

# RSO MANUAL

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Policies, Procedures & Resources  
for the Recognized Student  
Organizations of LC State

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# LC STATE Student Clubs & Organizations, Policy 5.026

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<http://www.lcsc.edu/media/5380565/5206-student-clubs-and-organizations.pdf>

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

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

Student Affairs will publish a specific set of policies and procedures governing all aspects of student club and organization administration. These policies and procedures will be approved by the Vice President for Student Affairs and shall serve as the governing document by which all student clubs and organizations will abide. They will be reviewed and, if necessary, updated as needed but at least annually and made available on the college's website.

Representatives (officers and advisors) from all recognized clubs and organizations will be required to attend or otherwise participate in one formal club and organizational training program per year at which time the policies and procedures will be reviewed and input solicited for possible edits or updates.

Changes to the policies and procedures governing clubs and organizations will be made throughout the year as needed to reflect changes in institutional policy, State Board of Education policy, or applicable laws.

All financial transactions, including management of club funds and assets, will be conducted in accordance with published college policies concerning institutional finances and will be coordinated by the Vice President for Student Affairs or his/her designee.

## Introduction

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Best Contact: [Student Involvement](#)

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

The work that you do as part of a student organization on campus is vital to completing the mission of LC State. Where we prepare students to become successful leaders, engaged citizens, and lifelong learners.

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

The RSO Manual is intended to be a summary of certain matters of interest to RSOs. Readers should be aware:

- It is not a complete statement of all procedures, rules and regulations of LC State.
- The institution reserves the right to change without notice any procedure, policy and/or program, appearing in the RSO Manual.
- Institution divisions, departments and offices may have their own procedures and policies applying to student organizations not listed in the RSO Manual.

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

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

## Section 1

### RSO Definition and Requirements

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Best Contact: [Student Involvement](#)

#### Definition

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

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

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

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

#### Relation of the College to ASO/RSO

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

The Status does NOT:

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

## Section 2

# Requirements of Recognition

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Best Contact: [Student Involvement](#)

### Delegation of Authority for Recognition

The authority to recognize student organizations has been delegated by the President of LC State to the Office of Student Involvement. The Office of Student Involvement shall be the governing body for ASO/RSOs. The Coordinator of Student Involvement will be responsible for implementation, and administration of ASO/RSO policies.

Through the Office of Student Involvement the College must officially recognize all groups of students fitting the definition of an ASO/RSO.

### How to Become a Recognized Student Organization (RSO)

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

1. Comply with all LC State policies and regulations, Idaho State Board of Education policies, as well as state, local, and federal laws.
2. Comply with LC State's Office of Student Involvement's non-discrimination policy, which states that:
  - o "No student club or organization which discriminates on the basis of age, race, gender, religion, sex, color, nationality, ethnic origin, national origin, marital status, disability, sexual orientation, socio-economic background, political affiliation or veteran status with respect to its membership will be granted official college recognition." This statement extends to, group activities, membership privileges, officer selection, and voting privileges
3. Have a full-time college faculty/staff advisor
4. Maintain an up to date Do More Portal including:

- Member Roster
- Constitution
- Officer List
- Meeting Information
- Events

## Section 3

# Benefits & Privileges

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Best Contact: [Student Involvement](#)

RSOs are eligible to use many of the same resources as college offices and Academic Departments. These resources can be helpful tools in centralizing communication between group's leadership, current members and prospective members. RSOs using these services are responsible for following all LC State policies related to these resources. If you have questions about these resources, please contact the corresponding office directly.

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

- Administrative Access, for Advisors and Student Officers, to the RSO's Online Do More Portal
- Ability to sponsor speakers and events on campus (in accordance with LC State policies governing such events)
- Access to guidance from the Office of Student Involvement about event planning, fundraising, marketing, financial management, etc.
- Mostly free use of facilities, when available (select spaces have rental fees, but RSOs are offered a discounted rate)
- Ability to use the name of the College in their official title (guidelines established by College Communications)
- Ability to advertise and/or promote RSO, activities and programs on campus
- Ability to apply for funding opportunities including application for Associated Students of Lewis-Clark State College (ASLSCS) funding and/or other institutional funding

