

COLLEGE OF FORESTRY

# 2023-24 GUIDEBOOK

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**Student Clubs & Organizations**



**Oregon State**  
University

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# Purpose

The purpose of student clubs and organizations sponsored by the College of Forestry is to provide students with a variety of opportunities that contribute to their growth and education. These activities occur outside of the classroom and offer leadership roles, experiential learning opportunities, engagement in community service, and exposure to diverse ideas or experiences. When assuming one of the leadership roles in a College of Forestry club or organization, think about how you are serving the rest of the College.

Ask yourself: “What am I doing to benefit the educational mission for the student body? What are the activities that our club will engage in and how will those activities benefit and add value for all students, from first year to graduate students, engaged in our organization and the College?”



# Oversight

Recognized Student Organizations (RSOs) at OSU can be divided into two categories: Sponsored Student Organizations (SSOs) and Voluntary Student Organizations (VSOs). This guidebook is written for those RSOs designated as SSOs within the College of Forestry. Sponsorship of SSOs is determined by the Director of Student Success. The Student Services Office carries out administrative functions on the behalf of the Associate Dean.

A SSO is a student organization that is, legally, a separate entity from OSU, but functions under the guidance and support of an OSU Department (or in this case the College of Forestry). Sponsorship from a University department or college indicates two things:

1. The OSU department (or College) views the organization's efforts as an integral component of the department's goals, and therefore commits itself to provide support for the organization and its endeavors; and
2. While recognizing the importance of student leadership and the autonomy of the student organization, sponsorship indicates a relationship with the University; therefore, a high level of accountability from the organization and the sponsoring department is required.

As a result of this relationship, the college Dean or program director of the OSU department or their authorized designee enter a written agreement with the student organization describing each party's role, expectations, and obligations, which is completed through the annual registration process. In order to become recognized and maintain recognition as a SSO, the organization must:

- Meet all eligibility criteria for [Recognition Eligibility](#).
- Complete the registration process on an annual basis that includes:
  - Submitting an organization information form
  - Submitting club constitution/governing documents and any revisions
  - Completing risk assessment
  - Completing and submitting an annual sponsorship agreement with the College of Forestry
- Conduct affairs in a lawful and ethical manner and in accordance with the OSU's Code of Student Conduct and all other applicable OSU Standards and Policies, procedures, and applicable laws including Family Educational Rights and Privacy Act (FERPA).
- Report violations of the Student Conduct Code including documentation of process and outcomes.
- Maintain a roster of current members through the IdealLogic Database and ensure complete and accurate rosters are submitted by the end of week 4 of each academic term.
- Have a faculty/staff member from the sponsoring department appointed/assigned as the Faculty Advisor.
- Maintain financial accountability to OSU for all University funds received. These funds must be maintained in a Funds-in-Trust Account (also called an "MSO Index") in the Auxiliary and Activities Business Center (AABC) in SEC 350.
- Maintain good standing with the University, all governing boards to which the organization belongs and all chartering, sponsoring or governing organization with whom the organization affiliates.
- Submit an activity report for all activity through the IdealLogic in advance of an activity.

Recognized Student Organizations need not be affiliated with a national or international professional organization. Student clubs are responsible for understanding and adhering to these and all of the requirements of being a [Sponsored Student Organization](#). This guidebook is a living document and suggested amendments may be brought to the CoF Council of Student Organization meetings for discussion and consideration.

# Expectations

Sponsored Student Organizations in the College of Forestry are expected to:

- Adhere to all university requirements for Recognized Student Organization status. See the [RSO Funds Guide](#) for more information.
- Maintain strong, fair, consistent, and steady leadership.
- Collaborate with one another, and practice open and clear communication.
- Obtain pre-approval for travel by contacting the Student Services Office.
- Have their faculty advisor present at meetings.
- Provide a clear, deliberate, and smooth transition of leadership from year to year.
- Adhere to all CoF administrative rules, guidelines, and deadlines as detailed in this document and on the CoF Sponsored Student Organizations [website](#).
- Help the University and the College of Forestry realize their missions.

