



2019 LEADERSHIP MASON CONFERENCE

Funding, Contracts and Spending, Oh My!



INTRODUCTIONS

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Student Involvement



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OVERVIEW

❖ Registered Student Organization (RSO) FUNDING

- Common Misconception
- Self-Generated Revenue (SGR) vs. Student Funding Board (SFB) Allocations
- SFB: Who Can Apply? What Does SFB Allocate Money Towards? SFB Application Types & Process

❖ Registered Student Organization (RSO) SPENDING

- Spending Basics: Authorized Users & RSO Org Code
- Spending Methods: On-Campus Charging, Purchase Order, Reimbursement, JV Transfer

❖ Registered Student Organization (RSO) CONTRACTS

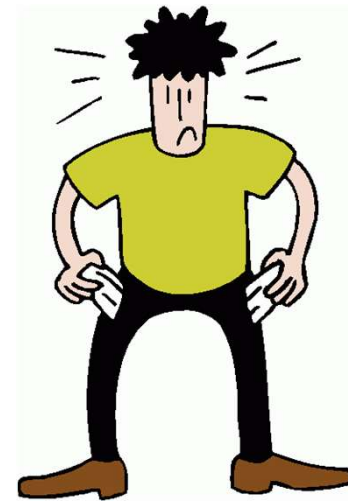
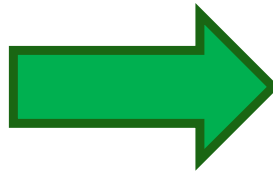
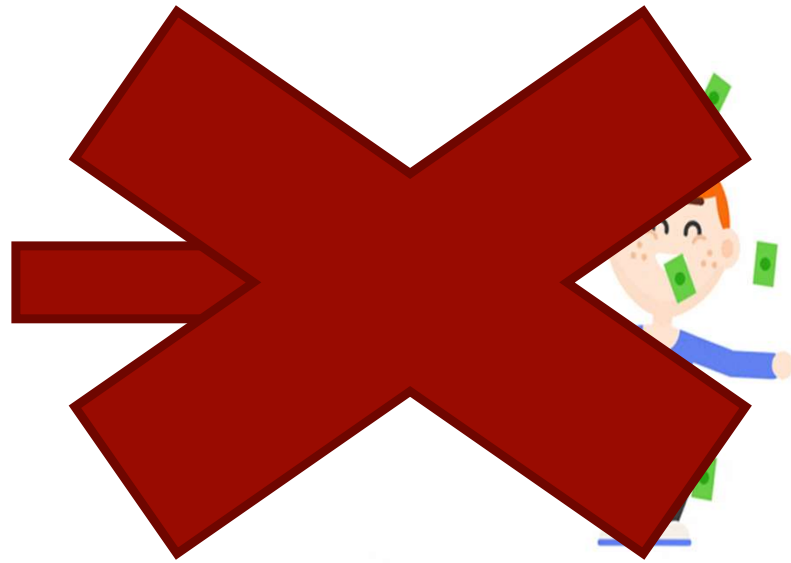
- New Easier Contracts
- Student Services Entertainment & Event Agreement, Umbrella Insurance, Risk Chart
- Guest Lecturer Acknowledgement Agreement
- Certificate of Insurance
- Student Involvement's Procedure for Contracts

RSO FUNDING

The background is a solid orange color. On the left side, there is a large, stylized letter 'M' in a lighter shade of orange. To the right of the 'M', there are several curved, leaf-like shapes in the same lighter shade, pointing upwards and to the right.

Common Misconception

Complete
Registration
Process



RSO Funding Sources

Self-Generated Revenue (SGR)

= money raised by RSOs through

- membership dues
- ticket revenue
- donations & sponsorships
- campus competitions
- fundraising

Restrictions: Money must be spent in adherence with Mason policies and procedures.

Student Funding Board (SFB)

= money allocated through

- SFB application process

Restrictions: Money must be spent in adherence with Mason and SFB policies and procedures.

WHO CAN APPLY FOR SFB FUNDS?

Answer: Any Tier 1 or Tier 2 Registered Student Organization

Tier 1 Limits

- Can receive up to \$3000 per academic year
- Cannot request more than \$1000 in a single application
- No travel funding

Tier 2 Limits

- Can receive up to \$6000 per academic year
- May apply for travel funding. Limit \$1000 per academic year, and \$500 per individual

WHAT DOES AND DOESN'T SFB FUND?

