

University of Pittsburgh

2022–2023

**Registered Student
Organizations Handbook**

TABLE OF CONTENTS

INTRODUCTION.....	4
Welcome Letter.....	4
SORC Contact Information.....	4
Important Student Organization Dates.....	4
STATEMENT ON RACIAL INJUSTICE.....	5
WHAT IS A STUDENT ORGANIZATION.....	5
Categories of Student Organizations.....	5
REGISTRATION.....	7
Relation of University to Student Organizations.....	7
Purpose.....	7
Registration Status.....	7
Requirements for Registration.....	8
Expectations of Student Organizations.....	8
Additional Requirements for Sponsored Status.....	9
Organizations with Additional Registration Requirements.....	10
Privileges of Registration.....	11
Procedures for Registration.....	12
Termination of Registration.....	13
UPDATING YOUR STUDENT ORGANIZATION CONTACT INFORMATION.....	13
ABOUT THE SORC.....	14
Copying/Printing.....	14
Office Supplies.....	14
Equipment & Other Supplies.....	14
Mailing Services.....	15
Concessions.....	15
FINANCES.....	15
Opening a Student Organization Financial Account.....	15
Student Activity Fee.....	15
Outside Bank Accounts.....	16
Methods of Payment.....	17

Deposits.....	21
Fundraising on Campus.....	21
Closing a SORC Account.....	23
EVENT PLANNING AND RISK MANAGEMENT.....	23
Why is Event Planning Important?.....	23
Hosting Events on Campus.....	24
Contracts.....	24
Copyrights	26
Event Accessibility	26
Publicity & Marketing.....	27
Hosting Events Off-Campus.....	27
STUDENT ORGANIZATION TRAVEL.....	28
Local Travel.....	28
National Travel.....	29
International Travel.....	30
USING UNIVERSITY TRADEMARKS.....	30
University Name.....	30
University Logos.....	30
UNIVERSITY POLICIES & PROCEDURES.....	35
Assumption of Risk Policy.....	35
Student Code of Conduct.....	35
Anti-Hazing Policy.....	35
Political Campaign Activity.....	36
Publications Code.....	36
ADVISORS.....	36
Role of the Advisor.....	36
Selecting an Advisor.....	37
CAMPUS DEPARTMENTS/RESOURCES.....	38

INTRODUCTION

WELCOME LETTER

Dear Student Leader,

Welcome to the 2022-2023 academic year! The Student Organization Resource Center (SORC, pronounced /'sòrs/) is here to ensure that our 700+ student organizations have the support they need to operate at the highest level.

In this handbook, please find an overview and listing of policies and guidelines which will help your organization operate efficiently and safely. As a student leader, you must take the time to read this handbook and familiarize yourself with the expectations of and resources available to registered student organizations at Pitt. **Any violation of this Handbook may result in disciplinary action in accordance with the Student Code of Conduct.**

Some of the policies and procedures outlined in this manual might change throughout the year. Student organization leaders, members, and advisors are encouraged to check the SORC website or with the relevant department/office to ensure that you have the most up-to-date information.

If at any time you have questions regarding the information in this handbook or would like assistance with the management of your organization, please reach out to the SORC staff—we are more than happy to assist you in the success of your organization!

Hail to Pitt!

Lynne Miller
Coordinator, SORC

SORC CONTACT INFORMATION

PHONE: 412-624-7115

LOCATION: 833 William Pitt Union

EMAIL: sorc@pitt.edu (General Questions)
sorc2@pitt.edu (Financial Questions)

WEBSITE: www.sorc.pitt.edu

FACEBOOK: @PittSORC

INSTAGRAM: @PittSORC

TWITTER: @PittSORC

IMPORTANT STUDENT ORGANIZATION DATES

Please visit the [SORC Web site](#) for a current list of important student organization dates, programs, and events. ***Failure to attend a required training by the appropriate organization delegate(s) could result in having your organization's registration suspended or denied.***

RACIAL INJUSTICE, DIVERSITY, EQUITY, & INCLUSION

The SORC promotes diversity, equity, and human dignity as central to our work. We recognize that, as community members at a predominantly white institution, we are part of a system that perpetuates racial inequality—a system in which there is much more anti-racism work to do. Our office will continue to create a campus culture that allows for openness, respect, and safety; an environment in which those with diverse attitudes, beliefs, values, and behaviors feel included and can thrive. Consistent with the University’s mission, we take personal and organizational responsibility to grow in our awareness of deep-rooted systemic issues, reduce barriers and bias, and develop our cultural humility.

We commit to our office’s anti-racism work in the following ways:

- As a part of the Department of Student Unions and Involvement within the Division of Student Affairs, the SORC will support and follow the guidance set forth by the Division of Student Affairs’ Racial Justice, Diversity, Equity, and Inclusion Action Plan.
- We will promote anti-racism, diversity, equity and inclusion training for all SORC Staff and student organization leaders and members.
- We will conduct regular internal audits of existing SORC and student organizations policies, programs, services, and practices through an equity lens. This includes identifying ways in which racism manifests in our processes and developing anti-racist practices for confronting it.
- We will work with Black Action Society and Black Senate to support signature Black Experience Events.
- We will continue to use our voice to reaffirm our core values and support for community members whose identities have been targeted by racially motivated injustices.
- Student organizations exist to bring together students from all backgrounds for a common interest and are not permitted to discriminate against others in their operations.

WHAT IS A STUDENT ORGANIZATION

A student organization is a group of least 10 currently enrolled University of Pittsburgh (Pittsburgh campus) students who come together to promote a particular idea or interest and register with the SORC. Only currently enrolled students may serve as officers or in formal leadership roles or vote on organizational business. Registration as a student organization at the University of Pittsburgh is not to be interpreted as an endorsement or approval of the purpose and/or activities of any organization by the University of Pittsburgh.

CATEGORIES OF STUDENT ORGANIZATIONS

Student organizations are required to select one of the following categories that best describes the mission of their organization. The intent behind establishing student organization categories is to assist students with

particular interests in discovering organizations to join, encourage collaboration amongst student organizations, and also to assign undergraduate student organizations to their table at the Activities Fairs.

Academic—student organizations that have an interest in a specific academic discipline, topic or interest.

Advocacy—student organizations that further the progress of an idea or initiative to affect the community at large (political, environmental responsibility, social equity, economic stability, etc.)

Arts & Literature—student organizations that encourage participation in and promotion and support of the visual and performing arts.

Competitive Club Sport— competitive clubs play against teams outside of the University of Pittsburgh, usually other collegiate clubs, as part of a structured regional or national league. Competitive clubs **MUST** be part of a National Governing Body. Many competitive clubs have coaches, travel and play off-campus, and conduct regularly scheduled practices. Competitive club sports also typically involve a greater financial commitment and time commitment for practices/competitions and season length.

Ethnic/Cultural—student organizations whose primary focus is on a specific culture, nationality or ethnicity in order to provide education, advocacy, support, and camaraderie. Many of these organizations provide programming designed to promote awareness and understanding of beliefs, values, and traditions that may differ from other cultures.

Honorary—student organizations whose primary focus is on conferring membership as an honor for academic/scholarly/leadership achievement.

Recreational Club Sport—recreational clubs focus more on instructional aspects and recreational play of the sport or nature of the club/activity they are associated with. Recreational clubs **DO NOT** compete against outside organizations/other collegiate clubs.

Spiritual/Faith Based—student organizations whose primary focus is on educating about and supporting particular spiritual and/or religious practices, philosophies and beliefs.

Service—student organizations whose primary focus is on providing volunteer service to others within the local community and/or nationally.

Social Fraternity/Sorority—student organizations whose membership is limited to a single gender and granted exception to Title IX requirements for the purpose of cultivating and supporting an environment of brotherhood or sisterhood. Some national chapters do permit non-binary and trans individuals. Qualification for membership of social fraternity/sorority is on a non-honorary basis and are determined by the chapter. These qualification academics, volunteer work, student leadership experience, and value alignment. In addition, membership in one social fraternity or sorority in this category is mutually exclusive to membership in another social fraternity/sorority, but students who are in social fraternity/sorority may seek membership in an honorary, service, or professional fraternity/sorority. Student organizations in this category must be affiliated and meet recognition standards with the Office of Fraternity and Sorority Life.

Special Interest—student organizations that encourage social interaction around a shared interest or theme.

Student Governance—student organizations whose primary focus is on representing students, expressing student opinion and providing student feedback to the University and its various components.

REGISTRATION

RELATION OF UNIVERSITY TO STUDENT ORGANIZATIONS

Registration of student organizations should not be construed as agreement, support, or approval by the University, but only as acknowledgement of the rights of the organization to exist at the University, subject to the requirements of registration.

PURPOSE

The University of Pittsburgh has established a system of registration for student organizations to ensure the rights of students to freely form associations, to define the relationship between the University and student organizations, to maintain the right to choose which student organizations it recognizes, and to ensure that the requirements for registration, the privileges received through registration and the policies and procedures that govern student organizations are administered in a nondiscriminatory manner. Student organizations fall into one of two registration statuses: Independent or Sponsored.

REGISTRATION STATUS

INDEPENDENT STATUS

Independent student organization status is accorded to student organizations that meet the Requirements for Registration. Membership in an Independent student organization and participation in its activities are voluntary and all risks of personal injury, property damage or other losses that occur incidental to membership or participation in activities are assumed solely by the student organization, individual member(s) and other participant(s).

Independent student organizations are not official components of the University. Independent status does not permit the organization to act in the name of the University, to represent the University, engage in any contractual obligation in the name of the University nor represent the organization as being an official part of the University. Independent student organizations are permitted to have external affiliations and may be part of an incorporated external organization. The off-campus activities of Independent student organizations are the sole responsibility of the organization, officers and members.

