



KANSAS HEALTH SCIENCE UNIVERSITY

KANSAS COLLEGE *of*
**OSTEOPATHIC
MEDICINE**

Student Activities Handbook

Produced by the Office of Student Affairs

Student Activities

The Kansas Health Science University (KHSU) recognizes that events and activities outside of the curriculum are critical to the development of well-rounded physicians. KHSU also recognizes that event frequency must be thoughtful to ensure that conflicts and distractions from coursework and testing are minimized.

The purpose of this handbook is to define the meaning of extracurricular events or activities, detail the process for event requests and approvals, provide clarification of expectations, and ensure that such events/activities are in alignment with laws, regulations, and mission relative to KHSU.

The policies and procedures of this handbook apply to all KHSU employees and students.

Events

Definition

Referring to extracurricular activities, an event is sponsored by a student club or organization, university office, faculty, or staff member for a group of students for students. It is not a part of the curriculum which includes class, simulation, lecture, graded activities, or similar. Examples of extracurricular events include

- Social (social gathering, gathering of the distinct purpose of raising funds for club's chosen nonprofit or mission trip, events in which alcohol is served/consumed, auctions, parties, etc.)
- Educational (speakers, practical, training, clinical skills, etc.)
- Recreational (sports, outside events, etc.)
- Meetings

Business meetings that each organization is required to hold each trimester are not included in the definition of "event" for counting purposes. The definition of event does not include groups or meetings established through Counseling Services, tutoring, or group studying. This definition and policies do not apply to events and activities for faculty and staff such as community engagement, meetings, trainings, all hands meetings, etc.

Events that include any type of clinical skills are required to have a KansasCOM subject matter expert present.

Campus Groups

Campus Groups is the software platform used to process event requests, approvals, and extracurricular calendars are maintained. All extracurricular events must be submitted through Campus Groups.

Non-Programming Time Periods

Events are not to be hosted in the 72 hours (approximately 3 days) leading up to an exam.

Monthly Limits and Allocations

Each month of the academic year will have a limit on the number of extracurricular events that may take place. Roughly 80% of the total number of events may be sponsored by a student organization or student committee. The remaining 20% of event may be sponsored by offices, faculty, or staff as articulated below. The total number of events is roughly half of those hosted during the 2023-2024 academic year as recorded in Campus Groups, with exceptions for June and July.

Month	Total	Student Org/Comm Sponsored	Office/Faculty/Staff Sponsored (Included in total)
June	5	3	2
July	40	1 (SGA Training)	39 (all Office of Student Affairs: Orientation, White Coat Ceremony, Comm Engagement)
August	25	20	5 (TrueLearn, Agency Fair, Club/Org Training, Self Defense Class)
September	25	20	5 (Suicide Prevention Event, Culture Fest, Active Shooter Training, STAT Event)
October	25	20	5 (Student Organization Fair, AI Summit)
November	25	20	5 (Career Services Workshop, STAT Event)
December	25	20	5 (STAT Event)
January	25	20	5 (Career Services Workshop, Blood Drive)
February	25	20	5
March	25	20	5 (STAT Event)
April	25	20	5 (DO Day of Service, Career Services Workshop, Scholarship Luncheon)
May	25	20	5 (Research Poster Event)

