

RECOGNIZED STUDENT CLUBS & ORGANIZATIONS MANUAL

Policies, procedures, and resources for the RSCOs of LC State.

Office of Student Involvement
SUB/CSL 220
studentinvolvement@lcsc.edu
208-792-2717



TABLE OF CONTENTS

LC STATE Student Clubs & Organizations, Policy 5.206	5
Introduction.....	5
RSCO Definition	6
Do More.....	7
Do More Posting Policy	7
Requirements of Recognition.....	8
Delegation of Authority for Recognition.....	8
How to Become a Recognized Student Club & Organization (RSCO)	8
Benefits & Privileges	8
Recognition and Training	9
Registration Process for Groups Wishing to Become a RSCO.....	9
RSCO Constitution Requirements	9
Required RSCO Training - Newly Requested RSCO.....	10
Approval of Recognition.....	11
Annual Renewal of RSCO Standing for Existing RSCOs	11
Required Annual RSCO Trainings.....	11
Roster Maintenance.....	11
Annual Membership Verification	12
Changes to RSCOs	12
Additional Trainings	12
Safe Food Handling	12
Cash Handling	12
Minors on Campus.....	12
Maintaining Active Status.....	13
The Clubhouse	13
Availability and Reservations.....	14
Club Storage.....	14
Financial Procedures	14
RSCO Accounts	14
Account Audits	14
Fundraising.....	15
Fundraising Policies.....	15
Fundraising Rules and Regulations.....	15
Dues	16

Institutional Funding Opportunities	16
RSCO Startup Funds	16
ASLCSC Grant.....	16
ASLCSC Matching Funds	17
Institutional Development Grant	17
Depositing Funds.....	17
How to Spend RSCO Funds	18
Expenditure Request Process	18
Purchasing Guidelines	18
Tangible Goods.....	19
Sponsorships	19
Inactive RSCO Accounts	19
Events and Reservations	20
Event Registration	20
Event Request Approvals	20
Event Tracking.....	21
Reservations On-Campus *This will hopefully be changing soon with the 25Live integration.....	21
Emergency Action Plan (EAP).....	21
Event Cancelation.....	21
Off-Campus Events	22
Food and Beverage Policies	22
On-Campus Events.....	22
Fundraisers	22
Alcohol	22
On-Campus Events.....	23
Off-Campus Events.....	23
Special Events	23
Movies and Films	23
Dances and Concerts	23
Travel	24
LC Van Rental/Training.....	24
Risk and Liability.....	25
Marketing and Recruiting	25
Creation of Marketing Materials	26
Social Media	26

Social Media Handles	26
Other Campus Social Media Accounts	26
Best Practices	Error! Bookmark not defined.
Slides for Campus Monitors	26
Posting and Distribution of Flyers or Posters	27
On-Campus.....	27
Inside of Residence Halls	27
Off-Campus.....	27
In-Person Marketing and Recruiting	27
Tabling	27
Student Involvement and Recruitment Events	28
Conduct and Hazing.....	28
Hazing.....	28
Definition of Hazing.....	29
Reporting	29
Judicial Processes.....	29
Disciplinary Action.....	29
Appeals.....	30
Subsequent Appeals – Withdrawal of Recognition.....	30
Recognition	30
New Club of the Year	31
Club of the Year	31
RSCO Resources.....	31
Online	31
On-Campus	31

LC STATE STUDENT CLUBS & ORGANIZATIONS, POLICY 5.206

[Policy 5.206 – Student Clubs and Organizations](#)

Purpose:

The purpose of this policy is to establish an administrative and governance structure for student clubs and organizations at LC State.

Policy:

- A. Recognition of student clubs and organizations is an administrative responsibility assigned to the Vice President for Student Affairs or his/her designee by the President of the college.
- B. Student Affairs will publish a specific set of policies and procedures governing all aspects of student club and organization administration. These policies and procedures will be approved by the Vice President for Student Affairs and shall serve as the governing document by which all student clubs and organizations will abide. They will be reviewed and, if necessary, updated as needed but at least annually and made available on the college's website.
- C. Representatives (officers and advisors) from all recognized clubs and organizations will be required to attend or otherwise participate in one formal club and organizational training program per year at which time the policies and procedures will be reviewed and input solicited for possible edits or updates.
- D. Changes to the policies and procedures governing clubs and organizations will be made throughout the year as needed to reflect changes in institutional policy, State Board of Education policy, or applicable laws.
- E. All financial transactions, including management of club funds and assets, will be conducted in accordance with published college policies concerning institutional finances and will be coordinated by the Vice President for Student Affairs or his/her designee.

INTRODUCTION

The Office of Student Involvement believes that student clubs and organizations are an integral part of the college experience. These organizations foster connections, create community, allow students to develop transferable skills, and are often what Alumni remember as their best times on campus.

The work that you do as part of a student club or organization on campus is vital to fulfilling the mission of LC State. Preparing students to become successful leaders, engaged citizens, and lifelong learners.

This manual is intended as a reference guide to explain policies and procedures pertaining to Recognized Student Clubs & Organizations (RSCOs), clarify the college's relationship to RSCOs, and describe resources that may be helpful. Because many departments at LC State work with RSCOs, a list of some department contacts is included within this manual. Where applicable, this guide includes the name of the best department to contact for the particular service or function.

The RSCO Manual is intended to be a summary of matters of interest to RSCOs. Please be aware:

- It is not a complete statement of all procedures, rules, and regulations of LC State.

- The institution reserves the right to change without notice any procedure, policy, and/or program, appearing in the RSCO Manual.
- Institution divisions, departments, and offices may have their own procedures and policies applying to student organizations not listed in the RSCO Manual.

Administrative clarification and interpretation of these policies may be obtained by submitting a written request to the Coordinator of Student Involvement. The Coordinator of Student Involvement will provide a written response within ten (10) business days.

If you have questions about the policies in this manual, please do not hesitate to contact the Office of Student Involvement and we will be happy to assist you!

RSCO DEFINITION

Best Contact: Student Involvement

DEFINITION

Student Organizations are interest groups whose membership is comprised primarily of currently enrolled LC State students. These groups are led by students and may be centered around a wide variety of interests or fields of study. There are two types of student organization at LC State: Affiliated Student Organizations and Recognized Student Clubs & Organizations.

Affiliated Student Organizations (ASO) - are organizations that receive a direct student fee. (i.e. ASLCSC, Warrior Entertainment Board, and Student Media Entities)

Recognized Student Clubs & Organizations (RSCO) - receive fees or dues are paid directly by student members, or is funded in whole or part by a college division or department. These organizations fall into the following categories:

- **Academic-Honorary:** scholastic honor societies, those that recognize students who excel academically or as leaders among their peers, often within a specific academic discipline, membership in these organizations is limited to students declared into a specific major/program or based on GPA.
- **Academic-Major:** centered around the specific majors/programs, membership in these organizations is limited to students declared into a specific major/program.
- **Athletic Clubs:** intercollegiate athletic teams funded and founded by students.
- **Community/Civic Service:** organization designed to support charitable causes, to socialize, and to share educational and personal growth opportunities.
- **Cultural/Ethnic:** organization within a culture/subculture that works for the preservation or promotion of culture.
- **Professional:** organization seeking to further a particular profession and the interests of individuals in a particular field.
- **Religious/Spiritual:** organization and has a principal purpose of educating and advancing religion.
- **Special Interests:** organization with a shared interest in advancing a specific area of knowledge, or learning.