Funded

- Event Supplies (including non-permanent decorations & utensils)
- Catering & Food (w/i per diem limits)
- Performer Fees
- Vendor fees
- Honorariums (\$500 or less)
- Travel – hotels & flights (Tier 2 only)
- Conference/Competition Fees
- Marketing & Print Materials (including flyers, social media ads, publications, etc.)
- Event Services
- Police Services
- Parking for Guests
- Space Rental

Not Funded

- Giveaways/Prizes
- Permanent Decorations
- Permanent Items (w/o on-campus storage site)
- Formals/Banquets (closed or designed specifically for the group applying)
- National Dues
- Insurance
- On-Campus Student & Staff Parking
- Events that are not free and open to all students (not including travel)
- Charity Events & Fundraisers
- Recurring Events (multiple events of the same title and/or purpose)

SFB APPLICATION TYPES

Single RSO < \$6000

- All applications are due at least 45 days before event or program.

Collaboration < \$6000

- All applications are due at least 45 days before event or program.

Large Event > \$6000

- Applicants must present their event to the board based on the following dates:
 - Events occurring February 2nd -- April 10th →
Presentation Date: Saturday, November 30th
- All applications are due one calendar week before the presentation date.

SFB APPLICATION PROCESS

- Within one week of an application's submission, the Student Funding Board (SFB) will review the funding request and notify (via e-mail) the RSO that it has been either:
 - Full Allocated – All requested funds have been allocated.
 - Partial Allocated – Only portions of the requested funds have been allocated.
 - Denied – No funding has been allocated.
- If SFB partially allocates or denies a funding request, it will provide specific details as to why the funding was reduced or denied.
- If your RSO wants to appeal the decision, it must do so by replying to the original SFB notification e-mail within 5 business days.

<https://si.gmu.edu/sfb/>

RSO SPENDING

The background is a solid dark green. On the left side, there is a large, light green, stylized letter 'M'. To the right of the 'M', there are several curved, leaf-like shapes in a lighter shade of green, pointing upwards and to the right.

SPENDING BASICS

- RSO president & treasurer = only authorized spenders



- Six-digit organization code (61xxxx) used to spend both SFB and SGR.
- Spending methods include:
 - On-Campus Charging
 - Purchase Order (PO)
 - Reimbursement
 - Journal Voucher (JV) Transfer

ON-CAMPUS CHARGING

- Provide your organization code to *certain* on-campus offices to “charge” goods and services directly to your RSO account.



the
Print Hub
POWERED BY CANON



Event Services



PURCHASE ORDER (PO)

- Pay an off-campus vendor for a good or service.



Order No. EP2866418.

Issued on Wed Oct 03 15:18:51 EDT 2018
Created on Wed Oct 03 15:18:51 EDT 2018

eVA Req#: PR8312862

Supplier:
WING ZONE
1 Catawba Manor Ct
Clarksburg MD 20871-4337 United States
Phone: 703-993-9464 Fax: 000-000-0000
Contact: Penal Patel
Vendor TIN: *****1195
SWAM:

Ordering Person:
George Mason University

Phone: 703-993-2894

Ship To:
GMU-Office of Student Involvement (2300)
4400 University DR
2300 The Hub (SUB II) MSN 2D6
Fairfax, VA 22030 United States
Phone: 703-993-2909 Fax:
Deliver To: Christian Gameos

Bill To:
GMU-Accounts Payable (4200)
4400 University DR
4200 Merten Hall MSN 3C1
Fairfax, VA 22030 United States
Phone: 703-993-2580 Fax: 703-993-2589
E-mail: acctpay@gmu.edu

Item	Item Number	Description	Need By	Quantity	Unit	Unit Price	Extended Amount	Contract Number
1		Catering f/ GBM, hosted by Mason on 10/11/18 (SFB)		1	each	\$ 99.99 USD	\$ 99.99 USD	
Line Comments:								
	VENDOR MUST E-MAIL INVOICE TO ACCTPAY@GMU.EDU TO RECEIVE PAYMENT IN NET 30 DAYS.							
	Student focused event under \$2k within per diems.							
Total :							\$ 99.99 USD	

