



MINNESOTA
STATE COLLEGE
SOUTHEAST

Student Organization Handbook

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Introduction

Organizations are a great chance for students to be involved outside of the classroom during their college experience. Organizations should function to educate, develop, and connect their members within the college community while staying in compliance with their constitution and bylaws; and applicable Student Senate procedures, Student Life procedures, Minnesota State College Southeast (*further referred to as Southeast in this manual*) and Minnesota State policies; as well as local, state and federal laws and ordinances. Student organizations should strive to assist student leaders in developing critical thinking skills in the areas of event planning, risk management, organization management, group processes and ethical decision making, among other areas.

General Info

A student organization is defined as a group consisting of Southeast students who have completed the necessary steps to gain official college recognition. All organizations must be open to all currently enrolled Southeast students even though some may have certain requirements to participate (i.e., GPA, enrollment in certain classes or programs, etc.)

***Student organizations are considered to be affiliated with, but not official units of Southeast. The registration process has been developed to give the community an accurate listing of active student groups on campus. Registration does not mean Southeast supports or adheres to the views held or the positions taken by registered student organizations.*

Registered Student Organization Privileges

1. Reserve and use facilities on the Southeast campuses
2. Apply for funding through Student Senate
3. Ability to post events and news in the appropriate posting areas
4. Access to a faculty or staff advisor to help implement the organization's goals and objectives
5. Assistance from various departments at Southeast to carry out the organization's goals and objectives

To Become a Student Organization

1. A student organization must have at least three (3) student members, with at least one (1) officer/leader identified, and an advisor. An advisor must be a full-time faculty member employed by Minnesota State College Southeast who agrees to and signs the [Advisor Agreement Form \(PDF\)](#).
2. Compose a constitution for how your student organization will operate. Follow the [sample constitution template \(PDF\)](#) provided for how to structure your own constitution.

- a. Any language identified as REQUIRED must be written verbatim in your organization's constitution. Please remove the "(REQUIRED LANGUAGE)" tag in your organization's final copy.
 - b. Any items outlined in parentheses in the [sample constitution template \(PDF\)](#) are for your organization to compose how it will be structured and operate.
3. Complete the [New Student Organization Proposal Form](#) and submit it along with the proposed constitution and the signed [Advisor Agreement Form \(PDF\)](#). Newly proposed organizations will be considered throughout the academic year (Fall & Spring); there is no annual deadline to submit a proposal.
4. The [New Student Organization Proposal Form](#) will be reviewed by the Student Life Coordinator and forwarded on to the appropriate Student Senate for consideration for recognition at its next scheduled meeting.
5. New student organizations are eligible to apply for funds through Student Senate to help with events and activities they wish to do.

Annual Organization Registration Process

1. A registered student organization (*further known as an RSO in this document*) must complete the annual [Student Organization Registration Form](#) by September 30 in order to receive official recognition by Student Senate and Southeast.
2. The following items must be submitted when completing the [Student Organization Registration Form](#):
 - a. A copy of the current constitution which must include any required language set forth by the Student Life Coordinator. Follow the [sample constitution template \(PDF\)](#) for how your organization's constitution should be structured.
 - i. Any language identified as REQUIRED must be written verbatim in your organization's constitution. Please remove the "(REQUIRED LANGUAGE)" tag in your organization's final copy.
 - ii. Any items outlined in parentheses in the [sample constitution template \(PDF\)](#) are for your organization to compose how it will be structured and operate.
 - b. A list of all active members and their Southeast email address (a minimum of three [3] students).
 - c. A list of all officers and their Southeast email address (a minimum of one [1] officer).
 - d. A signed [Advisor Agreement Form \(PDF\)](#) from the faculty advisor(s).
3. RSOs who do not submit the annual registration requirements will not be officially recognized by Southeast that year and will be dissolved. Any remaining funds in its cost center will be decided on by the Student Life Coordinator, Dean of Students, and Budget Director one (1) year after the dissolution of the club.
4. RSO officers, members, and advisors must attend mandatory meetings/trainings throughout the year as planned by the Student Life Coordinator, including an annual hazing training.

Absence from these meetings/trainings may result in dissolution of the club the following year or inability to receive funds from Student Senate unless corrective actions are taken.

Advisors

1. An RSO faculty advisor is paid according to the MSCF contract (currently set at \$500/year). If an RSO has more than one advisor, the pay will be split equally.
2. Faculty advisors will be paid at the end of each semester.
3. If a new organization forms throughout the academic year, the advisor's annual stipend will be pro-rated.
4. If an advisor knows they will be going on an extended leave, they must have an alternate advisor assigned prior to their departure. The new advisor must be identified to the organization officers and Student Life Coordinator.
5. All advisors must have a signed [Advisor Agreement Form \(PDF\)](#) on file annually acknowledging and agreeing to the duties and responsibilities of being an advisor.