Event Request Process

- Log into Campus Groups: https://connections.kansascom.org/web_app

- Select the group sponsoring the event from the dropdown at the top of the page. Any events hosted by offices, faculty, or staff should select the “Faculty and Staff” Group.
- Select the Events tab
- Select “+Create Event” in the top right corner.
- Complete the form with all required information.
- Section 1 – What
 - Clearly articulate the event name.
 - Give a thorough description of the event.
 - Select the appropriate event type.
 - Event tags can also be selected to communicate more information about the event.
 - Select the appropriate Event Coordinator.
- Section 2 – When
 - All on campus events must take place within the designated building hours. To host an event outside of building hours, please speak with Student Affairs and Security.
- Section 3 - Where
 - To select a location, faculty and staff or advisors must first create an event in your outlook calendar. In the location section, this is where you can select spaces that are available. A location must be selected here first before completing the event request.
 - Complete the location information form provided by Instructional Technology to request audio/visual assistance, technology, etc.
 - In the Campus Groups event request section 3 –Where, select “Other Location” and enter in the location as it appears in your Outlook Meeting Request. [Uncheck TBD.](#)
 - Make sure to set the “Who can see the event location” to “everyone”
- 4 – Photo and Flyer
 - Upload a photo or flyer for the event in png or jpeg format. This will be used to publicize the event in the weekly Student Affairs Newsletter.
- 5 – More Details
 - Complete as appropriate.
- 6 – Access & Display Options
 - If the event is for students, ensure that “Everyone” is permitted to register.
 - If the event is for students, ensure that “Everyone” can see the event.
 - If you are creating an event only for the members of your group, make sure to adjust these settings appropriately.
- 7-Registration Options
 - Make a selection to require an RSVP. If so, et the Attendance Limit.
- 8 – Advance Options
 - Complete as appropriate.
- Select “Create Event”
- Event Request Form (This is used to create the more public version of the event)
 - Add Description
 - Select Meeting Type
 - Indicate Audience

- Enter Room Number Request – **This must match what was created in the Outlook Calendar Event by faculty/staff or organization advisor.**
- Enter Number of Attendees
- Describe Room Set Up
- Indicate if food is provided
- Identify Speakers – **This cannot be completed until the Speaker Request form is approved.**
- Indicate Contact
- Indicate Level of AV Assistance
- Submit

Changes to Events

Any change in time or place, or cancellation, of an approved event must be approved by the Student Activities Specialist.

Event Approval Process

Student Organization, Club, or Committee Sponsored Events

Any recognized campus organization may plan an activity. All functions/activities must be approved by the Office of Student Affairs. Event requests must be submitted through Campus Groups two weeks in advance of the event. Advisors must sign all function approval forms before submission to the Student Activities Specialist. If the event is an educational event, a Learning Outcomes form must accompany the approval form.

Office, Faculty, or Staff Sponsored Events

The Dean and Chief Academic Officer will review and approve all events submitted by offices, faculty, and staff.

Expectations of Clubs and Organizations

Organizations/Clubs and its members must:

- adhere to all local, state, and federal laws as well as all KansasCOM policies governing organizations.
- adhere to and honor the mission of KansasCOM.
- demonstrate a commitment to living its organizational values consistently.
- demonstrate a commitment to self-governance.
- serve the wellbeing of the KansasCOM community.

Recognition of Student Organizations

KansasCOM recognizes that students bring to campus a variety of interests and develop new interests as members of the campus community. Therefore, students are free to organize and promote their common ideas.

Students shall have the right to assemble if they do not:

- a) violate the civil law or the medical school's professional code of conduct;
- b) destroy property;
- c) disrupt classes and any other regular and essential operations of the KansasCOM; or
- d) in any way it infringes upon the rights of other individuals or organizations.

A student interest group may petition for official KansasCOM recognition if they meet the following criteria:

1. its purpose is consistent with the KansasCOM mission, vision, and values;
2. the group has a special purpose and/or objectives beyond mere affiliation;
3. membership requirements are clearly defined and documented; and
4. the group meets an area of interest not already served by an existing organization.

Leadership from the student interest group requesting recognition must apply to the Office of Student Affairs, which shall confirm basic eligibility requirements and affirm the group's purpose and objectives. Specific details which should be addressed in this document include, but are not limited to, the following:

- name of organization;
- proposed advisor;
- proposed mission statement;
- proposed dues;
- proposed by-laws including ratification and amendment procedures;
- proposed financial proforma (Details of where funding will come from for the first 12 months of operation);
- statement of national affiliation (If appropriate);
- proposed student leadership (Officer titles, not names of individuals holding office);
- statement of purpose and objectives;
- proposed service projects;
- petition for membership (Signed by a minimum of 10 students)
- and any additional information.

