



**Josef Korbel School  
of International Studies**  
UNIVERSITY OF DENVER

# **Graduate Student Group Handbook**

## **Office of Academic and Student Affairs**

### **2023-2024**

Updated September 23, 2022

The Josef Korbel School of International Studies reserves the right to make changes in the policies and other aspects of this handbook without advance notice. Given that the content contained herein is revised as needed and offers the most up-to-date information available.

# Welcome!

Thank you for your leadership, passion, and commitment to creating an opportunity for graduate students at the Josef Korbel School to have meaningful, educational, and engaging experiences outside of the classroom. Your dedication is crucial to building a cohesive and inclusive community amongst our graduate programs, and to enhancing the student experience for all.

This handbook is intended to be the central source of information for all prospective, new, and veteran student group leaders.

On behalf of the students, staff, and faculty at the Josef Korbel School, thank you for your service to our community! Please reach out with any questions and let us know how we can support you in your endeavors.

Thank you,

Kevin Forslund  
Student Affairs Manager  
Office of Academic and Student Affairs  
[Kevin.Forslund@du.edu](mailto:Kevin.Forslund@du.edu)

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# Forming a New Student Group

## GROUP REQUIREMENTS

All graduate student groups must have a mission which is aligned with the [mission of the Josef Korbel School of International Studies](#) and promote enlightened practice, professional achievement, commitment to the outside community, and/or building community between graduate students at Korbel.

Membership in the student organization must be both open to - and limited to - all graduate students at the Josef Korbel School.

## CREATING A NEW GROUP

To formally create a new student group, there are several requirements:

1. Officers
  - a. A minimum of two officers is required per group, including a President and Treasurer
2. Constitution and Bylaws
  - a. This can be as brief or as detailed as you'd like, and follow any template, but must include:
    - i. Mission, including how the group benefits the JK SIS community
    - ii. Membership requirements
    - iii. How leadership is structured
    - iv. How leaders are elected
    - v. How decisions are made within the organization
3. Identify a faculty advisor
  - a. All student organizations must have a faculty advisor; see page 16 for more details
4. Apply for official recognition by the annual deadline of **June 30<sup>th</sup>** (for the following academic year)

# Annual Application Process

## APPLICATION

All new and returning student groups must apply annually in order to maintain their status as an official JKSSIS student group, and to be eligible for funding. All student group applications meeting the **June 30<sup>th</sup>** deadline will be considered. Approval will be granted pending review by the Office of Academic and Student Affairs, and based on alignment with the requirements laid out on page two.

The application consists of:

1. The application form (found on the Graduate Portfolio site)
  - a. Includes signatures by the president and the faculty advisor for the 2023-2024 academic year
2. A copy of the group's current constitution and bylaws (only for new groups, or continuing groups who have updated these documents)

## MID-YEAR APPLICANTS

Students who do not meet the June 30<sup>th</sup> deadline may still apply at any point during the year, for the purposes of official student group designation, but may not be eligible for funding until the following year.

## Funding

### FUNDING SOURCE

Student group funding comes from graduate student activity fees (assessed as part of tuition), and therefore must be used in an appropriate and responsible manner. See the Policies section.

As fund availability is based exclusively on enrollment numbers, budgets may not be allocated until up to the second week of Fall quarter at the latest.

## FUND ALLOCATIONS

At week 8 (each quarter) all student groups will be able to apply for additional funds (if needed) for the following quarter.

Example:

- Fall 2023 (week 8 to apply for additional funds to be used for the following quarter)\*
- Winter 2024 (week 8 to apply for additional funds to be used for the following quarter)\*
- Spring 2024 (remaining funds must be used and no additional funds will be issued unless discussed with Kevin)

\*If you have remaining funds that have not been used fully or plan to be used by the following quarter you cannot apply for additional funds.

## FUND REVOCATION

Student groups found to be misappropriating funds or failing to adhere to the policies set out in this handbook and by the University may have their funds revoked at any time by the Office of Academic and Student Affairs.