RSO Expectations

1. RSOs must complete the annual registration process by September 30 of each Academic Year. See Annual Organization Registration Process section for details.
2. RSOs should hold regularly scheduled meetings at least monthly. This meeting should be open to all students and should be scheduled at a time that the advisor can attend.
3. RSOs should have members participate in Welcome activities, such as the annual Involvement Fair.
4. RSO leadership positions must be held by current students at Southeast.
5. RSOs should actively attend either campus' Student Senate meetings at least one (1) time per Fall and one (1) time per Spring semester to report on their organization. Should an RSO be unable to attend the Student Senate meeting, they should make arrangements with Student Life & Student Senate.
6. RSO meeting minutes should be reflective of all expenditure approvals and other major decisions made by the membership. Southeast administration may request copies of meeting minutes to verify approval of organizational spending.

How to Promote Your Organization & Grow Membership

1. Participate in the annual Involvement Fair sponsored by Student Life (\$50 Student Senate funding for each organization who participates!).
2. Word of mouth and encouragement from current members.
3. Host an informational meeting and/or fun activity to share details about your organization. Food helps bring people together!

4. Set up a table in the lobby, Student Commons, or other appropriate space. Work with your advisor to file a work order with facilities by emailing facilities@southeastmn.edu. Consider hosting a table when the college has special open houses or other events throughout the year to recruit new students and promote the college. Work with your advisor on these types of events to make sure this is acceptable.
5. Check out the Event & Activity Promotions section below for policies and procedures for posters/flyers, digital signage, social media, etc.

Student Organization Conduct

The student organization conduct process is in place to educate organizations about the responsibilities of being a registered student organization at Southeast, to hold organizations accountable for violations of Southeast Policy, and to protect the rights of registered student organizations.

REFERENCE: [Southeast |Policies and Procedures](#)

Some Key Policies and Standards to Know & Understand

1. **Alcohol & Controlled Substances:** The use, possession, manufacturing, or distribution of alcohol on college property or at college-sponsored events (except those with official approval) is prohibited. Public intoxication is prohibited. Alcoholic beverages may not under any circumstance be used by, possessed by, or distributed by any person under 21 years of age.
Unauthorized use, possession, manufacturing, or distribution of any illegal drugs or drug paraphernalia is prohibited. Use or possession of prescription drugs other than by the person prescribed or for use other than the prescribed purpose is also prohibited. Pursuant to federal laws, the use of cannabis, including medical use, is prohibited on college property and at college-sponsored activities. Students who violate this policy will be subject to the student conduct process. [Policy 703: Alcoholic Beverages or Controlled Substances on Campus](#)
 - Advertising and promotions by companies selling or promoting these items is not allowed.
 - No student organization event advertising can include references to alcohol or controlled substances, happy hour, or other terms that suggest alcohol or controlled substances is part of the event or will be consumed.
 - No organization funds may be used to purchase alcohol or controlled substances for an organization event.
2. **Discrimination & Harassment:** Students are expected to not engage in conduct that is directed at an individual because of their protected class and that subjects the individual to different treatment to interfere with or limit the ability of the individual to participate in, or

benefit from, the services, activities, or privileges by the college, or otherwise adversely affects the individual's employment or education. [Policy 137: Nondiscrimination in Employment and Education](#)

3. **Hazing:** Southeast will not tolerate hazing toward any member of our community. Hazing is defined as an act which endangers the mental or physical health or safety of a person, subjects them to public humiliation or ridicule, or damages/destroys property for the purpose of admission, initiation, affiliation or continued membership in a club/organization. Students who violate this policy will be subject to the student conduct process. [Policy 113: Student Code of Conduct](#)
 - a. To report hazing an individual should complete the [Incident Reporting Form](#)
 - b. All organization advisors, leaders/officers, and members must participate in an annual mandatory hazing prevention training sponsored by Student Life.
4. **Sexual Harassment & Sexual Violence:** Title IX, a federal anti-discrimination law, and Minnesota State College Southeast, prohibit discrimination, harassment, and/or violence based on sex and gender, including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation. If you or someone you know has been harassed or assaulted, you can receive confidential support through our [mental health counseling resources](#). Concerns or Title IX violations can be reported through the [Incident Reporting Form](#) or to the Dean of Students. [Policy 138: Sexual Misconduct Policy and Procedure \(students\)](#)

Alleged student organization misconduct will be documented using the “[Incident Reporting Form](#).” The Incident Reporting Form will be directed to the Dean of Students for review. Upon initial review, should the Dean of Students find a violation of policies, they will proceed with a conduct process outlined in the [Student Code of Conduct](#).