The Student Activities Specialist shall present eligible applications to the Office of Student Affairs leadership and the Student Government Association (SGA) leadership. Student Affairs staff, in consultation with the SGA and the KansasCOM leadership, shall grant or deny recognition status.

All new organizations requesting official KansasCOM recognition are required to complete a year-long probationary period before their application will be considered for approval and before KansasCOM Student Government Association funding will be made available.

Each organization will be reviewed annually, or more often, if the Office of Student Affairs finds cause to believe that an organization is no longer following its mission statement or has fulfilled its purpose or usefulness. If such a finding is made, the organization must file a new application for recognition as a student group.

Recognition shall be continued while a new application is processed, unless the KansasCOM finds that the best interests of the institution require recognition to be suspended until the new application has been processed.

If an organization becomes inactive for one year, reapplication shall be required for recognition. The yearly review shall be made by the Office of Student Affairs, and a recommendation will be presented to the Assistant Dean for Student Affairs, who shall take the decisive action after consultation with KansasCOM leadership.

The KansasCOM policy regarding Recognition and Review of Student Organizations acknowledges that student groups, whether recognized by the KansasCOM or not, are free to organize. Any student interest group choosing to meet on campus must comply with established guidelines for reserving campus meeting space through the Office of Student Affairs.

Responsibilities upon Recognition

Once the organization receives recognition approval, the organization must complete the following within two weeks:

- provide a description of duties and responsibilities for each officer;
- provide the required qualifications for officers and a definition of how officers shall remain in good standing;
- outline of election process;
- process for the removal and replacement of officers
- qualifications for membership;
- procedures for amending the organization's constitution and/or by-laws;
- descriptions and responsibilities of any standing committees;
- and formerly elect officers.

Once the officers are in place, the student organization is free to do the following:

- Recruit new members.
- Hold meetings.
- Plan events and service projects.

Good Standing

Organizations must complete the following requirements to be eligible and remain in good standing. These qualities may be used to determine funding allocations.

1. **Selection of an Advisor:** The organization must ask a full-time member of the KansasCOM faculty or staff to serve as an advisor for the organization. The advisor should work with the organization to reinforce scholarship and academic excellence within its mission as well as provide guidance for all efforts of the organization.
2. **Academic Good Standing of President:** The President of the organization must remain in good academic standing. To not be in good academic standing, a President will have failed a class. Upon failing a class, the President will be on probation. If the President fails a second class, they will be ineligible to serve as President.

3. **Presence and Participation in the Strategic Planning Process:** The organization must participate in the Council of Student Organization Presidents and other major KansasCOM initiatives when invited or required to do so, such as the Organization or Activity Fair.
4. **Community Service/Engagement:** The organization must conduct at least one community service project open to all members of the organization to be tracked by the Senator for Organizations and Advocacy.
5. **Commitment to Community Expectations:** The organization should have no chapter violations of KansasCOM policies.
6. **Regular Reports of Organization Progress:** The organization must submit a report each trimester to the Student Government Association detailing all accomplishments of the organization. This may be a verbal or written report.
7. **Meet All Deadlines:** The organization leadership is required to submit all paperwork required by the requested deadline.

Policies and Procedures

Officers

Each organization must have a President, Vice President, Secretary, and Treasurer or a Secretary/Treasurer, and an SGA Liaison. These positions constitute the Executive Board for the organization. The representatives of student organizations that are SGA liaisons should be in year 1 and year 2. Multiple students are not permitted to hold the same position at any level. For example, there shall not be two Presidents, co-Presidents, co-chairs, or anything similar.

Students who fail a class will not be in good academic standing. If a student serving as President fails a class, they will be placed on probation. Should the President fail a second class, they will be ineligible to serve as President.

Effective beginning with the elections for the 2025-2026 academic year, a student may serve on the executive board for no more than two clubs or organizations without written permission from the Office of Student Affairs.