- Participation in leadership training
- Access to Clubhouse for Officer office hours, meetings, and events (reservation required)
- RSO mailbox in the Clubhouse
- Free printing in the Clubhouse for the purpose of RSO (limited to 150 pages of black and white or 50 color printing per RSO per semester)
- Access to storage space in the Center for Student Leadership (limitations apply)
- Ability to checkout event resources: audio/visual equipment, games, credit card readers, event check in equipment, and other useful equipment (fees may apply)

## Section 4

### LC Do More App

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Best Contact: [Student Involvement](#)

The Do More App, powered by Presence, is the campus engagement platform for LC State. The majority of RSO operation is handled through the Do More App. This app helps RSOs, plan events, maintain membership rosters, and identify ways to increase student engagement. The app also allows individual students the ability to view a campus calendar of events and activities, track skills and competencies they earn outside the classroom via an electronic personalized co-circular transcript.

The app is available online at [lsc.presence.io](http://lsc.presence.io) or for download on the App Store and Google Play. Students and RSO advisors access the Do More App using their lmail login information.

RSO Advisors and Student Officers are granted administrative access within their organization’s Do More Portal.

Administrative access allows these individuals the ability to:

- Edit Organization
- Maintain Rosters
- Maintain Officer Information
- Maintain RSO Constitution
- Plan Events
- Track Event Attendance
- Budget for Events
- Sign and Save Waivers

The operations within the Do More App are handled through a variety of electronic smart forms.

For further guidance on utilizing the Do More App please see the online trainings available online through campus class platform.

## Section 5

### Recognition & Training

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Best Contact: [Student Involvement](#)

#### Registration Process- For Groups Wishing to Become RSO

New student organizations may form anytime during the academic year. Student groups who wish to become a Recognized Student Organization must submit an online Organization Registration Form through the [LC Dore More App](#). Only students may fill out this form. Advisors may not submit applications on behalf of a student organization.

It is encouraged to not duplicate the purpose or function of an existing RSO.

Applying groups must provide:

- Name of Organization
- Short (100 words or fewer) description the group



- Specified organization category (multiple can be chosen)
- Meeting information (day, time, location)
- An up to date copy of the organization's constitution
- Contact information for the confirmed group's staff/faculty advisor(s) (must provide @lcmail email)
  - Advisor Approval will be required prior to RSO Approval
- An up to date roster, with a minimum of three members
  - These three members will be assigned an Officer Role (President, Vice President and Secretary) until formal RSO elections can be held

## RSO Constitution Requirements

Best Contact: [Student Involvement](#)

All RSOs are required to submit their constitution through Do More app annually. A RSO constitution template can be found on the Student Involvement website and in the Do More App. This template contains detailed directions for writing a constitution along with the required sections and verbiage as needed.

All constitutions must contain the required language pertaining to non-discrimination and nonstudent membership privileges outlined in the RSO Constitution Template.

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

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

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

After the electronic form is submitted the applying group will be granted a temporary status for three weeks in order to complete the recognition training requirements. Until the student group has been officially recognized it cannot host events or hold meetings on College property, except for organizational purposes.

Required RSO Trainings (Newly Requested RSO)

Best Contact: [Student Involvement](#)

All RSO trainings are online through campus class platform. Trainings for student groups seeking recognition are due within three weeks of submitting a completed Organization Recognition form. These trainings are required prior to approval of a group requesting RSO standing.

Advisor Training

Best Contact: [Student Involvement](#)

All staff/faculty Advisors from a group requesting RSO must complete an online training program to review current RSO Policies and the role of Advisor within a RSO.

Officer Training

Best Contact: [Student Involvement](#)

All student officers: President, Vice-President, and Secretary/Treasurer from a group requesting RSO status will be required to complete an online training program. This training will review current RSO Policies and the role of officers within a RSO and as a student leader at LC State.

Approval of Recognition

Upon receipt of a completed Organization Registration and proof of completed required training for all required individuals the approval of newly formed RSOs will be processed and granted through the Do More App and email notification.

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

## Annual Renewal of RSO Standing – For Existing RSOs

Best Contact: [Student Involvement](#)

Renewal Request

RSO status does not automatically renew each year. RSOs must update their electronic Do More Portal each academic year.

Required updates include:

- Contact information for the group's officers and advisor(s)
- The RSO Constitution
- Membership Roster

These updates are due by September 15<sup>th</sup>. This is to ensure that the college has updated information for all RSO and to prevent inactive groups from being listed on the college's website.

