

UAF STUDENT ORGANIZATION MISSION

The mission of UAF Student Organization is to provide opportunities for students to pursue their personal, professional and academic goals in student-led organizations. Student Organization enhance students educational experience, help them explore new ideas, learn leadership and organizational skills, and serve the community.

DEFINITIONS

Advisor is a UAF Staff or Faculty member who has agreed to share in the responsibility of the club activities, lend guidance, and communicate with the SLI Office.

Authorized Adults are individuals, whether full-time, part-time, paid or unpaid, who in their official capacity interact with, supervise, chaperone, act as a caregiver for or oversee and have responsibility for Minors in program activities, events, recreational activities and residential facilities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, temporary employees, and independent contractors and consultants. Authorized Adult status does not apply to UA individuals at public events where there is a reasonable expectation of parental supervision.

Campus Club is an organization whose membership is a combination of students and faculty, staff, alumni, and/or local community.

Club as used in this handbook, means both Campus Clubs and Student Clubs.

Custodial Cards (Pro-Cards) are credit cards available for use to clubs for making quick allowable purchases. The University of Alaska has entered into an agreement with JP Morgan Chase (Bank) to provide employees with purchasing cards. Custodial cards are under the name of the Fiscal Officer of the Wood Center, but any club that utilizes the cards are held to the same rules and regulations. Abuse of the ProCard will result in revocation card usage privileges and appropriate disciplinary action, which may include: garnishment of wages; withholding of grades; termination; expulsion; and criminal prosecution.

Honor Society is an organization for which membership is contingent upon established scholastic performance and may require a particular major; an honor society may have a national or international affiliation.

Minor is a person under the age of 18 years. This definition excludes individuals with emancipation status (16 years of age and older) and individuals that are legally married.

Officer is a UAF student who holds a position in the organization such as President, Vice President or Treasurer. Officer positions can take different titles. Officers are responsible for attending Officer training and are the point of contact for SLI. Officers must be a UAF student taking a minimum of 3 credits.

Registered Student Organization is an organization that has complied with the conditions set out to be a registered club and can receive the benefits of being such.

Student Club is an organization whose membership is solely students with common goals and objectives.

UNDERSTANDING TITLE IX & YOUR ORGANIZATION

UAF is a safe, welcoming & inclusive campus and *WILL* enforce that through our nondiscrimination Policy and Regulations. All club constitutions must include the UAF nondiscrimination policy:

Membership selection is open to everyone without regard to race, creed, color, religion, national origin, sex, sexual orientation, gender, age, disability, status as a Vietnam era or disabled veteran, marital status, changes in marital status, pregnancy or parenthood pursuant to applicable state and federal laws.

The university will not permit nor tolerate sex or gender-based discrimination which creates an intimidating, hostile, or offensive working or learning environment. This applies to students, employees or community members on our campus or at university sanctioned events. For more information or to file a report, go to: <http://www.uaf.edu/titleix/>

STUDENT ORGANIZATION RECOGNITION PROCESS

Student organizations must register with the university through the Student Leadership & Involvement Office (SLI) in order to access the following:

- May apply for student government funding
- \$75 for Wood Center graphics use per semester
- Priority over community or non-registered student organizations to university services and facilities
- May use the UAF logo and name in connection with their activities and publications in accordance with University Relations policy (see UAF logo use policy)
- University advisors regarding club management and operation
- Custodial Cards (Pro-Cards)
- Card readers to be used with Polar Express cards and Nanook Engage

When registering a student organization, you must provide the following as part of your application:

- Name of organization
- Constitution and bylaws
- Mission and vision statement
- Budget breakdown
- Membership criteria (if an honor society)
- Officers (must be UAF students) and advisor (must be UAF faculty or staff) with current contact information
- Account Signers Form

Student Organizations that are registered at UAF must agree in writing at the time of registration:

- Student Organizations assume sole responsibility for their debts and contracts
- Will only have a university account and will use it appropriately for financial transactions, NO PERSONAL BANK ACCOUNTS may be used for club/org transactions
- Will follow Account Signers Form policies
- Will obtain an official advisor who must be a UAF staff or faculty member
- Will not engage in illegal acts or forms discrimination that is prohibited by Regents' Policy, with UAF's rules and procedures
- Members must follow all Student Code of Conduct policies
- Clubs must maintain an updated member roster on Nanook Engage

How to start a Student Organization:

1. Fill out the form under "Register New Organization" on Nanook Engage under the "Organizations" tab. [You must include a constitution](#) (which must include UAF's non-discrimination policy), mission and vision statement, and a budget breakdown.
2. Arrange to meet with the Student Involvement Coordinator to go over your club registration. Email meeting requests to uaf-sli@alaska.edu.
3. Attend Officer Training, which is hosted at the beginning of Fall and Spring semester.
4. If your club meets the requirements set out by the Board of Regents and the Student Leadership and Involvement Office, you're SET!

