

**USF Taneja College of Pharmacy
Student Organization Handbook
2020-2021**

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Getting Started

Purpose of Student Organizations and Student Interest Groups

The Taneja College of Pharmacy (COP) encourages students to become involved with recognized student organizations (RSO)s and Student Interest Groups (SIG)s as a means of developing leadership skills and professional networking opportunities. Student participation in local and national professional organizations is highly encouraged and the USF TCOP provides support for students to participate at the local, state, and national level by linking students to these organizations and providing the following guidelines which encompass the procedures for the Taneja College of Pharmacy, USF's Center for Student Involvement and USF's Student Government Association. Opportunities for involvement are introduced to incoming students at the Student Organization Fair which takes place during Orientation each year.

The TCOP has supported student-driven establishment of chapters of nationally recognized pharmacy student organizations, student interest groups, community service organizations, and special interest or social organizations. In addition to participation in student organizations, students are encouraged to attend one Florida Board of Pharmacy meeting during their first 3 years in the program, to participate in volunteer and community service activities, and to take advantage of career days and residency showcases.

Recognized Student Organizations at USF TCOP

ACCP - American College of Clinical Pharmacy

AMCP - Academy of Managed Care Pharmacy

APhA-ASP - American Pharmacist Association - Academy of Student Pharmacists

ASCP - American Society of Consultant Pharmacists

BRIDGE Clinic

CPFI - Christian Pharmacists Fellowship International

HAP - Hispanic Association of Pharmacists

iTEHC - Innovation Technology and Entrepreneurship in Health Care

Kappa Epsilon Pharmaceutical Fraternity

Kappa Psi Pharmaceutical Fraternity

NCPA - National Community Pharmacists Association

PPAG- Pediatric Pharmacy Advisory Group

PLS - Phi Lambda Sigma

Rho Chi

SLC – Student Leadership Council

SNPhA – Student National Pharmaceutical Association

SSHP/FSHP – Student Society of Health Pharmacists

Student Leadership Council

The Student Leadership Council (SLC) was established in the Fall of 2011 and is the umbrella organization from which all other professional organizations are developed. Some of the specific roles of the SLC are to provide administrative support to all student organizations, including communications and fundraising coordination, provide annual training support regarding changes in policy or procedure from the Tampa campus, SGA, and the TCOP, and provide a forum for student dialogue and expression of ideas and concerns. Student representation appears on all pertinent committees throughout the TCOP. The TCOP Student Leadership Council bases its mission and ideals on a constitution directed, developed, and implemented by the student body under the advisement of the Director of Student Services. The SLC follows the parliamentary procedures using Robert's Rules of Order to conduct all meetings and recommends the same for all other organizations. Executive Board

Executive Board

Each spring the student body will elect the Executive Board for the SLC which consists of the President, Vice President, Secretary, Treasurer, and Historian. PY4 students will not be able to serve on the Executive Board due to off-campus rotation requirements, however, they may serve in a leadership capacity within class leadership or other student organizations as deemed appropriate by the organization's rules. PY4 students who have previously served in elected positions within the SLC may serve as mentors to the incoming leaders.

Senate

The Senate is the Executive Board plus class officers

Class Officers

Class Officer elections for the P2, P3, and P4 years are held in the spring and class officers take their positions on the last day of the spring semester. P1 class officers are elected within the first three weeks of school each fall. The function of the class officers is to represent their class at Senate meetings, raise funds for social activities, plan and schedule activities for the class, and serve as class representatives to the student council, faculty, and administration.

Student Leadership Council representatives may have periodic meetings with the Dean and the Associate Dean of Student Affairs (ADSA) during which time the representatives share with the administrators' positive experiences, suggestions on ways to maintain harmonious relationships, concerns, grievances, issues, or anything pertaining to the faculty and course instructors that influence the student body. In addition, the Dean addresses the entire student body each semester through the

Dean's Bullpen. The purpose of these strategies is to create an atmosphere of transparency between administration, the faculty, and students.

Student Interest Groups

Student Interest Groups (SIG)s may be created to enhance academic, career, and/or service opportunities. SIGs must be formally approved by the Executive Council. Students must email the Director of Student Services (DSS) with the name and purpose of the SIG at which point. The Executive Council will then review the request. Each SIG must notify the DSS annually by July 31st if they plan to continue their group for the upcoming academic year. SIGs may apply to become RSOs once it has been established that there is sufficient student interest to permanently maintain the group as an RSO. The procedure for SIGs to become RSOs is the same as any request for a new RSO and must follow the process as outlined in the section, "Chartering a New Recognized Student Organization".

SIGs:

- Operate under the guidance of the (SLC) and are advised by the Director of Student Services (DSS).
- May reserve space using 25 Live.
- Will follow all guidelines established by SLC regarding emails.
- May create a website but may not represent themselves as an organization affiliated with TCOP.
- May hold approved PDUs.
- May collaborate with RSO's for events if approved by DSS and SLC.
- May not have elected positions.

Chartering a New Recognized Student Organization

(At this time, there is a moratorium on the creation of new student organizations)

Before contacting any external constituents, including the headquarters of National Organizations, or contacting TCOP faculty members to serve as advisors, students who are interested in chartering a new TCOP student organization must notify the Director of Student Services (DSS). An outline of the process is as follows,

1. Notification of intent to charter to the DSS - sent to ADSA, Chairs, and Executive Council.
2. Request submitted through the SLC and approval by a vote of the student body.
3. Approval of the Constitution from The Center for Student Involvement at USF
4. Approval from the headquarters of the organization.

