



STUDENT CLUBS & ORGANIZATIONS HANDBOOK

Updated Spring 2025

Section 1. Creating a Club

A. Requirements to Create a Club

The first step to creating a club is to make sure that a similar club does not already exist. If a similar club is not already active on campus, you can create a club that fits your club's mission and purpose

B. Mission

The club's mission statement is a statement of purpose of the club and its reason for existing. The mission statement should consist of three essential components:

1. Your key market- the types of students you are trying to reach.
2. The contribution you will provide to the University, students and/or campus.
3. Distinction: what makes your club unique compared to the rest of the clubs at the

University?

C. Process to Create a Club

To create a club, you need at least four currently enrolled UCCS students: two general members, and two club officers. Club membership must be open to any and all interested students at the University of Colorado Colorado Springs.

- i) **Officers-** Officers are those who have the responsibility of representing the club. Officers have access to reserving spaces with Event Services and are responsible for gaining approvals and submitting forms on behalf of the club to Student Life. Officers are the people who have a position of authority in a hierarchal organization. Officer roles shall be outlined in the Club Constitution.
- ii) **Members-** Members are students who are in a club and contribute to decisions and ideas, without holding an officer role. You need a minimum of two UCCS students to participate as members to start a new club. Member shall be open to all students, and participation shall not be limited.

Section 2. Club Constitutions

A. Definition of Club Constitution

A club's constitution is a document of principles, established procedures and structure of the club. The purpose of a club constitution is to serve as a guiding document when addressing any concerns or issues a club may have now or in the future.

B. Constitution Requirements

A club's constitution can be created from scratch or by utilizing a [Club Constitution Template](#). Regardless of the method used to create the constitution, it must include information on membership requirements, officer roles, officer election and removal process, a financial decision-making process, and an amendment process. Club members may add any other information that is vital to the club's existence.

- i. **Membership Requirements-** Club constitutions must state:

- a. Membership shall be open to any interested students at the University of Colorado Colorado Springs.
- b. Non-Students may join the club as “Associate Members”. Associate members may not run for office and do not have voting rights.
- c. If deemed necessary, a person’s membership may be reviewed by the club officers for repeated or serious violations of the club’s constitution. Members may also be expelled by a unanimous vote of the club officers for gross ethical or professional misconduct
- ii. **Officer Roles-** Officer roles must be outlined in a club’s constitution. The outline of roles should include what officer positions exist in a club (i.e., President, Treasurer, Secretary, etc.), the requirements that a student must hold to serve as an officer, and any and all duties that fall under each officer’s purview.
- iii. **Officer Election and Removal-** A club’s constitution must outline the election and removal process for officer positions. This should include when officers will be elected (i.e., March 1st, the first week of April, etc.), how long of a term an officer shall serve, how officer elections will take place (i.e., nominations, elections, and run-off elections procedures), and how officers will be removed from their position if it is determined they are unfit to serve.
- iv. **Financial Decision-Making Process-** A club’s constitution must outline how the club will handle the disbursement of funds (i.e., who will be allowed to disburse funds, how reimbursements will take place, and which officers will have the authority to charge the speedtype) and must state that all financial transactions of the club will be managed by the Student Life Office. The constitution must also outline a dissolution statement for funds (i.e., where your club wishes to disburse their money should your club dissolve for any reason).
- v. **Amendment Process** – A club’s constitution must outline an amendment process. This includes, but is not limited to, how amendments are brought forward, who makes approval decisions, and what types of amendments can be made.

Section 3. Registration and Renewal Process

A. Registering a New Club

To register a new club, one club officer must fill out the New Club Registration form on Mountain Lion Connect. After submitting the New Club Registration form, the Student Life Office will review it and give it a temporary approval until a club officer has completed a Club Orientation. At least one officer must complete Club Orientation before their registration will be officially approved.

B. Renewing Your Club

To renew your club, one officer must submit a Club Re-Registration form on Mountain Lion Connect (If your club portal has been disabled, please contact Student life at clubs@uccs.edu or 719-255-3470). To renew your club, follow these steps:

- Log into Mountain Lion Connect and go to your Club Portal page.
- Click on “Manage Organization” (located on the top right hand of the screen)
- When registration is currently open, you will see a blue button that says, “Re-Register Organization”. If there is no re-register button on the portal page and it is a time of registration, please contact Student Life at clubs@uccs.edu.

You will need to update your roster with current club officers and club members when you renew your organization.

