

WELCOME TO KIRBY!

Hello, Student Organization leaders and advisors!

Being part of a student organization is more important than you may think. The experiences you have in a student org can give you the chance to learn networking skills and develop leadership skills outside the classroom. They can teach you teamwork and time management skills. Those are great for after college, but student orgs also give you the opportunity to expand your social circle, indulge your interests outside of your chosen academic field, and just have some fun!

Whether you're a general member of a student organization or an officer, you're a student leader. Student leaders leave UMD with the tools and confidence to take the world by storm!

In this handbook, you will find the information and resources you need to successfully operate your student organization. If you can't find the answers to your questions in here, please reach out to us here in Kirby via email at kirby@d.umn.edu.

I look forward to working with you!



Erin Olson
Student Development Coordinator
Kirby Student Center



COMMUNITY EXPECTATIONS

Kirby Student Center is proud of the diverse array of student organizations registered at our University. It is our expectation that individuals involved in student organizations will be respectful members of our community.

Kirby Student Center also expects all student groups and their members to abide by all federal, state, and local laws.

HATE CRIMES

Minnesota state law provides that certain harmful conduct may constitute a crime, or elevate a crime to an aggravated crime, when it is motivated by the victim's race, color, religion, sex, sexual orientation, disability, age, or national origin.

Should your organization be involved in the commission of a hate crime, your group will be referred to the Office of Student Conduct and Conflict Resolution (OSCCR) for investigation and possible sanction. If your organization, or a member of your group, is the victim of a hate crime, please do not hesitate to contact us for assistance at kirby@d.umn.edu, or stop by and talk to any of our professional staff.

Full information about reporting, including information about confidential reporting and access to the campus reporting system, can be found online at <https://d.umn.edu/campus-climate/campus-climatereporting>.



STUDENT ORGANIZATION CLASSIFICATIONS

REGISTERED STUDENT ORGANIZATION (RSO)

Full Definition:

A voluntary association comprised primarily of students that has no direct relationship to the University, but upon completion of the established registration process, is entitled to certain privileges including operating, meeting, advertising, and participating in activities on the UMD campus, as well as eligibility to receive services from Kirby Student Center. An RSO is independent and autonomous from the University and is responsible for managing its own affairs. It is not considered a unit of, nor an agent of, the University. Events and activities conducted solely by an RSO are not considered University-sponsored.

CAMPUS LIFE PROGRAM (CLP)

Full Definition:

Organizations registered as CLPs must be affiliated with a UMD department AND have a designated UMD faculty or staff advisor. Advisors and the organization as a whole must be approved annually via the dean or department head. CLPs are also subject to all policies and procedures applicable to student organizations, except where specifically noted. Registration as a CLP entitles an organization to certain privileges and services not available to RSOs (see table).

CLPs are obliged to consider and act in accordance with the best interests of the University in all aspects of operations and activities. The host department and advisor hold the responsibility to ensure the organization meets this obligation. All CLP operations and activities are subject to the oversight of the sponsoring department.



STUDENT ORGANIZATION CLASSIFICATIONS

CAMPUS PRIVILEGE	CAMPUS LIFE PROGRAM	REGISTERED STUDENT ORGANIZATION
Use of University of Minnesota Duluth name, wordmarks, logos, or other symbols	✓ University standards & trademark requirements must be followed. For more information, see d.umn.edu/umpr .	✗ RSOs may not use University marks. See classification definitions for more information.
Use of University of Minnesota Duluth letterhead and stationery	✓ CLPs may represent themselves as authorized to conduct official University business.	✗ RSOs are not officially tied to the University. See classification definitions for more information.
Benefits and salary as employees of the University of Minnesota	✓ Persons employed by CLPs are considered University employees & therefore eligible for benefits & compensation from UMN. CLPs must use University payroll systems and reporting structures.	✗ RSOs may have employees, but responsibility for their pay and benefits does not rest with the University.
Coverage under University of Minnesota liability insurance policy	✓ Members and employees are covered by University liability insurance.	✗ RSOs must provide their own liability insurance if required.
Faculty/staff advisor	✓ CLPs are required to have a department-approved faculty or staff advisor.	— RSOs are not required to have a faculty or staff advisor, but it is highly encouraged.
Accept donations	✓ CLPs may accept donations from external sources. The gifts must be processed through the UMD Development Office in order for the donor to receive tax documentation.	— RSOs may accept donations, but they are not considered gifts to the University and therefore are not eligible for tax deduction.
Use of University of Minnesota tax-exempt status	✓ CLPs are eligible for sales tax exemptions in the same manner as other University entities.	— RSOs may not use the University's tax exemption. However, RSOs are able to apply for their own non-profit status and related tax exemptions. There are tax-related ramifications to this; see 'Taxes' for more information.
Manage organization finances	— CLPs must comply with all University policies and procedures and use the EFS financial system. CLPs may not maintain financial accounts, including savings or checking accounts, outside of the EFS system. CLP funds and financial operations are subject to review and oversight by the sponsoring department; CLP funds should be kept separate from other departmental funds. Both an officer of the CLP and the departmental financial advisor should approve all CLP-related transactions.	✓ RSOs are encouraged to follow commonly accepted accounting practices designed to promote responsible financial management. The University does not provide supervision over, nor hold responsibility for, RSO finances. RSOs may hold their own external savings and/or checking accounts. They are not eligible to apply for a University purchasing card.



ORGANIZATION SETUP

Any student group that wishes to be recognized by Kirby Student Center as a student organization must answer four questions to prepare to register:

1. Which type of organization are we: a Registered Student Organization, or a Campus Life Program?

The majority of student organizations on campus are Registered Student Organizations, or RSOs. These organizations have no formal tie to the University and operate independently. Campus Life Programs, or CLPs, are official arms of the University and function under the sponsorship of a campus department. Student organizations receive different benefits depending on their classification. See 'Classifications' for more information.

Every student organization that registers will initially be classified as an RSO. Once the required paperwork to become a CLP has been received and approved by the Student Development Coordinator, the organization's classification will be updated and the privileges associated with the classification will be available to the group. **Until the CLP Form has been fully completed and signed, and returned to the Student Development Coordinator, organizations cannot access any of the CLP benefits.**

2. What is the name of our group?

Student organizations must follow particular naming conventions based upon their classification. RSOs may not imply in their name that they are an official part of the University. Geographical designations, such as "at UMD" or "at the University of Minnesota Duluth" are acceptable:

- ✓ The Gardening Club at UMD
- ✓ Campus Gardening Club
- ✓ Student Garden Club
- ✓ University Gardening Club
- ✗ UMD Gardening Club

i If an RSO successfully completes the process to become a CLP, their organization name may be changed to include official University naming conventions.

Student organizations may not use any copyrighted terms, such as a brand or company name, without express written permission from the copyright owner. Student organizations also may not use any for-profit organization's name or trademark within their group's name. Kirby Student Center reserves the right to refuse registration to any group representing or using these terms in their group name.