Appeals

Should a student organization receive sanctions for misconduct, they may appeal the decision by following the Appeal process outline in Part 5 of the [Student Code of Conduct](#).

Student Senate Funding Requests

Eligibility

Student Senate funds can be distributed to:

1. A student organization/club with official, registered status (RSO)
2. A newly-formed student organization
3. Student-focused programming and travel expenses

Restrictions

Per Minnesota State [System Procedure 2.8.1 Student Life](#), Student Life Fees will not be used or allocated for:

1. Non-student and/or non-student organization related events/travel
2. Grants/scholarships to individuals, alcohol, and donations to college foundations or other external charitable organizations

Funding Request Process

1. Any student associated with an RSO or academic program looking for financial support from Student Senate for an event must complete a [Funding Request Form](#) no less than two (2) weeks prior to their next general meeting. That dollar amount is not to exceed \$1000 total for the academic year.
2. RSOs must show progress of fundraising efforts before requesting funds.
3. The funding request will be discussed and voted upon at the next Student Senate meeting after the [Funding Request Form](#) has been received by the Student Senate Executive Board.
4. The individual submitting the request, or their proxy should be present to answer questions about the funding request.
 - a. If the representative is a voting member, they are expected to abstain from the vote related to their funding request.
5. The student associated with the RSO or academic program must submit a copy of the receipt(s) to the Student Senate Treasurer after the purchase(s) has been made.
 - a. A failure to turn in receipt(s) may result in the student club or class losing the privilege of requesting funds from Student Senate for no less than one (1) year from the date of purchase.
6. Involvement Fair Participation Funding: \$50 will be allocated to each RSO who participants in any Involvements Fairs planned by Student Life.

Fundraising

All RSOs doing fundraising or wishing to ask local businesses for donations are required to follow [Policy 512: Fundraising, Donations & Gift Acceptance](#). An RSO wishing to undertake fundraising, solicitation of contributions, or acceptance of gifts-in-kind in the name of the college or Foundation must submit a completed [Request for External Support Form \(PDF\)](#) to the Foundation before initiating the proposed request for support from the public. If an RSO is selling items or merchandise that will not need to run through the Foundation (i.e., products, meal tickets, etc.), the Request for External Support Form is not necessary. Any items intended for auctions, raffles, or similar fundraising activities must also be reviewed and approved by the Foundation before being solicited, accepted, or advertised. All proceeds are disseminated to the RSO for determination of use. Student Life Fee restrictions may not apply to fundraised dollars (except no purchases of alcohol), but RSO expectations still apply.

Individuals who fundraise are fundraising on behalf of their RSO. It is up to the RSO to determine the use of funds through typical voting in meetings. As the account manager, the advisor has final approval of club expenditures to ensure policy is followed.

Student Travel

1. RSOs and advisors should complete the travel authorization process as outlined by Human Resources and the Business Office. All travel outside of Winona and Red Wing needs to be given prior approval. Inter-campus travel also requires prior approval.
2. RSOs should complete the [Student Travel Request Form](#) (NOTE: DO NOT BOOKMARK THIS FORM LINK) at least two (2) weeks prior to the trip to seek approval. The student completing the [Student Travel Request Form](#) should have all details of the trip including the budget, details of overnight accommodations, who is attending, modes of transportation, etc. *Please note that this form will time out after 30 minutes if it is not submitted. If you don't submit it in time, you will need to start over as the data does not save as a draft.*
3. This form will be reviewed for approval by the Student Life Coordinator, the RSO Advisor, and the Business Office. Travel should not begin before this form is approved.
4. While it is a best practice for an RSO Advisor or other faculty/staff to travel with student groups, there is no college or system requirement **unless there is a student participant under age 18 attending the trip**. Advisors must complete a Spend Authorization and Expense Report in Workday so trip expenses are approved if using a college credit card or if the Advisor will be seeking any reimbursements. If expenses for the trip are being paid for by the students directly or purchase orders are used, a Spend Authorization and Expense Report is not needed. See details below for purchase orders and the student reimbursement process.
5. Students travelling outside of the RSO's itinerary and group travel plans must be given prior approval by the Advisor and will be responsible and accountable for their own travel arrangements and expenses.
6. All students travelling on college-sponsored trips must have a completed Student Liability Waiver on file before departure. See details below.
7. If students are planning to be reimbursed for travel expenses, an approved Student Travel Request Form must be on file.

Student Liability Waivers

1. [Student Liability Waivers \(PDF\)](#) must be completed for all college-sponsored trips outside the cities of Winona/Red Wing (your home campus) and for all activities that involve a risk of injury (regardless of location).
2. The advisor must fill out the detail blanks on the [Student Liability Waiver \(PDF\)](#) and give to all student participants to sign.