Status: Ordered

This order is governed in all respects by the laws of the Commonwealth of Virginia, including §23.1-1003 of the Code of Virginia and the associated Rules Governing Procurement of Goods, Services, Insurance and Construction (the Rules), and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors; copies are available at <https://vascupp.org/>. If Contractor provides goods and services that require the exchange of personally identifiable information or any other information protected by state or federal privacy laws, the following Data Security Addendum shall apply and be incorporated into this order: <http://fiscal.gmu.edu/wp-content/uploads/2017/04/Data-Security-Addendum.pdf>. Notwithstanding anything contained in the Contractor's terms to the contrary, the terms of this agreement shall supersede any subsequent or conflicting terms and conditions included in any standard click-through or Shrink-wrap end user license agreement that may accompany a purchase order. Any click-through or shrink-wrap agreement shall not bind George Mason University. The stated price(s) include shipping, FOB destination, unless otherwise stated in the body of the order. This order is subject to all eVA provisions and requirements stated in the Department of General Services' Agency Procurement and Surplus Property Manual and Vendors Manual. This order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule, available at www.eva.virginia.gov. This fee will be invoiced to your company approximately 60 days after the order issue date specified above by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by all parties prior to performance of this order.

REIMBURSEMENT

- Repay an RSO member for an out-of-pocket expense.



JOURNAL VOUCHER (JV) TRANSFER

- Move money between university accounts.



RSO BUDGET

Date column lists when the revenue/expense posted, not when the event or transaction occurred.

The account code classifies revenue & expenses by type. Revenue account codes start with "0"; expenditure account codes begin with "7."

GMU Ravensclaws (6100934)

FY 2017

(July 1, 2016 - June 30, 2017)

RSO name & org code

Fiscal Year (FY) is the 12-month period on which the university's budget is based; the term is July 1st to June 30th.

Commonly-used account codes include:

07995 Prize or award money from other university offices (usually processed via a JV transfer)

08411 Membership fees/dues (usually deposited by RSO at Cashier's Office)

70000 SGR carry forward from the previous fiscal year (if applicable) and the current amount of SFB funding used by the RSO.

73153 Embroidery/screen printing for clothing, equipment, and supplies

73640 Services by the private sector to provide meals and food

73680 Skilled and technical work, not included in other account codes

73682 Used to charge a university dept. for services provided by another university dept. (i.e., Event Services, Parking Services, Police Services)

