



Oregon State
University

Recognized Student Organizations (RSO) Policy Handbook

Responsible Executive: AVP Student Affairs/Executive Director Student Experiences & Engagement

Responsible Office: Experiential Learning & Activities – Student Organizations & Activities

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RSO Policy Statement

Recognized Student Organizations (RSOs) at Oregon State University (OSU) provide meaningful opportunities for student leadership, community engagement, and experiential learning. Through involvement in RSOs, students apply knowledge gained in the classroom, develop transferable skills, and contribute to a vibrant campus culture. OSU supports these organizations through a developmental advising model that emphasizes student autonomy, accountability, and growth.

Reason for Policy

This policy supports [OSU's mission](#) by establishing clear expectations and processes for Recognized Student Organizations. It outlines:

- Types of student organizations and their relationships to the university
- Eligibility criteria for recognition
- Responsibilities of officers, members, faculty mentors, and departments
- Benefits available based on organizational classification

The policy promotes transparency, consistency, and shared responsibility among students, advisors, and administrators.

Scope & Audience

This policy applies to OSU students, faculty, staff, and departments affiliated with Recognized Student Organizations on the Corvallis, Hatfield Marine Science Center, and OSU Portland campuses. Department Student Organizations (DSOs) are governed separately and are not covered by this policy.

Recognized Student Organizations (RSO)

Student Organizations are an affiliation of students bound by an interest, goal, work, or community. Student Organizations apply for [University Recognition](#) through the Clubs & Orgs Office to become Recognized Student Organizations (RSOs). RSOs are third-party organizations, independent of OSU, that contribute to student learning and the mission and culture of Oregon State University. RSOs become eligible for benefits and resources and indicate a formal relationship with OSU; therefore, a high level of accountability from the members of the RSO is required.

RSOs are expected to maintain alignment with OSU's mission while acting in good faith in the business dealings of the organization and are responsible for legal compliance, fiscal accountability, and maintaining Student Organization policy and community standards, including the [Code of Student Conduct](#) and any other applicable University policies or agreements. RSOs shall not misrepresent the mission, purpose, or goals of their organization..

RSOs are categorized into three (3) distinctions based on university affiliation: [Voluntary Student Organizations \(VSOs\)](#), [Sponsored Student Organizations \(SSOs\)](#), and [Affiliated Student Organizations \(ASOs\)](#).

RSO Relationship with the University

RSOs are legally separate entities from OSU and function solely under the direction and control of the RSO's Members. Except as specifically identified in this policy or expressly written in any [sponsorship agreement](#), OSU does not control or accept responsibility for the activities nor endorse the programs of RSOs.

OSU reserves the right to deny or rescind University Recognition to a Student Organization that, in the sole judgment of OSU, does not align with its mission. Denials or revocations may be appealed in writing within 14 days to the Associate Vice Provost and Executive Director of Student Experiences & Engagement. RSOs may also lose recognition through the process outlined in the [Code of Student Conduct](#).

Name and Logo Use

Use of Oregon State University Name

Because RSOs are separate legal entities, they may not use "Oregon State University," "OSU," or "Beavers" or any derivation thereof in the organization's name, in the name of their organization, except as a locational identifier. Approved formats include:

- [Club Name] at Oregon State University
- [Club Name] at OSU

Use of Trademarks and Logos

RSOs are not permitted to use Oregon State University trademarks (“Oregon State University,” “OSU,” “Beavers,” etc.), logos, or other university-branded intellectual property in their organization's logos, merchandise, or marketing materials without explicit written consent from the university's [Licensing and Trademarks Office](#).

Unauthorized use of such trademarks may result in the revocation of recognition or other penalties as determined by the university.

RSOs can use the following logo in their posters and digital advertising around campus. Please visit the Clubs & Orgs office for the digital file.



RSO Eligibility

To be eligible for University Recognition, the following must be true:

Membership Eligibility

- The Student Organization represents the interests of its members, and the control of the Student Organization must be maintained by OSU Students.
- Maintain at least 4 OSU Student Members including a minimum of 2 Officers, with one serving as the Primary Contact and the other as the Primary Financial Officer of the Student Organization.
- Members create, manage, amend, and approve the Student Organization's governing documents.
- Members determine the Student Organization's leaders through defined election, appointment, and removal processes outlined in the Student Organization's governing documents.
- Members direct, control, and execute all business and decisions of the Student Organization.
- Members determine, coordinate, plan, and execute Student Organization

activities, including seeking university approvals for use of campus space and facility reservations.

- In alignment with OSU's non-discrimination policies, the Student Organization does not restrict membership or leadership positions based on age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status. (Notwithstanding the foregoing, national social fraternities and sororities are permitted to retain their same-sex membership status).

Officer Eligibility

- To be eligible for an Officer position, Student Members must be minimally enrolled at OSU.
- Students taking a term off during the academic year are only eligible to serve in an Officer role if they were at least minimally enrolled the term immediately before the term off and will be enrolled the term immediately following. Students who do not enroll in the term following their term off must be removed from the Officer role.
- Only Club Officers can serve as the Primary Contacts for the Student Organization.
- Only Club Officers can receive access to the Student Organization email provided by the Clubs & Orgs Office on behalf of the Student Organization. Advisors, faculty mentors, or OSU departments are not eligible to have access to the Student Organization email account.

Financial Eligibility

- Members may not be working as OSU employees in their Student Organization capacity, nor receive any ongoing compensation from OSU, the Student Organization, or affiliates of the Student Organization for their Student Organization service or membership. Examples of compensation include wages, scholarships, stipends, housing, and term meal plans.
- The Student Organization must operate exclusively on a not-for-profit basis.
 - All funds that are raised by or on behalf of the Student Organization must be used for fulfilling the purpose and mission of the Student Organization as stated in its governing documents.
 - RSOs are prohibited from raising funds, investing, or making profits that are then obtained by or distributed to an individual for personal financial gain.

- Prizes and awards from third parties outside OSU and the Student Organization that are won by individuals while representing the Student Organization in competition may be administered to those individuals at the discretion of the Student Organization.
- RSOs are required to abide by the [RSO Fiscal Policy](#). RSOs maintaining a negative index balance for more than 30 days are ineligible for university recognition.

Ineligible for University Recognition

- Student Organizations whose **primary purpose** is an activity that is prohibited under the law.
- Living Groups operating outside of University Housing & Dining Services or those not supported by the Center for Fraternity & Sorority Life.
- Student Organizations whose **primary purpose** is youth outreach and engagement.
- In consultation with OSU's Insurance and Risk Management Services, Student Organizations whose **primary activities** are high risk may be refused University Recognition or be assigned enhanced requirements before becoming eligible for University Recognition.
- Student Organizations who maintain a negative index balance for more than 30 days. Once the student organization has resolved their negative balance, they will be eligible for University Recognition.

RSO designation is within the discretion of the Clubs & Organizations Office.

RSO Accountability

To maintain good standing with OSU, RSOs must conduct affairs lawfully and ethically and in accordance with federal, state, and municipal laws. Additionally, OSU fiscal policies and procedures, and all other applicable [Oregon State University Policy and Standards](#), including but not limited to, [OSU's Code of Student Conduct](#) must be followed in a lawful and ethical way by the RSO.

Violations of this policy may result in sanctions including warnings, restrictions on access to university resources, loss of recognition, or referral to Student Conduct. Faculty and staff involved with RSOs may also be held accountable under university employment policies.

Annual University Recognition

To become recognized and maintain recognition as an RSO, the Student Organization must:

- Meet all eligibility criteria listed in [RSO Eligibility](#).
- Annually complete the Registration outlined by the Clubs & Orgs Office, including:

- [Annual Recognition Form](#)
- [Annual Sponsorship Agreement](#) (where applicable)
- Review and revise Student Organization governing documents.
- Complete all training requirements for Officers and Faculty Mentors/Advisors.
- Maintain an accurate roster of current Officers and Members on the RSO's Ideal-Logic Dashboard.
- Maintain good standing with [OSU Office of Student Community Standards](#), and all chartering, sponsoring, or governing organizations with whom the Student Organization affiliates.
- Submit an [Activity Report](#) for all on-campus activities, including meetings, to the Clubs & Organizations Office **at least 3 business days** in advance of the activity (exceptions apply).
- Complete all quarterly and annual reporting requirements when applicable.

Benefits of Recognition

Upon completion of the annual University Recognition process, RSOs become eligible for certain OSU benefits and resources as detailed below. To simplify processes, reduce confusion, and minimize liability, benefits are administered through Clubs & Organizations, which manages the processes and procedures for access.

Note: Departments cannot provide RSOs access to any of the benefits outlined below outside of the University Recognition process. Those who choose to facilitate access outside of the processes defined by this policy are acting outside of the course and scope of their OSU employment and assume full personal responsibility and liability for the process and associated activities.

[Department Student Organizations \(DSOs\)](#) must access OSU resources as directed by their Department.

Baseline Benefit Eligibility

Unless specifically noted below, the following benefits are available to all RSO types, including VSOs, SSOs, and ASOs:

a. Listing of current information in the Student Organization Directory
b. RSO Website (reach out to Clubs & Orgs Office for assistance)

c. RSO Email Address
d. Request and use of RSO Funds Index for RSO business
e. Reserve university space for RSO activities ¹
f. Request funding from a department , including SOA Grants ²
g. General Liability Insurance coverage for on-campus activities ³

¹ Activities must be reported at least 3 business days in advance through the Clubs & Organizations event reporting process found on Ideal-Logic. Reservation approvals are at the discretion of the facility managers.

² RSO must have an active RSO Fund Index.

³ ASOs are not eligible for this benefit.

General Liability Insurance Policy for RSOs

OSU requires all non-OSU entities to maintain General Liability Insurance in order to reserve and utilize campus space. Because Recognized Student Organizations (RSOs) are legally independent from OSU, they must maintain General Liability Insurance to use university facilities. To support RSOs, the Clubs & Organizations Office provides a general liability policy that covers most (about 90%) on-campus activities.