Specifically, students must do the following,

The interested student must email the DSS with the name of the organization they'd like to charter and why. The DSS will provide the student with the "Intent to Develop a TCOP Student Organization" form on which the student will outline the necessary roles and responsibilities of the student leadership team, as well as the faculty advisor, and

financial obligations linked to the organization (travel, conference registration, dues and/or fees). To complete the form, the student may contact the organization headquarters and elicit TCOP student interest. The request then goes through a 4 step review process:

Step 1: Request is reviewed by the Dean's Council. Should the request be approved, the Director of Student Services will reach out to DPS and PCR chairs for the names of two faculty members from each department to advise the organization.

If denied, Dean's Council will provide comments explaining why the request was denied. Dean's Council may recommend that the interested students create a Student Interest Group.

Step 2: The names of possible faculty advisors will be shared with the student who will be responsible for communicating with the faculty members to assess their willingness and availability to participate as an advisor for the new Student Organization. It is a requirement that all student organizations have a faculty advisor before any further development of the organization. Failure to obtain a faculty advisor will relinquish the continuation of the process of chartering the organization.

Step 3: Once the advisor has been selected and their participation confirmed, the Executive Council will review the request and determine approval.

In the event Executive Council determines it will not approve the request, comments will be provided. Executive Council may recommend that the interested students create a Student Interest Group.

Step 4: The student may then submit an "SLC New Student Organization Form" to the Vice President of the TCOP Student Leadership Council one week prior to the monthly E-board meeting. The motion will be voted upon at the next Student Body meeting. The official chartering of a new student organization can move forward after Student Body approval.

After the student body approves the installation of the organization by a vote, the organization is officially recognized by the USF TCOP.

The student will then proceed with chartering requirements of the headquarters (if applicable) as well as submit their request for a new USF Student Organization through Canvas to the Center for Student Involvement. The Vice President of the Student Leadership Council will assist students with this process if needed.

Once the request has been approved by the [Center for Student Involvement \(CSI\)](#), the students have 60 days to submit a constitution. After the constitution is approved, representatives (usually the President-elect and Treasurer) will attend a University Bull

Session after which the organization moves from Provisional status to become a Recognized Student Organization (RSO) with the University at large.

Budgets and reports of fiscal expenditures for each organization will be due as requested to the Treasurer of the Student Leadership Council. Annual reports will also be required by the DSS and Office of Student Affairs (OSA).

The Center for Student Involvement's New Student Organization Checklist

1. Submit an online request to start a new student organization along with a proposed constitution for the organization through the website, <https://usf.campuslabs.com/engage/register>
 - Constitution Guidelines & Sample are available online (<http://involvement.usf.edu>).
 - Based on the Title IX Education Amendment of the United States Department of Education, all student organizations must be open to all students regardless of gender. Title IX prohibits discrimination based on sex in educational programs and activities at a university. Student organizations may have specific interests or missions that may focus on one sex or gender interests; however, they must permit all students to join if desired.
2. Organization enters Provisional status
3. Organization must complete the following requirements within 60 days of entering provisional status. (Failure to meet requirements within 60 days will result in an inactive status for a period of no less than 1 semester)
 - Find a full-time Faculty/Staff member or Graduate Assistant at home campus to serve as Advisor (Must have a current USF NetID)
 - Blackboard online information completed for the organization
 - Organization general information
 - Advisor and President information
 - Must have required membership count in Blackboard Membership section
 - A&S Funded: 10
 - Non-A&S Funded: 10
 Organizations must have 10 members to start an organization Loveland 10 members to maintain active status. If the membership criteria are not met, groups may contact the Center for Student Involvement for consideration of limited recognition on a case-by-case basis.
 - Constitution on file and approved with the Center for Student Involvement.
4. E-mail confirmation will be sent when approved
5. Confirm fulfilling all organizational requirements with the Center for Student Involvement by completing an organization information session provided by the Center for Student Involvement. Contact the Center for Student Involvement at (813) 974-7912 or stop by the office in the Student Life Tower of the Marshall Student Center, room 3302

6. Organization enters active status.
7. After organization achieves active status
 - If A&S Funded, 14 Week SG Funding waiting period begins
8. Any organization that has an affiliation with a regional or national organization must submit a letter from that regional or national office authorizing the registration of a chapter at USF.

Financials

USF Student Government A&S Funding

Under the authority of [USF's Student Government Association](#), Registered Student Organizations (RSOs) may apply for funding after the 14 week waiting period. The type of funding that the RSO will request is dependent upon the time of the year and whether the RSO is new or established. The types of funding that are available from USF's SGA are interim funding, annual funding, and travel grants. Please note that the approval of the RSOs constitution by the Center for Student Involvement does not equate to an approved constitution for A&S funding purposes. Guidelines for information that must be in the constitution for funding approval can be found by participating in Financial Officer Training offered each year. It is recommended that your RSOs President and Treasurer read through the manual before requesting funding.

[Annual Funding guidelines](#) Annual funding for student organizations is due in January for the following academic year.

