

Commissioner of Political Practices
1205 Eighth Avenue
Post Office Box 202401
Helena, MT 59620-2401
Phone: 406-444-2942
Fax : 406-444-1643
www.politicalpractices.mt.gov

Campaign Finance and Practices

Complaint Form (10/09)

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2015 APR 29 A 8:42
COMMISSIONER OF
POLITICAL PRACTICES

FOR OFFICE USE ONLY	
HAND DELIVERED	<input type="checkbox"/>
CERTIFIED MAIL	<input checked="" type="checkbox"/>
SIGNED/NOTARIZED	<input checked="" type="checkbox"/>

Type or print in ink all information on this form except for verification signature

Person bringing complaint (Complainant):

Complete Name: Timothy R Adams

Complete Mailing Address: 6104 E Shadow Drive
Bozeman, MT 59715

Phone Numbers: Work (N/A) Home 406-570-1305

Person or organization against whom complaint is brought (Respondent):

Complete Name: Franke Wilmer / Justin Ailport / College Democrats at MSU

Complete Mailing Address: 329 N HUNTERS WAY/ 501 W HAYES ST / PO Box 170545
Bozeman, MT 59718 / Bozeman, MT 59715 / Bozeman, MT 59717

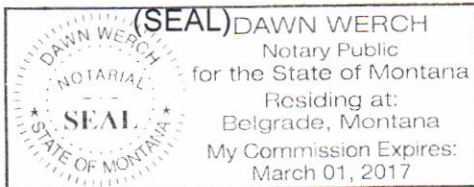
Phone Numbers: Work 406-994-5246 (Franke) Home 406-396-2465 (Justin)

Please complete the second page of this form and describe in detail the facts of the alledged violation.

Verification by oath or affirmation

State of Montana, County of Callatin

I, Timothy Adams, being duly sworn, state that the information in this Complaint is complete, true, and correct, to the best of my knowledge and belief.



[Signature]
Signature of Complainant

Subscribed and sworn to before me this 27 day of April, 2015.

[Signature]
Notary Public

My Commission Expires: march 1 2017

Statement of facts: See Attached

Describe in detail the alleged violation(s) and cite the statute or statutes you believe have been violated. Please attach copies of documentary evidence to support the facts alleged in your statement.

If the space provided below is insufficient, you may attach additional pages as necessary.

Complaints must be:

- signed
- notarized
- delivered in person or by certified mail.

Timothy Adams
6104 E Shadow Dr
Bozeman, MT 59715
406-570-1305

Commissioner Jonathan Motl
Commissioner of Political Practices
1205 Eight Ave PO Box 202401
Helena, MT 59620-2401
406-444-2942

April 24, 2015

Dear Commissioner Motl,

I am writing to lodge a formal complaint against Franke Wilmer, Justin Ailport and the entity College Democrats at Montana State University. I am alleging several violations of election law during the 2014 election year, including failing to register as a political committee (§13-37-201), failure to provide reports of contributions and expenditures (§13-37-225), failure of timely filing of reports (§13-37-226), failure to disclose contributions received (§13-37-229), failure to disclose expenditures made (§13-37-230), use of anonymous campaign materials (§13-35-225), and undue influence of voters (§13-35-218).

Statement of Facts:

During the week of October 20th, 2014, blue handbills advocating for the election of Franke Wilmer and Zach Brown appeared on the windshields of hundreds of student vehicles in the Montana State University – Bozeman parking lots. (see Brown/Wilmer handbill #1) These handbills did not have any kind of attribution or disclaimer (violating §13-35-225). The next week almost identical handbills appeared again as an insert to the MSU student newspaper (MSU Exponent, circulation approximately 8,000), however they now included disclaimers stating they were paid for by College Democrats and Zach Brown for HD 63. (see Brown/Wilmer handbill #2). I believe that the disclaimer was initially left off the handbills because using university property for political purposes is a violation of university policy and the organization did not want to be identified or tied to violation of university policy or election law.

In part because Montana State University is paid for with taxpayer dollars, they have developed a free speech policy which prohibits electioneering (except for student government elections) on university property. "University property" includes both the buildings used for instruction as well as the parking lots where the anonymous handbills were attached to vehicles. I am attaching MSU's "Free Speech Policy" (see "Free Speech Policy") and have highlighted the provisions regarding prohibitions in university buildings and on vehicles parked in MSU parking lot as "A". Section "B" also reiterates this policy.