Please note that in order for your club/organization’s renewal to be approved, it must be in good standing with the University (e.g., no outstanding conduct sanctions).

Section 4. Club Orientations, Trainings, and Mountain Lion Connect

A. Club Orientation

Every club must complete Club Orientation at the beginning of the semester in which they registered their organization. Club Orientation will be facilitated via Canvas or in person. Upon re/registration you must submit the UCCS email addresses of your club officers so they can be enrolled into the Canvas course. At least one club officer must complete Club Orientation before the organization’s registration and/or re-registration is approved by the Coordinator of Student Engagement.

B. Mid-Semester Trainings

The Student Life Office will offer at least one mid-semester training for all clubs and organizations to attend. These trainings are optional for attendance and will have rotating topics and themes. The Coordinator of Student Engagement will communicate information about where and when the trainings will be held.

C. Mountain Lion Connect

Every club will have access to a Mountain Lion Connect homepage portal for their organization. Members who are designated as club officers will have special access to the organizations page and will be able to submit forms on behalf of the organization and edit its roster. Clubs must update the following information:

- Club office and/or advisor changes
- Adding/editing a club profile picture
- Club name and/or club description changes
- Changes in club meeting time and/or location
- Changes in club membership dues

All clubs will also need to update their club profiles in August of each year if their club would like to have an active academic year. Exact deadline dates change annually, so confirm dates with the Coordinator of Student Engagement.

Section 6. Financial Information

A. Club Speedtype (On-Campus Accounts)

A speedtype is an on-campus account that may be provided to clubs to help keep track of their finances. The speedtype is for clubs collecting dues, fundraising for money and/or looking to spend money throughout the academic year. Speedtypes are required if the club is financially active and not all clubs have a speedtype. To set up a club speedtype please fill out the speedtype request form on MLC.

B. Club Cash

Club Cash is a \$100 per academic year fund that can be used for club related expenses such as supplies, printing, and event expenses. Clubs can use Club Cash via reimbursement or by having Student Life purchase on their behalf. These funds are not deposited into individual club speedtypes. Club Cash is allocated by the Student Government Association in their yearly budget process and is available for use on a first come, first serve basis until allocated funds are dispersed. These funds are available for use each academic year and must be used by the end of the Spring semester. The funds do not carry over to the next academic year.

C. Student Government Association (SGA) Funding

During SGA's yearly budget process, they allocate funds for club activities. Clubs are able to request from these funds on a first come, first serve basis until the allocated funds are depleted. All requests for funds should be submitted a minimum three week prior to the date needed. These funds must be used by the end of the spring semester and do not carry over into the next academic year. Clubs should refer to the SGA funding guidelines on MLC for updated amounts.

i. SGA Funding Process:

- a) Fill out an SGA Funding Proposal Form on Mountain Lion Connect. This proposal must include itemized bid and/or quotes.
- b) Attend a Budget Advisory Committee Meeting (BAC). The Student Director of Finance will contact the person that submitted the form in MLC to let them know which meeting to attend. The individual that attends the BAC meeting does not necessarily have to be the same person that submitted the form but should be a club member that is familiar with the event details and the funding proposal so they can answer questions.
- c) If BAC approves your funding request, The Student Resource Manager will contact you within 24-hours with instructions on how to access your funds.

D. Strategic Initiatives Fund

The Strategic Initiatives Fund is funding to support student programs, events, and travel that contribute to the advancement of the UCCS Strategic Plan. Clubs can be awarded up to \$500 per academic year from the Strategic Initiatives Fund. The application is housed and approved through the Strategic Initiatives and Campus Programs Office on MLC. You can apply for SI Fund online by visiting [Campus Programs - Mountain Lion Connect](#) .

E. Deposit Process

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When you have money to deposit, a club member should fill out the Mountain Lion Connect form, "Club Deposit Form". The form must be filled out completely with the following information:

- Club Name
- Name of person making deposit
- Phone number
- Description of what will be deposited (cash, check, both, etc.)
- The amount to be deposited
- The speedtype number of the account it will be deposited into
- Signature of the person making the deposit

Once the form is filled out a Student Life staff member will contact you within 2-3 business days to schedule a deposit meeting. You will need to bring all checks, cash, etc. to this meeting.

You will need to take one of the copies to the Bursar's along with your money that is being deposited. The Bursar's Office is located in Main Hall on the second floor next to Student Success.