To activate this coverage for on-campus events, RSOs must submit an [Activity Report](#) via Ideal-Logic in advance of the event. This coverage protects RSOs from claims involving third-party injuries or property damage. **Failure to report an activity may result in lack of insurance protection and personal liability.**

What's Covered:

- Third-party bodily injury (e.g., a non-member gets hurt at your event)
- Third-party property damage (e.g., damaging campus or vendor property)

What's Not Covered:

- Injuries to club members
- Damage to club-owned property
- [Automobile use](#)

- [Youth engagement activities](#)
- Product liability
- Political events/rallies

The reported activity must be covered by the insurance policy for the coverage to be effective. If an activity is not listed on the [Hazard Chart](#), the RSO may need to [underwrite](#) the event or purchase additional insurance.

Please contact the RSO Manager for guidance on high-risk events.

Certificates of Insurance (COIs)

A **Certificate of Insurance (COI)** is proof that an entity (e.g., vendor, performer, or venue) has insurance. OSU requires a COI before allowing outside services or use of facilities. A COI is not the same as an insurance policy and does not confer rights; it's simply evidence of coverage at the time it is issued.

OSU requires COIs to have the following:

- The name insured must match the name in the contract.
 - A contract can include a legal agreement or an email exchange that outlines the services to be provided.
- The appropriate coverage and limits must be shown.
 - Liability Insurance totaling at least \$1 million per occurrence is required.
- The Certificate Holder section should show the RSO name and OSU address.
 - [RSO Name]
 - Oregon State University
 - 2251 SW Jefferson Way
 - Corvallis, OR 97331
- The Description of Operations should refer to the specific duty, service, or event.
- A policy endorsement or policy language must come from the insurer affording additional insured status, as follows: **Oregon State University, its trustees, officers, employees, and agents as additional insured.**

To view an example of a Certificate of Insurance, click [here](#). For additional guidance, please contact the RSO Manager

RSO Designations

Voluntary Student Organizations (VSOs)

Student organizations that meet the requirements outlined in [RSO Eligibility](#) shall be

recognized as a Voluntary Student Organization unless designated as an ASO or SSO by the Clubs & Organizations Office. Voluntary Student Organizations (VSOs) receive all of the benefits of being an RSO.

This is the most common Student Organization distinction.

Affiliated Student Organizations (ASOs)

In addition to meeting the requirements outlined in [RSO Eligibility](#) and [Annual Recognition](#), [General Liability Insurance](#) is required to be obtained and maintained by an ASO. The ASO designation is determined at the discretion of the Clubs & Orgs Office.

Proof of insurance - Certificate of Insurance (COI) - must be on file with the Clubs & Orgs Office before the ASO can be recognized.

- Proof of \$1 million in general liability coverage is required.
- At the discretion of a facility manager, proof of higher general liability coverage may be required prior to being allowed to use OSU facilities for high-risk activities.
- OSU needs to be listed as an Additional Insured with the following language: "Oregon State University, its officers, board members, agents, and employees" must be named as additional insured.

ASOs include:

- Individual fraternity and sorority chapters supported by the Center for Fraternity and Sorority Life
- A Student Organization that is not eligible for RSO General Liability Insurance
- A Student Organization that chooses to maintain its own liability insurance

Sponsored Student Organizations (SSOs)

An SSO is an RSO that functions with the guidance and support of a Department while maintaining Student Organization Member direction and control. To become an SSO, an RSO must meet the requirements outlined in [Annual Recognition](#) and complete an [Annual Sponsorship Agreement](#).

Benefits for SSOs

Through Annual Sponsorship, an SSO may become eligible to access additional benefits at the discretion of the sponsoring Department.

Formal support and benefits may include:

- Use of department space (storage space, lab space, meeting space, etc.)⁴
- Use of department equipment⁴
- Access to department funding opportunities⁴
- Involvement in department/college activities⁴
- Access to additional department/college resources⁴
- [Faculty Mentor's](#) ability to:
 - Reserve University Motor Pool on behalf of the SSO⁵
 - Book travel through Concur
 - Submit a Pre-Trip Request
 - Request a cash advance

⁴ At the discretion of the sponsoring department/unit.

⁵ The sponsoring department is liable for any damages incurred to the vehicles unless specified in the Annual Sponsorship Agreement or Activity Sponsorship Agreement.

An RSO may also become eligible for these benefits with the execution of an [Activity Sponsorship Agreement](#); however, access to the benefits would only be limited to the specific activity.

Faculty Mentor/Advisor

Faculty mentors/advisors work collaboratively and proactively with RSO Officers to help the RSO meet the organization's stated purpose and goals. Faculty Mentors support, guide, and work with RSO Officers and leaders to ensure fair and reasonable decision-making that is consistent with applicable law and OSU Policies and Standards.

Each RSO is recommended to have a Faculty Mentor. If the RSO elects to have a Faculty Mentor, the process for selecting one is determined by the RSO, with the specific responsibilities of the Faculty Mentor to be discussed and agreed upon by the RSO and the potential Faculty Mentor. **SSOs are required to have a Faculty Mentor who is approved and employed by the sponsoring Department Head (or designee).**

Faculty Mentor/Advisor Expectations and Responsibilities

Mentorship is a voluntary, open-ended role and may be ended per the student organization's governing documents.

Faculty mentors should:

- Complete advisor orientation and training when applicable.
- Maintain regular communication with officers to stay informed.
- Provide policy-based guidance and refer to the RSO Policy or Clubs & Organizations

Office when questions arise.

- Serves as a thought partner and helps club members problem-solve or critically think through issues
- Discuss and agree upon mutual expectations with the RSO early in the partnership.
- Act in the best interest of student leaders and help uphold university policies.

Role Restrictions

Faculty mentors may **not**:

- Sign contracts or agreements on behalf of the university.
- Vote in organizational decisions or hold officer positions.
- Manage the organization's email, website, social media, or finances.
- Appoint student officers (they may assist with elections following the constitution).
- Be current OSU students.

Sponsorship Agreements

Annual Sponsorship Agreement

Completed annually as part of the University Recognition process, the Annual Sponsorship Agreement is a formal agreement that establishes a sponsorship relationship between a Department and an RSO when a department provides ongoing resources or support to an RSO. The agreement outlines expectations of that relationship and provides the RSO access to OSU services and resources at the discretion of and facilitated by the Department. Once the agreement is fully executed and, if approved by Clubs & Organizations, the RSO is designated as an SSO.

The following are conditions and expectations that are required to be in every Annual Sponsorship Agreement:

- Department approves the faculty serving as the Faculty Mentor in support of the organization.
- Must be initiated by the RSO and reviewed, approved, and accepted by the Department Head (or designee), the Faculty Mentor, RSO Officer, and Clubs & Organizations Office.
- Can be terminated at any time by the Clubs & Orgs Office with written notice to the Department and the RSO.

Activity Sponsorship Agreement

Completed as part of an [Activity Report](#) on Ideal-Logic, an Activity Sponsorship Agreement is a

formal agreement between an RSO and a Department that establishes temporary collaboration and Department sponsorship for the planning and execution of the reported activity. **The agreement elevates the activity to a Departmental event**, outlines and clarifies roles, responsibilities, and expectations of the sponsorship, and provides the RSO access to OSU services and resources as accessed by the sponsoring Department.

The following are the conditions and requirements of the Activity Sponsorship Agreement:

- Limited to a single activity lasting no more than 6 weeks.
- Must be initiated, executed, approved (at Clubs & Org's discretion), and maintained with the Clubs & Organizations Office through the completion and approval of an Activity Report at least **3 business days** in advance of the activity taking place (varying deadlines apply for more high risk events and events with funding).
- Requires department approval of a faculty/staff member to serve as the event sponsor and be present at the activity.
- All marketing and promotional materials for the event must clearly indicate that the Department is the primary host of the event.
- Activities must be eligible for OSU general liability insurance coverage. Departments may be responsible for deductibles or additional costs.
- If the department is only providing funding, an Activity Sponsorship Agreement is not required; instead, a [funding request](#) should be submitted.

Event/Activity Reporting Policy

A club activity is any event, meeting, or program organized, sponsored, financed, or endorsed by a Recognized Student Organization (RSO).

RSOs **must submit** an Activity Report through Ideal-Logic at least **3 business days** before any **on-campus** activity, including meetings. High-risk activities or events involving funding may have earlier deadlines.

To submit an activity report, access the "RSO Activity Report 2025/26" form from your club's Ideal-Logic dashboard. Completing and submitting an activity report in advance of a club's on-campus activity allows:

- RSO general liability insurance coverage to activate and provide coverage for the RSO's activity.
- Opportunity to reserve space on campus via 25Live, Mazevo, etc.
- Risk assessment and support from the Clubs & Organizations Office.
- Review of activity to ensure compliance with university, local, state, and federal policies.

Failure to meet reporting requirements may result in a warning and/or club suspension:

1. **First Offense:** Warning
2. **Second Offense:** 2nd warning and cancellation of event*
3. **Third Offense:** Suspension of 25Live and Mazevo access for the remainder of the academic term*

*At the discretion of the Clubs & Orgs Office.

Violations include:

- Submitting activity reports late or after the event.
- Inaccurate or misleading event information.
- Activities violating OSU or legal policies.

In the case that an emergency activity or reservation must take place, please contact the RSO Manager to discuss the details of the anticipated event.

Youth Compliance Policy

RSOs may not host/sponsor events involving **unaccompanied minors and/or direct engagement with minors**. Only an OSU department/unit/program may host an activity with unaccompanied minors, and there must be an OSU employee serving as the **person in charge** who completes the Youth Program Registration form with the [Office of Youth Safety & Compliance](#).

An **Unaccompanied Minor** is a child who participates in a university activity without their parent or guardian present. This is not applicable for OSU students under age 18 while attending classes, nor does it include employment activities for OSU employees under age 18.

Events open to the public that are not specifically intended for a youth audience, but which minors may attend, and during which parents or guardians are expected to be responsible for the direct supervision of the minors at all times are exempted from this policy.

