
Colorado School of Mines



Organization Handbook

2021-2022

Message from SAIL to Advisors

Dear Advisor:

Thank you for taking on the role as a student organization advisor during the 2021-2022 academic year. You have agreed to become a guide and a mentor for a group of passionate and organized students on our campus. Serving as an advisor is a unique opportunity for faculty and staff to work with Mines' students outside the classroom and contribute to their holistic development. This experience provides students the opportunity to connect with faculty and staff on a more personal level.

This guide was designed to provide you with key information surrounding guidelines and procedures and address many of the questions and issues that seem to arise from year to year. However, please contact our office if you need more information or your questions are not being addressed. We are here to support you as well as the student organizations.

It is our hope that being a student organization advisor will be a rewarding experience. Thank you again for accepting this role and contributing to the co-curricular experience. Good luck during this incredible opportunity.

The SAIL Team

Kelsi Streich

Director of Student Activities, Involvement & Leadership (SAIL)

Begoña Ruiz Piñeiro

Associate Director for SAIL Finance and Operations

Alexandra Demopoulos

Assistant Director of Student Engagement

Alexis Lakers

Fraternity and Sorority Life Coordinator

Haley Hannaman

Clubs & Orgs. Coordinator

Colorado School of Mines
Student Center, E120
1200 16th Street
Golden, CO 80401
Phone: 303-273-3234

Being an Advisor

What is a Student Organization Advisor

Advisors are the full-time faculty or staff sponsors for a student organization. Student organizations are required to have a minimum of one full-time staff or faculty member from Mines serving as an advisor. This role is quite dynamic, where advisors assist in the general operation of the student organization but more critically help develop student leaders outside the classroom. Each organization will have different expectations of what their advisor's specific role will look like, but in every instance, the advisor's main responsibility will be student support.

Industry and alumni advisors as well as other advisors from National Organizations can serve along with the faculty/staff advisor and are required to abide by the same rules and standards as faculty advisors, including any mandatory trainings and reporting.

Best Practices in Advising Student Organizations*

Keep in mind that every student organization is different and will require a different combination of challenge and support by their advisor.

- Reference the organization's bylaws, mission and vision when outlining the advisor's role and the student leaders' role within the organization
- Build relationships with the organization's executive board and general members
- Attend events and organizational meetings when possible
- Provide guidance in understanding institutional and SAIL policies and services

- Build trust with the organization by being open and honest with all communication
- Allow your students to fail as long as it does not affect their long term success or that of the organization and help them learn from that experience

**Adapted from Belmont University Student Organization Advisor Handbook 2012-2013*

SAIL's Expectation of Advisors

- Register as an advisor for your organization. The registration form can be found [here](#) and it is required to be submitted every academic year, no later than December 31st
- Complete CSA training every year - click [here](#) to learn more information
- Advocate for your student organization while also supporting institutional policies
- Encourage leadership development through attendance of SAIL workshops and other programming
- Assist executive board to provide a smooth transition of leadership year to year
- Meet with the organization's current executive board on a regular basis
- Assist the organization in any conflict management between members, executive members, and other entities

Message from SAIL to Student Leaders

Dear Student Leader:

Thank you for being involved with your campus community and taking on the role of being a student leader during the 2021-2022 academic year. In this role, you have agreed to help ensure that every student has a place that they feel like they belong on campus while serving as a role model and providing unique engagement opportunities through your organization. In addition to the growth and opportunity you bring to the Mines community through serving as a student leader, you also have the opportunity to gain a variety of skills through your role, such as understanding group dynamics and effective teamwork.

This guide was designed to provide you with key information surrounding guidelines and procedures and address many of the questions and issues that seem to arise from year to year. However, please contact our office if you need more information or your questions are not being addressed. We are here to support you as you navigate being a student leader within a student organization!

It is our hope that being a student leader for a student organization will be a rewarding experience and provide you with your place on campus. Thank you again for accepting this role and contributing to the co-curricular experience. Good luck during this incredible opportunity.

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Being a Student Leader

What does it mean to be a Student Leader?

