



Student Organization Handbook



UNIVERSITY of
SOUTH FLORIDA
Student Success

Welcome, USF student organizations!

Student organizations are an integral part of campus life and student engagement at the University of South Florida® (USF). The student organization experience provides an outlet to explore and engage your passions, connect with peers, and build relationships, as well as grow into a strong leader and change agent. During your time at USF, we encourage you to commit to your student organization; to take pride in your ability to make significant impact and truly serve your campus and surrounding community by sharing your gifts, talents, and dreams.

Our goal is to provide opportunities and consistent support to help you start, enhance, and/or sustain your student organization. It is our hope that you take full advantage of the resources so you and your organization may leave a legacy at USF. Ultimately, the success of any student organization is the responsibility of the leaders and members within the organization. In partnership, our engagement offices are ready and willing to help guide, advise, and support you.

This handbook is intended to be a tool for all student organizations at USF. It includes helpful information for executive board members, organization members, and advisors about university policies, procedures, and operations to ensure a successful year for your student organization. This handbook is not exhaustive, and all student organizations, student organization leaders, and advisors are accountable for ensuring adherence to university policies and procedures.

We encourage you to be an active participant in the student organization community by acquiring knowledge of this handbook and be a role model for our community. Please reach out to the appropriate office below for advice or questions, or email bullconnect@usf.edu.

Designated Student Organization Management Offices by Home Campus:

- St. Petersburg campus: [Student Life and Engagement](#)
- Sarasota-Manatee campus: [Student Engagement](#)
- Tampa campus: [Center for Leadership and Civic Engagement](#)

Definition of a ‘Student’

The USF Student Code of Conduct defines a *student* as any individual admitted, enrolled, or registered for any university course or program, regardless of the medium of the course or program, or degree- seeking status, or when not enrolled or registered for a particular term, who is eligible to enroll in future terms without seeking readmission.

Definition of a ‘Student Organization’

The USF Student Code of Conduct defines a *student organization* as any group of students officially recognized by USF as a registered organization. These include, but are not limited to, political groups, fraternities and sororities, student sport clubs, and all other registered student organizations of USF.

Funding for student organizations through Activity & Service (A&S) fees is governed by Student Government at USF.

All student organizations on USF campuses are governed by the policies outlined in this Student Organization Handbook. There may be additional policies, procedures, and guidelines for colleges, fraternities and sororities, and sports clubs; therefore, students, faculty, and administrators must reference USF Health, the Center for Student Involvement, and the Recreation & Wellness department, respectively, for any additional guidance.

Types of Organizations

During the registration process, organizations can select how they would like to be categorized. Organizations can select from the following categories:

Category	Description
Academic	Organizations designed for students interested in a particular career or academic field of study who want to establish networks and further develop their skills in that area
Fraternities/Sororities	Organizations affiliated with the Center for Student Involvement, Fraternity and Sorority Life
Interfaith/Spiritual/Religious	Groups providing spiritual and/or religious development and support
Diversity/Multicultural	Organizations focused on providing support and fostering community within the various cultures, races, nationalities, and orientations represented among the student body
Performing	Organizations whose main purpose is to entertain and educate through dance, vocal, and other performances.
Political	Groups encouraging expression, debate, and support of political issues, views, and/or candidates
Recreational	Groups encouraging participation in and promotion of physical fitness, health, and wellness as well as leisure and special interest activities
Special Interest	Organizations that exist to enhance campus life and to provide support to students through a variety of programs and events

Organization Categories are used as a guide when students are looking for organizations in which to participate.

Additionally, all organizations can request to have a philanthropy or service tag. This request is made as part of the annual re-registration process and requires a meeting with the Civic Engagement staff in the Center for Leadership and Civic Engagement on Tampa campus.