ORGANIZATION SETUP

3. Who will belong to our organization?

All student organizations must be initiated and managed by currently enrolled UMD students. Before registration, groups should identify the individuals who will fulfill the following roles:

- A minimum of four UMD undergraduate students who are currently registered for at least six credits. Graduate and professional students are permitted with verification of their enrollment from their academic department.
- **i** Non-UMD students or members of the community may be involved in a student organization, but two-thirds of the total membership of the organization must meet the UMD student enrollment criteria.
- **i** Organizations are reminded that they must comply with local, state, and federal regulations, in addition to University policies and procedures, as they apply to group membership and access to programs. University policies include, but are not limited to, the Board of Regents Policy on Diversity, Equal Opportunity, and Affirmative Action.
- Four members of the group must identify themselves as officers, with one of these officers being identified as the “president”. The president must be an enrolled UMD student, as described above. The other three officers may identify themselves with any title, whether that title is a traditional one like “vice president” or “treasurer” or a more group-specific title.
- **i** If an officer is no longer enrolled at UMD or registers for less than the minimum credit requirement, the officer will be removed from the roster of officers for the organization. If, as a result of this removal, the organization has less than four officers on its roster, the group will have 30 days to replace the officer or the group’s status will be changed to frozen and all RSO/CLP benefits will be suspended.
- At least one member must be identified as the campus contact for the organization. That member’s profile on the roster of the group must be marked as public.

4. Do we need an advisor?

If your organization plans to file for CLP status, then a faculty/staff advisor is mandatory. Your club’s registration will not be approved without one.

RSOs, however, may choose whether or not to seek out a faculty/staff advisor. Having an advisor is highly recommended for many reasons, not the least of which is that the members of the group can develop a relationship with the advisor that can be very personally and professionally beneficial. For more information on the pros and cons of faculty/staff advisement, contact the Student Development Coordinator.



ORGANIZATION STATUS & DISSOLUTION

Student organizations may be classified at one of three statuses in BulldogConnect. An organization's status is dependent upon a variety of factors, including missing registration information, disciplinary sanction, or inactivity.

ACTIVE status indicates that a student organization is in good standing with Kirby Student Center. The organization has completed required training, has an updated and accurate roster including officers, and is eligible for the full set of privileges that come with its classification (RSO or CLP).

Student organizations are placed **IN TRANSITION** at the end of the academic year, when re-registration for the following year is required. The Student Development Coordinator will contact all organizations to provide them with the deadline for updating rosters, officer lists, and contact information. While an organization is **IN TRANSITION**, it is still able to take advantage of its full set of privileges as when in **ACTIVE** status.

An organization may be placed at **INACTIVE** status for a variety of reasons:

- 1) the organization may not have completed its transition requirements for the year;
- 2) the organization may be under disciplinary sanction from Kirby or OSCCR; or
- 3) the organization may have dissolved or gone dormant.

When an organization is placed at **INACTIVE** status, it is no longer eligible for any of the privileges of registered organizations. It is no longer considered a recognized organization by Kirby Student Center and therefore the University.

- i** If a group is **INACTIVE** because it failed to complete transition requirements or dissolved, rights to the group name and BulldogConnect page are forfeit. The group name becomes available to any other interested students, who may use it so long as they comply with the student organization setup and registration process.
- i** If a group is **INACTIVE** due to disciplinary action, the organization's name and BulldogConnect page are not available for other groups to use. The sanctioned organization may be eligible for a reduced amount of privileges while at **INACTIVE** status, per an agreement between the organization and Kirby. The organization will be returned to **ACTIVE** status when the conditions of its disciplinary sanction have been fulfilled.

DISSOLUTION OF A STUDENT ORGANIZATION

There is no required procedure to dissolve a student organization, but the following steps are recommended to ensure that all remaining student organization business is complete.

- Notify all members, advisors and/or sponsoring department of intent to dissolve **i** CLPs must submit written consent to Kirby Student Center from the sponsoring department for the group to dissolve
- Examine a current copy of any governing documents for pre-determined procedure to dissolve the group
- Conduct a group meeting where the intent to dissolve can be recorded
- Send a signed and dated notification to Kirby Student Center of the organization's intent to dissolve
- Pay any and all financial obligations held in the organization's name
- Close any and all utilities, subscriptions, or other recurring expenses held in the organization's name
- Close any and all financial accounts held in the organization's name
- Close any and all social media, email, website, or phone accounts
- Terminate any leases on equipment or property
- Determine a plan to distribute and reconcile any group assets



COMMUNICATIONS AND MARKETING

COMMUNICATION FROM KIRBY

• ULEADERS GOOGLE GROUP

Kirby Student Center communicates with leaders of student organizations via a Google group, uleaders@d.umn.edu. Information sent through the email list will contain information pertinent to all or a majority of student organizations. Current organization leadership is required to remain as a member of the ULeaders list.

Members are welcome to submit to the group as well. Messages are moderated by Kirby Student Center staff and may be approved or denied at staff discretion. Multiple messages from different senders may also be condensed into a single digest-style message. Content submitted to ULeaders must meet the following criteria:

- 1) Content must be relevant to or of value to the majority of student organizations on campus. This could include, but is not limited to:
 - Information regarding University policy and procedures;
 - Information regarding local, state, or federal policy and procedures;
 - Volunteer or service opportunities;
 - Fundraising opportunities; or
 - Internship, leadership, or scholarship opportunities.
- 2) Content that will not be approved includes:
 - Information that pertains to the entire student body and not specifically to student organizations; or
 - Promotional emails for events or businesses.

COMMUNICATION FOR STUDENT ORGANIZATIONS

• POSTERS

- 1) All posters to be posted in approved posting areas must be approved by the Kirby Welcome Desk.
 - A total of eleven posters may be approved at the Desk. One copy will be kept for Welcome Desk records, and the remaining ten may be posted in the approved posting areas.
 - The maximum poster size is 11"x17" (ledger sized). Posters will be approved for a maximum of one month.
 - All posters must be sponsored by a Registered Student Organization (RSO), a Campus Life Program (CLP), or a UMD department. The sponsoring organization or department must be clearly identifiable on the poster.
 - Approved posters will be stamped by Welcome Desk staff. A mailing label or a light-colored empty space must be present on the poster so that the approval stamp is visible.
 - Posters that do not have the approval stamp, or that have a copy of the approval stamp and not the original, will be removed by UMD staff.
- 2) Posters may also be posted in Housing and Residence Life areas.
 - There are eight approved posting areas in the on-campus residence halls and apartments.
 - H&RL approval stamps and maps of approved areas are available at the Lake Superior Hall Information Desk.
- 3) Posters that do not meet the criteria for approved posting areas may be posted in two general public posting sites:
 - Outside Lake Superior Dining on the third floor of Kirby Student Center; and
 - Inside the two entrances to the VenDen on the first floor of Bohannon Hall.



COMMUNICATIONS AND MARKETING

• DIGITAL SIGNAGE

Registered Student Organizations (RSOs), Campus Life Programs (CLPs), and UMD departments are eligible to submit posters for campus digital signage. Kirby Student Center controls only the content on screens within the building, not across campus. Submissions can be emailed to kirby@d.umn.edu.

Posters for digital signage must meet the following criteria:

- 1) Include the sponsoring organization or department;
- 2) Be sized at 497x768 pixels (or 11"x17"); and
- 3) Saved as a JPG or PDF.

• DISPLAY CASES

There are six display cases in the stairwells of Kirby Student Center, designed for larger (4' x 3') banners. These cases are reservable online for a period of Monday at 7AM - Sunday at 10PM. Organizations are limited to one display case per week, with possible exceptions during peak times of the year at the discretion of Kirby staff.