Student Leaders are students serving within leadership positions in their respective clubs and/or organizations. Student organizations are required to have a treasurer and a president, but additional student leader opportunities are available depending on the needs of the student organization. Since there are a variety of roles when it comes to serving as a student leader, being a student leader does not mean one thing. Some student leaders serve on committees for events being planned throughout the year, some are in charge of leading the organization's meetings, and some are in charge of spending for the organization. Regardless of what your position is as a student leader, it is important and benefits the organization and the overall campus community.

Benefits of being a Student Leader

- Exhibit responsible decision-making and accountability for themselves and peers
- Develop critical and reflective thinking abilities throughout their programmatic efforts
- Exhibit the ability to work effectively with those different from themselves
- Demonstrate an understanding of group dynamics and effective teamwork
- Develop a range of leadership skills and abilities such as effectively leading change, resolving conflict and motivating others
- Grow in understanding of organizational knowledge from a range of areas including policies, procedures, finances, planning and more.

SAIL's Expectations of Student Leaders

- Advocate for your organization while also upholding institutional and SAIL policies and procedures
- Communicate consistently with your organization's members, your advisor, the SAIL office, and your respective governing body
- Ensure a smooth transition process between leadership roles by holding elections in a timely manner, requiring a transition meeting for all retiring and incoming officers, uploading all of your organization's documents to the SAIL flash drive which will be provided to your organization at Fall Summit, and updating your Engage information
- Follow updates regularly communicated by the SAIL office through the following forms: Engage emails, the [SAIL website](#), and the Canvas Student Leaders page
- Hold and advertise regular open meetings with your organization and those who may be interested in joining
- Review and complete the annual SAIL registration requirements, including the attendance of Fall Summit
- Review and complete the annual requirements for your respective governing body

Best Practices for Student Leaders

- Build a strong relationship with your advisor and the members of your organization; they are here to help you, and you are also here to help them
- Consider campus partners when planning for your year and how they may be able to help your organization succeed through trainings, events, industry partners, and more
- Prioritize continued training for your organization by attending and/or requesting SAIL provided workshops, DI&A workshops, Safe Zone training, mental health training, and more
- Review the [SAIL website](#) for ways your organization can become involved in various leadership and involvement opportunities throughout the course of the year
- When in doubt, review the Student Organization Handbook first and then contact the SAIL office if your question(s) has not been answered - we are here to help you succeed and are always happy to help

Student Organization Recognition

Annual Renewal Process

For organizations to continue to receive official recognition, they need to:

- Have an Engage page and update their information (Leadership team and roster) on Engage at the beginning of the fall semester each year, by no later than September 30th
- Have a valid set of bylaws uploaded to their Engage page by no later than September 30th
- Attend FALL SUMMIT - Scheduled for Saturday, September 11th
 - All mandatory session in the agenda must be attended by at least one student leader from each organization
 - NOTE, this is different from presidents' roundtable from BSO
- Have a valid advisor agreement filed by December 31st
- Have a treasurer-trained treasurer if they plan on spending any money, arranging for any events, or conducting businesses other than club meetings with no external guests
- Agree to support SAIL's policies, processes and guidance
- Have a student leader within the organization join the canvas course "SAIL Student Leaders" by September 30th
- Must be in good standing with the SAIL office
- In addition, BSO, ISC, BSM and MEP organizations need to fulfill their governing body's requirements to be eligible for allocations

Additional requirements might be imposed by the governing body that oversees your organization. Please, be sure to familiarize yourself with those requirements and facilitate your organization's compliance.

For helpful links and information on how to complete these processes, please [visit our website](#) under "Organization Registration 2021-2022."

Procedures for New Student Organizations

There are several steps that must be taken in order to start a new organization and be officially recognized at Mines. They are as follows:

Complete a Student Organization Registration form

- This is mandatory before official recognition can be granted. This form is online on Engage and can be found here: [Registration Form](#). Please, make sure your bylaws conform to the sample bylaws provided and that there are no contradictory entries in your document.
- Be careful when choosing picture and names for your organization - you must have permission, in writing, from the right owner to use those.

Compile a list of interested members

- The list should include names, e-mail addresses, and phone numbers for at least 10 students.