Advantages of a Registered Student Organization

When a student organization registers with the university, the organization and its members will benefit from the following:

- Use of USF facilities, including room and equipment rental, at student organization rates.
- The opportunity to request and receive A&S funding, if eligibility criteria are met.
- Marketing assistance and design.
- Use of university name at the end of organization's name.*

**Use of the university name does not constitute a grant of authority to the student organization or to any of the members. It also does not allow members to represent themselves as having authority to act as an agent for, to speak on behalf of, or to obligate USF contractually. The use of the university's tax-exempt status is not included in this benefit.*

Naming Your Organization

If desired, registered student organizations may represent their affiliation with USF textually in their name and logo. Registered student organizations may do so but **must follow this format with the student organization name first, then the word "at", ending with the university reference and service mark:** "[organization name] at USFSM" or "[organization name] at the University of South FloridaSM".

Student organizations with direct affiliation with USF Health may represent this relationship per the format above replacing the university reference with "USF HealthSM". This alternative will be reviewed by marketing and communications staff for approval before usage is granted. The same is true of organizations with direct affiliation with a college.

The USF reference in a name or logo must be set in a font that coordinates with the organization's logo and **not artwork extracted from the university logos**. Student organizations **are not permitted to use the university logos or assets** as their own.

If a student organization has already included the USF reference in their name based on previous guidelines, they are fine to continue as is or to modify their official name by dropping the USF reference. This can be completed in BullsConnect.

Registration Process for New Student Organizations

Students wanting to form a new organization may request to do so by submitting the following information via the BullsConnect student engagement platform (bullsconnect.usf.edu) to the student organization management office on the organization's home campus. An organization's home campus is defined as the campus where the organization primarily operates.

Complete and submit the New Organization Registration form via BullsConnect and include:

- A proposed constitution with a statement of purposes and goals and USF-required language.
- A list of five organizers who are presently enrolled students with USF NetIDs.
- The name and USF NetID of a USF full-time faculty/staff who will serve as the organization's advisor.

New organizations must meet the following criteria:

- All organizations must have a membership selection process in compliance with USF rules, regulations, and policies and in accordance with federal and state law, which does not discriminate on the basis of race, color, marital status, sex, religion, national origin, disability, age, genetic information, sexual orientation, gender identity and expression, or veteran status.
- Members are limited to currently enrolled USF students; only student members can vote or hold office.
- Associate membership can be given to faculty, staff, their respective spouses, and spouses of students. Associate members cannot vote or hold office and may be charged higher dues than members.
- Any student organization that has an affiliation with a national, regional, or local organization must submit a letter from the national, regional, or local office authorizing the student organization to establish a chapter at USF.
- Attend a New Student Organization Meeting
 - The president or representative must attend this meeting to review student organization policies, procedures, and resources, then sign all required policy acknowledgements.
 - The president and treasurer are encouraged to participate in other student organization management and leadership development trainings.

Until the proposed organization has been approved, the organization does not have any privileges except to meet to complete the registration process or attend a student organization fair, if properly registered for the fair.

Upon review of the information submitted, it will be determined if the organization meets the definition of a sports club or a social fraternity/sorority. If the organization meets either definition, additional requirements and processes may be added as determined by the Recreation & Wellness department or the Center for Student Involvement, respectively.

The organization president or representative will be notified by the organization's designated student

organization management office of its approval or, in cases of denial, the reasons for denial within 15 business days of completing all requirements for the registration process.

In the event of denial, the organization may appeal the decision to the Vice President for Student Success or campus designee, whose decision shall be final.

Organization Status

Student organizations are afforded certain rights and responsibilities based on their status with USF. This status does not signify endorsement of any organization's specific ideals or programs by USF.

Approved Status (Registered Student Organization)

Once your organization has completed the entire process for a new student organization or annual re-registration, it has fulfilled its obligation to become a registered student organization at USF. Although official registration status does not signify endorsement of your specific ideals or programs by the university, it does give your group an opportunity to utilize university services and facilities.