[Travel grants](#) are available ONLY to RSOs that have already been approved for interim or annual funding. RSOs are required to apply for travel grant funding (if eligible) before requesting travel monies from the Taneja College of Pharmacy.

Each RSO that requests A&S funding must have a dedicated Financial Officer listed as the responsible party for Tampa campus purposes. This is typically the RSOs Treasurer. It is important that these individuals become familiar with processes and procedures with [Student Business Services](#).

Fundraising

The Taneja College of Pharmacy encourages student organizations to fundraise to support causes, events, and travel for the organization's members. In general, once an RSO has conducted a "signature" fundraiser that organization will be allowed to continue to conduct the same fundraiser each year. For example, SNPhA sells flowers at the White Coat Ceremony and the SLC conducts a chili cook-off during Spirit Week each year. All fundraisers need to be approved by the Director of Student Services except for the following, which are allowable at any time, by any organization,

- Sales of t-shirts, food, mugs, and other similar items
If your organization will be using the official logo, you will need approval from the national headquarters.

If you will be using the Taneja College of Pharmacy name or USF Health, you will need approval from the AVP, USF Health Communications and Marketing, Monica Matos (monicam@usf.edu).

If you are using the USF Taneja College of Pharmacy seal or it's likeness, it needs to be approved by Dr. Sneed.

USF does not allow RSOs to conduct fundraising with A&S funds, nor do they allow for raffles or games of chance as these are considered gambling and are against Florida state law.

Fundraising and Revenue

No Revenues shall be generated from an A&S funded event.

A fundraiser can be done by an organization as long as there are no A&S funds involved.

Revenue Generated By Using Non-A&S Funds

Self-generated funds, which are raised without the use of A&S funds, are considered "Non-A&S Revenues". Monies generated by Non-A&S funded events need to be deposited in a private bank account and are not governed by SG Statutes.

****Please refer to IRS for rules and regulations on revenues raised outside your A&S account. (1-800-829-1040) Warning: **A&S funded organizations *cannot, under any circumstances, charge USF students a fee for any A&S funded event or supplies purchased with A&S fees*****

External Bank Accounts

The TCOP requires student organizations that establish external bank accounts to use the following mailing address and phone number,

*12901 Bruce B. Downs Blvd. MDC030
Tampa, Florida 33620
(813) 974-6984*

Also, organizations must require both the President and the Treasurer to sign the checks which require the checks to have two signature lines. Advisors are not allowed to have signatory authority on external bank accounts.

Organizations are not allowed to have debit cards associated with these accounts.

Procedures

USF TCOP Events Scheduling Procedure

As scheduling and publicizing events at the Taneja College of Pharmacy have continued to evolve, the College wants to support organizations completing all necessary tasks in scheduling an event. To encourage this before an event, a representative of a student organization must complete a Student Organization Event Registration via the following link at least one week prior to the event: https://usf.az1.qualtrics.com/jfe/form/SV_9LDzNuYsDvPBpLT. If any alterations have been made to the event, the president of the organization must notify the Director of Student Services and submit an email to copslc@health.usf.edu as soon as the organization is aware of the change.

If there are any substantial changes (e.g. attendance of a political official, alcohol being served, etc.), students must receive approval from Dr. Petrelli prior to the event occurring.

If an organization would like to reserve a room on campus (including outside areas) for a meeting or event, a representative of the organization may do so through 25Live. It is in students' best interest to reserve space at the beginning of each semester as the rooms get booked quickly.

USF TCOP Student Travel Procedure

Generally, student organizations are responsible for fundraising for their own travel. Students are expected to exhaust all avenues for funding prior to submitting a request for travel to TCOP (i.e. submit a proposal for a travel grant to the USF Student Government, etc). Cases in which the College is most likely to support travel include Patient Counseling and Clinical Competition winners, Legislative days, or other travel that support the best interest of the College. Students are permitted to submit a funding request for all other travel to include workshops, conferences, or events pertaining directly to the professional development of pharmacy students.

The College may assist students in offsetting some of the costs associated with travel for professional development, but as a rule, it will not cover the entire cost of the trip. It is in the best interest of students to plan for travel in advance and submit requests by September 30th of the fall semester and January 31st of the spring semester for full consideration. This will assist the Assistant Dean for Student Affairs (ADSA) with allocating the available budget equitably among all student requests. Requests for travel support received after September 30th or January 31st will be approved on a first-come, first-served basis as budget allows.

The approval and reimbursement process includes five steps:

1. Submit student travel request form to OSA
2. Receive approval for funding from ADSA
3. OSA submits travel request to University
4. Receive notification of FINAL approval from OSA to travel
5. Submit receipts for reimbursement

1. Students must submit the “Student Travel Request Form” (Appendix A) to the Office of Student Affairs (OSA) at a minimum of 4 weeks prior to the registration deadline or first date of travel (whichever comes first) depending on whether or not students are requesting financial support for registration fees. Students must indicate:
 - the name and purpose of the event,
 - the location of the event,
 - the dates of the event,
 - the dates of travel,
 - the date of the registration deadline
 - any affiliation with professional and/or student organizations,
 - additional students who may be traveling (whether sponsored by the College or not),
 - which students are expected to share accommodation costs, and under which student the room will be registered
 - any other sponsorship received,
 - whether or not students have been certified to travel through USF
 - Proof of registration for the event unless the student/s request registration. In some cases, the registration fee may be reimbursed.
2. The ADSA will review the request and consult the budget and/or other members of the administration and provide a response, whether approved or denied, within 5 business days. Upon approval, students will be responsible for working with the Director of Student Services and Administrative Specialist of the OSA to ensure the following:
3. OSA submits travel request to University
4. Receive email notification of FINAL approval from OSA to travel.
5. Upon return, if reimbursement is being requested,
 - Receipts are required for reimbursement. Submit receipts to the OSA within 5 business days of return from travel. An expense report will be created and the student must sign the report before it will be submitted.