Find a faculty or staff member to serve as the organization advisor

- This is a requirement for all organizations as it is important for our organizations to have support from a member of the campus community. It also helps to establish a sense of organizational continuity from year to year. It works best if the faculty member or staff member has an interest in the organization's purpose. The advisor's level of commitment depends on the needs of the organization.

Approval by SAIL

- Your organization will receive a notification regarding its status mid-semester. Emails will be sent on or after October 1st for the fall semester and on or after March 15th for the spring semester.
- Organizations may be reviewed on an ongoing basis, but approvals will only be finalized twice a year.
- If approved, you will be invited to present your organization to your governing body for acceptance into the allocations process. Additionally, the organization will gain access to creating a portal on Engage.
 - International organization fall under the [International Student Council \(ISC\)](#)
 - Media organization fall under the Board of Student Media (BSM)
 - SASE, NSBE, oSTEM, SHPE, AISES fall under Minority Engineering Program (MEP)
 - All other organizations fall under the [Board of Student Organizations \(BSO\)](#)

Get approved by your governing body

- Make sure to reach out to the governing body you will be operating under and prepare a presentation about your organization. If your governing body concludes that your organization does not already exist (someone else already does what you are proposing), it is appropriate (and aligned with Mines policies and values), and it is approved, then you will be instructed to the next steps to be eligible for allocations.

The entire new organization registration process can be found [on our website](#) under "Starting a New Organization."

Recognition Guidelines

Additional Benefits

All officially recognized organizations have the following benefits:

- Permission to post approved flyers, posters, and banners in designated areas after having them approved by SAIL (general) and Campus Living Office
- Access to an Engage portal including tools such as calendar access, communication tools, budgeting, and hosting an Engage page
- Access to individual organization website under [orgs.mines.edu](#) - Please note, Mines' student organizations must host their websites through [orgs.mines.edu](#) - no external urls are permitted.
- Trainings, leadership development, event planning, travel planning, administrative support, credit card checkout, item checkout, etc.
- Access to campus spaces as availability permits

Additional Responsibilities

There are a few responsibilities that enable organizations to operate smoothly.

- Pick up your mail from SAIL when you receive a mail notification from us.

- It is very important for your treasurer to keep a ledger of expenditures and current account balance. A sample budget document can be provided, and additional training scheduled.
- It is also the duty of the treasurer to fill out & sign all paperwork request forms far enough in advance for SAIL Staff to get them processed.
- All events and open meetings must be registered and approved by the SAIL office. More information on the event planning process can be found [here](#) under “Event Planning and Requirements.”

Fraternal Service Organizations and Organizations that Require Dues

- Fraternal service organizations and organizations that require dues that **do not** fall under Fraternity and Sorority Life fall within SAIL clubs and organizations and are required to follow the guidelines set forth for the clubs and organizations community.
- These organizations are allowed to have private induction ceremonies and meetings that are not advertised to the entire campus community. However, these organizations are required to hold two regular, open meetings a semester that are advertised to the entire campus community.
- Finances should ultimately not prohibit an individual from joining these organizations. Should finances be a barrier for any individual interested in the organization, contact the Student Clubs and Organizations Coordinator, Haley Hannaman, at hhannaman@mines.edu to discuss options for resolving this barrier.

Probation

Probation is defined as the loss of specific benefits for a period of at least six months.

An organization can be put on probation for one or more of the following reasons:

- Violation of any state law, Mines Code of Conduct, Mines Student Organization Handbook, USG Bylaws, BSO Bylaws, organization bylaws, or other governing council’s Bylaws (i.e. IFC)
- Failure to update organization information with the SAIL Office (including Bylaws)
- Misuse of funds
- Amendments to your organization’s Bylaws that conflict with state laws, Mines Code of Conduct, or other governing council’s rules and regulations
- Collecting 10 or more points
- Other as determined by SAIL

The terms of probation are as follows:

- Probation status will be in effect for six months from the moment probation is applied. Special extension for an appropriate time may be granted by the SAIL Clubs & Orgs. Coordinator
- No use of the SAIL credit card
- All leadership must attend re-training
- If your organization is on probation for a second consecutive term, it will result in suspension

Suspension

Suspension is defined as the loss of benefits, for a period of at least six months.

