Limited liability company
☐ Other (see instructions) ➤

Field for TIN

Student Organization

Address (street, city, state, and zip)

4505 S. Maryland Pkwy, Box 420208 (UNLV Student Union, SU 316)

City, State, and Zip

Email address or phone

OR - address stated on your Tax ID information

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part I - Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the number given on the “Name” line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

Employee identification number

Part II - Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. If a U.S. citizen or other U.S. person (as defined below), Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Signature of person authorized to sign for organization

Date

Purpose of Form
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien,

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,

• An estate (other than a foreign estate), or

• A domestic trust (as defined in Regulations section 1.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners’ share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
Appendix B
Assumption of Risk & Release of Liability Form

UNLV / State of Nevada
Assumption of Risk / Release of Liability Form

I, ______, understand and agree that the [Specific Activity] sponsored by the [Your Group’s Name] involves certain risks and that regardless of the precautions taken by the [Your Group’s Name], some bodily injuries may occur.

Specific risks/hazards involved in the [Specific Activity] include but are not limited to the following:

1. [Driving to and from the off-campus retreat site, which may also include hazardous weather and road conditions]
2. [Be as specific as possible, listing each and every conceivable hazard]

Knowing this information, in consideration of my participation in the [Specific Activity] sponsored by the [Your Group’s Name], I expressly and knowingly release the Board of Regents of the University of Nevada Las Vegas (UNLV) and the [Your Group’s Name], and the State of Nevada, their officers, agents, volunteers, and employees, from any and all claims and causes of action for property damage, personal injury or death sustained by me arising out of any travel or activity conducted by or under the auspices of the [Your Group’s Name] caused by risks associated by this activity and/or the negligence of the sponsoring group.

In addition, I understand and agree that the [Your Group’s Name] cannot be expected to control all of the risks articulated in this form but may need to respond to accidents and potential emergency situations. Therefore, I hereby give my consent for any medical treatment that may be required during my participation with the understanding that the cost of any such treatment will be my responsibility. UNLV does not carry medical or accident insurance for the activities mentioned unless the participants are informed otherwise. As such, participants should review their personal insurance portfolio.

Finally, I voluntarily and knowingly agree to protect, hold harmless, and indemnify the Board of Regents of the University of Nevada Las Vegas (UNLV) and the [Your Group’s Name], and the State of Nevada, their officers, agents, volunteers, and employees, against all claims, demands, or causes of action for property damage, personal injury, or death, including defense costs and attorney’s fees arising out of my participation in [Specific Activity] sponsored by the [Your Group’s Name]. I understand that as a University sponsored event, that the student rights and responsibilities outlined in the UNLV Code of Conduct and all other UNLV policies apply.

I have read the agreement and have willingly signed for the consideration expressed and with a full understanding of its purpose. Participant represents that he/she is eighteen (18) years of age or older and is otherwise competent to execute this agreement, or that his/her legal guardian is also signing.

Print Name: ___________________________ ID #: ___________________________
Date of Birth: ___________________________ Phone #: ___________________________
Local Address: ___________________________ ___________________________
E-mail Address: ___________________________ ___________________________

Participant Signature: ___________________________ Date: ___________________________
[Your Group’s Name]

[Specific Activity]

UNLV / State of Nevada

Assumption of Risk/ Release of Liability Form

Page 2 of 2

If you are under 18 years of age, a parent/guardian must sign this also. By signing the document you are saying that you have read, understood, and agree to the conditions set forth in the release of liability.

Parent / Guardian Signature  Date

Person to Notify in Case of an Emergency

Name __________________________

Phone #: __________________________

Address __________________________

City __________________________ State ______ Zip ______

Please list any special services you may require due to an existing medical condition or physical disability:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

ONE COPY SHOULD REMAIN ON CAMPUS IN A DESIGNATED LOCATION THAT CAN BE ACCESSED IN CASE OF EMERGENCY AND ONE COPY SHOULD ACCOMPANY THE FACULTY/STAFF ADVISOR FOR THE TRIP OR ACTIVITY.

UNLV

UNIVERSITY OF NEVADA LAS VEGAS
Appendix C – Trademarks and Licensing

UNLV Licensing and Trademarks

UNLV owns and controls the words, phrases, insignias and designs that have come to represent the University to the public. These marks include, but are not limited to:

<table>
<thead>
<tr>
<th>University of Nevada, Las Vegas®</th>
<th>UNLV Rebels®</th>
<th>Rebels™</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNLV</td>
<td>Reno® Rebels®</td>
<td>Hey Reb™</td>
</tr>
<tr>
<td>Sam Boyd Stadium™</td>
<td>Thomas &amp; Mack Center™</td>
<td>Cox Pavilion™</td>
</tr>
</tbody>
</table>

When is approval to use University marks required?
- All proposed modifications of University marks by any entity (e.g. commercial entity, registered student group, etc.) require prior University approval. Requests to modify University marks are considered on a case-by-case basis.
- All uses of University marks by non-University entities (commercial and non-commercial) require prior approval, even if the proposed uses do not involve the sale of a product.
- All uses of University marks by registered student groups require prior approval. Approval is generally granted to such groups for appropriate non-commercial uses as long as the marks are not modified and are used in accordance with the University Graphic Standards manual. Please note, registered student organizations are required to use officially licensed vendors for production of approved products.
- The unauthorized use of University marks to endorse or promote a private group or business or by non-registered student groups is prohibited.
- All requests for approval regarding the use of University marks should be submitted to chris.homell@unlv.edu.

When is approval to use University marks NOT required?
- No approval is required for the use of University marks by University departments in the ordinary course of business, provided that no changes, additions, or alterations are made to the marks.
- No approval is required for the use of the name of the University or University marks in connection with news reporting and other fair uses that do not undermine the University’s rights in its marks.

Restrictions
No merchandise or use of the University of Nevada, Las Vegas logos and trademarks will be approved when used in conjunction with or making reference to:
- Drugs or drug paraphernalia
- Alcohol and/or alcohol consumption and/or abuse
- Tobacco products and usage
- Sexual conduct, imagery, or implications
### Risk Management Matrix

<table>
<thead>
<tr>
<th>Risk Seriousness</th>
<th>What is the PROBABILITY that this risk will occur?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Likely to occur immediately, in a short period of time, or frequently</td>
</tr>
<tr>
<td>1</td>
<td>May result in death</td>
</tr>
<tr>
<td>2</td>
<td>May cause severe injury, major property damage, financial loss, and/or result in negative publicity for organization</td>
</tr>
<tr>
<td>3</td>
<td>May cause minor injury, illness, property damage, financial loss, and/or could result in negative publicity for organization</td>
</tr>
<tr>
<td>4</td>
<td>Hazard presents a minimal threat to safety, health, and well-being of participants</td>
</tr>
</tbody>
</table>

**Example:** Involvement Fair has a risk of heat exhaustion and dehydration to the participants.

**Risk Seriousness:** 3  
**Risk Probability:** A  
**Score:** 4

<table>
<thead>
<tr>
<th>Activity</th>
<th>Associated Risks</th>
<th>Method to Manage</th>
</tr>
</thead>
</table>
| Involvement Fair: RSO tabling outdoors | - Heat exhaustion  
- Dehydration                     | - Order water monster for Pida Plaza  
- Allow RSOs to select their indoor/outdoor location  
- Allow tent set-up in outdoor locations |