



**LEARN
ENGAGE
ADVOCATE
DISCOVER**

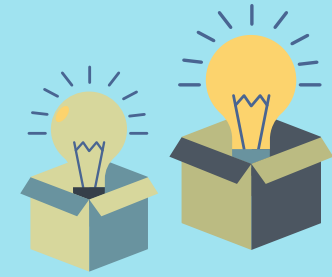


**Registered Student
Organizations**

RSO 101



TODAY'S GUIDE



Funding

**Engagement &
Leadership**



**RSO Services &
Marketing**

**Belonging,
Diversity, Equity,
Inclusion, and
Title IX**

FUNDING



**Business
Office**

Kristal Boxberger

Raeleann Weigel

apayable@fhsu.edu

**Purchasing
Office**

Shelley Bryant

purchasing@fhsu.edu

**Student Fiscal
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Cory Elsen

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**Student Government
Association**

Jackson Sinsel-SGA
Treasurer

jjsinsel.se@fhsu.edu

Foundation

Erica Fisher


eafisher@fhsu.edu

WORKDAY

SECURITY ACCESS

- Gain security access to make cash sales or submit other financial transactions for the Student Activity account by email: sfsmail@fhsu.edu.
 - Include: Your Name, FHSU ID, Organization Name, Officer Position, Cost Center Manager.
 - Security Access will only be given to an organization officer or advisor.
- Student Fiscal Services will submit the request for access. The request will be approved by the Cost Center Manager, Director of SFS, and the Business Office.
- Your security access change may take 3-7 days (depending on the approval process).
- Students should use their name@mail.fhsu.edu to log into [Workday](#).
- FHSU student employees will use name.se@fhsu.edu to log into [Workflow](#) forms. This includes: *Cost Center Change Form, Travel Receipt Forms, Transportation Requisitions.*

WORKDAY

 FORT HAYS STATE UNIVERSITY

STUDENTS FACULTY/STAFF VISIT GIVE DIRECTORY NEWS

ABOUT ACADEMICS ADMISSIONS ATHLETICS ONLINE STUDENT LIFE

STUDENT RESOURCES

Home / Division Of Student Affairs / Student Resources

WHAT YOU NEED TO SUCCEED

The busy schedules of students who are involved in classes, career development and on-campus activities keep Fort Hays State University always improving the ways in which we can help you with classes, stress and life.

You're not alone in your journey to excellence. We're here to help and cheer you on – every step of the way.

- TIGERTRACKS
- BLACKBOARD
- LIBRARY
- GMAIL
- WORKDAY



Browser: chrome | URL: https://www.myworkday.com/fhsu/d/home.html

Site Links: Workday Write Cloud Fax

Search

FORT HAYS STATE UNIVERSITY

Welcome, Kelsi J Pfannenstiel

Inbox

128 items

Cash Sale: 999 Customer for Cash Sales on 09/06/2018 for \$170.98
7 minute(s) ago - Due 09/11/2018, Effective 09/06/2018

Cash Sale: 999 Customer for Cash Sales on 09/06/2018 for \$146.21
8 minute(s) ago - Due 09/11/2018, Effective 09/06/2018

Cash Sale: 999 Customer for Cash Sales on 09/06/2018 for \$33.04
8 minute(s) ago - Due 09/11/2018, Effective 09/06/2018

[Go to Inbox](#)

Applications

13 items

- Time
- Directory
- Benefits
- Career
- Personal Information
- Time Off
- Pay
- Expenses
- Cash Sales (Deposits)
- External Resources
- Customer Collections
- Supplier Accounts

BUSINESS OFFICE

EXPENSES



- Expenditures are processed through the FHSU Workday system
- Purchases cannot exceed the organization's account balance
- SGA vs. Student Activity Funds
 - SGA Allocations and Appropriations must follow SGA, University and State of Kansas guidelines.
 - Student Activity funds have fewer restrictions and allow more flexibility
 - Student Activity accounts are NOT tax exempt (unless purchasing for resale)
- Gifts, Prizes and Awards expenditures must follow strict guidelines. For details regarding these purchases review the full policy and procedure: [**Gifts, Prizes and Awards.**](#)

BUSINESS OFFICE

PAYMENT BY CREDIT CARD



*****Preferred method of payment to suppliers*****

Student Activity Accounts

- Credit Cards are checked out through SFS.
- Can be checked out and used for travel expenses.
- DO NOT use student activity credit cards to make purchases that will be paid from state funds.

SGA Allocations/Appropriations

- Only state issued p-cards can be used for state expenses.
- DO NOT use state p-cards to pay for expenses to be paid for student activity funds.
- If a student organization does not have access to a state p-card, they can contact Purchasing to make purchases to be paid from state funds.

BUSINESS OFFICE

PAYMENT BY CHECK



- If supplier does not accept credit card payments, a supplier invoice will need to be submitted in Workday to remit payment by check.
 - Follow this procedure to create a supplier invoice in Workday:
[Create Supplier Invoice.](#)
- DO NOT wait until invoices are due to initiate the process to request a check. The approvals and processing of the check can take several days, and student organizations do not want to run the risk of being assessed late fees on invoices.