Membership in the USF community, as in any community, provides you with privileges and mutual responsibilities. Therefore, to maintain official Approved Status, each organization is expected to fulfill its responsibilities, including the following:

- Continue to fulfill the purposes set forth by your constitution.
- Have a current USF full-time faculty/staff member on your organization's home campus to serve as your advisor and maintain advisor's current contact information on the organization roster.
- Update organization membership information, including registering the names and email addresses of advisors and officers/members of the organization with the organization's designated student organization management office, by the re-registration deadline and whenever there is a change.
- Comply with all university policies or procedures, as stated in the Student Handbook, Student Organization Handbook, and Code of Student Conduct, as well as any policies or procedures set forth by the organization's designated student organization management office.
- Ensure proper use of campus resources, including meeting and event space, and other afforded benefits to the organization.
- Meet all fiscal obligations incurred by the organization and abide by Student Government processes and procedures as set forth by each campus.
- Ensure proper planning and execution of organization events and consult with its designated student organization management office for help with policies and procedures related to events and contracts.

De-Activated Status

Organizations that fail to comply with the outlined conditions of re-registering an existing organization by the closing of the re-registration window will be deactivated. Deactivated organizations do not have any privileges of an active student organization on campus.

Additionally, an organization may be deactivated for the following reasons (non-exclusive list):

- Failure to complete all the steps of the student organization (re-)registration process.
- Failure to update officer listings and advisor information.
- Failure to make constitution revisions in a timely manner, as requested.
- Election of one or more non-students to elected officer positions within the organization.
- Evidence of non-student membership.
- Failure to adhere to the organization's constitution and/or bylaws.
- Any violation of university policies or procedures or local, state, or federal law by any organization or members of the organization acting in a manner consistent with organizational goals and/or philosophies.
- Having outstanding debts.

A deactivated student organization loses all university privileges. Once an organization has been deactivated, the organization must complete the new student organization registration process in its entirety to become active again. The approval of any new student organization registration that is submitted with the intent to reactivate a previously deactivated organization occurs at the discretion of the organization's designated student organization management office.

Constitution Guidelines

A *constitution* consists of the guidelines under which an organization will operate. This document will serve your organization for many years to come. Please take the time to lay a strong foundation for your organization so that future students may benefit from your initiative.

The constitution defines the long-term purposes and structure of your organization. It should only be changed by amendment, approved first by a quorum of your organization's membership, and secondly reviewed and approved by your organization's designated student organization management office.

You can find a guide to creating a constitution along with a template on BullsConnect. It is highly advised that you use this template when creating your organization's constitution. The constitution (or local bylaws for nationally affiliated organizations) on file with the university will supersede any other versions of the document until an amendment process has been documented.

Organization Advisors

All student organizations are required to have an advisor who is a full-time USF faculty or staff member.

The function of advisors is to act as the liaison or communication link with the university administration and other community student organizations, as needed. Advisors do not have the authority or responsibility to control or supervise the activities of the organization. Advisors also may not have signature authority on organization off-campus financial accounts. Advisors are the university's representatives to the organizations and may report or relay university rules, regulations, and procedures to the organizations, as needed.

Student organization advisors must participate in Student Organization Advisor Trainings. Students, faculty, and administrators must reference department and campus specific policies, regulations, or guidelines, in addition to this handbook, and be governed accordingly.

You can find more information about resources available to all student organizations on BullsConnect.

Maintaining a Registered Student Organization

Re-Registration for Existing Student Organizations

Existing student organizations are required to re-register after every election with the organization's designated student organization management office. Although this process is required to receive funding and formal registration status for the upcoming year, any student organization and its members who have been registered in the last academic year or who represent themselves as a student organization at USF will be held responsible to abide by all standards of behavior and conduct.

Organizations must complete re-registration by the first Friday of the month after their election month. If an organization does not complete re-registration by the first Friday of the month after its election month, the organization will be moved to Locked Status until an officer of the organization contacts the designated student organization management office for its campus.

If an officer of the organization in Locked Status does not contact its designated student organization management office within 30 days after its election month, the organization will be deactivated.

Failure to complete the re-registration process by the deadlines communicated by the organization's designated student organization management office will result in the organization losing access to any A&S fees allocated to the organization and all rights granted by the Approved Status.

There may be additional procedures for fraternities, sororities, and sports clubs. Students, faculty, and administrators must reference the Center for Student Involvement and the Recreation & Wellness department respectively for specific policies, regulations, and/or guidelines.