SPONSORED STATUS

Sponsored student organizations meet the standard conditions for Independent status and have an official association and working relationship with an operating unit of the University. The nature and extent of the association and working relationship are determined solely by the Dean of the operating unit. (See Additional Requirements and Privileges for Sponsorship). The activities and programs of Sponsored student organizations are not considered official programs of the operating unit unless expressly approved by the Dean or designee.

Sponsored status may be rescinded at the discretion of the approving Dean or Dean of Students or their designee. Except undergraduate governance groups, revocation of sponsorship will change the organization's status to registered.

REQUIREMENTS FOR REGISTRATION

The following requirements are necessary to register a new organization and to maintain registration status.

1. Complete the online registration application via the Student Organization Resource Center (SORC) website. In order to maintain registration status, this must be done once a year.
2. Accurately disclose the purpose of the organization and operate in accordance with its stated purpose.
3. Disclose any external affiliations; provide the constitution and bylaws of any such organization with which it may be affiliated; and certify that all conditions for affiliation meet the registration standards of the University.
4. Submit a constitution according to standards with the registration application. (See [Constitution Requirements](#)) Updated constitutions should be submitted to the SORC every time the organization re-registers.
5. Submit an accurate, full membership roster with the registration application. A minimum of ten (10) currently enrolled Pitt students is required to establish an organization.
6. After approval of registration, maintain an active membership of a minimum of ten (10) currently enrolled Pitt students.
7. Organizations must secure a full-time faculty or staff member at the University to serve as advisor.
8. Provide signed Agreement to Participate waivers for all members and participants in organization activities as directed. Participation waivers must be uploaded to the organization's Engage account.
**Competitive and Recreational Club Sports must maintain a full membership roster and each member must review and sign the Agreement to Participate through each organization's IMLeagues page. It is the club sport president's responsibility to make sure all waivers are signed from each member before the start of an activity.*
9. Maintain a membership comprised of at least 75% currently enrolled Pitt students.
10. Maintain at least three (3) student officers in good academic and social standing.
11. Limit voting, officer positions and formal leadership roles to currently enrolled Pitt students.
12. The President and Business Manager of each organization must complete the required SORC training(s) annually. No proxies may complete the training(s) in their place.

EXPECTATIONS OF REGISTERED STUDENT ORGANIZATIONS

The following behavioral expectations are required of every registered student organization and its membership.

1. Agree to and comply with the Notice and Acceptance of the Assumption of Risk (see page 35).
2. Agree to and comply with the Publications Code for Student Organizations (see page 36).
3. Adhere to University policies and procedures and local, state and federal laws.
4. Conduct all activities in a manner consistent with the educational mission of the University.
5. Conduct all activities in a manner that contributes to the intellectual, ethical, psychological and personal growth of its members.
6. Are not permitted to advocate, incite or participate in any material interference or physical disruption of the University.
7. Are not permitted to use deceptive recruitment practices.

8. No illegal discriminatory criteria may be used as criteria for membership including those listed in the University of Pittsburgh's non-discrimination policy. These factors include race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran. All groups, except those exempt by law, must permit male and female membership. Sport clubs involving physical contact or in which participation is based on competitive skill may limit participation in competition to one sex; provided that, for any for any such sport club engaged in a non-contact sport, unless there is a sport club available for members of the opposite sex, the club must permit try-outs for each sex. Membership can be limited by factors unrelated to status or beliefs and which are also not illegal. Membership can be limited by school, college, department, major and grades, etc. No hazing or illegal discrimination will be used as a condition of membership in the organization.
9. Are not permitted to participate in hazing activities.
10. Are not permitted to use the organization for the financial enrichment of any officer, member or affiliate.
11. Are not permitted to directly or indirectly use University resources for the express benefit of external affiliates.
12. Agree to use dues and other membership fees for the express benefit of the organization and in fulfillment of its purposes.
13. Must maintain University accounts as required. (Visit the SORC Business Office in 833 William Pitt Union or email sorc2@pitt.edu for more information.)
14. Are not permitted to maintain outside bank accounts and must not use the name of the University on any private bank account.
15. Are not permitted to enter or attempt to enter into contractual obligations for the University without prior authorization by designated University staff.
16. Except as otherwise expressly permitted herein, organizations shall not use the name of the University nor any University trademark, tradename, service mark and/or logo. (See Naming and Logo Guidelines on page 28.)
17. Are not permitted to directly or indirectly use University resources in support of any candidate for public office. Please see the [Notice on Political Campaign Activity](#).
18. Are not permitted to solicit funds outside the University without the express approval from the Department of Involvement and Student Unions.
19. Student organizations shall not do anything that would jeopardize the University's licensure, accreditation or tax exemption.

ADDITIONAL REQUIREMENTS FOR SPONSORED STATUS

Student organizations desiring Sponsored status must meet the following requirements.

1. Student organizations seeking Sponsored status must have established and official working relationship with an operating unit of the University. This relationship provides consistency with the purpose and activities of the organization and the mission of the operating unit.
2. Organizations seeking sponsored status by a school or college must be approved by the Dean of the school or college.
3. Organizations seeking sponsored status by operating units within Student Affairs must be approved by the Dean of Students.
4. All other University operating units outside academic units and units within Student Affairs may sponsor a student organization with the approval of the chief administrator of the sponsoring unit.
5. The sponsoring unit must assign a faculty or staff advisor to the organization.

6. The chief administrator of the sponsoring unit must submit the Student Organization Sponsored Status Application approving sponsorship and the Letter of Sponsorship acknowledging the nature of the working relationship, any additional support from the sponsoring unit as well as any additional advisor responsibilities to the SORC.
7. The sponsoring unit may establish additional requirements for sponsorship beyond the standard requirements for registration.
8. The sponsoring unit must approve the organization's constitution as a condition of sponsorship and may establish guidelines and procedures to define the working relationship. They may also afford the student organization additional privileges beyond the standard privileges of registration.
9. Student organizations designated with the sponsored status are permitted to use the name of the University in their organization name as outlined in the Naming Guidelines.

ORGANIZATIONS WITH ADDITIONAL REGISTRATION REQUIREMENTS

SOCIAL FRATERNITIES AND SORORITIES

Social fraternities and sororities are registered organizations that may be single-gender Greek-letter organizations whose mission and purpose is recognized as primarily promoting the intellectual, social, spiritual, moral, civic, and career development, and the wellness, of student members.

Additional Requirements:

- All social fraternities and sororities must maintain membership in an appropriate governing council (IFC, NPHC, Panhellenic). Chapters are expected to follow expectations and guidelines of their corresponding council.
- All social fraternities and sororities must have a working relationship with the Office of Fraternity and Sorority Life.
- All registered social fraternities and sororities are expected to abide by the policies and procedures outlined in the [Office of Fraternity and Sorority Life Policies and Procedures Manual](#).
- The SORC may establish criteria for accepting new chapters and specific requirements for existing organizations.
- Social fraternities and sororities may have their registration terminated at the request of the Vice Provost for Student Affairs, Dean of Students, the Director of Involvement and Student Unions, or the organization's local, state, national or international chartering organization.

Exemptions:

- Social fraternities and sororities may limit membership based on gender and still be eligible for registration as a student organization.
- Social fraternities and sororities may have fewer than 10 members and be eligible for registration.
- Social fraternities and sororities may hold outside bank accounts, if required to do so by their international/national/regional organization.

COMPETITIVE & RECREATIONAL CLUB SPORTS

Competitive and recreational club sports are student organizations registered with the SORC that work closely with the Department of Campus Recreation and the Assistant Director of Competitive and Recreational Programs . All new club sport programs will enter a provisional period after being formed and registered by

SORC. New programs are required to register as a recreational club sport during this provisional period.

Additional Requirements:

The Department of Campus Recreation may establish criteria for the registration of new club sports and renewal of existing organizations. The Department will publish this information on the [Club Sports website](#).

Exemptions:

Sport clubs involving physical contact or in which participation is based on competitive skill may limit participation in competition to one sex; provided that, for any such sport club engaged in a non-contact sport, unless there is a sport club available for members of the opposite sex, the club must permit try-outs for each sex.

PRIVILEGES OF REGISTRATION

All registered organizations have the following privileges.

1. Eligible to use University facilities, equipment and services according to policies and procedures.
2. Eligible to apply for funding from the respective student government under the policies and procedures set forth in the appropriate student government constitution and bylaws. Each student government has guidelines that define which student organizations are eligible for funding. The Student Government Board (SGB) requires the organization to be comprised of at least 75% non-CGS undergraduate students. The College of General Studies Student Government (CGSSG) requires the organization to be comprised of at least 60% College of General Studies students. The Graduate and Professional Student Government (GPSG) funds sponsored graduate school student governments and registered graduate student organizations.
3. Eligible to receive consulting and other services from the SORC and the Department of Involvement and Student Unions.
4. Eligible to collect dues, host fundraising events and solicit funds according to University policy.
5. Eligible to apply for remuneration for officers by student governments.
6. Eligible to receive awards or honors presented to student organizations and members.
7. Eligible to be listed in University publications.
8. Eligible to participate in University activities.
9. Eligible to apply for student organization office space in the William Pitt Union and O'Hara Student Center (undergraduate student organizations only).
10. Eligible to host program activities consistent with the purpose of the organization.
11. Eligible to distribute literature and organizational materials according to University policies and procedures.
12. Eligible to use the University mail services.
13. Eligible to apply for a University financial account and to use the services of the University business departments initiated through the SORC Business Office.
14. Eligible to request assistance from the Student Affairs Marketing Department to promote organizational activities.
15. Eligible to post material on controlled University bulletin boards.