BUSINESS OFFICE

REIMBURSEMENTS



- When an individual (member, advisor, etc) pays for student organization expenses personally and needs reimbursed, follow the [**Create Expense Report-SA Company**](#) to process reimbursement to the individual.
- If the individual is being reimbursed from SGA funds for travel related expenses, prior to the trip a Travel Receipt Form must be started in the Business Office workflow and a Spend Authorization will need to be submitted [**Create Spend Authorization for Trip Approval**](#). After the trip is complete, finalize and submit the Travel Receipt form and follow the [**Create Expense Report: FH Company - For Travel Expenses**](#) or [**Create Expense Report: FH Company - Student**](#) to submit the expense report for reimbursement.
- Unless it is the only option, it is NOT recommended that individuals pay personally for expenses. Reimbursements can take time to process, thus potentially creating a financial burden to the individual.

BUSINESS OFFICE

EXPENSES NOT ALLOWED



- Illegal purchases: lottery tickets, alcohol, drugs, tobacco, or other purchases not in accordance with University policies.
- Purchases without an itemized receipt.
- Advisor expenses from SGA.
- Advisor expenses from SA funds must be approved at a club meeting—minutes of the meeting must be attached to the expenses.
- SGA funds cannot be used for fundraising. SA funds are allowed for fundraising, see Fundraising Project Policy in the Student Organization handbook PRIOR to hosting a fundraising event.
 - Any organization considering a raffle must contact Student Engagement in advance for guidance and approvals.

BUSINESS OFFICE

TRAVEL



- If trip expenses are being paid with Student Activity funds, a Student Activity credit card should be checked out from SFS to pay for expenses.
- If trip expenses are being paid with SGA Allocations, a state p-card should be used to pay for expenses. If the student organization doesn't have access to a state p-card, contact the Purchasing Office.
- Need Assistance with travel???
 - For questions on the logistics of travel and compliance with policies and procedures, contact the ***Business Office***.
 - For assistance with making arrangements and/or submitting forms, contact the ***Purchasing Office***.
 - For a complete list of University travel policies and procedures go to **[FHSU Travel Policy Manual](#)**.

BUSINESS OFFICE

MEALS WHILE TRAVELING



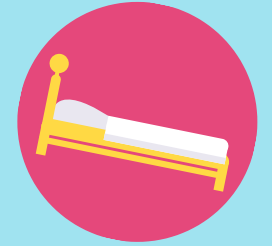
Student Activity Accounts

- Student Activity credit card can be checked out and taken on trips to cover student meals.
- Students can pay personally and be reimbursed after the trip.
- Advisor can pay personally for student meals and get reimbursed; however, a certification of expense form will have to be completed and signed by each student. Advisors with a p-card **MUST NOT** use them for meals!!!

SGA Allocations/Appropriations

- Meals are reimbursed to the traveler (after the trip) based on the daily M&IE rate. Meal allowance is determined by the destination, departure times and arrival times of travel.
- Some situations may warrant a cash advance being distributed to students for meals.
- Advisors **MUST NOT** use their state p-card or personal funds to pay for student meals!

BUSINESS OFFICE LODGING



- LODGING CANNOT BE PREPAID. Reservations can be made to hold rooms and under certain circumstances a one night's deposit may be required, but the full stay cannot be paid in advance.
 - ****Airbnb's only option is to pay in full when making the reservation. As long as this is a more economical option vs. a hotel, the prepayment is allowed.****
- Lodging rates are established by the State of Kansas and are determined by the destination of travel and the month that the travel occurs in. Rates can be found on the Business Office webpage, [Expenses/Travel](#) section.
- Itemized receipts are required and must show the room rate, miscellaneous costs and taxes charged.
 - Note: If travel is paid from state funds and travel is in the State of Kansas, tax should not be paid to the lodging establishment.

BUSINESS OFFICE

TRANSPORTATION



Employees and students traveling on university business are required to use the most economical and advantageous modes of transportation.

- Detailed information regarding transportation policies can be found in the [**FHSU Travel Policy Manual**](#)

POSSIBLE COMPLICATIONS

- Are you traveling separate from other travelers for personal reasons?
- Are you leaving or returning somewhere other than your official station?
- Is someone going with you that isn't on state business?
- Are you extending your trip for personal time?

BUSINESS OFFICE **CONTACT**



Phone: 785.628.5948

Email: apayable@fhsu.edu

[Webpage](#)

Sheridan Hall 106

PURCHASING OFFICE

GENERAL ACCOUNT INFORMATION

- Please schedule an appointment for assistance - email purchasing@fhsu.edu or call 785.628.4250 or 785.628.4463.
- FHSU Student Activity and SGA procedures [Policies, Procedures, and Templates - Workday](#)
 - Assistance with travel arrangements, Workday, and Workflow travel forms.
 - Instructions and guidance with supplier purchases by check or SA credit card.
 - Assistance with Workday expense reports for personal reimbursement.
 - [Foundation forms](#) for donations over \$25 (use Gift Deposit form).
 - Assistance submitting Oktoberfest forms- credit card check-out, cash box submittal.
 - Please note: Anything with a FHSU logo must be approved by [University Marketing](#) prior to purchasing - creative@fhsu.edu

PURCHASING OFFICE

GENERAL ACCOUNT INFORMATION

- All contracts and agreements for events, speakers, etc. require pre-approval. General Counsel reviews the document(s), the **President of FHSU or Vice President of Administration & Finance are the only people authorized to sign the contract or agreement.**
- Traveling FHSU Policy for [Educational Travel](#):
 - Print, complete, and sign the appropriate Student Waiver, Release, and Indemnification Agreement form (#1 or #2). This form must be hand delivered to the General Counsel Office in Sheridan Hall #314.
 - Please allow 6-8 weeks prior to the departure date when using SA or SGA allocations, including; airfare, lodging (cannot be prepaid), and registrations.
 - For SGA appropriations contact the Purchasing Office for reimbursement – copies of itemized receipts will be required!
 - **ALL travel requires trip approval!** Submit a Spend Authorization for Worker in Workday.
 - 'Worker' would be the student employee, faculty/staff traveling, or advisor.
 - Groups submitted under either faculty/staff traveling or advisor.