To find out how much money is in your account, ask a Student Life staff member and they can pull up that information using your speedtype number. If you do not know your speedtype number, they can provide it. Please note that general financial information is only shared with specific club officers.

F. Reimbursement and Processes

There are two ways to be reimbursed through using club money, petty cash reimbursement and through the non- employee reimbursement form.

i. Petty Cash Reimbursement

You can be reimbursed through petty cash if your purchase was \$100 or less. To receive a petty cash reimbursement, you must:

- a) Have an original itemized receipt
- b) Fill out the club & organization reimbursement form: Petty Cash reimbursement.
- c) A Student Life staff member will email you to schedule a reimbursement meeting. Please bring your original receipt(s) to this meeting.
- d) You will be provided a hard copy of your approval form to submit to the Bursar's office to receive cash.
- e) The approval process can take up to 2-3 days.

ii. Non-Employee Reimbursement

For all purchases over \$100, you must fill out a non-employee reimbursement form located on Mountain Lion Connect. You must follow the following steps:

- a. Fill out the Club and Organization Reimbursement Form
- b. Once the MLC form has been submitted, Student Life staff member will submit it to Procurement Services via Concur.
- c. Procurement Services will either approve or deny the reimbursement request based on the documentation submitted with the form. It is important that you submit your original, itemized receipt upon submission.
- d. If approved, a check will be issued to you within two weeks. If it is not approved, a Student Life staff member will contact you to submit correct documentation for approval.
- e. This process can take up to two weeks.

iii. Travel Expenses

You can be reimbursed for eligible travel expenses as well. You may be reimbursed for travel through the Club Travel reimbursement form located on Mountain Lion Connect. The approval process for travel reimbursement is up to two weeks. Eligible expenses include:

- Airfare
- Lodging
- Mileage
- Meals while travelling

Section 7. Club Events

A. Event Registration Process

Every club event must be registered via the Event Registration Form located in Mountain Lion Connect. A club event is defined as any gathering of the club that occurs on or off-campus. The event can be, but is not limited to, a meeting, social event, fundraiser, philanthropic. If you are planning on gathering as a club for any reason, you should register the event in MLC.

B. How to Register an Event

To register an event, follow the steps below:

- a. Log onto Mountain Lion Connect
- b. On the left-hand side of the screen, click on your club's logo to reveal a drop-down menu.
- c. Click on the "Events" tab in the drop-down menu.
- d. Once on the next page, click the blue "Create Event" button in the upper right-hand corner.

Once you submit an Event Registration Form, it will be sent to the Student Life Office team for approval. You will receive outreach about the next steps you

must take to get your event approved. An event must be approved before a club can begin advertising for it.

C. Event Contract Policy/Process

For events with a performer or vendor, a contract outlining the fees to be paid to the performer/vendor may be needed. The contract should be submitted to the Student Life office along with your Event Registration form. If you believe your club will require a paid performer, please fill out the performer/speaker request form on MLC to begin the contract process. Keep in mind that:

- a. It may take up to a month for the Student Life office to process/approve a contract.
- b. You may NEVER sign the contract yourself. It will obligate you, as an individual, to pay the performer.
- c. If you pay as an individual, you will not be reimbursed.

D. Scheduling Space

Event Services is responsible for scheduling all spaces on campus (except the computer labs). These spaces include classrooms, the University Center, the Upper Lodge, outdoor spaces, and the lobby areas of our buildings.

To reserve a space on campus for your club you must first submit a Mountain Lion Connect Event Request Form. All clubs are allowed to schedule 25 spaces per semester for free. To schedule a room, the event must take place within regular building hours. If the event goes past building hours, there will be a fee.

Once the form is submitted; a Student Life staff member and Event Services staff member will review the event.

There needs to be confirmation from both Student Life and Event Services. Event Services will include a Facility Use Agreement (FUA) with the confirmation.

Please reserve your spaces with enough time.

These are minimum notice required:

- Club tabling (with no catering)- 3 days
- Multi-purpose spaces (UC rooms, classrooms, etc)- 10 days
- Major event spaces (Berger, Kettle Creek, Upper Lodge, etc)- 3-4 weeks
- Campus-wide events (West Lawn, Alpine Field, etc)- 3-4 weeks

E. Club Event Fees

Fees are handled by Event Services and are event specific. If your event is on-campus and free to attend, your club generally will not be charged a fee for the room. Clubs will be charged fees if:

- they are charging admission for their event
- the room reserved is damaged or needs extra clean-up by Event Services

- the event is taking place outside of normal building hours. If University Policies are not followed, a fee may be charged to your club.