• CHALKING

Chalking is permitted on concrete sidewalks only for a maximum of ten days and must contain the name of the sponsoring organization. It may not interfere with any other messages already chalked.

Chalking is forbidden on:

- | | | | |
|-------------------------|-------------|-------------|-----------------|
| • All vertical surfaces | • Buildings | • Bus stops | • Steps |
| • Walls | • Mailboxes | • Benches | • Picnic tables |
| • Light poles | • Signs | • Poles | • Trees |
| • Newsstands | • Columns | | |

The chalking material must be water-soluble (sidewalk) chalk. The use of markers, paints, oil-based products, or spray chalk is prohibited. The chalk must be placed in a location not covered by an overhang, in an open area that can be naturally washed by rainfall. Facilities Management reserves the right to clean any chalking that does not follow these guidelines, with associated charges being the responsibility of the sponsoring organization.

POSTER POINTERS

LESS IS MORE. Most people will not stop to read the small print on a poster. Make sure that the important information is large, bright, and easy to read.

LESS IS EVEN MORE. When creating a digital poster, less is even more because of the height of the screens. Use a large URL or other online address where people can get more information.

POSTERS DON'T FLY. A poster is designed to deliver basic information: who, where, what, when, and how (much). A flyer is designed to give more information, to be put in a person's hand for them to read for details. Remember this difference when creating a poster.



COMMUNICATIONS AND MARKETING

DISTRIBUTION, SOLICITATION, AND FREE SPEECH

• DISTRIBUTION OF LITERATURE AND SOLICITATION

Distribution of literature that is not for sale and speaking on campus grounds outdoors are allowed within certain parameters. This policy includes, but is not limited to, the following guidelines:

- 1) Indoor material distribution and/or solicitation is allowed only in the lobby areas of academic buildings or at reserved contact tables in Kirby Commons. Other spaces may be rented by organizations by requesting a written use agreement and providing proof of required insurance.
i Contact Facilities Management at fmevents@d.umn.edu for more information.
- 2) The use of outdoor public space is permitted within reasonable areas as defined by University administration.
 - Materials may not be distributed within 25 feet of any building entrance. These distribution zones are established to maintain safe building ingress and egress.
- 3) Material distribution and/or solicitation are not allowed inside classrooms without prior expressed approval from the faculty instructor.
- 4) There must be no interference with, or impedence of, normal traffic flow of vehicular or pedestrian traffic, either inside or outside.
- 5) The use of parking areas and parking lots is not permitted.
- 6) No safety hazard of any kind may be created, and there is to be no interference or disruption of any other lawful activity of any other persons.
- 7) The University retains the right to require a change in the time, place, or manner of any gathering in the event of interference with any University event, class, program, meeting, or related activity.
- 8) There is to be no physical structure (e.g. tables, chairs, information racks) set up; the use of sound amplification is not permitted without an approved event space permit.
- 9) Sponsoring organizations or departments are responsible for individual and collective conduct of persons attending any gathering, and they are also responsible for leaving the area clean and in its original condition. Sponsoring organizations will be responsible for costs associated with any repairs or maintenance required as a result of a gathering.
- 10) There must be no coercion of any kind to accept publications or items.
- 11) Groups must comply with all other applicable University policies and federal, state, and local laws.

PUBLIC GATHERING SPACES

- LSBE Lobby
- Voss-Kovach/ENGR Lobby
- Kirby Commons with reservation
- Kirby meeting rooms with reservation

• REPORTING DISRUPTIVE BEHAVIOR

Student organizations or individuals who are observed distributing literature or soliciting in hallways or campus buildings (outside of permitted solicitation in Housing & Residence Life facilities) should be reported to the Kirby Welcome Desk. Housing and Residence Life staff (149 Lake Superior Hall) can verify whether solicitation in H&RL facilities has been approved.

External organizations in collaboration with student organizations must abide by all distribution and solicitation guidelines. See "Collaborating with External Organizations" for more information.



COMMUNICATIONS AND MARKETING

• PRESERVATION OF FREE SPEECH

Under the United States Constitution, freedom of speech is a guaranteed right. Accordingly, the University community is asked to be tolerant of differing points of view and respect the rights of others to express themselves. Any member of the University community who finds posted or distributed material or solicitation to be offensive or disrespectful is encouraged to contact the organization or individual responsible to address their objections.

Persons or groups distributing information or items are prohibited from

- coercion of others by demands, threats, or other means to accept publications or items;
- interference with or impede of the normal flow of either vehicular or pedestrian traffic on campus, whether indoors or outdoors; and
- interference with, disruption, or otherwise advocacy of disruption or violation of any other lawful activity of any other person or persons.

CAMPAIGNING AND RELATED POLITICAL ACTIVITIES

• POLITICAL PARTICIPATION AND EVENTS

The University of Minnesota Duluth encourages civic engagement and participation in the political process. Please contact Kirby Student Center if your organization is planning a large outreach event, such as a rally, a speaker, or a vigil, that includes the potential for large crowds, media involvement, or high-profile speakers or guests. UMD may require additional security, emergency personnel, or other specific precautions for any events held on campus, and Kirby Student Center can assist with the review and approval process. Student organizations hosting events where the University determines extra security services are necessary will be responsible for the costs associated with those services.

• POLITICAL SOLICITATION

Door-to-door solicitation is prohibited in Housing & Residence Life facilities, except for political candidates as outlined in the Political Solicitation Policy. As a public institution, specific guidelines exist for elections and for campaigning on behalf of candidates for local, county, state, and federal offices. Residents may choose to post a “no campaigning” sign on their living unit door, and student organizations or others seeking to solicit must respect that posting. Questions about this policy may be directed to the Housing & Residence Life Office at 149 Lake Superior Hall.

• USE OF FUNDS

Student organizations are strictly prohibited from using Student Services Fees to support partisan political activity. This includes student organizations funded directly through the Student Services Fee process and those student organizations that receive funds from Student Association’s Student Organization Grants process. For clarification on whether an organization’s activities meet the definition of partisan political activity, please contact Kirby Student Center to discuss the definition.



COMMUNICATIONS AND MARKETING

TABLING POLICIES

Registered Student Organizations (RSOs), Campus Life Programs (CLPs), and UMD departments are eligible to table in Kirby Commons for no fee. See “External Guests” below for additional information.

RESERVING A TABLE

- Tables are available Monday-Friday, 9:00AM-3:00PM.
- Each table reservation includes one 5-foot strip table with two chairs.
- Tables must be reserved online at mymazevo.com.
- As with meeting rooms, tables must be reserved by a student member of the organization. Advisors or other non-student representatives are not allowed to place reservations on behalf of the organization.
- Reservations must be placed by 4:00PM the day prior to tabling. Reservations placed after 4:00PM for the next day are not guaranteed, even if there are available tables.
- No table reservation is considered approved until confirmed online by Kirby Student Center staff. A confirmation email will be sent to the individual requesting the reservation when the request is approved.
- Reservations are limited to three tables a week, per organization. This limit may be waived or otherwise modified at the discretion of Kirby Student Center staff.
- If the University closes due to weather or other event, tabling will also be cancelled for that day.