RELATION OF THE COLLEGE TO ASO/RSCO

ASO/RSCO status shall not be construed as an agreement, support, or approval by the College, but only as acknowledgement of the rights and privilege for the organization to exist at the College.

The Status does NOT:

- Confer tax-exempt status to individual members.
- Endorse the viewpoints of the student organization.
- Confer the ability or acknowledgement of conducting business on behalf of or officially representing the college.

DO MORE

Best Contact: Student Involvement

Do More, powered by CampusGroups, is the campus engagement platform for LC State. The majority of RSCO operation is handled through Do More. This platform is meant to help RSCOs plan events, maintain membership rosters, and identify ways to increase student engagement. Do More also allows you to view a campus calendar of events and activities, track your progress toward earning the LC State credentials, interact with the LC community via the feed, see your standing on the leaderboard, generate an electronic, personal, co-circular transcript, and more.

RSCO management will occur through Do More available at domore.lcsc.edu. Students, faculty, and staff can access Do More by logging in with their single sign on credentials (WarriorMail login and password for students; @lcsc.edu login and password for faculty/staff).

You can also download the Do More app using the links below or by searching “Do More LC State” in your phone’s app store. The app can be used to view upcoming events, access the feed, view currently active RSCO’s, track progress toward earning LC’s credentials, manage your group, and check students in at club events.

- [Apple App Store](#)
- [Google Play Store](#)

RSCO Advisors and Student Officers have access to manage various aspects of their group including, but not limited to:

Updating Group Information	Maintaining Rosters	Maintaining Officer Information
Maintaining RSCO Constitution	Planning Events	Tracking Event Attendance

For further guidance on utilizing Do More, please contact the Office of Student Involvement at studentinvolvement@lcsc.edu or 208-792-2717.

Do More Posting Policy

Posting online is an effective way to connect with the LC State community. The Do More platform, and its features, is intended for the purpose of accessing upcoming events and campus news, interacting with clubs and organizations, and networking with fellow students, faculty, and staff. To make the experience enjoyable for everyone, users are to adhere to the following standards and practices when using this platform:

- Behind the screen are real people who view and interact with this platform. Users are to engage with each other in a respectful manner. This platform is used to support community building and respectful engagement.

- The Student Code of Conduct still applies virtually, whether on, or off-campus. Your behavior on this platform including, but not limited to, online postings, videos, photographs, images, comments, links, and chats must adhere to the Student Code of Conduct as well as all local, state, and federal laws.
- Content that is deemed inappropriate or violates the Student Code of Conduct will be removed at the discretion of Lewis-Clark State College without advance notice, explanation, or discussion.

REQUIREMENTS OF RECOGNITION

Best Contact: Student Involvement

Each RSCO is required to have, at minimum, a President, Vice-President, Treasurer, and LC State Faculty and/or Staff Advisor.

Delegation of Authority for Recognition

Recognition of student clubs and organizations is an administrative responsibility assigned to the Vice President for Student Affairs or his/her designee by the President of the college.

The Office of Student Involvement shall be the governing body for ASO/RSCOs. The Coordinator of Student Involvement will be responsible for implementation, and administration of ASO/RSCO polices.

Through the Office of Student Involvement, the college must officially recognize all groups of students fitting the definition of an ASO/RSCO.

How to Become a Recognized Student Club & Organization (RSCO)

In order to become a RSCO at LC State, the organization must meet the following minimum standards:

1. Comply with all LC State policies and regulations, Idaho State Board of Education policies, as well as state, local, and federal laws.
2. Comply with LC State's non-discrimination policy.
 - This statement extends to, group activities, membership privileges, officer selection, and voting privileges
3. Have a full-time college faculty/staff Advisor
4. Maintain an up to date online Do More portal including:
 - Officer List
 - Constitution
 - Meeting Information
 - Events
 - Member Roster

BENEFITS & PRIVILEGES

Best Contact: Student Involvement

RSCOs are eligible to use many of the same resources as college offices and Academic Departments. These resources can be helpful tools in centralizing communication between a group's leadership, current members, and prospective members. RSCOs using these services are responsible for following all LC

State policies related to these resources. If you have questions about these resources, please contact the corresponding office directly.

RSCO standing allows the group to access certain benefits and privileges including:

- Access for Advisors and Student Officers to edit the RSCO's group page in Do More.
- Ability to host speakers and events on campus (in accordance with LC State policies governing such events).
- Access to guidance from the Office of Student Involvement about event planning, fundraising, marketing, financial management, etc.
- Mostly free use of facilities, when available.
- Ability to use the name of the College in their official title (guidelines established by College Communications).
- Ability to advertise and/or promote RSCO, activities, and programs on campus.
- Ability to apply for funding opportunities including application for Associated Students of Lewis-Clark State College (ASLCSC) funding and/or other institutional funding.
- Participation in leadership training.
- Access to Clubhouse for meetings and events (reservation required).
- Free printing in the Clubhouse for RSCO purposes (limited to 150 pages of black and white or 50 color printing per RSCO per semester).
- Access to WEB's poster printing free of charge.
- Access to storage space in the Center for Student Leadership (limitations apply).
- Ability to checkout event resources: audio/visual equipment, games, and other useful equipment (depending on availability).

RECOGNITION AND TRAINING

Best Contact: Student Involvement

Registration Process for Groups Wishing to Become a RSCO

New student organizations may form anytime during the academic year. Student groups who wish to become a Recognized Student Organization must submit an online Student Club/Org Registration Form in Do More.

Please try not to duplicate the purpose or function of an existing RSCO.

Applying groups must complete the Student Club/Org Registration Form in Do More in order to become an RSCO.

After the Student Club/Org Registration Form is submitted in Do More and reviewed by Student Involvement the applying group will be granted a temporary status in order to complete the recognition training requirements. Until the student group has been officially recognized it cannot host events or hold meetings on college property, except for organizational purposes.

RSCO Constitution Requirements

All RSCOs are required to submit their constitution in Do More and update it at least every three years. A RSCO example constitution template can be found on the Student Involvement website. This template

contains detailed directions for writing a constitution along with the required sections and verbiage as needed.

All constitutions must contain the following required language:

Non-discrimination statement:

In accordance with the institution's policy and applicable laws, {Insert Name of Organization} generally does not limit membership or participation in organizational activities, except in cases where specific eligibility criteria, such as academic standing, are required.

Nonstudent membership privileges:

Non-student membership will not exceed {insert a percent that is less than or equal to 49%} of total membership and non-student members may not hold voting privileges or other formal decision-making authority.

If the student organization is affiliated with a community, state, or national organization, a copy of the parent organization's constitution must also be submitted.

In order to be recognized the group's constitution must clearly state:

- Name of the group.
- Purpose of the group.
 - The purpose of an RSCO must not conflict with the educational functions, established policies, procedures, and/or regulations of the college.
- National or local affiliations and any financial obligations (to an affiliate).
- Membership requirements (membership must be open to all LC State students, groups may set requirements for GPA, major, meeting attendance, etc.).
 - Only currently employed faculty, staff, and currently registered students shall be eligible for active membership status in RSCOs.
 - Students are defined as those individuals who are enrolled and have a final admission status.
 - All other persons may be admitted as an associate member.
 - The definition of associate member is a person who is a member of an organization but has only partial rights and privileges or subordinate status.
 - Dual enrollment students can act as associate members of RSCOs; however, their participation may be limited at the discretion of the RSCO Advisor.
- Officer Roles (title and description of duties).
 - Only officially registered full-time students (taking 6+ credits) shall be eligible to serve as appointed or elected officers.
- Officer selection and removal process.
- Advisor selection and removal process.
- Meeting frequency and types of meetings (if applicable).
- Process for amending the constitution.
- Sources of financial support.
- Date (mm/yyyy) of ratification.