If you are charging students to attend your event or are selling a product or service for a fundraiser, then the University will assess a fee for the room and/or table that will be used. If you leave the room or area where your event took place dirty, you will be charged.

- **NO FIRE HAZARDS, GLITTER OR CONFETTI.** If any of these are used, there will be a fee and your club will be made to clean up the area.
- The UCCS candle policy must be observed and followed. This policy can be found in the UCCS Student Handbook.
- If there is damage to the walls, paint, furniture or equipment during your event, your club will be held responsible and charged a fee depending on damage.
- If anything is stolen from the University during your event, your club will be held responsible and charged a fee depending on the object(s) taken.
- Absolutely no live animals or livestock unless the club receives previous approval from the University.

Meetings must begin and end during normal building hours to avoid any additional fees. If your event runs over, your club will be charged a fee. This is done to compensate any building staff that may be impacted by your event running late. If you make significant changes to your club's reservation less than 72 hours before an event, your club will be charged a fee. If you club cancels an event without informing Event Services, or does not show up to a scheduled event, your club may have its scheduling privileges revoked.

Clubs can also host events in Clyde's during their regular operating hours. During this time, Clyde's will remain open to the public. If a club or organization wishes to host an event outside of Clyde's regular operating hours, they may be assessed a fee to cover staffing and operating costs.

F. Tabling

You must reserve these tables ahead of time. Reservations are available on a first-come, first-served basis. You may reserve an unlimited amount of these tables throughout the year. This can be done through the Event Registration Form on Mountain Lion Connect.

i. Policies for fundraising tables

You must reserve these tables ahead of time. Use of these tables requires payment of a \$10 charge per table, per day. If these tables will be used to sell merchandise, you will first need approval from Student Life before reserving a table. Any food being sold **MUST** be pre-packaged. Bake sales or self-made products are not allowed.

ii. Tabling in University Center

There are two spaces by Café 65 (these spaces are only available if there is no event in Berger Hall on the day you wish to reserve). There are also two spaces by Big Cat Coffee.

iii. **Tabling across campus**

There are a variety of spaces to table around campus. To reserve one of these spaces, please contact Event Services.

iv. **Unscheduled Space**

The lower plaza (located outside the University Center near Centennial Bus Stop) is a space that does not need to be reserved to be used. Your club may table at this space as you wish. You must provide your own table and chairs for any tabling at the Lower Plaza.

G. Catering

If food is being served at an event, your club is required to use UCCS Dining and Food Services. Catering orders may be placed at the same time space is being scheduled.

Questions about catering should be directed to Event Services: events@uccs.edu. The catering menu can be found at <https://diningervices.uccs.edu/catering>.

i. Catering Policies

Clubs must use UCCS Dining and Food Services for all events. Clubs may request permissions to use an approved off-campus caterer through the Event Registration Form. Permission may be granted in cases where food is donated by another vendor, or if Dining Services is unable to provide specific menu items essential to the event. Use of UCCS Dining and Food Services is not required if clubs wish to provide snack food at club meeting. Examples of snack food include chips and salsa, donuts, sandwiches, and food that does not require chilling or heating.

H. Finances to Remember

Think about the costs of hosting an event early in the planning process. These costs include funding sources, what supplies must be purchased, and if any individuals/speakers at your event will require appearance fees. **Remember: DO NOT SIGN ANY CONTRACTS.**

- If you as an individual sign a contract, you will be obligated to pay any costs and fulfill any responsibilities of the contract.
- Club members are not allowed reimbursement for paying individuals out of pocket.
- All payments to individuals MUST be processed through the Student Life office.

Section 8. Club Travel

A. Club Travel

A club activity is considered travel if club members are traveling out of state and/or need overnight accommodations. The following steps need to be completed in order for Student Life to approve club travel.

- Submit the Intent to Travel Application on Mountain Lion Connect located under the “Forms” tab. This application MUST be submitted at least one month prior to the travel date.
- Attend a Club Pre-Travel Planning meeting with Student Life staff members to discuss your trip in more detail and receive follow up instructions.
- All club members travelling must complete the Travel Training Canvas Course by the Dean of Students Office and the Office of Student Life. This should take place AT LEAST two weeks prior to the to the travel date.
- Submit the Student Travel Application once all trip details have been finalized. All information on this application MUST be final and accurate.
- All club members travelling will be required to fill out a travel waiver in Mountain Lion Connect, completed a minimum of two weeks prior to the travel date. All travel waivers must be submitted prior to any university funds being spent for travel.