Applications submitted mid-semester will be considered and reviewed, **but will not be eligible for full recognition until the following semester.**

Student Organizations Re-Recognition:

Student Organization must re-recognize every year by the first week of October. Club who do not re-recognize will be ineligible for club benefits and will be unable to access their club account.

The requirements to re-registered as a Student Organization at UAF are:

1. Attend Officer Training
2. Complete/update your Nanook Engage. to include: constitution, officer and advisor information, meeting times and membership requirements and roster.
3. Updated Account Signers form required once per year.

Officer Trainings are held at the beginning of Fall and Spring semester. Only one club officer from each organization is required to attend one training, once per school year to maintain recognition club status. Officer Training signups will be available for organizations on Nanook Engage.

Nanook Engage is an online community platform for UAF that helps organizations create and manage events and meetings, connect with social media, improves information sharing, minimizes paper usage, builds and maintains an organization website, tracks co-curricular involvement, and connects and engages with the populations student organizations serve.

ADVISOR RESPONSIBILITIES & REQUIREMENTS

All student organizations are required to have an advisor who is a UAF staff or faculty member. It is the student organization's responsibility to keep the advisor informed of activities and changes within the organization. The advisor will be required to sign documents, including account signers forms, and is required to be listed on the organization's Nanook Engage.

SLI will provide advisors with assistance and training to advise clubs if requested. Advisor attendance may be required at events in some circumstances.

FINANCIAL POLICIES

All funds collected for a Student Organization must be deposited into the UAF club account.

Outside accounts (private bank accounts) are not permitted. Deposits can be made in the SLI Office.

UAF Student Organizations are given their own account number after being recognized for **three consecutive semesters**. Until then, all funds still need to be deposited with SLI where records will be kept of what clubs have deposited and what can be spent.

Rules and guidelines for Student Organization account use:

- Use of ProCards (University credit cards) is the standard method for spending organization funds. SLI will not issue cash for purchases. SLI will NOT reimburse students who spend personal funds on behalf of an organization.
- ProCards are available for check-out between 9am-4pm Monday through Friday. Clubs can reserve cards via phone call or in-person (not email).
- ProCards are due back within 24 hours of check-out with a receipt. There is a three strike rule for cards returned late or without receipts. After three infractions the person responsible for the violation will be removed from the account signer's form for the remainder of the semester.
- Student Organizations may NOT use ProCards for travel expenses (ex. Airline tickets, car rentals, hotels, conference registration).
- Student Organizations may NOT purchase drugs, alcohol, tobacco, or firearms.
- Student Organizations may NOT purchase gift cards in amounts exceeding \$25.
- Student Organizations may NOT purchase gift cards to establishments that sell drugs, alcohol, tobacco or firearms (ex. Fred Meyer).
- Student Organizations are responsible for keeping track of club funds. Over-spending of accounts is the responsibility of the organization and funds must be repaid by club members by the close of the semester during which they overspent.

Cash Bags for events:

Cash or change bags can be requested for club events. Clubs may request a cash bag through a form on Nanook Engage. Cash bags must be returned within 24 hours of event. A deposit form must accompany the bag when returned. Deposit forms are found on Nanook Engage.

Cash bags can be picked up at the Wood Center Front Desk during normal business hours.

Account longevity:

Funds are not available to clubs who do not re-recognize.

Funds will stay in club accounts for three years (six semesters) after a club has disbanded or has not re-recognized with the SLI Office. After three years the money is put into an account that funds current UAF Student Organizations.

Funding is the responsibility of the club. All accounts start at zero.

Violations of the above rules and regulations will require the funds in question to be repaid in full and revocation of ProCard use.

For questions concerning Student Organization account balances or activity, please contact the Wood Center fiscal technician.

Club Council:

Club Council is a committee under Associated Student of UAF (ASUAF) that awards money to Student Organizations on an application basis.