When to Re-Register

All existing student organizations **must** complete re-registration during any and/or all the following instances to maintain Approved Status:

- After completing their election cycle, as outlined in their constitution and/or by-laws.
- After the organization has held a special election, as outlined in their constitution and/or by-laws.

The Re-Registration Process

The re-registration process is completed through the BullsConnect engagement platform during the student organization's election month. To re-register a student organization, you must meet the following requirements:

- Provide a proposed constitution, with a statement of purposes and goals, and USF required language.
- Provide the names of five organizers who are presently enrolled students, include their USF NetIDs, and indicate who is assuming the required roles of President and Treasurer.
- The name and USF NetID of a USF full-time faculty/staff person who will serve as the organization's advisor. The advisor must be located on the organization's home campus.
- Attend any mandatory training or information sessions conducted by the organization's designated student organization management office.

During the re-registration period, organizations will be assigned the Re-registration Required status. Once an organization has completed the re-registration form, it will be assigned Pending Approval status to indicate the organization is in the process of completing re-registration.

Unregistered Student Groups

General Principles

USF respects the right of students to associate to express commonly shared viewpoints *but does not support or promote unregistered student groups*. Students who knowingly affiliate with an unregistered student group may be held individually responsible for individual actions stemming from membership in the group.

The Student Organization Handbook defines a student organization as a group of currently enrolled USF students who unite to promote a common interest. Unauthorized expansion activities — such as “campus crashing,” “ghost lines,” recruiting or soliciting membership, pre-initiation activities, pledging, educating and/or initiating USF students — without having approved recognition is not permitted by the university.

Only a group that is officially registered by the university, as defined in the Student Organization Handbook, may use the name of the university, an abbreviation of the name of the university, or, with special written permission, the university’s trademarks/service marks, as part of or in conjunction with its group name. **Under no circumstances** should an unregistered student organization represent itself (written or verbally) as a registered student organization.

Risk and concerns related to unregistered student groups include:

- Limitations on an organization’s ability to operate.
- Potential liability for the individuals who solicit or promote participation in an organization in a manner that may suggest that an organization is registered when, in fact, it is not.
- Prohibition on access to resources offered by USF.
- Inability to include participation on student transcript.

Upon notification regarding an unregistered student group operating, the university may:

- Notify any affiliated local, state, national, or international organization of the action and place such group on notice regarding expansion guiding principles and expectations.
- Notify USF students who are members of the group that they are participating in an organization not recognized by USF that may be violating USF policies.
- If a fraternity or sorority, notify the Fraternity and Sorority Expansion Committee of the action taking place, which could hinder the organization’s ability to become a recognized fraternity and sorority at USF.
- Place the student organization on the list of non-registered student organizations to be published via website and print material, where appropriate.
- Direct individuals to cease and desist if any misrepresentation or false statements are included in communications to USF students.
- Refer individual students to the Office of Student Conduct and Ethical Development in the event of a Student Code of Conduct violation.

USF requires all social fraternities and sororities, as defined by the Department of Education, to be affiliated with a governing council under the umbrella of the Center for Student Involvement **and** with a (inter)nationally based organization that provides additional supervision and guidance. If a fraternity or sorority is not connected with the Department of Education and the Center for Student Involvement at USF, they are considered an unregistered student organization.

USF Policies, Regulations, and Guidelines

Student organizations are required to comply with all university policies, procedures and guidelines as outlined in the Student Code of Conduct, USF System regulations and campus policies, and the Student Organization Handbook.

Programming and events sponsored by student organizations should reflect the purpose of the organization and contribute to the educational goals and community values of the university. All university policies and procedures must be followed in planning and executing these events.

Additionally, all student organizations must comply with all guidelines set forth by the Designated Student Organization Management Offices. This section outlines policies that organizations must adhere to but is not exhaustive of all university policies, which can be found on the [USF Regulations & Policies website](#).