On-Campus Activities with Paid Non-OSU Entities

In the event that a club invites a paid non-OSU entity (guest speaker, performer, non-OSU guest, vendor, etc.) to engage in an activity on campus, the following steps must take place.

1. The RSO must submit an Activity Report on Ideal-Logic approximately 14 days in advance of the planned event.
 - a. This is required for insurance purposes, risk management, and staffing capabilities.

- b. The submission of the Activity Report, with facilitation and support from the Clubs & Orgs Office, will gather this required information:
 - i. Written agreement between the RSO and the non-OSU entity
 - ii. Certificate of Insurance (COI) from the non-OSU entity
 - iii. Content/purpose of the non-OSU entity
 - iv. List of Attendees
 - v. Budget
2. If an RSO submits an Activity Report with the intent to host a non-OSU entity on campus **but does not** produce a COI for the guest, the club can choose one of the options below in order to move forward with their anticipated activity:
 - a. Reschedule the event to allow time to obtain a COI.
 - b. Change the activity from in-person to virtual engagement and ask all attendees to register for the event.
 - c. Replace the speaker with an OSU faculty or staff member acting in their official capacity or a non-OSU speaker who is volunteering their time to speak.
 - d. Select a different activity not involving paid external parties.
 - e. Hold the event at a different non-OSU location.
3. If the above options are not feasible, the event will be **canceled** in accordance with RSO Policy.

Examples of paid non-OSU speakers, performers, or vendors include:

- Non-OSU speakers
- Business vendors
- Performers
- Guest professors and field experts (non-OSU)
- Company and corporation representatives
- Sponsors (non-OSU)

Off-Campus Events

Off-campus RSO events are not automatically covered under RSO Insurance Policy. If an RSO intends to host or participate in an off-campus activity and would like to explore insurance options, the organization must **submit a request for off-campus coverage** in advance of the event.

To request coverage, submit an [Off-Campus Insurance Coverage Application](#) to the Clubs & Organizations Office **at least 2 weeks prior to the event date** to allow for adequate review and coordination. Submission of a request does not guarantee coverage. RSOs are strongly encouraged to plan ahead and consult with the Clubs & Organizations Office and their advisor if they are unsure whether an activity may require special approval or presents elevated risk.

For questions about coverage or risk assessment for your event, please contact the RSO Manager.

Motor Pool

RSOs are not permitted to use Motor Pool except for clubs that have completed an [Activity Sponsorship Agreement](#) with a sponsoring department/unit. Only an OSU department/unit can reserve a Motor Pool vehicle for an RSO, and the Activity Sponsorship Agreement must be agreed upon by the RSO and the OSU employee serving as the person in charge who completes the Motor Pool reservation form for the club. The reason for this policy is:

1. **Risk Management and Insurance.** The insurance policy purchased on behalf of RSOs does not cover off-campus activities or any activity related to using automobiles or vehicles.
2. **Money and Index.** University Motor Pool will not accept an RSO Index when reserving vehicles, only department indexes will be accepted. In the case that an RSO causes damage to a Motor Pool vehicle, a \$5,000 deductible will be incurred to pay for the damages. If a department reserved the Motor Pool vehicle on behalf of the club, the department will be responsible for the \$5,000 deductible unless previously specified in the Annual or Activity Sponsorship Agreement. If the department is not responsible for the deductible, the RSO will be responsible.

Department Student Organization (DSO)

A DSO is considered a program of a Department and operates under the Department's supervision, discretion, direction, and control. DSOs are governed by and responsible for following all university standards, policies, and processes, including financial and administrative responsibilities. DSOs provide students with positional roles of leadership and should be composed primarily of OSU students as determined by the Department. Departments fully support the success of the Student Organization through department supervision of the DSO's members. Although DSOs are not RSOs, DSOs can register with the Clubs & Organizations Office on Ideal-Logic to support the visibility of and access to these organizations for OSU students.

DSO Key Indicators

If a Student Organization meets at least one of the following key indicators, it is likely to be classified as a DSO. These are not requirements of DSOs but indicators of a club's potential classification.

- Department directly employs staff to support, develop, and direct the Student

Organization. The position description of these staff explicitly includes directing and supporting the Student Organization as a duty of their OSU position.

- Department provides ongoing compensation to the students for participation in the Student Organization (examples of compensation may include wages, scholarships, stipends, housing, and term meal plans).
- Departments manage *all* business and safety functions of the Student Organization, including but not limited to engaging support offices, such as Finance and Administration, Business Center, Procurement, Insurance and Risk Management Services, Office of the General Counsel, and OSU Foundation.
- Department manages Student Organization finances and property and maintains control of access to these resources.
- Student Organization is responsible for allocating Department resources to other Student Organizations (examples include Councils or Boards that distribute funds, resources, and plan activities).
- Department has the authority to establish, maintain, or eliminate the Student Organization.
- Department sets annual goals for the Student Organization.
- Department can require the Student Organization to change its student leadership.
- Department can define positional roles and duties and can define unique criteria for participation.
- Student Organization is aligned with the Department's mission, visions, values, and goals.

DSO Supervisor

DSOs do not have an “advisor” but must function under the supervision of an OSU faculty/staff member. The role of the supervisor is defined and outlined by the supervising department. A supervisor may have allocated FTE in their position description outlining the responsibilities for working with the DSO.

Sport Clubs

Student Organizations that are competitive sports and supported, funded, and advised by the [Department of Recreational Sports](#) are classified as DSOs.

RSO Fiscal Policy

RSO Fiscal Policy Statement

The Clubs & Orgs Office works with the Office of the Controller ("Controller") to support RSOs by:

- Facilitating transaction processing
- Providing policy-based guidance to assist RSO officers with their financial responsibilities
- Upholding guidelines for managing RSO funds

Note: Department Student Organizations (DSO) are not Recognized Student Organizations, and therefore the following information does not apply. DSOs should work with their Department's Financial Strategic Services Team for financial support.

Recognized Student Organization (RSO) Index

What is an RSO Index?

RSO Indexes are established for transacting the business of an RSO and must be managed by the RSO student officers. The funds contained in the RSO index are the property of OSU and records of RSO funds are maintained in the University financial information system. All RSO finances held at OSU must be managed through an RSO index.

What is an Index Number?

An index number is a unique identifier assigned to each RSO to manage their funds. It is used to track all of their financial transactions within OSU. An RSO index number will start with **MSO, followed by 3 numbers or characters**, and is available via the club's dashboard in Ideal-Logic.

RSO indexes must be managed and utilized by the student officers of the organization, with each index requiring a minimum of two (2), and up to three (3) [authorized signers](#). All money maintained in and expended from an RSO index requires adequate supporting documentation (including submission of an Activity Report where applicable) to ensure that funds are properly accounted for.

Note: Faculty and staff may not serve as authorized signers on RSO indexes.

Establishing, Maintaining & Accessing an RSO Index

In order to access their RSO index, an RSO must meet the requirements outlined in [Annual Recognition](#). Failure to meet the [Annual Recognition](#) requirements will result in the RSO index becoming inactive. The **Clubs & Org Office will permanently close any RSO index that has been inactive for two consecutive academic years.** Any remaining funds in an RSO index that is closed due to inactivity will be transferred to the RSO Support and Development Fund.

Requesting an RSO Index

1. Establish or reactivate [OSU Annual Recognition](#) of your organization through Clubs & Organizations.
2. Any current officer of the RSO may submit a request for an RSO Index available via the club's dashboard in Ideal-Logic. Upon submission, it may take up to six (6) weeks for the index to become active.
3. The RSO will be informed when the new index is ready for use as well as their assigned index number.
4. **Index accounts are established with a \$0 balance.** It is the responsibility of the club officers to manage the revenue and expenses of their index account and maintain a zero to positive balance in accordance with [Maintaining Balances in RSO Index](#).

Authorized Signers

An **authorized signer** is an officer approved to purchase goods and services for the RSO and access its financial index. To update authorized signers, an officer can submit the Authorized Signer Form through the RSO's dashboard in Ideal-Logic. New signers must agree to the authorized signer terms and complete all required training. Once both steps are completed, their signer status will be activated.

Maintaining Balances in RSO Index

RSOs are responsible for maintaining a zero or positive balance in their RSO index. It is best practice for the authorized signers to secure funds in their index before incurring expenses; otherwise a negative balance or deficit will occur. It is also advised that authorized signers maintain independent financial records and routinely compare their records to the RSO Index's financial report as reported in their CORE report. (See [Financial Reports](#) for more details).

If an index has a negative balance, it is the responsibility of the RSO to address the deficit. In the meantime, the Clubs & Orgs Office will place a "freeze" on the index, and no further transactions will be permitted until the deficit has been rectified. **Failure to resolve a negative balance within 30 days of notification will result in the loss of RSO recognition until the deficit is resolved.**

Financial Reports

Financial Reports for each RSO index are available via [CORE](#). It is highly encouraged that organizations review their RSO index activity at least monthly (weekly if the club is incurring a large number of expenses in a short period of time) to reconcile the index with their own records. If any irregularities are found, contact the Clubs & Orgs Office as soon as possible. If there is a discrepancy in a financial report, an RSO will have until June 30 of the academic year to address the discrepancy. **No corrections will be made in the new year..**

Limitations on Use of Index Funds

RSO Funds are legally considered OSU funds and may not be used for any of the following:

- Alcohol, marijuana, or other drugs
- Charitable donations to or purchases for organizations and individuals outside the University
- For-profit activity
- Illegal activity
- Political campaign activities that advocate for or against:
 - A candidate for federal, state, or local elective office
 - Adoption of legislation on a federal, state, or local level by contacting, or urging the public to contact, members or employees of legislative bodies
 - Qualification or adoption of a state or local ballot initiative.
 - This does not preclude use of funds in connection with activities discussing political issues or involving expression of political or controversial viewpoints.
- Religious exercise/direct support of religious worship. This prohibition does not preclude use of University funds in connection with activities involving the expression of religious viewpoints nor does it preclude groups that engage in religious worship.
- Scholarships
- Staff salaries
- Certain vendors: Shein, Temu, Ali Express, Ali Baba, and similar vendors at the discretion of the Clubs & Orgs Office.