RSCO trainings will be available periodically in person as well as online. Trainings for student groups seeking recognition are due within three weeks of submitting a completed Student Club/Org Registration Form. These trainings must be complete before a new RSCO is granted active status.

All staff/faculty Advisors from a group requesting RSCO status must complete RSCO training and review current RSCO policies and the role of an Advisor within a RSCO.

All student officers (President, Vice-President, Treasurer, and Secretary) from a group requesting RSCO status will be required to attend or complete training. This training will review current RSCO Policies and the role of officers within a RSCO and as a student leader at LC State.

These training requirements will be waived if a student serves as an officer in another RSCO or if a staff/faculty Advisor advises another RSCO, and has attended or completed training prior to the registration of the newly requested organization.

Approval of Recognition

Upon receipt of a completed Student Club/Org Registration Form and proof of completed the required training for all required individuals the status of newly formed RSCOs will be processed and granted through Do More.

Once approved RSCOs may take full advantage of the privileges and benefits of RSCOs.

Annual Renewal of RSCO Standing for Existing RSCOs

RSCO status does not automatically renew each year. RSCOs must complete the Group Re-Registration process in Do More annually.

RSCOs are placed into transition on the first day of fall semester classes in Do More. It is the responsibility of RSCO Officers and/or Advisor(s) to complete and submit the Group Re-Registration Form in Do More by the due date in order to maintain an active status.

Group Re-Registration is due three (3) weeks after the start of fall semester classes. It is the responsibility of RSCOs to complete re-registration on time each year. This is to ensure that the College has updated information for all RSCOs.

Required Annual RSCO Trainings

The Advisor, President, Vice-President, Treasurer, and Secretary must complete RSCO training every year. This training will provide updates on policy changes and general information.

Through LC Security and Human Resources, RSCO Advisors are required to take a Campus Security Authority (CSA) “refresher” once per calendar year. This training is a part of the required annual vector trainings staff and faculty are required to complete annually.

Student Officers and/or Advisors who serve more than one RSCO only need to complete training once each year.

Roster Maintenance

Rosters for all RSCOs will be maintained electronically in Do More. If a student chooses to no longer participate in a RSCO it is the responsibility of the Advisor or RSCO Officers to remove the student from any active rosters.

RSCOs are able to assign and change officer roles within Do More as needed.

Annual Membership Verification

RSCOs who have been recognized for three or more continuous semesters are required to have at least five (5) student members to maintain active status. The Office of Student Involvement will verify RSCO membership by September 30 each year.

If a RSCO falls below the five-member threshold they will be required to meet with the Coordinator of Student Involvement to develop a recruiting strategy. If, after actively recruiting for one semester, the RSCO is unable to grow membership to at least five students then the group will be assigned provisional status.

Changes to RSCOs

When a RSCO makes any change (name, constitution and/or bylaws, meeting time/locations, etc.), those changes are to be submitted in Do More.

Additional Trainings

Additional trainings will be offered in person and online periodically throughout the year. If your RSCO is hosting an event or activity that requires additional training please make sure the required members and/or Advisor(s) completes the training well in advance of the event or activity taking place.

Safe Food Handling

If your RSCO is planning an event where club members will be serving or selling food they must complete safe food handling training prior to the event.

Cash Handling

Effective July 1, 2024 House Bill 417 requires state agencies to accept cash as a method of payment along with any other accepted methods of payment and prohibits charging fees for cash payment. This means RSCOs will now be required to accept cash when they are selling items, accepting dues, or taking payment of any kind.

If and RSCO will be accepting payments they will now need to complete cash handling training before they can check out a cash box from the Cashier's Window and accept payment.

Cash handling training is available through the Controller's Office.

Minors on Campus

Best Contact: Events and Conferences

Lewis-Clark State College is committed to ensuring the protection and safety of minors on campus. If you are planning on having minors (any person under 18 years of age) at your event please contact Events

and Conferences to see if your RSCO members will need to complete any required training and background checks.

Please keep in mind that if your event does require your members to complete training and a background check, both take time and both must be complete prior to interacting with minors at a college event or program.

- Minor abuse training must be completed at least 48 hours prior to the start date of the event or activity involving minors.
- Background check turnaround times vary, please make sure you are completing any necessary background checks well in advance of your event involving minors.

Contact Events and Conferences at ecc@lcsc.edu or 208-792-2644.

MAINTAINING ACTIVE STATUS

Best Contact: Student Involvement

RSCOs are designated as active, provisional, requires re-registration, or inactive based on whether or not the group has met the recognition and training requirements and followed college policies.

Active Status - is assigned to RSCOs that have completed all required forms and training and do not violate college policy or law. Active status confers full use of RSCO privileges upon the group.

Provisional Status - is assigned to RSCOs that fail to meet one or more requirements. Groups that are assigned provisional status will have limited access to privileges until they fulfill all outstanding requirements. If a RSCO is moved from active to provisional status, their Officers and Advisor will be notified via email by the Office of Student Involvement. RSCOs on provisional status will be offered resources and support to help complete outstanding requirements.

RSCOs who are on provisional status for more than two consecutive semesters are required to meet with the Coordinator of Student Involvement to determine whether or not it is appropriate for the group to continue operating at the College.

Inactive Status - is assigned to groups who, after being given adequate notice and support, continue to fail to meet RSCO requirements. Groups who are designated as inactive may not access any RSCO privileges. If an RSCO is moved to inactive status, its Officers and Advisors will be invited to meet with the Coordinator of Student Involvement to determine if it is appropriate for the RSCO to be reinstated in the future. RSCOs remaining in an inactive status for a full academic year will have their financial assets reallocated in accordance to the financial policies outlined in this document.

THE CLUBHOUSE

Best Contact: Student Involvement

The Clubhouse is located in the Student Union Building/Center for Student Leadership room 219.

The Clubhouse is an open space on campus dedicated to the operations of RSCOs. This space is available for RSCOs to host group meetings and small events.

The Clubhouse features a computer and printer for RSCO use, club storage (limited availability), and meeting space. It is also home to the Associated Students of Lewis-Clark State College (ASLCSC) offices and the Peer Mentor office.

The Office of Student Involvement is not liable for loss or damage to items stored in this space.

Availability and Reservations

The Clubhouse is available on a first come, first served basis. The Office of Student Involvement may block out availability from time to time in order to prepare for large campus events.

Reservations for the Clubhouse do not automatically renew from year to year. To renew your reservations log into 25Live or contact Events & Conferences.

Club Storage

The Office of Student Involvement offers open storage space for RSCOs to store a limited amount of supplies and equipment. There is a limited amount of space. Availability will be assigned on a first come, first served basis. To reserve storage space, contact the Office of Student Involvement.

- RSCOs must store their supplies/equipment in clear plastic totes.
- Totes must be clearly labeled with the name of the RSCO clearly visible on the front of the tote facing outward.