USING YOUR TABLE

- A schedule of the day’s reservations is posted on a pillar in Kirby Commons. Table locations are listed.
- Organizations must use their assigned location or they will forfeit their reservation for the day.
- The individual who reserved the table is responsible for all activity at the table.
- At least one currently enrolled UMD student representative of the organization must be present at the table at all times. For external guests, one person from the reserving organization must be present.
- All table personnel must stay behind the table at all times and must not verbally or physically impede traffic flow.
- A sign 8.5”x11” or larger identifying the organization is required to be posted at the table at all times.
- Organizations are responsible for cleaning up the contents of their tables no later than 3:00PM the day of their reservation. This includes signage on pillars or any other decorative items.
- **STANDING IN THE HALLWAY TO DISTRIBUTE LITERATURE OR SOLICIT IS STRICTLY PROHIBITED.**
- There shall be no aggressive sales or communication techniques used. A courteous and professional attitude must be maintained at all times.
- Noise level, including that from music or video, should be kept to a respectful level.

Tabling is a privilege granted to student organizations, not a right. Kirby Student Center staff reserve the right to ask a group to leave the tabling area, or deny future tabling requests, if the above guidelines are not followed.



EXTERNAL GUESTS & COLLABORATIONS

TABLING FOR EXTERNAL GUESTS

• RESERVATIONS

- External guests may rent table space for commercial advertising, awareness/advocacy, or recruitment for \$150 per day.
- The table rental fee will be invoiced upon booking and prior to arrival. If the party does not arrive for their reserved time, the rental fee is forfeited. Parties may reschedule reservations within the academic year with prior notice.
- Rentals for external guests are subject to availability. Kirby Student Center reserves the right to approve or deny any external rental request.

• POLICIES

- Guests must follow all guidelines as noted under “Tabling Policies” in the Marketing & Communications section.
- External guests are forbidden from offering food/beverage samples, engaging in sales or fundraising activities, or conducting on-site employment interviews. Guests may hand out free promotional items that are not consumable.
- All external guests representing a political campaign or party affiliation must be sponsored by a Registered Student Organization. A member of the sponsoring organization must be present at the table at all times. Kirby Student Center does not facilitate the connection between student organizations and external parties.

EXTERNAL COLLABORATIONS

Student organizations are sometimes involved in partnerships with organizations external to the University. Student organizations may be approached due to the unique access they have to campus, as well as their connection to fellow students. It is important to engage in positive collaborations and to recognize when a group is being approached in a manner that is not consistent with University policy.

The benefits that groups are able to access as student organizations are for the group’s use alone. Groups may not reserve spaces for use by another student organization, University department, outside group, or individual to provide access or reduced costs in using University facilities, services, or staff. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the event. If intentional misrepresentation occurs, this may result in charges for the room, services, or venue to the organization holding the reservation at the external or departmental rate. It may also impact the organization’s access to University benefits and/or the ability to reserve space on campus.

We want to help groups enter into healthy collaborations. Please contact Kirby Student Center to discuss collaborations or partnerships under consideration, for a review of any partnership agreements, and/or if there are any questions regarding student organization policy and procedure regarding external collaborations.



REQUESTING MAILING LISTS

Student organizations may request mailing lists for the purpose of targeted fundraising sales, recruiting new members, or promoting an event.

POLICY

The University adheres to the provisions of state and federal privacy and records laws. To learn more about access to University data, please review the policy on Public Access to University Information from the Office of General Counsel.

Other laws and University policies related to University data include:

- Minnesota Government Data Practices Act
- Public, Private, and Confidential Information at the University
- Sharing Data with Audiences External to the University
- CAN-SPAM Act

PROCEDURE

Only registered student organizations may request mailing lists. Requests will be approved by the owner of the data. Owners may include UMDHR, the Office of the Registrar, ITSS, and other campus entities.

A member of the registered student organization should complete the Access to University Information for Student Organizations form on BulldogConnect. Once the form has been submitted, a member of the Kirby Student Center staff will review the request. If the request is complete and valid, an ITSS Service Request will be submitted on behalf of the student organization. Any cost associated with the request is the sole responsibility of the student organization; the typical request costs less than \$25.

Student organizations must agree to the following conditions upon release of the requested data:

1. Read and follow University policy on Secure Data.
2. Store the data in a secure location. A password-protected computer counts as a secure location.
3. Use the data within **two weeks** of its receipt.
4. Use the data only as described in the approved data request.
5. Keep the data private from anyone not listed on the approved data request, and make all individuals with access in the approved usage request aware of the non-public nature of the data.
6. Delete all data from all devices and storage locations when the approved usage is complete.

Failure to comply with these conditions may result in denial of future requests for University data.



REQUESTING MAILING LISTS

MESSAGE CONTENTS

Messages may be solicitations (sales of items) or informational/promotional (recruitment or event publicity). Regardless of the type of message, there are required pieces of information that must be included in the messaging.

Sample Solicitation Letter

ABC Club at UMD
1234 Main Street
Duluth, MN 55801

Must include the registered name of the organization and the organization's mailing address. If the organization does not have a mailing address, you may use:

Kirby Student Center
1120 Kirby Drive
Duluth, MN 55812

August 31, 2021

Dear ABC Club Alumni:

Must represent the mailing as from the organization and not from UMD.

If products are available via any other vendor, terms like "exclusive" may not be used.

Hello from the ABC Club at UMD! We are excited to offer you the opportunity to purchase an exclusive ABC Club at UMD pullover jacket. These jackets are not available anywhere else. We are selling these jackets as a fundraiser to enable our officers to attend the annual national ABC Club conference in Chicago in May.

Include the purpose of the fundraiser, or what the funds will be used for.



The jackets are \$30 each and come in sizes S-2XL. You can order yours online at abcclubjackets.com. The deadline to order yours is September 30.

We anticipate that the pullovers will be delivered to your house approximately six weeks after the sale closes.

Include the timeline of the fundraiser, with ordering deadlines and delivery dates.

If you have any questions about ordering, you can contact me or you can also contact Customer Service at abcclubjackets.com. Their phone number is 800-123-4567.

Provide contact info for both the vendor and the student org representative.

Thank you,
Alicia Alphabet, ABC Club president
aalpha@d.umn.edu 218-987-6543

This information may be included in the header if preferred. A website or social media information may also be included.

abcclub@gmail.com • 218-123-4567



UMD
KIRBY STUDENT CENTER
UNIVERSITY OF MINNESOTA DULUTH
Driven to Discover

REQUESTING MAILING LISTS

Sample Informational/Promotional Letter

ABC Club at UMD
1234 Main Street
Duluth, MN 55801

Must include the registered name of the organization and the organization's mailing address. If the organization does not have a mailing address, you may use:

Kirby Student Center
1120 Kirby Drive
Duluth, MN 55812

Must represent the mailing as from the organization and not from UMD.

August 31, 2021

Dear ABC Club Alumni:

Hello from the ABC Club at UMD! We are excited to invite you to join our group!

If other clubs exist for the same interest or purpose, you may not use terms like "only" or "exclusive".

The purpose of the ABC Club is to raise awareness about letters among the student body and the community. We are the only club on campus that focuses on the alphabet and its awesomeness! In order to be a member of the ABC Club, you must have a cumulative grade point average of 3.2. You also need to be an Alphabet major.

Every year the ABC Club sponsors several exciting events, like the Alpha Ball and the Letter Lunch. We would love to have you be a part of this fun and interesting group.

