

CVM Student Leader Handbook

2024-2025

Office of Academic Programs & Student Success



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Contact Information and Resources

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KSU Office of Student Programs and Involvement

The Office for Student Programs and Involvement (SPI) is the KSU point of contact for all registered student organizations and helps students get connected to opportunities which complement their individual interests and academic endeavors. Registering an organization with the university provides opportunities for students, effective communication, and streamlined interaction with the university.

<https://www.k-state.edu/student-involvement/>

Types of Organizations

The college will consider supporting any student organization that contributes to the education of veterinary and/or pre-veterinary students through co-curricular activities. College organizations are supported through the Office of the Associate Dean for Academic Programs and Student Success.

Each student organization granted recognition by the university is classified as either **sponsored** or **affiliated**. The Office for Student Programs and Involvement, in its sole judgment and discretion, determines a recognized student organizations classification.

Sponsored Organizations (formerly DSOs – Department Sponsored Organizations)

As defined by Kansas State University:

“Sponsored organizations are those considered congruent with the mission and culture of the university and operate as a part of a university department or unit. These organizations are inherently linked to the university because of their role representing K-State or in presenting events of broad appeal that are considered an integral part of the institution.

A university department or unit — through a designated departmental employee assigned to serve as the organization’s advisor — must provide oversight and direct responsibility for the organization and its activities. The applicable department or unit shall assign a staff or faculty member to be the advisor to the sponsored organization in accordance with RSO recognition requirements.”

[PPM Chapter 8540: Student Organization Recognition Policy | Student Life | Policies and Procedures Manual | Kansas State University \(k-state.edu\)](#)

Affiliated Organizations (formerly ISOs - Independent Student Organizations)

As defined by Kansas State University:

“Affiliated organizations are those that are, in general, interest groups and provide engagement activities that are primarily for their direct membership. These groups are generally capable of functioning with minimal university support, but may receive support from a parent organization, including but not limited to regional/national/international governing organizations. While the university recognizes affiliated organizations and provides them with benefits as stated in this

policy, the university also acknowledges that students may choose to form groups of varying interests that may or may not align with the university's Principles of Community. Affiliated organizations are not a department, unit, or agent of the university, and the university does not accept responsibility or liability for the activities undertaken by affiliated organizations."

[PPM Chapter 8540: Student Organization Recognition Policy | Student Life | Policies and Procedures Manual | Kansas State University \(k-state.edu\)](#)

Classes

Each DVM class has an identity, by its nature as a curricular cohort of enrolled students, as part of the college and university. When utilizing the identity of "Class of ...", for activities such as fundraising and events, classes fall under the same guidelines and requirements as a Sponsored Organization.

Student Commercial Representatives

The college values the educational contributions from companies and corporations that align with the mission of the college. While not a student organization, student representatives for companies and corporations must follow the similar requirements for registration, speaker approval, and advertising as student organizations. Student commercial representatives should see the guidelines posted on the CVM website([KSU-CVM Policy for Commercial or Not-For-Profit Organizations](#)) for specific procedures and requirements unique to their role.

Officer & Representative Directory/List

Class officers, student organization officers and advisors, and commercial company student representatives are listed in the [Student Faculty Handbook](#) (see "Students" section). After any change in leadership, the organization must provide the new officer names to Lindsay Clark (lindsayclark@vet.ksu.edu) to maintain an updated online listing.

Registration Requirements & Renewal

All Sponsored and Affiliated Organizations

All KSU recognized student organizations, including those within the CVM, must maintain registration with the KSU SPI through [OrgCentral](#). Annual registration is due in May and involves several steps, which are explained on the [Student Organization Recognition](#) page.

Link to KSU Policy: <https://www.k-state.edu/policies/ppm/8500/8540.html#.030>:

Through university recognition, organizations receive some [special privileges and benefits](#), as well as have certain responsibilities to the university community. The following are general requirements that must be met by all organizations (sponsored and affiliated) to receive and renew recognition:

- Submit an [annual registration form](#) in late Spring through the KSU Office for Student Programs and Involvement (SPI). Due dates will be shared from the ADAPSS office as well as published in K-State Today.
- Have at least a president (or parallel leadership position), held by a currently enrolled student. Other positions are optional. The president is required to complete training annually as part of the recognition process.
- Maintain at least five student members of which will include the president.
- Identify and disclose an advisor. All advisors must complete the Advisor Acknowledgment form and required training on an annual basis.
- Comply with applicable university policies and guidelines, including but not limited to this policy and the accompanying Student Organization Handbook, and abide by all local, state and federal laws.
- Have a constitution and/or bylaws that will govern the organization. Organizations should ensure the constitution/bylaws on record with SPI are up-to-date and accurate. Constitutions must have the following minimum requirements:
 - a purpose
 - membership requirements
 - officers of the organization
 - meeting processes and notification protocol
 - process for removing members/officers
 - process for dissolving the organization
 - process for amending the constitution

