



**Student Government
Handbook**

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Becoming a Member

Written by Clayton Notestine

Edits by: Cody Spoon

Becoming a member of Student Government requires commitment, not only a time commitment, but also a commitment to modify ourselves. Sometimes this change means acting differently and other times it means looking at things differently. Student Government has multiple positions that students can commit to. There are four positions; elected senators, senators-at-large, justices, and appointments.

Voting Members

Elected Senators: Elected Senators are the most powerful voting member in the senate. They vote during meetings, brainstorm initiatives, and represent the student body on campus. They also have the hardest criteria and constitutional allowances in the organization.

To become an elected senator, prospective students run for a seat within their college. Election season is held during the latter half of the spring semester and publicly announced to the university. Running for election requires filing a petition and generating a majority of votes from the student body.

Appointed Senators: Seats not taken up by elected senators can be filled by Appointed Senators. These temporary senators behave the same way as normal senators, but are easier to remove. Constitutionally, appointed senators only serve one year instead of the usual two, but otherwise have the exact same powers and duties as their elected counterparts.

Students can become Appointed Senators by filling out an application and going through the appointment process. This process requires attending two meetings, finding a voting member to sponsor them, being interviewed, and finally being approved by the senate via vote. Interested students need to attend a meeting and ask the membership to start the process.

Judicial Branch

Justices: The justices uphold our constitution and assist students with legal issues on campus. Their role is starkly different from the other members and is crucial to the organization's future. Becoming a justice requires submitting an application to the chief justice or president and then being approved by the Senate.

Appointments

Appointments: The final positions are created by the president, vice-president, and chairs of Senate. These positions can vary from position to position and usually are filled by people specifically recruited for the job. Appointments require an approval by the Senate via vote. Interested students should implore with the president of the student body.

Roberts Rules of Order

By: <http://www.asce.org/pplcontent.aspx?id=2147489901>

Edits by: Clayton Notestine

Robert's Rules of Order (1915) is the oldest and most commonly used guide to parliamentary procedure, a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Because of its age, the book has been adapted many times and has specific rules about meeting processes, making it confusing to many. The following guide serves as a cheat sheet for running effective meetings.

MEETING STRUCTURE

The following outlines the structure of a typical meeting using this method.

- Call to order.
- Roll call (voting members to respond).
- Reading of the minutes
 - Meeting leader typically will ask if there are any additions or changes to the minutes.
 - This typically will be followed by a vote to approve the minutes.
- Open floor
 - Voting members can make motions to amend the agenda
 - Voting members can make motions to present legislation
 - Non-Voting members can make announcements
- Guests
 - Guest speakers are brought forward
 - Non-voting portion of agenda
- Officer reports
 - These are simply updates and do not include votes.
- Committee reports
 - These also are updates and do not include votes.
- Old business
 - This is important business previously planned for discussion at the current meeting.

- This can include items that were discussed at the last meeting, but more information was needed or they weren't on the agenda for a vote.
 - Old business can include votes.
- New business
 - Any new business or resolutions before the body that requires a vote.
 - This must also include a description on the agenda.
- Announcements
 - These are announcements for the body, but do not include votes.
- Adjournment
 - The meeting leader will move for adjournment

TYPES OF MOTIONS

Motions are typical methods used by members of a body to express themselves during a meeting. A motion is a proposal that the entire membership can take action on. There are six basic types of motions:

- Main Motions:
 - Introduces items to the membership for their consideration.
 - They cannot be made when any other motion is on the floor.
- Subsidiary Motions:
 - Change or affect how a main motion is handled, and is voted on before a main motion.
- Privileged Motions:
 - Bring up items that are urgent about special or important matters unrelated to pending business.
- Incidental Motions:

- Provide a means of questioning procedure concerning other motions and must be considered before the other motion.
- Motion to Table:
 - Used in the attempt to "kill" a motion.
 - Used to postpone or "kill" legislation.
 - Can be for a set date or tabled indefinitely (Brought back only by a motion)

HOW TO PRESENT A MOTION

Motions are presented by:

- Obtaining the floor
 - Wait until the last speaker has finished.
 - Raise your hand to be recognized
 - Wait until the President recognizes you.
- Make Your Motion using "I move that we..." or "Motion to..."
- Wait for Someone to Second Your Motion
- Another member can second your motion or the Chairman will call for a second.
 - If there is no second to your motion, it is lost.

