

Club & Org FAQs

1. What is club/org tabling?

- Tabling is when a club/org sets up a table to share information, recruit members, or promote events. It's a great way to engage with students and spread awareness about your club/org.
- To reserve a tabling space, fill out the MLC event request form.
- There is a \$10 fee if you plan to sell or fundraise at the table.

2. Can I bring weapons to campus if they relate to my club/org's mission/activities?

- The possession of weapons on campus is prohibited by Policy 14-i of the Regents of the University of Colorado, except when prior written approval of the campus' Chief of Police has been obtained. Weapons include, but are not limited to:
 - Simulated knives or other blades (swords, sabers, etc.)
 - Striking devices (clubs, canes, nunchakus)
 - Simulated firearms (i.e., airsoft or paintball guns)
- If you have specific questions, you can contact the UCCS Police at police@uccs.edu.

3. How do I use my Club Cash?

- Please see the "Club & Org Funding" document.

4. Can we get a stole or cord for my club/org?

Yes, you can!

- There is no form or application to obtain a stole or cord for your club/org.
- You are *not*, however, allowed to use the official UCCS logo or font on the stole.
- If you are part of a nationally affiliated organization (for example, an honor society), check with that organization first to see if they have ones already available, or if they have any specific guidelines.

5. How can we check out Student Life equipment or supplies?

- You can fill out the MLC form "Student Life and Leadership Equipment Check Out".
 - Some of the items we offer include:

- Banana boards/ A-frames / Sandwich Boards
 - Bocce ball
 - Cash box and receipt book
 - Spike ball
 - Cornhole boards/ bags
 - Giant connect 4
 - Can jam
 - Giant Jenga
 - Ladder ball
 - Plinko board
 - Horseshoes
 - Prize wheel
- If there are other items you would like to check out, email Student Life & Leadership to see if we have them available.
 - In the form you will fill out the date/time for pick up and return
 - Clubs/orgs are allowed to check out banana boards for 2 weeks at a time.
 - You will then come to the Student Life & Leadership Lounge to pick up your items and sign them out
 - Please be sure to sign them back in upon returning.
 - Fill out the form at least 7 days before your requested pick up.

6. Can a club/org host off-campus events?

Yes! Club/org events do *not* have to occur on campus.

- You can host events at a local restaurant, a park, your faith's place of worship, a community center, etc.
- We just ask that even if the event is off campus, **please put it in MLC!**

7. Where can clubs/orgs store their items?

- Unfortunately, because of the number of clubs/orgs, Student Life & Leadership does not have the capability to store items.
- If you are an academic or department-based club/org, check with your department to see if they can store items.
- Otherwise, clubs/orgs must decide how to store them.

8. Is there a way to message all of campus?

No, but you can message anyone that is listed in your MLC roster.

- On your club/org's roster page on MLC, there is the "messaging" button.

9. How do we add people to our club/org roster?

- On your organization's MLC page, there is a tab labeled "roster".
- In the top right corner, there is an "invite people" button, simply enter their email address to add them.

10. How do we get new members for our club/org?

Once you register your club/org, you can use many different methods of recruitment. Some of these include:

- Word of mouth
- Club/Org tabling (see section above)
- Creating a social media presence (see "Club & Org Social Media" document)
- Posting flyers around campus (see "Club & Org Advertising" document)
- Attending Student Life & Leadership club and org events
 - Field Day, Fall Fair, Light the Spine, Spring Fair, ROAR Days, etc.
- If you are an academic-based club/org, connect with your department

11. How can a club/org receive mail to UCCS?

Have the mail addressed to:

(Club/Org name)
1420 Austin Bluffs Pkwy
UC104F
Colorado Springs, CO 80918

Student Life will then reach out to pick up your mail.

12. Are we allowed to bring our own food to campus (i.e., potlucks or bake sales)?

- Short answer: no.
- Long answer: there are some food items that are allowed, but most are not.
 - You are not allowed to bring: Bake sale items, or Potlucks
 - You are allowed to bring: Individually pre-packaged items (chips, candy, drinks)

13. When do we need to fill out a waiver and how can we get one set up?

- Whenever your club/org is doing a “risk-prone” event, a waiver needs to be completed by each club/org member attending. Examples (from real past events) include, but are not limited to:
 - Motorcycle Club doing a weekend ride
 - Airsoft Club going to a competition
 - Ninja Warrior Club going to a warrior park
 - Black Student Union going to Freedom Acres Ranch
- To have a digital waiver created for your trip, please reach out to Student Life & Leadership and we can send you a link.

14. Can a club/org partner with SGA for an event?

- There are two ways for a club/org to partner with SGA:
 - **Monetarily**
 - To have an event sponsored monetarily by SGA, a club/org needs to partner with a Senator to propose a bill to the Senate.
 - This happens very infrequently.
 - **Support**
 - To have an event sponsored by SGA through support and marketing, a club needs to partner with a Senator to present your event idea at Senate, then SGA will allow you to put the SGA logo on the flyers and can table at your event.

15. Can we buy alcohol at an event with SGA funding?

- No, you cannot purchase alcohol with SGA funding.
- However, if you are of age, you can purchase alcohol on a separate/personal tab. Please keep in mind that the Student Code of Conduct is to be followed even if you are not on campus