Clubs are held accountable for meeting the expectations and requirements of being a Sponsored Student Organization in the College of Forestry. Not meeting the expectations and requirements risks removal of sponsorship by the College of Forestry for the subsequent academic year.

## Officer Duties/Responsibilities

1. Annually renew OSU Sponsored Student Organization status no later than Week 1 of Fall term.
2. Minutes must be taken at each club meeting. They must be approved by the club's faculty advisor and posted in IdealLogic within one week of the meeting.
3. Activities must be recorded at least two weeks in advance through activity plans in IdealLogic.
4. Attend required CoF meetings and events.

# Requirement Checklist

## FALL

- Annually renew OSU Recognized Student Organization status in IdealLogic. **DUE: End of Week 1 of Fall Term.**
- Update the list of club members in IdealLogic (this is required as part of the recognition renewal process). **DUE: End of Week 1 of Fall Term.**
- Update the constitution if necessary (this is required as part of the recognition renewal process). **DUE: End of Week 1 of Fall Term.**
- \*Submit an annual funding proposal to the CoF Council of Student Organizations. **DUE: End of Week 2 of Fall Term.**

## WINTER

- Hold officer elections for the next academic year. **DUE: End of Week 9 of Winter Term.**
- Engage in College of Forestry and club events and activities that fulfill Council requirements and expectations.
- Continue to attend regularly scheduled Council meetings.

## SPRING

- Submit the club's annual report and budget in the SLI database. **DUE: End of Week 9 of Spring Term.**
- Provide an annual Participation Award recap/summary. **DUE: End of Week 9 of Spring Term.**
- \*Provide a list of goals and events for the upcoming academic year. **DUE: At the last Council meeting Spring Term.**
- \*Submit an annual report to the CoF Council of Student Organizations. **DUE: Within 30 days of completing Council membership requirements or by Week 9 of Spring Term.**
- \*Submit an annual Letter of Intent to Join the Council for the next academic year. **DUE: End of Week 9 of Spring Term.**

## EVERY TERM

- Ensure that each of the activities/events are registered/recorded in IdealLogic at least two weeks **PRIOR** to the event, and a summary of the event is posted upon conclusion.
- Ensure that meeting minutes are recorded in IdealLogic within one week after meetings.
- Obtain and file complete Waiver of Liability forms for all participants in all events or activities the club engages in.
- Provide Participation Award recaps/summaries. **DUE: End of Week 9 of each term.**
- Update the list of club members in IdealLogic.
- \*Make progress on the requirements for membership in the CoF Council of Student Organizations (see page 9 for more information).

\*Indicates a requirement for Council membership.



# Learning Outcomes\*

Students participating in CoF student clubs and organizations, as members or officers, will have the *opportunity* to achieve the following learning outcomes:

## **Develop Leadership Skills**

- Learn to effectively and ethically lead others with integrity and flexibility
- Learn to delegate responsibility
- Develop follow-through skills
- Learn how to effectively resolve conflict
- Develop methods to motivate others
- Develop a leadership transition model
- Develop strategies to recruit and retain members

## **Develop Group Dynamics Skills**

- Learn how to effectively collaborate and understand one's role in the group
- Develop the ability to express the purpose of the group
- Practice effective teamwork
- Learn how to develop common goals
- Develop networking skills

## **Grow Personally and Professionally**

- Learn to reflect/analyze their own personal and professional development
- Articulate their strengths & weaknesses on personal and professional skills & abilities
- Enhance their feeling of engagement, belonging, and loyalty
- Build relationships with one another, community members, and professionals

## **Develop Management Skills**

- Utilize resources available to student organizations
- Develop fiscal and budget management tools based on club needs
- Learn how to manage projects/events, assess project goals & reflect on outcomes
- Develop record-keeping protocols and plans
- Develop fundraising methods and practices
- Learn how to market their projects and events
- Develop sound decision-making practices
- Use critical thinking to assess their development
- Learn how to effectively and efficiently run or participate in meetings