During the same time period that the initial handbills started appearing on student vehicles, posters advocating for the election of Democratic candidate Zach Brown (current representative from HD 63)

were put up in the university buildings. (see Brown Poster #1) In addition to violating the university's prohibition on speech in instructional buildings, the disclaimer indicates the piece was paid for by "Bobcat Democrats" and lists a university owned postal box and BobcatDems@gmail.com as their contact information. The university prohibits general use of the term "Bobcat," the university name and Logos without permission, since it is also the property of the state, and thus also the taxpayers. Although the university allows club some use of the names and logos for "in-house" activities, this does not apply to use for electioneering and political purposes. I believe in using the university trademarked "Bobcat" name in political advertising, the organization is exerting "undue influence" over voters (§13-35-218(a)) by indicating they have sanction of the university and those who determine use of the taxpayer owned logos and names in election materials advocating for the election of Mr. Brown. (see "Use of Bobcat/Name/Logo/Trademark" enclosed for university policy) (Because of the vague nature of the statute concerning "undue influence" of voters and "fraudulent contrivance," I would also like to allege violation of §13-35-104 which states even attempts at these violations are also considered violations. While it may be difficult to prove actual harm or influence of voters using university logos and trademarks, I don't think the organization's attempt at doing so can be questioned provided the evidence enclosed.)

Upon searching your site on both the CERS electronic reporting system and the Hard Copy PDF search on your website (politicalpractices.mt.gov) I can find no record of any registration of organization (§13-37-201), reports of contributions and expenditures (§13-37-225), any periodic reports filed (§13-37-226), disclosure of contributions (§13-37-229), nor disclosure of expenditures (§13-37-230). This is despite reports on other political committee records that they have contributed donations to the College Democrats at MSU, and indications by the attached handbills and posters that they have made expenditures to influence an election. (According to COPP public filings, Gallatin County Democratic Central Committee lists a \$200.00 donation to the College Democrats-MSU on 10/07/2014, although the address listed on their disclosure does not match the one indicated on the disclaimers of the handbills and poster.)

While all student groups have equal opportunity to form and be active on campus at Montana State – Bozeman, they must have a leader who is a current student and an advisor who is a current faculty or staff member. According to public information, Justin Ailport is listed as the President of the organization and professor Franke Wilmer is listed as the Advisor for the organization. (According to campaign disclosures, Ailport is also also listed as paid staff for Rep. Brown's election campaign per Zachary Brown for HD 63 11/04/14 expenditures) (see Contact Info attachment, Ailport's employment available via your website)

In addition to Mr. Ailport's role as president of the organization that committed these offenses, I believe that Ms. Wilmer should also bear responsibility for the offenses. According to documents signed when the advisor agrees to oversee the organization on campus, she is supposed to "assist the organization in keeping their financial and organization records current, and be aware of the expenditure of student time, abilities, duties and finances within the program," "answer policy related questions, guide the group to follow established policies and protocols, and explain the consequences for choosing to operate outside their parameters," "be well informed of all plans and activities of the organization," "knows what is happening with the group at all times," and is "familiar with rules, policies and regulations of the University." (Presumably this includes the free expression policy prohibiting the

activities mentioned above.) (see "Advisor Role" attachment)

Ms. Wilmer has worked at Montana State University as a political science professor for approximately 25 years and has served as the Head of the Department of Political Science. She has served multiple terms in the Montana Legislature and has run for US Congress. It seems incomprehensible and flagrant that she would agree to serve as a faculty advisor for the College Democrat group and not have any awareness or provide any kind of guidance in regards to properly adhering to state law regarding campaign finance and use of university/taxpayer resources for electioneering. Either Ms. Wilmer was derelict in her duties to provide proper guidance and oversight to the university group, or she was aware and chose not to intervene. Either way, I believe she bears equal responsibility for the violations in question due to her agreement of the responsibilities outlined above as the group's advisor and her extensive experience professionally and politically.

Because the blue handbills that initially omitted their disclaimer also include the campaign of Rep. Brown, I ask you please do not dispose of them without notifying me, since I intend to follow up on a separate complaint against Mr. Brown regarding disclaimer violations.

I affirm all of the above to be true to the best of my knowledge.

A handwritten signature in black ink, appearing to read "Tim Adams", with a long horizontal flourish extending to the right.