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- Be nonprofit in nature. Registered student organizations may not have the primary purpose of individual instruction, charging fees, or operating as a for-profit business. Organizations may not serve as “fronts” for off-campus groups in order to gain unauthorized use of meeting space or information tables for the off-campus user.
 - Have a unique purpose. An organization with the same purpose as an existing organization will not be allowed to register with the SPI.
 - Acknowledge and abide by the following:

“The established policy of the Board of Regents prohibits discrimination on the basis of age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors which cannot be lawfully considered, within the state universities. All fraternal and campus-related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.).

The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Just as all students have the right to choose those with whom they would associate on the campus, an organization shall have the right to select its members subject to these principles. Nothing in this policy shall be interpreted as imposing a requirement which would violate the principle of selection on the basis of individual merit.

In addition, this policy does not prohibit a student organization that is organized around shared religious beliefs from requiring leaders or members to adhere to the organization’s sincerely held religious beliefs, comply with the organization’s sincerely held religious beliefs, comply with the organization’s sincere religious standards of conduct, and be committed to furthering the organization’s religious missions, beliefs, observance requirements and standards of conduct as defined by the organization or the religion on which the association is based.”

Sponsored Organizations - additional requirements

Additional requirements of sponsored organizations include, but are not limited to:

- The Associate Dean for Academic Programs and Student Success must sign an annual form verifying sponsorship.
- The constitution must state that the college has final say in matters of the organization.
- Membership must be restricted to 100% students.
- All funds and property of the organization must be maintained by the college.
- May not be religious organizations, political or partisan organizations, or organizations that are independently incorporated or officially part of an entity independently incorporated.

Affiliated Organizations - additional requirements

Additional requirements of affiliated organizations include, but are not limited to:

- KSU students must constitute greater than 50% of the total members of the organization
- The organization has no outstanding debt with the university at the time of registration. The university may suspend registration for outstanding debt.
- If affiliated with a national or international professional organization that has governance or other supervisory authority over the student chapter, and loses that affiliation, the student organization shall also be deregistered by the University.
- Affiliated organizations are prohibited from expressing or otherwise implying that they are the College or that they are part of the College/University. Affiliated organizations are also prohibited from expressing or otherwise implying the College's sponsorship, endorsement, approval, or underwriting of the organization, its products, activities, or services. Upon any demonstrated public confusion or other misperception about an affiliated organization's relationship with the College, the student group - through its officers - must expressly and publicly clarify, to the extent reasonably possible, that the organization is an entity separate and independent from the College."

Speaker / Event Registration

Approval Requirements

Co-curricular events should not only support the mission of the college, but also enhance student learning and/or student health and wellbeing.

Speaker and event requests are coordinated through the Office of the Associate Dean for Academic Programs and Student Success. [CVM Speaker/Event Approval Forms](#) are now submitted electronically online and should be requested at least **four weeks** prior to scheduled event. Before submitting a Speaker/Event approval form, student officers should discuss the meeting with their faculty advisor for their initial approval. Upon submission of the electronic form, the Dean's Office will review the request and it will go to Lindsay Clark for room scheduling. Upon final approval of the electronic form, the student that submitted the request will receive an email confirmation. It is important to read the confirmation carefully to ensure that the requested room and event details are accurate. Students should allow 5-7 business days for approval and for a room reservation to be secured.

External speakers must follow the [college guidelines for commercial companies](#) (Condition 8, Paragraph 2). Presentations should focus on educational content, which enhances student understanding of basic or clinical sciences, not product promotions. Marketing of company products, if included, must directly tie to the scientific knowledge presented and represent **no more than 5% of the total presentation**.

Speaker / Event Approval Forms are required for the following:

- fundraisers occurring at a specific day/time/location (not online merchandise sales)
- any outside CVM guest speakers
- CVM faculty/staff/house officer presentation to a student organization
- events that are open to large groups or to the public
- wet labs or other laboratory-based experience outside of the class schedule

Room Reservations

Classrooms, conference rooms, and other college spaces may be reserved for student events through the Dean's Office. Consider the specific needs for events when selecting the appropriate room, such as the use of live animals, cadavers, special equipment, or video conference capability.