## **Enhance Communication Skills**

- Hone written and verbal communication skills
- Correspond professionally with others

## **Develop a Civic Engagement/Service Ethic**

- Develop and involve club members in programs that support community development
- Practice personal accountability
- Learn to understand community needs

## **Enhance Diversity Awareness**

- Construct a personal definition of social justice through exposure to social injustices
- Exhibit knowledge and awareness of diversity around identities, cultures, and society
- Students will have the ability to meet, interact, and appreciate individuals that have similar and differing opinions and beliefs on a variety of subjects.

*\*These learning outcomes will not formally be assessed or measured by the College of Forestry, but it is expected that clubs actively work toward these goals/outcomes and incorporate these ideals into club operations.*

# Faculty Advisor Information

## Overview

Sponsored Student Organizations are required to have at least one faculty advisor. Advisors of SSO's must be members of the University faculty or Administrative & Professional staff and be appointed/assigned by the sponsoring unit. Typically, the student club members/officers ask an individual in the College to be the advisor for the club. If they agree, it is important to communicate this information to the Student Services Office for recording the advisor and ensuring that the employee is shielded by OSU's liability coverage.

Each club's relationship with their faculty advisor will be different. However, in general the advisor serves as the primary "facilitator" to Sponsored Student Organizations. As explained by the OSU Office of Student Clubs and Organizations, "advisors work with administrators, faculty and staff to support student organization members and leaders in making intelligent, fair and reasonable choices within the boundaries established by state, federal and local laws, university rules/policy, and the mission of the sponsoring unit."



*Austin Finster and Corinne Walters.*

## Role of the Faculty Advisor

The OSU Student Organization Recognition Policy (SOR) defines a Faculty Advisor as "an individual working in a relationship with an RSO that allows for education, development, and support for an RSO, which are not a part of the individual's OSU employment responsibilities."

A Sponsoring Unit must provide a faculty advisor who shall be the primary liaison between the Sponsoring Unit/University and the Sponsored Student Organization (SSO). Under the tenets of the Facilitator University Model, the faculty advisor is much more than just a signature at the bottom of a piece of paper. Rather, the faculty advisor works collaboratively with students, sharing responsibility for the development, practices and outcomes of the SSO and its events.

## Faculty Mentor

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 Student Organization, with specific responsibilities of the Faculty Mentor to be discussed and agreed upon by the Student Organization and the potential Faculty Mentor. SSO's are required to have a Faculty Mentor who is approved by the sponsoring department.

Faculty Mentors are required to complete the SOA Faculty Mentor orientation and training requirements.

More Faculty Mentor information:

<https://clubs.oregonstate.edu/management/advisors>



# College of Forestry Council of Student Organizations

## Functions of the Council

The CoF Council of Student Organizations is the governing body of the RSOs (Recognized Student Organizations) in the College of Forestry. The Council serves to:

- Administer the functions of and funding available to CoF RSOs;
- Represent student clubs;
- Coordinate and develop student clubs within the College of Forestry;
- Oversee the distribution of Participation Awards to CoF SSOs.

## Membership on the Council

All RSOs in the College of Forestry are eligible for membership in the Council. Clubs will elect a Council Representative for their club during their standard officer election process in Winter Term. The Council Representative is the effective member on the Council and represents their club at all Council meetings and events. An annual letter of intent to join and report of requirement completion is required from each club. To maintain membership on the Council, CoF RSOs must:

- Participate in at least 3 CoF/OSU events, such as the CoF Career Fair, Annual Ring, Beaver Community Fair, Clubs Day, etc..
- Hold at least one membership drive and one fundraiser per year (industry guest speaker, Career workshop, etc.).
- Sponsor at least one CoF workshop or professional development event per year.
- The Council Representative from each club must make an effort to attend all scheduled Council meetings.