Student Code of Conduct

Through their formation and registration, student organizations are members of the USF community. With this membership come both benefits and responsibilities. The USF Student Code of Conduct outlines behavioral expectations in the university community for both individual students and student organizations. Student organizations are responsible to read and abide by the standards of behaviors of the Code. The university reserves the right to make changes to the Code as necessary.

The USF Student Code of Conduct is designed to protect the health, safety, and welfare of members of this community so that they may pursue their educational goals without undue interference. In addition, the Code of Conduct helps to foster student's student organization and social development, to maintain and enhance the ethical climate on campus, and to better prepare students to handle the responsibilities of citizenship.

The Code and Student Conduct Process applies to the behaviors of any student and student organization, regardless of location or forum, that are inconsistent to the goals and mission of USF. Student organizations are responsible for their guests and may be held accountable for their guests' behavior. This includes conduct that:

- May present a danger or threat to the health and/or safety of students or others.
- Adversely affects the university community and/or the pursuit of its mission.

- Does not abide by university and/or department policy or protocol governing the operation of student organizations, fraternities, sororities, sport clubs, teams, etc.
- Violates state or federal laws.

Student organizations are expected to adhere to the Student Code of Conduct and violations of the Code will be adjudicated by the Office of Student Conduct & Ethical Development. In attempting to resolve any infractions, the primary intent of the accountability process will be to educate members of the organization while holding them accountable for violations committed. Furthermore, it is the university's desire to encourage critical decision-making skills that may prevent future offenses. More information regarding behaviors that may be deemed conduct violations can be found within section VII of the [Student Code of Conduct – Regulation 6.0021](#).

Reasonable steps should be taken by student organizations to prevent infractions of university regulations. Such steps include a clear establishment of standards (preferably in writing), documented educational sessions for members regarding the standards, and established and documented enforcement of standards when violations occur. The student organization has the duty to take clear and firm action to prevent and/or cease the behavior in question.

University Hazing Policy

USF prohibits any form of hazing of its students, at any time, or at any location. The university will respond swiftly to investigate reports of alleged hazing received from any source and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for prosecution as a criminal matter, or both. To that end, hazing is a violation of the Student Code of Conduct and illegal as defined in the Florida State Statute 1006.63.

Students who know, or suspect, that hazing has taken place are strongly encouraged to report it to the Office of Student Conduct & Ethical Development. A faculty/staff member who observes hazing of any student organization or its members are required to immediately report the matter to the Office of Student Conduct & Ethical Development or to the University Police Department.

Hazing is defined by [§1006.63, Florida Statutes](#) and is further defined by USF in the [USF Regulation 6.0023](#).

Non-Discrimination Policy

USF reaffirms its policy of equal opportunity and student organizations are expected to follow the non-discrimination policy. For more information, review the [Diversity and Equal Opportunity-Discrimination and Harassment-Policy 0-007](#).

University Alcohol Policy

USF's Alcohol Policy establishes guidelines for sale, service, and consumption of alcoholic beverages on the campus in compliance with applicable federal and state laws, municipal ordinances, and the university's concern for the health and safety of the campus community. This policy establishes areas where alcoholic beverages may be served and consumed and areas where alcoholic beverages may be sold. For more information, visit [USF Alcohol & Drug Policy-Policy 30-023](#).

Registered student organizations wishing to host an event involving the use of alcohol should contact the organization's designated student organization management office.

Fraternities and sororities intending to host an event involving the use of alcohol or on a premise where alcohol is present should follow the Center for Student Involvement's [Social Event Registration Policy](#).

If a College of Medicine student organization wants to serve alcohol at an event, they must first contact the College of Medicine Office of Student Affairs at least four weeks prior to their event.

Distribution of Literature

The university prohibits the posting, distributing, stacking or placement in racks of any commercial material or advertisements. Additionally, no material of any kind may be placed on automobile windshields. Other non-commercial material or literature, the author of which is identified, may be handed out in any outdoor university location open to the general public. Other non-commercial speech activities are permitted in outdoor university locations open to the general public exclusive of sidewalks, building entrances, or other areas where normal traffic may be obstructed. For more information, visit [Distribution of Material and Solicitation on Campus-Regulation 6.026](#).