General Travel Rules

- Fully approved travel authorization must be in place before incurring any trip-related expenses (this includes registration fees, flights, hotel reservations, etc.)
- All mileage and airfare is to be calculated from the USF Campus and not from other locations such as a student’s home.
- Any trip within the state of Florida will require driving unless a flight is more cost-effective.
- Flights selected must be the most economical option while allowing full attendance at the event.
- Per Diem rates for meals are \$36 per day broken down into \$6 for breakfast, \$11 for lunch, and \$19 for dinner. Should a conference provide one of the three meals per day that meal will be deducted from the day’s per diem.

- Per Diem is only provided for conferences that require an overnight stay.
- Lodging may never exceed \$200 per night.
- Return to campus is expected on the same date that the event concludes. Exceptions for overnight stays are permitted should it not be possible to arrive home before midnight.
- When the conference hotel is more expensive than a less expensive option within one mile of the conference hotel, the less expensive hotel should always be chosen.
- Valet parking or room service is not an allowable expense.
- Upon checkout, settle all incidentals separate from state funds and request a hotel invoice that only includes room, tax, and possibly parking.
- Airline seat fees (if necessary), tolls, baggage fees, and Wi-Fi usage, all require receipts
- Wi-Fi usage is only an allowable expenditure if it is a direct necessity for the trip.

USF TCOP On-Campus Events with Alcohol Procedure

Non-undergraduate Student Sponsored Events: Organizers of non-undergraduate student-sponsored events such as graduate, professional, faculty, staff, USF-related groups and organizations (e.g. Alumni Association), and non-USF groups) should request approval for the event from the appropriate Vice President, USF Official, or Dean. Appropriate USF police representative must be notified of all approved events.

Alcoholic beverages may not be consumed or served during USF Intramural Sports contests or Intercollegiate Athletic contests taking place on USF premises unless (1) the University has granted the authority to the Direct Support Organization (DSO) to host such events and the DSO has authorized the event or (2) in conjunction with a specific fundraising or alumni relations event that has been approved as outlined in (C.) above and the alcoholic beverage service is served in a specified controlled location and provided by an outside entity that is appropriately licensed and insured.

If TCOP Student Organization wants to request having alcohol at an on-campus event,

1. TCOP Student Organizations may request the opportunity to serve alcohol at an on-campus event. To do so, one must complete this form, have it signed by the TCOP Associate Dean of Student Affairs, and follow the remainder of the instructions on the [form](#).
2. All campus, local, state, and federal laws apply. No one under the age of 21 may consume alcohol at a USF Health event.
3. Only wine, beer, or similar bottled beverages may be served. Liquor of any kind is prohibited.
4. The faculty advisor must be in attendance. If the faculty advisor is unable to attend, contact the Director of Student Services to identify an appropriate substitute.

5. There is a two (2) drink limit for each individual (ticket system or something similar). The RSO is responsible for determining how the drink limit will be enforced.
6. If the event is catered, a server must be present to serve alcohol.
7. If it's not catered, the organization may use its own funds (not A&S) to purchase alcohol.
8. Food must be provided at the event.
9. The organization must also offer non-alcoholic beverages.
10. The Acknowledgement Form must be signed by the President of the RSO and the faculty advisor.
11. At least three weeks (fifteen business days) before the date of the event, the USF Health Events Serving Alcohol form (Appendix B) and the signed Acknowledgement form (Appendix C) must be submitted to the Associate Dean of Student Affairs.
12. The form will be forwarded to the Dean for approval.
13. With the Dean's approval, the form will be forwarded to R.B. Friedlander for final approval only for whether students have adhered to alcohol policy. The final approval for the event itself is required by the ADSA and Dean of the College.

The organization will be notified of the final decision for alcohol approval once received by the OSA from Ms. R.B. Friedlander.

USF TCOP Off-Campus Events with Alcohol

At times, student organizations may elect to host events off-campus where alcohol is available. In those situations, student organizations are encouraged to use best judgment in mimicking what they would expect to see as a professional. For example, if the event requires payment to attend, attendees may be offered two drink tickets for an evening.

Student Organization Mailboxes

Mailboxes for all recognized student organizations are located in the Taneja College of Pharmacy area within the WELL. Each organization will be responsible for checking their mailbox on a bi-weekly basis. All checkbooks, checks, or other sensitive documents will be kept in a secure location with the Director of Student Services and the organization will be notified when such items are received.