The Council of Student Organizations is comprised of all current and incoming club council representatives and the Student Services Specialist. The Director of Student Success and Faculty advisors are welcome but not required to attend.

See the Council webpage at <https://www.forestry.oregonstate.edu/studentservices/college-forestry-council-student-organizations>

## Participation Awards (funding)

Participation Awards are distributed through the CoF Council of Student Organizations (Student Services Office). An annual funding proposal is due from each club by the end of Week 2 of Fall term. The proposal should be written with input from the club President, Treasurer, and Council Rep.

See page 13, "Participation Awards" for more information.

# Elections & Transition of Leadership

Recognized Student Organizations should conduct officer elections by Week 9 of Winter Term.

Officers formally serve Fall, Winter, and Spring Terms of the academic year following their election; however, it is strongly encouraged that elected officers should train *with* the current officers during Spring term of their election to provide a smooth transition of leadership. There is no set structure for elections, and clubs are free to determine their own best practice in a fair, impartial, and confidential manner. Directly after elections, a current officer must contact the Student Services Office with the names and offices of the newly elected officers.

**All Officers are required to complete the IdealLogic training modules.**

## Annual RSO Registration Process

Clubs must register in IdealLogic as a RSO each year by the end of Week 1 of Fall term. This is a firm deadline, and it is strongly recommended that incoming officers submit the Recognition Renewal in Spring Term or over the summer instead. Student clubs are responsible for understanding and adhering to all requirements of being an SSO.

When asked for the name of the approver please enter “Brooke Harrington.” Remember that all CoF student clubs have resources available (computer, copier, printer, storage space, etc.) and access to funding.

## SSO Rights and Responsibilities

When student organizations are “approved as Sponsored Student Organizations (SSO) the student organization receives standard benefits, including use of the University's name, logos and trademarks in conjunction with the organization and its activities and eligibility for additional resources through the sponsoring college/department...”. Therefore, while respecting and maintaining the student led governance of each SSO, there is need for a certain level of oversight and guidance by the sponsoring unit in order to ensure compliance and adherence to policies and procedures outlined in this guidebook and through OSU’s Student Organizations & Activities office.

# Documenting Meetings

Meetings, both officer-only and general member, **must** be documented in IdealLogic. This is a firm requirement of OSU and the College of Forestry. Plus, planning a meeting schedule and making it public provides consistency to members and may help retain membership levels.

# Posting Meeting Minutes

Minutes must be taken at each club meeting. They must be approved by the club's faculty advisor and posted in IdealLogic within one week after the meeting. To post minutes, login to IdealLogic and open the previously created meeting. Upload the meeting minutes document.

You are also encouraged to send a copy of the minutes to CoF Student Services to be posted on your club's webpage, available at <https://www.forestry.oregonstate.edu/studentservices/student-clubs>.

# Creating IdealLogic Activity Plans

An activity plan in IdealLogic **must** be created for **every** club activity! This is a firm requirement of OSU and the College of Forestry. Activities are documented and reviewed, funding is requested, and end-of-term reports are generated in IdealLogic.

An **IdealLogic Manual** is available on the CoF Clubs Resources webpage at <https://www.forestry.oregonstate.edu/studentservices/club-resources>. (Note that it's still titled "SLI" which is the name of the previous version of the database).

# Required Meetings and Events

## CoF Council of Student Organizations

The Council is convened by the Student Services Specialist. Meetings are mandatory and are called once per month during the school year. The first meeting is called in order to discuss leadership transition plans, the student club guidebook, College and Council requirements and expectations, Sponsored Student Organization registration processes, CoF administrative rules, etc. Subsequent meetings are called once per month to discuss requirements and expectations, upcoming events, and other items as they arise.