ASUAF Club Council

Communication-Collaboration-Community

What are our duties?

- Determine how funds in the “Club Grants and Projects” item of the ASUAF Budget are utilized, subject to the approval of the ASUAF Senate.
- Adopt Resolutions expressing the will, decision, or sentiment of the committee or of the Recognized Clubs at UAF.
- Discuss, organize, and facilitate club activities and events.

What are our goals?

- Educate Clubs on ASUAF and its relationship with on campus clubs
- Look to inspire joint fundraising opportunities between clubs
- Increase communications between clubs and provide a forum for discussion on relevant issues
- Coordinate events and activities with ASUAF, SLI and the campus clubs
- Work to better the UAF community through lively and invested clubs

How do I get involved?

- If you're interested in representing your club and the Student Body on the ASUAF Club Council, contact the Student Body Vice President.
- Voting members of the council will be selected by representatives of each club.

ASUAF Travel Funding:

ASUAF provides travel funding on an application basis. Funds are available to individual students or groups, including Student Organizations.

TRAVEL POLICIES & PROCEDURES

It is the responsibility of the traveler to adhere to and follow University Regulation relating to travel. Per Board of Regents policy P05.02.060.A

“The university shall reimburse regents, employees, students and others for travel expenses incurred for authorized travel on behalf of the university in accordance with IRS requirements and University Regulation.”

Below details the travel procedures set forth by the Wood Center for students clubs:

Requesting Travel

1. TRAVEL REQUESTS MUST BE SUBMITTED FOR APPROVAL 3 WEEKS BEFORE ANTICIPATED TRAVEL.
2. Submit the “Student Club Travel Request” form, with all of the necessary information and signatures to the Wood Center travel coordinator.
3. Travel purchases CANNOT be made until travel is approved.
4. When you request travel, a travel authorization (TA) is created. This authorization looks at all of the details and estimated costs for the trip. When the TA is complete, it is submitted for approval.
5. TA creation and approvals can take several days to weeks
 - a. i. It is best to submit travel request as early as possible.
6. Approval can be withheld if all requested information is not provided.
7. Travel purchases CANNOT be made until travel is approved.
8. Submit the “Student Club Travel Request” Form with required back-up.
 - a. Provide all necessary screenshots and estimated costs.
 - b. If several students are traveling, designate one “Group Leader” and provide their physical mailing address.
 - c. If reimbursement will be made, it will go to the “Group Leader” who will then divide the reimbursement out to the other member(s), if necessary.

Travel Purchases

1. Once TA is fully approved, purchases for travel can occur.
2. You cannot pay for plane tickets on a custodial card.
3. You cannot pay for conference registration on a custodial card.
4. You cannot pay for a hotel on a custodial card.
5. You cannot take a custodial card with you when traveling.
6. You cannot make any travel related purchases on a custodial card.
7. Students can either pay for items on their own and be reimbursed OR work with the travel coordinator to make purchases on the coordinator’s procard (the latter being the recommended option).

8. All purchase receipts/reservation must be provided to the travel coordinator.

During Travel

1. Be sure to bring copies of any of your reservations with you.
2. Keep receipts of any expenses you hope to be reimbursed for to turn into travel coordinator after trip has occurred.
 - a. It is recommended, if possible, to keep all reimbursable costs to one person - makes the reimbursement process easier and quicker.
3. If any problems during travel, contact your travel coordinator.

After Travel

1. Check in with travel coordinator after returning from trip as soon as possible.
2. Turn in all desired receipts to be reimbursed for as soon as possible.
3. After all information is submitted to travel coordinator, they will create a travel expense report (TER), the "Group Leader," will have to sign this once it is completed.
 - a. May take several days to create TER after receipts turned in.
4. TER will then be turned in for review and approval.
5. Reimbursement can take anywhere from 2-5 weeks.

For questions concerning travel policies, procedures, and regulations you can visit <https://www.uaf.edu/finserv/finance-accounting/travel/> or contact Shelby Carlson.

Vehicle Rental

UAF has vehicles that may be rented for club use, however these rules need to be followed:

- Advisor Renting and Driving
 - Must have completed UAF drivers training
 - Must have a Category 1 or Category II form on file with you supervisor
- Student Renting and/or Driving
 - Activity must be UAF related
 - Must complete UAF drivers training
 - Must have a minimum of 3 years of driving experience
 - Must have a driving record check that shows a history of 5 years worth of driving
 - Must be 21 years of age
 - NO DUI or reckless driving on record
 - NO infractions in the last 3 years
 - Must complete a driving waiver form for UAF Risk to review and sign

- For additional information, including contacts please go to <http://www.uaf.edu/safety/risk-management/travel/>

Insurance

It is important to know what insurance will cover if you are in an accident or something happens during a club sponsored event.