An organization can be put on suspension for one or more of the following reasons:

- Violation of any state law, Mines Code of Conduct, Mines Student Organization Handbook, BSO Bylaws, organization bylaws, or other governing council’s Bylaws (i.e. IFC)
- Failure to update organization information with the SAIL Office (including Bylaws)
- Misuse of funds
- Amendments to your organization’s Bylaws that conflict with state laws, Mines Code of Conduct, or other governing council’s rules and regulations
- Collecting 20 or more points
- Being put on probation after a previous term in probation
- Other as determined by SAIL

The terms of probation are as follows:

- Probation status will be in effect for 6 months from the moment the suspension is applied. Special extension for an appropriate time may be granted by the SAIL Clubs & Orgs. Coordinator
- A freeze will be put on the organization’s index for the 6 months of probation, which means absolutely no spending will be allowed from your index
- The organization will be required to change leadership (all roles)
- If your organization is on probation or suspension during the 6 months immediately following a suspension, it will result in de-recognition

De-Recognition

De-recognition is defined as the loss of status and benefits, for a minimum period of 12 months.

An organization can be de-recognized for one or more of the following reasons:

- Severe or intentional violation of any state law, Mines Code of Conduct, Mines Student Organization Handbook, ASCSM Bylaws, BSO Bylaws, organization bylaws, or other governing council's Bylaws (i.e. IFC)
- Including discriminatory or inflammatory practices or language in the Bylaws or any other organization's materials or communications
- Promoting events that discriminate or prohibit entrance to the campus community
- Misuse of funds
- Intentional amendments to your organization's Bylaws that conflict with state laws, Mines Code of Conduct, or other governing council's rules and regulations
- Promoting misconduct
- Promoting any practices that create an unwelcoming or discriminatory environment

The terms of probation are as follows:

- De-recognition will last for a minimum of 12 months
- Final length will be determined by SAIL professional staff
- All funds will be frozen or redistributed to the governing body overseeing the organization
 - a. Funds will be given back to the governing body who granted the allocation in an amount no higher than the allocated funds received from that governing body
 - b. Any other funds (from fundraisers, dues, and donations) that might be left over after that redistribution will be held for a period of up to 3 years waiting for the organization to regain recognition
 - c. If within a period of 3 years, the organization doesn't regain recognition, all leftover funds in the organization's index will be redistributed back to the governing body overseeing that organization for immediate use to provide services, programming, infrastructure, support or other, to the remaining student organizations or the campus at large
- If your organization is on de-recognition, the new leadership must schedule a meeting with the SAIL Clubs & Orgs. Coordinator, Haley Hannaman, to discuss a plan to regain recognition.

Organization Resources

SAIL Office Resources

Web Pages-	As a recognized organization, you are eligible to request a website for your organization under orgs.mines.edu . You must request the creation of a url and admin permission by emailing bruiz@mines.edu
Computers-	There is 1 desktop and 2 Chromebooks available for student organization usage in the office during regular business hours (Monday - Friday, 9am - 3:30pm unless otherwise stated)
Helium-	Helium for balloons for campus-wide special events is available from SAIL. Your first 20, regular size balloons are free. Additional balloons are 0.25 cents each. Please call 303.273.3234 in advance
Sound System-	The sound system, speakers, and cell phone connectivity, are available to reserve for use by officially registered student organizations. Call 303.273.3234 or email stactiv1874@gmail.com
Inflatable Screen-	The inflatable screen is available to reserve for use by officially registered student organizations. Call 303.273.3234 or email stactiv1874@gmail.com
Sandwich Boards-	Sandwich boards are available to reserve for use by officially registered student organizations. Call 303.273.3234 or email stactiv1874@gmail.com
Event Planning-	Student clubs and organizations are encouraged to hold events throughout the course of the year that must be open to the entire Mines campus. For more information about event planning, please visit our website and review the "Event Planning and Requirements" section.