Additionally, student organizations are not permitted to advertise events on or off campus where alcohol will be sold or given away. Student organizations furthermore cannot use any A&S fees to produce advertisements for events where alcohol will be sold or given away. This includes utilizing university computers and printers to produce such advertisements.

Student organizations have a responsibility to distribute materials in a responsible way so that it does not litter the campus. Student organizations cannot post flyers and materials on trees, sidewalks, or other non-approved posting areas. Student organizations will be responsible for conducting cleanup of any materials that litter the campus and the associated costs.

Temporary Campus Signage Policy

Student organizations may place signage on university property, but such signage must adhere to the policy set forth by the university. Any non-compliant signage will be removed, and costs of removal or cleanup assessed back to the organization whose name appears on the signage and/or organization placing the signage. For more information, visit [Events, Signage and Space Management-Policy 6-028](#).

It is the responsibility of the student organization to adhere to any additional policies and procedures set forth by the respective campus in which they would like to place signage. Please visit USF's [Index of Current Regulations and Policies](#) webpage for any campus specific policies.

Motion Picture Copyright Law Guidelines

[Federal copyright law](#) restricts private showings of published motion pictures and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to

the public (i.e., residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (streaming, film, VHS video, DVD, etc.) must secure a license from a booking agency.

Guidelines for Usage of University Name, Logos, and Assets

USF has registered its logos and assets as a means of protecting them from unauthorized use and abuse, and permission is required from the appropriate communications and marketing department before any logos/assets may be reproduced.

In general, student organizations are not permitted to use university logos. Student Government and official competitive sports clubs are granted exceptions with restrictions and required approval.

Additionally, permission to use an illustration, likeness, or photo of Rocky D. Bull, the official university mascot, is also required before the image may be reproduced. Approvals are given rarely.

Organizations wanting to use the university name in their organization logo may do so but must follow this format with the student organization name first, then the word “at”, ending with the university reference and service mark: “[organization name] at USFSM” or “[organization name] at the University of South FloridaSM”.

Student organizations with direct affiliation with USF Health may represent this relationship per the format above replacing the university reference with “USF HealthSM”. This alternative will be reviewed by marketing and communications staff for approval before usage is granted. The same is true of organizations with direct affiliation with a college.

The USF reference in a name or logo must be set in a font that coordinates with the organization’s logo and not artwork extracted from the university logos. Student organizations are not permitted to use the university logos or assets as their own.

If a registered student organization wants to use the university name textually, but not as part of their own name or logo, they may do so on materials in a distinctly separate area from their logo or name with the university referenced as follows: “USF®” or “University of South Florida®”. For example, on a t-shirt, the organization logo/artwork can appear on the front with the USF reference appearing in typography on the sleeve or back of the shirt. Note that a copyright symbol is used in this instance.

Student organizations are encouraged (but not required) to use USF’s colors of green and gold when designing t-shirts, other apparel or promotional items. Color references can be found in the [university Brand Guidelines](#).

Student organizations making purchases with A&S granted funds are required to include their full name on any marketing materials and apparel.

Any student organization with questions about university assets usage may contact [Student Success Communications and Marketing](#). Learn more at the [Use of USF Name and Symbols-Policy 0-215](#).

General Liability Policy

The General Liability Policy provides liability coverage to the university for the wrongful acts of university employees, officers, agents, or volunteers. Although the policy covers university-sponsored events, students and student organization-sponsored events are not covered under the state liability policy.

Some examples of events not covered are membership drives, social events, fundraisers, and community services (such as the “get out and vote drive”) for sororities, fraternities, and other student organizations. In these cases, the university may be willing to allow the organization to gather on its premises; however, if a dangerous condition arises from the activity, the state may not provide liability coverage to the individual student or organization.

Organizations participating in or hosting events that could incur risk should explore purchasing event insurance. The student organization management office on each campus can assist organizations in working with the Environmental Health and Safety office to assess risk and provide insurance resources. For more information, visit [USF Environmental Health and Safety online.](#)

Contracts and Agreements

Contracts and agreements between a student organization and an outside vendor or entity are not contracts binding USF. No student organization can sign contracts on behalf of USF or in any way represent that they are an agent of or operating on behalf of USF. Any student organization may retain counsel to review contracts on their behalf.