Timothy Adams
6104 E Shadow Dr
Bozeman, MT 59715
(406) 570-1305

Brown/ Wilmer

Handbill #1

**YOU NEED TO
VOTE NOW!**

\$

**Tuition has doubled
since 2000**

\$

**The average student leaves school
with \$27,000 in student loan debt**

\$

**State legislators can freeze
tuition costs for a 3rd time**

**We have to elect the
right legislators!
Vote down the ticket**

**Brown
Wilmer**

You don't have to wait
until Nov. 4th. Vote now
by going to the
courthouse!

If you insist on voting on
Election Day this is your
polling location.

HOPE LUTHERAN Church
2152 W. GRAF Bozeman

"The World is ran by
those who show up."
Take responsibility and
show up to vote.

Brown / Wilmer

Handbill #2

**YOU NEED TO
VOTE NOW!**

\$

**Tuition has doubled
since 2000**

\$

**The average student leaves school
with \$27,000 in student loan debt**

\$

**State legislators can freeze
tuition costs for a 3rd time**

**We have to elect the
right legislators!
Vote down the ticket
Brown
Wilmer**

Paid for by College Democrats P.O. Box 1292 Bozeman, MT
Paid for by Zach Brown for HD 63 -Democrat -503 S. Wilson - Bozeman, MT 59715
Dorothy Bradley, Treasurer

You don't have to wait
until Nov. 4th. Vote now
by going to the
courthouse!

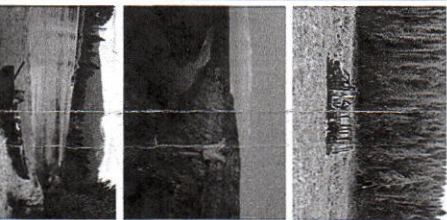
If you insist on voting on
Election Day this is your
polling location.

HOPE LUTHERAN Church
2152 W. GRAF Bozeman

"The World is run by
those who show up."
Take responsibility and
show up to vote.

Brown Poster
#1

ZACH BROWN FOR MONTANA



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3



Free Speech Policy

Subject:	Governance and Organization
Policy:	Freedom of Expression Policy
Effective Date:	September 7, 2011
Revised Date:	February 2, 2012
Review Date:	September, 2014
Responsible Party:	Office of Legal Counsel

Introduction and Purpose

MSU recognizes that the freedom of expression is integral to the purpose and process of the University, whose primary goal is education. Therefore, no University policy or rule will infringe upon this constitutional right.

Policy

MSU supports and encourages diverse points of view, though they may sometimes seem distasteful or offensive, as this is the nature of the University's educational responsibility and is safeguarded by the freedom of expression. The acceptance of diversity is a fundamental tenant of the Land Grant University system, and is instrumental to the creation of new discourses and the weighing of different views.


MSU recognizes the First Amendment rights to expression. These rights include individual and group activities including but not limited to:

- Assembling,
- Demonstrating,
- Signing,
- Pamphleting,
- Structuring, and
- Political campaigning.


Procedures

The right to freedom of speech includes exercising it responsibly, including abiding by the following:

- The use of violence, or credible threats of violence, is strictly prohibited.
- Activities which infringe upon the rights of another person are prohibited in accordance with Section 220.00 of the Facilities Use Manual.
- Activities may not obstruct the free flow of vehicular or pedestrian traffic on campus.
- Activities may not use sound amplification except with prior written approval in accordance with Section 230.000 A of the Facilities Use Manual.
- Activities may not block the entrances or exits to any campus building or facility.
 - A distance of 50 feet from any building or facility must be kept to alleviate the interruption of the flow of campus community traffic.
 - To exercise expression at closer than this buffer area, permission must be granted in writing by the relevant Building Supervisor.

A  No expression activities are allowed within any university buildings, facilities, stadiums, or temporary event facilities such as tents etc., unless the facility use is duly approved in accordance with the Facilities Use Manual Sections 1000 and 1100.

- Printed materials, writing, or other tangible means of expression may not be attached to University property, including sidewalks, trees, walls, or other property (including on vehicles parked on campus), **except:** (1) that such materials may be placed on outdoor bulletin boards designated as public bulletin boards--all postings on public bulletin boards will be removed at regular intervals; and (2) banners promoting a University or ASMSU sponsored event may be displayed at the following locations:
 - On the Wilson Hall bridge upon prior approval from the building supervisor.
 - From the cables inside the atrium on the north side of Reid Hall upon prior approval from the Building Supervisor.
 - Banners tied or wrapped on no more than two columns, on the Student Union Building's west entry, upon prior approval from the Director of Auxiliares.