Club travel requests will NOT be approved by the Student Life office if the above requirements are not met. Individual club members that do not attend the Travel Training and/or complete a Travel Waiver in MLC will not be approved to travel with the club. If club travel is not approved by the Student Life Office, the club will be unable to use any university resources, including funding, for trip-related expenses. These university resources include but are not limited to club speedtype(s), Student Government Association funding, and Club Cash.

B. Intent to Travel Application and Student Travel Application

The Intent to Travel Application is the start of the club travel process. This form should be submitted well in advance (at least one month) of your travel dates. The Intent to Travel Application only needs to be filled out by one club member. The entire club does not need to fill out the form. Club sports do NOT need to fill out the form and will work with Campus Recreation for travel procedures.

Information needed to successfully complete the Intent to Travel Form:

- Destination
- Purpose of Travel
- Description of Activities
- Travel Dates
- Names of all Students Traveling
- Funding Information

The Student Travel Application must be completed once all trip details are finalized. This form should be submitted at least two weeks in advance of your travel dates. The Student Travel Application should be filled out by the trip lead. Club sports do NOT need to fill out the form and will work with Campus Recreation for travel procedures.

Information needed to successfully complete the Student Travel Application:

- Name, phone number, and email address of the Trip Lead
- Destination
- Purpose of Trip
- Departure Date
- Return Date
- Roster of Students Traveling
 - Must include all UCCS students traveling and should include their First Name, Last Name, and UCCS email.
- A copy of your club/organization's budget for your trip
- Primary Mode of Transportation (e.g., plane, car/van, motor pool/charter bus)
- Hotel name, address, and phone number
- Number of hotel rooms are reserved
- Hotel reservation/confirmation number
- A room roster
- Hospital name, phone number, and address
- Trip Itinerary

C. International Travel

Clubs wishing to travel internationally must coordinate their trip with the International Affairs Office and should complete the International Affairs travel procedures in order to be able to travel.

D. Driving Guidelines

- Drivers should be at minimum 18 years of age.
- All drivers and passengers must wear seat belts.
- For longer trips (more than four hours) drivers should rotate every four hours.
- No more than ten hours of driving should be completed in one day.
- Driving between midnight and 5:00 AM is prohibited.
- Alcohol and drugs are not allowed in any vehicle.
- Observe all traffic rules and regulations.
- Drive carefully, courteously, and cautiously.
- Plan ahead, check the forecast, have a map and directions to the destination in every vehicle.
- Drivers are encouraged to pull over to use cell phones or eat.

E. Travel Training

Travel Trainings are required for all club members that will be traveling. This training is offered online through a Canvas course. The trip lead must provide the Office of Student Life with a list of students traveling so that they can be added to the course. Developed by the Office of the Dean of Students and Student life, the purpose of the travel training is to review the sexual harassment policy and the Student Code of Conduct. This training must

take place at least two weeks prior to the travel dates and all students traveling must complete this course. Individuals only need to complete this training once a year.

F. Travel Waiver

All club members that are traveling are required to fill out the Travel Waiver in Mountain Lion Connect. Club members will be emailed a link to this form as soon as they submit the Intent to Travel Application. Travel waivers must be submitted at least two weeks prior to dates of travel, or the individual(s) will not be approved to travel.

G. Travel Approval

The Student Life Office will only approve club travel once the club and all members that are traveling have completed the above requirements. Student Life reserves the right to deny club travel requests if any of the above requirements are not completed in a timely manner.

Section 9. Social Media

A. Social Media Policy for Clubs

If you are responsible for managing or maintaining a UCCS social media account(s) associated with your club, you are required to complete a social media Terms and Conditions form. All clubs/organizations that have a social media account(s) must fill out the Social Media Disclosure Form via MLC upon Registration/Re-Registration.

- University policies, including applicable codes of conduct for clubs and individual students, may apply to online conduct, including on and through social media. Prohibited conduct may be committed via electronic means and may be subject to discipline, up to and including revocation of registered status and/or suspension or expulsion from the University.

Section 10. Student Life Resources for Clubs

A. Banana Boards

Clubs can reserve a banana board through the Equipment Check Out Form on Mountain Lion Connect. Reserved boards can be picked up at the Student Life front desk.