PROCEDURES FOR REGISTRATION

HOW TO START A NEW ORGANIZATION

Pitt has over 700 undergraduate and graduate student organizations, which provide a wide variety of topics and interests for student involvement. If you find, however, that you have an area of interest that is not represented, you have the ability to start your own organization, provided that:

- The purpose or purposes of this organization does not conflict with the educational functions or established policies of the University.
- The purpose and/or functions of student organizations does not duplicate those of an existing registered student organization. This requirement, however, is not applicable to an organization with religious or political purposes and/or functions as declared in its constitution on file with the University. The University may rescind the registration status of an organization upon determination that the organization is no longer fulfilling the purposes and/or functions described in its constitution. If an organization feels that a newly registered organization duplicates its stated purpose as set forth in its constitution, it may seek a review through the Coordinator of the SORC.
- If there is reasonable cause to believe that the organization seeking registration is merely a reconstitution of an organization that has lost University Registration, the request for registration may be denied and/or revoked. Factors that may support a reasonable cause finding, include, but are not limited to, overlapping membership, similarity of purpose, and the timing of both the prior loss of registration and the request for new registration. If reasonable cause exists, registration shall be denied and/or revoked.

New Organization Registration Periods take place on October 1 – 15 and February 1 – 15.

The process for starting a new organization can be found on the [SORC Website](#). If you are not sure whether or not your organization has been registered in the past, please contact the SORC at sorc@pitt.edu and we will be more than happy to help you. Please note that registration applications must be received by October 15 or February 15. No exceptions will be made for late submissions.

All new organizations must comply with the Registration Requirements and Expectations of Student Organizations outlined in the sections above.

All new organizations must send at least one member to a New Organization Orientation session. A schedule of available times are available on the [SORC website](#)). If your organization does not send a member to one of these sessions, your organization will not be considered for registration and you will need to wait until the next new organization registration period.

RE-REGISTERING AN EXISTING STUDENT ORGANIZATION

All existing student organizations are required to re-register with the SORC annually. Re-Registration will for all organizations will take place April 1, 2022 – September 9, 2022. The process for re-registering an organization can be found on the [SORC Website](#).

All organizations must comply with the Registration Requirements and Expectations of Student Organizations as outlined in the sections above and must submit an updated constitution.

All organization Presidents AND Business Managers must complete the SORC Required Training Sessions, to take place in August/September. Trainings are prerecorded and must be completed by September 30, 2022. Links to trainings will be emailed out to Presidents and Business Managers and posted on the SORC [website](#).

If your organization President and/or Business Manager does not complete the training(s), your organization will be frozen for the rest of the year and must attend a training the following fall to have the active status restored. Frozen status means that an organization cannot operate on campus, hold reservations or have access to their SORC financial account.

TERMINATION OF REGISTRATION

The SORC and/or Department of Involvement and Student Unions reserve the right to terminate registration status. Circumstances that may result in termination of registration include, but are not limited to, the following:

- The student organization has not complied with the Requirements for Registration;
- The student organization has not complied with the Expectations of Student Organizations;
- Registering a student organization under termination or sanction from its local, state, national, or international affiliate (if applicable);
- Registering a student organization currently under disciplinary sanction under a new name;
- Registering a subsidiary of a currently registered student organization;
- Registering an organization that is a duplicate of a pre-existing organization;
- Submitting false information to the University of Pittsburgh or a university representative;
- A request from the student organization to dissolve is submitted to the SORC;
- A lapse in communication with the SORC, including failure to maintain, on file with the SORC, the most current copy of the student organization's constitution, officer contact information, and faculty/staff advisor contact information;
- Failure to meet financial obligations;
- Failure to comply with the student organization's constitution;
- Failure to comply with the rules, regulations, policies, and procedures of the University of Pittsburgh as determined appropriate by University representatives; and
- Action taken by the Office of Student Conduct.

UPDATING YOUR ORGANIZATION'S CONTACT INFORMATION

In order for the SORC to effectively communicate with your organization, it is required that you maintain a full, updated membership roster with current officer information in the student organization management system, Engage. Student organizations that fail to maintain current officer and advisor information on their roster will be frozen until they are in compliance with SORC policies. Only the organization President and Primary Contact have access to update your organization's roster. If they are unsure how to update the roster, they should use [CampusLabs Support](#).

ABOUT THE SORC

The SORC is located in 833 William Pitt Union and is the hub for registered student organizations on campus. Whether you need to make a financial transaction from your organization account, need office supplies, or would like to talk to someone about your organization, the SORC is place for you! Here is some information you should know about the SORC:

- The SORC is open Monday-Friday throughout the year, with the exception of posted holidays or breaks. Hours vary per semester—please visit our website for the most up-to-date times.
- Any services or materials obtained from the SORC may only be used for student organization business. They are not to be used for personal use or classroom projects.

COPY AND PRINTING

Registered student organizations are eligible for photocopying services in the SORC.

COPY POLICY

1. The name of the organization must appear on the first page of any document(s) being photocopied.
2. Groups may request up to 150 grayscale copies per event (not 150 copies per day) OR 50 colored ink copies per event.
3. Our copier has the ability to print back to back and staple up to 30 pages. Half pages and quarter pages can be produced from a full page original.
4. For technical reasons, **we are unable to make copies that have 75% or more ink coverage in the background.**
5. Organizations may not submit copy requests for other organizations.
6. Organizations may request copies by emailing sorc@pitt.edu. Requests should be submitted at least 24 business hours in advance and should include paper color and size of flyer (quarter sheet/half sheet/full page). Organizations will be contacted once their copies are ready for pick-up. Student organizations that fail to pick-up copies may lose copy privileges for the remainder of the semester.

OFFICE SUPPLIES

Registered student organizations are eligible to receive certain office [supplies](#), free of charge. The amount indicated is per semester, unless otherwise noted. Student organizations can request supplies using the [online form](#) a minimum of 48 business hours in advance. Some supplies may require more advance notice (see supply list linked above).

EQUIPMENT AND OTHER SUPPLIES

The SORC offers several different types of equipment and supplies for your organization's use. Most are available for free use by any registered student organization for programs, events, and activities sponsored by the registered student organization. There is a nominal charge for lamination and the button maker.

Available Supplies Include:

Button Maker

Laminator (cannot leave SORC)

Display/Sandwich Boards

[SORC Equipment Request Form](#)

MAILING SERVICES

The SORC provides free mailing services via United States Postal Service (USPS) for your student organization. All mailings must be organization business-related. The SORC requires that all mailings include correct mailing addresses and return addresses. Additionally, **the exact number of pieces must be provided**. Your organization can receive up to 200 free envelopes (see above under Office Supplies). If your mailing requires more than 200 envelopes, you will need to purchase the excess using your organization's account.

CONCESSIONS

The SORC operates a concessions program through which registered student organizations and University departments/office have the ability to rent snack machines or purchase balloons. The following concessions are available:

Popcorn
Cotton Candy
Nachos
Chocolate Fountain

Otis Spunkmeyer Cookies
Cheese-filled Pretzel Nuggets
Balloons

Pre-packaged food options may be available upon request—please contact sorc@pitt.edu for more information.

Registered student organizations will be billed via University account number per order. Pricing is listed on the order forms linked below. All order forms must be submitted to sorc@pitt.edu at least **10 business days** prior to event date.

[SORC Concession Request Form](#)

FINANCES

We're here to help you and your organization manage funds. While your organization's account is not a bank account (ex. you cannot withdraw money and balances in Engage are not in real-time), there are numerous ways you can obtain and spend funds. We also work closely with SGB and their Allocations committee (for undergraduate groups) and with GPSG (for graduate groups). For any questions regarding your student organization finances, please reach out to the SORC Business Office at sorc2@pitt.edu.

OPENING A STUDENT ORGANIZATION FINANCIAL ACCOUNT

Not all student organizations require funds to operate, so the SORC does not automatically create a financial account for an organization unless it is requested. In order to open an account with the SORC, your organization's Business Manager should email the SORC Business Office (sorc2@pitt.edu) and a SORC Business Manager will assist them.

STUDENT ACTIVITY FEE

All students pay a Student Activity Fee within their tuition to the University. A portion of these fees are

distributed to the Student Governments to grant money (known as allocations) to student organizations for various organizational needs.

UNDERGRADUATE ORGANIZATIONS

The [Student Government Board \(SGB\)](#) is the governing body for all undergraduate student organizations. Allocations can be obtained from the SGB Allocations Committee through the annual budget process or the weekly supplemental process. Details regarding policies for allocated money as well as the request process are available on the [SGB Allocations Committee](#) website. Any allocations given in a fiscal year (July 1-June 30) that are not used by the end of that particular year are given back to SGB and no longer available for your organization's use.

GRADUATE ORGANIZATIONS

The [Graduate and Professional Student Government \(GPSG\)](#) is the governing body for all graduate students and organizations. Graduate students pay a semesterly activities fee where 50% is distributed to GPSG for general graduate student programming and the remaining 50% is distributed to the governance organization of each student's specific school (ex: School of Medicine Student Executive Council).

Graduate student organizations should always first pursue funding from their graduate school's governance group (i.e. law school organizations would first seek funding from the Student Bar Association at the School of Law). However, organizations can request for supplemental funding from GPSG on a per program basis. Any student organization not affiliated with a specific graduate or professional school (ex: cultural student organizations) should petition GPSG solely for funding. Organizations that receive funding from a governing student organization other than GPSG should look at and follow their constitutions to determine whether or not money that was allocated and not spent must be returned at the end of the fiscal year.