Parliamentary Procedure At A Glance - *your guide of what to say and when to say it*

| TO DO THIS: | YOU SAY THIS | May you interrupt the speaker ? | Do you need a second ? | Is it debatable ? | Can it be amended ? | What vote is needed ? | Can it be reconsidered? |
|--|--|--|-------------------------------|--------------------------|----------------------------|------------------------------|--------------------------------|
| Call an Intermission | "I move to recess for..." | NO | YES | NO | YES | Majority | NO |
| Temporarily suspend considering an issue | "I move to lay the motion on the table." | NO | YES | NO | NO | Majority | NO |
| End debate | "I motion to end debate." | NO | YES | NO | NO | 2/3 | NO |
| Postpone discussion for a certain time | "I move to postpone discussion until..." | NO | YES | YES | YES | Majority | YES |
| Give closer study of something | "I move to refer the matter to committee." | NO | YES | YES | YES | Majority | YES |
| Amend a Motion | "I move to amend the motion by..." | NO | YES | YES | YES | Majority | YES |
| Introduce Business | "I motion to present new business..." | NO | YES | YES | YES | Majority | YES |

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDANCE... BELOW, THERE IS NO ORDER...

| TO DO THIS: | YOU SAY THIS | May you interrupt the speaker? | Do you need a second? | Is it debatable? | Can it be amended? | What vote is needed? | Can it be reconsidered? |
|--|---|---------------------------------------|------------------------------|-------------------------|---------------------------|-----------------------------|--------------------------------|
| Vote by verbal Aye/Nay | "Motion to vote by acclamation" | NO | YES | YES | YES | Depend s on item voted on | NO |
| Vote individually by Aye/Nay | "Motion to roll call vote by acclamation" | NO | YES | YES | YES | Depend s on item voted on | NO |
| Vote by secret ballot (Recorded Later) | "Motion to vote by ballot" | NO | YES | YES | YES | Depend s on item voted on | NO |
| Protest breach of conduct or rules | "I rise to a point of order." | YES | NO | NO | NO | No Vote | NO |
| Amend Legislation | "Motion to amend..." | NO | NO | YES | YES | Majority | NO |
| Vote on a ruling of the President | "I appeal from the chair's decision." | YES | YES | YES | NO | Majority | YES |
| Suspend rules temporarily | "I move to suspend the rules so that..." | NO | YES | NO | NO | 2/3 | NO |

| TO DO THIS: | YOU SAY THIS | May you interrupt the speaker? | Do you need a second? | Is it debatable? | Can it be amended? | What vote is needed? | Can it be reconsidered? |
|------------------------------------|------------------------------------|---------------------------------------|------------------------------|-------------------------|---------------------------|-----------------------------|--------------------------------|
| Request Information | "Point of information..." | YES | NO | NO | NO | No Vote | NO |
| Take up a matter previously tabled | "I move to take from the table..." | NO | YES | NO | NO | Majority | NO |
| Reconsider a hasty action | "I move to reconsider vote on..." | YES | YES | YES | NO | Majority | NO |

Sample Agenda:

The agenda is determined by the President and Vice-President and is then tailored and organized by the steering committee each week. This is the core structure of meetings.

The University Of Toledo
Student Government Senate 49th Session
8:15 pm Student Union Room 2592

- I. Call to Order – *The President starts the meeting*
- II. Roll Call – *The recording secretary calls for attendance*
- III. Pledge of Allegiance
- IV. Approval of Minutes – *The last meeting’s minutes are approved*
- V. Open Floor – *Anyone can speak at open floor, including non-members*
- VI. Guest Speaker – *A guest speaker is invited to educate members*
- VII. Safety Concerns – *The UTPD briefs the organization on current events*
- VIII. Appointments
 - a. Senator at Large Approvals – *Senator-at-Large applicants are voted on*
 - b. Other – *Other appointments are voted on, if any open positions exist*
- IX. University and Intergovernmental Reports
 - a. President – *The President gives their report*
 - b. Vice-President – *The Vice-President gives their report*
 - c. Student Judicial Council – *The Chief Justice gives their report*
 - d. Advisor – *Our advisor gives their report*
 - e. Student Trustee – *Board of Trustees student representative gives a report*
 - f. Faculty Representative – *A faculty member from Faculty Senate reports*
- X. Committee Reports

