

College of Forestry

# 2025-26 GUIDEBOOK

---

Student Clubs & Organizations



**Oregon State**  
University

# Table of Contents

Purpose	Page 3
Oversight	Page 4
Expectations	Page 5
Requirements	Page 6
Learning Outcomes	Page 7
Faculty Advisor Information	Page 8
College of Forestry Council of Student Organizations	Page 9
Officer Elections and Transition of Leadership	Page 10
Sponsored Student Organization (SSO) Registration	Page 10
SSO Rights and Responsibilities	Page 10
Meeting Documents & Activity Plans	Page 11
Required Meetings and Events	Page 12
Funding	Page 13
• Participation Awards	
• MU Accounts	
Instructions for accepting donations	Page 14
Reimbursements	Page 14
Purchases and Invoices	Page 15
Budgets and Reports	Page 16
Rooms / Space Reservations	Page 17
Safety and Conduct Practices	Page 18
Waiver of Risk Liability Forms	Page 18
Use of Personal Vehicles	Page 18
Motor Pool Reservation	Page 19
Student Club Travel Requirements	Page 20
Student Club Resources	Page 21
Helpful OSU Offices, Websites, Etc	Page 22

# Purpose

Student clubs and organizations sponsored by the College of Forestry are designed to enrich your educational experience by offering meaningful opportunities beyond the classroom. These groups provide avenues for leadership development, hands-on learning, community engagement, and exposure to diverse perspectives and experiences.

If you take on a leadership role within a College of Forestry club or organization, consider how your efforts support the broader mission of the College. Ask yourself: *“How am I contributing to the educational experience of my peers? What activities will our club pursue, and how will these efforts add value for all students – from first-year undergraduates to graduate students – who are part of our organization and the College community?”*



# Oversight

## Sponsored Student Organizations (SSOs) in the College of Forestry

At Oregon State University, Recognized Student Organizations (RSO's) fall into two categories:

- Sponsored Student Organizations (SSOs)
- Voluntary Student Organizations (VSOs)

This guide is specifically for SSOs within the College of Forestry. Sponsorship is determined by the Assistant Dean of Student Success and/or the Student Engagement & Scholarship Manager in the Student Services Office, which manages administrative tasks.

### What is an SSO?

An SSO is a student organization that operates independently from OSU but receives guidance and support from a university department, in this case, the College of Forestry.

Sponsorship means:

1. The College considers the organization's work essential to its mission and provides support.
2. The organization, while student-led, is accountable to the College and must meet shared expectations.

### Sponsorship Agreement

Because of the formal relationship between Sponsored Student Organizations (SSOs) and the College of Forestry, the College Dean, Assistant Dean of Student Success, Program Director, or their designee enters into a written agreement with each organization annually. This agreement outlines roles, responsibilities, and expectations, and is completed during the annual registration process. To be recognized and maintain status as an SSO, an organization must:

- Meet all [Recognition Eligibility](#) criteria.
- Complete the annual registration process, including:
  - Submitting an organization information form.
  - Providing a current constitution or governing documents with current revisions.
  - Completing a risk assessment.
  - Signing a sponsorship agreement with the College of Forestry
- Operate lawfully and ethically, in accordance with
  - The [OSU Code of Student Conduct](#).
  - All applicable OSU standards, policies, and procedures.
  - Relevant laws, including the Family Educational Rights and Privacy Act (FERPA).
- Report any violations of the Student Conduct Code, including documentation of process and outcomes.
- Maintain an up-to-date roster of current members in the IdealLogic Database with accurate submissions due by the end of week 4 each term.
- Have a designated Faculty Advisor from the sponsoring department.
- Ensure financial accountability for all University funds received:
  - Funds must be maintained in a Funds-in-Trust account (also known as an MSO Index) through the Auxiliary and Activities Business Center (AABC) in SEC 350.
- Remain in good standing with Oregon State University and any governing boards or chartering/sponsoring organizations..
- Submit an activity report for all events through IdealLogic in advance of the activity.

Affiliation with a national or international professional organization is not required for recognition. However, student clubs are responsible for understanding and adhering to all requirements outlined here and throughout this guide. This guidebook is a living document. Suggested amendments may be brought forward for discussion and consideration at CoF Club Council Meetings.