PURCHASING OFFICE

COST CENTER BALANCES

- You are responsible for maintaining your organization's records!!!
- To check your balance:
 - [Workday Finance Reports](#)
 - Select Cash by Cost Center (Total)
 - Be sure to change the Company code to SA if checking Student Activity balances.
- Maintain all supporting documentation, including:
 - SA/SGA cost center reconciliation documentation, customer receipt books, copies of invoices/supplier receipts, travel related receipts, etc.

PURCHASING OFFICE

CONTACT



Email: purchasing@fhsu.edu

Phone: 785.628.4250 or 785.628.4463

Sheridan Hall 318

STUDENT FISCAL SERVICES



Cash Boxes

STUDENT FISCAL SERVICES

CASH BOX POLICIES / GUIDELINES

- Step-by-Step procedures are found on the SFS website at:
<https://www.fhsu.edu/workday/student-fiscal-services/>
- Cash Boxes are for the purpose of making change.
- A maximum of \$100 can be requested (or less if the cost center does not have adequate funds).
- Submit the request at least two business days in advance of the event.
- Cash Boxes are limited, so requests will be honored on a first-come, first-serve basis.

STUDENT FISCAL SERVICES

CASH BOX POLICIES/GUIDELINES

- Must be picked-up from SFS by 4:00 p.m. on scheduled work days.
- Only authorized individual(s) listed on the spend authorization can pick up the cash box with a photo ID. Funds may be automatically deducted from the cost center if not returned at the time specified.
- Return exact amount of cash as issued (in any denomination); your sales will be deposited as a cash sale.

STUDENT FISCAL SERVICES



Student Activity Credit Cards

STUDENT FISCAL SERVICES

STUDENT ACTIVITY CREDIT CARD POLICIES/GUIDELINES

- Step-by-Step procedures are found on the SFS website at:
<https://www.fhsu.edu/workday/student-fiscal-services/>
- Submit the spend authorization **at least** two business days in advance.
- Submitter is responsible for making sure that there is enough money in the cost center for the purchase prior to submitting the spend authorization.
- **Only authorized individual(s)** listed on the spend authorization can pick up the credit card, with a photo ID.

STUDENT FISCAL SERVICES

STUDENT ACTIVITY CREDIT CARD POLICIES/GUIDELINES

- Purchases are taxable unless purchased for resale.
Examples: Pizza purchased for meetings = TAXABLE
Food purchased to sell at Oktoberfest = NOT TAXABLE
- Only purchases requested and up to the authorized amount on the spend authorization can be made.
- Any unauthorized purchases or amounts exceeding the authorized limit will be charged to the activity account. The faculty sponsor will be responsible for taking the appropriate action to reclaim the fund due to the activity account.

STUDENT FISCAL SERVICES

RETURN OF STUDENT ACTIVITY CREDIT CARD

- SA Credit Card must be returned to Student Fiscal Services with an itemized receipt and by the End Date on the Spend Authorization. Usually the same day of check-out, and no more than 24 hours later.
- A credit card slip is not sufficient documentation since it does not list what was purchased. If the vendor cannot provide an itemized receipt, a Lost Receipt Verification form must be completed.
- If returning items after the credit card has been returned to Student Fiscal Services, contact Student Fiscal Services.
- **Please follow the SFS Policies/Guidelines for credit card usage. Failure to abide by the SFS Policies/Guidelines may result in the loss of the use of SFS credit cards by an individual or the club.**

STUDENT FISCAL SERVICES



Record a Cash Sale

STUDENT FISCAL SERVICES

CASH SALE HELPFUL HINTS

Step-by-Step procedures are found on the SFS website at:

<https://www.fhsu.edu/workday/student-fiscal-services/>

Most Commonly Used Revenue Categories:

Membership Dues (R00024)-R *Non-Taxable*

Food Sales (R00076)-R *Taxable*

Clothing Sales (R00087)-R *Taxable*

Most Commonly **Misused** Categories:

Dues, Memberships, and Subscriptions (529100)-R

Human Food for Consumption (532010)-R

Clothing(530100)-R

STUDENT FISCAL SERVICES

CASH SALE HELPFUL HINTS

Determine Tax Applicability Options:

- Taxable Sales (Destination) Use if a sale was made in Kansas *but* outside of Hays.
- Taxable Sales (KS Food) **NEW** - If your group sold food, contact SFS.
- Non-Taxable (Entity) A tax-exempt certificate must be attached to the cash sale or already on file with SFS.
- Non-Taxable (Out of State)
- Non-Taxable (Resale) A resale exempt certificate must be attached to the cash sale or already on file with SFS.
- Do not change Tax Applicability from Taxable Sales to Non-Taxable Item.

STUDENT FISCAL SERVICES

CASH SALE WITH MULTIPLE LINE ITEMS

Cash sales can include multiple line items for the following reasons:

- One payment type applying to multiple cost centers
- One payment type applying to multiple revenue categories
- Transactions with different Tax Applicability or Tax Codes
- To add multiple transactions of the same Payment Type to one Cash Sale, click the plus sign under *Invoice Lines* and complete all the required fields.

STUDENT FISCAL SERVICES

ATTACH BALANCING DOCUMENTATION

- Attach the Cash/Check Balancing Worksheet, as well as:
- Destination Sales Log Sheet, if applicable.
- Non-Taxable (Entity), a tax-exempt certificate must be attached to the cash sale in order for the deposit to be approved and processed.