- B 
- Printed materials, writings, or other tangible means of expression may not be placed on any interior surface of any University building without the written permission of the relevant Building Supervisor and in accordance with the rules established for each building.
 - Activities may not disrupt, block, or physically displace performers/programs that have reserved a venue or facility.
 - Individuals or groups may not permanently occupy land areas or permanently place signs and posters. This prohibition includes but is not limited to the erection of permanent structures, shelters, or camps.
 - Activities may not interfere with classes, university work, arts and cultural activities, research, or scheduled events.
 - Individuals and organizations are responsible for cleanup and for any cleanup costs resulting to the University from their activities.
 - Individuals and organizations are responsible for the content of any signage, pamphlets, or structure that they post, distribute, or erect on campus. Furthermore, the University reminds any organization distributing materials to be aware of laws concerning defamation, obscenity, fair labor practices, etc.
 - In Family & Graduate Housing, political campaign activities may be conducted door-to-door. No political campaign activities are allowed inside any MSU buildings, facilities or stadiums, or temporary facilities such as tents, except by written invitation of an official University organization in conjunction with a specific event and with the advance approval of Conference Services.



Use of Bobcat Name/Logo
Trademark

Use of University Name and Logos by Registered Student Organizations

Subject: Student Success
 Policy: Use of University Name and Logos by Registered Student Organizations
 Revised: February 6, 2014
 Effective Date: January 4, 2005
 Review Date: February 5, 2017
 Responsible Party: Licensing Director

*The Montana State University (MSU) name, logos, and team name ("Bobcats") and logos are registered and protected trademarks of Montana State University which may not be used without the express permission of Montana State University. This policy helps to ensure immediate recognition, the maintenance of appropriateness, and the prevention of commercial use without compensation to the University.


Registered Student Organizations [RSO] are permitted to use the name and logos only as follows:

1. **Use of University Name:** A Registered Student Organization may state that its membership is composed of students of Montana State University and may identify themselves only as "The _____ Club of Montana State University, a Registered Student Organization." No organization may imply that it is acting with the authority or as an agent of MSU, or that it is an intercollegiate athletic team of the University, unless it has been properly sanctioned as an intercollegiate athletics team by the University. Currently, only teams that compete in NCAA sanctioned sports and MSU Rodeo are intercollegiate athletic teams sanctioned by the University. No other use of the University's name is authorized.
2. **Internal Club Use of Trademarks:**
 - a. Registered Student Organizations may use the University name, logos or Bobcats name or logos for "in-house" purposes such as on posters, signs and banners dealing with the on-campus activities of the organization, provided such use reflects positively on the University and the mark is reproduced accurately. No alteration of the University's marks is allowed
 - b. Registered Student Organizations may produce or give away products (such as T-shirts) bearing the university trademark combined with the name of their organization or activity for purposes of internal use by club members, with permission of the Licensing Director, provided the usage reflects positively on the University.


3. **Sale of Merchandise:** Sale of Merchandise: Any sale of merchandise with the university name, Bobcats name and/or logos must comply with the Trademark and Licensing Policy [/policy/trademark_licensing/index.html] . Organizations intending to sell merchandise that contains the University's name, MSU, Bobcats or any logos registered or purporting to represent a logo of the University must receive advance approval by the Licensing Director as outlined in the Trademark and Licensing Policy.
4. **Use on Organization's Uniform/Jersey:** Registered Student Organizations that are also approved as "club sports" by the Dean of Students (or designated panel) and participate in sanctioned competition (on or off-campus), may request permission from the Licensing Director to use the University name and/or logo, or Bobcat name and/or logo, on a uniform or jersey. The following guidelines apply:
 - a. The design of each uniform must provide distinguishing characteristics from any uniform or jersey utilized by Montana State University's sanctioned intercollegiate athletics teams (NCAA teams and MSU Rodeo).
 - b. The design must include the words "MSU Club (insert name of Sport)" or similar marking appearing on the uniform. (examples: Bobcat Cycling Club, Bobcat Lacrosse Club, Bobcat Rugby Club)
 - c. Images and/or logos of external sponsors are not allowed to appear on uniforms or apparel with the MSU or Bobcat logo
 - d. All RSO Club Sport competitive uniform designs and color schemes must be submitted for review and approval by the Licensing Director.
 - e. The use of the logos must adhere to brand standards and may not be modified in any way or combined with other logos or verbiage. The University logos must stand alone and be surrounded by clear space.
 - f. RSO's in student sports clubs must remain in good standing in order to be eligible to use the logos. Sports clubs members:
 - i. Must be 100% students.
 - ii. Must adhere to academic standards and the student code of conduct.
5. **Use on Organization's Website or Social Media Accounts:** Registered Student Organizations may use the name and logos of the University in connection with an organization's official website and/or social media accounts subject to the following restrictions:
 - a. Use of the University name must be consistent with applicable Trademark and Licensing policies and the limitations contained herein.
 - b. The Web page and content generated by the social media account may not include language or images that are offensive or otherwise reflect inappropriately on MSU's name and logos. The MSU Licensing Director will be responsible for determining whether the use of the name and logo is consistent with the university standards for use of the university name and logo.
 - c. The name, logos or marks may not be used in conjunction with commercial advertising.
 - d. The marks may be enlarged or reduced, but not altered in any other way. No other uses of the University's name or logos are allowed.
6. **Failure to comply:** RSO's must remain in good standing and adhere to all aforementioned aspects of this policy to