# Expectations

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

- Comply with all university requirements for Recognized Student Organization (RSO) status. Refer to the RSO Funds Guide for detailed information.
- Maintain strong, fair, and consistent leadership to ensure organizational stability and continuity.
- Foster collaboration and open communication within the organization and with other student groups.
- Obtain pre-approval for all travel by contacting the Student Services Office.
- Engage faculty advisors in organizational activities. While not mandatory, it is strongly encouraged that advisors regularly attend meetings.
- Ensure a smooth and intentional leadership transition each year to preserve institutional knowledge and momentum.
- Follow all College of Forestry administrative rules, guidelines, and deadlines as outlined in this guide and the CoF Sponsored Student Organizations [website](#).
- Support the missions of Oregon State University and the College of Forestry through your organization's activities and values.

Clubs are held accountable for meeting these expectations and all requirements associated with Sponsored Student Organization status. Failure to do so may result in the loss of sponsorship by the College of Forestry for the following academic year.

## Officer Duties/Responsibilities

1. Renew SSO status annually through Oregon State University **no later** than Week 1 of Fall term.
2. Record and submit meeting minutes for each club meeting:
  - Minutes must be approved by club advisor.
  - Upload minutes to IdealLogic within one week of meeting.
3. Submit activity plans in IdealLogic at least two weeks in advance of any planned activity or event.
4. Attend all required CoF meetings and events as communicated by the Student Services Office.

# Requirements by Term

## FALL

- **Renew Recognized Student Organization (RSO) status** in IdealLogic.  
 **Due: End of Week 1, Fall Term**
- **Update your club's member roster** in IdealLogic.  
*(This is part of the recognition renewal process.)*  
 **Due: End of Week 1, Fall Term**
- **Review and update your club constitution**, if needed.  
*(Also required for recognition renewal.)*  
 **Due: End of Week 1, Fall Term**
- **Submit your annual funding proposal** to the CoF Council of Student Organizations.  
 **Due: End of Week 2, Fall Term**

## WINTER

- **Hold officer elections** for the upcoming academic year.  
 **Due: End of Week 9, Winter Term**
- Actively participate in College of Forestry Club events that meet council engagement expectations. Examples include:
  - Annual Ring
  - Clubs Day
  - Beaver Community Fair
  - CoF Career Fair
  - Club-specific activities
- Attend regularly scheduled Council meetings to stay informed and involved.

## SPRING

### End-of-Year Reporting & Planning Requirements

- **Submit the club's annual report and budget** in IdealLogic.  
 **Due: End of Week 9, Spring Term**
- **\*Submit a Participation Award summary** highlighting your club's engagement and accomplishments.  
 **Due: End of Week 9, Spring Term**
- **\*Provide a list of goals and planned events** for the upcoming academic year.  
 **Due: At the final Council meeting of Spring Term**
- **\*Submit a Letter of Intent to Join the Council** for the next academic year.  
 **Due: End of Week 9, Spring Term.**

*Note: The annual report submitted to IdealLogic fulfills the Council's reporting requirement. No separate report is needed unless otherwise requested.*

## EVERY TERM

- Register all events in IdealLogic at least 2 weeks before they occur and submit a summary after the event's conclusion.
- Upload meeting minutes to IdealLogic within 1 week of each meeting.
- Collect and file Waiver of Liability forms for all participants in every club event or activity. (Waivers must be kept for seven years – file in clubs office.)
- Submit Participation Award summaries by the end of Week 9 of each term.
- Keep club member lists up to date in IdealLogic.
- **\*Work toward fulfilling Council membership requirements.**

*\*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:

## Leadership Development

- Learn to lead ethically with integrity, flexibility, and accountability.
- Practice delegation, motivation, and follow-through.
- Develop a leadership transition plan.
- Build strategies for recruiting and retaining members.

## Team & Group Dynamics

- Collaborate effectively and understand your role within the club.
- Set and work toward shared goals.
- Communicate the groups' purpose clearly.
- Build networking and relationship-building skills.

## Personal & Professional Growth

- Reflect on and assess personal and professional strengths and areas for growth.
- Build a sense of engagement, belonging, and loyalty.
- Develop meaningful relationships with peers, professionals, and the community.

## Organizational Management

- Use campus resources to support club operations.
- Manage budgets, fundraising, and financial planning.
- Plan and evaluate events and projects.
- Maintain accurate records and documentation.

## Communication Skills

- Strengthen written and verbal communication.
- Practice professional correspondence.
- Lead and participate effectively in meetings.
- Use digital tools for communication, collaboration, and organizational management.
- Advocate for causes aligned with the club's mission.