For events or meetings requiring a [Speaker/Event Request form](#), the reservation will be finalized upon its full approval (see previous section). For officer meetings or other regular-business sessions, students can directly email Lindsay Clark (lindsyclark@vet.ksu.edu).

Once reserved, the event date and time will be placed on the [Event Calendar](#) in the Student Resources tab in the CVM iWeb. Before planning an event, officers should check the Event Calendar to avoid competing activities during the proposed event time.

Large Classrooms:

- Trotter 201
- Trotter 301
- Trotter 307
- Mara Conference Center (Trotter 407)
- BI Auditorium / Atrium / Conference Room (reserved as one)

Laboratories (no food or drink):

- Trotter 111 (no formaldehyde or formaldehyde-contact clothing)
- Trotter 204
- Trotter 308

Conference/Small Classrooms:

- Trotter 112

Tables and Chairs

Requests for tables and/or chairs for fundraising sales or outdoor events should be made by emailing Lindsay Clark (lindsyclark@vet.ksu.edu). Requests should include the number of tables and chairs, the date and time of event, and the location of event.

Students will be responsible for setting up and taking down all tables and chairs used at events. Tables and chairs must be stored indoors overnight. Set up and take down times should be planned accordingly.

Indicate if extra trash cans area needed for the event. This is recommended for events with food containers or large amounts of disposable materials.

Technical Support

The Dean's Office is not responsible for ensuring your technology works for your event. If you need help with the classroom/meeting space technology, please contact CATS@vet.k-state.edu at least 48 hours before your scheduled event.

Event Clean-Up

Upon completion of your event, organizations are expected to return the space to its original layout and condition for the following day's reservations. If an evening event has large food orders, please plan ahead to make sure discarded food does not sit out in trashcans overnight. Please wipe down tables if food was served/consumed.

Fundraising

Fundraising guidelines

Fundraising can be an effective means for student organizations to acquire funds for member activities. Funds raised on university property or raised by university entities, including both sponsored organization and class cohorts, fall under the same rules and regulations as state of Kansas funds.

Business/Corporation gifts

Any solicitation of gifts from businesses or corporations must be approved by the CVM development office. The college and university have many strategic partnerships with businesses and corporations that already exist. To continue to steward those relationships, the development office will make sure specific companies are being solicited properly and/or confirm if a company already has a gift in process that may benefit your group.

Branding

Promotional items utilizing “Kansas State University”, “K-State”, or the Wildcat spirit mark need to meet the standards set forth in the [Kansas State University Brand Guide](#). Designs should be submitted for approval prior to soliciting sales and/or printing items.

Sales Tax

Sponsored and class merchandise sales are subject to sales tax collection and reporting requirements ([PPM 6130 Kansas Sales Tax](#)). The CVM Business Office can help establish pricing so that the sales tax is built into the cost of the merchandise.

Affiliated organizations’ sales are also subject to sales tax collection and reporting requirements. It is the responsibility of the organization to collect and report sales tax in accordance with local and state laws.

Food Sales

Food sales for fundraising within the college (not open to the public) may include catered, pre-packaged, or homemade food. When the food is homemade or prepared by members of the organization on-site, those who are purchasing the food recognize the organization is responsible for the food preparation and make their decision to participate accordingly.

Organizations are **not** permitted to sell homemade food items at events which are open to the public (e.g. football parking, Open House) without following approval from the KSU Office of Environmental Health & Safety. The OEHS Policy Regarding Events Serving Food on Campus can be found [here](#).

“Environmental Health & Safety would like to caution organizations about sponsoring open events involving the serving of food. Any event held on University grounds or in University buildings, whether admission is charged or not, is subject to the provisions of the Kansas Food Code, and must follow this policy and procedure. These regulations apply to all events.”

Sponsored Organization/Class Fund Usage

For the most up-to-date information on usage of sponsored organization and class funds, visit the webpage in the Student Resources section of the CVM iWeb [here](#).

Purchasing General Guidelines

General Supplies

A Business Procurement Card (BPC) is available for check-out in the Business Office. To avoid a personal reimbursement, members can stop by 102 Trotter Hall between 8AM-12PM and 1PM-5PM and check out a credit card to use to pay for general supply items for the organization. The itemized receipt should be returned to 102 Trotter Hall.

If you wish to use a BPC for a food purchase, you will need to email DSOAccounting@vet.k-state.edu at least 48 hours prior to the meeting time to allow time to get the card opened up.