OUTSIDE BANK ACCOUNTS

Registered student organizations are not permitted to maintain an outside bank account(s). Outside bank accounts are defined as any banking or financial account held outside of the University. Online/mobile platforms such as Paypal, Venmo, Square or other methods which require funds to flow through personal bank accounts are considered outside bank accounts and are prohibited.

All money collected from fundraisers or dues must be deposited directly into the organization's SORC account. No organizational money should ever be deposited into a personal banking account. Student Organizations are **NOT ALLOWED** to accept monies via Paypal, Venmo, Square or other method which requires funds to flow through personal or other outside bank accounts.

Student organizations who are found to be using any of these means for financial transactions will lose access to their SORC account pending a review by the SORC. Possible sanctions as a result of the SORC review could result in:

- Further loss of access to their SORC financial account, therefore unable to make financial transactions;
- Loss of the privilege to request allocations from their governing organization;
- Loss of registration status with the Student Organization Resource Center.

For ticket sales, student organizations may use online vendors such as Eventbrite which allow an organization to request a check be sent directly to the University, therefore avoiding the use of personal bank accounts.

METHODS OF PAYMENT

There are several ways in which you can use the funds held in your student organization financial account. You are not able to withdraw cash from your account. Below are some of the most common types of expenditures incurred by student organizations and the methods for paying them. For a full listing of expenditures and methods of payment, please view the [payment methods comparison table](#).

Purchase Type	Disbursement request/Contract	P Card	T card	Anthony Travel	Example
Airlines			X	X	Flights to a conference
Amazon.com		X			Decorations for an end of the year banquet
Auto/Home supply store/Automotive parts & Supplies	X	X			Lightbulbs, batteries, extension cords
Bus tickets			X		Bus transportation to a conference
Caterers – does not include Chartwells	X		X		Chipotle catering for an off-campus event
Computer Network/Hosting Svc/Internet Access Computers/Computer Equip/Software/Maintenance	X	<i>With SORC approval</i>			Website subscription
Conferences, Registrations, Memberships, Dues	X		X		Chapter dues paid to a national organization
Donations/Sponsorships: NOT REIMBURSEABLE	X				Donation to your national organization or philanthropy
Events: <i>see SORC contract page</i>	X				Performers, musicians, speakers
Rental Cars	NOT PERMITTED – CONTACT SORC	NOT PERMITTED – CONTACT SORC	NOT PERMITTED – CONTACT SORC	CONTACT SORC	Enterprise car rentals
Florist	<i>With SORC approval</i>	<i>With SORC approval</i>	<i>With SORC approval</i>		Graduation ceremony
Gift cards	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED		
Hotels/Motels/AirBnb/Vrbo			X	X (NOT AirBnb, VRBO, Expedia, etc.)	Lodging for a conference

Purchase Type	Disbursement request/Contract	P Card	T card	Anthony Travel	Example
Office Supplies	X	X			Pencils, notepads, markers
Political Donations: NOT REIMBURSEABLE	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED		
Services: SEE SORC CONTRACT PAGE FOR ON-CAMPUS EVENTS	X				
Supplies for Event		X	X		Name tags, decorations
Tickets/Tours	X		X		Tickets for a Pirate game
Uniforms/clothing/Footwear stores	X	X			Uniforms, club T shirts
Charter buses	X		<i>With SORC approval</i>		Transportation to a tournament

REIMBURSEMENTS

How are student reimbursements processed through the SORC?

Students seeking reimbursements for student organization expenses are required to fill out an online [reimbursement request form](#) and attach the proper documentation. All reimbursement requests require the approval of the student organization Business Manager. The SORC cannot process the request until the Business Manager has approved the expenditure. Students submitting requests should closely follow the form directions to make sure that their request is able to be processed in a timely manner. Individuals cannot be reimbursed on behalf of another person. **All reimbursement requests MUST be received by the SORC at within at least 30 days of the date on the receipt or they will not be processed.** Travel expenses (i.e. flight, hotel, etc.) and grants are the only exception to this rule. Please contact the [SORC](#) with any questions regarding this exception.

What documentation is required to be submitted?

Documentation typically consists of an itemized receipt showing that the expenses were paid for by the payee. Quotes or proposals that do not show that payment has been processed are not acceptable. In addition, printouts of bank or credit card statements are also not acceptable.

If being reimbursed for food/beverages, an attendee list must be provided. GRADUATE STUDENTS: If the receipt contains alcohol, a letter of approval for the event from your advisor (or other appropriate designee from your School) MUST accompany the request. Undergraduate students are not permitted to use organization funds (private or allocated) for the purchase of alcohol.

If the individual being reimbursed is NOT a student employee OR has NOT been paid by the SORC before, a [W-9](#) is required.

Who will be required to approve the reimbursement?

Once the Business Manager of the organization approves the expenditure, the SORC will be notified of the request. After the SORC approves and process the paperwork, it is submitted to University Payment Processing for final approval and payment. Various factors may impact the approval flow, including the accuracy of documentation submitted and the nature of the items being reimbursed. In general, if all submitted paperwork is correct, reimbursements should take 5-6 weeks.

How will the payee receive their funds?

Once University Payment Processing approves the request, a check will be mailed to the address provided by the payee on their [W-9](#) form. It is very important that payees provide accurate addresses (including apartment numbers) to ensure that they receive payment. When submitting requests in April, the SORC recommends that students use their summer mailing or permanent address to ensure that they receive the payment.

If the payee is employed by the University, and has direct deposit set up, the reimbursement will be deposited directly to the bank account on file with the University.

Do students always have to pay for items on their own and get reimbursed?

No. With proper planning, students should never have to use their own money for certain types of items. Airfare, conference/competition registration, and hotels can be paid for directly on the SORC Travel Card and/or through Anthony Travel. Items purchased online can also be purchased directly.

What types of items cannot be requested for reimbursement?

Students are not permitted to be reimbursed for payments made directly to performers including DJs, speakers, caterers, or any other vendors that require a service agreement. For more information how to properly pay for these types of items, read over the Contracts section of this handbook or visit the [SORC Website](#). Additionally, students **cannot be reimbursed for gift cards or donations** that they have made either personally or on behalf of the organization.

DISBURSEMENTS (CHECK REQUESTS)

Disbursements (or check) requests can be used to pay one-time charges on behalf of a student organization. One-time charges include off-campus event expenditures (facility rental, catering, security, etc.), charitable contributions, and various other expenditures (see chart above). If the disbursement request is for an event held in a venue where alcohol is available for consumption, a letter of approval for the event from your advisor (or other appropriate delegate from your School) **MUST** accompany the request. Information on how to access and complete a disbursement can be found by using the [Disbursement Form](#) located on the SORC Website.

Payments for services provided at on-campus events **MUST** follow the Student Organization Contract Guidelines, found in the contracts section of this Handbook or on the [SORC Website](#). **If a contract is being used for an on-campus or virtual event, there is no need to submit a Disbursement Form.**

How are disbursements processed through the SORC?

Student organizations desiring to send a check to a vendor are required to fill out an [online disbursement request form](#) and attach the proper documentation. All disbursement requests require the approval of the student organization Business Manager. The SORC cannot process the request until the Business Manager has

approved the expenditure. Students submitting requests should closely follow the form directions to make sure that their request is able to be processed in a timely manner.

What documentation is required to be submitted?

Documentation typically consists of an itemized invoice indicating that expenses have not yet been paid. If the disbursement is for food/beverages, an attendee list must be provided. If the invoice contains alcohol, a letter of approval for the event from your advisor (or other appropriate designee from your School) MUST accompany the request. Undergraduate students are not permitted to use organization funds (private or allocated) for the purchase of alcohol, but must still provide a letter if alcohol is available at the venue. If the vendor has not been paid by the University before, a [W-9](#) and [Supplier Verification Form](#) are required.

Sponsored organizations must also submit a Certificate of Liability Insurance (COLI) including \$1 million in liquor liability insurance, listing the University of Pittsburgh – Of the Commonwealth System of Higher Education as the Certificate Holder, and which is also valid as of the date of the event. Additionally, Sponsored organizations must submit a [Directed or Sole Source Justification Form](#) for contracts over \$10,000.00. This form must be filled out by the sponsoring department/school and CANNOT be filled out by a student. Please seek guidance from your advisor if you are not sure who should fill this form out.

Who will be required to approve the disbursement?

Once the Business Manager of the organization approves the expenditure, the SORC will be notified of the request. After the SORC approves and process the paperwork, it is submitted to University Payment Processing for final approval and payment. Various factors may impact the approval flow, including the accuracy of documentation submitted and the nature of the items being reimbursed. Disbursement requests typically take 5-6 weeks to process, so you should plan well in advance of deadlines.

How will the payee receive their funds?

Once University Payment Processing approves the request, a check will be mailed to the address provided by the payee on their [W-9](#) form. It is very important that payees provide accurate addresses (including apartment numbers) to ensure that they receive payment. Please note, if an individual name and business name are both provided on the [W-9](#), by default the University will cut the check out to the listed business name.

PURCHASING/TRAVEL CARDS (CREDIT CARDS)

These credit cards, also known as the P-Card and T-Card, can be used for online purchases or purchases made over the phone. Student organization Business Managers and/or Presidents may come into the SORC office during posted P/T Card walk-in hours to use the card for purchases. Please check the SORC website and/or Facebook page for the most up-to-date hours as they change each semester.

The SORC credit card is ideal for student organization conference registrations and bus transportation. It cannot be used for the purchase of foreign goods with the exception of books/journals. Please see the Payment Methods Chart above for more information on what the P/T Cards can be used to purchase.

If you are purchasing pizza or any type of food on the credit card, we must receive a copy of the receipt as well as a guest list within 24 hours of the event. Failure to do so can result in the freezing of your organization's account. The account will stay frozen until the SORC (sorc2@pitt.edu) receives the missing documentation.