74620 Unprepared foods and groceries (not catering)

Account Code	Date	Transaction Description	Revenue	Expense	Balance	
07995	AE Rev from Univ Depts	12/31/16 Golden Quill Award	\$ 500.00	\$ -	\$ 500.00	
		05/30/17 Order of Merlin Second Class	\$ 2,000.00	\$ -	\$ 2,500.00	
		TBD Inter-House Quidditch Cup	\$ 1,000.00	\$ -	\$ 3,500.00	
08411	Membership Fees/Dues	09/01/16 Clearwater, Penelope	\$ 55.00	\$ -	\$ 3,555.00	
		09/01/16 Davies, Roger	\$ 55.00	\$ -	\$ 3,610.00	
		09/01/16 Chang, Cho	\$ 55.00	\$ -	\$ 3,665.00	
08412	Event Ticket Revenue	12/25/16 Yule Ball ticket sales	\$ 3,860.00	\$ -	\$ 7,525.00	
70000	Direct Expenditures Budget Pool	07/01/16 FY16 SGR Carryforward to FY17	\$ 1,500.00	\$ -	\$ 9,025.00	
		TBD FY17 SFB Funding (YTD)	\$ 4,996.90	\$ -	\$ 14,021.90	
73153	Embroidery/Screening	12/01/16 Madam Malkin's Robes for All Occasions	\$ -	\$ 680.00	\$ 13,341.90	SGR
		03/16/17 Gladrag's Wizardwear	\$ -	\$ 520.00	\$ 12,821.90	SGR
		10/31/16 The Three Broomsticks	\$ -	\$ 94.15	\$ 12,727.75	SGR
73640	Catering Services	01/18/17 The Leaky Cauldron	\$ -	\$ 659.40	\$ 12,068.35	SFB
		04/05/17 The Hog's Head	\$ -	\$ 204.00	\$ 11,864.35	SFB
73680	Non-GMU Skilled Services	TBD Dervish & Banges magical instrument repairs	\$ -	\$ 382.00	\$ 11,482.35	SGR
73681	GMU Photocopying	02/28/17 Copy Center for FEBRUARY 2017	\$ -	\$ 54.00	\$ 11,428.35	SFB
73682	Recharge GMU Services	12/30/16 police services invoice 17-1801	\$ -	\$ 965.00	\$ 10,463.35	SFB \$315, SGR \$650
		01/16/17 event services invoice 12	\$ -	\$ 222.50	\$ 10,240.85	SGR
73689	Artists	12/30/16 Weird Sisters	\$ -	\$ 3,000.00	\$ 7,240.85	SGR
74120	Office Supplies	08/27/16 Scrivnshaft's Quill Shop, Inc.	\$ -	\$ 320.00	\$ 6,920.85	SGR
		08/29/16 Ollivander's Wand Shop	\$ -	\$ 2,000.00	\$ 4,920.85	SFB
		11/18/16 Honeydukes, Inc.	\$ -	\$ 600.00	\$ 4,320.85	SFB
74620	Food & Beverage Items	02/04/17 Lovegood, Luna reimbursement	\$ -	\$ 164.50	\$ 4,156.35	SFB
		05/15/17 Flitwick, Filius reimbursement	\$ -	\$ 401.23	\$ 3,755.12	SGR
74782	Student Event Supplies	10/07/16 Quality Quidditch Supplies	\$ -	\$ 1,800.00	\$ 1,955.12	SGR
		10/31/16 Weasleys' Wizard Wheezes	\$ -	\$ 350.00	\$ 1,605.12	SGR
78130	Honoraria	04/30/17 Ravenclaw, Rowena	\$ -	\$ 1,000.00	\$ 605.12	SFB
Total			\$ 14,021.90	\$ 13,416.78	\$ 605.12	

Italics indicate pending transactions
last updated 5/30/17

Balance is the amount of money in the account after revenue is added and expenses are subtracted.

Denotes whether the expense was funded by SGR, SFB, or a combination of both.

Current SGR Balance

RSO Self-Service Center:
<https://si.gmu.edu/rso-self-service-center/>

RSO Forms & Resources:
<https://si.gmu.edu/forms-and-resources/>

RSO CONTRACTS

The background is a solid yellow color. It features several large, abstract, overlapping shapes in a lighter shade of yellow. These shapes resemble stylized leaves or petals, with some having pointed tips and others being more rounded. They are arranged in a way that creates a sense of depth and movement, particularly on the left side where they appear to be layered.

NEW EASIER CONTRACTS

There are now only 2 contracts for RSOs to use.

Student Services Entertainment & Event Agreement

- Use when bringing a non-Mason individual or company onto campus to provide a service (such as a DJ, workshop facilitator, or performer), for which they **charge a fee**

Guest Lecturer Acknowledgement Agreement

- Use when bringing a non-Mason individual onto campus to give a presentation or speech
- **No payment is issued**

STUDENT SERVICES ENTERTAINMENT & EVENT AGREEMENT

GEORGE MASON UNIVERSITY Student Services Entertainment and Event Agreement

STEP 1

THIS STUDENT SERVICES ENTERTAINMENT AND EVENT AGREEMENT ("Agreement"), is made by and between George Mason University ("University"), an educational institution and agency of the Commonwealth of Virginia and Click or tap here to enter text. ("Performer"), a Choose an item, organized under the laws of the state of Click or tap here to enter text.. The University and Performer are referred to individually as "Party," and collectively as "Parties."

In consideration of the mutual promises and benefits hereinafter set forth, the Parties mutually agree to all of the following:

1. Purpose

- A. The University hereby engages the services of the Performer identified ("Event") on Attachment A, Event Details. The Performer shall render such services, subject to the terms and conditions set forth herein. The University shall pay Performer all fees identified in Attachment A.