## Civic Engagement & Service

- Design and participate in programs that support community development.
- Demonstrate personal accountability and awareness of community needs.

## Equity & Inclusion

- Explore and define your understanding of social justice.
- Engage with diverse perspectives, identities, and cultures.
- Foster inclusive environments through awareness and appreciation.

## Time Management & Prioritization

- Balance academic, personal, and organizational responsibilities.
- Set priorities and manage deadlines effectively.
- Use tools and techniques to stay organized.

*\*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

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

Each Sponsored Student Organization (SSO) must have a Faculty Advisor provided by its Sponsoring Unit. This advisor serves as the primary liaison between the SSO and both the Sponsoring Unit and the University.

Under the principles of the Facilitator University Model, the role of the Faculty Advisor extends far beyond simply providing a signature: Faculty Advisors are active collaborators with students, sharing responsibility for the development, operations, and outcomes of the organization 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/manage/advisors>

# College of Forestry Council of Student Organizations

## Functions of the Council

The CoF Council of Student Organizations (Club Council) 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/Funds to CoF SSOs

## Membership on the Council

All Recognized Student Organizations (RSOs) in the College of Forestry are eligible to join the Council of Student Organizations (knowns as the Club Council). Each club should elect a Council Representative during their regularly scheduled winter term officer elections. This representative serves as the club's official voice on the council and is expected to attend *all* scheduled council meetings.

To maintain active membership in the Council, each CoF RSO must:

- Participate in at least two college or university events (CoF Career Fair, Annual Ring, Clubs Day, Beaver Community Fair, etc.)
- Host at least one membership drive and one fundraiser per year
- Sponsor at least one professional development workshop or event annually (industry guest speaker, career workshop, etc.)
- Ensure the council representative attends all council meeting or communicates makes advanced arrangements if unable to attend
- Submit the following:
  - Annual letter of intent to join the council
  - Report confirming completion of all council requirements

The Council is composed of current and incoming council representatives and the Student Engagement Manager. The Assistant Dean of Student Success and Faculty Advisors are welcome, but not required, to attend council meetings.

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

## Participation Awards (funding)

Participation Awards/Funding 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 submitted with input from the club President, Treasurer, and Council Rep. The [application link](#) is located on the Student Club Resources webpage.

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

# Elections & Transition of Leadership

Recognized Student Organizations (RSOs) are encouraged to hold officer elections by Week 9 of Winter Term. Elected officers will officially serve during the Fall, Winter, and Spring terms of the following academic year. To ensure a smooth transition, it is strongly recommended that newly elected officers train alongside current officers during Spring term. This overlap helps build continuity and prepares new leaders for success. There is no required format for elections – each organization may choose the process that works best for them, as long as it is fair, impartial, and confidential. Immediately following elections, a current officer must notify the Student Services Office with the names and positions of the newly elected officers.

**All new 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 to ensure compliance and adherence to policies and procedures outlined in this guidebook and through OSU’s Student Organizations & Activities office.

# Meeting Documentation & Activity Plans

All club meetings – whether officer-only or general member – must be documented in IdealLogic. This a mandatory requirement set by Oregon State University and the College of Forestry. Establishing and sharing a consistent meeting schedule also helps maintain member engagement and retention.

## Meeting Minutes

Meeting minutes must be recorded for every club meeting. These minutes should be reviewed and approved by the club’s faculty advisor, then uploaded to IdealLogic within one week of the meeting date.

To post minutes:

1. Log into IdealLogic
2. Open previously created meeting entry
3. Upload meeting minutes document.

Additionally, clubs are encouraged to send a copy of the approved minutes to Student Services for posting to the club’s webpage (<https://www.forestry.oregonstate.edu/student-services/student-clubs>).

## Activity Plans

An activity plan must be created in IdealLogic for every club activity. This is a strict requirement from both OSU and the College of Forestry. Activity plans serve multiple purposes:

- Documenting and reviewing club events
- Requesting funding
- Generating end-of-term reports

Be sure to complete and submit your activity plan well in advance of your event to ensure compliance and support.

The **IdealLogic Training Modules** are available on the CoF Clubs Resources webpage at <https://www.forestry.oregonstate.edu/student-services/club-resources>.