This storage space is open to other RSCO members, The Office of Student Involvement is not liable for loss or damage to items stored in this space.

FINANCIAL PROCEDURES

All RSCOs are required to follow and adhere to all financial policies and procedures outline by LC State.

RSCO Accounts

Best Contact: Controller's Office

All RSCOs are required to:

- Maintain a financial account with the college. **NO OUTSIDE OR PRIVATE ACCOUNTS ARE ACCEPTABLE.**
- Conduct their financial affairs according to the policies and procedures of LC State.
- Maintain a positive balance in their account.

This account works just like a traditional bank account where groups can deposit and spend funds as needed. To check your account balance, deposit money, or spend RSCO funds contact the Administrative Assistant of your overseeing Division or Department, or the Controller's Office directly. All funds held in a college account are considered institutional funds.

Account Audits

RSCOs may be subject to an annual audit performed by the Controller's Office and/or the Office of Student Involvement.

Any RSCO found misusing, overspending, not accounting for spent funds, or not turning in required receipts, or when brought to the attention of the Controller's Office or the Office of Student Involvement will be billed for the excess amount spent or used funds accounted for. Every effort will be made to hold the responsible parties accountable for the misuse of funds and all privileges of the RSCO will be suspended until the bill is paid.

Fundraising

Best Contacts: College Advancement and Student Involvement

Within the parameters established by the college, RSCOs may sell materials related to the purpose of the RSCO and may collect donations and admission charges for their activities. All funds raised are to be used for the ongoing support of the RSCOs' activities. RSCOs may not engage in fundraising activities for the purpose of donating to or sponsoring any external entities.

Fundraising Policies

When planning a fundraiser or donation solicitation, RSCOs must contact LC State College Advancement for approval first.

Sponsored fundraising activities shall be defined as: donations without products or services being rendered or activities that raise funds through direct sale of merchandise or service. RSCOs may engage in fundraising using any method that does not violate state, local, or federal laws or LC State Policy.

Fundraisers should be planned based on the on-going support of the RSCO. If a fundraiser is held on behalf of a specific purpose the funds raised are held to that purpose and may not be used for other reasons.

Fundraising Rules and Regulations

Raffles, lotteries, games of chance - Raffles, lotteries, games of chance or the use of premiums are permitted only after determining the raffle, lottery, or game of chance complies with stipulations set forth by Idaho State Gaming Commission and Idaho State Law.

If your RSCO would like to host a raffle you must notify the Controller's Office prior to advertising or selling tickets. The Controller's Office must review and approve your raffle to ensure compliance with state laws. Your RSCO will also need to complete the [Raffle Information Sheet](#) if your raffle is approved. The [Raffle Information Sheet](#) is a great source of information regarding the steps required to hold a raffle.

RSCOs need to work closely with Student Involvement and the Controller's Office when planning to host a raffle.

Fundraisers involving the raffling off of alcohol are strictly prohibited in adherence to our RSCO policies, prioritizing the safety and well-being of our members and community.

Product Sales on Campus - The College holds contracts with vendors to supply the campus with products and services. These contracts often give the vendor exclusive rights for sales on campus. RSCOs may be restricted from selling some items and/or services. Please check with the Office of Student Involvement before making arrangements to sell products or services.

- Sales of food and beverage - RSCOs wishing to sell food on College property must receive approval from the College's Food Services contractor.

- Sales of Apparel Items - RSCOs wishing sell apparel items must receive approval from the Manager of the LC Bookstore.

Donations - Donations are not tax deductible unless they are processed through LC State College Foundation. The LC State Foundation is a registered 501(C)3 and must review and approve all donation solicitations and donation acceptance.

RSCOs may not engage in fundraising activities for the purpose of donating to or sponsoring any external entities.

Dues

Within the parameters established by the college, RSCOs may collect dues and initiation fees from members to fund their activity. Dues may only be used to support RSCO activities that are consistent with the purpose and goals of the organization.

All dues collected must be deposited into the RSCO's account at the Controller's Office within five business days. RSCOs can collect dues at regular meetings. Officers and members may not hold dues in personal accounts. Regardless of the method of collection, RSCOs should issue a receipt for all due's payments.

Institutional Funding Opportunities

There are a number of funding opportunities RSCOs may apply for throughout LC State. Make sure you verify deadlines and due dates for each funding opportunity as they may vary from year to year. Funding policies for RSCOs are subject to change.

RSCO Startup Funds

Best Contact: Student Involvement

RSCOs are able to request a one-time \$100 startup fund from ASLCSC. To obtain these funds a student representative of a newly approved RSCO must present the organization's purpose at an open ASLCSC meeting within the same semester as the RSCOs recognition. After the presentation is made the initial paperwork for the account creation and the deposit of the startup funds will be processed by the Office of Student Involvement.

ASLCSC Grant

The Grant application is available to all RSCOs in Do More. The ASLCSC Grant and Matching Funds Request, which you will use to apply for grant funds, will automatically be available in your RSCOs Account Book feature until the application deadline. Applications may be submitted each semester for appropriate activities.

The ASLCSC Grant is a reimbursement grant. Funds will not be transferred to a RSCOs account until the completion of the RSCOs event, activity, or project and an After Action Report has been submitted and approved. The transfer of funds will only occur within the same fiscal year as the awarded activity.

After the application deadline all grant applications that have been submitted are reviewed by the ASLCSC Finance Committee. The committee then provides their recommendations to the council as a whole to be discussed and voted on at an open meeting. Awardees will be notified in Do More as well as via email.

Deadlines to apply:

- Fall: November 1 at 5:00 p.m.
- Spring: April 1 at 5:00 p.m.

ASLCSC Matching Funds

Each semester RSCOs are able to apply for a fundraising match up to \$250 per semester. RSCOs can submit multiple fundraising deposit slips to earn up to the \$250 available. If a fundraiser occurs after the deadline, please submit your deposit slip(s) the following semester.

The matching funds request is available to all RSCOs in Do More. The ASLCSC Grant and Matching Funds Request, which you will use to submit your matching funds, will automatically be available in your RSCOs Account Book feature until the application deadline.

After the application deadline all matching funds requests that have been submitted are reviewed by the ASLCSC Finance Committee. The committee then provides the matching funds information and amounts to the council as a whole to be discussed and voted on at an open meeting. Awardees will be notified in Do More as well as via email.

The transfer of funds will only occur within the same fiscal year as the awarded activity.

Deadlines to apply:

- Fall: November 1 at 5:00 p.m.
- Spring: April 1 at 5:00 p.m.

Institutional Development Grant

A portion of student fees is allocated to the category of Institutional Development/Co-Curricular and is used to augment selected educational activities. These funds are to be used solely to enhance the educational experience of LC State students.

Applications for funds may be submitted each semester for appropriate activities by a date determined and published by the Vice President for Student Affairs. Applications will only be considered for activities scheduled to commence after the application due date.

For additional details and information about the Institutional Development Grant, as well as the application, please visit the [Institutional Development Grant website](#).

The application will only be available during the following times:

- Fall: 3rd Monday of September – 1st Friday of October
- Spring: 3rd Monday of January – 1st Friday of February

Depositing Funds

Best Contact: Controller's Office – Treasury Management

Funds should be deposited into the RSCO college account within five (5) business days of collection.