## Officer Meeting

Each Fall term at least two officer representatives from each Sponsored Student Organization should schedule a time to meet with the Student Services Office. Faculty advisors are invited to attend. The meeting will occur around Week 3 of Fall Term. The meeting is called in order to discuss policies, club activities, CoF administrative rules, club travel, budgeting, etc.



## Annual Ring & Beaver Community Fair

Each Fall during OSUWelcome, the College of Forestry and OSU offer events to showcase student clubs and organizations. We highly encourage all clubs to join in these events to publicize your club, gain new members, and be a part of the OSU and CoF communities.

Beaver Community Fair:

<https://osupc.oregonstate.edu/bcf>

**Annual Ring** – This event takes place during Welcome Week. Details about current Annual Ring plans will be available and shared out to the clubs during spring and summer terms.

**Clubs Day** – Clubs Day is scheduled at the beginning of fall term to support club recruitment efforts. It is a tabling event held in the Peavy Atrium. Clubs are encouraged to attend. Tables can be used to showcase club activities and events that are planned for the upcoming year.

# Funding

There are a variety of funding resources available to Sponsored Student Organizations. In addition to funds raised by the club and funds provided by the College of Forestry, you may wish to investigate other funding sources:

<https://clubs.oregonstate.edu/funding>

## Participation Awards

ACTIVE and engaged student clubs are eligible to apply for Participation Awards annually through the CoF Council of Student Organizations (see page 9 for information on Council membership). Annual funding proposals are due by the end of Week 2 of Fall term. Some restrictions on the use of funds may apply. The intent of these funds is to broaden students' educational experience by enabling them to participate in professional development opportunities (conferences, workshops, educational fieldtrips, etc.) that provide:

- educational benefit to the proposing group or programs in the College of Forestry
- enhanced participant visibility and ability to represent the College favorably

Participation Award funding cannot be used for general club management (e.g. food at meetings or day trips, membership fees, t-shirts, etc.). Access to the funds are regulated by the Student Services Office and each club should consult the office prior to use.

Participation Awards are requested through an IdealLogic activity plan and must be accepted by the activity plan author in order to be deposited into the club MSO Index. Be on the lookout for an email requesting formal acceptance of funds after submitting an activity plan.

## Club Indexes

Student clubs can, and are encouraged to, set up an index at the Student Experience Center (SEC) Auxiliaries and Activities Business Center (AABC) located in SEC 350. Information can be found here:

<https://clubs.oregonstate.edu/funding/rsofunds>

In addition to the SEC AABC resources, you can obtain budget information on your index here:

<https://core.oregonstate.edu/>

Please note that you must have prior authorization through the AABC to access this website.

Typically, the clubs' treasurer is responsible for managing the club index. Clubs can make deposits, pay bills, seek reimbursements, etc. from this account. Typical deposits might be the proceeds from fundraising activities, student membership fees, donations and grants, etc. Funds in the clubs' index can be used for general club management (e.g., food at meetings, membership fees, t-shirts, etc.) at the discretion of the club treasurer and president.

**As of Winter 2019**, two authorized signatures (the treasurer and one other officer, typically the president) are required to withdraw money from the clubs' index. Please visit the AABC (SEC 350) to add an authorized signer.

**Please note** that the academic year begins with the start of Summer term and ends on the last day of Spring term of the following year.

# Donations

If your CoF Student Club is a **Sponsored Student Organization** (and you actively renew your status annually), and your club chooses to solicit funding or sponsorships from business / agencies / organizations who wish to make a **tax-deductible donation**, you **must** follow the process outlined below to collect cash donations.

- Checks must be made payable to the **OSU Foundation**.
- The student club name must be written on the check (in the memo line).
- The check must be accompanied by a letter of donation from the company or business (if the money is for a specific purpose, then this must be detailed in the letter).
- Checks must be mailed or brought to the Student Services Office (Peavy 116) for deposit along with a copy of the donation letter or you can take the check and letter to the OSU Student Clubs and Organization office in the Student Experience Center.