Accessibility- Student clubs and organizations should do everything possible to ensure their meetings and events are accessible. [Please review the "Accessibility for Events" PowerPoint.](#)

Other items - Other items are available for checkout such as extension cords, lawn games, etc. Call 303.273.3234 or email stactiv1874@gmail.com

Engage

Engage is an online platform where student organizations are able to conduct business, manage finances, request access to SAIL resources like the One Card and equipment for rent, host shared documents, showcase their events and impact on campus, and oversee the organization's roster and messaging systems.

Advisors and the organization's student leaders have full access to the administrative side of your organization's page.

All Mines community members with an @mines.edu email have access to view Engage. You can search for your organization on the Engage home page here:

[Engage Website](#)

Publicity Resources

Mines Daily Blast Email- You can submit your organization's announcements through the [Mines Daily Blast email](#). Full submission guidelines can be found [HERE](#).

Student Media/ Publications-

The [Oredigger](#) and CSMB/C/Mines Internet Radio offices are located near the SAIL Office. To have an article published or obtain an ad in the Oredigger weekly paper, please email it to oredig@mines.edu. A member of the staff will contact you regarding pricing and availability. For specifics on using air time through MIR including weekly shows visit: radio.mines.edu/

Engage Promotions - Every Week, the SAIL Office promotes items from the community calendar to show up on the top banner of Engage. To add your event/meeting promoted, post it as an event on Engage and select the option to request posting to the community calendar

SAIL TV Monitor Display- Email a power point slide advertisement outlining your organizations announcement to KBell1@mymail.mines.edu

Treasurer and Approved Spenders

- In order to access your organizations' funds and conduct businesses on campus, you must go through the SAIL office to obtain all necessary approvals
- For spending money, your organization needs to have a treasurer, who needs to be treasurer trained and approved by SAIL. You can have up to 2 additional approved spenders
- Treasurers' are in charge of requesting all expenses and communicating with the SAIL office to obtain approvals for procurement (contracts, merchandise), travel, fundraising, events, etc.
- Please, contact the SAIL office at bruiz@mines.edu if you are planning to collect money (7.5% tax needs to be collected for tangible items) or have a fundraising event (No raffles without a license, no fundraising for third parties - hosting is ok if approved through SAIL, no cash donations to third parties). More information about fundraising and donations can be found [here](#)
- Treasurers' and approved spenders need to attend and pass treasurers training immediately following their appointment and every fall if they continue to serve
- A point system is in place to hold organizations accountable and assess their needs for training and additional services
- Treasurer's training materials, commonly used forms, guidelines, policies excerpts, and additional resources can be found [here](#) on our website
- Approved student organizations can host a site under orgs.mines.edu (please email bruiz@mines.edu to submit a request for a club url)

Mines Hazing Policy

All student organizations have to abide by the institution's Hazing Policy which can be found here:

[Hazing Policy](#)

Student Travel

Travel Regulations

Any student group wishing to travel, regardless of whether or not money hosted at SAIL is being used, needs to:

- Meet with the SAIL office (please refer to treasurers' training materials for timeframes)
- Fill out the travel waiver forms
- Complete the Clery Act form online
- All expenses incurred have to be allowable, appropriate, and necessary for the completion of Official University Business
 - Examples of expenses that are NOT allowed are
 - Alcoholic beverages;
 - Entertainment expenses;
 - Personal expenses incurred during travel that are primarily for the benefit of the traveler and not directly related to Official University Business;
 - Political activities;
 - Traffic fines and parking tickets; and
 - Certain insurance coverage - The cost of additional or other types of coverage shall not be reimbursed, including without limitation, expenses paid by a traveler for the following:
 - Collision damage waiver or loss damage waiver for rental vehicles, unless it is for international travel;
 - Supplemental liability insurance on rental vehicles;
 - Additional liability insurance for rental vehicles;
 - Personal accident insurance on rental vehicles;
 - Personal travel insurance;
 - Trip cancellation insurance; and
 - Supplemental life insurance for airline or common carrier travel

All expenses need to abide by the limits and conditions set forth by the Institution, The State of Colorado and the SAIL office.

More information regarding travel for student organizations can be found here: [Travel Information](#).