3. All completed waivers must be submitted prior to the trip/activity and emailed in one batch to the Student Life Coordinator at tracy.rahim@southeastmn.edu.
4. The Student Liability Waivers will be stored in a Microsoft Teams site which the Student Life Coordinator, Dean of Students, VP of Finance and Administration, VP of Student Success, Director of Facilities, Dean of Trade and Technology, Dean of Nursing and Allied Health, and Dean of Liberal Arts, Sciences, and Transfer will have access to in case an issue arises.
5. Advisors should retain copies of Student Liability Waivers while their RSO is in travel status for emergency purposes whether they travel with the RSO or not.
6. For on-campus/day-of activities that require a waiver due to level of risk, participants must complete a waiver prior to engaging in the activity and all waivers should be forwarded on to the Student Life Coordinator before the activity begins or as soon as the activity is done.

Student Travel Emergency Preparedness

1. If advisors do not travel with the RSO:
 - a. The advisor needs to share their contact information to be able to receive phone calls in case of an emergency or issue from the RSO.
 - b. The advisor needs contact information for at least two (2) students attending the trip.
 - c. Students attending the trip should contact the advisor throughout the trip, minimally to share arrival and departure updates.
 - d. The advisor should monitor travel and weather conditions of where the RSO is travelling and assist with making alternate travel arrangements should their original travel plans get delayed or cancelled.
2. Advisors should retain copies of the Student Liability Waivers while their RSO is in travel status for emergency purposes whether they travel with the RSO or not.
3. If an emergency incident arises, including but not limited to, death, hospitalization, criminal arrest, missing student, or extreme weather, that would delay or cancel the RSO's travel plans, the advisor should contact their supervisor, who in turn will contact Southeast administration to keep them apprised.

Overnight Accommodations

If overnight accommodations are needed, there are three two options:

1. Hotel
2. Private residence (non-reimbursable)

****Employees and RSOs in travel status should be staying at licensed lodging facilities. It is strongly recommended that employees/RSOs not reserve lodging options such as AirBNB, VRBO, Home Away, etc., as these properties may not have sufficient fire and life safety equipment and procedures. If employees/RSOs do reserve these accommodations, the employee will need to have the owner provide proof of general liability insurance coverage of \$2,000,000 or more and an**

hotelier's license, if applicable. Please discuss with the Rob Wittenberg, Director of Business Services, prior to making any reservations.

Methods of payment

1. Pay directly and seek reimbursement.
2. The Advisor's college credit card if they have one. If this method is used, a Spend Authorization and Expense Report must be filed in Workday.
 - a. Even if the Advisor is not travelling with the group, they can still pay for the hotel directly by requesting a Credit Card Authorization Form through the hotel management. This allows the credit card to be on file and used for room, taxes, and parking (if applicable). Students will need to use their own cards for incidentals. Receipts must be submitted in Workday for the Expense Report.
3. Work with the Procurement & Contract Coordinator, Angie Troke, in the Business Office to create a purchase order if the hotel will accept one or her college credit card if the advisor does not have one.

Reporting Overnight Accommodations

After making reservations, the Advisor must send Angie Troke the exact dates, name of lodging facility, and full address so she can compile the necessary information for Jeanne Clery Act reporting. Within 7 days of the trip, the exact room numbers that the RSO stayed in (if staying at a hotel) must be reported back to Angie Troke as well to complete reporting requirements.

Transportation Options

When making travel arrangements, think about the most cost effective but also the safest way to travel as a group.

1. **Rideshare services:** If you use services such as a taxi, Lyft or Uber, make sure you retain copies of itemized receipts to submit with your reimbursement request or have access to your trip information through the app. Credit/debit card statements will not be accepted as a receipt. These expenses must be outlined in your Student Travel Request Form in order to be reimbursed.
2. **Public transportation:** If you take a bus, train, or other form of public transportation, make sure you retain copies of itemized receipts to submit with your reimbursement request. Credit/debit card statements will not be accepted as a receipt. These expenses must be outlined in your Student Travel Request Form in order to be reimbursed.
3. **Airplane:** If you must fly to your destination, tickets must be purchased for you by Southeast. They are not a reimbursable expense. Please contact Angie Troke in the Business Office to help make arrangements if your Advisor does not have a college credit card to make the purchase.
 - a. **NOTE:** Advisors should contact Angie Troke if they are purchasing airline tickets on their college credit card as available credit may need to be increased to cover

the expense depending on the cost and number of tickets that need to be purchased.

4. **Personal vehicle:** While this is the easiest, there is a level of risk associated with driving people in your own car as the driver's insurance is responsible should there be any accident or injury while in travel status. The college's liability insurance will not cover personal vehicles. If outlined as an expense on your Student Travel Request Form, mileage will be reimbursed at the proper IRS mileage reimbursement rate. Otherwise, another option is for riders in the vehicle to pay the driver directly for gas money if mileage is not a budgeted expense.
5. **Southeast motor pool vehicle:** RSOs can request to use a college motor pool vehicle for college-sponsored trips if they are available. There are 2-3 motor pool vehicles available on each campus. The college's liability insurance will cover any accidents or injuries.