The screenshot shows a software interface with three tabs: 'Invoice Lines', 'Tax', and 'Attachments'. The 'Attachments' tab is selected and highlighted with a red box. Below the tabs is a large dashed-line area for attachments. In the center of this area is a box with the text 'Drop files here' and 'or' below it, and a 'Select files' button at the bottom. This entire box is also highlighted with a red box.

STUDENT FISCAL SERVICES

SUBMIT THE CASH SALE FOR APPROVAL

After you have submitted a Cash Sale it will be routed to SFS for verification and approval.

On the confirmation page, open the drop down under *Details and Process* to find your cash sale number. You will need this number when you complete the Security Deposit Bag.

The screenshot shows a confirmation message at the top: "You have submitted Cash Sale: 999 Customer for Cash Sales on 02/09/2017 for \$50.00" with a three-dot menu icon. Below this, there are two columns of information. The left column is titled "Up Next" and lists "Accounts Receivable Data Entry Specialist" and "Approval by Accounts Receivable Data Entry Specialist" with a "Due Date 02/10/2017". The right column is titled "Do Another" and has a link "Record Cash Sale". At the bottom left, there is a dropdown menu labeled "Details and Process" with a downward arrow. Below the dropdown, the text "For" is followed by a highlighted yellow box containing "CSH00036" and the text "- 02/09/2017 - 50.00 - USD".

You have submitted Cash Sale: 999 Customer for Cash Sales on 02/09/2017 for \$50.00

Up Next

Accounts Receivable Data Entry Specialist

Approval by Accounts Receivable Data Entry Specialist

Due Date 02/10/2017

Do Another

[Record Cash Sale](#)

▼ Details and Process

For **CSH00036** - 02/09/2017 - 50.00 - USD

STUDENT FISCAL SERVICES

PREPARING THE SECURITY DEPOSIT BAG

Fill out the Security Bag in Entirety

Company: SA (Student Activity)

Location # -> Cash Sale number

Date (of deposit, not event)

Prepared By: Name & **Phone Number**

Total \$ amount of cash sale

-Security Bags must be delivered in person to the SFS Office within 24 hours of submitting the Cash Sale in Workday!

ALERT SECURITY BAG™

Serial Number: 3578468

INSTRUCTIONS:
1. Use ballpoint pen. Work on a smooth, flat surface.
2. Complete required information in all white areas of the bag and receipt.
3. Tear-off perforated receipt. Remove adhesive backing and fold at line indicated to create tamper evident seal.

Currency

DELIVER TO: _____

SENDER INFORMATION:
Company: FH, SA, AT
Location #: GSHOOD24 Date: 4-10-17
Prepared By: Ryan Post - 4461

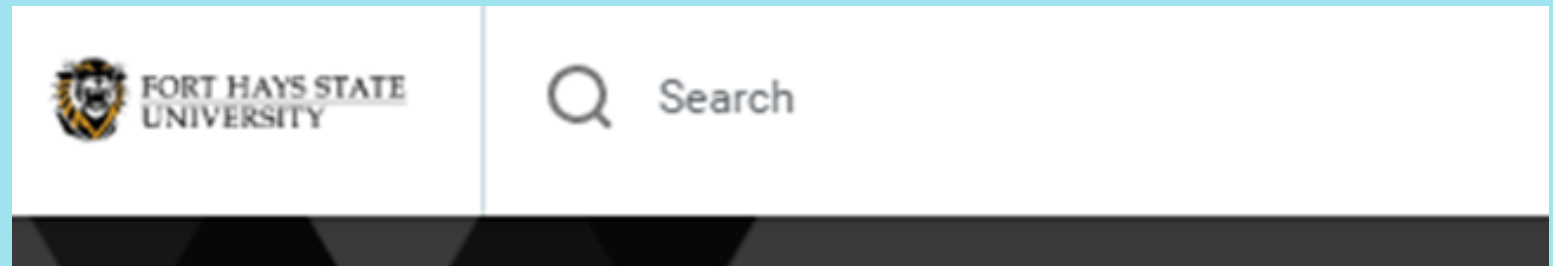
Deposit Said to Contain:

Cash:	\$	<u>100.00</u>
Checks:	\$	<u>—</u>
Other:	\$	<u>—</u>
Total:	\$	<u>100.00</u>

STUDENT FISCAL SERVICES

FIND SAVED OR COMPLETED CASH SALES

- Open the Cash Sale from your Workday archive, or...
- Search the Cash Sale Number in Workday.



- Cash Sales in *Draft* Payment Status can be opened, changed if necessary, and submitted again.

STUDENT FISCAL SERVICES

SFS DEPOSIT POLICIES & GUIDELINES

-Deposits are to be made at least once a week for any cash or checks received.

-Outdated checks (60 days +) will be accepted at the risk of the organization, not FHSU. If the bank rejects the check, the organization advisor will be notified and the funds will be deducted from the cost center.

Do not accept post-dated checks.

-When accepting checks, make sure that:



- They are payable to FHSU, not the Organization or personal names.
- The written amount (legal line) and numerical amount match.
- All checks are signed.

STUDENT FISCAL SERVICES

SFS DEPOSIT POLICIES & GUIDELINES

- Use an endorsement stamp, endorse the back side of the check with the Cost Center.
- Insufficient funds checks (or stale-dated checks) will be charged back to the Cost Center. The Cost Center manager (organization advisor) will be notified via Workflow and campus mail.
- SFS does not require individual receipts to accompany the deposit. *However, receipts must still be retained by the department/student organization as they may be requested during an audit.*
- Do not pay expenses out of sale proceeds.* Reimbursements for expenses must be processed through the FHSU Workday system.