Closing an RSO Index

RSOs may choose to officially close their RSO index at any time. To close an RSO index in its entirety, all outstanding payments must be cleared, and any remaining funds may be transferred to another RSO fund or a University/Foundation index.

To initiate an index closeout, please contact the Clubs & Orgs Office.

Managing Income

Cash Receipts

Cash, checks, and money orders that an RSO wants deposited into their RSO index should be taken to the [Cashier's Office](#) (Kerr Administration Building) as soon as possible for safekeeping. If the RSO is collecting money during a weekend or evening event, contact the Clubs & Orgs Office to arrange a secure alternative until the Cashier's Office reopens.

Please take the following steps to expedite the cash receipts process:

- **Check/Money Orders: All checks must be payable to Oregon State University.** Checks made out to the RSO, or to third-parties (i.e. made payable to an individual or CASH) cannot be transferred to an RSO index. Any returned checks will be the responsibility of the RSO to address.
- **Index Number:** This number is important and ensures the money gets transferred into the index correctly. This information will be required to complete the transfer.
- **Currency:** Separate the bills by denomination and have them all facing the same direction. You should have a total count of the money to be added to your index, and a subtotal of each category (currency, coin, and checks). Include amounts in the total of the cash receipts record. Foreign currencies cannot be included in these transactions.

Completing the Cash Receipt Transaction

The student must complete a [Cash Receipt Slip](#) with their contact information and details of the deposit. Once the transaction is processed, a receipt will be issued. It is the responsibility of the RSO to keep this receipt for their records and to use it to verify the deposit when reviewing their RSO index's financial report available via [CORE](#).

Assigning Revenue Account Codes

Each cash receipt transaction must be assigned a revenue account code by the RSO. These codes indicate the type of funds being deposited into the RSO's index and are essential for accurate financial tracking. They appear on the RSO Index's financial report available via [CORE](#).

When completing the [Cash Receipt Slip](#), please select the most appropriate revenue account code from the list below.

- 06002 - Sales
- 06033 - Wearing Apparel Sales
- 06034 - Gifts & Novelties Sales
- 06432 - Ticket Sales General Admission

- 06901 - Miscellaneous Sales & Service Income
- 08001 - Miscellaneous Other Revenue

You can find a complete list of account codes [here](#).

Billing & Receivable Services has the discretion to update account codes as needed to align with proper coding for revenue. The RSO will be notified when the account code is updated from a non-taxable to a taxable account code.

Electronic Fund Transfers and E-Commerce

Oregon State University uses a platform called TouchNet to process credit card payments for electronic transactions including credit card payments. RSOs may use TouchNet for purposes such as event registration or ticket sales. RSOs interested in using this service must work directly with the Clubs & Orgs Office to request access and complete the necessary setup and approval process.

Electronic fund transfer (EFTs) services such as PayPal, Venmo, Cash App, Apple Wallet, or similar platforms may not be used to collect or transfer funds into an RSO index. The use of these services by RSOs is strictly prohibited.

Expenditures and Payments

Upon the request of an RSO authorized signer, OSU will issue payments from the RSO's index (MSOXXX). To initiate a payment, submit a **Payment Request Form** through your RSO's dashboard on Ideal-Logic.

Note:

- For any expenditure related to a club event or activity, an **Activity Report must be submitted and attached** to the payment request in Ideal-Logic.
- **Payments exceeding \$5,000** require a **Purchase Order (PO)** or a **signed contract** before payment can be processed. Please contact the Clubs & Orgs Office as early as possible for assistance with this process.

Payment Request

A Payment Request collects the critical information needed to process payment, including index number, expense code/s, contact information for the payee, justification of payment, and supporting documentation.

Submission of a Payment Request is a two step process:

- RSO officer completes a Payment Request.

- **RSO authorized signer approves the completed Payment Requests.** Authorized signers can not request payment to themselves. The Payment Request is accessed via the club's dashboard on Ideal-Logic.

The sections that follow describe different situations where a Payment Request form needs to be submitted.

Note: *In order to comply with the Controller's deadlines for timely year-end financial processing, the final day to submit Payment Requests for the 2025-2026 fiscal year is **Friday, June 5, 2026.** This deadline **cannot be extended.***

Assigning Expense Account Codes

When submitting a Payment Request for [reimbursements](#), [payment to an OSU department or another RSO](#), and/or [vendor payments](#), the submitter must assign an expense account code to each purchase. These codes categorize the type of transactions made from your RSO's index and are reflected in your RSO index's [financial reports](#).

- 20102 - Supplies - General Operating
- 20169 - Awards - Non-employees (includes cash, cash equivalents, and items of significant value) - **ID number and name of recipients are required.**
- 20200 - Minor Equipment
- 24101 - Equipment Rentals
- 24199 - Misc. Rentals
- 24505 - Performance Fees
- 24599 - Services - Other Professional
- 24606 - Services - Printing & Publishing
- 24612 - Services - Advertising/Promotional/Public Relation
- 28601 - Conference Registration Fees
- 28612 - Hosting Group & Guests
- 28613 - Public Relations or Fund Raising
- 28901 - Dues & Memberships - Program Related
- 39117 - Travel - Non-Employee Domestic
- 39119 - Group Travel

The Controller has the discretion to update account codes as needed to align with proper coding for expenditure. The RSO will be notified when the account code is updated from a non-taxable to taxable account code. Clubs & Orgs may notify the RSO in other instances as needed for the RSO's reference.

Lost Receipt Affidavit

In the case when a receipt is lost, an individual may complete a Lost Receipt Affidavit, available in the Payment Request form, when you indicate you don't have receipts or invoices

associated with the expense. This form must be approved by the Clubs & Orgs Office. **This option should only be used in rare or exceptional circumstances.**

Reimbursements

An RSO may reimburse their members of the group who have paid for the organization's expenses out-of-pocket by submitting a Payment Request in Ideal-Logic. The authorized signer submitting the payment request cannot be the person being reimbursed. All original valid receipts (no duplicates) need to be attached to the Payment Request.

Acceptable Valid receipts must include:

- Name of the company where items were purchased
- Date of the purchase(s)
- Itemized list of items/service purchased including a description of the item/service purchased
- Total purchase amount
- Receipt/Proof of payment

If purchasing items from a business that does not typically provide a valid itemized receipt, the business should be able to provide one, if specifically requested. Do not conduct business with any place that does not provide valid receipts.

Non-Reimbursable Expenses

- Deviations from economical and reasonable travel costs
- Home-to-office travel (commuting)
- Expenses incurred because the traveler is accompanied by family member
- Interest on personal credit cards
- Cost of alcoholic beverages
- Personal Travel Insurance
- Mileage reimbursement for non-private vehicles
- GPS navigation units, phone chargers, and other personal items
- Valet parking, unless parking requires the use of an attendant (at a hotel for example), which may be considered parking expense rather than valet expense
- Gratuities/Tips and other incidental expenses covered by M&IE per diem
- TSA PreCheck, early boarding, and airport lounge fees

Reimbursement will take at least 7 business days from approval of Payment Request and required documentation to be processed. Processing times vary based on an individual's status in the University's financial information system.

Note: International transactions will be managed on a case-by-case basis.

Note: OSU will not reimburse an RSO member who has paid another individual for a service provided to the group. The person providing service to the RSO must be paid directly either through the [Vendor Payment](#) method or [Payment to an OSU department or another RSO](#) to ensure proper tax reporting.

Payment to an OSU department or another RSO

RSOs may request payment be made to an OSU department or another RSO directly for goods or services. To request such a payment, submit a Payment Request and include all the necessary information. Transfers may take up to 5 business days to process.

Payment for Services

RSOs who perform an agreed upon service for an OSU department should create an invoice and submit it to the department/program for payment (i.e. performances, participation fees, and clean-ups) as part of the **funding request process**. Invoices should include the following information:

- Name and contact information of organization
- RSO index
- Date and Description of service
- Total amount due

Vendor Payments

RSOs may request payment be made to a non-OSU vendor directly for goods or services. To pay a non-OSU vendor, submit a Payment Request and include the following:

- Invoice detailing the following:
 - Name of the company/Payee
 - Items ordered
 - Total amount due to be paid
 - Invoice number
- Any attachment/agreement/supporting document that should accompany the payment

Note: Documents such as estimates, quotes, catering confirmations, or any forms that do not clearly state “invoice” will not be accepted as valid payment documentation.

Processing times vary based on:

- Timely submission of documentation;
- Vendor payment terms; and
- Vendor’s status in the University’s financial information system (Benny Buy).
 - **If a vendor is not already set up in the university’s financial system, additional steps will be required.** The vendor will receive an electronic invitation to provide

the necessary information for payment. The overall processing time will depend on how quickly the vendor responds.

Credit Cards (P-Card)

The Clubs & Orgs Office provides RSO officers access to P-Cards for the purchase of goods and services. These P-Cards are for communal use and need to be checked out and returned immediately upon completion of a purchase.

If the purchase is:

- Supporting an on-campus RSO event or activity, an [Activity Report](#) must be submitted before the P-Card is approved for use
- Tied to an SOA Grant, the grant funding request needs to be approved before the P-Card is approved for use.
- For prizes, a [Concur Prize Reporting Attendee spreadsheet](#) must be completed within 30 days of an event and submitted to the Clubs & Orgs Office.

To request use the Clubs & Orgs P-card, the following is required:

- A Payment Request form (located in the RSO's Ideal-Logic dashboard) must be submitted **at least one business day in advance to avoid scheduling conflicts**. Only the RSO officer who submitted the payment request may:
 - Check out the P-Card.
 - Use the P-Card.
 - Return the card at the agreed upon return time.
 - The vendor must:
 - Accept credit cards.
 - Provide a valid receipt which contains the following information:
 - Name of a vendor
 - Date of the transaction
 - Itemization of purchase
 - Total purchase amount
- Note:** It is the responsibility of the RSO officer to obtain and share a valid receipt with the Clubs & Orgs Office.
- P-Cards may not be utilized for certain online expenditures including (but not limited to):
 - Ride Share programs like Uber, Lyft, Turo, etc
 - Food Delivery Apps like Door Dash, Uber Eats, Postmates, etc.