Auto Insurance – UAF Driver at fault

- Personal vehicle use: your auto insurance covers any accident/claims
- UAF vehicle use:
 - the vehicle is covered under UA auto insurance
 - Club members in a UAF vehicles are not covered
 - Advisors (staff/faculty) are covered under Workers Comp
 - UAF risk suggests that students riding in UAF vehicles obtain student accident insurance which is second to your own health insurance
- General Liability (GL)
 - Covers claims involving bodily injuries and property damage
 - UA Student Clubs are not covered under UA GL Insurance
 - We are currently working with Statewide Risk to determine available insurance that clubs can purchase
 - Advisors (Faculty & Staff) for the clubs are covered under UA GL
- Accidents/Injuries
 - Students' health insurance is primary for accidents that occur during club activities
 - UA does offer accident insurance coverage for club events at http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/sac/
 - Advisors (Faculty & Staff) for the clubs are covered under UA Workers' Compensation

Risk Management/ Risk Waivers

Your student organization may need a risk waiver for members to sign based on the “inherent risks” of activities. Risk waivers are activity specific:

- Not all clubs will require a risk waiver
- If the club plans to participate in a new activities, contact EHSRM for new waivers at uaf-ehsrn@alaska.edu and (907) 474-6164.
- Risk Management (RM) may request assistance for verbiage on waiver and will always ask for your review before finalizing

- Risk Waivers may be different for participants based on age or affiliation
- All members MUST sign a waiver before participating in activity
- Risk waivers SHALL be signed on an annual basis

Your organization is responsible for keeping these waiver for 7 years. Electronically signed waivers are acceptable. If you need assistance scanning in past waivers for electronic storage see SLI.

CLUB SPONSORED EVENTS

Definition of sponsorship

1. Departments or groups electing to “sponsor” an event assume responsibilities including but not limited to the following:
 - a. Financial responsibilities. All charges from Scheduling will be charged to that UA department/group. Any charges they wish to collect from sponsoring an outside group must be done so independently.
 - b. Event planning and attendance. Sponsoring members must have a presence at and during any sponsored event. Also, any planning or discussion of possible layout or setups must go through the sponsor and not come directly from the sponsored individual/group.
2. Failure to follow these requirements may result in the sponsored group being charged any and all applicable fees including those which UA departments/groups are normally exempt from.
3. Advertisement for sponsored events must prominently display the sponsor’s name and meet [UAF University Relations criteria](#). If you are using Wood Center Graphics to produce your advertising materials must adhere to their policy as well.
4. The event must have direct connection to the mission of the sponsor.
5. UA students, staff, or faculty must be the primary beneficiaries of the event.
6. Sponsored events may be denied if there appears to be a conflict of interest connecting the sponsored group and the sponsor. (A fundraising event for a group whose sponsor has members that are also part of, and involved with, the sponsored group)

Minors at club activities and membership

In all cases below, any waivers and photo permissions must be signed by the parent or legal guardian.

Club Activities

If minors are participating in a club activity without parents being present, the club must work with UAF Risk management to set up an Authorized Adult(s) that will be on-site during the activity. The advisor is a logical person to fulfill this role. You may need more than one Authorized Adult depending on the number of minors you anticipate to attend the activity or how long the activity will occur.

If you have publicized the activity where you indicate that parents must accompany any minor to the event, then no Authorized Adult(s) is necessary, but you should have a plan to manage lost minors (i.e. call UAFPD), at least two club members should be with the child at all times; club members should be briefed on how to manage the minor; and the advisor should be notified. Risk Management can review your plan.

Club Membership

If you are authorizing minors to be a part of the club without their parents being present, then the club must have an Authorized Adult(s) at every meeting. This does include minors that are in high school and junior high.

All Club activities involving minors, except for events where parents are required to be present, are subject to the University's Protection of Minors policy and regulations (BOR Policy P09.12.010 and Regulation R09.12.010).