PIZZA ORDERS

Your organization can easily order pizza for meetings and events through the SORC by filling out the [Pizza Request Form](#). Requests should be submitted a minimum of 24-hours prior to your events (Friday for weekend events.) Guest lists must be submitted to SORC within 24 hours of the event. All pizza orders will be processed through the SORC's preferred pizza vendor. For more information, please email sorc@pitt.edu.

**Please note, if your meeting/event is in the William Pitt Union or O'Hara Student Center, you must fill out a [Snack Approval Form](#) in order to have pizza in the facility.*

INTERDEPARTMENTAL TRANSFERS

There may be times when your organization needs to pay another student organization or a department on campus. Examples of this might be a collaboration with another organization on an event, payment to Facilities for the rental of tables, or payment to Pitt Police for security. In order to request a transfer, fill out the [Online Interdepartmental Transfer Form](#).

DEPOSITS

You can come in at any time during normal SORC operating hours to deposit cash, checks, or money orders to your student organization account. All checks should be made out to the University of Pittsburgh with your student organization's name in the memo line. Checks should not be endorsed on the back by anyone other than the SORC. Deposits should be counted by the student organization and amounts will be verified by a member of the SORC staff. Whomever brings the deposit into the SORC will receive a receipt, which they should turn into your Business Manager. Please allow a week before your deposit appears in your SORC account on Engage. If your organization needs to drop off a deposit outside of SORC business hours, you can do so through a deposit slot at the SORC office. Please follow the directions posted on the SORC door to make deposits through the slot.

FUNDRAISING ON CAMPUS

All registered student organizations in good standing with the University are permitted to fundraise on campus and solicit donations from individuals, corporations, and other legal entities as gifts to the University of Pittsburgh via the fundraising options below. Tax deductibility is dependent on the fundraising method utilized.

FUNDRAISING EVENTS

A fundraising event is defined as a collection of monies from individuals, groups, or event programming for the purpose of making a charitable donation or enhancing a student organization operational (private funds) budget. Examples of past fundraising events include bake sales, merchandise sales, fashion shows, and other programs which charge a ticket or "at-the-door" fee. No gift receipts will be provided to those that make contributions via fundraising events, and these contributions are not tax deductible. A member of the registered student organization must complete and submit the [Student Organization Fundraising Event Approval Form](#) to the SORC at least 5 days prior to the event.

Please read the [Registered Student Organization Fundraising Guidelines and Procedures](#) document for more detailed information on the procedures for conducting fundraising events.

Cashboxes: The William Pitt Union Ticket Office provides cashboxes for check out for fundraisers or ticket sales that are held on campus. A [cashbox request](#) must be made **72 hours in advance** of the event date. All money collected during the event must be turned into William Pitt Union Building Management and will be placed in your SORC account. For any monetary proceeds from events outside of the William Pitt Union, student organizations are encouraged to request a University of Pittsburgh Police Officer to serve as an escort while transporting the funds back to the WPU Ticket Office. Your student organization is responsible for calling Pitt Police for the complimentary escort. Late cashbox requests are not guaranteed to be approved.

Ticket Office Sales: WPU also offers complimentary ticket sale services out of their ticket office on the main floor of the William Pitt Union. To have the WPU staff sell tickets to your upcoming event or conference, complete the [Ticket Sale Request form](#).

OTHER FUNDRAISING OPTIONS

The Division of Philanthropic and Alumni Engagement (PAE) also assists and approves other fundraising options for student organizations, including, EngagePitt™, giving page URLs, letter-writing, and Pitt Day of Giving. For more information on how to conduct one of these fundraisers, please read the [Registered Student Organization Fundraising Guidelines and Procedures](#).

YEAR OF...AT PITT

Each year the University selects a theme to foster collaboration across the University. Matching grants are awarded to programs/events that support the Year of...Theme. Visit the [Provost's website](#) for more information on this initiative and grant program.

OCC MINI-GRANTS

The OCC Mini-Grant Program is a funding source designed to support events and programs hosted by student organizations at the University of Pittsburgh. The event must meet the learning outcomes of one of the following OCC goal areas: Career Preparation, Global and Cultural Awareness, Communication Skills, Leadership Development, Appreciation of the Arts, Sense of Self, Service to Others, Wellness or Initiative and Drive (**Pitt Pride excluded**). For more information and the application, visit the [OCC Mini-Grant site](#).

LATE NIGHT MINI-GRANT

The Late-Night Mini-Grant Program is designed to support alcohol-free, late night social and recreational programming for undergraduate student groups. Visit the Late [Night Mini-Grant site](#) for access to the application.

SAFE GRANT PROGRAM

[Sexual Assault Facilitation and Education \(SAFE\)](#) and the Division of Student Affairs have partnered to administer a grant program open to SORC registered student organizations. The program was created to provide comprehensive, discussion-based education around consent, bystander intervention and healthy relationships. Participating student organizations are eligible for a \$200 grant from the Division of Student Affairs after successful completion of two SAFE programs. The grant must be used to advance the mission of their organization or the University's sexual violence prevention efforts.

CLOSING A SORC ACCOUNT

In order to close a student organization financial account, the organization must first be listed as “Inactive” with the SORC.

Any remaining funds left in the account after all debts have been paid can be distributed according to the organization’s consensus, using one of the two options below. The organization must state how it wants the funds to be distributed in a letter format and have all officers and the advisor(s) sign the letter. If the funds are to be received by more than one entity, each entity receiving funds must be listed as well as the dollar amount to be dispersed. This letter should be submitted to the SORC Coordinator in 833 William Pitt Union.

- If donating the remaining funds to another student organization, once your letter has been reviewed by the SORC Coordinator, you will be asked to fill out an Interdepartmental Transfer Request form. The funds will then be distributed and the SORC will close the account.
- If donating the remaining funds to an outside charity, once your letter has been reviewed by the SORC Coordinator, you will be asked to attach the letter and a W-9 for the payee to a Disbursement Request Form. Once submitted and reviewed, the SORC will process the payment request. The check will be mailed to the address on the W-9.

If an organization does not provide direction to the SORC on the distribution of funds and has been inactive for a minimum of four years, the remaining funds will be moved to a centralized SORC account to be used for student organization development. The funds will no longer be available to the organization should students wish to re-register.

If another circumstance exists that does not fit into one of the above scenarios, the SORC may need to approve what is being requested. This is determined on a case-by-case basis.

EVENT PLANNING AND RISK MANAGEMENT

The views and opinions expressed during student organization events are those of the invited speaker(s) and do not necessarily reflect or represent the views of the University of Pittsburgh. Event staff and/or security may remove attendees who interfere with the speaker’s ability to deliver their presentation and the audience’s right to view and/or listen to the presentation. Event staff may limit the re-entry of attendees.

WHY IS PLANNING FOR EVENTS IMPORTANT?

Even a simple meeting can involve advertising, coordinating the event agenda, contracting speakers, planning engaging activities, keeping up with committees and special projects, and providing and permitting refreshments. Just imagine what’s involved with bringing a big-name speaker, comedian, or performance to campus. The purpose of hosting events can vary so it’s important to know *why* you’re planning the event and *how* to do it successfully.

HOSTING EVENTS ON CAMPUS

HOW TO RESERVE SPACE

To reserve a space in the William Pitt Union (WPU), O'Hara Student Center (OSC), Campus Recreation facilities, and other designated academic buildings, you must first create an account in the **Event Management System (EMS)**. The room reservation system provides an online means for reserving and viewing student organizations' room reservations across campus. Authorized users can submit requests for room reservations to be reviewed by William Pitt Union and O'Hara Student Center reservations staff. Each student organization is permitted to have two accounts. To create an account, visit the [Student Unions Reservations Web site](#).

Looking for space not in EMS? All SORC registered student organizations are eligible to reserve space in other University buildings. A helpful guide can be found [on this site](#).

HOSTING EVENTS WITH MINORS

If your organization plans to host an event on campus involving direct contact with minors, you must register the event with the Division of Student Affairs a **minimum of 30 days** before the event date. Direct contact is defined by law as care, guidance, supervision or control of minors, or routine interactions with minors. For more information on hosting events with minors or to register an event, visit the [Student Unions Web site](#).

EVENT SECURITY

The University of Pittsburgh affirms the constitutional rights of its community members. Freedom of thought, speech, assembly and expression are integral to the holistic development of each student. In alignment with our values as an institution, the University supports your student organization in your pursuit to provide programs, speakers, and opportunities for intellectual conversation, discourse, and ultimately learning. Your organization should use [The Event Scheduling Guidelines](#) to assist you as you plan events on campus, including but not limited to inviting speakers. To best ensure a safe and successful presentation or event, please review the Registration Guidelines or seek advice from the [SORC](#) or appropriate building management. Please note that only student organizations registered with the Division of Student Affairs are eligible to use University facilities, equipment, and services.

Resources:

[Event Security Checklist](#)

[Event Planning Checklist](#) for activities held in the William Pitt Union or O'Hara Student Center

PARTICIPATION WAIVERS

Waivers should be used for registered student organization travel, activities that have liability concerns (5Ks, bringing children on campus, inflatables, etc.) and any other events deemed necessary. Waivers must be uploaded to the student organization's Engage account. Please visit the [SORC website](#) for a copy of the waiver template.

CONTRACTS (ON CAMPUS/VIRTUAL ACTIVITIES)

If your organization is planning to have a speaker, entertainment (i.e. comedian, band, dance group, singer), referee, coach, lighting and sound company, photographer, videographer, instructor, or other vendor for

which a service is being provided, you will need to complete a University contract.