The Clubs & Orgs Office has full discretion to determine what is an allowable use of the RSO P-Card.

An RSO officer can use the P-Cards in the following ways:

- Visit the Clubs & Orgs Office or schedule a Zoom call to make online purchases (e.g., Amazon purchases, Dominos, airfare purchases).
 - **Drop in visits are not permitted.** Requests must be submitted by noon, at least one business day in advance in Ideal-Logic.
- Check out the P-Card for in-store purchases in Corvallis or nearby areas.
 - Requests must be submitted by noon, at least two business days in advance.
 - P-Card must be utilized and returned within the agreed upon check out window.
 - If P-Card is needed longer than 1 business day, contact Clubs & Orgs to discuss the situation before submitting a request.
- Check out the P-Card for club travel.
 - Requests must be submitted at least **3 business days** before you need to pick up the card.
 - P-Card must be utilized and returned within the agreed upon check out window.

Note: Every item sold by a vendor is associated with a merchant code. For security reasons, OSU blocks certain merchant codes. This does not necessarily mean your purchase cannot be completed with the P-Card, but it may require additional approval from the university. It is not possible to predict which codes will be blocked in advance. If a purchase is blocked, the Clubs & Orgs Office must wait for approval before reattempting the transaction.

Credit Card (P-Card) Probation/Suspension

The following actions will result in credit card probation and/or suspension:

- Unauthorized purchases, including alcohol or making online purchases
- Missing a valid receipt: Valid receipts must be turned into Clubs & Orgs Office within one business day of purchase/event.
- Failure to return credit card on time (or lack of advance communication)
 - Credit cards must be returned to the Clubs & Orgs office within one hour of agreed upon return time.

First Offense: Warning

Second Offense: Club loses credit card access for the remainder of current academic term.

Third Offense: Club loses credit card access for the remainder of the academic year.

Vendor Specific Policies Associated with Credit Card (P-Card) Use

Amazon

- All purchases made through Amazon need to be shared with the Clubs & Orgs Office to student.orgs@oregonstate.edu through a wish list.

- The “arrive in as few packages as possible” shipping option is **mandatory**.
- The package must be sent to the Clubs & Orgs Office at 2251 SW Jefferson Way Corvallis, OR 97331.
- The name listed on the package must be “Clubs & Orgs-[Club Name]”.
- Once the package arrives, the Clubs & Orgs Office will notify the person listed on the payment request in Ideal-Logic.
- **No returns to Amazon are permitted unless the package arrived late or damaged.**

Fred Meyer/Safeway/Home Depot

Purchases must be made in person NOT on their website or app because:

- The state of Oregon charges a \$0.10 recycling fee on all cans/bottles which is not represented on the online receipt.
- The state of Oregon charges a \$0.05 bag fee on each bag used which is not represented on the online receipt.
- Stores change sales pricing throughout the day/week online and in-store which often leads to a discrepancy between the amount on the online receipt and the actual expense accrued.

Domino’s

Domino’s purchases may be made online. However, they are notorious for having some purchases fail on their online platform.

- If a purchase fails, a P-Card must be taken to the physical store location.
- The last 4 digits of the card must be written on the receipt.

Expedia/Travelocity

- Purchasing flights/lodging through Expedia/Travelocity/similar travel sites is permitted.
- A receipt is required at the time of purchase and any further financial information emailed to the club through one of these platforms is required to be sent to student.orgs@oregonstate.edu.
 - Third party travel sites notoriously charge travel/booking fees after travel has occurred.
- **Clubs are required to send finalized valid receipts to the Clubs & Orgs Office.**

Airbnb, VRBO, etc.

Lodging obtained through an online platform such as Airbnb, VRBO, or a vacation rental company is considered commercial lodging. However, the lodging is not subject to the same regulations, requirements, zoning restrictions, accessibility standards, or safety precautions (e.g., fire marshal inspections, emergency plan signage, or fire and carbon monoxide detectors).

Lodging obtained while using an online platform or vacation rental company is subject to the following requirements and recommendations.

Requirements:

- If rated, the rating is above 4.0 with at least 5 ratings.
- Rental is for the entire space (i.e. OSU travelers or guests are the only occupants).
- Rental includes a smoke alarm, carbon monoxide alarm, and fire extinguisher.
- Booking and payment are made only through the online platform or vacation rental company.
- Rental is solely for work-related purposes. For mixed-purpose travel (work and personal), the personal-related travel must be booked separately from the work-related travel.

Recommendations:

- If rated, the overall rating is above 4.8 with at least 5 ratings.
- A self-check-in process is available.
- Cancellation policies are flexible.
- Research your destination and consider safety when selecting the rental.

Hotels

- A receipt is required at the time of booking the hotel and after the club has checked out of the hotel.

Returns

Returns are only permitted if an item arrived damaged, broken after arrival, or if the package was delivered late. Used items may not be returned.

If a return is made, the Clubs & Orgs Office must be made aware of:

- Where the return is made?
- How much is the return for?
- What date did the return occur on?

Awards and Prizes

Awards and prizes purchased through an RSO index may be subject to tax reporting. The RSO must complete using [this form](#), the RSO is responsible for (providing the recipient's name, OSU ID number, and award amount) and attach it to the when completing a payment request form for purchase of awards and prizesthe funds spent. Payment and/or reimbursements cannot be issued without this information.

Cash/Check Advances

Cash Advances are only offered on an as-needed basis when/if other means cannot be used to procure goods and services. If you believe you need a Cash Advance, contact the Clubs & Orgs Office to discuss.

- Advances are limited to \$400. Requests for larger amounts will be considered on a case-by-case basis and require the Clubs & Orgs Office's pre-approval. These requests must be requested at least 3 weeks in advance. Advances over \$400 will be provided via check or direct deposit only, not cash.
- RSOs may only have one (1) outstanding cash advance at any given time.
- Due to OSU fiscal year end closing procedures, advances are not available during the month of June and all reconciliations must be completed by May 31.
- Reconciliation is required for all advances. To complete the reconciliation, attach all proof of payment (valid receipts) to the advance reconciliation form in Ideal-Logic.
 - **Save all receipts.** These must be ORIGINAL, valid receipts, not copies.
 - If a satisfactory reconciliation form is not filed, the RSO fund may be frozen, and the advance may be reported as taxable income to the student receiving the advance.
 - Unspent money must be returned to the RSO index.
 - If more money was spent than requested, the student can be reimbursed from the RSO index. See [Reimbursements](#) for details.

Fundraising and Donations

Fundraising

RSOs can raise funds through various means, including but not limited to membership dues, fundraising events, donations, event fees, and sponsorships. Where applicable, a reviewed [activity report](#) associated with the fundraising efforts should be submitted through Ideal-Logic.

Raffles vs Drawings

Raffles are considered a form of gambling and require approval from the [Oregon Gaming Commission](#). RSOs wishing to host a raffle must contact the Clubs & Orgs Office well in advance to begin the approval process.

Drawings are a more accessible option and do not require state approval if structured as follows:

- Tickets are offered with a **suggested donation amount** rather than a required cost.
- Individuals must be allowed to participate **for free upon request**.
- Marketing should clearly indicate that donations are suggested, not required.

Note: Whenever possible, use a drawing instead of a raffle to avoid complex gambling regulations.

Donations

RSOs with an active RSO index are eligible to receive donations, including monetary contributions and gifts-in-kind. Check donations should be made out to the OSU Foundation with the RSO's index written in the memo line of the check. **Do not** take donation checks to the Cashier's Office (Kerr Administration Building) if the donor wants donation acknowledgement for tax purposes.

A Payment Request must be submitted to transfer the donation from the OSU Foundation index into the club's RSO index. The transfer of funds into a RSO index can take up to ten business days after approval of a funding request.

Note: The OSU Foundation charges a 5% administrative fee on all gifts.

If it is your first time receiving donations, it is advisable to visit the Clubs & Orgs Office, so they can guide you through the donation process.

University-Supported Giving Opportunities

[Beavs Give](#) and [DAM Proud Day](#) are university-wide fundraising campaigns that RSOs may participate in. These initiatives provide visibility and opportunities to raise funds through OSU's official giving platforms. RSOs interested in participating should contact the Clubs & Orgs Office for guidance and requirements.

Commercial Bank Accounts

RSOs may open a commercial bank account to manage funds, particularly when conducting business outside of OSU. If your organization chooses to open an external account, please consider the following:

- **Tax Identification Requirement:** Most banks require a Tax Identification Number (TIN) to open an account. This is typically either an Employer Identification Number (EIN) obtained through the IRS or an individual's Social Security Number (SSN).
- **Avoid Using Personal SSNs:** Using a personal SSN to open a bank account is **strongly discouraged**, as it can create significant personal tax liability for the individual.
- **University TIN Prohibited:** RSOs are **not permitted** to use Oregon State University's TIN under any circumstances. Doing so is a violation of university policy and may result in immediate loss of RSO recognition. Any account opened using the University's TIN must be closed immediately.
- **Lack of Oversight:** External bank accounts are not subject to institutional oversight. RSOs are strongly encouraged to establish clear internal procedures and controls for

managing these funds. Without safeguards, there is a risk of mismanagement or unauthorized withdrawals with limited options for recourse.

SOA Grant Policy 2025-2026

SOA Grant Policy Statement

Student Organizations & Activities (SOA) Grants Program provides funding, through student fees, to support the events and activities of Recognized Student Organizations (RSOs) at the OSU Corvallis and Newport campuses. The purpose of the SOA Grants Program is to support diverse and inclusive participation in co-curricular experiential activities.