There is no smoking in motor pool vehicles.

- a. Students must complete the [Student Vehicle Use Agreement Form \(PDF\)](#) for a motor vehicle record report before they can be approved to drive. The [Student Vehicle Use Agreement Form \(PDF\)](#) must be signed by the student and advisor and submitted to the Business Office at businessoffice3@southeastmn.edu or dropped off in the Winona Campus Bookstore at least two weeks prior to the trip to ensure it can be processed in time (especially for students with out-of-state drivers licenses).
- b. Communication about the student's driver approval will be sent to the advisor.
- c. Upon approval, the advisor must reserve the vehicle in the online [EMS reservation system](#) on behalf of the RSO.
- d. Only approved student drivers are able to operate the vehicles. They must ensure that keys are picked up and returned from Facilities and the gas tank is full upon return.
- e. A Fleet gas credit card is provided with each vehicle. When fueling the vehicle, the driver number is the department/student organization's cost center that will be charged back for the cost of the fuel.

Medication Safety

1. **Do Not Share or Distribute Medications:**

Students are strictly prohibited from sharing or distributing any type of medication (prescription or over-the-counter) with others. Medications are prescribed based on individual medical needs and could cause harm if taken by someone for whom they are not intended.

2. **Safe Storage of Prescription Medications:**

All prescription medications must be stored securely in their original, labeled containers.

Students are responsible for keeping their medications in a safe, private location (e.g., locked suitcase or personal bag) and ensuring they are not accessible to others.

3. Controlled Substances:

If a student is prescribed a controlled substance, they must notify the advisor prior to the trip. Arrangements may be made to support safe storage and compliance with applicable regulations.

4. Emergency Medications:

Students who require emergency medications such as EpiPens or inhalers must carry them at all times and inform their advisor of their presence and location.

Failure to comply with these medication safety requirements may result in referral to the student conduct process.

Purchases and Financial Transactions

RSO advisors are the account managers for the RSO's funding. All transactions require the advisor's approval to ensure proper use. Students should vote on funding decisions and approach the advisor with the request. Account balances can be verified by your advisor or the Business Office at any time.

NOTE: Funds must be encumbered/set aside for purchases either through a purchase order or a Spend Authorization in Workday prior to making a purchase. If this is not done, the Business Office has to complete a form explaining why funds were spent before they were approved. The exception is for student reimbursement requests or using a college credit card to purchase supplies.

Student Reimbursements

If a student makes an out-of-pocket purchase for an approved expense, they can request to be reimbursed, provided that there are sufficient funds in their account. Students must complete a [Student Reimbursement Form](#) (NOTE: DO NOT BOOKMARK THIS LINK). Expense reimbursements associated with official college travel must have an approved Student Travel Request Form on file through Perceptive Content. If meals are an approved expense reimbursement utilizing college funds (but not including external fundraising dollars raised by the RSO or the academic program), they will be reimbursed at the actual amount up to the maximum as outlined in the [Minnesota State Commissioners Plan](#).

1. Students will need to upload itemized receipts (not just credit card receipts or confirmations) and a completed [W9 form \(download PDF\)](#) to their reimbursement request. If any of these items are missing, the request will be denied and a new form will need to be completed with all appropriate documentation.
2. If a student is just submitting reimbursement for mileage, receipts are not required. Mileage will be calculated from the campus address to the destination using Google maps.

3. The [Student Reimbursement Form](#) will be reviewed by the Student Life Coordinator, Advisor/cost center manager and Business Services for approval.
4. Accounts Payable will process the payment to the student via a physical check and they will be notified when it is ready to be picked up.

Local Purchases

Purchasing locally can save time and money. With the exception of prepared meals and travel expenses, Southeast has tax-exempt status on supplies and materials. Different stores have different requirements to grant tax-exempt status. The State of Minnesota Department of Revenue tax exempt number for Southeast is 1746999. Below is a list of frequently-shopped stores but it is not all-inclusive. If you wish to purchase from a local store and are unsure if they have worked with Southeast before or there is tax exempt status, please contact them first.