Elections

The election of new officers will occur in March in accordance with the timeline determined by the SGA Vice President and in conjunction with the Office of Student Affairs. Exceptions to this timeline may be approved by the SGA Vice President and Assistant Dean of Student Affairs. New officers begin July 1. Any paperwork or events before that require the outgoing officers' approval. Newly elected Presidents must attend the final spring meeting of the Council of Student Organization Presidents.

Legislation and Constitutional Amendments

All legislation and constitutional amendments must be approved after the student vote by the advisor of the respective club or organization. Copies of the approved legislation, amendments, and the updated constitution must be submitted to the Student Activities Specialist within five (5) business days of the vote. Amendments to the constitution for the Student Government Association must also be sent to the President of the Kansas Health Science University for approval.

Approval of Organizational Events

Any recognized campus organization may plan an activity. All functions/activities must be approved by the Office of Student Affairs. Event requests must be submitted through Campus Groups two weeks in advance of the event. Advisors must sign all function approval forms before submission to the Student Activities Specialist. If the event is an educational event, a Learning Outcomes form must accompany the approval form.

Any change in time or place, or cancellation, of an approved function must be approved by the Student Activities Specialist. Any function held in school facilities must terminate at 9:00 pm, except when special permission for later hours has been granted by the Office of Student Affairs. Scheduling student organization sponsored social events during examination periods requires prior approval by the Office of Student Affairs. Events that include any type of clinical skills are required to have a KansasCOM subject matter expert present.

Events with Medical Services/Clinical Skills

Clubs and organizations must obtain approval from Student Affairs for any event that includes providing medical services. They need to submit the following information to the Student Activities Specialist:

- Event name, location, organization/name of practice, states of license, mini bio, license number
- Provide with what clinical activities are going to take place
- If a licensed physician or subject matter expert will be present and providing supervision
- Release of liability that will need to be reviewed by institutional attorney

The Student Activities Specialist and Assistant Dean of Student Affairs will then determine if the University needs to have a physician/subject matter expert present, any additional releases, and if the partnership holds no concerns from any advancement or marketing perspectives.

(Presented at President's Council on 11/7/2024, Added to Handbook 10/15/2024)

Advisors

KansasCOM employees typically serve as advisors to Student Organizations and Clubs; there may be exceptions upon approval from the Assistant Dean for Student Affairs. Advisors are encouraged to attend club events on and off campus. While it is not a requirement of the advisor to be at each event, it is highly encouraged for the advisor to support the organization. Advisors are required to attend all social events where alcohol is served. If the advisor or co-advisor cannot attend a social event, the advisor must approve another faculty or staff member to act as advisor in their absence.

Advisors are invited to attend the monthly Council of Student Organization Presidents meeting. At this meeting, information regarding club events will be discussed. This is also a time when students and advisors can ask questions or voice their concerns. Advisors will be invited to each of these meetings through a Campus Groups invitation from the President of the organization. Request for a change of advisor must be submitted in writing to the Assistant Dean for Student Affairs for approval.

Funding

Clubs and organizations are expected to become financially self-sufficient through fundraising. Limited funding is available for clubs and organizations from the Student Government Association. The SGA Treasurer prepares a budget at the beginning of each academic year which includes planned allocations to clubs and organizations, events, and other expenses. This budget must be

reviewed and approved by the SGA advisor and then submitted to the Executive Board and Senators for a vote. Allocations and spending should not begin until the SGA budget is approved.

During the first week of trimester 1, after elections, the new Executive Board of each club and organization must submit a funding request to the Student Government Association. This funding request should include:

- Goals for the coming year
- A detailed list of all anticipated events or activities and relative expenses
- Plans for a community service project
- Rationale for expenses including how it will benefit the KansasCOM community
- How the organization plans to fundraise in the coming year
- How the organization plans becoming self-sufficient financially
- Average attendance across all events in the past academic year
- List of officers
- List of members

The Student Government Association Executive Board, Senators, and Advisor will review requests to make allocations before the end of trimester 3. Allocations will be disclosed at the start of the new academic year.