Annual Student Leadership Retreat

Students serving in executive leadership positions in student organizations have a professional obligation to grow in leadership as they serve the student body by attending the annual student leadership retreat. As stated in the TCOP Student Handbook, students are required to be available for mandatory meetings. In the event of sudden illness, family emergency or other need for absence with short notice, the Director of Student Services (DSS) must be notified by telephone and email, followed by on-line submission of the Absence Report Form to the OSA. If the DSS is unavailable, the student should contact the OSA, and the DSS will be notified. The student must submit the Absence Report Form, along with all supporting documentation, which describes the nature of the emergency and anticipated return to campus to the OSA. All supporting documentation must be submitted at the time of the absence request form for full consideration. Incomplete documentation may result in denial of the request for an excused absence. Absences will not be excused for employment, vacation or any planned event. The DSS will be required to respond within 2 business days of receipt of the request.

If the student has an emergency and is approved for an excused absence, the student will be responsible for completing the Student Leadership Retreat Assignment. The student will be provided with the material which includes topics covered during the retreat. The student will be required to complete a reflection assignment synthesizing the material. The student is responsible for contacting the Director of Student Services (DSS) to obtain details of the assignment.

Should the absence not be excused, the student is expected to attend both days of the retreat. If the student does not attend both days of the retreat, he/she/they will be required to either step down from their leadership role for the spring semester or be placed on Professional Probation and complete the Student Leadership Retreat Assignment.

Annual Reporting

All RSOs are required to submit an Annual Report to the Director of Student Services (DSS) each year. This is a group effort that requires each leader to provide information and documents as requested. The blank template will be uploaded to the organization's SharePoint site by the end of the academic year. The completed report is due on June 1st. To ensure continuity of service and activities, new officers transitioning into leadership roles are required to become familiar with the history of the organization by reviewing the previous annual reports.

Box/Google Drive/Dropbox

Box, Google Drive, or Dropbox must be utilized to maintain secure records and historical documents of all RSOs. The executive leadership of each organization will have access to add, delete, edit and manage the functions within one of these areas

site. Each year after elections, the new President will provide the DSS with a copy of the election results and a date on which the new officers will take office.

Branding and Use of USF, TCOP, and USF Health Logos

Any student organization that wishes to use an existing design, or create their own design that incorporates the USF, USF Health, or TCOP names or logos for use on merchandise such as t-shirts, mugs, etc, must get approval from Monica Matos, mmatos@health.usf.edu, with the USF Health Marketing and Communications department. If you want to the USF Taneja College of Pharmacy seal or it's likeness, it needs to be approved by Dean Sneed.

In general, you can place the USF Health logo on the sleeve, back or chest area but they ask that the USF Health logo is not shingled against any art elements on the T-shirt. In other words, separate it from any fun design elements on the T-shirts.

Guests Visiting Campus

We encourage student organizations to invite guest speakers to campus to discuss issues relevant to their organization. In these cases, we want to ensure that students, faculty, staff, and administration make a positive impact on these individuals. Therefore, it is imperative administration receive advanced notice of times that special guests will be on campus, so as a community we can intentionally share some of the great things we do at USF TCOP in an effort build and strengthen relationships for the benefit of current and future students of USF TCOP, USF Health and the University of South Florida.

Public officials:

RSOs and SIGs inviting public officials to campus are required to receive approval from the Associate Dean of Student Affairs at least 60 days prior to the event. An email requesting approval should be sent to the ADSA with the following: the public official's name, position, contact information, as well as details of the event including date, time, location and organization extending the invitation. Students are not permitted to advertise for the events prior to approval being given by the Office of Student Affairs.

Any communication that is sent out to advertise the event must state that this is not a political event and there should be no mention of party affiliation.

Corporate VIPs:

To ensure representation from administration can be present to support the event, RSOs and SIGs inviting corporate VIP's to campus are required to notify the Director of Student Services (DSS) at least 60 days prior to the event with the person's name, position and contact information.

Controversial speakers/topics:

As a community, we are often faced with controversial topics. It is important to discuss these topics to understand the facts, dispel myths, and appreciate an array of perspectives. In doing so, we always want to protect all members of our community and our guests. To ensure risk management strategies can be implemented, RSOs and SIGs inviting controversial speakers or individuals who will be discussing controversial topics on campus are required to notify the Director of Student Services (DSS) and the Assistant Dean of Student Affairs (ADSA) at least 30 days prior to the event with the person's name, position, and contact information.

Organizations are only permitted to advertise events after informing the administration in a timely fashion.

Donation Box(es)

On occasion, student organizations collect materials for donations for no. In the event that students want to place a donation box(es) around campus, they must receive permission to do so prior to displaying the box.

Dissolution of Organization

In the event that an RSO wishes to dissolve, the president and the advisor of the organization are required to meet with the DSS. Following this meeting, should it be agreed upon that the organization will move forward with the dissolution request, the president will complete and submit a Dissolution Form (Appendix D) to the DSS. This form is then presented to the Executive Council for approval. DSS and ADSA will determine how any remaining funds and assets are handled.

Criteria to Remain Recognized USF TCOP Student Organization

To remain a USF Taneja College of Pharmacy Recognized Student Organization (RSO), every RSO is required to submit to the DSS and the Student Leadership Council (SLC) president the following documents no later than May 30th:

- Annual Report
- Request for Renewal to Remain a USF TCOP Recognized Student Organization (Appendix E).
 - The very first time the request is submitted, the organization must submit an assessment of minimum membership needed to exist. This membership number will be required to be met every subsequent year to remain a student organization. Students may also submit a request for membership numbers to be changed along with the rationale.
 - The required amount of money to be met through fundraisers based on the budget.