Please review the [Guidelines for Registered Student Organization Contracts](#) and note that the policies for ON CAMPUS and OFF CAMPUS activities vary. (See instructions for off campus activities in the section below.)

To help you prepare for your event please refer to the graphics in this section of the Handbook and to the [Event Planning Checklist](#). If you need assistance, please visit the SORC Office in 833 William Pitt Union, or email us at sorc@pitt.edu to set up an appointment to speak with a staff member.

All contracts and related documents must be submitted to the SORC at least **21 days** prior to the event. Failure to submit contract(s) twenty-one days prior to the activity may result in the postponement or cancellation of your program/event. **CONTRACTS ARE NOT CONSIDERED SUBMITTED UNTIL THE VENDOR/PERFORMER, STUDENT ORGANIZATION BUSINESS MANAGER, AND STUDENT ORGANIZATION ADVISOR HAVE SIGNED THE DOCUSIGN DOCUMENT!**

TYPES OF CONTRACTS

- [Live Performance Agreement](#) (Used for guest speakers, bands, musicians, dance groups, comedians, poets, and other live performers)
- [Event Production Agreement](#) (Used for individuals/companies providing services other than entertainers e.g. referees, sound companies, lighting companies, photographers/videographers, equipment rentals, and other individuals/companies providing services; also used for one-time instruction events)
- [Instruction Services Agreement](#) (Used for individuals providing services for instructional purposes more than one time e.g. dance instructors, choreographers, and martial arts demonstrations. This template is meant for instruction services that occur for more than one event. For instance, a series of classes over a semester.
- [DJ Agreement](#) (Used for DJ and Karaoke services)

ADDITIONAL DOCUMENTS REQUIRED WITH YOUR CONTRACT

- [IRS W-9 Form](#) (REQUIRED for companies/individuals being paid)

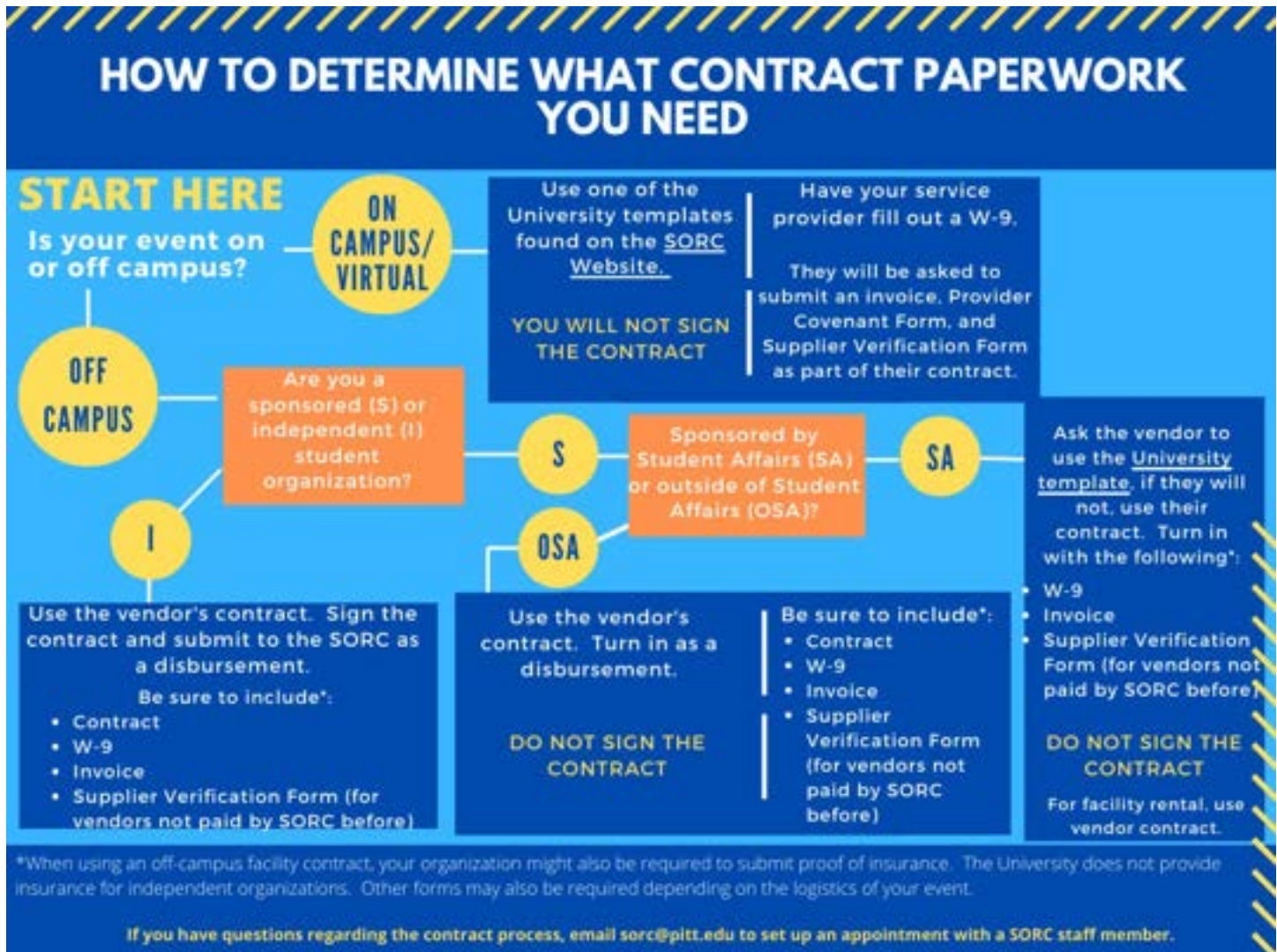
CONTRACT WAIVER FORM

Per the Guidelines for Registered Student Organization Contracts, student organizations have the ability to submit a [Contract Waiver Form](#) for speaker engagements only. Neither a contract nor contract waiver are required for University of Pittsburgh (Pittsburgh campus) faculty, staff, or students as long as they are not being paid for a speaking engagement. Student Organizations may request a contract waiver for on campus activities for guest speakers provided:

1. The guest speaker does not otherwise require a contract,
2. The guest speaker is not being paid for the appearance (by the University or a third party) nor being reimbursed for any travel or other expenses,
3. The guest speaker has no restrictions on photography (the Student Organization will have to include proper photography notices at the entrance and inside the reserved space),

4. Neither the guest speaker or the Student Organization are recording the event, and
5. The guest speaker does not require any special equipment, facilities or additional university resources

Contract waivers must also be submitted **21 days** prior to your event.



COPYRIGHTS

Often the performance or showing of films for by university-affiliated student groups, clubs, and organizations may not fall under the fair use exception of U.S. copyright law. The intent of such showings is generally for entertainment, not for face-to-face teaching. For more information on copyright laws and showing movies, please visit the [University Library System's website](#).

EVENT ACCESSIBILITY

As an institution of higher learning, the University of Pittsburgh is committed to providing equal access to programs and services to all members of our learning community.

When planning university events, accessibility can benefit the experience for all participants by creating a more diverse group. In addition, many accessibility considerations, such as captioned videos, good lighting, sound, and accessible restrooms can benefit everyone. Take a look at the [Check List for Planning Accessible Events](#) for more information on how to make your events more accessible to all individuals.

PUBLICITY/MARKETING

Your student organization has a variety of resources available for publicizing your event. Please visit the [SGB website](#) for a current listing of these resources. Also, you should keep the [Posting and Chalking Guidelines for Student Organizations](#) in mind when planning and executing your marketing plan.

HOSTING EVENTS OFF CAMPUS

The off-campus activities of Independent student organizations are the sole responsibility of the organization, officers and members, unless expressly approved in advance by the University. Sponsored organizations wishing to host an event off-campus should work closely with their sponsored entity to review expectations and policies.

*The SORC encourages Independent student organizations to obtain contracts for facility rentals and any services provided to them while off campus. Independent student organization leaders are responsible for reading and understanding the terms of the agreement and are also responsible for signing the agreement. **All contracts for off campus activities of Independent Student Organizations must state the following: The parties hereto agree and understand that the University of Pittsburgh is not a party to this contract and that the University of Pittsburgh is not responsible, under any circumstances for performing any obligations of this contract.***

The name of the University may not appear on any contract for off campus activities of Independent Student Organizations with the exception of the statement above.

Sponsored organizations will NOT sign the contract and will submit all paperwork to the SORC who will work with University Purchasing and the sponsoring entity to review the contract and negotiate its terms.

HOTEL ROOM BLOCKS & EVENTS SPACES

When blocking 10+ rooms or event space at a hotel, student organizations must first reach out to the SORC (sorc2@pitt.edu). This information will help the SORC determine whether or not the booking will need to go through the University contracting system for these types of spaces.

Sponsored organizations will NOT sign the contract and will submit all paperwork to the SORC who will work with University Purchasing and the sponsoring entity to review the contract and negotiate its terms.

When submitting contracts for events to take place off-campus, the following documents MUST be submitted to SORC via the online Disbursement Form:

- Contract (signed by both parties if an independent organization, not signed at all if a sponsored organization)
- Invoice
- W-9
- Letter of Approval for the off-campus event from Advisor/School for Sponsored students organizations.
- Letter of Approval from Advisor/School for Sponsored organizations when alcohol is accessible/present.
- COLI from Establishment for \$1,000,000.00 in alcohol liability for Sponsored organizations when alcohol is accessible/present at the venue
- Directed Sole Source Justification Form (for Sponsored organizations who have a contract over \$10,000.00. This form MUST be filled out and signed by your sponsoring department).

All organizations are encouraged to use and adapt the [Event Planning Checklist](#) for their off campus event.