- a. Internal Affairs – *Reports on finances and internal affairs*
 - b. External Affairs – *Reports on media and outreach affairs*
 - c. Campus Affairs – *Reports on campus construction and expansion*
 - d. Student Affairs – *Reports on student organizations and student life*
- XI. Old Business – *Tabled or old Legislation is brought forward*
- XII. New Business – *New Legislation is brought forward*
- XIII. Announcements – *Final announcements by members and non-members*
- XIV. Final Roll Call – *Recording secretary takes attendance*
- XV. Adjournment

Guide to Writing Legislation

Written by Noah Gillespie

Edits by: Clayton Notestine, Cody Spoon

What is legislation?

Legislation expresses the opinion of the student body via the body of representatives it has elected, declares the actions and plans of the Student Government, and sets up the structures for its operation.

Who writes legislation?

Legislation often originates in committees, whose members have become aware of an issue or program because of their own initiative and investigation of their area of responsibility. Legislation can also be written by individuals. All legislation should be sponsored by at least one senator, though it may be authored by anyone in Student Government or even other student organizations or individuals.

What are the different kinds of legislation?

Our Student Government recognizes five types of legislation:

Resolutions express the opinion of the Student Government and, thereby, of the student body. They can reflect on university policies or actions, recent events, or proposed changes in policy or plans for the future..

Resolutions are the most common form of legislation. Anything that we want changed at The University of Toledo but can't physically enact or enforce is made official by resolutions.

Number of readings needed to be voted on: One

Votes needed: Simple Majority

Bills respond to a problem with a plan of action. They can be used internally to establish a Student Government program or event, or they can be used externally to provide a solution for an ongoing problem.

Bills are the second most used form of legislation and are often employed by the Internal and External Affairs committees. They can be used externally to provide solutions to things outside of our control, but this requires a great deal of knowledge from the author.

Bills are also able to form “Ad Hoc” (special/temporary) committees or summon individuals for testimony

Number of readings needed to be voted on: Two
Votes needed: 2/3rds

Procedural Motions set up the operation of Student Government, and include the Codes of Conduct for each branch, the Standing Rules of each session of Senate, etc.

Procedural motions are the least common form of legislation. More often than not, minor procedural activity can be changed and enforced through the President, Vice-President, and Internal Affairs Chair. If a procedural change is considered important enough or controversial enough to meet opposition it can be brought before Senate as a procedural motion to be voted on.

Number of readings needed to be voted on: One
Votes Needed: 2/3rds

Acts, are president and vice-president sponsored/authored legislation. Acts represent initiatives and campaigns under individual administrations. They are presented and voted upon the same way as normal legislation. An act can have multiple parts and is usually more substantial than regular legislation.

Number of readings needed to be voted on: Two
Votes Needed: 2/3rds

Amendments propose changes to the Student Government Constitution or Bylaws, our founding documents. They can correct and clarify, or improve the organization of the existing document(s), or they can propose substantive changes to the way Student Government is run.

Typically, unless the amendment states otherwise, the changes do not become effective until the next session.

Amendments are one of the least common forms of legislation for two reasons. One, they require three readings in order to be approved; and two, they can have a colossal impact on the organization in the future. Amendments should be accompanied by extensive research and educated debate.

Number of readings needed to be voted on: Three
Votes needed: 2/3rds

How legislation is submitted and numbered

Each piece of legislation must be submitted to the Steering Committee by 5pm on the Monday prior to the Senate meeting on the following Tuesday. Though legislation can be added to the agenda by the motion of a senator, this is discouraged. Steering looks over the draft of the legislation and can propose changes that very often help the legislation be most effective and read more clearly

Each piece of legislation is given a number by the Legislative Secretary. All numbers follow the format nnnn-Q-mmdyy.