To learn more about us, please come to our informational meeting on Tuesday, September 30, at 3:00pm in the Kirby Rafters.

If you have any questions about joining, you can contact me or you can also check out our BulldogConnect profile or our website at <http://abcclubumd.com>. You can also follow us on Insta at @abcclubumd.

Thank you,
Alicia Alphabet, ABC Club president
aalpha@d.umn.edu 218-987-6543

Provide contact info for the primary contact for the student organization.

abcclub@gmail.com • 218-123-4567

FOR FURTHER ASSISTANCE

Kirby Student Center professional staff are happy to help you with drafting your letter, creating your mailing list request, or any other questions related to data requests. Contact us at kirby@d.umn.edu.



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FINANCES AND TAXES

FINANCIAL RESPONSIBILITY

Registered Student Organizations (RSOs) are responsible for generating and managing their own funds. Fundraising and charging member dues are common examples of revenue sources for RSOs. Organizations that receive Student Services Fees (SSF) and/or are Campus Life Programs (CLPs) may be subject to supervision and review by delegated University staff from the sponsoring department and/or external auditors.

BASIC FINANCIAL POLICIES

- **COMPLIANCE:** The financial operations of student organizations must be conducted accordance with all applicable local, state, and federal laws and regulations, and the student organizations' respective constitutions where applicable.
- **RESPONSIBILITY:** Registered officers of the student organization have personal responsibility and accountability for the finances and operations of the organization.
- **BANKING:**
 - 1) RSOs may independently secure and maintain banking services through the service provider of their choice if desired.
 - 2) RSOs that wish to apply for grant monies from Student Association must hold a bank account at the on-campus branch of TCF Bank, located in Kirby Plaza.
 - 3) All accounts should be opened and maintained under a tax ID/EIN specific to the organization. See "Obtaining a TIN/EIN" below.
 - 4) It is **highly** recommended that organizations use online banking options for registers and statements. Many banks, including TCF, charge a fee for paper statements, meaning that organizations are losing money by failing to enroll in online options.
 - 5) CLPs may **not** have a checkbook or separate banking account. CLPs are required to use the University's financial management system (EFS) for all transactions.
- **TAXES:** Student organizations shall be responsible for paying all applicable taxes, including but not limited to collection and payment of sales tax and filing and payment of income taxes.
- **DISSOLUTION:** Upon dissolution of a student organization, the officers will be responsible for the distribution of any remaining funds, in accordance with the organization's constitution where applicable. Any remaining should be issued to Kirby Student Center in the form of a check. The funds will be held for a limited period of time, should the organization reactivate. If the organization does not reactivate after one year, the funds will be moved to general student organization support.

PARTISAN POLITICAL ACTIVITIES

A student organization affiliated with a registered political party or a candidate for election, or that is formed for the purpose of supporting a political party or candidate for election, is considered a partisan political student organization.



May seek funding for non-partisan political activities, e.g. open candidate forums, voter education programs



Are not eligible to apply for or to receive Student Services Fees



No RSO or CLP may use University funds on behalf of a candidate for public office in a political campaign.



FINANCES AND TAXES

RECOMMENDED FINANCIAL PRACTICES

The following are suggested guidelines for the responsible financial operation of a registered student organization. It is up to the officers to ensure that the organization has the proper controls in place to minimize the risks of financial mismanagement.

• EXPENSE AND REVENUE MANAGEMENT:

- 1) All expenditures not usual to the pursuit of the group's normal operations should have prior approval from the organization. These expenditures could include, but are not limited to loans, transfers, or funds to other organizations; grants; special banquets; and social programs. Setting an approval process for all purchases will control inappropriate spending or purchases. Suggested processes could include setting threshold amounts for purchase approval or a two-signer approval system.
- 2) Use a budget. An organization should have a written plan of how it will manage its money for each semester or academic year. Budgets should be developed and approved by members before any expenditures are approved.
- 3) All checks written should be verified by maintaining documentation such as invoices, bills, receipts, or other legally binding evidence. Any check payable to a signatory of the same check should bear the signature of another registered officer.
- 4) Update authorized signatories immediately upon a change in officers. When there is a completely new group of officers, an outgoing officer should be present at the bank to verify the new signers.
- 5) Create and use expenditure and reimbursement forms on Presence. Expenditures may be requested, approved, and reimbursed when necessary via the forms, creating a digital history of all expenses. Require approval from the proper source **before** a purchase, and require receipts to document the purchase before reimbursement.
- 6) Never issue a blank check. Blank checks should be secured in a locked location. Keep track of every check, whether written, voided, or blank.
- 7) Pay invoices and bills on time to avoid late fees or the termination of relationships with vendors.
- 8) Deposit any checks or cash received by the organization within 48 hours of receipt. Incoming checks should be marked "For Deposit Only". Be aware of possible taxable income and make sure that it is recorded correctly.
- 9) Assign bill paying duties and account reconciliation to different members of the organization.

• **DOCUMENT MAINTENANCE AND RETENTION:** The organization's treasurer should keep a record of all monies in all accounts. Make sure to keep a backup copy in case of emergency. The accounts should be monitored regularly, and the treasurer should make a financial report to the officers or organization as a whole on a regular basis.

Financial records should be maintained on an ongoing basis. Some records should be kept for particular lengths of time, according to best accounting practices. Records may be kept in hard copy or electronically; an electronic copy, uploaded to BulldogConnect, is recommended to ensure access for future members.

DOCUMENT RETENTION PERIODS

Three years

- Bank statements
- Deposit slips
- Payroll timesheets

Six years

- Expense reports

Eight years

- Payroll reports & records

Indefinitely

- | | |
|-------------------|------------------------|
| • General ledgers | • Legal correspondence |
| • Audit reports | • Tax records |
| • Contracts | |





FINANCES AND TAXES

TAX IDENTIFICATION NUMBER (TIN) / EMPLOYER IDENTIFICATION NUMBER (EIN)



Any student group that raises or spends money will need to maintain accounts separate from any one individual's accounts. Student organizations that wish to establish a bank account must file a Form SS-4 with the Internal Revenue Service to apply for and receive a Employer Identification Number (EIN). Any financial accounts associated with the organization must be managed under this number.

• APPLICATION PROCESS

- 1) Information about the EIN and access to the online application are located at www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers. Explore the information and  click "Apply for an EIN Online" in the center of the page.
If the online questionnaire is completed, the actual SS-4 form does **not** have to be submitted..
- 2) Read through the online questionnaire instructions. Note that the questionnaire must be completed in one sitting. When ready, click "Begin Application".
- 3) For Step 1, "Identify," select "View Additional Types, Including Tax-Exempt and Governmental Organizations". Choose the definition that most closely matches the purpose of the student organization:
 - Community or Volunteer Group: any specialized group that comes together to provide volunteer services.
 - Social or Savings Club: a social club is organized for pleasure, recreation, and other similar non-profitable  purposes and substantially all of its activities must be for this purpose.
Most RSOs qualify as social clubs.
- 4) Complete steps 2-5 accurately.
- 5) When the form is completed, a CP-575 confirmation form will be generated with the new EIN. An electronic or hard copy should be retained for completion of tax forms both in the present and in the future.

FILING TAXES

Registered Student Organizations (RSOs) that generate more than \$5,000 in income in a year must file taxes with the IRS.