Student Organizations will continue to request funds for each event throughout the year as part of their event request form. Purchases will be made through the Student Activities Specialist.

Contracts

Students are not permitted to sign any contracts for events. This is considered signing on behalf of the University. Only certain people are allowed to sign contracts as they are legally binding.

All contracts should be reviewed by the Advisor for the organization and then sent to the Student Activities Specialist for review. The Student Activities Specialist will determine if the contract, based on the relative amounts, needs to be sent to Dr. Winslow, our Chief Financial Officer, or legal counsel for review.

(Presented at President's Council on 10/3/2024, Added to Handbook 10/3/2024)

Store Notification

All student organizations must notify the Student Activities Specialist before opening a store through Campus Groups. This notification must include the organization name, store's opening date and anticipated closing date, and purpose of the store.. Failure to provide this information may result in Finance processing refunds for all associated purchases. This policy ensures that all transactions are properly recorded and processed.

Conference Attendance and Funding

Student Organizations and Clubs are expected to fundraise to cover the entire cost of conference and professional development expenses. If an organization is tied to a national organization that requires conference attendance, the organization may request funding from the Kansas Health Science University to cover some of the expenses, no more than 20% of the total cost. Funding from KHSU is not guaranteed. To request such funds, the student organization must follow this procedure:

1. Submit a Conference Funding Request to the Student Activities Specialist by July 1 of the upcoming academic year. This must include:
 - a. Conference organization, purpose, location, and Dates
 - b. Who is going and why
 - c. Proof that the conference attendance is mandatory
 - d. Who is presenting and on what topics
 - e. Demonstrate consequences for failing to attend
 - f. Role of attendees at the conference (For example: voting, presentation, reporting, gaining knowledge, etc.)
 - g. Provide total budget including conference fee, travel, hotel, food, and other expenses and amount requested from KHSU
2. The Student Activities Specialist will review the request to determine if the request is complete.
3. If complete, the Student Activities Specialist will present the requests to the Office of Student Affairs.
4. The Office of Student Affairs will review requests and issue responses within 30 days (about 4 and a half weeks) as able.

Annual Evaluation

Each organization will be reviewed annually, or more often, if the Office of Student Affairs finds cause to believe that an organization is no longer following its mission statement or has fulfilled its purpose or usefulness. If such a finding is made, the organization must file a new application for recognition as a student group.

Clubs and organizations should submit an annual report by the last day of the third trimester to the Student Government Association and the Office of Student Affairs. This report should include:

- Goals for the past year if they were achieved, how, and recommended future goals
- A detailed list of all events or activities and relative expenses, number of attendees per event, and recommendations for the future
- Community service project details: date, time, location, partner, number of participants from KHSU, service provided, take-aways, recommendations for the future
- A budget overview, including proposed budget and final budget, areas of overage and under usage and why, fundraising summary, and recommendations for the future
- List of officers and summary of responsibilities including projects, goals, achievements, and recommendations for the future
- Summary of good standing violations by answering the questions:
 - Did the organization fail to meet any of the requirements for good standing? Which and why?
 - What will the organization do going forward to ensure compliance with the requirements for good standing?
- List of newly elected officers with email addresses

Student Organization Meetings

All student organizations must hold one business meeting each trimester. The business meetings and/or committee meetings minutes tracked by the organization's secretary must be submitted to the Student Activities Specialist within 48 hours (about 2 days) of the meeting.

Council of Student Organization Presidents Meetings

The Council of Student Organization Presidents meets monthly from August through April, except for two months during that period, usually December and March.

The council is comprised of the President of each recognized student organization, the President of each class, and the SGA Vice President who presides over meetings. Each of these members must attend all meetings of the Council of Student Organization Presidents. Senators are strongly encouraged to attend meetings. If the President is not able to attend a meeting, the Vice President of the student organization must attend. In the rare event that both the President and Vice President are unable to attend, they must seek permission from the SGA Advisor for the SGA Liaison to attend. Attendance is required for the student organization to be in good standing with the Office of Student Affairs and is required for approval of SGA funding for student organization events.