Clery Travel Reporting Form

As a higher education institution, Mines must comply with the Jeanne Clery Act. The Clery Act is a federal law that requires colleges and universities to gather and disclose crime statistics that occur within Mines' Clery reportable geography, which includes qualifying off-campus student activities and travel.

Any off-campus activity that meets the criteria in the attached Student Travel Matrix, must be reported to Mines Clery Compliance Office, regardless if any Clery Act reportable crimes were known to have occurred.

Only one form is needed per trip.

[Overnight Travel Form](#)

Charter Transportation

Vendor Information:

- Ace Express
 - Contact Information: sales@aceexpresscoaches.com, 303-421-2780 or wopperman@aceexpresscoaches.com
- Arrow Stage Lines
 - Contract Information: Sheri Kite, sherri@arrowstagelines.com, 303-373-9119, ext. 114
- Colorado Gray Lines
 - Contact Information: Max Stallings, max@coloradograyline.com, 303-289-2841
- Hermes Worldwide

- Contact Information: groupevents@hermesworldwide.com, 303-577-7600, ext. 3
- Ramblin Express
 - Contact Information: sales@ramblin.com, 303-572-8687, ext. 3

How to obtain bus services:

- When you need these services
 - You contact one or more of the vendors above to discuss your event needs (please do so with as much advanced notice as possible). You will need to get a quote from the vendor. Purchasing recommends obtaining pricing from multiple vendors, as there are price differences among them.
- If the cost is less than \$4,500 for the event, submit a purchase request with sufficient explanation of the event.
- If the cost is over \$4,500 for the event, please contact bruiz@mines.edu. Please be sure to include the quote with your email.

Other Information:

- When asking for the quotes make sure you identify that you are with Colorado School of Mines as there is an existing contract between Mines and the vendor.
- Each group is responsible for booking their own buses as well as paying for their own invoices under \$4,999. Above \$4,999 payment will have to be issued through SAIL, not credit card. (see above, you will need to meet Begoña prior to formalizing the booking and you do not need to make a purchase request when above \$4,999)
- Each vendor has a variety of buses in their fleet so verify they have the one that fits your needs.
- Some of the vendors have a minimum number of hours.
- Some of the vendors also require a deposit.
- Hermes Worldwide has stricter terms on their contract, what that means for you is if passengers damage the bus, Mines will be responsible for paying the damage and then it is up to Mines to get the money from the student.

Student Alcohol Policy & Security Procedures

Alcohol Policies

- [Request to Serve Alcohol Form](#)
- [Institutional Alcohol Policy](#)
- [Alcohol and Other Drugs Education and Prevention Policy](#)

Security

Background:

- Mines has contracted with Allied Universal to provide event security services for campus.

Vendor Information:

- Contact Information:
 - Tracy Neff, Colorado Branch Manager, Tracy.Neff@aus.com, 303-477-0910

Pricing:

Type of Event Staff:	Invoice Rate:
Parking and Event Staff	\$24.90 per hour
Alcohol enforcement	\$28.72 per hour
Supervision	\$30.27 per hour

How to use the contract:

- When you need these services
 - You contact the vendor to discuss your event needs (please do so with as much advanced notice as possible).
 - If your cost is over \$4,999, please contact bruiz@mines.edu at least 2 weeks in advance of your event
 - Minimum contract for student organizations is 3 hours

- Important Notes:
 - If you are planning an event with alcohol, you need security
 - If you schedule security for an event, it is your responsibility to notify the SAIL office at bruiz@mines.edu
 - If you receive an invoice it is your responsibility to forward the invoice to bruiz@mines.edu for payment.

For more information on the security policies for clubs and organizations, [visit our resources website](#) and select the “Security Services” document under “Club Operations and Purchasing.”

Free Speech

Mines acknowledges and respects the rights of individuals to engage in freedom of expression, freedom of speech, and peaceful assembly. You can learn more about the policies surrounding free speech here: [Free Speech Policy](#).

LEASE NOTE: Mines is a state institution and as such we have specific restrictions as well as restrictions for Mines’ associated groups. Student organizations must refrain from political campaigning or openly supporting a candidate. While they can be associated with a political party, political rallying is not permitted. When discussing issues contained in an upcoming ballot, resources to support all voting options must be presented and can be discussed.