-  This is guidance from the UMN Office of General Counsel, in 2021.
-  Unsure if your organization has filed taxes before? Visit www.guidestar.org for more information.

The majority of RSOs are eligible to file an abbreviated online tax return, Form 990-N (also known as the e-Postcard). There is no paper form related to the 990-N, only an online submission. Before completing the 990-N, assemble the following information:

- 1) The organization's EIN;
- 2) Tax year (either fiscal or calendar filer);
- 3) Legal organization name and mailing address;
- 4) Any other names the organization may use;
- 5) Name and address of a principal officer;
- 6) Website address (BulldogConnect page is acceptable)
- 7) Confirmation that the organization's annual receipts are under \$5,000; and
- 8) If applicable, a statement that the organization has terminated or is terminating.



FINANCES AND TAXES

Form 990-N must be filed no later than the fifteenth day of the fifth month after the close of the organization's tax year. The tax year begins in the month when the organization's EIN was originally issued (see table). Once it is filed, Form 990-N is considered public information.

i Organizations that have gross receipts of more than \$50,000 (or prefer to file hard copies of tax returns) must file Form 990 or Form 990-EZ.

RESOURCES

Internal Revenue Service: Charities & Nonprofits
irs.gov/charities-and-nonprofits

Internal Revenue Service: Form 990 Overview Course
stayexempt.irs.gov/home/existing-organizations/form-990-overview

Minnesota Attorney General's Office
ag.state.mn.us/Charity/InfoNonProfits.asp

INCOME TAX DUE DATES

If EIN was issued in...	...tax is due on:
January	June 15
February	July 15
March	August 15
April	September 15
May	October 15
June	November 15
July	December 15
August	January 15
September	February 15
October	March 1
November	April 15
December	May 15



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FUNDRAISING

POLICIES

• ELIGIBILITY

RSOs and CLPs are eligible to conduct fundraisers in Kirby Commons, with an approved and confirmed table reservation.

• LENGTH AND FREQUENCY

Every student organization is allowed six fundraisers per year, with no more than three per semester.

Each fundraiser may last a maximum of three days; organizations may run two consecutive fundraisers for a maximum of five days.

• OUTSIDE ORGANIZATIONS

Student organizations may not contract with UMD departments, or outside vendors, organizations, or individuals for fundraisers that will be conducted in Kirby Student Center. See “Collaborations with External Organizations” for more information.

Fundraisers may benefit a charitable organization, but the fundraiser must be planned, implemented, and staffed by the student organization, including the purchase of any supplies needed to carry out the fundraiser.

UMD departments and non-University entities are excluded from fundraising in Kirby Student Center and from utilizing a student organization to carry out a fundraiser.

• GAMBLING, RAFFLES, AND BINGO

All forms of gambling, including raffles and bingo, are illegal in the State of Minnesota without an approved gambling permit. For more information, visit the Minnesota Gambling Control Board website at mn.gov/gcb.

Prize drawings are permitted, so long as there is no cost to enter the drawing (which would then constitute a raffle).

• ITEMS FOR SALE

Items for sale that include a graphic, logo or other artistic design must contain only original artwork and may not incorporate any copyrighted or trademarked material.

UMD logos and wordmarks (Champ and the UMD wordmark) and the block “M” are registered trademarks and may not be used without permission. For more information, contact the Trademark and Licensing Office in Kirby Plaza 245.

• FOOD-BASED FUNDRAISERS

All food-based fundraisers must comply with the UMD Food and Beverage Policy.

If the food to be used in the fundraiser does not come from Fresh Leaf Catering or Dining Services, the organization must obtain a food permit from UMD Environmental Health and Safety.

Applications for a food permit may be submitted online at d.umn.edu/environmental-health-safety-office/safety/food-events. The approved food permit must be displayed at the table at all times. For more information, see “Food and Catering”.

FUNDRAISING CONTACTS

Fresh Leaf Catering
umdcafer@d.umn.edu
218.726.7177

freshleafcatering.d.umn.edu

UMD Development Office
umddev@d.umn.edu
218.726.7989
give.d.umn.edu

Environmental Health & Safety Office
ehso@d.umn.edu
218.726.6917
ehso.d.umn.edu

BAKE SALE BASICS

One of the most common fundraisers is a homemade bake sale. Bake sales are permitted as long as the following guidelines are met:

- The four approved types of baked goods are bars, cookies, cakes, and doughnuts.
- Nothing that requires refrigeration may be sold. This includes anything with cream filling.
- There can be no frosting or other toppings applied after the baking process (e.g. sprinkles).
- Bake sale items must be individually wrapped at the place of preparation.
- Food for individual consumption must not be prepared at the same time as bake sale items.
- A sign stating “Homemade/Not Inspected” must be posted with the items for sale.



FUNDRAISING

FIVE FAST FUNDRAISING QUESTIONS

1) WHAT DO YOU NEED THE MONEY FOR?

Fundraising professionals know that publicizing the reason for a fundraiser makes people more likely to give or purchase items.

2) HOW MUCH MONEY DO YOU NEED?

Create a budget that will achieve the organization's goal. If the goal is a specific one, like to purchase an item or fund a trip, determine a line-by-line list of all expenses. If the fundraiser will benefit a charity, establish a goal that is substantial but achievable.

3) WHAT'S THE BEST WAY TO ACCOMPLISH YOUR GOAL?

Consider what type of fundraiser will best reach your goal. A \$10,000 goal will require you to sell 10,000 \$1 quesadillas--is that feasible? On the other hand, if you would like to raise \$100, will it be easier to sell five \$20 items, or 100 \$1 bake sale items?

4) HOW HARD DO YOU WANT TO WORK?

How much time, money, and effort can your organization afford to spend on the fundraiser? Be honest in the amount of resources that you have available to spend on the fundraiser, its organization, and its execution.

5) HOW WILL THIS WORK ON CAMPUS?

Kirby staff can help with reservations, setups, and other logistics questions to make your fundraiser a success.



EVENT PLANNING

Planning an event can be one of the most interesting and exciting projects that student organizations undertake. It can also provide some excellent concrete transferrable skills that will prepare participants for the future. If event planners follow some simple guidelines and answer some simple questions, the process can run very smoothly and be a positive experience.

THE BIG PICTURE

STEP ONE: Identify your PALs

Before the balloons, before the catering, before the playlist, organizations must identify three important items:

- **Purpose.** Why does the organization want to hold an event? Is it a fundraiser, to raise awareness, or just for fun?
- **Audience.** Who is this event for? Is it for members only, or is it open to all students? Is it a community event?
- **Leadership.** Who will be in charge of the planning process? Is it an individual, or a committee? How much authority does that individual hold? Do the officers or other org members need to approve their decisions? Will other organizations be co-sponsors of the event?

STEP TWO: Three Ws

Instead of five Ws, in this step the planning leadership should answer three more important questions:

- **What** kind of event will be held? Will the org host a speaker, cater a banquet, celebrate a holiday? Is this an online event, an in-person event, or a hybrid event? What is the event going to be called?
- **Where** could the event be held? Identify multiple options in case one is unavailable.
- **When** are the preferred dates and times for the event? Again, identify multiple options.

STEP THREE: Dollars and sense

Often, the difference between a successful event and one that is not lies in the development of a realistic budget, one that the organization takes seriously and follows closely.