Reservations and Space

Wood Center Reservations

The Wood Center has meeting, banquet, and reception facilities available to student clubs and organizations free of room rental. To plan a successful event, Scheduling staff is available for advice and guidance. Clubs are encouraged to utilize Wood Center's facilities. Student clubs and organizations who have completed club recognition paperwork can schedule rooms for club meetings (subject to reservation policies for specific facilities).

Setup Fees/Labor Fees

Student clubs and organizations generally receive 5 free hours of labor fees per semester. However, Wood Center reserves the right to charge fees depending on the event and if an event is scheduled without adequate notice. Some events may require various building staff to be present and these labor charges will be at the users expense. Setup and labor fees are as follow:

Set-Up/Tear-down....\$18.00/hr
Building Supervisor....\$18.00/hr
Building Supervisor (Dance)....\$18.00/hr
Desk Attendant....\$18.00/hr

Building Hours Extension

Wood Center building hours may be extended with a minimum of ten (10) working days notice pending approval from the Scheduling Office. Once approved, the group or individuals that

confirmed the reservation will be charged a fee for each extended hour beyond the normal building hours.

Wood Center works to provide a secure environment for patrons and guests. When there is an event, such as a dance, concert, or major presentation, we may require an additional building supervisor and a staff member from the UAF Police Department. These additional charges will be at the user's expense.

Food and Beverages

All food and beverages must be arranged through UAF Dining Services. Please be advised that UAF Dining Services is the sole food provider for UAF.

A Food Waiver Request Form must be submitted when there are donations or food is not being provided by UAF Dining Services.

Student clubs are prohibited from serving alcohol at club sponsored events.

Audio-Visual Equipment

Wood Center has a wide variety of audio-visual equipment that can be used to enhance your meeting needs. There is no equipment rental charge for student clubs and organizations.

Confirmation and Cancellation

Please be advised that the space in Wood Center is in high demand especially so during the school semesters. As a courtesy to fellow organizations, it is important to cancel a room reservation as soon as it is known the group will not require use of the space.

Student Recreation Center (SRC) Reservations

Registered Student Organizations at UAF are eligible to use the SRC at no charge!

- Reservations for SRC space can be arranged/scheduled for the length of a fall semester, a spring semester, or a fall & spring semester in a single academic year.
- OrgSync is used to verify Registered Student Org status.
- For questions about student organizations status, contact the Student Leadership and Involvement Office at the Wood Center.

Reservations include up to two (2) official and regularly scheduled meeting or practice times in any one reservable space at the SRC and one additional ad hoc time of up to 2 hours per semester.

- Due to space limitations, only one official reservation may be Mon - Thurs; and the second must be Fri - Sun.
- The ad hoc meeting or practice time reservations can be requested at any time.
- All reservations and/or revisions are made through the SRC professional staff.

- Reservations outside of these parameters are then held to the regular facility rental and reservation policies that are not specialized for Registered Student Orgs.
- The SRC reserves the right to deny any reservation requested. Reasons for denial may include, but are not limited to, scheduling conflicts with general open recreation, intramural league play, UAF credit classes, SRC fitness classes, other completed student org reservations, etc.
- SRC staff reserves the right to cancel, after appropriate collaboration with Org representatives, reservations. This is a last resort option only.
- Each reservation time period includes time for set up and tear down; the space must be available to share with others up until the reservation starts and immediately after the reservation ends. If your reservation ends at the same time the facility closes, tear down and exit the facility by closing time.

During the specific time of the Registered Student Org's reservation at the SRC, students who do not have a membership to the SRC may take advantage of a discounted entrance rate upon verification of membership with the Student Org.

- Org membership verification is provided by sending an Org roster to SRC professional staff in a timely manner to prevent issues from arising at the SRC facility access point.
- The roster will be made available to front desk staff at the SRC. Upon reservation time, ID's will be checked by SRC front desk staff if an individual claims to be an Org member, is not a SRC member and requests a discounted facility entry fee.
- If a significant (as determined by SRC staff) amount of issues do occur related to the lack of updated rosters, the SRC professional staff may require appropriate actions from the club in order to continue under the reservation policies in this document.

Events and Fundraisers at the Pub

All clubs are encouraged to request a date during regular Pub operating hours to host a fundraising event once a year. Everyone must be 21+ to attend events in the Pub regardless of student organization sponsorship. The standard fee for reserving the Pub space will not be assessed for clubs.