Cash and Checks - RSCOs can deposit cash and checks at the Cashier's Window during standard business office hours. To make a deposit fill out a deposit slip and take the money and deposit slip to the Cashier's Window and give it to one of their staff members. Checks should be made out to "LC State" with

the RSCO name listed on the memo line (e.g. LC Scuba Diving Club). Deposit slips can be found on the [Controller's Office "Forms" page](#) of the website under "Treasury Management/Cashier Forms."

Credit Card - RSCOs can work with the Controller's Office to correctly accept Credit Card Payments. Service fees will be charged on these transactions. Contact the Controller's Office for further guidance on these processes.

How to Spend RSCO Funds

Please note that there are some limitations on what RSCOs can purchase. Please refer to the "Purchasing Guidelines" below and/or LC State's Purchasing Policy.

Each RSCO is required to have one Advisor and two student officers (President and Treasurer) who are designated as "financial authorities." Financial authorities are empowered to initiate and approve financial transactions on behalf of the group.

All expenses must have the approval of the RSCO Advisor, the Coordinator of Student Involvement, and the Controller's Office. Additional approval may be need depending on the type or amount of request.

Expenditure Request Process

Best Contact: Student Involvement

RSCOs wishing to make a purchase using their RSCO funds **must** follow these steps:

- Prior to making any purchase or expenditure the RSCO Advisor, Officers, or Department/Division Administrative Assistant must submit a Club Spending Request in Do More.
 - The Club Spending Request will be routed for approval to the RSCO Financial Authorities (Advisor, President, Treasurer) before going to the Coordinator of Student Involvement for approval.
- The Coordinator of Student Involvement will verify that the requesting RSCO has the funds to cover the cost of the spending request in their club account.
- Once the Club Spending Request has been fully approved the purchase or payment can be arranged through the correct campus procedures.
 - Campus purchase requirements (PO, REQ, P-Card, etc) for such purchases should be routed through the Advisor's current reporting line.

Purchasing Guidelines

What you CAN use RSCO Funds for:

- Event Materials/Supplies
- National Organization Dues for Entire RSCO
- Speakers/Presenters
- Event Advertising
- RSCO Gear (SWAG, Shirts, etc.)
- RSCO Travel
- Event Food/Beverages (non-alcoholic)
-

What you CANNOT use RSCO Funds For:

- Political Purposes
- Legislative Lobbying
- Activities Based in Discrimination
- Hiring of Legal Services/Bail Bonds
- Individual Membership Dues
- Purchase of Alcoholic Beverages

- Personal Gain for Students or Employees

- Donations/Sponsorships to external entities

Contracts and Purchasing:

- RSCOs may not sign contracts themselves. All contracting must be handled by Administrative Services.
- All purchases must follow current College purchasing guidelines and policies

Tangible Goods

All tangible goods purchased or received by donation for RSCO use will be the property of LC State. An inventory of these items must be maintained by the RSCO.

Sponsorships

Best Contact: The Office of Student Affairs

Effective July 1, 2024, [House Bill 603](#) requires LC State's President to approve sponsorships and donations. **Do not proceed with any sponsorship or donation until it is approved.**

RSCOs are permitted to make donations to or sponsor internal LC State groups, programs, initiatives, and events. However, RSCOs are not permitted to make donations to or sponsor external events, groups, organizations, fundraisers, programs, initiatives, or entities. Additionally, RSCOs may not engage in fundraising activities for the purpose of donating to or sponsoring any external entities.

RSCOs must submit all sponsorships and donations, including in-kind, for approval via this [Qualtrics form](#).

There are some events, listed below, that are exempt and do not need to be submitted. Please consult this list before submitting the Qualtrics form. If you are unsure if something should be submitted for approval, please reach out to the Office of Student Affairs or Student Involvement for assistance.

Exempt:

- Orientation
- Campus Visits
- Winter Revels
- NAIA World Series
- Art Under the Elms
- Native American Awareness Week
- Presidential Designated Signature Events*

*When in doubt, submit a request until told otherwise.

DO NOT proceed with any sponsorship or donation until you have been notified that it has been approved.

Please plan to **submit requests at least one month** before the event or proposed payment.

Inactive RSCO Accounts

RSCOs that have been marked as inactive for a full academic year or have had their RSCO status revoked will have their funds and assets disbursed as follows:

- Less than \$250, all funds will be deposited in a central club account managed by the Office of Student Involvement.
- Between \$250 and \$1,499 the funds will be distributed as follows:
 - 10% will be distributed to ASLCSC.
 - 10% will be distributed to the Institutional Development/Co-Curricular Account.

- 20% will be distributed to the sponsoring division or department.
- 60% will be deposited in a central club account managed by the Office of Student Involvement.
- Over \$1,500 the Vice President Student Affairs and Vice President for Administrative Service will be consulted on how the assets and finances will be distributed.

EVENTS AND RESERVATIONS

Events, activities, and programming provide opportunities for RSCOs to engage students and build community. RSCOs members, officers, Advisors, and college staff share in the responsibility to ensure that these activities are well planned, enjoyable, safe, and aligned with the mission of LC State. Attendee behavior should align with campus values. It is expected that all parties involved will give thoughtful attention to proper event planning and agree to take all necessary steps before, during, and after an event to ensure its success. Failure to comply with specific provisions as outlined in this policy may result in sanctions for the hosting organization, such as organizational discipline, financial repayment of damages, and suspended use of specific College facilities.

All RSCO meetings and events must be open to the general student body.

Event Registration

Best Contact: Student Involvement

RSCOs wishing to host events must complete the online Event Request Form in Do More. The Event Request Form should be completed at least two weeks in advance of planned events. Due to the nature of some events (ie travel or off-campus events) additional time for approval may be needed. For these types of events, please plan at least three (3) weeks for the routing of the Event Request Form and Student Travel Form (if needed).

If you believe an event hosted by your RSCO might fulfill a requirement for one of LC's Credentials, please contact Student Involvement.

Event Request Approvals

Every Event Request Form is approved or denied via a workflow in Do More. There are several factors, including the responses you provide on the Event Request Form, that determine who needs to be included in this workflow.

This means that several people and offices maybe involved in reviewing your event request. Because of this, please allow plenty of time for your event to be reviewed. There may be questions or clarifications needed for your event, these will be communicated to the person that submitted the event request in Do More. A notification should be sent via email if a comment has been left on an event request, but you should also check on your event requests incase more information is needed.

RSCOs are responsible for making sure their event is approved in Do More before holding the event.

If an event involves food and the hosting RSCO would like to request a waiver from Sodexo to purchase food from an off-campus entity Sodexo is included in the Event Request Form workflow and will approve

or deny the waiver. This approval or denial can be viewed by the person that submitted the Event Request Form in Do More.

If an event is a fundraiser College Advancement will be included in the Event Request Form workflow. If the event is on-campus they will be notified via email. If the event is off-campus they will then approve or deny the event via the workflow. This approval or denial can be viewed by the person that submitted the Event Request Form in Do More.

Should an event be denied at any stage in the workflow, a detailed explanation of the reasoning will be given in Do More via the Event Request Form workflow. This will be available to the person that submitted the Event Request Form.

Event Tracking

Tracking attendance of RSCO meetings and events has now become simpler. Event attendance can be done through the Do More app using the following methods:

- Scan a student's QR code that can be found in the Do More app once a student has logged into the app.
- Print out an event QR code that students can scan and check themselves into an event.
- Manually enter students by name or LC email address.
- Bulk upload a list of student names, LC emails, or ID numbers after the event.