2. Performer Obligations and Responsibilities

- A. Performer must furnish all equipment, personnel, and other material required by Performer for the Event.
- B. Performer warrants that all equipment and material provided by Performer is in good working safe order.
- C. Performer warrants that all employees, agents and volunteers acting on behalf of Performer have been properly trained to perform the services in a safe, efficient workmanlike manner.
- D. Performer shall have complete responsibility, direction and control over the services and the setup, maintenance, and operation of equipment utilized in performing such services.
- E. Performer is solely responsible for obtaining all permits and licenses required for the right to perform the Event.
- F. Performer warrants that all services performed shall comply with all applicable local, state, and federal laws and that all services performed shall be in compliance with all applicable laws and regulations.
- G. Performer agrees to be bound by all applicable laws, regulations, and proper exit procedures, and to comply with all applicable laws and regulations.
- H. In addition to any other requirements, Performer shall ensure that all temporary or permanent buildings, facilities, equipment, and personnel are in compliance with all applicable laws and regulations.
- I. Performer agrees to indemnify and hold the University, its officers, agents, employees, and volunteers from any claim, damage, liability,

1. Name of artist or company
2. Type of organization (LLC, Non-profit, Independent contractor, etc.)
3. State their company is organized in

injury, expense, or loss, including defense costs and attorney fees, arising from activities under this Agreement. The University shall promptly notify the Performer of any claim or action brought against the University in connection with this Agreement. Performer also agrees to reimburse the University for any property damage caused by Performer, its officers, employees, agents and volunteers associated with its activities.

- J. It shall be the Performer's obligation to maintain all necessary insurance with respect to the Event. In any and all trade contracts and agreements between the University and the Performer, consultants, subcontractors, and representatives, Performer shall maintain the following insurance: property insurance and Workers Compensation insurance, notwithstanding anything to the contrary in this document or any other agreement. Performer shall maintain the following insurance:

a. Commercial General Liability insurance policy (or equivalent Commercial General Liability insurance policy) with limits of liability for bodily injury and property damage in an amount not less than \$1,000,000 per occurrence with a \$2,000,000 aggregate. Coverage shall not exclude participant or spectator liability. The Commonwealth of Virginia, George Mason University, and their officers, employees, agents, and volunteers shall be named as additional insureds.

- b. Workers' Compensation insurance. Performer shall maintain Workers' Compensation insurance with limits of liability for bodily injury and property damage in an amount not less than \$1,000,000 per occurrence with a \$2,000,000 aggregate. Coverage shall not exclude participant or spectator liability. The Commonwealth of Virginia, George Mason University, and their officers, employees, agents, and volunteers shall be named as additional insureds.

STEP 2

MAKE SURE THE VENDORS/PERFORMERS HAVE \$1,000,000 PER OCCURRENCE AND \$2,000,000 AGGREGATE LIABILITY.

CHECK THE BOX IF APPLICABLE

- c. ☐ Commercial Automobile Liability insurance policy with limits of liability for bodily injury and property damage in an amount not less than \$1,000,000 per occurrence with a \$2,000,000 aggregate.
- d. ☐ If alcohol is to be served, a Liquor Law Liability insurance policy is required with limits of liability for bodily injury and property damage in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The Commonwealth of Virginia, George Mason University, and its officers, employees, agents, and volunteers shall be named as additional insureds.
- e. ☐ If health care services will be provided by healthcare professionals, Medical Malpractice insurance is required in an amount not less than the limit set forth in the Code of Virginia §8.01-581.15.
- f. ☐ Sexual Abuse and Molestation insurance policy in an amount of not less than \$1,000,000 million per occurrence and a \$2,000,000 million aggregate. Performer shall ensure that, prior to the Event, all Event employees, agents and volunteers who will instruct and/or supervise minors or have minors in their care, custody, or control have successfully completed a criminal background investigation, including the National Sex Offender Registry, within the year prior to the Event. By signing this Agreement, Client certifies it will comply with these requirements.
- g. ☐ An Umbrella or Excess Liability policy in an amount not less than \$1,000,000 to provide coverage in excess of those required by a, c and e above.

STEP 3

1. Determine if any of these scenarios apply to your event
2. If they do, check the box and then note that this is the additional insurance that you will need.
3. WHAT WILL BE REQUIRED TO HAVE "g", EXTRA UMBRELLA \$1,000,000 INSURANCE?

HOW DO I KNOW IF THEY NEED UMBRELLA INSURANCE?