- Must be signed by the faculty advisor
- Budget for the following year based on the amount needed to meet the financial obligations required to sustain the organization.

The SLC president will review the documentation to ensure the organization has sufficient resources to be sustained. Additionally, the following minimum criteria must be met.

	Minimum	Recommendation	Exemplar
Meetings (Per semester)	2	4	6
PDU's (Per semester) :	1	2	4

RSO's which fail to meet minimum standards will be placed on probation and will be granted one semester to bring organization into compliance. Notification will be sent via email to the president of the RSO, DSS, faculty advisor of the RSO and Executive Council.

RSO's unable to meet minimum standards after the probation period will be required to step down to a Special Interest Group. Notification will be sent via email to the president of the RSO, DSS, faculty advisor of the RSO and Executive Council.

Inclusion of Faculty Advisor(s)

Faculty advisors for student organizations incur a certain level of liability regarding the activities of the organization.

Students are responsible for involving faculty advisors at all levels of the organization:

- Faculty advisors must be consulted in advance of every executive officer or general body meeting to determine availability for attendance
- Students are required to seek agenda items from the faculty advisor in advance of any executive officer or general body meeting
- Students are required to send an agenda to the faculty advisor prior to any executive officer or general body meeting
- The student must provide a copy of detailed meeting minutes within 48 hours following any executive officer or general body meeting
- All activities and events must be approved by the faculty advisor prior to planning the event or activity.

Faculty advisors are responsible for the following:

- Knowing and interpreting policies and procedures related to student organization activities
- Awareness of all student organization activities and events
- Guiding the activities of the student organization and assessing risk management

- Attendance for at least an hour at any event that occurs during non-business hours and/or occurs off-campus
- Keeping the administration informed of relevant information as necessary

Faculty Advisor(s) Training

As previously stated, faculty members in becoming faculty advisors for student organizations incur a certain level of liability regarding the activities of the organization. To best support students, they must participate in annual on-going training which will occur at least once per year and will be offered by TCOP Student Affairs.

In the event that a faculty member determines that he/she/they are no longer either temporarily or permanently able to support a student organization, he/she/they are responsible for working with his/her/their respective chair and the DSS to create an exit and transition strategy.

Violations of the Student Organization Handbooks

In addition to students be held responsible to the USF Taneja College of Pharmacy Student Handbook and the USF Student Handbook, Student organizations are responsible for adhering to the procedures as outlined in the Taneja College of Pharmacy Student Organization Handbook. They are likewise responsible for following policies and procedures as outlined in the USF Student Organization Handbook and those indicated on Bullsync (<https://orgsync.com/86284/files/567891>).

Student organizations who commit violations of the TCOP Student Organization Handbook may be required to meet with the Director of Student Services or the Associate Dean of Student Affairs to discuss allegations, determine responsibility and/or potential sanctions. If violations are egregious (and include violating either of the student organization handbooks as well as student handbooks), student organizations may be required to process through the procedures as individual student violations in addition to those of the student organization.

If responsibility is determined, the student organization may earn a warning, assigned educational and professional learning and development, suspension of some or all activities, suspension of the organization, or dismissal of the organization.

Appendices



Appendix A: USF Student Events Management

I. PURPOSE & INTENT:

Student events occurring at the University of South Florida (“USF”) are opportunities that serve the mission of the University by enriching a global curriculum, supporting research & innovation, partnering with community collaborators, providing entertainment, and adding to the financial base of the University. USF is obligated to manage risk associated with an event and ensure that the University has the ability to deliver a learning environment.

II. STATEMENT OF POLICY:

All student events using space on USF properties are subject to review by the appropriate USF Institutions Student Affairs Office. This review is coordinated to ensure that all USF/USF Regulations and Policies are followed by the event sponsor(s) and is initiated based on the event logistics details and risk profile of the event. Departmental procedures and best practices will also be considered in event management and advising. Other University entities may be consulted based on the specifics of the event in question.

The University reserves the right to request alterations and/or elimination of any element of an event, especially if it is determined that the event may present significant health/safety risks or liabilities. Additionally, each USF Institution has the right to deny access to their campus space or relocate an event if the event being planned is deemed inappropriate for the requested space. Student Organization Designees (“SODs”) are solely responsible for all costs resulting from their use of Tampa campus space.

USF Institutions may adopt and apply their own Student Events Management Policy. SODs must check with their individual host institutions and must apply USF/USF Regulations and Policies in conjunction and consistent with the specific characteristics and guidelines applicable.

III. APPLICABILITY & AUTHORITY:

Events sponsored by a student or student organizations are governed by this Policy or the Institution specific policy. External groups not sponsored by a student or student organization may be required to follow additional process steps outlined in [USF Policy 6-028: Events, Signage and Space Management](#).

IV. DEFINITIONS OF TERMS:

A. Student organization: A student group officially recognized by USF (Please see [USF 6.017: Student Organizations](#)).

B. Student Organization Designee (“SOD”): The person designated by the student organization to coordinate and plan the student organization event.

C. University entity: Entities that are officially recognized by the USF through registration, agreement or designation.

D. Non-University entity: Entities that are independent or not officially recognized by the University.

E. Departments: Offices or specific administrative departments with direct budgetary support or specific recognition by the University as an official USF Department or group.