It is important for RSCOs to track attendance at events and meetings. Tracking attendance may help your members and event attendees make progress toward earning their LC Credentials. It will also help your RSCO earn points toward winning Club of the Year or New Club of the Year.

Reservations On-Campus *This will hopefully be changing soon with the 25Live integration

Best Contact: Events and Conferences

Events are booked on a first come first served basis and there is no guarantee of receiving your first choice of space so it is a good idea to have a second and third choice ready when you make your request.

All on-campus reservations will be handled through [25Live](#). All RSCO activities are booked on a first come first served basis and there is no guarantee of receiving your first choice of space so it is a good idea to have a second and third choice ready when you make your request. Space reservations must be approved prior to use so be sure to get your reservations in early.

***This section will be updated to reflect information on reserving spaces through Do More once the 25Live integration has been completed.

Emergency Action Plan (EAP)

An Emergency Action Plan (EAP) is required for on-campus events that will have more than 200 people in attendance. Additional circumstances may also require an EAP. Please submit Event Request Forms for large or major events three to four weeks in advance so that, if necessary, an EAP can be created and routed to the Fire Marshal for approval prior to the event.

Event Cancellation

When possible, please notify Events & Conferences at least two (2) business days prior to an event to cancel a reservation and release the reserved space.

Off-Campus Events

Off-campus events are defined as an educationally related activity that involves LC State students, occurs outside of college property, and is organized and/or funded by an officially recognized campus related entity.

These events have more requirements for approval and have additional questions in the Event Request Form. RSCOs wishing to host off-campus events should complete the Event Request Form at least three (3) weeks prior to the event.

RSCOs hosting off-campus events must comply with all local, state, and federal laws. Before planning your event, check with the relevant city or county office to get information about permits or other requirements.

Food and Beverage Policies

On-Campus Events

If a RSCO hosts an event with food or drinks on-campus, LC State policy states that the group must purchase the food and/or beverages from the campus' contracted catering service or vendor. These vendors are currently Sodexo and Pepsi Co.

RSCOs wishing to serve food purchased from a vendor other than Sodexo must complete a Waiver of Liability within the Event Request Form in Do More. This waiver will be approved or denied via the Event Request Form workflow in Do More by the Director of Food Services.

Fundraisers

Fundraisers featuring food and beverage on-campus must complete the Wavier of Liability within the Event Request form in Do More and receive approval from the Director of Food Services. RSCOs planning to fundraise through food sales may have limited access to campus spaces to avoid conflicts with on-campus food vendors.

Club members and advisors that will be selling food and beverage products on campus must be trained on safe food handling practices and procedures.

Off-campus fundraisers hosted at third party vendors (ie. Mod Pizza, Panda Express, etc.) do not require a Wavier of Liability approved by the Director of Food Services.

Both on-campus and off-campus fundraisers involving food must also be vetted through College Advancement.

Alcohol

RSCOs are required to follow all institutional policies and procedures regarding alcohol. Events with alcohol being served must have additional approval from the VP of Student Affairs, College President, Security, and Campus Risk Management.

On-Campus Events

RSCOs are prohibited from hosting events with alcohol on-campus or within college-owned, leased or operated facilities and on campus grounds.

Off-Campus Events

For off-campus LC State sponsored events that are open to the campus community where alcohol will be present, the RSCO will coordinate with the Vice President for Student Affairs and the Office of Student Involvement to assure adherence to this policy.

The following information must be provided in the Event Request Form in Do More to assure adherence:

- Names and ages of individuals designated as bartenders or servers to check identification.
- Means to inform participants of applicable state and federal laws regarding alcohol consumption.
- Non-alcoholic beverages and food provided.
- Designated driver program.

Special Events

Movies and Films

RSCOs wanting to host the showing of movies or films must be aware of the copyright and public viewing rights. The Federal Copyright Act specifies that copyrighted materials like movies can be used publicly if properly licensed. However, neither the rental nor purchase of a movie carries the right to exhibit it outside of one's home, with family, or a small group of friends.

SWANK Motion Pictures Inc. (swank.com) is an excellent resource to find out what movie licenses are available, request a quote for a particular movie license, or explore what movies are within the RSCOs budget.

Dances and Concerts

An event is considered to be a dance/concert if it includes the following:

- The use of music and an open area for active, non-seated attendees.
- Expected that $\frac{2}{3}$ of the attendees will be college students.
- Hosted by a RSCO through the Office of Student Involvement.

Events, such as presentations, performances, instructional dance, dinners, and receptions do not generally fall under this policy. Professional judgment on the part of the respective facility director may, in some circumstances, require that certain aspects of this policy be applied to other types of events. If an event is expected to attract over 200 attendees, the College reserves the right to implement special requirements or conditions not specifically outlined in this policy.

Additional requirements for dances and concerts:

- Dance/Concert events must be scheduled by the hosting RSCO no less than 21 days prior to the proposed date of the event.
- Due to the academic mission of the College, it is highly recommended that Dance/Concerts are only held on Fridays and Saturdays.
- Dance/Concert events may not be held on during "dead week" or scheduled Exam days

- Hosting RSCOs must ensure that volume levels are considerate of other events and must abide by the Event Services Policies.

Travel

The opportunity to represent LC State throughout the state, nation and internationally is one of the many benefits of being a RSCO. RSCOs that travel for official organization business must adhere to LC State policies and procedures regarding travel.

The policy in its entirety can be found in the LC State Travel Policies and Procedures Manual.

The Student Travel Request Form, which can be found in the RSCO Resources section of the RSCO page on the LC State website, must be completed and approved before RSCOs can travel. Please submit Student Travel Request Forms to Student Affairs at least three weeks before traveling to allow for plenty of time for approval.

An activity that is sponsored by the College, funded in part or wholly by the College, undertaken using a college vehicle, or undertaken under the scope of the organization, would be considered traveling on official College business.

RSCOs may use their own funds to cover travel costs as long as the trip is related to and in direct support of the RSCOs purpose/mission. If using RSCO funds, all arrangements must be processed through the Controller's Office. Spending of RSCO funds must also be approved via the Club Spending Request form in Do More.

As stated in LC Travel Policy 4.101, "Group field trips and team travel must have one LCSC employee designated as the leader or sponsor for each group."

It should not be assumed that RSCOs may use personal vehicles for RSCO business.

LC Van Rental/Training

Best Contact: Jacob Crist (Rental) and Department of Public Safety (Paperwork and initiate training)

LC State has two multi-passenger vans available for RSCOs to rent for transportation to and from their events/activities.

Pricing:

Per Day*	\$75.00
½ Day*	\$45.00
Extended Travel Rate Per Day*	\$100.00

*Plus the cost of fuel

Drivers of LC vans must be van training certified by completing the Vehicle Use Agreement as well as both an online and in-person training. In-person training can be set up with Jacob Crist.

Student drivers are required to complete the Vehicle Use Agreement and online training annually. Staff/Faculty drivers must complete the Vehicle Use Agreement and the online training every three (3) years.

RSCOs wishing to reserve a van should contact Outdoor Adventures least one week in advance of their planned activity. If a vehicle is available a van reservation form and van usage agreement will be sent to

the requesting individual. This form must be completed, signed, and returned at least three days in advance. Payment for van usage will be processed through an IDG.