STUDENT ORGANIZATION TRAVEL

Some student organizations may travel to conferences, competitions, or other events to promote their organization or to convene with other chapters of the larger state or national/international organization. Students are expected to abide by the University of Pittsburgh Student Code of Conduct and conduct themselves in a manner that does not detract from the reputation of the University.

The University is not responsible or liable for any personal injury or other damages that result from student organization travel. The University of Pittsburgh does not provide insurance coverage for personal vehicles or any individuals within the vehicle.

LOCAL TRAVEL

The SORC is able to assist your organization with local travel arrangements and accommodations. All accommodations should be arranged through the SORC. Please see below for various options for planning your student organization's transportation.

VEHICLE RENTALS

Your student organization is eligible to reserve vehicles from Enterprise through the SORC. Only reservations made through the SORC will receive the University discount.

The following criteria must be met to obtain approval for student use of a vehicle rented through the SORC:

- Must be enrolled at the University and/or be an active student with a valid Pitt ID.
- Must have a valid Driver's License.
- Must be 21 years of age and have had a valid driver's license for 2 years to drive a vehicle that seats 7 passengers or less.
- Must complete the [Vehicle Rental Request Form](#) at least **5 business days in advance** for trips less than 250 miles one-way, or **14 business days in advance** for trips over 250 miles one-way.

- Must provide a detailed itinerary that includes destination, estimated number of miles, and planned travel route (a Mapquest or GoogleMaps print out will suffice) with Authorization form.

For trips over 250 miles one-way:

- Vehicle request must be submitted **at least 14 business days in advance**.
- Two approved drivers are required.
- Drivers must rotate every 3 hours.
- No more than 10 hours of driving can be completed during any one day.
- Driving between 11:00 pm and 6:00 am is prohibited.
- A detailed itinerary must be provided including stop and driver change locations.
- The organization advisor or substitute advisor (faculty or staff member, graduate student assistant, or contracted coach) must accompany the organization on the trip and must sign the advisor portion of the [Vehicle Request Form](#).

Students granted permission to rent vehicles through the University must agree to the following rules and regulations:

- Use vehicles for official stated purpose only.
- Operate vehicle in accordance with University rules and regulations.
- Observe all applicable traffic laws, ordinances and regulations.
- Use safe driving practices at all times.
- Use seat belts at all times.
- Driver assumes all responsibility for fines or traffic violations.
- No smoking in rental vehicles.
- Do not permit unauthorized individuals to drive or ride in the vehicle.
- Ensure that all doors and windows are locked when vehicle is not in use.
- Inspect vehicle before leaving and after returning to the point of pick-up.
- Report any malfunctions or damages to the local Enterprise branch from which the vehicle was rented.
- Report any accidents to local authorities, the local Enterprise branch from which the vehicle was rented, and [University Travel Management](#).
- Student organizations and/or individual members may be held responsible for damages to rental vehicles. It is important to contact [University Travel Management](#) in these cases so that we can work with you.

Non-compliance with the above guidelines may result in disciplinary actions up to and including Judicial Board review and may also jeopardize future vehicle rental privileges for the student organization.

CHARTER BUSES

To request a charter bus for local or national travel, fill out a [Charter Bus Request Form](#) and submit to pittshuttles@pitt.edu. A quote will be provided to you by the Office of Parking and Transportation Services. Submit this quote to the SORC Business Office (sorc2@pitt.edu) and, once approved, the SORC will arrange for an interdepartmental transfer of funds for payment.

NATIONAL TRAVEL

If your student organization is traveling farther than 250 miles from Pittsburgh, you should always consider alternative transportation options other than personal or rental vehicles, especially when an advisor is not traveling with the organization. All hotel and flight reservations can be made through the SORC during P/T

Card hours. They may also be made through Anthony Travel by filling out the [Travel Request Form](#). Parking and Transportation Services offers charter bus options (please see previous section on charter buses for more information).

INTERNATIONAL TRAVEL

All student organization international travel is prohibited unless it is approved by the Vice Provost of Student Affairs or Dean of Students in conjunction with the Study Abroad Office. International travel must have a University sponsor and must follow all requirements of the [Global Experiences Office](#).

USING UNIVERSITY TRADEMARKS

UNIVERSITY NAME

Independent student organizations are voluntary associations led by University of Pittsburgh students and are thus legally separate entities from the University. No independent student organization may adopt a name which may be construed as misleading as to the nature of affiliation of the organization. Therefore, independent student organizations may not use “University of Pittsburgh,” “Pitt,” or any other trademarked phrase at the beginning of their name, but they are permitted to say “Blank Club” at the University of Pittsburgh or “Blank Club” at Pitt. This policy includes all online platforms (social media, email, websites, etc.) Other University trademarks—for example, “Panthers/Panther”—cannot be used.

Correct:	Incorrect:
Russian Club at Pitt	Pitt Russian Club
Cypher Club at the University of Pittsburgh	University of Pittsburgh Cypher Club
Tango Club	Panther Tango Club

Student organizations that have special exemption from these guidelines will be required to either include “Club” or “Student Organization” in their name and on all marketing materials—web, print, t-shirts, mugs, etc.

UNIVERSITY LOGOS

As of September 30, 2021, all registered student organizations must come into compliance with the University of Pittsburgh Logo Usage Guide for Registered Student Organizations. This guide is outlined in the following pages (29-32). Additional Guidelines for Competitive and Recreational Club Sports can be found on the [Campus Recreation website](#).

University of Pittsburgh Logo Usage Guide for Registered Student Organizations

Permitted Script Pitt Palette

The color palette is an essential component of Script Pitt and consistent usage of the palette helps protect and strengthen the brand. The Script Pitt may only appear in the colors below:

Script Pitt	Script Pitt
Pantone 661 C	Pantone 1235 C

Script Pitt—Two Color—Preferred

Script Pitt can only be used in the color variations shown below. Do NOT remove the outline from the two-color marks. Marks without the outline are available for download.



Script Pitt—One Color—without outline



Student Organizations play a major role in our active and vibrant campus community and are permitted to use University logos under the guidelines below.

Guidelines for use of University logos on merchandise and apparel

The University's Institutional mark (Shield and Signature) or Spirit mark (Script Pitt) may be used only when the organization's name includes one of the following words on the merchandise: organization, club, council, society or chapter*. For example, an organization's name could appear under Script Pitt as "Keep It Real Club."

- Script Pitt marks may only appear in Royal (PMS 661C) and Gold (PMS 1235C). No other color combinations are permitted unless approved by the Director of Licensing & Merchandise. University Shield may only appear in 3-color, blue, white, black, or a 2-color white with gold (see Permitted Shield Colors).
- Student Organizations may have independent logos, however, University marks, trademarks or wordmarks may not be incorporated into the Organization's University logos.
- A University logo cannot be manipulated in any way, including but not limited to turning it on its side. NO graphic may cover, clutter or take away from a University logo.
- All merchandise and apparel must be submitted for approval by the officially licensed vendor to the Office of Trademark Licensing.

Approval Process for All Merchandising

To protect the intellectual property, branding and traditions of the University of Pittsburgh, the Director of Licensing & Merchandising reviews all products bearing University of Pittsburgh trademarks and logos. All such merchandise must be produced by a vendor licensed with College Licensing Company. Such vendors have access to the University of Pittsburgh's trademarks and logos, have been vetted for product quality and have sufficient product liability insurance in the event of a defect. All licensed vendors are required to comply with fair labor codes. For more information: <http://pittsburghpanthers.com/sports/2017/6/17/ot-pitt-licensing-html.aspx?id=98> or by directly contacting the Director of Licensing & Merchandise at lburens@athletics.pitt.edu or 412-648-8338.

* Contact the Student Organization Resource Center at sorc@pitt.edu for guidance on words other than those that have been listed here.



University of
Pittsburgh

Office of University
Communications and Marketing

200 South Craig, 400 Craig Hall, 412-626-4147
communications.pitt.edu

University of Pittsburgh Logo Usage Guide for Registered Student Organizations, continued

Restrictions:

- No other University of Pittsburgh mark or logo may be used unless pre-approved by the Office of University Communications and Marketing or by the Office of Trademark Licensing.
- Do not alter or add graphic elements to the logo. Always use approved and provided electronic artwork.
- Do not use in connection with alcohol products, tobacco and other smoking-related products, drug paraphernalia, sexually explicit material, weapons, or gambling-associated materials.
- Do not use in any manner that suggests or implies the University of Pittsburgh's support or endorsement of third-party organization (including student organizations) viewpoints, products or services.
- University logos may not be used on student organization stationary (print or electronic) or business cards or in the return address of any printed piece. Similarly, University logos may not be used on the masthead or flag of a student organization newsletter (print or digital), or on other student organization communications, including websites and social media.

Permitted:

YES, as long as the University logo is placed on a different area of the merchandise from the student organization logo (front vs. back, sleeve vs. front, etc.)



Institutional mark



Script Pitt



University shield



H2P

Permitted Shield Palette



Pitt Royal and Pitt Gold
(with white fill behind shield)



Reversed and Pitt Gold



Pitt Royal



Black



Reversed

Not Permitted



Informal workmark



University seal



Script Panthers



Script P



Panther Head



University of
Pittsburgh

Office of University
Communications and Marketing

200 South Craig, 400 Craig Hall, 412-624-4147
communications.pitt.edu

Logo Placement Options for Registered Student Organizations for merchandise and apparel.

A student organization logo may not be used with or near the Script Pitt or the Institutional mark. A student organization may use the Script Pitt or the Institutional mark as illustrated in the examples below.