The first part is a number; the first digit corresponds to the committee that has jurisdiction over the legislation. The last three digits indicate the order in which the legislation was submitted. Thus, the first item will be n001 and the last possible would be n999. The committee numbers are:

- 1- Internal Affairs
- 2- External Affairs
- 3- Campus Affairs
- 4- Student Affairs

The middle part (Q) is a capital letter identifying what kind of legislation it is:

- R- Resolution
- B- Bill
- P- Procedural motion
- A - Act
- I - Amendment

The last part indicates the date of the Senate meeting the legislation will be introduced, in a two-part digit day, month, year format.

Example: A potential legislation number would be 2024-N-011910 for a bill coming from the External Affairs committee introduced on January 19, 2010

How should any legislation be formatted?

All legislation should be typed in Courier New, 12 pt and emailed to the Legislative Secretary. All legislation should have a title identifying its number, and a subtitle giving a one-sentence summary of its purpose.

How should a Resolution be formatted?

A resolution should list a number of **–Whereas,-** clauses, that list the reasons for taking the particular stance the resolution requests. It should lay out the logical premises for the conclusion its author wishes Student Government to adopt as its official opinion.

Then, the resolution lists a number of clauses stating what Student Government resolves. The first such clause is **–Therefore, Let It Be Resolved,-** the middle such clauses read **–Let It Be Further Resolved,-** and the final such clause is **–Finally, Let It Be Resolved,-**. All **–Whereas,-** clauses should end with “and,” except for the last **–Whereas,-** which ends with a period. All resolved clauses should do the same. Each of these beginning clauses should be bolded.

How should a Procedural Motion or Bill be formatted?

All Bills and Acts are divided into three sections, under which follow appropriate points and sub points: (1) Problem (2) Method of Solution (3) Implementation. The first section outlines the nature and longevity of the problem being address, the second section details the nature of an appropriate solution and the final section outlines any details about how the solution should be implemented that were not included in the second section. Each section heading should be underlined and bolded.

Procedural motions do not need to follow this format, but should be logically and clearly organized into sections, with clauses subordinated to one another. They should have the same style as the constitution or Bylaws because their purpose is to lay out the operations of Student Government.

How do you pass each type of legislation?

Resolutions require only one reading, and thus can be voted on at the meeting they are introduced, and need a simple majority vote in order to be passed. Procedural Motions and Bills require two readings. So, unless a motion is made to consider them “emergency legislation,” they must be referred to the relevant committee after the meeting they are introduced and can be voted upon the following week. Bills require a simple majority to pass whereas a procedural motion requires 2/3’s affirmative vote to pass. Bills expire at the end of each session. Amendments require 3 readings and must be passed 2/3 majority vote as well.

Before submitting legislation, please consider:

- Has enough research been done on the topic?
- Have the authors talked to the relevant administrators?
- Does the solution fit the nature and mission of UT?
- Might it require funding?
- Is there an alternative solution?
- Is the legislation possible?

Sample Resolution:

Resolution 3013-R-021912

- A resolution supporting the project proposal for gender neutral housing on The University of Toledo's campus

Author: Senator Matthew Ellis

Sponsors: Spectrum

Sponsors help show support for legislation and can help make it more likely to pass. Sponsorship from a voting member of senate is needed for legislation written by a non-student government member.

Whereas, there is no option for students of the same sex to live with each other on campus, and,

Whereas, some students would be more comfortable living with someone of the same sex, and,

Whereas, the students who are 18 years old should be able to make their own decision about who they live with, and,

Whereas, gender neutral housing would make The University of Toledo more appealing for LGBTIQ students, and,

Whereas, gender neutral housing would help raise awareness about LGBTIQ issues, and,

Whereas, The University of Toledo supports a welcoming community of diversity,

The "Whereas," statements serve as points for why your legislation should pass. Always remain as objective as possible. It's poor form to use subjective arguments in legislation.

Therefore, Let It Be Resolved, that Student Government supports the project proposal for gender neutral housing at The University of Toledo.

The “Therefore, Let It Be Resolved,” clause is our acting clause. The sponsored course of action should be put in this segment. Make sure the main point of the summary is repeated in this section.

There can be multiple segments of the acting clause. The pattern is simple; the first phrase is always the transitional phrase, “Therefore, Let It Be Resolved.” Any phrases after that are, “Let It Further Be Resolved,” and the concluding phrase is always, “Finally, Let It Be Resolved,”

Sample Bill:

Bill 4004-B-110811

-A bill to support the underprivileged people of the Toledo community.