STUDENT FISCAL SERVICES

CONTACT



Email: sfsmail@fhsu.edu

Phone: 785.628.5251

Picken Hall 317

STUDENT GOVERNMENT ASSOCIATION

FUNDING SOURCES

- We have several options available for funding of groups like **Allocations, Appropriations, and Equipment.**
- Allocations is a process in preparation of the upcoming year where groups are funded for different trips, events, and speakers they will be bringing to campus or attending.
- Appropriations is a way to get money if your group received no Allocations or didn't apply for Allocations. You can receive \$1,000 per group or \$500 for an individual.
- Equipment is a funding source for student organizations to receive funding for equipment for their group. \$1,500 per organization per fiscal year, and then can be matched dollar-for-dollar.

STUDENT GOVERNMENT ASSOCIATION

ALLOCATIONS

-This year's allocations for 23-24 have already been dispersed but allocations budgeting for 24-25 will open in November.

-Allocations can fund: Trips, speakers, on-campus events, etc.

-Allocations cannot fund: "Items considered "personal gain" will not be funded through any funding mechanism of the Student Government Association. This is consistent with the State of Kansas funding guidelines. Examples of personal gain include, but are not limited to:

- T-shirts, sunglasses, cups, key-chains, lanyards, or anything that is given out at an event
- T-shirts, notebooks, pins, stoles, or any other item given to members of an organization, unless the items are returned to the organization at the end of the academic year and are housed on campus
- Printing Costs (except for educational purposes – e.g. reusable educational posters)
- Museum admission, theater tickets, or other admission fees

STUDENT GOVERNMENT ASSOCIATION

APPROPRIATIONS

- Appropriations is essentially the same as Allocations with the same things being funded like funding trips, speakers, on-campus events, etc.
- Yet again, the difference is if you received Allocations, you **cannot** receive Appropriations.
- Appropriations has the same parameters that nothing done with the funding can be used toward **personal gain**.
- Student Senate and the Appropriations Committee are the deciding factor on what we will fund with the Appropriations monies.

STUDENT GOVERNMENT ASSOCIATION

EQUIPMENT

- Student Organizations can fill out the form in Tigerlink if they are needing monies for equipment.
- This item/items must be stored on campus with the ability for other student organizations to use it.
- Student Senate and the Appropriations Committee are the deciding factor on what we will fund with the Equipment Monies.





STUDENT GOVERNMENT ASSOCIATION

FORMS

- Forms for Appropriations, Equipment, line item changes for Allocations funding, and the creation of a new line item can all be found on Tigerlink.
- Simply go to SGA's Tigerlink Page click on forms and select the form you need to fill out. Or I have some QR codes I printed out for your convenience. If you are having trouble finding it simply reach out to me or stop by the office.

Forms

[VIEW ALL FORMS](#)

-  2023-2024 Appropriations - Equipment Request
-  2023-2024 Appropriations - Speaker/Event Request
-  2023-2024 Appropriations - Trip Request
-  Creation of a New Line Item

STUDENT GOVERNMENT ASSOCIATION

SGA TREASURER CONTACT



Email: jjinsel.se@fhsu.edu

Phone: 785.628.5311

FWCSS: 238

FOUNDATION RESOURCE:

CROWDFUNDING

"I Fed the Tiger" Campaign

- Crowdfunding campaign **reserved for student organizations**
- Runs from mid-October through December
- Project Application deadline is **September 15**
- Apply at **ifedthetiger.com**

"Giving Day" Campaign

- Crowdfunding campaign for university-wide projects
- Only 50 projects will be accepted
- Date will be in April with an application deadline in February
- See more info at **fhsugivingday.com**



FHSU FOUNDATION

CONTACT



Erica Fisher

Director of Annual Giving

Email: eafisher@fhsu.edu

Phone: 785.628.5070



**LIBRARY
TECH
CHECKOUT
& SPACES**

www.fhsu.edu/library



TECHNOLOGY CHECKOUT

(Free w/ Tiger Card)



- ▶ **PA System**
(Speaker + Mic)
- ▶ **Laptops & iPads**
- ▶ **Projector Screens**
(Outdoor inflatable & regular ones)
- ▶ **Projectors**
- ▶ **Cameras & Tripods**
(OWL & GoPro)

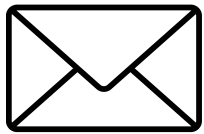


FL210

LIBRARY SPACES

Fall 2023 - Spring 2024*

*renovation preparation begins sometime in Spring



libspaces@fhsu.edu



South Study Area

MEETINGS

- ▶ **Group Study Rooms**
(Capacity: 12)
- ▶ **Conference Rooms**
(Capacity: 17 & 32)

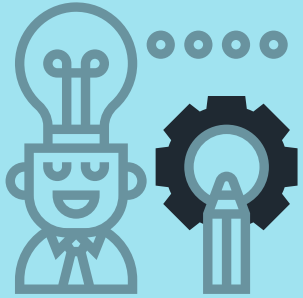
EVENTS

- ▶ **South Study Area**
(Capacity: 96)



**RSO
SERVICES &
MARKETING**

LEARN. ENGAGE. ADVOCATE. DISCOVER.