Risk and Liability

Best Contact: Administrative Services

Some RSCO events/activities, both on and off-campus, may involve potential for risk. In some cases, the student organization as a group or individual members and officers may incur some liability in the event of a claim. RSCOs should take all reasonable precautions to manage risk at their events. RSCOs should be aware of the following policies:

Low Risk - Low risk on-campus events are generally covered through the College's liability insurance. Some examples of low risk activities are RSCO meetings, movie screening, awards banquets, guest speakers, and game nights.

Higher Risk - High risk on-campus events may not be covered by the College's liability insurance. In such cases, RSCOs should have all participants sign a waiver releasing the group of liability. Printable copies of the waiver are available on the Administrative Services website. Some examples of higher risk events are contact sports, dance classes, bounce houses, and events with possible physical injury.

Off-Campus Events - Off-Campus events are not covered by the College's liability insurance. RSCOs who host events off-campus should have every participant sign a waiver regardless of the level of risk involved.

Travel - Travel in personal vehicles is not covered by the College's liability insurance. RSCO members/advisors who provide transportation to or from RSCO sponsored activities in personal vehicles are advised to have all passengers sign a waiver.

Participation of Minors - Individuals under the age of 18 may not participate in any RSCO event, regardless of the level of risk, without a signed waiver from a parent or legal guardian.

If minors will be participating in a RSCO event or activity RSCO members may need to complete a background check and minors on-campus training. Please refer to page 13 for more information pertaining to minors on-campus.

Claims brought as a result of negligence by an RSCO as a group or an individual may not be covered by the College. In such cases the RSCO or individual members may be liable. The information presented above provides general guidance but, due to the complicated nature of risk, does not cover all scenarios. If you have questions about liability or would like assistance in evaluating risk for an RSCO event, please contact the Office of Student Involvement.

MARKETING AND RECRUITING

Best Contact: Student Involvement

RSCOs may advertise and/or promote their group, its activities, and programs on and off-campus in a variety of ways.

Marketing mediums available to RSCOs:

- Do More
- Social Media
- Campus Calendar
- Campus Bulletin Boards
- Campus Monitors
- All Student Weekly Email

Creation of Marketing Materials

Programs, services, and other activities promoted by an RSCO that include the College's name or logo must obtain approval from the Office of Communications and Marketing. This approval must be provided prior to initiating any advertising or marketing campaign.

Websites and apps like Canva, CapCut, and many more can be extremely helpful for creating flyers, videos, and other marketing materials for your RSCO. Your RSCO probably has members that are great with social media or have an eye for design. Ask them to help brainstorm and create content and marketing materials to draw students to your group. Don't overlook the amazing resources you have within your own club!

Social Media

RSCOs are welcome and encouraged to have their own social media accounts to promote their group and events.

RSCO social media accounts cannot be connected or tied to an individual's email. Use a club email or another shared email that multiple people, including the RSCO Advisor, can access to create social media accounts for student groups. This will allow for continuity in social media management when RSCO members graduate or are no longer active in the group. This will also prevent multiple accounts being made for the same RSCO.

Advisors must have all RSCO social media login information.

Social Media Handles

Please make sure the Office of Student Involvement is aware of the social media platforms your RSCO is on and the RSCOs handles.

Other offices often reach out to Student Involvement for a list of current social media accounts to recommend to students. Make sure your RSCO's social media is on that list.

Other Campus Social Media Accounts

If RSCOs would like WEB, ASLCSC, or the SUB/CSL to share a story or post on their Instagram accounts, please tag them. While there is no guarantee the post will be shared, these accounts make an effort to share posts from other LC accounts and student groups that tag them.

- ASLCSC - @TheASLCSC
- WEB - @Warrior_E_Board
- SUB/CSL - @LCStateCSL

Slides for Campus Monitors

RSCOs are able to advertise events around campus on the monitors located in a variety of buildings. RSCOs must submit slides to Communications and Marketing. Each monitor is controlled by an individual staff owner so slides may appear at different times (or not at all) around campus.

Please be sure to include the date of your event in your email so Communications and Marketing will know when the slide can come down.

If you need assistance getting slides to Communications and Marketing, you can send slides to kmmyers@lcsc.edu.

Posting and Distribution of Flyers or Posters

On-Campus

All pamphlets, handbills, posters, or flyers need to clearly identify the following:

- RSCO Name
- Event Date
- Time and Location
- Special Event Requirements (Over 21, Family Friendly, etc.)
- Accessibility Statement – **this must be included, it is required.**
 - “LC State welcomes participants with disabilities. For questions or to request disability related accommodations, please contact the Office of Student Involvement 208-792-2717 or studentinvolvement@lcsc.edu at least one week prior to the event. In all situations, a good faith effort will be made to provide accommodations.”

It is prohibited to post flyers, handbills, or posters on any structure or natural feature of the campus. These features include vehicles, doors, windows, sides of buildings, the surface of walkways or roads, fountains, posts, waste receptacles, trees, or stakes.

RSCOs are allowed to post flyers and posters around campus only on approved campus public bulletin boards. RSCOs must comply with regulations regarding posting of flyers held with each approving individual.

Inside of Residence Halls

To distribute flyers in residence halls, RSCOs must work with the Residence Life Office located in the basement of Tarkington Hall. Please provide 10 copies of your flyer to Residence Life so they can distribute them to RA's and residence halls. Residence Life reserves the right to decline to post flyers in residence halls.

RSCOs may not post flyers in residence halls themselves.

Off-Campus

RSCOs may distribute and post marketing materials off-campus as long as it does not violate local, state, or federal law. RSCOs are responsible for checking with the proper authority before posting in off-campus spaces.

In-Person Marketing and Recruiting

Tabling

Setting up a table is a great way for RSCOs to connect with students passing by. RSCOs can request a tabling location through 25Live.

When tabling, RSCOs must avoid causing congestion or obstructing access by refraining from sitting, standing, or placing materials in areas that impede traffic or limit building ingress or egress. RSCOs are also required to practice passive information distribution by allowing people to pass through the space free from aggressive contact.

Student Involvement and Recruitment Events

Throughout the year a variety of Student Involvement and prospective student recruitment events take place. These events are an excellent opportunity for RSCOs to recruit current students to your group and assist in the crucial work of recruiting prospective students to LC State.

Examples of these events include, but are not limited to:

- Welcome Fair
- Do More at Dinner
- Club Fest
- LC Connection
- Discovery Day
- Destination LC

Participation in these events also helps RSCOs earn points in Do More toward winning Club of the Year or New Club of the Year.

CONDUCT AND HAZING

RSCOs and their members are expected to follow all federal, state, and local laws and ordinances, as well as all college policies including the Student Code of Conduct and procedures outlined in this manual. RSCOs, either as a group or individual members, will be held accountable for policy violations. The Office of Student Involvement, the VP of Student Affairs, or both offices may investigate and adjudicate policy violations.

Hazing

LC State prohibits RSCOs from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations.

Hazing takes various forms, but typically involves endangering the physical health of an individual or causing mental and/or emotional distress through humiliation, intimidation, or demeaning treatment. Sometimes hazing involves pressure to drink alcohol, which can have a significant effect on one's physical and emotional health.

Any activity upon which the initiation or admission into, or affiliation with, or continued membership in a RSCO is directly or indirectly conditioned, shall be presumed to be a "forced" activity.