# Required Meetings and Events

## CoF Council of Student Organizations

The CoF Club Council Meetings are facilitated by the Student Engagement Manager in Student Services. Meetings are held once a month during the academic year and are mandatory as part of the participation funding requirements.

The first meeting of the year will provide an overview of annual requirements, a review of the guidebook and website resources, and a discussion of overall expectations. Subsequent meetings will include updates from club council representatives, announcements about policy changes, reminders of upcoming events, and time for questions and discussion.

Meeting invitations and agendas will be sent in advance to all council representatives.

Meeting minutes will be posted to the Student Club website

## Officer Meeting

Each fall, the Student Engagement Manager will schedule a meeting with at least one officer from each Sponsored Student Organization. Faculty advisors are welcome to attend but are not required. This meeting will typically take place around week 3 of fall term.

The purpose of the meeting is to review policies, participation requirements, club activities, travel procedures, and other important topics for the academic year.



## Fall Term Events

Each fall, the CoF and OSU host events to showcase student clubs and orgs. All clubs are strongly encouraged to participate in these events to promote their activities, recruit new members, and engage with the broader OSU and CoF communities.

**Beaver Community Fair** – This event is an annual event that brings together OSU and greater Corvallis communities to celebrate the start of the academic year. With over 200 booths, it's a chance for clubs to promote themselves and recruit new members. Register here:

<https://beav.es/x4t>

**Annual Ring** – Held during week 0, Annual Ring is the CoF signature welcome event for new students and is a chance for clubs to introduce themselves and connect with incoming students.

**Clubs Day** – Clubs Day takes place at the start of fall term and is designed to support club recruitment. This tabling event is held in Peavy Arboretum, where clubs can showcase their activities, share upcoming events, and connect with prospective members. All clubs are encouraged to participate.

# 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 Club Council (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 funding is not intended to be used for general club management (e.g. food at meetings, 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.

**All requirements for funding can be found on the [application](#).**

If you are awarded CoF participation funds, they should be requested through an IdealLogic activity plan and must be accepted by the activity plan author to be deposited into the club MSO Index. You will be notified if you are awarded CoF participation funds and can then submit a payment request.

## 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.

The club treasurer is responsible for managing the club's index account. This account is used for handling deposits, paying bills, processing reimbursements, and other financial transactions. Common sources of deposits include fundraising proceeds, membership dues, donations, and grants. Funds in the index account may be used for general club operations – such as meeting refreshments, membership fees, t-shirts, and more – at the discretion of the treasurer and club 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 renew your status annually) and you plan to solicit funding or sponsorships from businesses, agencies, or organizations that wish to make tax-deductible donations, you must follow the process outlines below:

1. Checks must be made payable to OSU Foundation
2. On the memo line: "Student Clubs & Organizations Fund – (club name)
3. A donation letter from the donor must accompany the check (*If the donation is for a specific purpose, that purpose must be clearly stated in the letter*)
4. Submit the check and donation letter directly to the OSU Foundation, especially if the funds are coming from businesses like Chipotle, Panda Express, etc.) Address: OSU Foundation, 4238 SW Research Way, Corvallis, OR 97333-1068.

*Note: Once the Foundation receives the funds, they are processed by the Student Orgs office and transferred to the Club index. This process usually takes about 6-8 weeks.*

5. Once the funds are in your club index, they can be used by submitting a Payment Request Form in IdealLogic to check out a P-card.
6. A budget report will be provided to your treasurer at the end of each term, detailing balances, encumbered funds, and other financial information.
7. For **Gifts-In-Kind**, follow the procedures outlines by the OSU Foundation:  
<https://fororegonstate.org/giving/ways-to-make-your-gift/gifts-in-kind>

**\*\*Please see Club Resources Page for "How to Donate" [instructions](#)**

# Reimbursements

An RSO may reimburse a member who has paid for *approved* organization expenses out-of-pocket. However, the following guidelines must be followed:

1. Authorized Signer Restriction – The person submitting the payment request cannot be the same person being reimbursed.
2. Receipt Requirements – All original (no duplicates) receipts must be attached to the payment request. Acceptable receipts must include a) name of business or vendor b) description of item or service purchased c) proof of payment (e.g. total amount paid and payment method).
  1. If purchasing from a business that does not typically provide itemized receipts, request one. Do not conduct business with vendors who cannot provide acceptable receipts.
3. Processing Time – Reimbursements will be processed no sooner than 5 business days after submission of the payment request and all required documentation. Processing time may vary depending on the individual's status in the OSU's financial system.
4. International Transactions – these will be reviewed and managed on a case-by-case basis.