## ADDITIONAL FUNDING

Funding is possible through fund raising events and donations. Please contact Kevin Forslund directly before fund raising is initiated or donations are collected as to avoid problematic accounting situations.

# Expenses

## PURCHASES AND RECEIPTS

ALL purchases made with University of Denver funds, which includes student group funds, must be made utilizing the [tax-exempt certificate](#).

All receipts must be original and itemized, which means they must outline both what was purchased, and confirm how the purchase was made (i.e. cash, credit card, etc.)

For any event at which food is served, please maintain a list (either through the RSVP process or via a sign-in sheet at the event) of attendees. This list will be required in order to receive reimbursements.

Student group funds may not be used to purchase alcohol, under any circumstances. See the Alcohol policy section for more details.

Tips may not exceed 20%.

## TREASURER DUTIES

Each student group must have an official Treasurer who is responsible for maintaining records of expenses throughout the year.

## USE OF THE STUDENT AFFAIRS DEPARTMENTAL PURCHASING CARDS

All registered officers of a student group are eligible to check out a p-card from the front desk of Student Affairs (TBD) in order to access funds. Cards must be returned, along with any documentation and receipts, within 24 hours. This is the preferred method of utilizing funds.

If taxes are charged, you may be asked to return to the vendor to get the taxes refunded.

Please read [“Purchasing Card \(P-Card\)”](#) policy.

## EXPENSE RESTRICTIONS

Graduate student groups are subject to the same expense policies as DU as a whole. Read the [“Business Expense”](#) policy found at: - The purchase of alcohol and gift cards are not allowed.

## FUNDING COLLABORATION

Student groups are welcome to partner with other student groups on campus, as well as academic departments. If funds need to be transferred, email [James Banman](#) (Manager of Business and



Operations) and copy [Kevin Forslund](#) with the details of the transaction, including all known budget account numbers, the purpose of the transaction, and the amount.

If an outside organization is co-sponsoring an event and needs to send you funds, ask them to send a check (made out to the University of Denver) to James Banman at the Josef Korbel School, 2201 S Gaylord Street, Denver, CO 80208. Also make sure to [email James](#) and let him know that the check is coming, including your student group name, the outside organization's name, and the amount you are expecting.

## FUNDRAISING

Please contact [James Banman](#) for guidance and approval at least six weeks prior to any event that could be considered fundraising, as the University has strict policies on this issue.

## HONORARIUM

If you are planning on having a guest speaker at an event and need to pay an honorarium, this is possible but appropriate paperwork and procedures must be completed (e.g. W-9 for domestic speakers and W-8 for international speakers). Please contact [James Banman](#) with questions about honoraria well in advance of your event.

## CONTRACTS

Students are not able to sign contracts on behalf of the University of Denver.

## **Alcohol Policy**

Alcohol may not be purchased using student group funds.

## EXTERNAL EVENTS

If an event is held at a pub or restaurant, student group funds may be used to purchase food, while individuals may purchase their own drinks directly from the establishment.

## ON CAMPUS EVENTS

Alcohol may be served at on-campus events, although there are many restrictions and policies to abide by. Please familiarize yourself with the [“Use and Consumption of Alcohol”](#) at Restrictions include:

- Alcohol may not be purchased with student group funds. If alcohol is to be for sale at an event, a liquor license is required unless you are considered a private event (you must require attendees to register and wear name badges in order for it to be a private event)
- If 50 or more people will be attending an event, you will need to register it with [Campus Safety](#)
- Events with over 100 people require at least one Campus Safety officer to be present
- TIPS certified bartenders must serve the alcohol (hire through Sodexo or a private company)
- Please read the entire alcohol policy at the link above!

# Event Planning

## EVENT PLANNING RESOURCES

[Kevin Forslund](#), is available to student groups for assistance in planning events, including room set-ups, custodial services, AV assistance, catering services and general advice.

Online resources for DU event planning may be found on the [Internal Events Planning Guide](#).

## RESERVING SPACE

There are many spaces available on campus in which to hold events, some of which are free to official student groups, and some of which require a fee. Most classrooms and event spaces can be reserved via the [25Live](#) system.