The funds will not be available for immediate use; however, your club treasurer will receive an email when the funds have posted and are available for use. When the time comes that you wish to use the funds, you must complete a **Use of Donated Funds form** that provides information on the expense / intended use. For student club travel, you must submit the form at least 6 weeks prior to the event / trip. For other small purchases or repairs, etc. the form must be submitted at least 2 weeks prior to the date the item(s) is / are needed. A budget report will be provided to your treasurer at the end of each term that details encumbered funds, balances, etc. Donations of Gifts-in-Kind must follow the steps outlined by the OSU Foundation:

<https://www.osufoundation.org/s/359/foundation/index.aspx?sid=359&gid=34&pgid=4353>

# Reimbursements

An RSO may reimburse a member of the group who has paid for the organizations expenses out-of-pocket. The authorized signer submitting the payment request cannot be the person being reimbursed. All original receipts (no duplicates) need to be attached to the payment request. Acceptable receipts must include:

- Name of the company where items were purchased
- Description of the item/service purchased
- Receipt/proof of payment
  - If purchasing items from a business that does not typically provide an itemized receipt, they should be able to provide one if specifically requested. Do not conduct business with any place that does not provide acceptable receipts.

Reimbursement will be processed no less than 5 days from submission of payment request and required documentation. Processing times vary based on 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 SOMEONE WHO HAS PAID ANOTHER INDIVIDUAL FOR A SERVICE PROVIDED TO THE GROUP. THE PERSON PROVIDING SERVICE TO THE RSO MUST BE PAID DIRECTLY TO ASSURE PROPER TAX REPORTING. (<https://clubs.oregonstate.edu/funding/rsfunds>)



# Purchases and Invoices

Upon the request of an authorized signer, OSU will issue payments from the RSO fund on behalf of the RSO. This request is made through the execution of a Payment Request, available via the club's dashboard in the RSO Database (Ideal-Logic). **Note: Any payment over \$5,000 will require completion of a purchase order before payment can be made.** Reach out to SOA ASAP for support in this process if needed.

A Payment Request collects the critical information needed to process payment, including index number, expense code/s, contact information for payee, justification of payment and supporting documentation. Payment Requests must be approved by an authorized signer of the RSO, and no signer may submit a form for payment to themselves. Following are the available methods to utilize RSO funds to pay for goods and services. The payment request is accessed via the club's dashboard at <https://apps.ideal-logic.com/osusee>.

# Budgets and Reports

Recaps/summaries that outline how funds were utilized by the SSO are required from all clubs on a term- and annual-basis.

- Clubs are required to submit a recap form by the end of Week 9 which outlines how funds were utilized *each term*. A recap form is required even if funds were not utilized in a given term (please mark \$0 used). Be sure to keep a copy of each recap for club records.
- By the end of Week 9 of spring term, student clubs are required to submit an *annual* budget summary and annual report summarizing the year's activities and outlining goals for the upcoming academic year. The annual and term recap forms and budget summaries are easy to finish if good record-keeping has been maintained through the SLI database.
- You can find sample templates for these summaries and reports on the CoF Student Clubs website: <https://www.forestry.oregonstate.edu/student-services/club-resources>.
- In addition, an RSO Report is due at the end of each term in IdealLogic. This is a firm requirement of OSU. Those who do not complete the report will have their recognition rescinded. Any officer may access the report in IdealLogic.
- The annual reports that are submitted for IdealLogic requirements can be used for CoF Club Council requirements. They should include (but are not limited to) details such as:
  - Activities and events throughout the year
  - Numbers of student participating in funded events
  - Educational benefits of events
  - Fundraising activities and dollar amount of funds raised
  - Goals for the next academic year

Please visit the Student Services Office, 116 Peavy Forest Science Center, if you need assistance with developing a budget, writing an annual report, etc., or visit the [student clubs website](#) for a list of resources.