1. **Walmart:** Your advisor can obtain a Tax-Exempt Identification Card at the Customer Service counter. This card can only be used at the store location at which it was obtained. A copy of the most recent Certificate of Tax Exemption (Form ST3) for Southeast from the MN Department of Revenue must be presented. This can be obtained from the Business Office. After receiving the card, you can go through a regular cashier line. The card must be presented BEFORE the cashier rings up the merchandise. **NOTE:** This card does not give tax exempt status on the Walmart website. The Business Office has a tax-exempt account set up online. Orders can be sent to the Procurement & Contract Coordinator and the order will be place online for you.
2. **Dollar Tree:** You can request tax exempt status through the Dollar Tree website. Upon approval, they will email you a barcode and number that you must present to the cashier after they ring up your merchandise. This can also be used on the Dollar Tree website.
3. **Target:** Go to the Customer Service Counter to discuss how to get tax exempt status at that store location. You most likely will need to present the most recent Certificate of Tax Exemption (Form ST3) for Southeast from the MN Department of Revenue. **NOTE:** You would have to set up a separate account on the Target website to make online purchases.
4. **Menards:** Contact the Angie Troke in the Business Office to get a copy of the barcode certificate that must be presented to the cashier before paying for your merchandise.
5. **Family Fare (Red Wing):** In order to get tax exempt status, you must do an in-store charge. Contact Angie Troke in the Business Office or Tracy Rahim (Student Life Coordinator) for the in-store charge account number. A purchase order must be created through the Business Office before going to the store and making your purchase.
6. **Hyvee (Winona):** You can arrange a purchase through a purchase order or your advisor can use their college credit card to make a purchase in the store. The cashier will ask for the tax-exempt number.

Purchase Order

A purchase order is a pre-authorization so a vendor can invoice the college for goods and services that are ordered or requested. A purchase order is required in order to pay an invoice. Purchase orders can be used locally or they can be used for online purchases with some vendors. Typically a credit card is needed for online purchases. Purchase orders are also typically accepted for paying registration fees for events/conferences. For items less than \$2,000, at least 1 verbal, written or faxed quote is preferred but not required. You must work with the vendor to ensure that you will not be charged tax unless it is for a meal or travel expenses.

The advisor will work with Angie Troke in the Business Office to set up purchase orders.

Credit Card

RSO advisors can request a Southeast credit card with a tax-exempt number if they don't already have one for their academic program. Please work with your advisor for purchasing and give them plenty of notice if you request them to purchase something for your RSO as this is not their primary function! RSO purchases will be applied to your cost center when your advisor files an expense report in Workday to settle out the credit card transaction. College credit cards cannot be assigned or checked out to students.

Food

Purchases of prepared food that constitutes a meal or catering from a business requires a Spend Authorization in Workday. This must be completed by your advisor. The exceptions are if you use a purchase order to pay for the meal or if the student purchases it directly and seeks reimbursement.

On the Red Wing campus, RSOs and departments must use the on-campus food service vendor to cater meals unless they determine they are not able to provide the requested meal or their price quote is more than what you can afford in your budget. Snacks, desserts, beverages, or other food that does not constitute a meal can be either catered from the on-campus vendor or can be purchased and brought in from an outside food provider.

Gift Cards, Prizes and Giveaways

All gift cards (regardless of value) and prizes/giveaways valued over \$25 require a [Gift Card & Prize/Giveaway Recipient Form \(PDF\)](#) to be completed and submitted to the Business Office. For gift cards, prizes and giveaways valued at \$100 or more, the recipient must complete the [Gift Card & Prize/Giveaway Recipient Form \(PDF\)](#) and a [W9 form \(download PDF\)](#). All paperwork should be submitted to Angie Troke in the Business Office

If a student receives gift cards, prizes or giveaways throughout the year with a combined value of \$600 or more, they should receive a Form 1099 to claim on their taxes as income.

Contracts/Rental Agreements

If an RSO wishes to enter into a contract with an individual or a company for a service or rent a space, students and advisors are not allowed to sign these types of documents on behalf of Southeast. Please work directly with Angie Troke in the Business Office on all contracts and rental agreements.

RSO Logos, Promotions and Clothing

All logos and clothing/promotions for RSOs must comply with Southeast's brand standards since they could be viewable by the public. Please email Joanne Thompson, Director of Marketing, at jthompson@southeast.edu to ensure that the designs you want to use meet the college's branding requirements before you order or print anything. Advisors can find the style guide and brand standards on the Intranet.

Political Endorsements

As an institution of public education, we adhere to no political affiliation and endorse no political party, either in reality or perception. We encourage the exchange of ideas and welcome the use of our facilities for such exchanges. We do not show preference for one group over another when granting permission for use of college facilities.

Planning RSO Events & Activities

When thinking about hosting an event or activity at Southeast, RSOs need to ensure that their event does not restrict the rights of other members of the college community, that the event is consistent with the college's mission and goals, and that all campus policies and procedures are followed. Before your RSO plans an event and starts making reservations and purchases, you should discuss the event idea with your advisor first. The Student Life Coordinator can also be consulted in addition to your advisor.