Clubs may be permitted to host a fundraising event more than once a year at the discretion of the Pub's manager. Non-fundraising events may also be held at the Pub, provided they adhere to the policies outlined in this document. Dates should be requested as far in advance as possible as the Pub's calendar fills up quickly.

Collection of the funds raised at the event for the club are the responsibility of the club. The Pub's register and/or credit card machine will not be available for club use.

The responsible club officer(s) is required to meet in-person with the Pub's manager at least 24 hours prior to the event. They will also be required to sign a contract acknowledging they

understand the Pub's guidelines for event hosting. Failure to do so will result in cancellation of the event and written notice that the privilege of hosting an event at the Pub has been revoked for the club until specified conditions are met.

MARKETING YOUR CLUB/EVENTS

Wood Center Graphics

As a recognized student organization you will receive \$75 credit balance each semester with Wood Center Graphics. This credit can cover design costs and printing. If you do not use your credit by the end of the semester you will lose it.

To order from Wood Center Graphics you must fill out a work order online at www.uaf.edu/woodcenter/services/graphics. You can also schedule a consultation time with a graphic designer by emailing uaf-graph@alaska.edu.

Required content on posters and marketing materials

All of your marketing materials must follow UAF marketing guidelines and include the following:

- Student Organization name is clearly stated
- UAF's non-discrimination policy
- Contact information for the Student Org
- Who, what, when, where and why

UAF Logo Use Policy

Student organizations are not required to use the UAF logo. However, should they choose to do so, all UAF logos and trademarks must be used according to the [guidelines posted online](#).

The logo is most often used in blue or black and should only be used in official UAF primary colors or black. Be sure to select a logo color that will sufficiently contrast with the background of the publication. The logo works well at a variety of sizes and can be downloaded in a variety of formats. When reproducing our logo, be conscious of its size and legibility. Use common sense — a signature that is too small ceases to serve any useful communication function. Generally, our logo should never appear less than ½" wide in printed materials, and no less than 50px wide in the digital realm.

If the logo is being affixed to merchandise or promotional items for sale or giveaway, please read the trademark information first. University Relations reviews all designs for promotional items (T-shirts, mugs, pens, bags, etc.) incorporating the UAF logo or other trademarks prior to production. Merchandise bearing university trademarks and/or services using university

trademarks without proper written university authorization may be considered counterfeit or infringing and subject to all available legal remedies, including, but not limited to, seizure of the merchandise.

Please don't:

- Stretch, condense or otherwise morph the logo.
- Redraw the logo, translate it, rotate it, or alter the placement and size relationship between its elements.
- Add additional elements or copy to, change the color of, distort, or alter the integrity of the UAF logo without prior approval from University Relations.
- Reduce the logo to less than 1/2" wide.

Social Media Guidelines

Social Media: Interacting with others through an online publication that allows interactive communication (Facebook, Instagram, Snapchat, ect.). If you have questions, check out these [guidelines posted online](#).

- Think before you post
- Make sure it is clear to the audience that you are not representing the position of the University of Alaska Fairbanks
- Share and post things relevant to the Club's mission and goals
- Be aware of your privacy settings
- Don't pick fights
- Take cyber bullying seriously. If you see it, report it to SLI

EQUIPMENT & CLUB PURCHASED ITEMS

STORAGE

Wood Center Storage

Wood Center has locker storage available for clubs in the Wood Center Banner Room:

- The lockers are not secure, but clubs may provide their own lock
- The lockers are available on a first come, first serve basis
- Clubs that have lockers are required to clean them out and have it verified by an SLI employee every Spring semester
- Clubs are not permitted to leave items in the Banner Room outside of their designated club locker

Lockers that are not cleaned and verified each Spring will be subject to having the stored items repurposed.

Club property Off Campus/ Personal Use

Club property is property of UAF. UAF tracks and may request to inventory club equipment at anytime. In the case of a student organization disbanding, club equipment and electronics must be returned to the SLI office within 15 days.

IMPORTANT CONTACTS

Student Leadership & Involvement Office

uaf-sli@alaska.edu

907-474-1170

Wood Center Fiscal Office

907-474-7037

UAF Title IX

uaf-TIX@alaska.edu

907-474-7300

<http://www.uaf.edu/titleix/>

Scheduling & Event Services

907-474-6023

UAF Risk Management

uaf-ehsrm@alaska.edu

907-474-6164 or 474-5487

University Relations (logo use)

uaf-logo@alaska.edu

907-474-6281