RISK CHART

Activities Risk Chart for University Life Events		
Low Risk (No UMBRELLA required)	Medium Risk (no UMBRELLA required)	High Risk (UMBRELLA Required)
Risk of the activity or event are generally accepted by all participants and/or have no special risk	Moderate risk activity/events that involves some risk, but risk is within reasonable limits.	Event can involve frequent and possible severe injuries and/or property damage.
Classroom-based activities (meetings, conferences, non-interactive presentations, etc.)	Low impact exercise/Sporting activities (yoga classes, tennis, dodgeball, basketball, golf etc.)	High impact sporting activities (football, rock climbing). Sporting activities with potential for loss of life (skydiving, scuba diving, etc..)
Fashion show/Clothing events	Bicycle rallies (excluding races)	Events with amusements and/or inflatables
Conventions/Job Fairs (without food)	Local DJ's (Not Entertainers)	Events with rental equipment
Information booth displays	Rummage sales/Swap meets	Food trucks/Vendors
Computer gaming		Nationally known DJ (Entertainers)
Face Painting/Balloon Artists/Photo booths		ALL food/beverage vendors (excluding Sodexo or a university registered caterer, as they have a separate contract)
5K Runs/Walks (excluding color runs)		Events with fireworks
Student DJ's (no equipment)		Tents (erected by a vendor or requiring a temporary structure permit)
Speakers/Lecturers/Emcees/hosts		Any events created for minors; Events where minors will be in our care, custody, and/or control; Events that include minors as performers/vendors
Singers/Musicians/Comedians (stand alone)		Film productions
Parades (no floats or mechanicals)		Parades (with floats and mechanicals)
Stylists/Decorators/Photographers		Events with animals
Dance classes/Lessons		Events involving alcoholic beverages

Note - The above list provides a sample of activities and where there risk may be categorized. This is by no means all inclusive of the events and activities that take place at George Mason University. Please contact The Office of Risk Management if you are unsure about the risk category for your event.

**LOW RISK =
NO UMBRELLA**

**MEDIUM RISK =
NO UMBRELLA**

**HIGH RISK =
UMBRELLA REQUIRED**

STUDENT SERVICES ENTERTAINMENT & EVENT AGREEMENT

authorization in writing no later than ten (10) days in advance of the use date.

- I. Use of Trademarks. Neither Party shall use the others name, logo or trademark, or any corporate or business name, which is reasonably likely to suggest that the Parties are related, without first obtaining the written consent of the other Party, no less than 10 days in advance of such use.
- J. Nondiscrimination. Both parties to this Agreement agree to not discriminate on any basis prohibited under state or federal law or University policy.
- K. Sovereign Immunity. Nothing in this Agreement shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia and of George Mason University.
- L. Authorized Signatures. The signatory for each Party certifies that he or she is an authorized agent to sign on behalf of such Party.
- M. Third-Party Beneficiaries. No third Party is entitled to rely on any of the representations, warranties and agreements of the Parties contained in this Agreement. No Party assumes any liability to any third Party because of any reliance on the representations, warranties and agreements of the Parties contained in this Agreement.
- N. Notice. Any notice required by this Agreement shall be in writing and shall be deemed given when sent, postage prepaid, through the United States Postal Service by certified mail, return receipt, or when sent by a nationally recognized overnight delivery service, or personally served upon the appropriate Party.

This Agreement becomes effective immediately upon signature of both Parties.

PERFORMER

BY: _____

NAME: _____

TITLE: _____

DATE: _____

GEORGE MASON UNIVERSITY

BY: _____

NAME: _____

TITLE: _____

DATE: _____

Vendor/Performer
Signature

STUDENT SERVICES ENTERTAINMENT & EVENT AGREEMENT

STEP 3 – COMPLETE ATTACHMENT A

Attachment A

1. ENTER PERFORMER NAME

Performer Information:

Performer Name: Enter name

Performer shall provide (description of servies/event): Enter a description of the services or event

2. ENTER DESCRIPTION OF SERVICES OR EVENT

Event Information:

Date: Select event date

Arrival Time: Enter Arrival time

Sound Check Time: Enter Sound check time

Scheduled Show Time: Enter time

Location: Enter location

Number and Length of Breaks: Enter break information

Length of Show or Set: Select to enter length of show or set

3. ENTER DATE OF EVENT, ARRIVAL TIME, SOUND CHECK TIME, SCHEDULED SHOW TIME

4. ENTER LOCATION, NUMBER AND LENGTH OF BREAKS AND LENGTH OF SHOW OR SET

Billing Information:

George Mason Univer

Amount

Amount to be paid net 30 days following the completion of the event by University check.