Author: Heather Engle

Sponsors don't always have to accompany legislation, and it's generally more effective not to even include the entry if you have none.

Section 1: The Problem

1. There are many families in the Toledo area that need help.
2. There are many Senators that have multiple absences.

Section one is either the problem or a synopsis of what should be done to improve the organization or The University of Toledo.

Section 2: The Solution

1. Any Senator that brings in 5 nonperishable food items will have one-half absence removed from their record.
2. Any Senator that brings in 8 nonperishable food items will have one whole absence remove from their record. A max on one whole absence can be made up from this food drive.
3. Donations may be made at the November 15, 2011 or the November 22, 2011 Senate meeting or be taken to the Student Government office until November 22, 2011.
4. The food items will be taken to Toledo Northwestern Food Bank.
5. Any Senator that volunteers to help deliver the items will have that time

applied to their mandatory service hours.

Section two is the direct response to section one suggesting the potential solution or improvement that can be made.

Section 3: The Implementation

1. Any donation made for absence credit should be made with a note attached to the bag/box with the Senator's name on it. Do not write your name on any of the items being donated, as the food bank will not be able to accept it.
2. The Vice Chair will remove the absence from the Senator's record.
3. Any Student Government member may volunteer their time to help deliver the items to the Toledo Northwestern Food Bank. The items will be delivered on November 23, 2011.

Section three is the plan of action for how to implement the solution.

Sample Amendment:

Amendment 6001-A-091712

- An amendment to clarify the roles of the Recording Secretary and Legislative Secretary listed in The University of Toledo Student Government Constitution and By-Laws.

Authors: Senators Katherine Saine and Clayton Notestine

Constitution, Article Five, Section A, Sub-Section Six.

e. ~~And help orient new Senators~~ *Responsible for recording the minutes for steering meetings and general meetings*

f. *Responsible for sending out the minutes for the General Meeting by 12 P.M. the next day*

g. *And help orient new Senators.*

By-Laws, Article One, Section D, Sub-Section Six.

f. Legislation decided upon by the Steering Committee must be sent to the Senators prior to 12pm the next day ~~y~~ *by the Legislative Secretary.*

g. Steering Committee minutes must be sent to senators prior to 12pm the following day ~~y~~ *by the Recording Secretary.*

Tabled: 9/18/12

Tabled: 9/25/12

Public Relations

by Danielle Gamble

Talking to the Press: Tips, tricks and important media info

You're in Student Government, one of the most inclusive and important student groups on the University of Toledo campus. That means that over here at The Independent Collegian, UT's student newspaper, we're going to keep tabs on your plans, thoughts, opinions and, most importantly, your actions. As Uncle Ben would say, "With great power comes great responsibility."

But even though that seems a little intimidating, we're not scary media monsters — we care about this university just like you, and we want the community to understand what's happening. Our job is to make sure that we're getting the facts from people like you so we can help students express themselves and affect positive change here.

Here are a couple of take-a-ways to remember about the IC when we deal with SG.

Be aware

There will be at least one IC reporter at every regular SG meeting, and a lot of times there will be more than one, as well as a photographer. This is an open public meeting, so their job is to quietly sit, observe and record what you do and what you say. Reporters also might ask you for a quote about what you're working on after the meeting, or might ask if they can quietly pull you from a meeting to talk during a slow section.

Also, please make sure you check your Rockets email. Your email address is readily available online, and reporters or editors will email you if they want to set up an interview or ask some questions.

Be honest

Don't assume a persona in an interview — we want to interview *you*! Our reporters understand that you're a student and we don't expect you to be polished politicians; I mean, we're students, too. If you try too

hard, you'll come across as artificial or uptight, or you'll stumble more than if you'd just relaxed.

Also, if we ask you a question and you don't know the answer or are uncomfortable answering, that's totally fine. Reporters like to attribute information to reliable sources, so we'd rather you not try and bluff your way through a situation. However, if you know someone else that can answer the question, tell the reporter. If you can give them a name and phone number, that's even better, since reporters like to tell stories using quotes from several people.