- **Examine** the organization's finances and set a budget for the event.
- **Designate** one person to serve as the treasurer for the event. That person should review and record all expenses from the planning process, as well as any revenue that may be generated at the event if applicable.

STEP FOUR: Stop and think

Now that the organization has identified some of the basic information necessary to proceed with the event, it's time to stop and consider one more important point:

- **Define success for this event.** Success, in terms of an event, can be measured by a wide variety of criteria. In some cases, success is measured by the number of attendees. It could be based on post-event feedback from the audience or performers. Staying within the budget could be a significant determining factor. Money raised, new members recruited, email contact gathered--almost anything can be considered when assessing an event. Setting these benchmarks before the event will aid the leadership in the event planning process when decisions need to be made about the details.



FOOD & CATERING

POLICIES

Food safety and the health of the campus community and guests are of utmost importance at UMD. In order to best ensure the safe handling and service of food on campus, student organizations must comply with the following food policy. For information on food-based fundraisers, see Fundraising.

• UMD (FRESH LEAF) CATERING:

UMD Dining Services, through UMD (Fresh Leaf) Catering, is the exclusive campus caterer when the event or function is hosted, sponsored, or organized by:

- A private individual, corporation, or company;
- Any individual or group of UMD faculty or staff, or UMD department;
- A student organization classified as a Campus Life Program, or which receives Student Services Fees either directly or via Student Organization Grants from Student Association; or
- Any Registered Student Organization or Campus Life Program organization sponsoring an open function, such as a banquet, recruitment event, conference, etc.

UMD Dining Services must be the first point of contact for all catered food functions that will occur on UMD premises. Excluded from this requirement are catered events held at Glensheen or NRRI that do not use University funds, and concessions sales in Romano Gym and Malosky Stadium.

• OUTSIDE VENDORS:

There may be rare and limited instances when procuring food and beverages from an outside vendor for a special event may be necessary, or when UMD Dining Services must limit the services available for a specific date. These exceptions must be discussed with and approved by the Fresh Leaf Catering office, with a possible referral made to the UMD Environmental Health and Safety Office to obtain a food permit. It is requested that food permits are requested no less than ten business days prior to the scheduled event.

- i** Receiving a food permit from EHSO does not constitute permission to bring in outside food. Fresh Leaf Catering must be involved and also grant authorization.
- i** Exceptions to the outside vendor policy may be granted by Fresh Leaf Catering when 100% of the food and beverages for an event have been donated by the outside vendor.

• LIGHT REFRESHMENT/SNACK EVENTS

Snack food and light refreshment not meant for resale may be served without approval from UMD Dining Services or UMD EHSO. This includes foods that are pre-packaged or commercially produced, such as chips, pretzels, canned or bottled soft drinks, (see Exclusive Beverage Contract below), coffee, tea, and commercially produced baked goods. Corporate advertising or sponsorship of this type of event is not permitted unless approved by Kirby Student Center.

• POTLUCKS



Provisions have been made to allow small groups of UMD faculty, staff, or students to hold private potluck meals. The food at such events must be restricted to the members of the group; there can be no advertisement of the event; and no invitations may be issued to members outside the group (e.g. to attract new members).



FOOD & CATERING

• EXCLUSIVE BEVERAGE CONTRACT:

The University of Minnesota system, including UMD, has an exclusive beverage contract with Coca-Cola. Any beverage served, poured, dispensed, given away, provided, distributed, sampled, promoted, tested, or sold must be a Coca-Cola product. This exclusive contract is in effect on all University property, for any purpose, including athletic events, student fundraisers, booster club promotions, meetings, etc. On-campus advertising displays are also included. This contract is in effect through 2023.

-  Coffee and milk are excluded from the beverage policy.
-  For a complete, searchable list of Coca-Cola products, visit www.cokesolutions.com/products.

• CONTACT INFORMATION:

UMD Dining Services/UMD (Fresh Leaf) Catering	umdcater@d.umn.edu	218.726.7177
UMD Environmental Health & Safety Office	ehso@d.umn.edu	218.726.6917
Beverage Policy Campus Manager	csmyth@d.umn.edu	218.726.8501
Dr. Corbin Smyth, Associate Vice Chancellor for Student Life		



RESERVING SPACE

USING MAZÉVO

Before you begin:
go to mymazevo.com in your browser OR download the Mazévo app

1

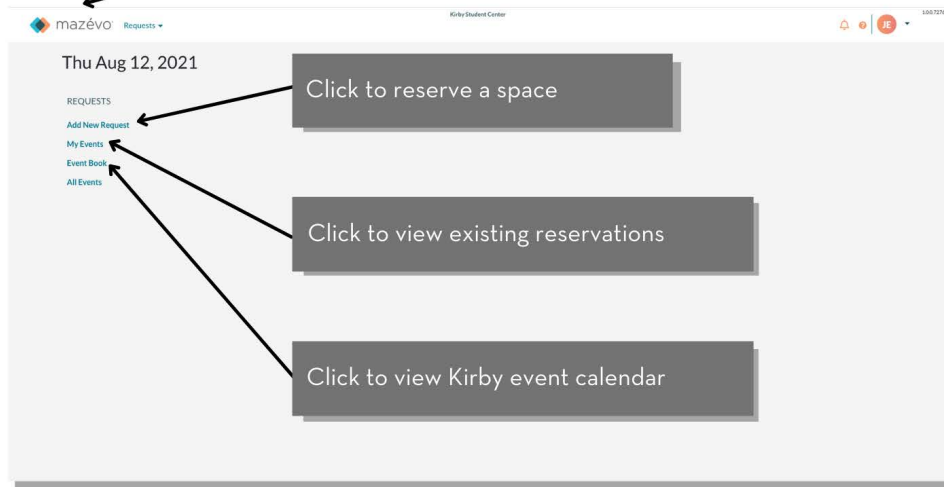
Log into Mazévo using your UMN ID

Note: You must use a d.umn.edu ID to sign in. Using a umn.edu ID will not work.

2

Welcome to your dashboard!

Click from any screen to return to the dashboard



To create a reservation, you will need the following information:

- A descriptive name ("Meeting" is not descriptive);
- The name of the sponsoring organization/department, and EFS number if appropriate;
- The estimated number of attendees;
- The date and time of the event;
- The services (like AV/Tech) required for your event; and
- A full description of your event.



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RESERVING SPACE

3

Create a new reservation

The screenshot shows the Mazévo Requests page for Kirby Student Center. The date is Thu Aug 12, 2021. Under the REQUESTS section, there is a link for 'Add New Request' which is highlighted by an arrow pointing to a callout box that says 'Click to reserve a space'. Other links include 'My Events', 'Event Book', and 'All Events'.

The screenshot shows the 'ADD NEW EVENT' form, Step 1: Event Information. It includes fields for 'Event Name' and 'Event Type'. A callout box for 'Event Name' states: 'Add a descriptive name here. Your event will be listed on the Mazévo event calendar and on digital signage in Kirby Student Center.' Another callout box for 'Event Type' states: 'Choose the closest description for your event. If these categories do not match your event, you may make notes at the end of your reservation.' The 'Event Type' dropdown menu is open, showing options like Banquet, Class/Project/Study, Conference, Exhibit/Fair, Games/Crafts/Interactive, Luncheon/Banquet/Reception, and Meeting.