Important Note: OSU will not reimburse individuals who have paid another person for services provided to the group. The individual providing the service must be paid directly to ensure proper tax reporting.

(<https://clubs.oregonstate.edu/funding/rsOfunds>)

# Purchases and Invoices

Authorized signers may request payments from the RSO fund on behalf of their organization. This done by submitting a payment request through the club's dashboard in IdealLogic. *\*Note: any payment over \$5,000 requires a purchase order before payment can be issued. Contact the Student Organization Accounting (SOA) office as soon as possible for assistance with this process.*

## What the Payment Request Includes

The Payment Request form collects all necessary information to process the payment including:

- Index number
- Expense code(s)
- Payee contact information
- Justification for the payment
- Supporting documentation

## Important Guidelines

- The payment request must be approved by an authorized signer of the RSO
- A signer may not submit a payment request for themselves

The payment request is accessed via the club's dashboard at <https://apps.ideal-logic.com/osusee>.

Additional financial information for clubs can be found on the Student Clubs and Organizations webpage: <https://see.oregonstate.edu/ela/clubs-organizations/financial-info>.

# Budgets and Reporting

To maintain good standing and funding eligibility, all CoF Sponsored Student Organizations (SSOs) are required to submit an annual summary of their activities and finances to the Student Services Office and in IdealLogic.

## CoF Student Services Reports

- Due: End of week 9 of spring term.
- What to submit:
  - Annual budget summary
  - Annual report summarizing the year's activities and outlining goals for the next academic year.
    - *These reports are easier to complete if your club has maintained good records in IdealLogic.*
- Templates for these reports are available on the CoF Student Clubs website:  
<https://www.forestry.oregonstate.edu/studentservices/club-resources>.

## IdealLogic RSO Reports

- Due: End of each term
- Mandatory OSU requirement
- Failure to submit will result in loss of recognition
- Any officer may access and complete the report in IdealLogic.

The IdealLogic annual report can also be used to fulfill CoF Club Council requirements. It should include (but is not limited to):

- A summary of club events and activities
- Numbers of student participating in funded events
- Educational benefits of events
- Fundraising activities and total funds raised
- Goals for the next academic year

Visit the Student Services Office (Peavy 116) for assistance with budgeting, writing reports, or using the reporting tools. Additional resources are available on the [student clubs website](#).

# Room/Space Reservations

The College of Forestry offers space for student clubs to hold regular meetings and events. However, all meeting rooms and classrooms require advanced reservations.

## To Reserve a CoF Meeting Room or Classroom:

**Contact:** Brooke Harrington, Student Engagement Manager

**Email:** [brooke.Harrington@oregonstate.edu](mailto:brooke.Harrington@oregonstate.edu)

**Office:** 116 Peavy Forest Science Center

**When:** Submit your room reservation requests as soon as possible to ensure space availability

## Your Responsibilities

- Dispose of trash and recycling properly. Trash and recycle bins are located throughout the college. Large trash and cardboard bins are in the Richardson Hall parking lot near the woodcut area (behind the gate). *CARDBOARD BOXES, PIZZA BOXES, ETC. ARE NOT TO BE LEFT IN THE BUILDING. TAKE THEM OUT TO THE RICHARDSON TRASH/CARDBOARD BINS.*
- Restore room layout. If you move furniture, it must be reconfigured to its original set-up.
- No food or beverages are allowed in general-purpose classrooms (PFSC 117, PFSC 125, PFSC 129, PFSC 104, RICH 123)

To reserve the Club Cabin or Peavy Lodge contact Rona Bryan ([rona.bryan@oregonstate.edu](mailto:rona.bryan@oregonstate.edu)). Be sure to include details about the event, date, time, number of people expected, etc.