Payment Guidelines

Invoices

For payment on an invoice, the original invoice should be sent to 102 Trotter Hall or emailed to DSOAccounting@vet.k-state.edu. In circumstances where an original invoice is unavailable, a duplicate invoice can be substituted (as long as the notation "original lost" is on the invoice). If the vendor has not historically been paid by K-State, then the Business Office will request a current signed and dated W-9 from the vendor. K-State is a tax-exempt entity, so if the vendor has tax on the invoice, the invoice will be short paid by the amount of the tax.

When paying for food (i.e. luncheons, dinners, coffee breaks, etc.) meals receipts must be itemized and a list of the participants receiving the meals must accompany the receipt and/or invoice.

The approximate timeframe from invoice submission to check mailed to the vendor is 3-4 weeks.

Personal Reimbursement

A personal reimbursement would occur if an individual purchased supplies, books, etc. and paid for the purchase personally. **The individual needs to sign each receipt** and turn in the **original receipts** to 102 Trotter Hall. If the individual is not a K-State employee or they are not in the KSU Financial Services vendor database, a current signed and dated W-9 will be requested.

Note: The majority of stores in Manhattan allow charge accounts for KSU departments. This method should be used whenever possible. Also, several staff have Business Procurement Cards (BPC) that can be used to purchase supplies. This method is also recommended instead of personally purchasing items and submitting receipts for reimbursement. However, meals, gas and services cannot currently be purchased or paid for using the BPC.

Student Travel

Students traveling out-of-state on behalf of Kansas State University using DSO or Class funding will need to email DSOAccounting@vet.k-state.edu or stop in 102 Trotter Hall to discuss the expenses. The Business Office will need a W-9 if the individual has not been reimbursed before.

Food Vendors

The College of Veterinary Medicine has direct charge accounts with the following vendors. When placing an order with the vendor, let them know you would like to charge the order to K-State College of Veterinary Medicine (Dean's Office Department if needed). Please let the vendor know that the State of Kansas is Sales Tax Exempt. Bring the itemized receipt and list of attendees to 102 Trotter Hall and payment will be processed to the vendor.

- Hy-Vee (*please use charge card from Business Office*)
- Dillon's (*please use charge card from Business Office*)
- HCI Catering (includes Cox Bros, Coco Bolos, Powercat Sports Grill)
- Qdoba
- McAlister's
- Panera Bread
- Noodles and Co.
- Blue Hills Catering
- Bluestem
- Friendship House
- Chris Cakes
- Little Caesar's (you usually have to go in and order)
- Pizza Hut
- Domino's
- Bockers II
- Arrow
- Hilton Garden Inn (they can direct bill for food)
- Chick-Fil-A
- AJ's Pizzeria

Motor Pool

A sponsored organization may be eligible to use motor pools for travel if qualified and as applicable under motor pool policy. Qualified travel may activities that enhance student education and promote the CVM. Sponsored organization account funds can be used to cover the costs associated with motor pool usage.

Tax Status

Sponsored organizations may use the University's tax ID number, tax-exempt status and University's not-for-profit status in conducting its activities. The CVM Business Office can assist sponsored organizations with the use of the university tax status.

Restrictions on Use of Funds

Gift cards

For payment of gifts and/or awards to an individual, regardless of the amount, **a W-9 form from the recipient must be completed with their name, address, taxpayer's identification number, signature and date.** Gifts and awards cannot be given to a State employee, including faculty and staff. For random door prizes and promotional items, a W-9 is not required if the prize is below \$25. It is encouraged to have an event sponsor(s) provide the gift and/or award so KSU does not have to obtain a W-9.

Alcohol

DSO and Class funds cannot be used to purchase alcohol or pay for alcohol service. All DSO and Class fund sponsored events must be approved by the college, including those which may include bar services. If approved, these events must utilize a cash bar option or other means to pay for alcohol and alcohol service.

Webpages / Email Accounts / Social Media

Organization webpages

All registered student organizations maintain an official university presence on OrgCentral. OrgCentral pages should be regularly maintained with up-to-date membership and contact information.

Organization email accounts

Organizations can maintain a CVM sponsored email list including members and advisors. Contact DeAnna Jacklovich at djacklov@vet.k-state.edu to create the organization email list. It is the responsibility of the organization to annually update the list membership.

Social media accounts

Student organizations are encouraged to share educational content and activities publicly as part of the outreach mission of a land-grant university. Whether class, sponsored or affiliated accounts, posted content should reflect the ethics and actions expected of the veterinary profession.