The screenshot shows the 'ADD NEW EVENT' form, Step 2: Event Details. It includes fields for 'Organization' and 'Number Of People'. A callout box for 'Organization' states: 'Choose the sponsoring organization or department. If your organization or department is not shown, you can add it.' Another callout box for 'Number Of People' states: 'Be as accurate as you can. This estimate will determine which rooms are recommended for your event.' The 'Organization' dropdown menu is open, showing 'Kirby Student Center'. The 'Number Of People' field has a value of 4.



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RESERVING SPACE

3

Create a new reservation

mazévo Requests

Kirby Student Center

ADD NEW EVENT

Booking Rules

Event Information

EVENT INFORMATION: Test Event

WHEN

Start Time: 03:00 PM to End Time: 05:30 PM

Repeat: Specific Dates

August 2021

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

5 6 7 8 9 10 11

Clear All Dates

Next >

Cancel

Start Time:
This should include any time you need before the event to decorate, rehearse, etc.

End Time:
This should include any time you need after the event for social time, removing decorations, etc.

Date:
You can choose multiple dates here!

mazévo Requests

Kirby Student Center

ADD NEW EVENT

Booking Rules

Event Information

EVENT INFORMATION: Test Event

WHEN

Start Time: 03:00 PM to End Time: 05:30 PM

Repeat: Specific Dates

August 2021

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

5 6 7 8 9 10 11

Clear All Dates

Next >

Cancel

Repeat:
Click for recurring event timing options.

mazévo Requests

Kirby Student Center

ADD NEW EVENT

Booking Rules

Event Information

EVENT INFORMATION: Test Event

WHEN

Start Time: 03:00 PM to End Time: 05:30 PM

Repeat: Every week

Start Date: 8/12/2021 to End Date: 9/16/2021

Thursday

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Next >

Cancel

Start and End Times:
The same times will be used for the group of recurring events.

Repeat:
Choose the frequency of your event.

Days of the Week:
Choose the days of the week to repeat.

Start and End Dates:
Date range for the repeating event



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RESERVING SPACE

3

Create a new reservation

Building:
Only rooms in Kirby Student Center are reserved through Mazévo. For other campus buildings and areas, you must use Astra.

Search for Specific Room:
If you already know which room you would prefer to reserve, you can search for it here.

EVENT INFORMATION: Test Event
WHEN: 3:00 PM to 5:30 PM - Thu Aug 12, 2021 to Thu Sep 16, 2021 every Friday

WHERE

Building
Kirby Student Center

Find Rooms

Search for a room

Choose a Room:
Click the room or rooms of interest to view setup options. If the setup you require does not appear in the pop-up window, you will need to select a different room.

ADD NEW EVENT

Event Information: Test Event
WHEN: 3:00 PM to 5:30 PM - Thu Aug 12, 2021 to Thu Sep 16, 2021 every Friday

WHERE

Building
Kirby Student Center

Find Rooms

Not seeing a room?

Room	Reserve/Request	Days Available (D)
<input type="checkbox"/> Kirby Commons	Request	3
<input checked="" type="checkbox"/> RDC 301 Split Rock Room	Request	3
<input type="checkbox"/> RDC 335 Gooseberry Falls Room	Request	3
<input type="checkbox"/> Kirby 268	Request	2
<input type="checkbox"/> The Garage	Request	2
<input type="checkbox"/> The Studio	Request	2
<input type="checkbox"/> Kirby Garden Room	Request	1

Next

Setup Options:
Choose the setup for your event. If you do not see the setup you need for your event in the pop-up window, that setup is not available for your chosen room. You will need to choose a different room.

CHOOSE A ROOM SETUP

As Is/Default

Meeting Room

ADD NEW EVENT

Event Information: Test Event
WHEN: 3:00 PM to 5:30 PM - Thu Aug 12, 2021 to Thu Sep 16, 2021 every Friday

WHERE

Building
Kirby Student Center

Find Rooms

Not seeing a room?

Room	Reserve/Request
<input type="checkbox"/> Kirby Commons	Request
<input checked="" type="checkbox"/> RDC 301 Split Rock Room	Request
<input type="checkbox"/> RDC 335 Gooseberry Falls Room	Request
<input type="checkbox"/> Kirby 268	Request
<input type="checkbox"/> The Garage	Request
<input type="checkbox"/> The Studio	Request
<input type="checkbox"/> Kirby Garden Room	Request

Next



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RESERVING SPACE

3

Create a new reservation

mazévo Requests Kirby Student Center

ADD NEW EVENT

Event Information: Test Event
WHEN: 3:00 PM to 5:30 PM - Thu Aug 12, 2021 to Thu Sep 16, 2021 every Friday
WHERE: RDC 301 Split Rock Room

Service Providers:

- ☐ Audio/Visual **Screens, lighting, etc.**
- ☐ AV Technician **Required with A/V equipment in the Rafter and Ballroom. \$150 fee applies only to UMD departments, external guests, or student orgs that charge admission to an event.**
- ☒ Event Description **Must be completed for every event before it will be approved.**
- ☒ Food - Non UMD
- ☐ Food Service - UMD
- ☒ Setup Notes **Detail any specific setup requests.**

Select Services:
Choose the services you need for your event.
Note: Event Description is required for every event before it can be approved.

Resources:
Event description information is mandatory. All other information is based upon the services you have requested.

Resources:

- Event Description
 - Notes
 - Event Description: This is a test event.
- Setup Notes
 - Notes
 - Setup Notes: This is a test setup.

Additional Questions:
Add the final details about your event reservation.

Questions:

Who is the intended audience?
Students

Will food or beverage be served at this event?
Dining Website

Yes, I will email Dining Services at umdsupport@umn.edu

Will this event be publicized?
Yes, I am making posters to get approved at the Welcome Dr.

Is your student organization or department co-sponsoring this meeting/event with an external, non-University organization or business?
Yes, I will email kirby@umn.edu for further instructions and documentation needed.
Nope!

SUBMIT!
Remember, your reservation is not final until you receive a confirmation email.



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RESERVING SPACE

4

View & edit your reservations

The first screenshot shows the 'REQUESTS' section with a sidebar menu containing 'Add New Request', 'My Events', 'Event Book', and 'All Events'. Callout boxes point to 'My Events' (labeled 'My Events: View and edit') and 'Event Book' (labeled 'Event Book: View all events in Kirby Student Center').


The second screenshot shows the 'MYEVENTS' section with a search bar and a table of events. Callout boxes point to 'My Events' (labeled 'My Events: Your current and future reservations.') and 'Past Events' (labeled 'Past Events: Your events that are completed.'). Below the table, two callout boxes point to the 'Event' column (labeled 'Events: Click to view or edit details.') and the 'Status' column (labeled 'Status: Check on the status of your confirmation.').

Event	Start Time	End Time	Location	Status	Organization
Fri, Aug 27, 2021					
Event: Test Event	3:00 PM	5:30 PM	Kirby Student Center - RDC 301 Sp...	Pending	Kirby Student Center

5

We're here to help!

Within Mazévo:

- Click the  in the upper right to access the Mazévo Knowledge Base.

Contact Us:

- Gina Pudlick: gpudlick@d.umn.edu | 218.726.7167
- Lesa Radtke: lrradtke@d.umn.edu | 218.726.7166

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