5. ENTER EXACT AMOUNT OF PAYMENT IN NUMBERS THEN WRITTEN OUT

services provided:

University check to be sent to the following performer/vendor and address:

Make check payable to: Enter performer/Vendor name

Mailing Address:

Enter billing name and address

6. ENTER WHO TO MAKE THE CHECK PAYABLE TO AND THEIR MAILING ADDRESS

GUEST LECTURER ACKNOWLEDGEMENT AGREEMENT

GUEST LECTURER ACKNOWLEDGEMENT

This Agreement is designed to promote and preserve a safe environment for all who participate in a George Mason University ("University") sponsored event or authorized activity ("Event") on campus. The University does not sponsor, endorse, or make any express or implied warranties for Guest Lecturer and nothing contained in this Acknowledgement shall be construed to create any partnership or joint venture between the parties. The relationship of the parties to each other is solely that of independent contractors. In consideration of the mutual promises and benefits hereunder and other good and valuable consideration, Guest Lecturer agrees to all of the following:

1. **Compliance with Laws and University Policies, Rules and Procedures.** University facilities are intended primarily for the use of its students and employees in their efforts to advance the educational mission of the University. No use shall be permitted that is inconsistent with the mission of the University. (<https://universitypolicy.gmu.edu/policies/utilization-of-facilities-by-the-general-public/>). Guest Lecturers are expected to act responsibly and respect the rights of the University community. All Guest Lecturers are subject to federal and state laws, county and municipal ordinances, and applicable policies, procedures, rules, and regulations of the University. Certain criminal or civil offenses or other behavior may by their very nature pose a serious and substantial danger to the University community. Violations of laws, ordinances, policies, rules, procedures, and regulations may subject the Guest Lecturer to criminal prosecution, civil action, administrative trespass, and immediate removal from the Event, removal from any future event and any other appropriate restriction.
2. **Services.** Guest Lecturer acknowledges that Guest Lecturer is voluntarily donating their time and effort ("Services") for the benefit of the Group (identified below) because of their interest in supporting the Group and its mission. The Services are offered freely and without pressure or coercion, direct or implied from any member of the Group or any employee of the University.
3. **Insurance.** The University recommends Guest Lecturers have their own health and auto insurance. If Guest Lecturer is injured while performing Services, Guest Lecturer understands Guest Lecturer's health insurance will provide coverage for Guest Lecturer. If Guest Lecturer drives their vehicle while performing Services, Guest Lecturer's automobile liability insurance will provide insurance coverage for Guest Lecturer.
4. **Prohibited Items.** Guest Lecturer understands they may not bring a weapon or a prop weapon (as defined in University Policy 1120, <https://universitypolicy.gmu.edu/policies/weapons-on-campus/>), and any alcohol beverages or controlled substances to the event or inside any University building.
5. **Acknowledgment of Risk.** Guest Lecturer understand that Guest Lecturer has voluntarily chosen to participate in the Event and that participation in any such Event involves some element of risk, including but not limited to, property damage or loss, personal injury, bodily injury, and death. Guest Lecturer understands and acknowledges that potential risks to their health and personal property may be associated with Guest Lecturer's participation in the Event and recognizes that the University cannot guarantee Guest Lecturer's safety, however, Guest Lecturer voluntarily is assuming those risks.
6. **Liability.** To the extent provided by the laws of the Commonwealth of Virginia, the University shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing harm to persons not a party to this Acknowledgment. Guest Lecturer agrees that it shall be responsible for the ordinary negligent acts or omissions of its agents and employee causing harm to persons not a party to this Acknowledgment. Nothing herein shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia or require the University to indemnify, defend, or hold harmless Guest Lecturer for claims brought against Guest Lecturer.
7. By signing below, Guest Lecturer warrants that Guest Lecturer has not been convicted of a felony.

GUEST HAS READ AND UNDERSTANDS THE ABOVE PROVISIONS AND AGREES TO BE BOUND BY THEM AS INDICATED BY GUEST'S SIGNATURE BELOW.