Roster Maintenance

Best Contact: [Student Involvement](#)

Rosters for all RSOs will be maintained electronically through the Do More App. These rosters, update with a students' enrollment status. Should a student graduate, transfer, or stop taking classes at the college the RSO roster will update automatically.

If a student chooses to no longer participate in a RSO it is the responsibility of the Advisor or RSO Officer to remove the student from any active rosters within 10 business days of notification.

RSOs are able to assign officer roles through the roster with in the Do More App as needed.

### Annual Membership Verification

RSOs who have been recognized for three or more continuous semesters are required to have at least five (5) student members to maintain active status. Advisors will be asked to verify their RSO membership by September 15<sup>th</sup> each year.

If an RSO falls below the 5-member threshold they will be required to meet with the Coordinator of Student Involvement to develop a recruiting strategy. If, after actively recruiting for one semester, the RSO is unable to grow membership to at least five (5) students then the group will be assigned provisional status.

### Changes to RSO

When a RSO makes any change (name, constitution and/or bylaws, meeting time/locations, etc.), those changes are to be submitted through the Do More App for approval by the Office of Student Involvement.

RSOs must update the Do More Portal within 10 business days of any RSO change.

### Required Annual Trainings

All RSO trainings are online through campus class platform. Trainings for continuing RSOs are due by September 15<sup>th</sup>. These trainings are required as part of the continued recognition of the RSO. A single annual completion of these trainings is required for Officers and Advisors participating in multiple RSOs.

### Annual Advisor CSA Training

Best Contact: [Human Resources](#) or [Student Involvement](#)

Through LC Security and Human Resources RSO Advisors are required to take a CSA “refresher” once per calendar year. Advisors will be notified via email when it is time to complete the refresher course.

### Annual Advisor Refresher

Best Contact: [Student Involvement](#)

Advisors are required to complete a 15-minute online refresher course each semester to verify their understanding of RSO Policies and Procedures and to be informed of any changes.

### Annual Student Officer Training

Best Contact: [Student Involvement](#)

The President, Vice-President, Secretary and Treasurer must complete an online RSO training, regardless of whether those individuals have completed the training the prior year. This training will provide updates on policy changes and general information.

## Section 6

### Maintaining Active Status

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Best Contact: [Student Involvement](#)

RSOs are designated as active, provisional or inactive based on whether or not they group has met the recognition and training requirements and followed college policies.

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

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

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

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

## Section 7

### Clubhouse & Learning Lab

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Best Contact: [Student Involvement](#)

Clubhouse – SUB/CSL 219

The Clubhouse, Student Union Building/Center for Student Leadership, Rm 219 is an open space on campus appointed to the operations of RSOs. This space is available for RSOs to host:

- Scheduled Office Hours for Designated Officers
- RSO Scheduled Campus Meetings
- Small RSO Events

The space features:

- 6 Individual Workstations
- RSO Mailboxes
- Printer & Scanner for RSO use

No office hours will be permitted during a scheduled event or RSO meeting.

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

#### Mailboxes

The Clubhouse features public mailboxes for RSOs to use. There are a limited number of mailboxes available so they will be assigned on a first come, first served basis. RSOs who do not check their mailboxes regularly may lose their mailbox privileges.

To request a mailbox, email [studentinvolvement@lsc.edu](mailto:studentinvolvement@lsc.edu) . Mail that is not addressed correctly or is not picked up within 10 days of receipt will be returned to the sender. Mail for RSOs should be addressed in the following manner:

**RSO Addresses:**

Name of RSO  
C/O Student Involvement  
LCSC  
500 8<sup>th</sup> Avenue  
Lewiston ID 83501

**Example:**

Scuba Diving Club  
C/O Student Involvement  
LCSC  
500 8<sup>th</sup> Avenue  
Lewiston ID 83501

Mailboxes do not automatically renew from year to year. All mailboxes will be cleared out at the end of Spring Semester. To renew your mailbox for the following year, contact the Office of Student Involvement prior to May 1st.

## Learning Lab - SUB/CSL 143

The Learning Lab, Student Union Building/Center for Student Leadership, Rm 143 is an open space on campus appointed to the programs and events sponsored by RSOs. This space is available for RSOs to host:

- Scheduled RSO Events
- RSO Scheduled Campus Meetings

The space features:

- Moveable Tables
- Projector & Screen
- Computer & Webcam

## Availability & Reservations

RSO Officers wishing to reserve the Learning Lab are asked to work directly with their RSO Advisor or to contact the Office of Student Involvement. These reservations are based on a first come first served process.