Outside Speaker Approval Process

Student organizations inviting an outside speaker to speak to their group must receive approval from the KansasCOM President's Cabinet two weeks prior to the event taking place.

Student leaders are expected to adhere to the following process:

1. Requests for outside speakers should be submitted through Guardian (<https://kansascom.guardianconduct.com/incident-reporting/new>) using the appropriate form. Requests must have organizational advisor approval prior to submission.
2. Once the form is submitted, it is sent to the President's Cabinet for review.
3. Once the President's Cabinet has reviewed and approved or denied, the decision will be conveyed back to the Office of Student Affairs.
4. The Office of Student Affairs will then notify the organizational leadership as to the decision.

Speaker Disclosure Declaration

All presenters for KHSU-KansasCOM sponsored programs are expected to disclose to the program audience any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter. This pertains to relations with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the presentation topic.

This policy's intent is to not prevent a speaker with a potential conflict of interest from making a presentation. It is simply intended that any potential conflict should be identified openly so that the listeners may form their own judgments about the presentation with the full disclosure of facts. It remains for the audience to determine whether the speaker's outside interests may reflect a bias in either the exposition or the conclusion presented. All presenters must include a disclosure slide at the beginning of their presentation and complete the Speaker Disclosure Form, located in Guardian (<https://kansascom.guardianconduct.com/incident-reporting/new>). The form shall be returned to the Office of Student Affairs along with the approval form.

Publicizing Events

Student Organizations may publicize events after receiving approval for the event from the Student Activities Specialist. Notice of the approved event and publication may be sent via email and/or be displayed on the screens in the building. No posters or flyers should be hung on walls. To publicize

on the TV screens around campus or to be included in the weekly newsletter from Student Affairs, flyers in a PNG or JPG format may be sent to the Student Activities Specialist.

Use of Campus Facilities for Events

Once the event form is completed and approved, the Student Activities Specialist will assist in determining and reserving a space where the event can be held. Student organizations may request a specific location for events, but they must be aware the student event may be bumped by administrative use, such as for candidate presentations scheduled through Human Resources. Likewise, student organizations expecting smaller turnouts will be placed in smaller rooms, regardless of the room requested.

Each organization using campus facilities must abide by the following:

- All organizations are requested to keep their meeting to their scheduled times.
- All furniture in the meeting rooms is to be in the proper place after the meeting.
- All organizations are responsible for cleaning the room and leaving it in the same condition in which it was found. Perishables must be removed from the area.
- If your meeting requires audio and visual support (microphone, PowerPoint, DVD, etc.), please indicate the specific equipment needs on the event approval form.

Off Campus Events

Events that take place off campus must have Student Affairs approval. This approval is the official recognition of the event and allows for the organization to put its organization name on the event. If approval is not given, the organization will be notified, and the organization's name cannot be included in any public materials. To be approved, the student organization President must submit the approval form along with the Student Activities Off-Campus Form, found in Guardian, and, if relevant, the social event form, also located in Guardian.

(<https://kansascom.guardianconduct.com/incident-reporting/new>)

Event Evaluation

The President's Event Summary Form (<https://cglink.me/2rS/s129>) must be completed and submitted no later than one week following the event. If the event was a fundraising event, the fundraising form, located in Guardian, must be completed, and turned in no later than one week following the event.

Community Service

All student organizations at KHSU-KansasCOM are expected to participate in service projects annually for the betterment of their peers, the profession, and the community. To encourage and support student involvement in community service projects, the Student Government Association has required student organizations to plan and implement at least one community service project each academic year. Upon completion of a community service project, the student organization President must complete the President's Event Summary Form. To ensure broad impact across the community, each student organization is required to select a non-profit partner organization that will benefit from the organization's community service and fundraising efforts.

Alcohol

For the purposes of this policy, the term "drug" includes:

- Controlled substances, as defined in 21 USC 802, cannot be legally obtained.