SOA Grant Funding Eligibility

Two types of experiential activities are supported by the SOA Grants Program:

- **Special Events**: RSO events that are **open to all OSU students** and occur during Weeks 1-10 of the term (Fall, Winter, Spring only).
- **Organizational Development Events/Activities**: RSO activities, meetings, or events that are "**closed**" to the public (limited to RSO members and their pre-identified guests).

Funding Criteria

- RSO must be currently recognized with an active RSO fund index.
- All club officers must have completed online officer training/orientation for the current academic year.
- RSO **cannot** have a negative fund balance.
 - Requests are not considered submitted nor reviewed until the negative balance is resolved.
- Activity must align with the RSO's mission and actively support community-building and belonging for OSU students.
- Activity must uphold the OSU Community [Non-Discrimination Policy](#).
- Activities must occur on campus and meet the [general liability insurance requirements for RSOs](#).
- RSO must track attendance/participation of OSU students.
- Revenue generating activities must have payment processes set up and managed through the Clubs & Orgs Office.
 - Revenue will be disbursed to the club following the budget reconciliation process.

What is Not Eligible for SOA Grant Funding?

- Payroll or payment to student organization members for leadership, service, etc.
- Youth engagement or outreach.
- Fundraising activities, including purchase of items for resale purposes.
- Philanthropic or charitable purposes. I.e. donating money or physical items (including food) to an individual or organization.
- Activities for which the primary purpose is raising awareness of or recruiting volunteers for a non-profit agency.
- Activities hosted at establishments whose primary focus is on the service of alcohol (wineries, distilleries, breweries, etc.).
- Activities hosted on the OSU campus that include any access to alcohol.
- Activities in which academic credit is an option for participants.
- Activities in which participation fees are billed through a student account.
- Activities primarily geared towards non-OSU Students (less than half of the anticipated participants are OSU Students).
- Religious service activities where there is religious exercise/direct support of religious worship. This does not preclude activities involving the expression of religious viewpoints nor does it preclude groups that engage in religious worship.
- Graduation activities.
- Events that promote or oppose any political committee or any initiative, referendum, or recall petition, measure, or candidate.
- Membership dues, or other payments to national/parent organizations.
- Clothing or accessories that will become personal property of an individual.
- Operational Supplies (general operating supplies and equipment necessary to run a club including uniforms, business cards, any individual piece of equipment valued over \$150).
- Gifts or prizes.
- Travel.
- Lodging.
- On-going rental, maintenance or upkeep of an off-campus facility.
- Purchases made to Shein, Ali Express, Alibaba, Temu, and other vendors at the discretion of the Clubs & Orgs Office.
- Purchases made with any P-Card other than the Clubs & Orgs's P-Card.

Guidelines for Submitting a Funding Request

- [Activity Reports](#) and Funding Requests must be submitted through [Ideal-Logic](#) within the appropriate timeline/deadlines, with the following:
 - Detailed budget of **all** expected revenue and expenditures.

- A cost demonstration for all items to be funded.
 - Cost demonstration can be a copy of an email, invoice, quote, or screenshot of a website as long as it includes vendor name, expense description, and per-unit cost.
 - If the event is revenue generating, a cost demonstration is required for all expenses.
- All requests are initially reviewed by the Clubs & Organizations Office.
- Clubs are strongly encouraged to wait until their funding requests have been approved before making any purchases for events.
 - **Because funding is not guaranteed, any purchases made prior to approval may not be eligible for funding or may only be partially covered.**

Special Event Funding

Any activity that meets the following criteria may be funded as a Special Event.

- Must be open to all OSU students.
- Cannot be an activity listed under [Organizational Development](#).
 - Activities occurring at the same time and location of regularly scheduled RSO meetings are not eligible for Special Event Funding.
- Must occur during Weeks 1-10 of the term (Fall, Winter, Spring only).
- A series of connected activities all occurring within a 2 week period shall be considered one event for funding purposes (i.e. conference, awareness weeks, competitions, etc.).

Allocation Limits

- RSO working alone:
 - Up to \$1,500 per event for up to 50 participants.
 - Up to \$2,500 per event with more than 50 participants.
 - **An RSO may be funded for up to 2 events per year when working alone.**
- RSO working in collaboration with other RSOs:
 - Up to \$3,500 for 2-3 RSO collaborators.
 - Up to \$4,500 with 4+ RSOs collaborators.
 - **When working in collaboration with another RSO, up to 2 additional events may be funded per year.**
 - **Collaboration Criteria:**
 - All collaborators must meet to brainstorm, develop, and mutually agree on the event concept before finalizing the [activity report](#).

- Each RSO must have equitable and well-defined roles in the planning, execution, and promotion of the event.
- For collaborative activities, one club should submit the complete budget but each club must submit separate activity reports or show proof of agreement detailing their club's role in the collaboration as detailed in the submitted activity report.
- **Whether alone or in collaboration, no more than 2 total special events will be funded in a given term.**

Additional Requirements

- Budget revisions must be completed and approvable no less than:
 - 7 business days in advance of the activity requesting **less than \$1,500**.
 - 14 business days in advance of the activity requesting **more than \$1,500**.
- Promotion and Advertising:
 - RSO must publish the event on the [OSU Events Calendar](#) with the Clubs & Organizations tags.
- For ticketed events:
 - Tickets sales/distribution must be conducted through the Clubs & Orgs Office.
 - At least 80% of available tickets must be made available to the public.
 - 51% of available tickets must be made available to OSU students.

Expenses With Limitations (Regardless of Collaboration)

- **Apparel** - Costumes or other event-specific apparel critical to the event. Apparel requests for one event cannot exceed \$800.
- **Food** - Up to \$15 per anticipated participant.
- **Gas** - Gas expense when utilizing a personal vehicle up to \$0.25 per mile. Only funded to support an on-campus activity.
 - A map of the trip route must be submitted to demonstrate the cost, and a completed [Payment Request](#) with a gas receipt is required to reimburse the driver and reconcile the expense.
- **Marketing/Promotion** - This can include purchasing ads on social media platforms like Facebook and Instagram, paying for graphic design work, printing costs, etc.
 - Events with less than 499 anticipated participants can request up to \$500.
 - Events with 500 or more anticipated participants can request up to \$800.
- **Shipping** - Expedited shipping rates will only be covered up to \$100. [Signature Events](#) can be covered up to \$200.

Expenses Without Limitations

- **Accessibility Accommodations** - If an RSO needs accessibility accommodations for an event or activity, the Clubs & Orgs Office will cover any associated costs as long as the request is submitted at least **two weeks before** the event. These costs won't count toward your club's funding request limits.

Special Event Submission Deadlines

Activity Timing	Submission Deadline No Later Than:
Fall Term Activities during Weeks 1-4	Sept. 15, 2025
Fall Term Activities during Weeks 5-10	Oct. 10, 2025
Winter Term Activities during Weeks 1-10	Dec. 5, 2025
Spring Term Activities during Weeks 1-10	Mar. 6, 2026
In addition to the deadlines noted above:	
<ul style="list-style-type: none"> ● Requests up to \$1000 must be submitted at least 2 weeks (14 days) in advance and approvable at least 1 week (7 days) in advance. ● Requests over \$1000 (51+ expected participants) must be submitted at least 4 weeks (28 days) in advance and approvable at least 2 weeks (14 days) in advance. 	

An approvable budget has several factors that need to be met.

- The [activity report](#) must be fully completed and properly filled out.
 - For a *special event* this also means having your event registered on the [OSU Calendar](#), as well as having your main marketing poster/graphic uploaded in the marketing section.
 - You DO NOT need to register your event on the OSU Calendar if you are hosting a regular meeting.
- All appropriate cost demonstrations must be in and completed.
- The budget must balance out.
 - This means that the income matches the expenses and the total reads \$0.

Deadlines for your event are non-negotiable. Failing to meet a deadline creates rushed situations for both your club and the Clubs & Orgs Office. Missed deadlines may lead to

forfeited funding. If the funding deadline is missed, anything approvable up to the funding deadline will be approved. Anything pending approval will be rejected and will not be funded.

SOA Signature Events

SOA Signature Events are Special Events with a dedicated SOA Grant budget. Events are considered SOA Signature Events when:

- RSO has applied for an SOA Special Event Grant budget and successfully held the event for at least 1 academic year.
- RSO event furthers OSU's core value of creating inclusive communities.

To apply for an SOA Signature Event budget, please email us at student.orgs@oregonstate.edu. Please see the [Signature Event Policy](#) for greater detail and information on RSOs hosting Signature Events in 2025-26.

Organizational Development Events/Activities Funding

- Tabling and recruitment activities; disciplinary-specific networking activities; faculty-focused events, celebrations, or meetings; or any event "closed" to the public (limited to RSO members and their pre-identified guests).
 - Includes activities occurring at the same time and location of regularly scheduled RSO meetings.
- Any activity not funded as a Special Event.
- Must occur during Weeks 1-10 of the term (Fall, Winter, Spring only). **Summer term and finals week activities are not eligible for funding.**
- Recurring events/activities may be funded up to one term at a time and new requests must be submitted for each term (i.e. facility rental for weekly meetings/practices).

Allocation Limits

Up to \$2,000 annually (Aug. 2025 - June 2026):

- Up to \$1,000 per activity for up to 50 participants.
- Up to \$2,000 per activity with more than 50 participants.

Additional Requirements

- Budget revisions must be completed and approvable no less than:
 - 7 business days in advance of the activity requesting less than \$1000.

- 14 business days in advance of the activity requesting more than \$1000.

Expenses With Limitations

- **Food** - Up to \$15 per anticipated attendee for packaged foods or catering.
- **Gas** - Up to \$0.25/mile for personal vehicle use supporting on-campus events. Requires route map, gas receipt, and [Payment Request](#) for reimbursement.
- **Supplies** - Equipment, decorations, shipping and event insurance related to on-campus activity. **Annual limit: \$1,000.**
- **Marketing/Promotion** - Covers social media ads, graphic design, printing, etc.
 - Events with less than 500 anticipated participants can request up to \$500.
 - Events with 500 or more anticipated participants can request up to \$800.