No RSO office hours will be permitted in the Learning Lab.

## Access

The SALTO Access Fob for the Learning Lab will be checked out 10 minutes prior to a reserved time. The Advisor or a RSO Officer can check out the access fob from the SUB/CSL info desk. The access button must be returned to the info desk at the end of the scheduled event. Failure to return the fob will result in a fine of \$25.00 and a suspension of RSO usage of the Learning Lab for the remainder of the semester.

## Availability & Reservations

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

All room reservations should include the following information:

• Event Name	• Event date	• Event time
• Person/Organization reserving space (LC CLUB)	• Contact and email for group representative	• Space being reserved description
• Estimated number of attendees	• Additional set up or tear down time	• Additional Resources (i.e. Chairs, tables, AV equipment etc.)

Reservations for the Clubhouse and Learning Lab do not automatically renew from year to year. All reservations will be cleared out at the end of Spring Semester. To renew your reservations, contact the Office of Student Involvement prior to May 1st.

## Club Storage Space – SUB/CSL Room 141

The Office of Student Organizations offers open storage space for RSOs to store their equipment. There is a limited amount of space. Availability will be assigned on a first come, first served basis.

- RSOs will be limited to four (4) cardboard boxes (paper boxes)
  - Dimensions 18" x 11.5" x 10.75"
- Boxes must be clearly labeled in the following manner
  - Contents list taped to the top of the box

- Lid and box both labeled along short side with Organization Name and number 1-4

To reserve storage space, contact the Office of [Student Involvement](#). RSOs may store equipment during the regular academic year (Fall and Spring semesters). RSOs wishing to store items over the summer must contact the Office of Student Involvement prior to May 1st to make arrangements. Items left in storage over the summer without prior arrangements will be donated.

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

## Section 8

### Financial Procedures

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#### RSO Accounts

Best Contact: Controllers Office

All RSOs are required to:

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

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

#### RSO Start Up Fees

Best Contact: [Student Involvement](#)

RSOs are able to claim a one-time start up fund from the ASLCSC. To obtain these funds a student representative of the newly approved RSO must present the organization's purpose at an open Tuesday meeting of the ASLCSC. After the presentation is made the initial paperwork for the account creation and the deposit of the startup funds will be processed by the Office of Student Involvement.

#### Account Audits

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

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

#### Fundraising and Dues

Best Contact: [College Advancement](#) or [Student Involvement](#)

Within parameters established by the college, RSOs, may sell materials related to the purpose of the RSO and may collect dues, initiation fees, donations, and admission charges for their activities. All funds raised are to be used for the ongoing support of the RSOs' activities.

#### Fundraising Policies

Sponsored fundraising activities shall be defined as: donations without products or services being rendered or activities that raise funds through direct sale of merchandise or service. RSOs may engage in fundraising using any method that does not

violate state, local, or federal laws or LC State Policy. When planning for a fundraiser or donation solicitation, RSOs should contact LC State College Advancement for additional information and approval.

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

#### Fundraising Rules and Regulations

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

For these reasons, RSOs need to work closely with Student Involvement and the Controller's Office when planning to host a raffle.

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

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

**Sales of Apparel Items**- RSOs wishing sell apparel items must receive approval from the Manager of the LC Bookstore and the Office of Communications and Marketing.

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

Fundraisers held on behalf of a third party (ie. Habitat for Humanity) do not follow the same rules as a fundraiser being held for the ongoing support of the organization.

#### Dues

Best Contact: [Student Involvement](#)

RSOs may collect dues from members to fund their activity. Dues may only be used to support RSO activities that are consistent with the purpose and goals of the organization.

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

#### Institutional Funding Opportunities

Best Contact: [Student Involvement](#)

RSOs may apply for Associated Students of Lewis-Clark State College (ASLCSC) and/or other institutional funding.

- ASLCSC Fundraising Match
- ASLCSC Event Funding Grant
- Institutional Development Grant

Funding policies for RSOs are subject to change annually. View the website for the Office of Student Involvement for the most current funding processes.

#### Depositing Funds

Best Contact: [Cashiers Office](#)

Funds should be deposited into the RSO college account within five business days of collection.