Non-Entertainment Contract/Agreement

Student organizations wishing to utilize their A&S fee monies allocated by Student Government to pay for a non-entertainment contract/agreement must include the following clause in the agreement:

“This agreement is signed by a student organization established by students at the University of South Florida and is not funded directly by USF. This student organization may not and is not acting on behalf of the University nor can the student organization bind or obligate the University of South Florida to any contractual obligation as the University has specific guidelines and statutes that govern its contractual ability including Florida Statute Sections 768.28 and 119.”

Student organizations signing non-entertainment agreements/contracts, which are not being paid from A&S fees, are still encouraged to use the language listed above on all agreements.

Entertainment Contracts/Agreements

If your student organization is planning to bring entertainment to campus (e.g., DJ, musician, speaker, comedian, lecturer), please contact your designated student organization management office for information and support at least eight (8) weeks in advance of the event/program.

International Travel Registration Policy

The [USF International Travel Authority Policy](#) establishes registration and related procedures for student related travel. Student travel is defined as any undergraduate or graduate student, university recognized student group (including Registered Student Organizations), the associated university Direct Support Organization employees, and/or employees and appointed volunteers engaged in any international travel conducted as part of a USF program requirement, elective, research project, service learning, and/or any international activity tied to an individual's status as an active USF student, regardless of the source of funding for the travel.

All international student travel must be registered with the Education Abroad Office or USF Health and must be authorized by USF World. Comprehensive guidelines can be found [here](#). USF Health students can find comprehensive guidelines [here](#).

Additional Travel Policies and Procedures

Registered student organizations that receive A&S fee funding and would like to utilize their funds on travel should follow all of the policies and procedures set forth by their designated student organization management office.

Risk Statement

All individuals participating in student organizations at USF do so at their own risk. These risks may include but are not limited to:

- Psychological and emotional injury such as invasion of privacy, infliction of emotional distress, and defamation.
- Physical injury due to accidents, injury, medical emergencies, temporary or permanent disability, damage to student organization property, and/or death.
- Financial injury due to fraud and/or misrepresentation.

USF and its Board of Trustees are not responsible for any injury incurred while participating in a student organization and/or any of its activities. Participation in any student organization is on a purely voluntary basis. Individuals are encouraged to identify potential risks related to participation in any activity such as physical, reputational, emotional, and/or financial risks prior to participation in all student organization activities.

Student organization leaders and advisors are expected to manage risk that can be anticipated. Planning events and activities should include plans to mitigate risk including, but not limited to emergency plans, safety procedures, safe food handling procedures, and police contact information.

Some activities may require additional liability or event insurance. If the organization will have speakers or activities that have been known to or may present increased risk to the speaker, guests, or the university, organization leaders should consult with their designated student organization management office.

Guidelines for Participation Waiver Use

When participants engage in an activity and sign waivers, they voluntarily relinquish their privileges to which they are legally entitled. Waivers are also referred to as “exculpatory agreements” because the participants are exculpating, or forgiving in advance, any future negligent conduct (NRPA, 1996).

It is important for student organizations to utilize waivers to both protect the organization from unnecessary liability and to inform students of the known risks associated with the event in which they are participating.

Waivers should be used when a student or other individual participates in an elective or other voluntary activity such as:

- Recruitment program
- Recreation program
- Off-campus activity
- Van/other transportation travel
- Athletic activities
- On-campus facilities use

Once signed by participants, waiver forms should be copied. The original copy should be kept with the organization advisor and any copies should be with the event coordinator(s) in case a situation arises.

If an event requires travel, please also refer to the ***Travel Waiver*** form.

If any participants are driving, please also refer to the ***Driver Waiver*** for those participants.

Please refer to the ***Participant Waiver*** that can be tailored to specific events and activities.

These waivers are available on the [BullsConnect Student Organization Workspace](#).