PLEASE NOTE: Student organizations must refrain from gatherings that are in perceived as direct opposition to another organization’s event (as determined by the professional staff at SAIL and other professional staff as needed), or that can create a sufficiently unwelcoming or harsh environment for those attending the event, or create unnecessary difficulty in accessing the event; such as holding a prayer circle near a pro-choice event, hosting a beer tasting event near an addiction support group meeting space, etc. When this type of programming is scheduled for the same day, events must be sufficiently distanced from each other so they cannot be heard or be in direct line of sight from the other event.

As a reminder, political and religious purchases are strictly prohibited, including printed media and artifacts.

Advertising and Campus Posting Policies, and Logo Use on Merchandise

Campus Advertising and Posting Policy

Indoor Postings

- With the exception of posting in residence halls or other campus student housing and internal postings by Mines academic departments, all posters on campus must be no larger than 8 ½” X 11” and must be approved in advance by the SAIL Office.
- To get your posting approved by the SAIL office, you must send your posting electronically to sail@mines.edu.
- The posting material must have an official SAIL “Approved for Posting” stamp prior to being posted and may only be displayed in designated posting areas.
- Posters advertising events or activities that are not sponsored by Mines or any of its academic or administrative departments (i.e. events sponsored by students or student organizations) must display the following disclaimer: “The Colorado School of Mines does not necessarily endorse or support the event advertised or information contained in this poster.”
- Residence Halls. All material to be posted in common areas in residence halls or other campus student housing must have the advance authorization of a designee in the Campus Living Office and are to be hung by Residence Life employees only.

Outdoor Postings

- The use of paint, spray paint and/or spray chalk is not permitted.
- Chalking may only be used to promote Mines programs or student activities and may not be used for Commercial purposes.
- Chalked advertisements are limited to concrete or asphalt, horizontal surfaces outside, and must be a minimum of 10 feet from any building entrances. No chalking on bricks or walls.
- Location and design of chalking must be approved in person at the SAIL office during business hours. Specific rules and current approved locations for chalking are available from the SAIL office.
- Lawn sign placement is approved only with Facilities Management pre-approval for size and location as provided by this procedure.

You can find more information on campus advertising policies here:

- [Graphic and Communications Resources](#)
- [Advertising and Campus Postings \(Sections 3.0, 4.0, and 5.0\)](#)

Advertising Recommendations

All events must be advertised to the entire campus through at least two sources. Below are recommendations for what those sources could be.

If your organization is a fraternal service organization and/or an organization that requires dues, you may have private induction ceremonies and meetings that are not advertised to the entire campus community. However, you must hold two regular, open meetings a semester that are advertised to the entire campus community.

- All events must be approved via Engage, so Engage automatically counts as one of your advertising sources.
- After receiving approval from the SAIL office, receive approval from buildings you would like to advertise your flyers in. Heavily trafficked areas include: Ben Parker Student Center, Residence Life Buildings, the MEP House, Mines Park (in addition to posting in your respective academic department building).
 - All flyers must be posted in a minimum of five different locations, three of which must be the Ben Parker Student Center, Mines Park, and the MEP House.
- Contact the SAIL office at sail@mines.edu to have your event advertised via SAIL's Facebook and Instagram pages, @minessail.
- Submit your event to the Daily Blast to be advertised to all of campus.

On-Campus Solicitations

Approval for solicitation, vending, or sales on the Mines' campus may be granted in the following circumstances:

- Limited solicitation, vending and sales are allowed in the Ben H. Parker Student Center and athletic facilities with appropriate approval by the AVP Student Life, or designee.
- Limited solicitation for charitable organizations may be made by recognized student organizations according to the requirements of this policy. Student organizations partnering with a third party to solicit charitable donations must have a representative from the outside organization present throughout the collection process.
- Any entity that is approved for sales on the Mines' campus is solely responsible to collect and remit all applicable sales tax. Advertising of sales prices should indicate whether or not sales tax is included in the price.