Option 1: Primary placement of student organization name or logo with **Script Pitt**



Option 2: Primary placement of student organization name or logo with **Shield or Institutional mark**



University of
Pittsburgh

Office of University
Communications and Marketing

200 South Craig, 400 Craig Hall, 412-624-4147
communications.pitt.edu

Logo and Type Proportions for merchandise and apparel.

The type font to be used with University marks must be Cooper Hewitt Book. (Arial Regular may be substituted if Cooper Hewitt is unavailable from your supplier). The type must appear as black, PMS 661 (Royal), PMS 1235 (Gold), or White (if on a dark background), and be centered under the University marks. The type should appear as all capital and lower-case letters.

Pitt

The size of the Script Pitt determines the height of the capital letters of the organization name. Type size should not be larger than the height of the bottom of the "t" in Pitt. Shown as A.

Black Action Society

The height of the capital letters (type—Organization name) should be the same as the inside dimension to the bottom of the "t" on the Script Pitt and spacing for the unit name under the Script Pitt should also use the same dimension. Shown as A. Font should be Cooper Hewitt Book (or Arial if Cooper Hewitt is unavailable from your supplier).

Visual centerline of mark.

Note: Only University-approved vendors may be used for merchandise and apparel orders. Contact the Pitt Licensing office for more information and the approval of your order.



The height of the capital letters (type—Organization name) should be the same as the dimension height of the dot in the Institutional mark (Shield). Shown as A. And, spacing for the organization name under the shield should match the height of the center band of the shield. Shown as B. (Shown here in yellow version).

The distance of the organization name must be placed below the shield is determined by the size of the center of the shield (in this version, the yellow band). Shown as B.

Black Action Society

The student organization should be set in Cooper Hewitt Book. (Arial Regular may be substituted if Cooper Hewitt is not available from your supplier).

Note: If your supplier does not provide design services and you need assistance in creating your student organization mark, please contact the Office of University Communications and Marketing by filling out a project request form at communications.pitt.edu and a communications manager will contact you. The Office of University Communications and Marketing does not create unique logos and will only provide University brand-compliant marks using the Script Pitt or the Institutional mark.



University of
Pittsburgh

Office of University
Communications and Marketing

200 South Craig, 400 Craig Hall, 412-624-4147
communications.pitt.edu

UNIVERSITY POLICIES AND PROCEDURES

ASSUMPTION OF RISK POLICY

It is understood and agreed that participation in all activities of registered student organizations is voluntary and that all risk of personal injury, property damage or other losses that occur incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or participant(s).

Accordingly, the University of Pittsburgh, its officers and agents shall not be responsible nor liable for any claims or causes of action for damage or loss of property or personal injury of any kind or nature which may arise out of or are incidental to the conduct of any organization's activities or that of any individual's participation in any organization-related activity.

It is further understood and agreed that it is the responsibility of the signatory officers of the organization to assure that all of the organization's members and non-member participants, in all activities hosted by the organization, are fully informed and advised of this Assumption of Risk, and in the event any individual member or participant should express or indicate non-acceptance, the organization's officers shall forbid participation and/or membership of such individual.

In regard to organization/participant assumption of risk, the University recommends that the organization and/or participants make every effort to arrange for the acquisition of liability insurance sufficient to protect all participants against those risks being assumed. Similarly, for sport-related organizations the University recommends that each individual have insurance sufficient to allow for any risks by participation, accident or by deficiencies in physical health.

STUDENT CODE OF CONDUCT

The Student Code of Conduct (Code) outlines behavioral expectations for University of Pittsburgh students and registered student organizations and provides descriptions of the hearing and appeal processes. Alleged violations of the Code by registered student organizations, whether they occur on or off campus, will be adjudicated using the Level II conduct process. Misrepresenting information on the application for registration is a violation of the Code and may result in disciplinary action.

For more information on the Student Code of Conduct, visit: <https://www.studentaffairs.pitt.edu/conduct/>.

ANTI-HAZING POLICY

Hazing at the University of Pittsburgh is a violation of the Code and is absolutely prohibited. Hazing also may be considered a criminal offense in the Commonwealth of Pennsylvania. In accordance with Pennsylvania law, any reports of alleged hazing are published on the Office of Compliance, Investigations, and Ethics website. This published report is updated on a biannual basis and can be found [here](#). For more information on the University's stance against hazing and the adjudication process, please review Chapter 3 of the Code or visit the [Student Conduct Website](#).

POLITICAL CAMPAIGN ACTIVITY

The University of Pittsburgh values the expression and exchange of ideas and encourages students to exercise their rights and privileges as individuals by participating fully in the political process. Due to the University's status as a tax exempt organization, there are limitations on the type of partisan political activities that can be conducted on campus.

Accordingly, your student organization is expected to observe [University Policy 02-03-09 Participation in Political Campaigns](#) ("Policy") and should consult the [guidelines](#) with respect to participation in political activities. The Policy is not intended to infringe in any way on an individual's right, in his or her own name, to support a particular candidate or participate in a political campaign. Please visit the [SORC website](#) for more information.

Individuals remain entirely free to become involved in the election process as they choose, in a manner that does not evidence or imply University involvement. This is a complex issue, accordingly, if you have any questions regarding such activities please contact the [Office of Community and Governmental Relations](#).

PUBLICATIONS CODE

The organization will ensure that any organization publication or material will:

- Comply with current copyright laws.
- Be distributed according to policies and procedures.
- Refrain from expressions that are considered obscene or libelous according to current statute, advocate or incite the material interference or physical disruption of the educational process or the peace, order and decorum of the campus, or that advocate or incite imminent lawless action or the violent overthrow of the government.
- Identify the organization as publisher and specify that the group is a registered student organization at the University of Pittsburgh.

ADVISORS

Pitt requires that all registered student organizations have an advisor. An advisor must be a full-time Pitt faculty or staff member. Student organizations are run by students themselves, but advisors play a key role in offering guidance and advice.

ROLE OF THE ADVISOR

- Serve as a liaison between the student organization and the University.
- Be familiar with the University rules and regulations applicable to student organizations.
- Serve as a Campus Security Authority and comply with the Clery Act.

- Report **any information received regarding incidents of hazing** to the Office of Student Conduct or the University Police.
- Serve as a [Responsible Employee](#) in instances of Title IX concerns.
- The advisor is not empowered to exercise any supervisory or other authority on behalf of the University.
- Serve as a non-remunerated consultant and act only in his/her personal capacity and not as a representative of the University.
- The choice of advisor and the acceptance to serve as advisor represents a voluntary association that depends primarily on the group and advisor.
- The advisor may agree with the group to perform all or some of the following:
 - 1) Attend regular meetings of the organization and become familiar with its activities.
 - 2) Provide assistance to the organization in meeting the conditions of registration.
 - 3) Provide assistance in the planning and implementation of program activities.
 - 4) Provide assistance in the areas of organizational and personal development.
 - 5) Insure that the group operates according to its constitution.

SELECTING AN ADVISOR

All registered student organizations are required to have an advisor. Your advisor **MUST** be a full-time faculty or staff employee at the University of Pittsburgh. Adjunct faculty and graduate/teaching assistants are not eligible to be a student organization advisor. When selecting an advisor, you may want to find someone who can easily take a personal interest in your group and whom you feel can work well with the organization. If your organization has alumni who are fulltime Pitt employees, consider asking one of them to serve as your advisor. If your group is focused around a particular interest or discipline, try asking a faculty member in that department. Be sure to have a conversation with your advisor to establish expectations of the advisor's role with your organization. If you need help in selecting an advisor, please contact the Student Organization Resource Center at sorc@pitt.edu.

CAMPUS DEPARTMENTS/RESOURCES

CAMPUS RECREATION

Baierl Student Recreation Center
3034 Petersen Events Center
3719 Terrace Street
(412) 648-8210
rec@pitt.edu

FACILITIES MANAGEMENT

3400 Forbes Avenue
Eureka Building
412-624-9500

FRATERNITY & SORORITY LIFE

6th Floor William Pitt Union
3959 Fifth Avenue
412-648-9523
fsl@pitt.edu

GRADUATE & PROFESSIONAL STUDENT GOVERNMENT

825 William Pitt Union
3959 Fifth Avenue
(412) 648-7844
gpsg@pitt.edu

INCLUSION & BELONGING

6th Floor, William Pitt Union
3959 Fifth Avenue
(412) 648-9523
PittOIB@pitt.edu

LEADERSHIP DEVELOPMENT

119 William Pitt Union
3959 Fifth Avenue
412-624-5203
sarahpopovich@pitt.edu

PANTHER CENTRAL

617 William Pitt Union
3959 Fifth Avenue
(412) 648-9523
panthercentral@pitt.edu

PITT CATERING CO. (CAMPUS CATERING)

(412) 648-2302
catering@pc.pitt.edu

STUDENT AFFAIRS TECHNICAL SERVICES

412-648-7821
satech@pitt.edu

STUDENT GOVERNMENT BOARD

848 William Pitt Union
3959 Fifth Avenue
(412) 648-7970
sgb@pitt.edu
Allocations: sgballocations@gmail.com

STUDENT UNIONS/EMS RESERVATIONS

William Pitt Union
3959 Fifth Avenue
(412) 648-7815

O'Hara Student Center
4024 O'Hara Street
(412) 624-3129

EMS Reservations

ems.willampittunion.pitt.edu
wmpittun@pitt.edu

UNIVERSITY EQUITY, DIVERSITY & INCLUSION

31st Floor, Cathedral of Learning
4200 Fifth Avenue
(412) 648-7860
diversity@pitt.edu

UNIVERSITY CLASSROOM SERVICES

Alumni Hall, Suite B10
4227 Fifth Avenue
Pittsburgh, PA 15260
(412) 648-7240
classroomservices@pitt.edu