If your club needs a 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:  
<https://motorpool.oregonstate.edu/driver-authorization-form>
- Club members shall utilize OSU's sexual violence resources as needed:  
<https://eoa.oregonstate.edu/sexual-misconduct>
- Student clubs must follow OSU's policy regarding alcohol on-campus (including the Research Forests and Club Cabin):  
[https://policy.oregonstate.edu/UPSM/07-005\\_alcohol\\_service](https://policy.oregonstate.edu/UPSM/07-005_alcohol_service)
- Student club members shall follow OSU's Student Conduct & Community Standards policies:  
<https://scs.oregonstate.edu/>

## Waiver of Liability Forms

For all club-related travel and activities (excluding routine meetings), each participating student must complete an [OSU Acknowledgement of Risk and Waiver of Liability Form](#). It is the responsibility of the club to collect and securely store these forms. File cabinets are available in the club office for this purpose. Clubs should be diligent in ensuring that all waivers are collected prior to the activity, as these documents are essential in the event of an accident or issue during the event. Completed forms must be retained for **five** years from the date of the activity. However, if an incident occurs, the forms should be kept indefinitely along with any related documentation. Waiver forms can be found on the CoF Student Club Resources website and the [Insurance and Risk Management Forms webpage](#).

## Use of Personal Vehicles

Student clubs are strongly encouraged to use OSU Motor Pool Vehicles for all travel related to club activities. **It's important to understand that if you choose to travel to or from an official OSU, College of Forestry, or student club event in a personal vehicle, you are not covered by OSU insurance until you arrive at the event location.** Any travel-related incidents that occur en route are the responsibility of our personal insurance. For this reason, the College of Forestry does not recommend using personal vehicles and instead advises clubs to utilize OSU Motor Pool services whenever possible.  
(<https://risk.oregonstate.edu/vehicles>)

Please read the following page for instructions on how to reserve a Motor Pool vehicle.

# Motor Pool Reservations

Please follow these instructions to make motor pool reservations.

- Submit a [Motor Pool Reservation](#) Form at least two weeks before travel.
  - Forms are available on the Student Clubs website under Resources
  - The form must be signed by both the club treasurer and the club faculty advisor
  - Submit the *completed* form to Brooke Harrington via email or drop off in Peavy 116
  - Failure to submit the reservation form could delay your reservation request
- Motor pool reservations must be made through the Student Services Office
  - OSU Motor Pool does not accept club indexes
  - Student Services will make the reservation using a state index and recharge your club index at the end of each term.
- Driver authorization is required
  - All drivers must complete the [Driver Authorization form](#)
  - Authorization is valid for one year, so plan to complete the form each academic year
  - It's recommended to have at least two authorized drivers (primary and back-up)
  - For 12-passenger vans, drivers must complete the [Van Safety](#) test BEFORE submitting your authorization form
- Plan Ahead
  - Motor pool vehicles are limited and may run out, especially during busy times
  - Early planning and correctly submitting the reservation form ensures better vehicle availability and time to resolve issues
- Special travel arrangements should be coordinated with the Student Services Office
- Reach out to Brooke Harrington in the Student Services Office if you have questions or need assistance.
- For additional Motor Pool policies and eligibility details visit
  - [Who can be a motor pool driver or passenger?](#)
  - [Motor pool regulations](#)
- [Motor Pool Accident and Assistance Information](#)

# 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 Office

The student club office is in 225 Richardson Hall. A key is required to access the office.

**Printing:** Student clubs have access to printers on the College of Forestry (CoF) network, including those in the FERN Center computer lab. Black and white printing is available free of charge. For color printing, clubs may request a limited number of complimentary color copies by sending the .pdf or word file to Brooke Harrington. Each print job is limited to a maximum of 6 color pages at no cost to the club.

**Storage Space:** Limited storage, including shelf space, is available in the Student Club Office. Each club is responsible for maintaining its designated area. Please be respectful of other clubs by keeping your space clean and organized.

**Food and Beverages:** All food and drinks must be removed from the office at the end of each academic year. Please do not leave food that could spoil in the office.

**Access Authorization:** Club officers are authorized to access the Club Office and its storage areas. If a club member requires access, please contact Brooke Harrington in the Student Services Office.

**Key Checkout:** Each club can check out one office key for use during the fall, winter, and spring terms. A spare key is also available at the Student Services Office.

# Helpful OSU Offices & Resources

Student Clubs & Organizations Student Experience Center (SEC)

<https://see.oregonstate.edu/ela/clubs-organizations>

CoF Business Office – 213 Peavy Forest Science Center

<https://mycof.forestry.oregonstate.edu/business-office>

CoF Student Services Office - 116 Peavy Forest Science Center

<https://www.forestry.oregonstate.edu/student-services>

CoF Student Clubs Resources

<https://www.forestry.oregonstate.edu/student-services/club-resources>