### Cash & Checks

RSOs can deposit cash and checks at the Cashier’s Window during standard business office hours. To make a deposit visit the Office during business hours, fill out a deposit slip, and give the money to one of their staff members. Checks should be made out to the “LC State” with the RSO name listed on the memo line (e.g. LC Scuba Diving Club).

### Credit Card

RSOs can work with the Cashier’s office to correctly accept Credit Card Payments. Service fees will be charged on these transactions. Contact the Cahiers Office for further guidance on these processes.

## How to Spend RSO Funds

Best contact: [Student Involvement](#) or Controllers Office

Please note that there are some limitations to what RSOs can purchase when spending from their LC State account. Please refer to the “Purchasing Guidelines” below.

All expenses must have the approval of RSO Advisor, the Coordinator of Student Involvement and the Controllers Office. Additional approval maybe need depending on the type or amount of request.

### Expenditure Request Process

The Office of Student Involvement must be notified via email of the request to spend RSO funds. This information must be received before funds can be released by the Controller’s Office. Campus purchase requirements (PO, REQ, P-Card, etc) for such purchases should be routed through the Advisor’s current reporting line.

RSOs wishing to make a purchase using their RSO funds must follow these steps:

- Prior to making purchase the Advisor or Department Administrative assistant must email the Office of [Student Involvement](#) and provide:
  - **SUBJECT:** RSO Purchase Request
  - A brief, but detailed description of what you intend to buy
  - The vendor(s) you will be purchasing from
  - Costs
  - Payment Method: RSOs can pay for purchases with cash, checks, Purchase orders (PO), or a LC State P Card.
- Once the email has been sent and funds have been verified by the Office of Student Involvement payment can be arranged through the correct campus procedures

### Purchasing Guidelines

What you CAN use RSO Funds for

Event Materials/Supplies	National Organization Dues for Entire RSO	Event Food/Beverages (non-alcoholic)
Event Advertising	RSO Gear (SWAG, Shirts, etc.)	RSO Travel
Speakers & Presenters	Non-Profit Donations/ Philanthropic Activities	

What you CANNOT use RSO Funds for

Political purposes	Legislative lobbying	Activities based in discrimination
Hiring of Legal Services/Bail Bonds	Personal Gain For Students or Employees	Purchase of Alcoholic Beverages
Individual Membership Dues		

### Contracts & Purchasing

Best Contact: [Administrative Services](#) or [Purchasing Office](#)



- RSOs may not sign contracts themselves. All contracting must be handled by Administrative Services.
- For purchases under \$2,000, contact Purchasing to get a PO number. All orders must have a PO number.
  - Other factors to consider:
  - Make sure that it isn't P-Card mandatory.
    - To maximize the usage of the P-Card, all purchases from the following vendors require payment via the P-Card if you have one:

Enterprise Rent A Car	Follett's Bookstore	Global Travel	Home Depot
OfficeMax	Sodexo	Staples	

- Place your order and then enter it into Colleague as soon as possible. Don't wait for the invoice, or for the order to come in. When departments receive an invoice, it must be forwarded to the Controller's Office.
- For purchases between \$2,000 and \$10,000.00, enter a req in Colleague, letting the system assign a requisition number. Purchasing will assign a PO number after all approvals have been obtained.
- Purchases greater than \$10,000 must be submitted on a paper requisition.

### Tangible Goods

All tangible goods purchased or received by donation for RSO use will be the property of LC State. An inventory of these items must be maintained by the RSO and reported to the Office of Student Involvement.

### Inactive RSO Accounts

RSOs that have been marked as inactive for a full academic year or have had their RSO status revoked will have their funds and assets surrendered as follows:

- Less than \$250, all funds will be deposited in a central club account managed by the Office of Student Involvement
- Between \$250 and \$1,499 the funds will be distributed as follows:
  - 10% will be distributed to the ASLCSC
  - 10% will be distributed to the Institutional Development/Co-Curricular Account
  - 20% will be distributed to the sponsoring division or department
  - 60% will be deposited in a central club account managed by the Office of Student Involvement
- Over \$1,500 the Vice President Student Affairs and Vice President for Administrative Service will be consulted on how the assets and finances will be distributed.