CVM Marketing and Communications can assist organizations with creation of social media accounts which utilize official KSU CVM logos and images.

Advertising

Promotional fliers

Promotional fliers for events or fundraising activities can help maximize involvement. To be effective, promotional materials need to be tasteful, informative, and visually appealing. Promotional materials which will be used outside of the college must be approved by the ADAPSS office and comply with KSU Division of Communications and Marketing policies and procedures. Working with the ADAPSS office on development of external promotional materials well in advance of events is strongly encouraged.

Fliers for events should contain information about:

- Day, time, & location of event
- Sponsoring class(es) and/or organization(s)
- Intended audience
 - note any attendance limitations based on membership or room occupancy
- Speaker(s) and topic(s)

Fliers for fundraising activities should contain information about:

- Day, time, & location of event
- Sponsoring class(es) and/or organization(s)
- Purpose or intended use of funds raised at the event

Posting fliers

Fliers and other promotional materials should **only** be posted on bulletin boards throughout the college. Fliers taped to doors, walls, mirrors, windows, appliances, white boards, or other surfaces will be immediately removed when found. After the advertised event, fliers should be immediately removed by the class or organization. Classes or organizations which post fliers in inappropriate places or fail to remove fliers in a timely fashion may have limitations placed on approval of future events.

Promotional email messages

As with promotional fliers, promotional email messages increase awareness of events and fundraising activities. Messages should be targeted to the appropriate audience as much as possible. Events which are restricted to members only should be promoted only to those eligible to attend, not sent to general class or college email lists. Reminder emails for events or fundraising activities should be limited to no more than three reminders ideally two weeks, one week, and one day before the event.

Email lists

The college maintains email lists for official and professional use by students, staff, and employees in the college. Many people are members of multiple email lists, however some may be a member of a single list. A general description of college emails lists include:

- **Classof20XX:** list includes all members of an academic cohort of DVM students, such as DVM Class of 2023 students. New, first-year student email lists are not fully available until late summer (late-July/early-August).
- **CVMFaculty:** list includes all instructors, as well as assistant, associate, and full professors within the college. List does not include House Officers, graduate students, or staff.
- **CVMStaff:** list includes all staff within the college.
- **GraduateStudents:** list includes all graduate students within the college.
- **HouseOfficers:** list included all interns and residents in the VHC.
- **Massmail:** list includes all members of CVMFaculty, CVMStaff, HouseOfficers, and GraduateStudents. Class cohorts are not included in the Massmail list.

Open House

Each spring KSU sponsors a campus-wide Open House event. Open House is a family friendly event where the public can explore 250-plus majors and options, 475-plus student organizations, and the family atmosphere that makes KSU stand out. CVM classes, student organizations and companies with affiliated student representatives are encouraged to participate in Open House.

Open House at KSU CVM is intended to excite the public about the career possibilities within veterinary medicine and to showcase the DVM program. Opening our doors to the public allows an inside look into our program and the student experience while attending KSU CVM as well as an up-close experience with the animals we care for.

Open House planning begins in December with the first university Open House planning meeting. At that meeting, class Open House representatives receive information on the official theme for the current year's event. Open House representatives are responsible for the planning and execution of Open House in cooperation with the ADAPSS Office and CVM Admissions Office.

Participation

To participate in Open House, organizations and companies must register with the Open House chairs. Tables and chairs are provided for the event at no charge. Student leaders and representatives are responsible for setup and cleanup of their event space. Setup must be completed at least 30 minutes prior to the published Open House start time. At least one student must be at the table at all times during the event.

Fundraising

Organizations may sell items to the public as for fundraising. It should be clear to the public how funds generated at the event will be used by the organization. Sales must follow guidelines described in the [Fundraising](#) section of this document.

Club Fair

The CVM hosts an annual Club Fair one evening during the first week of fall semester. The Club Fair is an opportunity for student organizations to highlight activities and benefits associated with student organization membership. The Club Fair includes a free Ice Cream Social provided by the Dean's Office.

Registration

Both sponsored and affiliated organizations may participate in the Club Fair. Registration information is sent to each student organization president and secretary in early August. Organizations may have one table on which to display information and promotional items. At least one member of the organization must be at the table for the duration of the event and is responsible for removal and/or disposal of display items at the end of the event.

Fundraising

Organizations may sell promotional items for fundraising purposes at their Club Fair table. With the concurrent Ice Cream Social, organizations may want to refrain from selling food (e.g. meals) as a fundraising activity during the Club Fair.