# Room/Space Reservations

There is space in the College of Forestry to schedule regular club meetings or activities, however, meeting rooms and classrooms must be reserved. If you would like to reserve CoF meeting space please follow the instructions outlined below:

- Contact the Student Services Specialist (Brooke Harrington) in the Student Services Office as far in advance of your requested meeting date as possible to ensure that there is room availability.
- You are responsible for the room.
  - Take out all trash and recycling. There are trash and recycling bins located throughout the college as well as large trash and cardboard collection bins in the Richardson Hall parking lot (next to the gated wood cut area).
  - If you move or reconfigure the room, it is your responsibility to make sure it is put back in the original configuration.
  - General purpose classrooms do not allow food or beverages.

If you would like to reserve the Club Cabin or Peavy Lodge, please contact Jessica Fitzmorris.

If your club is in need of larger space across campus, you can work with Student Organizations & Activities. Visit their [Event Planning](#) page for resources on how you can plan your next Club event. Campus space reservation information is available on the [Reserve Space](#) web page.



# Safety & Conduct Practices

- Members of student clubs are required to complete Waiver of Liability form (details below) prior to participating in travel, events, etc.
- Club members shall follow practices outlined in the College Safety Manual:  
<http://www.forestry.oregonstate.edu/safety-manual>
- Club members shall follow the OSU Motor Pool Van Safety policy:  
<http://transportation.oregonstate.edu/motorpool/video/van-safety>
- Club members shall utilize OSU's sexual violence resources as needed:  
<https://eoa.oregonstate.edu/sexual-misconduct-and-discrimination>
- Student clubs must follow OSU's policy regarding alcohol on-campus (including the Research Forests and Club Cabin):  
<https://publicsafety.oregonstate.edu/>, [Complete Policy](#)
- Student club members shall follow OSU's Student Conduct & Community Standards policies:  
<http://studentlife.oregonstate.edu/studentconduct>

## Waiver of Liability Forms

For all club related travel and activities (aside from routine club meetings, etc.) students **must** complete and save OSU Enterprise Risk Services [Waiver of Liability](#) forms for each member participating in that given activity or event. It is the club's responsibility to collect and save these forms (*file cabinets are available in the club office mentioned below*) in the event an accident or issue happens while the activity is underway. Please be very diligent about collecting and saving these forms. The waivers can be found on the CoF Student Clubs website under Resources. Completed forms must be retained for 5 years from the date of the activity. If an incident occurs, completed forms should be retained indefinitely with other related documentation.

## Use of Personal Vehicles

Student clubs are highly encouraged to use OSU Motor Pool vehicles for all travel related to student clubs. It is important to note that if you are travelling to or from an official OSU, CoF, or student club event in your personal vehicle, you are **NOT** covered by OSU insurance until you get to the event itself. All insurance coverage for travel enroute to the event is your personal insurance. The College of Forestry does not recommend that you take this risk and recommends the use of OSU Motor Pool vehicles. <http://risk.oregonstate.edu/vehicles>

# Motor Pool Reservations

There is a defined process for student club related travel that utilizes OSU Motor Pool. Please note, clubs are not required to use Motor Pool vehicles for club travel; **however we HIGHLY recommend it**. If your club needs to reserve a Motor Pool vehicle, please visit the Student Services Office. OSU Motor Pool will not accept your club index for billing purposes. Therefore, Student Services must make your reservation using our state index and at the end of each term we will charge your index and reimburse the SRE account.