With regards to hazing, RSCOs should be aware that:

- Acts are still considered hazing even if the victim has expressed or implied consent.
- While hazing typically involves new members, current members of a group can be hazed.
- Hazing can take physical, mental, or emotional forms.
- Hazing is often about power and control, it does not create unity.

- Context matters: while some behaviors constitute hazing regardless of context (e.g., paddling, use of alcohol), others depend on the circumstances.

Reports of hazing will result in the full range of disciplinary sanctions pursuant to the College's disciplinary processes and/or debarment from use of college facilities for not only the RSCO but the individual members associated with the hazing incident.

Definition of Hazing

LC State defines hazing as:

Hazing, which includes, but is not limited to, any action or participation in any activity that

- a) causes or intends to cause physical or mental discomfort or distress;
- b) may demean any person, regardless of location, intent or consent of participants; or
- c) destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are also violations of this rule.

Reporting

Violations should be reported to the Office of Student Involvement as soon as possible.

Judicial Processes

Any RSCO violating RSCO policies and procedures, the Student Code of Conduct, college policies or procedures, student rights, or any accused misconduct will be investigated. The RSCO Advisor, and when applicable the individual members, will receive a notice via email explaining the nature of the alleged violation.

Depending on the severity of the incident, an incident meeting will be scheduled with the Coordinator of Student Involvement and/or the Vice President for Student Affairs. A day and time to meet will be scheduled. If the afflicted parties are not able to attend because of an academic conflict, it is the student's responsibility to reschedule the meeting. Failure to attend or reschedule the incident meeting may result in the meeting taking place in the RSCO's absence, and the RSCO may be held responsible for the violation without the benefit direct input.

After evaluating evidence disciplinary action may be taken.

Disciplinary Action

RSCOs or individuals that face disciplinary action may face any combination of the following outcomes:

- Fines
- Loss of privileges
- Change in RSCO operational status

Should a change in operation status occur the Advisor will be notified by the Coordinator of Student Involvement via an email and written memorandum.

Probation - RSCOs that are placed on probation will be granted a period of one semester (16 weeks), from the date of the first notice, to redeem the misconduct. RSCOs that have been placed on probation

will be required to meet with the Coordinator of Student Involvement to create an action plan that will detail the steps required to be moved into a fully active status and will sign a conduct contract.

During the period of probation, the RSCO will have their RSCO privileges restricted and will be required to work directly with the Office of Student Involvement on all aspects of operation.

Failure to complete the probation plan within the given semester will result in the RSCO being placed on suspension and their RSCO status will be revoked.

Suspension - RSCOs on suspension will have all the privileges granted to RSCOs revoked. The suspension of a RSCO will be for one academic year (32 weeks), from the date of the first notice. During this year the Advisor of the RSCO, and when applicable the Division Chair, must meet with the Coordinator of Student Involvement to discuss the continuance of the RSCO at LC State.

Withdrawal of Recognition - This includes indefinite loss of all the privileges granted to RSCOs along with the loss of existing funds and assets. The reallocation of funds and assets will be processed in accordance to the financial policy outlined in this manual.

Appeals

Appeals will only be granted in cases where new evidence is discovered or procedures were not followed. RSCOs wishing to appeal a decision of the Office of Student Involvement, including Withdrawal of Recognition should follow these steps:

1. File a written request of appeal with the Office of Student Involvement within five (5) business days of the original decision.
 - a. Within five (5) business days of the received request a three-person panel of unaffiliated members (2 student, 1 faculty/staff) will be selected by the Coordinator of Student Involvement to review and rule on the request of an appeal.
 - b. The decision of the panel will be made within ten (10) business days of receipt of the appeal request and will be final except in the case of Withdrawal of Recognition.
2. A written copy of the findings and ruling will be provided to the RSCO Advisor, Coordinator of Student Involvement, and the Vice President for Student Affairs.

Subsequent Appeals – Withdrawal of Recognition

Subsequent appeals must be submitted in the following manner to the Vice President for Student Affairs:

1. File a written request of appeal with the Vice President for Student Affairs within five (5) business days of the decision of the selected panel.
 - a. The Vice President for Student Affairs can request and review the written and oral arguments as needed.
2. The Vice President for Student Affairs or the President of the college may overturn all decisions of the appeals panel.

RECOGNITION

The Office of Student Involvement strives to recognize RSCOs that set the bar for community building, involvement, and fulfilling LC State's mission.

RSCOs can earn points and move up the group leaderboard in Do More by hosting events, tracking event attendance, participating in recruitment and Student Involvement events, and more!

New Club of the Year

This award shines a spotlight on a RSCO that has gone all out to make LC State an even better place! In order to be named New Club of the Year a RSCO has to hit the ground running, showing off amazing achievements, and strong, consistent operations throughout their first year.

This award is given to the new RSCO with the most group leaderboard points in Do More. Only RSCOs that have been fully approved during the current academic year and have completed all required trainings are in the running for this honor.

The winning RSCO will have the New Club of the Year badge added to their Do More group page. When funding is available, the winning RSCO will also receive a monetary award.

Club of the Year

The Club of the Year award celebrates a RSCO that has gone above and beyond to make a big impact at LC State. This award honors a student group that has shown incredible flexibility, initiative, creativity, and perseverance in all their activities and programs. They embody the Warrior spirit by preparing students to become successful leaders, engaged citizens, and lifelong learners, all while collaborating with others and boosting the quality of student life at LC State.

The Club of the Year sets the standard and serves as an inspiration for all other RSCOs.

This award is given to the established RSCO with the most group leaderboard points in Do More. RSCOs must be an active RSCO that has completed group re-registration and all required trainings.

The winning RSCO will have the Club of the Year badge added to their Do More group page. When funding is available, the winning RSCO will also receive a monetary award.

RSCO RESOURCES

Online

[Do More](#)

[Student Code of Conduct](#)

[ASLCSC Funding Opportunities](#)

[25Live](#)

[LC Policies and Procedures](#)

[Idaho SBOE Policies](#)

On-Campus

Office of Student Involvement

Phone: 208-792-2717

Email: kmmyers@lcsc.edu

Location: SUB/CSL 220

College Advancement

Phone: 208-792-2458

Email: collegeadvancement@lcsc.edu

Location: 602 11th Ave

Controller's Office

Phone: 208-792-2202

Email: coap@lcsc.edu

Location: ADM 103

Sodexo

Phone: 208-792-2244

Email: James.Piscitello@sodexo.com

Location: SUB/CSL 119

LC Security

Phone: 208-792-2815 (duty phone)

Email: security@lcsc.edu

Location: MLH 110

Purchasing Office

Phone: 208-792-2288

Email: purch@lcsc.edu

Location: ADM 104

Student Affairs

Phone: 208-792-2218

Email: studentaffairs@lcsc.edu

Location: RCH 112

Risk Management

Phone: 208-792-2240

Email: vpfinanceadmin@lcsc.edu

Location: ADM 106

Events & Conferences

Phone: 208-792-2644

Email: ecc@lcsc.edu

Location: SUB/CSL 216

This publication is available in alternative media on request.

LC State is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetic, or any other status protected under applicable federal, state, or local laws.

These policies are subject to change at any time. Please check for the most recent versions of Institutional Policy online at www.lcsc.edu.

Updated 2/19/2025