RSO-ENGAGEMENT RESOURCES FOR STUDENT ORGANIZATIONS



Tiger[Link]

corq



STUDENT ENGAGEMENT
ENGAGE@FHSU.EDU | 785-628-4664
2ND FLOOR OF FWCSS



REASONS TO USE THESE PLATFORMS

**- Roster & Organization
Management**

- Events

**- Forms &
Documents**

- News & Photos

**- Organization
Messaging**

CREATING AN EVENT ON TIGERLINK

1

MUST have Management access to the department/office/organization page

2

**Manage > Tool Drawer near top left >
Events > Create Event
Submit event for approval**

3

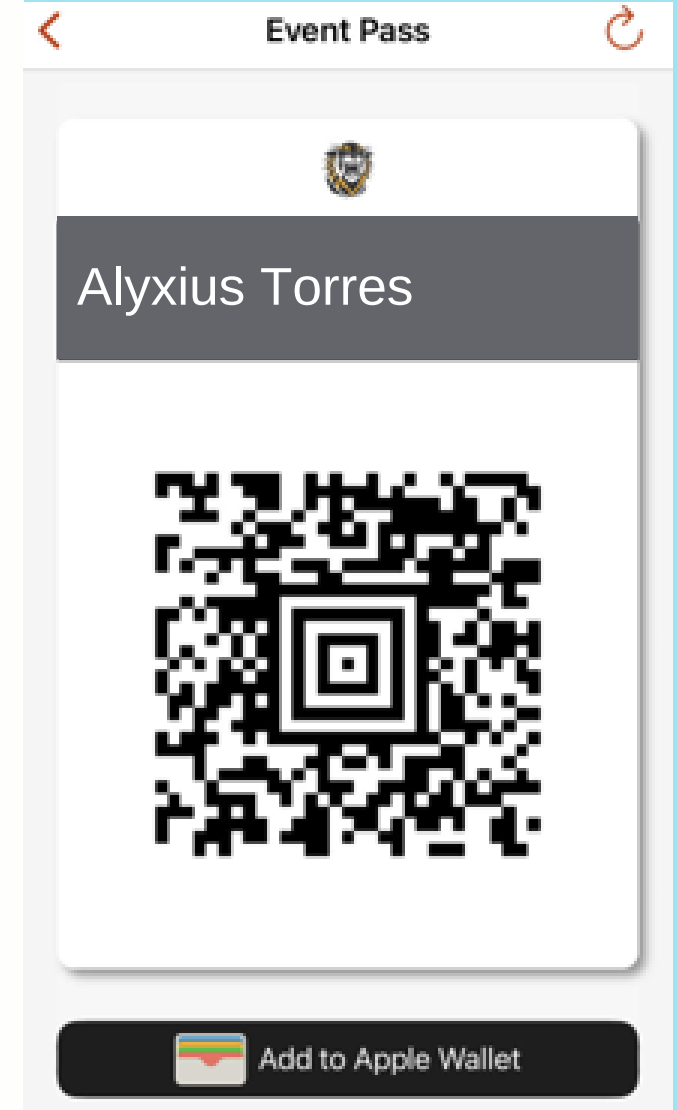
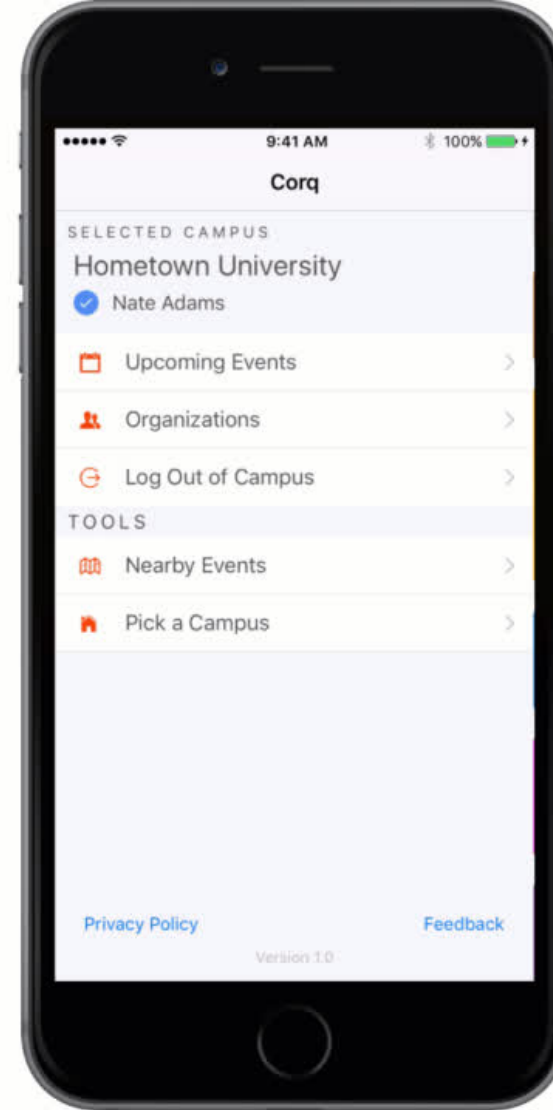
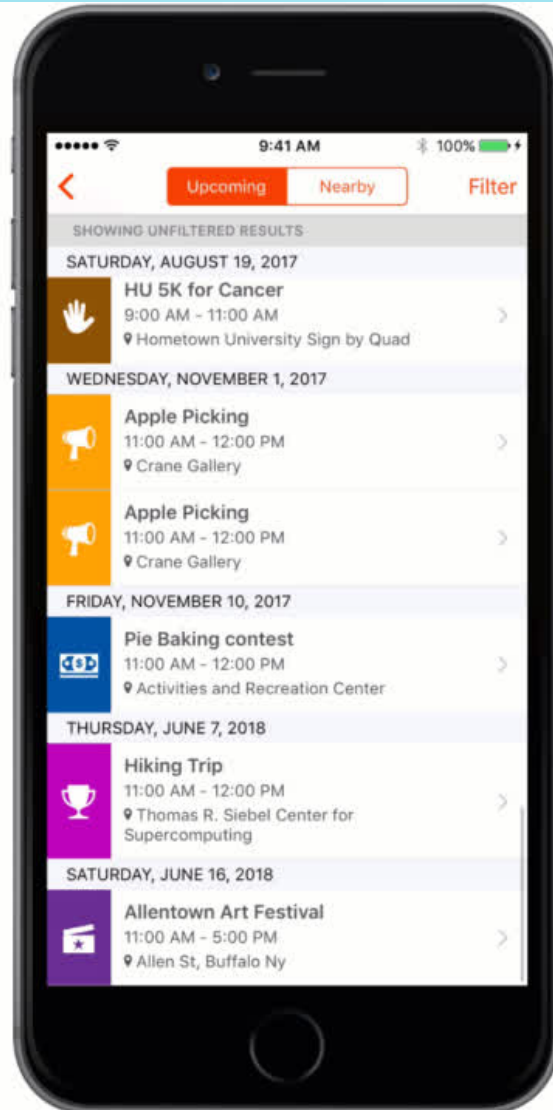
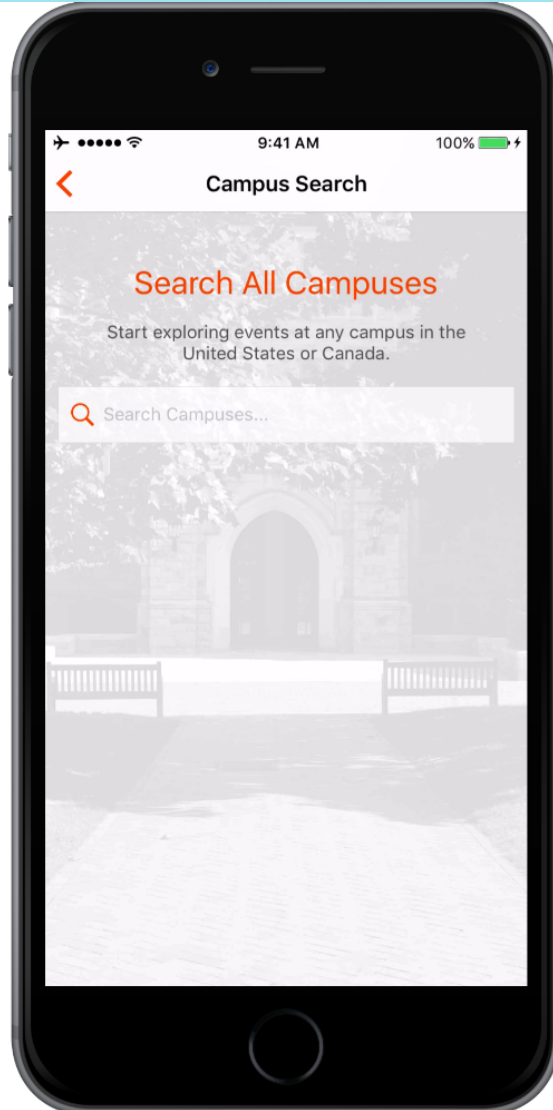
Student Engagement will approve your event as soon as possible