Beaver Community Fair

- A one time funding request for marketing materials for tabling at the Beaver Community Fair (BCF) can be made up to four weeks prior to the BCF. Funding for the 2025 BCF opens on August 1, 2025.
- Up to \$800 of Org Development funds can be used towards marketing materials for tabling at the BCF.
- No funds may be used on apparel (t-shirts, sweatshirts, etc.).

Expenses Without Limitations

- **Accessibility Accommodations** - If an RSO needs accessibility accommodations for an event or activity, the Clubs & Orgs Office will cover any associated costs as long as the request is submitted at least **two weeks before** the event. These costs won't count toward your club's funding request limits.

Organizational Development Activities Deadlines

Up to \$1000	Submit at least 2 weeks (14 days) in advance and approvable at least 1 week (7 days) in advance.
More than \$1000	Submit at least 4 weeks (28 days) in advance and approvable at least 2 weeks (14 days) in advance
Requests accepted on a rolling basis between August 15, 2025 - May 15, 2026.	

Deadlines for your event are non-negotiable. Failing to meet a deadline creates rushed situations for both your club and the Clubs & Orgs Office. Missed deadlines may lead to forfeited funding. If the funding deadline is missed, anything approvable up to the funding deadline will be approved. Anything pending approval will be rejected and will not be funded.

Budget Shortfall

SOA may provide additional funding if unforeseen expenses arise for an activity that has already received funding. Requests must be submitted within **30 days of the activity** and no later than **May 31, 2026**. To request budget shortfall funding, email **student.orgs@oregonstate.edu** with the details of your request.

SOA Grant Suspension

RSOs are not eligible to request additional funding until all previous funding requests have been fully reconciled. An RSO will be placed on SOA Grant Suspension under the following circumstances:

- Failure to submit the required Post-Activity Report, including budget reconciliation, within 30 days of the event. Suspension remains in effect until the report is completed.
- Failure to return unspent funds within 14 days of receiving confirmation of completed reconciliation. Suspension remains in effect until the funds are returned.
- Maintaining a deficit balance in the RSO Fund Index. Suspension remains in effect until the negative balance is resolved.

Failure to comply with SOA Grant Funding Reconciliation requirements will result in the following:

- **1st Warning:** Placement on SOA Grant Suspension until the issue is resolved.
- **2nd Warning:** Loss of SOA Grant privileges for the remainder of the term.
- **3rd Warning:** Loss of RSO Recognition.

Signature Event Policy 2025-2026

Signature Event Policy Statement

The Student Organizations & Activities (SOA) Grants Program provides funding through student fees to support the events & activities of Recognized Student Organizations at the OSU Corvallis campus. The purpose of the SOA Grant Program is to support diverse and inclusive participation in experiential activities outside of the classroom experience. SOA Signature Events are Special Events with a dedicated SOA Grant budget.

Become a Signature Event

To become a Signature Event, a club must have successfully launched a [Special Event](#) for 1 year. A successful event is defined as:

- Having over 150 people (at least 76 OSU students) in attendance.
- Meeting all activity reports, funding, and reconciliation deadlines.

To apply for a Signature Event, a club must:

- Meet the minimum qualifications for a Signature Event.
- Demonstrate that their club does not have a negative index balance at the time of the Signature Event application.
- Host the Signature Event, and the event cannot be a collaborative event.
- Receive a baseline funding allocation of \$5,000 through SOA Special Event Grants, with the potential to qualify for additional funding.
- Fill out the Signature Event Application Form on Ideal-Logic by the identified deadline.

Signature Events are assigned at the discretion of Clubs & Orgs Office and Signature Event Committee and are evaluated at the end of the academic year. **Once a date and venue are selected by the committee, they are not changeable.**

2025-2026 Signature Events

The following RSOs will plan and execute SOA Signature Events during 2025-2026:

- Saturday, January 31 - Korean Student Association (KSA), K-Night
- Friday, February 6 - Middle Eastern Dance Association (MEDA), MEDA Night
- Saturday, February 7 - Taiwanese Student Association (TWSA), Taiwanese Culture Show

- Saturday, February 14 - Cambodian Student Association (CSA), Khmer Night
- Friday, February 20 - Muslim Student Association (MSA), Malcolm X Iftar
- Saturday, February 21 - Thai Student Association (TSA), Thai Night
- Saturday, February 28 - Japanese Student Association (JSA), J-Night
- Saturday, March 7 - VSA, Vietnamese Culture Show
- Saturday, April 18 - African Student Association (ASA), African Night
- Saturday, April 25 - Hui O Hawai'i, Hoike
- Friday, May 1 - Rainbow Continuum, Spring Drag Show
- Saturday, May 2 - Indian Student Association (ISA), India Night
- Friday, May 8 - Kinetic, Kinetic Showcase
- Saturday, May 9 - Pacific Islanders Association (PIA), Pasifikafest
- Sunday, May 17 - Asian Pacific American Student Union (APASU), Culture Shock
- Thursday, May 21- RITMO, Quinceanera
- Saturday, May 30 - Isang Bansang Pilipino (IBP), Pilipino Night

Signature Event Fundraising Policy

RSOs hosting a Signature Event are awarded a unique SOA grant budget. These grants are awarded in accordance with the [Special Event Grant Funding Policy](#), which outlines eligibility, use of funds, and compliance requirements.

For the 2025–26 fiscal year, RSOs approved for a Signature Event Grant must contribute to the cost of their event through fundraising. Specifically, RSOs are required to raise **up to 10% of their total allocated SOA grant funding** for the year.

Example:

If an RSO receives a total of \$7,000 in SOA Grant Funding, they will be required to fundraise \$700 during the 2025–26 fiscal year. This fundraising can be completed through approved methods such as merchandise sales, ticketed events, donations, or other activities that comply with university and SOA policies.

Failure to meet the fundraising requirement may impact eligibility for future SOA Signature Event funding.

MU Teaching Kitchen (formerly the GCK)

If an RSO chooses to utilize the MU Teaching Kitchen for their Signature Event, the RSO is responsible for adhering to the Teaching Kitchen's Policies.

Recipe Test:

- The Clubs & Orgs Office will fund up to \$250 for the recipe test so long as the recipe test is conducted the term before the Signature Event and all MU Teaching Kitchen policies are adhered to.
- The club has a **one week** window after the recipe test to decide if they will not use the MU Teaching Kitchen. After one week, the RSO is committed to using the Teaching Kitchen.
- RSOs must provide **at least 2 backup recipes** in addition to what they plan to make at their event.
- After the recipe test, the Teaching Kitchen will provide a quote within 2 weeks.
- The cost of food for the recipe test must be paid for with an [OSU P-Card \(credit card\)](#) checked out from Clubs & Organizations. Individuals will not be reimbursed if a purchase is made out of pocket.

Volunteers:

- The RSO must provide enough volunteers to staff their event's preparation, cooking, and cleanup.
- RSOs will provide a list of volunteers 2 weeks prior to the event to the Teaching Kitchen.
- Volunteers who give more than 2 hours of their time must be fed.

Ticketing

All Signature Events require a ticket. If the RSO is requesting over \$5,000, the ticket for the event must have a price. The amount of the ticket price is determined by the RSO hosting the event.

- Tickets that have a cost may be available up to 3 weeks before the event.
- Tickets without a cost may only be available up to 1 week before the event.
- 51% of tickets available must be made available to OSU students.
- The minimum tickets available must be 200 tickets.
- RSOs may have up to 20% of their tickets available for VIP.
- VIP tickets must be set up and distributed in advance.
- Clubs & Orgs Staff working the events are provided free tickets.
 - For attendance under 400, 5 tickets must be provided to the Clubs & Orgs Office.
 - For attendance over 400, 8 tickets must be provided to the Clubs & Orgs Office.

Day of the Signature Event:

- An RSO member must be present during ticketing if VIP tickets were distributed.
- Doors must open 30 minutes prior to food service.
- Food Service must be at the beginning of the event.
- Clubs & Orgs Staff will provide ticket scanners and distribute tickets and wristbands at the start of each event. Clubs & Orgs Staff will arrive at least 15 minutes prior to the start of the event.
- Individual(s) without a ticket may **not** enter the event for safety purposes.
- A Food Lead must be present in the MU Teaching Kitchen during food preparation.
- We recommend that during your event, you recognize all the people and organizations that supported your event and organization.

Ticket Sales Revenue:

Ticket sales revenue can be used on non-SOA grant fundable items, such as:

- Event promotion apparel (sweatshirt/shirts/etc.)
- Increasing the food budget from \$15/per person
- Gifts & Prizes
- To further fund the club

RSOs may absorb the revenue their club generates from their event for their use.

Deadlines

Event deadlines are **non-negotiable**. Missing a deadline creates challenges for both your club and the Clubs & Orgs Office and may result in serious consequences, including:

- **Forfeited Funding**
 - If the funding deadline is missed, only items approved prior to the deadline will be funded.
 - Any requests still pending approval at the time of the deadline will be denied and will not receive funding.
- **Cancellation of Event**
 - If the primary funding deadline is missed, the Signature Event will be canceled.
- **Cancellation of Performers**
 - Any non-OSU performers who cannot provide [Certificates of Insurance \(COIs\)](#) will not be eligible to perform, and their performance will be canceled by the Clubs & Orgs Office.

To help ensure your club meets all deadlines, **bi-weekly meetings with the Clubs & Orgs staff** throughout the planning process will be scheduled. These check-ins allow us to provide support, address challenges, and keep your event on track.

SOA Signature Event Grant Suspension

An RSO may be placed on SOA Grant Suspension, and risk losing eligibility for a Signature Event in future years, if any of the following occur:

- Failure to complete the Post Activity Report, including Budget Reconciliation within 30 days of the event.
- Failure to return unspent funds within 14 days of a confirmation of completed reconciliation.
- Maintaining a [deficit balance in the RSO Fund Index](#) until the balance is resolved.
- Failure to meet funding deadlines (budget submission & funding request).
- Failure to accurately report the happenings of the event.
- Failure to provide performance waivers.
- Failure to promote the event on the OSU events page.
- Failure to receive 51% OSU student attendance.