Event Planning Timeline

The further you plan ahead, the more smoothly the event will run and more time you have to troubleshoot, budget and think of smaller details. If you have questions about planning your event after talking to your advisor, please contact Tracy Rahim (Student Life Coordinator) at tracy.rahim@southeastmn.edu.

- **Initial Planning**
 - Brainstorm event logistics with your RSO and advisor
 - Check on the location/date in the [online EMS reservation system](#) and the [college calendar](#) to make sure it does not conflict with other events.

- If you are going to need a contract for a vendor/speaker/performer (even if there is no cost), start the process with your advisor and Angie Troke in the Business Office **at MINIMUM four (4) weeks before the event.**
- **Four Weeks Out**
 - Confirm event logistics and make sure all reservations are made.
 - Submit a [Funding Request Form](#) to Student Senate if funds are needed and follow their procedure for securing funds (See Student Senate Funding Requests section above for more details).
 - Determine your promotion strategy. Start creating graphics/advertisements. Get approval from Joanne Thompson (Director of Marketing) before posting.
 - If catering or other outside services/purchases are needed, secure them to ensure availability.
- **Two Weeks Out**
 - Make sure any work orders for Facilities or the IT Helpdesk are filed.
 - Depending on the event type, create sign-ups for participants and send out if space is limited for participation.
 - Make sure all supplies and materials are ordered/purchased.
 - If you are aware that someone needs an accommodation to participate, make sure the accommodation request has been filed.
- **One Week Out**
 - Assign roles and recruit additional volunteers as needed
 - Do a final check-in with vendors, etc. as needed
 - Prepare a schedule and a to-do list for the event
- **Day Before Event**
 - Make sure you have all your supplies and materials that you need.
 - If directional signs are needed for event locations, make sure they are all printed/prepared.
 - Make a box of any office supplies you may need: scissors, tape, scratch paper, stapler, etc.
 - Make sure those with task assignments know what they are doing and have what they need.
- **Day of Event**
 - Have the schedule and to-do list available.
 - If possible, have a quick meeting with everyone helping with the event (before setting up) to go over final details and any updates.
 - Depending on the scale of the event, set up at least 1 hour before you anticipate people arriving to allow room for unexpected issues.
 - HAVE FUN!!

- **Post-Event**

- Clean up and take down after the event is complete. Leave the space in better condition that you found it.
- Reflect, evaluate and debrief with your members and advisor.

Reserving a Room

Advisors may request a room reservation in the [online EMS reservation system](#) for RSOs. All requests should be submitted at least two weeks in advance in order to allow adequate processing time.

Facilities Work Orders

If a specific room set-up or extra things like tables, chairs, trash cans, etc. are needed, the advisors should send a work order as soon as possible to facilities@southeastmn.edu. Include the date, time, location and special requests. If you are planning an event that starts before the campus opens (7am typically) or you will still be going after the campus closes (6pm typically), make sure to let Facilities know what door(s) you will be using so they can make sure they are locked/unlocked for the times you need. Otherwise, they are pre-programmed for certain times.

IT/HelpDesk Work Orders

If you need assistance with AV equipment, microphones, projectors, extensive Zoom requests, etc., please send a work order as soon as possible to helpdesk@southeastmn.edu to get it on their calendars and ensure they have everything you need.

Showing Films/Videos on Campus

Copyright laws strictly control the usage of any films in public spaces (which the campus is considered) without permission from the owner/producer. Because of this, we have to purchase the rights to show videos, films, and even some TV shows on campus through agencies that are allowed to sell these viewing rights. You cannot simply show it through your personally-owned copy or a streaming service unless there is an explicit public viewing disclaimer. Depending on how new the film is, how many people you anticipate attending, and how many times you would show it, these rights can cost anywhere \$400-1500. So please plan ahead!

If you want to show a film on campus, please work directly with Tracy Rahim (Student Life Coordinator) to arrange for the film to be shown.

Food at Events

Besides the information on food purchases under the Purchases and Financial Transactions section above, RSOs must know and adhere to local and state food policies to ensure safety and compliance with food handling regulations.

1. For a closed or private event/activity:

Fresh food and/or food prepared from a local establishment can be brought in and shared only with the specific people in your group. This qualifies under the MN Department of Health (MDH) Potluck Exemption.

Potluck Exemption:

- The event/activity is only open to invited members and must be closed to the general college and/or the public.
- The event/activity is held in a private space. Outdoor spaces are not allowed as they can be accessed by the public.
- Food is brought in or purchased by the people attending with the intention of sharing with those in attendance.