## Section 9

### Events & Reservations

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Best contact: [Student Involvement](#)

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

### Event Registration Process

RSOs wishing to host events must complete the online Event Registration Form in the Do More App. The Event Registration form must be completed at least two weeks in advanced of planned events. Due to the nature of some events (ie Travel or Off

Campus Events) additional time for approval may be needed. For these types of events, please plan at least three (3) weeks for the routing of the form.

### Approval/Denial

Should an event be denied, a detailed explanation of the reasoning will be sent via email (@lcmail) to the RSO Advisor and President.

### Event Tracking

Tracking attendance of RSO meetings and events has now become simpler. RSOs wishing to track event attendance can do so by a variety of ways using the Presence CheckPoint App available for download in the Apple App Store and Google Play:

- Swipe Students WarriorOne cards with card scanner available for check out from Student Involvement
- Scan the barcode on the back of the WarriorOne card
- Manually enter students by ID number or email address

Event attendance can also be bulk uploaded as a CSV file of Student ID Numbers after the event. This will require another tracking system such as Odyssey or manually saving attendees information using a spreadsheet.

### Reservations-On Campus

Best Contact: Center for Student Leadership Info Desk

All spaces on campus must be reserved prior to any RSO hosting an event. This includes outdoor spaces across campus.

All on-campus reservations will be handled through the RSO Advisor or the Division/Department Administrative Assistant and the 25 live system. Events are booked on a first come first served basis and there is no guarantee of receiving your first choice of space so it is a good idea to have a second and third choice ready when you make your request.

RSO Advisors can access the system <https://25live.collegenet.com/pro/lcsc#!/home/dash>

All room reservations should include the following information:

- Event Name
- Event date
- Event time
- Person/Organization reserving space
- Contact and email for group representative
- Space being reserved description
- Estimated number of attendees
- Additional set up or tear down time
- Additional Resources (i.e. Chairs, tables, AV equipment etc.)

### On Campus Event Cancellation

When possible, please notify The Center for Student Leadership Information Desk at least two (2) business days prior to event to cancel a reservation and release the reservation.

### Off Campus Events

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

These types of events have more requirements for approval. RSOs wishing to host off campus events need to complete the off-campus portion of the Event Registration form at least three (3) weeks prior to the event.

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

## Food and Beverage Policies

### On Campus Events

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

RSOs wishing to serve food purchased from a vendor other than the Contracted Catering Service must complete a Waiver of Liability within their event registration form. This waiver will be filed with the Director of Food Services.

### Fundraisers

Fundraisers featuring food and beverage on campus must have a signed Wavier of Liability filed with the director of Food Service. RSOs wishing to fundraise via the sale of food may be limited to reserved spaces around campus as to not conflict with on campus food vendors.

Off campus fundraisers hosted at third party vendors (ie. Mod Pizza, Applebees, etc.) do not require a signed Wavier of Liability.

### Alcohol

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

### On Campus Events

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

### Off Campus

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

The following information will need to be provided to assure adherence:

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

## Special Events

### Movies & Films

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

All films and their viewing rights must be ordered with a College Purchase Order or College Pcard. Proof of purchase must be provided to the Office of Student Involvement before any campus space may be reserved.

## Dances & Concerts

An event is considered to be a dance/party if it includes all of the following:

- The use of music and an open area for active, non-seated attendees
- Expected attendance of  $\frac{2}{3}$  of the attendees being college students
- Hosted by RSO through the Office of Student Involvement

Events, such as presentations, performances, instructional dance, dinners and receptions do not generally fall under this policy. Professional judgment on the part of the respective facility director may, in some circumstances, require that certain aspects of this policy be applied to other types of events. If an event is expected to attract over 400 attendees, the College reserves the right to implement special requirements or conditions not specifically outlined in this policy.

## Scheduling

- Dance/Concert events must be scheduled by the hosting RSO no less than 21 days prior to the proposed date of the event.
- Due to the academic mission of the College, it is highly recommended that Dance/concerts are only held on Fridays and Saturdays.
- Dance/Concert events may not be held on during “dead week” or scheduled Exam days
- Hosting RSOs must ensure that volume levels are considerate of other events and must abide by the Event Services Policies.

## Travel

The opportunity to represent LC State throughout the state, nation and internationally is one of the many benefits of being a RSO. RSOs that travel for official organization business must adhere to LC State policies and procedures regarding travel. The policy in its entirety can be found in the LCSC Travel Policies and Procedures Manual.