The following solicitation, sales, and/or vending activities are prohibited on campus:

- Any activity that competes with an existing campus business (such as the bookstore) or businesses with which Mines has entered into an exclusive contract (such as food service, bookstore, beverage/snack vending services).
- The solicitation, sale or vending of credit cards, illegal drugs and drug paraphernalia, cigarettes or other tobacco products, and any item, product or service prohibited by state or federal law, including the sale or provision of alcohol to anyone under the age of 21.

You can find more information on campus solicitation policies here: [On-Campus Solicitations \(Section 6.0\)](#)

Mines Guidelines for Logo Use

All merchandise (tee-shirts, stickers, etc.) created by/for a campus entity or organization must have a Mines' logo or trademark prominently displayed.

1. You must use a licensed vendor to produce the merchandise. The list of licensed vendors is available at orgs.mines.edu in the spreadsheet "Vendor List"
2. Logos and/or trademarks cannot be modified or altered and must meet the institution's branding standards, which can be found at the following link: <https://www.mines.edu/communications/branding-and-graphic-standards/>
3. You need to send us (bruiz@mines.edu) the quote from the vendor and the artwork to obtain permission to use funds and to obtain a purchase order.
4. Prior to production, the licensed vendor, must submit artwork to the Brand Manager 360 website for approval
5. Purchase order will be sent to the vendor directly once it is ready
6. Vendor can then produce the merchandise and ship it to SAIL after receiving a purchase order from Mines
7. Vendor can send invoice to MAPS@mines.edu and/or bruiz@mines.edu after the order has been successfully completed
8. DO NOT attempt to pay for these orders, Mines' will issue payment against your index according to the terms of the Purchase Order

DEFINITIONS

Licensed Vendor - a merchandise vendor who has been approved by Learfield/IMG College to produce Colorado School of Mines' logos and trademarks.

Merchandise - any item purchased that is not a paper good (i.e. brochures, letterhead, paper conference materials and business cards).

Brand Manager 360 - a website managed by Learfield/IMG College which licensed vendors must use to submit the logo and trademark artwork for approval.

Business through SAIL

In order to access your organizations' funds and conduct businesses on campus, you must go through the SAIL office to obtain all necessary pre-approvals.

In order to spend money, your organization needs to have a treasurer who has been treasurer trained by the BSO treasurer and approved by SAIL. You can have up to 2 additional approved spenders.

For updates and documents concerning your organization, visit <https://www.mines.edu/student-activities/resources/>.

Your Organization

- Contact Begoña in the SAIL office at bruiz@mines.edu if you are planning to collect money (7.5% tax needs to be collected for tangible items) or have a fundraising event (No raffles without a license, no fundraising for third parties - hosting is ok if approved through SAIL, no cash donations).
- A point system is in place to hold organizations accountable and assess their needs for training and additional services.
- Approved student organizations can host a site under orgs.mines.edu (please email bruiz@mines.edu) and through Engage.

Treasurer and Approved Spenders

- Treasurers' are in charge of approving all expenses and communicating with the SAIL office to obtain approvals for procurement, travel, fundraising, events, etc.
- Treasurers' and approved spenders need to attend and pass a treasurers training immediately following their appointment and every fall if they continue to serve.
- Treasurer's training materials, commonly used forms, guidelines and policies excerpts can be found at orgs.mines.edu

Please contact Haley Hannaman (hhannaman@mines.edu) for:

- Day to day operations for your organization
- Engage questions (not budget related)
- Leadership transitions
- Organization events
- Partnership events with SAIL
- Bylaws
- Waivers for club activities
- Domestic travel
- Service events
- Organization registration
- New student organization submissions and approvals
- Questions regarding BSO after you have reached out to your BSO rep if appropriate
- Lockers for organizations
- Contests
- Giveaways
- Processes
- General policy
- Points system
- Organization inventory
- Security for your events
- Elections and transitions
- Conduct

Please contact Begoña Ruiz (bruiz@mines.edu) for:

- Questions regarding finances
- Purchases
- Logos

- Contracts
- Treasurer questions
- Reimbursements
- ISSVs
- Transactions between clubs or clubs and departments
- Invoice payments
- Bus rentals
- Fundraising
- Donations
- Gift cards
- CashNet pages
- Tax
- Sales
- Financial Policy
- International travel
- Organization audits