4

You will receive a notification email from TigerLink about the approval

USING THE MOBILE APP CORQ









THE APP WILL BE UTILIZED BY ATTENDEES OF YOUR EVENT, THEIR UNIQUE QR CODE ALLOWS THE EVENT HOST TO SCAN THEM IN FOR ATTENDANCE



FINDING THE EVENT ACCESS CODE ON TIGERLINK WEB BROWSER

 Career Center
Hometown University

Manage Organization

-  Home
-  Roster
-  About
-  Events
-  News
-  Gallery
-  Documents
-  Forms

 Explore View 

 Action Center Home

 Action Center



Career Center

524 Members

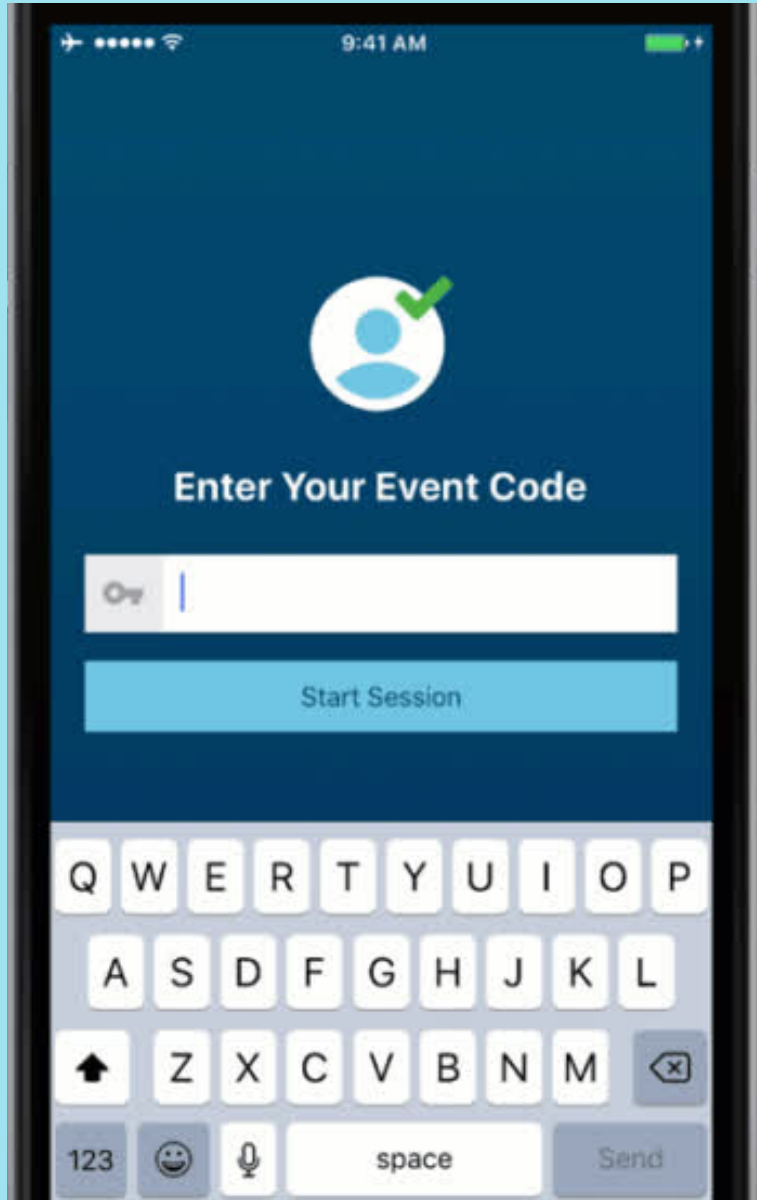
Primary Contact: James Patil

CHECKING EVENT ATTENDEES IN WITH CAMPUS LABS EVENT CHECK-IN APP

Enter your event code and login to your TigerNet ID information

Scanning and checking in attendees

Scanning and checking in attendees in without the Corq app





Engagement & Leadership

LEARN. ENGAGE. ADVOCATE. DISCOVER.



Belonging, Diversity, Equity, Inclusion, & Title IX

LEARN. ENGAGE. ADVOCATE. DISCOVER.

HARASSMENT

UNWELCOME CONDUCT THAT IS BASED ON A PERSON'S

- Gender
- Race
- Religion
- National Origin
- Color
- Age
- Marital Status
- Sexual Orientation
- Disability
- Veteran Status
- Genetic Information

Prohibited under Title VI and Title VII of the Civil Rights Act

SEXUAL HARASSMENT

SEXUAL HARASSMENT CAN BE DEFINED AS ANY OF THE FOLLOWING

- Unwelcome Conduct on the Basis of Sex
- Quid Pro Quo Harassment
- Dating/Domestic Violence
- Stalking
- Sexual Assault
 - Rape
 - Fondling

Prohibited under both Title VII and Title IX

MANDATED REPORTERS

INSTITUTIONAL RESPONSE TO SEX DISCRIMINATION (TITLE IX)

- An institution is required to prompt and effective action to any report of sex discrimination in its education program or activity, prevent its recurrence, and remedy its effect § 106.44 (a)

WHAT DOES THIS MEAN?

- Mandated reporter
- Prompt reporting
- Reasonable steps to end harassment and prevent recurrence

WHO DO YOU REPORT IT TO?

- Specific incidents - AMY
- Struggling student - HEALTH & WELLENES

WAYS TO REPORT

CONTACT AMY SCHAFFER THROUGH PHONE (785.628.4175) OR
EMAIL: ALSCHAFFER@FHSU.EDU

REPORT FHSU.EDU WEBSITE RIBBON



ABOUT ACADEMICS ADMISSIONS ATHLETICS STUDENT LIFE ONLINE CHAT

VISIT APPLY GIVE

Kappa Kappa Gamma

[Ideas/Concerns/Help](#)

FORT HAYS STATE UNIVERSITY

Fort Hays State University
600 Park Street
Hays, KS 67601-4099
785-628-FHSU (3478)

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IF A CRIME - CALL UNIVERSITY POLICE 785.628.5304 OR 911

QUESTIONS?


Amy Schaffer

University Compliance Officer

Sheridan Hall #314

785.628.4175

alschaffer@fhsu.edu



Reflection & Application

“If your actions inspire others to dream more, learn more, do more, and become more, you are a leader.”

LEARN. ENGAGE. ADVOCATE. DISCOVER.

MEMORIAL UNION

RESERVATIONS

- The Memorial Union coordinates reservations for rooms in the Memorial Union, Fischli-Wills Center for Student Success, and the Quad.
- Events and meetings in the Union and Center for Student Success are required to use The Union Catering Company (The UCC).
- Exceptions to the catering policy are only available to student organizations for bake sales or if The UCC is unable to accommodate the menu request. Contact the Union for more details.

MEMORIAL UNION
FHSUUNION@FHSU.EDU | 785-628-5305
UN 208

MEMORIAL UNION

MARKETING

- Posters, table tents, and banners should always include organization name, logo, and contact information. Quantities and other details are on the Union website.
- Yard signs and sidewalk chalking should be approved in advance in the Union office.
- Ads to “The Roar” radio may be submitted through the Memorial Union TigerLink page. (You submit text, our DJ’s record the ads!)
- PowerPoint slides for digital signage in the Union and Center for Student Success should be emailed to the Union.

MEMORIAL UNION
FHSUUNION@FHSU.EDU | 785-628-5305
UN 208