B. Flyers in the University Center

Flyers may only be posted in designated spaces. A club must first get approval from the University Center Information Desk before posting flyers. The Information Desk also has a list of the designated spaces for flyers.

Rules for posting flyers in the University Center

- a. Flyers must have 3 points of contact information listed on them. This can be a club phone number or email, contact name a QR code, discord link, etc.
- b. Clubs may hang a maximum of 20 approved fliers.
- c. Flyers may only be posted on designated bulletin boards.
- d. Flyers may NOT be posted on walls, windows, or in the bathrooms.

C. Flyers in the Residence Halls

Flyers must be approved by Housing before being posted. Please see the Monarch Office for approval. Flyers are removed on the 1st and 3rd Fridays of each month. Remember this before hanging them up.

D. Craft Supplies

The Student Life Office has many different supplies available clubs, including large rolls of colored paper, markers, paint, glitter, and chalk. If you are interested in using these supplies, please come to the Student Life Office.

E. Club Mail

If you wish to have any club mail sent to the University, please address mail to 1420 Austin Bluffs Pkwy UC 104 (Club Name) Colorado Springs, CO 80918. Clubs will be notified by email when mail is available to be picked up in the Student Life Office.

F. Copies

The Student Life Office will provide your club with 30 black and white copies a week for any club-related needs. You can have your agendas printed, your flyers, or anything you need. We cannot print in color, but we do have colored paper if you like. To get copies please come to the office or email clubs@uccs.edu what you want copied. We will notify you when they are ready. When asking for prints give us as many details as possible to make sure that you get what you asked for.

G. Student Life Lounge Area

The Student Life Lounge area is a space that clubs can reserve through our office for any club-related event or meeting. The Student Life Lounge can only be booked by Event Services. Please submit the MLC Event Request submission form. Please specify if you need the entirety of the lounge, or just a certain area.

Section 11. Club and Organization Standards

A. Club Agreement

Clubs must annually agree to the Club Agreement in the yearly club renewal process and any time they submit an update or renewal of their club. This is found with the club Registration form.

B. Student Code of Conduct

The Student Code of Conduct describes what we expect of UCCS students. It applies to all students while they are at UCCS, regardless of if they are on or off campus. Club officers are responsible for reporting violations that occur in relation to your club (e.g., behavior at club meeting or event). The full text can be found [here](#).

C. Nondiscrimination

In accordance with the Administrative Policy Statement 5065, the SCO shall not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, marital status,

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political affiliation, or political philosophy in any of its activities or when determining its membership.

All student clubs are permitted to require their leadership to promote the purposes of the club, to ascribe to sincerely held beliefs of the club, and/or to act in accordance with club standards. Clubs may not otherwise limit membership or leadership on any basis prohibited by the Administrative Policy Statement 5056

or Regent Law Article VIII.

The SCO President will report any allegations of discrimination or harassment, including sexual misconduct to the Office of Institutional Equity. Depending on the circumstances, the SCO and/or the individuals therein may be held accountable for violations of this provision, including, but not limited to termination of this Agreement and acknowledgment of the SCO.

D. Alcohol

The legal drinking age is 21 years old. It is illegal to provide alcohol to anyone underage or consume alcohol if you are underage. It is also illegal to drive while impaired.

E. Drugs

The University is subject to federal law regarding prohibited substances. As such, all illegal drugs (including marijuana) are prohibited for use and/or distribution on campus and at University events. This ban includes any and all club activities regardless of location. For example: A Club is traveling to Seattle, WA to attend a conference. Although marijuana is legal in Washington state, because students are traveling on behalf of a UCCS club, marijuana use is still considered a violation of the UCCS Student Code of Conduct.

F. Risk Management and Waivers

All registered clubs that participate in any athletic, physical contact, or at a risk event need to sign a CU Risk and Waiver of Responsibility form. Club Sports fill out waivers with the Recreation Center and may be required to attain a physical and do concussion tests. Please reach out to the Coordinator of Student Engagement to receive a waiver for your club.

G. Club and Organization Conduct Process

The Club and Organization Conduct Procedures serve as a supplement to the Student Code of Conduct and outlines the procedures for addressing any alleged violations involving clubs and organizations, including fraternities and sororities. The Club and Organization Conduct Procedures can be found here or on the Student Code of Conduct UCCS webpage.

[Club and Org Conduct Procedures Approved 3.18.18.pdf \(uccs.edu\)](#)