- At least two weeks before your departure date, submit a [Motor Pool Reservation form](#) (or print one from online, available on the CoF Student Clubs website under Resources). This form **must** be signed by your club's treasurer *and* advisor. Completed forms can be submitted to Brooke Harrington in 116D Peavy to make the reservation on your behalf. You are welcome to email the completed form.
- At least two weeks before the event, submit an activity plan in IdealLogic to request funding for Motor Pool and explain why the Motor Pool is needed.
- If your drivers (we suggest having at least two official drivers – a primary and back-up) are not authorized to drive Motor Pool vehicles, you must also complete a Driver's Authorization Form, available at <https://transportation.oregonstate.edu/motorpool/driver-authorization-form>. Please note that students are only authorized for up to one year. This generally means that you need to get re-authorized at the start of each academic year.
- If your travel needs require a 12-passenger van, all drivers must have successfully completed the OSU Van Safety test prior to completing the Driver's Authorization form. The test is available at <https://transportation.oregonstate.edu/motorpool/van-safety>.
- Clubs are not permitted to use OSU indexes without approval.
- Seek assistance from the Student Services Office if one-way travel is required.

## Who can be a Motor Pool driver or passenger?

<https://transportation.oregonstate.edu/motorpool/policies>

## Other regulations on use of Motor Pool vehicles:

<https://transportation.oregonstate.edu/motorpool>

Please be aware that occasionally Motor Pool does run out of vehicles, so the earlier you begin this process (especially if you need to be authorized or van safety tested) the better. Planning ahead will give you a greater selection of vehicles and allow for problem-solving to occur if issues arise. Your CoF contact for student club related Motor Pool requests is Brooke Harrington, 116D Peavy Forest Science Center, 541-737-1593.

In the IdealLogic activity plan, *please explicitly note exactly how much is being requested for motor pool in the budget section.*

# Student Travel Requirements

Clubs traveling for CoF sponsored purposes or where funds are provided by the College (Dean's Funding, Participation Awards, etc.) must follow these rules to access funds:

- At least one month prior to departure, work with the Student Services Office to pre-pay applicable expenses. Note that lodging cannot be pre-paid (see page 14).
- At least two weeks prior to departure, secure Motor Pool transportation through the Student Services Office (see page 20).
- At least two weeks prior to departure, complete and submit an activity plan in IdealLogic.
- At least one week prior to departure, provide Student Services Office with a list of students participating.
- Within one month of return, provide the Student Services Office with a summary of expenses and complete paperwork for reimbursement as needed and complete the post-activity report in IdealLogic.
- Clubs are not permitted to use OSU indexes without approval.

## International Travel Information

International travel registration is required.

<http://risk.oregonstate.edu/international>

<http://fa.oregonstate.edu/fobc/college-forestry/travel>

## Documentation

All students participating in student club travel (and activities) **regardless of funding source** must sign a waiver of liability form. Student clubs are required to keep these forms in their files for 5 years from the date of the event.

## Follow-up

After each CoF funded event/trip, student clubs must write a short statement about what activities occurred, and how the club benefitted from participating in the event. This is entered in the SLI database as the "post-activity report".





# Student Club Resources

The student club office is located in 225 Richardson Hall. There is a desk, a computer and access to backed-up file space on the T: drive. Mail your club receives will be delivered to the clubs office, so it's a good idea to check it occasionally.

- The club storage area is in the same room. Each club is responsible for maintaining its storage space. Please be considerate of the other clubs and keep your space tidy and manageable. Food and drinks should be removed from the office at the end of each academic year.
- Storage space is limited. All club officers are authorized to access the club's office and the storage available there. If a member needs access to these areas please see Brooke Harrington, 116D Peavy Forest Science Center. Each club is eligible to check out an office key from the Student Services Office.

# Helpful OSU Offices, Websites, etc.

Student Clubs & Organizations  
Student Experience Center (SEC)  
<https://clubs.oregonstate.edu/>

CoF Business Center  
Peavy Forest Science Center  
<http://fa.oregonstate.edu/fobc/college-forestry>

CoF Student Services Office  
116 Peavy Forest Science Center  
<https://www.forestry.oregonstate.edu/student-services>

CoF Student Clubs & Organizations  
225 Richardson Hall  
<http://studentservices.forestry.oregonstate.edu/sre/student-clubs-organizations>

CoF Student Clubs Resources  
<https://www.forestry.oregonstate.edu/student-services/club-resources>