2. For any event/activity serving food, including to the public (whether sold or given away)

No food permit is needed for these types of food items per the Minnesota Department of Agriculture (MDA):

- Bake sales
 - NOTE: You must post a sign at your table stating, "THESE PRODUCTS ARE HOMEMADE AND NOT SUBJECT TO STATE INSPECTION."
- Resale/giveaway of locally purchased food produced in a cottage kitchen or commercial kitchen limited to: bakery rolls/cookies/bars, coffee/hot beverages, and pizza.
 - NOTE: Must be served to participants while wearing disposable gloves and with appropriate clean/sanitized utensils.
- Prepackaged food, popcorn, cotton candy, candy, nuts, sno cones/shaved ice, bottled/canned soft drinks, and other nonperishable items such as dehydrated coffee, soup, hot chocolate or other dehydrated food or beverage.
- NOTE: Exemption is given to educational, charitable or religious organizations who are not regularly engaged in the business of manufacturing, processing, or selling food at their established educational, charitable, or religious institutions (MN Statute 28A.15, Subd. 2 and Subd. 7).

3. Options for any event/activity serving food, including to the public, that does not qualify for the potluck and/or MDA exemptions.

- Apply for a Special Event Food Stand license from [MN Department of Health](#)
 - This would include items (given away or sold) such as:
 - Food service concessions (sandwiches, hot dogs, other meals); or
 - Beverage service concessions (soft drinks or other beverages sold by the glass); or
 - Hand-scooped ice cream or ice milk products (excluding packaged ice cream treats/bars or sno cones)
 - The Special Event Stand license application is not available directly online. An inspector must supply the license application, look at what the food stand will be serving and what food safety precautions will be in place, and sign off on the application before the applicant sends it to St. Paul for final approval. Multiple events can be put on one application (up to a total of 10 days that do not need to

be consecutive) but details for each event must be provided. If there are different organizations taking responsibility for events, they must get their own Special Event Food Stand license. **Please allow 4-6 weeks for this process.**

- Contract with a licensed food vendor to provide the food (i.e., licensed caterer, restaurant, or food truck)
- Serve pre-packaged food items

When in doubt, don't serve food to the public outside of your closed/private group.

Guest Speakers

Southeast realizes the importance of bringing students and community members from diverse viewpoints into dialogue through public discussions, seminars, conferences, and exhibitions. These events will not necessarily reflect the college's position or agree with the majority opinion and they will not constitute an endorsement by the college of any kind. Please contact Tracy Rahim (Student Life Coordinator) if your RSO would like to bring a speaker to campus.

Southeast will protect the rights of freedom of speech and peaceful assembly as set forth in the U.S. Constitution. The college may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the college and will undertake measures to ensure that such activities do not threaten the safety of students, faculty, staff and visitors.

Please note the following rules regarding speakers:

- The time, place and manner of exercising of speech on campus is subject to regulations of campus.
- Orderly conduct and non-interference with college functions and activities is required.
- The Freedom of Expression campus policy must be followed for all speakers, protests, and other expressions of speech.

Please consult with the Dean of Students for a copy of the Freedom of Expression policy and to ensure communication to the appropriate campus partners.

In addition, Southeast may require any of the following:

- Any publicity for the event includes a statement that reads, "The presence of a guest speaker on the campus of Minnesota State College Southeast does not necessarily imply approval or endorsement by Southeast of the views expressed by the guest speaker or by anyone else at the event." This statement may also need to be read at the beginning of the event.
- The meeting or event be chaired by a college-approved person.
- The speaker be subject to questions from the audience.

Event & Activity Promotions

There are a variety of methods that can be used to promote your RSO events/activities, especially if they are open to more than just your members.

Posters/Fliers

Posters/fliers can be posted on the designated bulletin boards, poster rails, and other approved locations around campus to help promote your events/activities. All posters/fliers should follow [Policy 608: Campus Posting Policy](#).

1. The name of the sponsoring RSO must be on the poster/flier along with contact information should someone have questions.
2. Posters/flyers should be no larger than 11x17" and must be dated with a hang date. All posters must be removed at the end of 3 weeks or until the event has concluded (whichever comes first) and will be removed and disposed of by college personnel.
3. All content must be in alignment with Southeast policies, procedures, and brand standards. Failure to comply will result in the removal and disposal by the college.

Each poster must include information to request a disability accommodation:

Minnesota State College Southeast is an affirmative action/equal opportunity educator and employer. If you need an accommodation to participate in this event, please call 507-453-2700. We may need up to 10 business days to arrange accommodations. This document is available in an alternative format upon request.

Digital Signage

If you wish to put an announcement or promotion on the TV screens around campus, please contact Joanne Thompson, Director of Marketing, at jthompson@southeastmn.edu.

Social Media & News Releases

Depending on the public outreach of your event/activity, it may be appropriate to promote it on Southeast's social media channels and submit news releases to local media. Please contact the Director of Communications to discuss. If an organization wishes to have their own social media channels, a request can be made to marketing and communications. [Policy 608: Social Media Policy & Procedure](#).