Be an expert

Sometimes, a reporter will ask you for a quote during or after a meeting, and they're usually looking for a reaction or a quick snapshot of your take on what just happened. However, if you're asked to sit down with a one-on-one interview about a program you're helping with or a topic you're expected to be well-versed on, do a little homework beforehand. No, you don't need to write out your quotes — if you do that, you'll probably end up sounding canned or fake.

Know who the reporter is and get a sense of what s/he generally writes about. Even more important, find out what the topic of the interview will be so you can prepare for it. Make use of your exam-prepping skills and think of all the questions that you might be asked on that particular topic and decide what your answer would be.

Also, think before you talk. It's OK to pause before answering — we're used to it. The faster you speak, the more jumbled your thoughts, and the poorer your quotes will be.

Be flexible

The first time you see your quote in print, it might be jarring. It's like listening to a recording of your own voice — your first thought is probably going to be, "I sound like *that*?" That's because the tone of your voice, your body language and all that other stuff everyone sees in a live conversation are very hard to translate in print. The reporter will do his/her best to make you sound like you by picking the right quotes or using particular punctuation, but it can still feel weird to read.

But if something feels really weird — or flat out wrong — let us know. There can be times when incorrect information gets printed, or someone is misquoted or intensely misrepresented; we work very hard to avoid this, but we're human. We're more than happy to issue a correction for publishing mistakes, and in those cases, you can talk to either the editor-in-chief or the section editor through email, phone or by visiting our office.

Be proactive

Once you're in the interview, try to be proactive in providing the reporter with information, especially how to spell something or where to find more facts. If you help them, you're taking an active role in ensuring that story involving you is accurate.

Also, instead of waiting for the reporter to come to you with a story or ask you a question, don't be afraid to approach him/her with a story idea. Hopefully we're already working on it, but you could provide us with a story angle or even entirely new info we hadn't even considered.

If you ever have any questions about this or just want to chat, you can email editor@independentcollegian.com or peek through the door to Carlson Library's Suite 1057. I hope this was helpful, and best of luck!

Danielle Gamble

Editor-in-Chief, The Independent Collegian, 2013-14

Sources:

<http://www.finaid.org/educators/press.phtml>

<http://chronicle.com/blogs/profhacker/what-to-do-when-speaking-to-the-media/30161>

Useful Administrative Resources

Written by Cody Spoon

This list is subject to change, but as of Fall 2016, here is a list of administrators who may directly be able to assist you with a variety of student-centric topics.

Joy Seifert, Director of Auxiliary Services. May be able to help with questions/issues with Rocket ID Cards, the Copy Center, Rocket Wireless, Rocky's Technology Central. 419.530.8709

Mario Toussaint, Senior Director of Dining Operations. May be able to assist with dining hall issues, exploring possibilities of new dining options, etc. for event catering, see below for Jennifer Darr. 419.383.5383. mario.toussaint@utoledo.edu.

Virginia Speight, Director of Residence Life. For any res-life questions, or inquiries regarding the future of residence halls, Virginia may be able to help. 419.530.7262. virginia.speight@utoledo.edu.

Jason Toth, Associate VP, Facilities & Construction. May be able to assist with questions involving the Master Plan, Rocket Wheels, and is very receptive to ideas for change on campus. 419.530.1418. jason.toth@utoledo.edu.

Doug Collins, Director, Grounds & Off-Site Facilities. This is the famous Doug that partakes in Campus Affairs' "Walk with Doug" events. A great contact in regards to campus changes, sidewalk installations, and general repairs. 419.530.1018. Douglas.collins@utoledo.edu.

Cam Norton, New Media Specialist. A good reference from UT Marketing and Communications (AKA "marcom"). He has assisted SG with marketing in the past, helping create the highly-viewed UT-BG Ball Run video on YouTube. 419.530.2002. utmarcom@utoledo.edu.

Heather Lutz, Athletic Marketing. Like Cam, Heather is a good contact in regards to event promoting, and has a lot of creative ideas for increasing attendance to UT sporting events. She helped develop the ideas for the

Toledo Run and the Rocket Gold Rewards app.

Heather.lutz@utoledo.edu.

Jennifer Darr, Aramark Employee. Jennifer is a great liaison between UT and Aramark, and is the first person I'd recommend you contact if you have any questions about event catering. In many instances, Aramark has the first right of refusal for on-campus event catering.

Jennifer.Darr@utoledo.edu.