F. Affiliated groups: Entities that have a written contracting relationship with the University that defines the official relationship.

G. Student Sponsored: To be considered Student Sponsored, an event, person or group (“group”) must be invited on to campus by a student organization. The Student Organization and group must mutually understand that members of the Student Organization will be actively involved, present at all times and will be responsible for related actions and financial obligations.

H. Fronting: The unauthorized use of space by a student organization, which includes permitting an outside organization to use University space without approval, student organization sponsorship and participation.

V. PROCESS STEPS/SPECIFIC PROVISIONS:

A. Approval Application: Student Organization Designees (“SODs”) seeking approval for events using University space must complete the following steps:

1. All SODs need to submit an application to the appropriate USF Office:

a) If the space requested is at the Marshall Student Center (MSC) applicants must contact the MSC Administrative Office (MSC 4100 #813-974-5002) and follow 3 Established procedures for reserving space inside or immediately outside of the MSC. These procedures can be found at <http://www.msc.usf.edu/VirtualEMS/>.

b) If the space requested is outside the control of the MSC, the SOD needs to contact the appropriate Facilities Director/Manager

B. Responsibilities of SODs: The SOD is in charge of the following basic responsibilities:

- Making all reservations and coordinating set-up
- Paying all bills
- Serving as the primary event coordinator prior to, during, and following the event.
- Ensuring the purpose of the event is primarily to serve the particular event sponsor that has made the reservation and/or the legitimate patrons of the organization.
- Attending for the duration of the reservation.
- Preventing any fronting, as SODs may lose all future reservation privileges in the event it is determined that the event fronted is for an off-campus entity. SODs found in non-compliance will also be assessed the full external fee rate.

C. Advisor/Faculty Presence: If deemed necessary by University personnel, the student sponsoring group(s) may be required to have an advisor and/or faculty/staff representative present at the event to ensure adherence to University Policies.

D. Environmental Health & Safety (EHS) Review: At the discretion of the Facilities Director, a review by the Director of EHS may be required and requested.

E. Marshall Student Center Events: Events occurring in the Marshall Student Center (MSC) or immediately outside of the MSC are subject to review by the Director of the Marshall Student Center or their designee. The MSC has established submission dates and usage practices and Policies for space requests. Please contact the MSC to secure current information (MSC 4100 #813-974-5002). University personnel may be included in review of student organization sponsored events. Appeals of decisions regarding the MSC can be made to the Director of the Marshall Student Center.

F. Amplification of Sound: No amplification of sound is permitted except as follows:

1. Any amplification must be at an acceptable distance from academic or administrative buildings as determined by the approving entity.

G. Guest(s) Policy:

1. All USF/USF Policies are applicable to visitors and guests. Each individual is liable for all of his/her actions at all times regardless of his/her mental or physical state. Additionally, each person or organized group sponsoring an event at the Tampa campus is responsible for the behavior of their guest(s).

2. Non-USF guests who wish to attend an event sponsored by a student group or person (except for ticketed events, lectures, sporting events, or movies) may be required to be accompanied by a USF representative (student, faculty or staff member) with a valid USF identification card. Non-USF guests must show a valid driver's license or another form of picture ID upon request. Adequate procedures for enforcing this Policy should be in place for the duration of the event. When the guest policy is in effect, each USF student with a valid ID may be accompanied by only one (1) guest to the event. Guests may be required to be registered for some events.

VI. SIGNAGE & SPACE MANAGEMENT:

For Signage, Space Management and Non-Student Sponsored Events, refer to **USF Policy 6-028: Events, Signage and Space Management**.

Appendix B USF TCOP Student Travel Request for Funding

University of South Florida – College of Pharmacy *Student Travel – Request for Funding*

Please complete this form above the bold line and submit to Office of Student Affairs with appropriate documentation attached. Please note that student organizations are responsible for fundraising for their own travel funds. Students are expected to exhaust all avenues for funding prior to submitting request for travel to COP (i.e. submit a proposal to USF Student Government, etc). Generally, the College will only support travel related to Patient Counseling and Clinical Competition winners and Legislative days. This form must be completed one month prior to date of travel for consideration of funding.

Please check the appropriate box below:

- Professional Conference as a member of a student organization Other travel, please explain _____
 Professional Conference as an individual

Date Form Submitted: _____
Name/s of Students requesting funds: _____
Purpose for Travel: _____
Dates of Meeting/Conference: _____ Dates of Requested Travel: _____
Date of Registration Deadline: _____ Overall estimated Cost of Travel: _____
Cost per person: Registration _____ Flight _____ Mileage _____ Car Rental _____ Meals _____ Parking _____
<input type="checkbox"/> I/we have been certified through USF system to travel. If not, list names needing certification and respective U-Numbers _____
Class/Exam Missed: _____
Please list all avenues attempted to secure funding (i.e., fundraising, USF Student Government travel grant, etc) _____ _____
<input type="checkbox"/> I/we have read the Student Travel Policy this request is being submitted at least 4 weeks prior to date of travel.
All documentation to be attached to include requested flights, maps for mileage, hotel rates, conference program

Students: Do not write below this line

Date form received _____ Name of Reviewing Official: _____
 Travel approved – Specify for whom and what amount _____
 Travel not approved
 Comments: _____
 Signature of Official: _____
 Date of Completion of Form and Return to Student: _____