Marketing & Media

It is the goal of the Clubs & Orgs Office for your club to have a successful event. The Clubs & Orgs marketing team is here to work with your club to promote your event so that you receive the maximum attendance possible. Please work with the Marketing Team on promoting your event with:

- Clubs & Organizations Social Media
- What print media resources are available
- Visible places on campus to hang posters
- Launching your ticket sales release
- Beaver Community Fair Promotion
- Beavs Gives Promotion

Potential Alternative Funding Opportunities for Signature Events

- [Office of Institutional Diversity](#)
- [Diversity & Cultural Engagement](#)
- [President's Commission on Indigenous Affairs](#)
- [President's Commission on the Status of Women](#)

Recognized Student Organizations (RSO) Policy

- [School of Language, Culture, & Society](#)
- [OSU Foundation Donations, Beavs Gives page](#)

Appendix

Definitions

- **Activity** – Any undertaking or event in the name of, sponsored by, organized, financed, or endorsed by a Recognized Student Organization.
- **Activity Sponsorship Agreement** – A formal written agreement between a Recognized Student Organization and a University department that establishes a temporary collaboration and outlines resources, roles, expectations, and processes associated with a sponsored Activity.
- **Advisor** – An individual working in a relationship with an RSO that allows for education, development, guidance, and support for the RSO, which are not a part of the individual’s employment responsibilities. An advisor can be both an OSU faculty member or an OSU community member. See the Faculty Mentor definition below for additional information.
- **Affiliated Student Organization (ASO)** – Individual fraternity and sorority chapters supported by the Center for Fraternity and Sorority Life (CFSL), a Recognized Student Organization that is not eligible for RSO General Liability Insurance, or a Recognized Student Organization that chooses to maintain its own general liability insurance.
- **Annual Sponsorship Agreement** – A formal written agreement between a Recognized Student Organization and a Department, establishing an ongoing relationship and outlining additional benefits, resources, and expectations on an annual basis.
- **Annual Recognition** – The annual form and process a Student Organization takes to become a Recognized Student Organization.
- **Certificate of Insurance (COI)** – A document from an insurance agent/broker that serves as evidence of insurance coverage; it outlines the type of insurance, the limits of liability and the effective and expiration dates of coverage. It is important to note that a certificate of insurance is only evidence of a coverage in effect at the time of issuance of the certificate; it is not an insurance policy nor does it convey any rights to the certificate holder (Risk Management, 2025).
- **Department** – An academic, student affairs, or auxiliary unit of OSU. This includes but is not limited to a college, school, office, or program.
- **Department Student Organization (DSO)** – A Student Organization that operates under the supervision and authority of a Department. A Department Student Organization is not a Recognized Student Organization.
- **Faculty Mentor** – An OSU academic or professional faculty member in formal support and mentorship relationship with an RSO, as a part of the faculty member’s OSU responsibilities.
- **General Liability Insurance Coverage** – Oregon State University requires any non-OSU entity doing an activity on campus to have General Liability Insurance and proof of insurance by providing a Certificate of Insurance (COI). General liability insurance coverage protects your organization from claims if you cause injury to a third party or cause damage to another’s property.

- **Living Group** – Non-profit cooperative Student Organizations providing room and board to OSU Students in a residential facility. These organizations generally host close-knit communities of OSU Students living together based upon some fundamental intellectual or cultural theme, each with its own unique culture, expectations, and requirements for membership.
- **Member/Membership** – OSU Student who is eligible to vote or hold Officer positions within a Recognized Student Organization.
- **Non-OSU Entity** – A non-Oregon State University (non-OSU) entity refers to any individual, organization, or business that is not formally affiliated or associated with OSU. This can include external guest speakers, performers, vendors, companies, or experts who are not current employees, faculty, students, or part of any OSU department or official group. Examples might include local musicians, guest professors from other universities, external businesses, corporations, or sponsors who are participating in events or activities hosted on campus.
- **Officer** – Member elected or appointed by a Student Organization to direct, control, and execute Student Organization business.
- **Oregon State University Student (OSU Student)** – An individual with an active OSU Network ID (ONID) who is currently enrolled in any OSU or degree partnership program and is not employed by OSU in a position that is a half-time equivalent (0.5 FTE) or higher.
- **Person-in-Charge** – University employee who is responsible and accountable for compliance, supervision, and overall administration of a youth program, including programs operated by non-university entities. The person-in-charge is designated by the sponsoring department/unit head.
- **Recognized Student Organization (RSO)** – A status gained through successful Registration of an eligible Student Organization. Voluntary Student Organizations, Affiliated Student Organizations, and Sponsored Student Organizations are Recognized Student Organizations. Department Student Organizations (DSOs) are not Recognized Student Organizations.
- **Registration** – The process a Department Student Organization takes to become visible on Ideal-Logic to the OSU community.
- **Sponsored Student Organization (SSO)** – An RSO in a formal, sponsored relationship with a Department. SSOs must complete the Annual Sponsorship Agreement form on Ideal-Logic to establish this formal relationship.
- **Student Organization** – An affiliation of Students bound by an interest, goal, work, or community. May also be referred to as a club, organization, or Recognized Student Organization, and includes but is not limited to associations, chapters, coalitions, groups, or teams.
- **Student Organizations and Activities (SOA)** – The Department responsible for providing administrative oversight of the Student Organization program.
- **Underwriting** – The process of evaluating and accessing risk to determine if an agreement should be made and on what terms. Underwriting involves carefully

analyzing the potential risks associated, and based on the risk assessment, a decision is made on whether to accept the risk or not.

- **University Recognition** – A status, granted by Student Organizations and Activities (or designee), to a Student Organization upon successful completion of all Registration and training requirements - which allows access to university benefits, if the terms of Recognition are followed by the Student Organization. See the Annual Recognition definition above for more information about the process for recognition.
- **Voluntary Student Organization (VSO)** – The primary Recognized Student Organization designation. This means that all RSOs are VSOs unless they fall into the more limited categories of SSO or ASO.

Related Information and Resources

- Clubs & Organizations Website – <https://see.oregonstate.edu/ela/clubs-organizations>
- List of Student Clubs and Orgs Websites – <https://clubs.oregonstate.edu/>
- Code of Student Conduct – <https://scs.oregonstate.edu/>
- FIS - RSO Fund – <https://oregonstateuniversity.sharepoint.com/sites/CUPP/SitePages/Recognize-d-Student-Organizations.aspx>
- Brand Standards – <https://communications.oregonstate.edu/brand-guide/using-brand>
- Insurance and Risk Management Services – <https://risk.oregonstate.edu/>
- Sport Clubs – <https://beav.es/3yp>
- Center for Fraternity and Sorority Life – <https://studentlife.oregonstate.edu/cfsl>
- 25Live - <https://25live.collegenet.com/pro/oregonstate#!/home/search/event/list>
- Mazevo - <https://app.mymazevo.com/login>

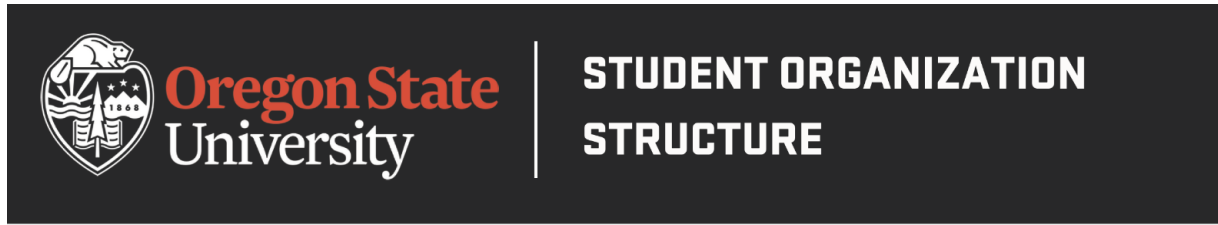
Contacts

Student Organizations & Activities Office (SEC 108)	(541) 737-9857	Student.Orgs@oregonstate.edu

Recognized Student Organizations (RSO) Policy

Katelynn Avallone - RSO Manager	(541) 737-7659	Katelynn.Avallone@oregonstate.edu
Office Specialist - Taylor Stone	(541) 737-2917	Taylor.Stone@oregonstate.edu
Administrative Program Assistant - Justin Bruemmer	(541) 737-1562	Justin.Bruemmer@oregonstate.edu

Student Organization Structure Chart



RECOGNIZED STUDENT ORGANIZATION (RSO)

RSOs are legally separate entities from OSU and function solely under the direction and control of the student organization's members. To obtain and maintain recognition, the organization must meet eligibility requirements, complete the Annual Recognition form, and comply with RSO policies whilst in operation.

VOLUNTARY STUDENT ORGANIZATION (VSO)

Criteria:

- Meets requirements for Annual Recognition
 - Minimum of 4 members
 - Fill an unmet need
 - Meet RSO eligibility
 - Approved governing documents
- Primary designation unless specified as an ASD or SSD

RSD designation is within the discretion of Student Organizations & Activities

AFFILIATED STUDENT ORGANIZATION (ASO)

Criteria:

- Individual fraternity and sorority chapters supported by the Center for Fraternity and Sorority Life
- Not eligible for RSO general liability insurance
- Chooses to maintain its own liability insurance
- Must meet the requirements for Annual Recognition
- Must obtain and maintain general liability insurance

SPONSORED STUDENT ORGANIZATION (SSO)

Criteria:

- Functions under the guidance and support of a department
- Maintains student organization member direction and control
- Must meet the requirements for Annual Recognition and Annual Sponsorship Agreement

SSOs may be eligible for additional benefits at the discretion of the sponsoring department

DEPARTMENT STUDENT ORGANIZATION (DSO)

DSOs are not RSOs. DSOs are programs that operate solely under a department's supervision, discretion, direction and control. These organizations may work with the Student Organizations and Activities office to support visibility and access to OSU students, but do not need to meet RSO eligibility and requirements.