Print Guest Lecturer Name _____

Name of Group (Organization or Department) _____

Guest Lecturer Signature _____

Date _____

- THIS ONLY REQUIRES A SIGNATURE OF THE GUEST LECTURER.
- THEY DO NOT REQUIRE A CERTIFICATE OF INSURANCE.
- THIS GETS TURNED IN THE SAME WAY AS THE ENTERTAINMENT AND EVENT AGREEMENT SO IT CAN BE UPLOADED INTO THE SAME SYSTEM.

SO ABOUT THAT INSURANCE THING...



CERTIFICATE OF INSURANCE (COI)

➤ ALL ARTISTS AND COMPANIES YOU PAY NEED TO GIVE YOU A COI

[illegible]

DATE IS CURRENT

NAME OF WHO IS INSURED

DATE POLICY IS IN EFFECT

PER OCCURRENCE
NEEDS TO BE AT
LEAST \$1,000,000

GENERAL AGGREGATE
NEEDS TO BE AT
LEAST \$2,000,000

**MUST BE CHECKED IF
UMBRELLA IS NEEDED**

IF UMBRELLA IS
NEEDED, IT NEEDS TO
BE AT LEAST \$1,000,000

THEY MUST NOTE THAT GEORGE MASON UNIVERSITY IS AN ADDITIONAL INSURED

THEY MUST LIST GEORGE MASON
UNIVERSITY HERE AS THE CERTIFICATE
HOLDER

NOW I GET IT!!! BUT CAN YOU RECAP PLEASE???



RECAP

Student Services Entertainment & Event Agreement

- Complete the top of the first page.
- Determine if the vendor needs additional insurance.
- Complete Attachment A.
- Have the Agreement signed by the artist or company.
- Get a copy of the COI that meets ALL REQUIREMENTS.
- Turn in the Agreement.

Guest Lecturer Acknowledgement Agreement

- Either contact the RSO Lead Team to have a copy of this Agreement sent to you or download it from our website.
- Have the guest, who is not receiving compensation for their lecture, sign the agreement.
- Send a wet-signed copy at least 2 days before the event along with the following information: day of event, RSO, title of event, and place of event.

RIGHT NOW! THERE IS NO INTERACTIVE COPY.

➤ Until we do, here is what you need to do:

- Contact the RSO lead Team (8 student staff, Chalon - the GA, and the Assistant Director - Aya) via e-mail or set up a meeting.
- Give them the information as seen on page 1 and 6 of the Student Services Entertainment and Event Agreement. YOU WILL BE SENT THE QUESTIONS AND THE SAMPLE COI WITH INSTRUCTIONS.
- Ask the artist or company for their Certificate of Insurance (COI).
- *Remember that the COI needs to be issued to George Mason University, AND George Mason University needs to be named as an additional insured and the dates on the COI must reflect the event date.*
- Have the vendor complete a Virginia Substitute W-9 form.

RIGHT NOW! THERE IS NO INTERACTIVE COPY.

- The RSO Lead Team fills out the contract for the RSO, saves it as a PDF, then sends it to the RSO to have the vendor wet-sign the form and send it back digitally (no pictures with phone).
- Send the wet-signed contract and the appropriate COI to AD, GA, or Lead Team Member you worked with.
- Aya is given the final PDF files and she uploads to Dynamic forms for Mason Authorized Signatures. (Needs to be 15 business days before the event in case of edits/changes needed.)

IN THE MEANWHILE ...

- At the same time that your RSO is working on getting the Agreement approved, please start the purchase order process by e-mailing a copy of the vendor-signed Agreement to sibudget@gmu.edu along with the following documents at least 5 full business days prior to the event:
 - a copy of the vendor's Certificate of Insurance
 - Purchase Order (PO) Request Form
 - Independent Contractor Evaluation Form
 - Virginia Substitute W-9 Form

Resources

RSO Self-Service Center:

<https://si.gmu.edu/rso-self-service-center/>

- Answers to many RSO questions, including funding, spending, room reservations, advertising, cash handling, etc.

E-mail Addresses:

sibudget@gmu.edu → RSO spending and budget questions

sfb@gmu.edu → SFB funding requests / allocations

rso@gmu.edu → RSO registration, advisement and assistance