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

RSOs may use their own funds to cover travel costs as long as the trip is related to and in direct support of the RSOs purpose/mission. If using RSO funds, all arrangements must be processed through the Controller’s Office.

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

It should not be assumed that RSOs may use personal vehicles for RSO business.

Special permission should be obtained from the RSO Advisor, respective Director/Division Chair, and Vice President for Student Affairs for the use of personal vehicles or to travel without a LC employee sponsor for RSO purposes.

## Student Affairs Van Rental/Training

Best contact: [Workforce Training](#) or [Student Involvement](#)

The Office of Student Involvement has two multi-passenger vans available for RSOs to rent for transportation to and from their events/activities.

Drivers of vans must be van training certified, through an in person training with Workforce Training. To schedule an in person training please contact Workforce Training. In person trainings’ cost \$35.00 and last approximately two hours. Proof of training completion must be filed with the Office of Student Involvement.

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

The fee for vehicle rental is \$40.00 a day plus the cost of fuel. RSOs wishing to reserve, RSOs should contact the Office of Student Involvement at least one week in advance of their planned activity. If a vehicle is available a van reservation form and van usage agreement will be sent to the requesting individual. This form must be completed and signed and returned at least three days in advance. Payment for van usage will be processed through an IDG.

## Risk & Liability

Best contact: [Administrative Services](#)

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

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

**Higher risk**, on campus events may not be covered by the College's liability insurance. In such cases, RSOs should have all participant sign a waiver releasing the group of liability. Waivers can be accessed online through the DO more app. Printable copies of the waiver are available on the Student Involvement website. Some examples of higher risk events are contact sports, dance classes, bounce houses, and events possible physical injury.

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

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

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

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

## Section 10

### Marketing & Recruiting

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Best contact: [Student Involvement](#)

RSOs may advertise and/or promote their student organization and its activities and programs on and off campus in a variety of ways.

Marketing mediums available to RSOs:

- Do More App
- Social Media
- Campus Banners
- Public Bulletin Boards
- Campus Monitors
- CSL All Student Email

## Creation of Marketing Materials

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

RSOs needing assistance on the creation of flyers or advertising material may contact [Graphic Communications](#) to work directly with a co-op student intern.

## Electronic Slides for Campus Monitors

RSOs are allowed to advertise events around campus on the monitors located in a variety of buildings. RSOs must submit slides to the Coordinator of Student Involvement at least two weeks prior to the scheduled event in order for the slides to be uploaded to the campus share drive. Each monitor is controlled by an individual staff owner so slides may appear at different times (or not at all) around campus.

## Posting & Distribution of Flyers or Posters

### On Campus

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

- Author or Sponsoring Group
- Event Date
- Time and Location
- Special Event Requirements (Over 21, Family Friendly, etc.)
- Student Involvement accessibility statement:
  - "LCSC welcomes participants with disabilities. For questions or to request disability related accommodations, please contact the Office of Student Involvement 208-792-2717 or [studentinvolvement@lcsc.edu](mailto:studentinvolvement@lcsc.edu) at least one week prior to the event. In all situations, a good faith effort will be made to provide accommodations."

RSOs planning on distributing flyers, handbills, or pamphlets in public areas should coordinate with the Office of Student Involvement ahead of time.

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

### Outside of Residence Halls

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

### Inside of Residence Halls

Best Contact: [Residence Life](#)

To distribute flyers/posters in residence halls, RSOs must work with Residence Life located in Tarkington Hall, Basement.

Procedure for residence hall postings is:

1. Get flyer approved: Bring a copy of your poster or flyer to the Residence Life Office during business hours. They may reject your flyer, so it is a good idea to wait to make copies until you have an approved version.
2. Make copies, count, and label: RSOs must make enough copies for all the residence halls and sort them by hall. Residence Life can tell you how many flyers are needed for each hall.

3. Bring copies to Residence Life: their staff members will put up the flyers for you, the week of the planned event. RSOs may not post flyers themselves.

### Off Campus

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

## In Person Marketing & Recruiting

### Tabling

Best contact: [Student Involvement](#)

Setting up a table is a great way for RSOs to connect with students passing by. RSO Advisors can request a tabling location thorough the [R25 reservation system](#).

When tabling, RSOs may not impede traffic by sitting, standing, or placing materials in front of the table. RSOs are also required to practice passive information distribution by allowing people to pass through the space free from aggressive contact.