Appendix C: USF TCOP Events Serving Alcohol Approval Form

USF HEALTH - EVENTS SERVING ALCOHOL - APPROVAL FORM		2/11
<p>**Attach this approved form to the vendor invoice that alcohol beverages are included in the total cost. Failure to attach this form may delay timely payment to the vendor.</p>		
EVENT NAME:	<input style="width: 100%;" type="text"/>	
EVENT DAY & DATE:	<input style="width: 100%;" type="text"/>	
TIME EVENT BEGINS/ENDS:	<input style="width: 100%;" type="text"/>	
EVENT LOCATION:	<input style="width: 100%;" type="text"/>	
SPONSORING DEPARTMENT:	<input style="width: 100%;" type="text"/>	
ORGANIZATION PAYING FOR THE EVENT (ex: USF, UMSA):	<input style="width: 100%;" type="text"/>	
BENEFIT TO USF HEALTH:	<input style="width: 100%;" type="text"/>	
OTHER COMMENTS:	<input style="width: 100%;" type="text"/>	
<p style="color: red; font-size: small;">By my signature, I acknowledge that proper identification must be presented by participants of the event to consume alcoholic beverages at the event. No guest(s) under the age of 21 will be served alcoholic beverages. I also acknowledge that the organized group within the USF System is responsible for the behavior of its members and guests whenever sponsoring an event (USF Alcohol Policy , Section III).</p>		
DEPT DIRECTOR/CHAIRMAN SIGNATURE: DEPT DIRECTOR/CHAIRMAN NAME (PRINT): DEPARTMENT NAME: CONTACT PHONE NUMBER OR EMAIL: RETURN THIS FORM TO THE ATTENTION OF:	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	DATE <input style="width: 100%; height: 20px;" type="text"/> EMAIL OR FAX #: <input style="width: 100%; height: 20px;" type="text"/>
<p>Instructions for form submission - Attention of Cheryl Lesko Email: clesko@health.usf.edu Fax: 813-974-3886 Interoffice mail: MDC 02</p>		
<p>For completion by Ms. Roberta Burford:</p>		
	Circle one: APPROVE DISAPPROVE	
REASON FOR DISAPPROVAL:	<input style="width: 100%;" type="text"/>	
OTHER COMMENTS:	<input style="width: 100%;" type="text"/>	
SIGNATURE:	<input style="width: 100%;" type="text"/>	
DATE:	<input style="width: 100%;" type="text"/>	

Appendix D: On-Campus Events with Alcohol Acknowledgement Page

Appendix C & D must be submitted together

USF Taneja College of Pharmacy

On-Campus Events with Alcohol Acknowledgement Page

1. All campus, local, state, and federal laws apply. No one under the age of 21 may consume alcohol at a USF Health event.
2. Only wine, beer, or similar bottled beverages may be served. Liquor of any kind is prohibited.
3. The faculty advisor must be in attendance. If the faculty advisor is unable to attend, contact the Director of Student Services to identify an appropriate substitute.
4. There is a two (2) drink limit for each individual (ticket system or something similar). The RSO is responsible for determining how the drink limit will be enforced.
5. If the event is catered, a server must be present to serve alcohol.
6. If it's not catered, the organization may use their own funds (not A&S) to purchase alcohol.
7. Food must be provided at the event.
8. The organization must also offer non-alcoholic beverages.
9. The Acknowledgement Form (Appendix C) must be signed by the President of the RSO and the faculty advisor.
10. At least three weeks (fifteen business days) before the date of the event, the USF Health Events Serving Alcohol form (Appendix B) and the signed Acknowledgement form (Appendix C) must be submitted to the Associate Dean of Student Affairs.
11. The form will be forwarded to the Dean for approval.
12. With the Dean's approval, the form will be forwarded to Cheryl Lesko.
13. The organization will be notified of the final decision once received by the OSA.

I acknowledge that I understand the guidelines listed above and my signature indicates agreement to adhere to these rules during the course of the organization's event.

President

Faculty Advisor

Date

Appendix E: USF TCOP Dissolution of Organization

**USF TCOP
Dissolution of Organization**

In the event of the dissolution of a student organization, this form is to be completed and submitted to the Executive Council for approval:

By signing this form, you hereby acknowledge that this organization has voluntarily dissolved and that proper voting procedures have been conducted within the organization to solidify this decision.

Organization Name: _____

E- Board Members: _____

Advisor: _____

Reason for dissolution: _____

Report of remaining funds and assets: _____

Request to dissolve this organization has been approved by Executive Council:

Representative of Executive Council

Appendix F: USF TCOP Request for Renewal to Remain a Recognized Student Organization

Name of Organization: _____

Advisor: _____

E-Board: (Please list all e-board positions)

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

For the previous academic year, please indicate:

Number of members - ____

Number of meetings held - ____

Number of events held - ____

Number of fundraisers and funds raised from each event - ____

Number of PUSs held - ____

For the upcoming academic year, please indicate:

- Number of members required in order for organization to exist ____
- Required amount of money to be met through fundraisers based on the budget. ____
- Estimated number of PDUs to be held ____

Please attached budget from previous year

Current account balance:

By signing this form, I acknowledge that I have read the TCOP Student Organization Handbook and the Student Organization named above will abide by the policies set forth.

Incoming Organization President (In the event e-board is elected in the fall, the current president may sign)