- Legally controlled substances which were not legally obtained, including
 - Prescribed drugs when prescription is no longer valid (e.g., use of medication after a course of treatment is completed);
 - Prescribed drugs used contrary to the prescription;
 - Prescribed drugs issued to another person.

All members of the campus community also are governed by law, regulations, and ordinances established by the state and local municipalities, and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws. The dispensing, selling, or supplying of drugs or alcoholic beverages to a person under 21 years old is illegal and prohibited.

Employees, students, faculty, and campus visitors may not unlawfully manufacture, consume, possess, sell, distribute, transfer, or be under the influence of alcohol, illicit drugs, or controlled substances on KHSU-KansasCOM property, while driving a KHSU-KansasCOM vehicle, or while otherwise engaged in KHSU-KansasCOM business. KHSU-KansasCOM property, as defined in this policy, includes all buildings and land owned, leased, or used by KHSU-KansasCOM, and motor vehicles operated by employees, including personal motor vehicles, when used in connection with work performed for or on behalf of KHSU-KansasCOM, unless approved by the Dean/Chief Academic Officer and/or President and Chief Executive Officer.

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that, while taking such drugs or medications, they are not a safety risk to themselves and others while on KHSU-KansasCOM property; while driving a KHSU-KansasCOM or privately-owned vehicle; or while otherwise engaged in KHSU-KansasCOM business. It is illegal to misuse prescription medication, e.g., continue to use medication when the prescription is no longer valid, use prescribed drugs contrary to the prescription, and give or sell prescribed drugs to another person. Misusing prescription drugs can result in disciplinary action at KHSU-KansasCOM and, potentially, a criminal conviction with jail time.

If student organizations have an event off-campus and want participants to purchase alcohol, as part of that event, individuals will need to use their own funds to purchase alcohol. Student organizations funds are not permitted to be used to purchase alcohol.

Political Advocacy and Neutrality

Retrieved from the KHSU Political Activity Policy

- KHSU-KansasCOM shall not endorse any candidate for public office. In this regard, KHSU-KansasCOM Community Members may not use the institution's resources for advocacy on behalf of a candidate or political party. Personal political communications must be clearly identified as the individual KHSU-KansasCOM Community Member's personal views and not those of the institution.
- Institutional funds shall not be contributed to political campaigns, parties, or political action committees.
- Institutional resources shall not be used to host or conduct partisan political events.
- Hyperlinks to the websites of candidates or political parties shall not be placed on any KHSU-KansasCOM website in any manner that favors one candidate or political party over another.

- Political fundraising on KHSU-KansasCOM property or through the use of the institution's technology resources is strictly prohibited. Individual KSHU-KansasCOM email accounts, campus mail, and social media accounts may not be used by individual KHSU-KansasCOM Community Members to urge support of a particular candidate or to invite others to political events or fundraisers, whether hosted/sponsored by a candidate or political party or by others in support of a candidate or political party.
- KHSU-KansasCOM Community Members may not use the institution's email, campus mail, or Institutional social media accounts to forward or otherwise distribute messages, invitations, solicitations, or campaign literature from or on behalf of a candidate or political party.
- This institution's name, trademark, logo, and/or image depicting the institution must not be used in connection with political candidates or partisan political activities.
- Student organizations shall not use any funding that originated from KHAU-KansasCOM on behalf of a candidate for public office or in a political campaign.

Calendar

Officer Transition	July 1
Conference Funding Requests	July 1
Club and Org Training	July/August
Funding Requests	First Week of Trimester 1
SGA Budget Approved and Vote	Beginning of Academic Year
Allocations Announced	Beginning of Academic Year
Council of Presidents Meetings	Monthly: August – April
Student Activity Fair	End of Trimester 1
Elections	March
Annual Evaluation	End of Trimester 3
Club and Org Training	April
Officer Transition	July 1

Updated 8/8/2024 by H.R.Piechowski

Updated 9/4/2024 by H.R.Piechowski

Updated 11/4/2024 by H.R.Piechowski