## Section 11 Conduct & Hazing

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

### Hazing

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

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

Any activity as described in the follow definition; upon which the initiation or admission into or affiliation with or continued membership in a RSO is directly or indirectly conditioned shall be presumed to be a "forced" activity.

Definition of hazing.

LC State defines hazing as:

“any action or participation in any activity that (1) causes or intends to cause physical or mental discomfort or distress, (2) may demean any person, regardless of location, intent or consent of participants, or (3) destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.”

With regards to hazing, RSOs should be aware that:

- Acts are still considered hazing even if the victim has expressed or implied consent
- While hazing typically involves new members, current members of a group can be hazed

- Hazing can take a physical, mental or emotional forms.
- Hazing is often about power and control, it does not create unity
- Context matters: while some behaviors constitute hazing regardless of context (e.g., paddling, use of alcohol), others depend on the circumstances

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

## Reporting

Violations should be reported to the Office of [Student Involvement](#).

## Judicial Processes

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

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

After evaluating evidence disciplinary action may be taken.

## Disciplinary Action

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

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

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

**Probation-** RSOs that are placed on probation will be granted a period of one semester (16 weeks), from the date of the first notice, to redeem the misconduct. RSOs on a probation status will be required to meet with the Coordinator of Student Involvement to create an action plan that will detail the steps required to be moved into a fully active status and will sign a conduct contract.

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

Failure to complete the probation plan within the given semester the RSO will be placed on suspension and will have their RSO status revoked.

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

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



## Appeals

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

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

### Subsequent Appeals – Withdrawal of Recognition

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

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

# Section 12

## RSO Resources

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### Online

[LC State Do More App](#)  
[Student Code of Conduct](#)  
[ASLCSC Funding Opportunities](#)  
[Idaho SBOE Policies](#)

[R25 On Campus Event Space Reservations](#)  
[LC Polices Manual](#)  
[On Campus Catering](#)

### On Campus

**Office of Student Involvement**  
 Phone: 208.792.2717  
 Email: [hndaugherty@lcsc.edu](mailto:hndaugherty@lcsc.edu)  
 Location: SUB|CSL 220

**College Advancement**  
 Phone: 208.792.2458  
 Email: [elallen@lcsc.edu](mailto:elallen@lcsc.edu)  
 Office: 602 11<sup>th</sup> Ave

**Controller's Office**  
 Phone: 208.792.2202  
 Email: [mrhatstrup@lcsc.edu](mailto:mrhatstrup@lcsc.edu)  
 Office: ADM 103

**Purchasing Office**  
 Phone: 208.792.2288  
 Email: [purch@lcsc.edu](mailto:purch@lcsc.edu)  
 Location: ADM 103

**Sodexo Catering Services**  
 Phone: 208.792.2703  
 Email: [tlwheeler@lcsc.edu](mailto:tlwheeler@lcsc.edu)  
 Location: SUB|CSL 119

**On Campus Reservation**  
 Phone: 208.792.2060  
[25live.collegenet.com/pro/lcsc#!/home/dash](https://25live.collegenet.com/pro/lcsc#!/home/dash)  
 Location: SUB|CSL Info Desk

**LC Security**  
 Phone: 208.792.2815 (duty phone)  
 Email: [security@lcsc.edu](mailto:security@lcsc.edu)  
 Office: MLH 110

**Student Affairs**  
 Phone: 208-792-2218  
 Email: [studentaffairs@lcsc.edu](mailto:studentaffairs@lcsc.edu)  
 Office: RCH 112

**Risk Management**  
 Phone: 208-792-2240  
 Email: [jlwaddington@lcsc.edu](mailto:jlwaddington@lcsc.edu)  
 Office: ADM 106

### Event Support- Equipment Rental from Office of Student Involvement

Equipment	Rental Fee (per day/night)
Popcorn Machine (materials included)	\$5.00
Sound System (entire system)	\$30.00
<ul style="list-style-type: none"> <li>• Speakers (stands included)</li> <li>• Amplifier</li> <li>• Mixing Board</li> <li>• Microphones (stands included)</li> </ul>	\$10.00 \$10.00 \$10.00 \$5.00
Light Bar	\$5.00
Red-Velveten Show Curtains	\$5.00
Table Top Mixer	\$10.00
Multi-Passenger Vans (training required)	\$40.00 a day plus gas