Korbel student groups are able to reserve any available space in the Sie Complex at no charge. However, please enter your budget number into the system, as it will help with any future event needs.

Student groups are expected to leave the room in the same condition it was at the beginning of the event. If not, the student group will be assessed for clean-up and/or damage caused by its usage. Fees are at the sole discretion of Korbel Staff

## AUDIO VISUAL SERVICES

If you are reserving a classroom with basic, existing AV hookups, feel free to use them during an event or meeting.

For larger events requiring AV assistance, please fill out an [Event Media Request](#) with Digital Media Services at least seven days in advance. Note that the form requires you to enter your budget number, but most typical AV services in the Sie Complex will be completed with no charge due to Korbel affiliation. Contact [Digital Media Services](#) with any questions about this.

## CUSTODIAL SERVICES

If you will be unable to return a room in the Sie Complex back to how it was prior to the event, or if you will have excessive amounts of trash generated, you will need to utilize custodial services. After submitting your 25Live reservation, Christine will work with the relevant departments to order needed custodial services.

For any custodial services requiring 30 minutes of clean up or less, there will be no charge. Anything beyond 30 minutes will be billed at \$20/estimate hour.

## EVENT SET UP AND STRIKE

If you have conversion/setup needs (eg. you need tables/chairs moved), please complete the appropriate forms through [Facilities & Events](#) at least 7 WORKING DAYS before the event.

## CATERING

Student groups may utilize the on-campus caterer, [Sodexo](#), or an off-campus caterer for Sie Complex events.

## RELEASE FORMS

Any event or activity that involves risk (i.e. hiking, coordinated transportation, field trips, etc.) may require a release or waiver form to be signed by all participants. Please contact [Kevin Forslund](#) in the Office of Academic and Student Affairs at least four weeks in advance so you can be connected to the appropriate offices regarding policy and protocol.

# Marketing and Advertising

## SOCIAL MEDIA ACCOUNTS

All student groups are required to adhere to the [Korbel Social Media Guidelines](#) before creating a social media page. If your group has an established social media account, please email the login information and the manager of that page to [Kevin Forslund](#) in the Office of Academic and Student Affairs.

## KORBEL QUICK

The Korbel Quick is a student-only publication emailed out on Tuesdays. Submit an [online request](#) (due by Friday at noon for inclusion that following Tuesday) for any events that are for **students only**.

Additionally, the Korbel Quick highlights one student experience each week. If you would like one of your events highlighted, please email a

picture and caption to [issta@du.edu](mailto:issta@du.edu) and it may be included in an upcoming publication.

## @KORBEL

The @Korbel newsletter is emailed to the entire Korbel community (faculty, staff, and students) on Mondays. Download the @Korbel submission guidelines [here](#) for details on how to get an event publicized that is for more than just students.

## TV SCREENS

There are several TV screens placed throughout the Sie Complex that can be used to advertise events. Send your graphic to [korbel.comms@du.edu](mailto:korbel.comms@du.edu) to request that your event be included. Allow 3-5 days for the event to be added to the screen rotation.

## FLYERS

There are several bulletin boards and acrylic sign holders in the Sie Complex that can be used for advertising. Bring four printed flyers to the Office of Academic and Student Affairs (TBD) to be stamped. Approved flyers may be posted anywhere there is space on a bulletin board or sign holder.

To post flyers outside of the Sie Complex, please follow the [appropriate guidelines](#).

# Faculty & Staff Advisor Role

## REQUIREMENTS

All student groups must have a faculty advisor who is a full-time Korbel employee. Student group leadership should approach faculty members whose expertise and/or interests are in line with the mission of the group. It is entirely up to the faculty member as to whether they consent

to serve as an advisor. Staff may be approved to serve as advisors when appropriate.

## FACULTY & STAFF ROLE

Advisors should check in with group leadership at least quarterly, and ensure that the activities of the student group align with the mission of the Josef Korbel School.

Additionally, the advisor works with the student leadership team on developing goals, programming, and/or initiatives that align with the group's mission. Faculty involvement levels may vary depending on the needs of the student group.