* Contact Info

College Democrats at MSU

Purpose:	To highlight the function of democracy through democratic values on campus and in the community. We strive to encourage all young people to participate in politics by voting and other means regardless of political affiliation. We also work to get candidates that align with our values elected to office.	
Club Email:	bobcatdems@gmail.com [mailto:bobcatdems@gmail.com]	
Website:	 [facebook.com/bobcatdems]	
President:	Justin M Ailport [mailto:martin.ailport@gmail.com]	406-396-2465
Advisor:	Franke Wilmer [mailto:frankewilmer1@gmail.com]	406-994-5246
Meetings:	Tuesday at 6pm	
Membership Requirements:	An individual that wants to promote democratic values.	
Keywords:	democrat, politics, voting	

College Republicans at Montana State University

Purpose:	The College Republicans of Montana State University's mission is to recruit, inform, train, and empower every existing and potential College Republican in the university.	
Club Email:	mtstatecrs@gmail.com [mailto:mtstatecrs@gmail.com]	
Website:	 https://www.facebook.com/MSUCR/ [http://https://www.facebook.com/MSUCR/] [https://www.facebook.com/MSUCR/]	
President:	Kyndall Miller [mailto:kyndall.miller30@gmail.com]	(406) 671-7952
Advisor:	Daniel A. Miller [mailto:dan.miller@coe.montana.edu]	406-994-6118
Meetings:	Thursdays @ 5pm Weekly	
Keywords:	Republican, Politics, Liberty	

Advisor Role



Advisor Resources

Our office appreciates student organization advisors! Your role and support is integral to the success of student groups. We are building our resources for advisors, please email Mandy St. Aubyn at amanda.staubyn@montana.edu if you have suggestions for resources or trainings.

We have combined the Advisor Manual with the general Student Organization Manual. Please find this [HERE](#) [[/engagement/organizations/policies.html](#)].

Advisor Commitment

Your commitment to serve as an advisor to a registered student organization at Montana State University is appreciated. The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational. You also play a vital role in assuring that the experiences of a student organization is meaningful to students, and you are essential to providing assistance in managing institutional risk and liability.

As an Advisor You Agree

1. You are a full or part-time faculty or staff member at Montana State University and that you will notify the student organization you are advising immediately if your employment status changes.
2. To assist your student organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.
3. To be familiar with the student organization's constitution and all other governing documents, so that you may advise effectively.
4. To attend executive office, general meetings, and organization events when possible.
- *6. Assist the organization in keeping their financial and organizational records current, and be aware of the expenditure of student time, abilities, duties, and finances within the program.
6. To assist in the orientation of new members and with the leadership transition process each year.
- *7. To answer policy-related questions, guide the group and its officers to follow established policies and protocols, and explain the consequences for choosing to operate outside their parameters.
8. Encouraging opportunities within the organization that will contribute to the students' development and education.
9. To read email updates from the Office of Activities and Engagement regarding your role as an advisor.
- *10. Be well informed of all plans and activities of the organization, and attend formal activities, as available.
11. Assist the organization in managing risk and liability, on- and off-campus.
12. To serve as a Campus Security Authority (CSA) per the requirements in the Clery Act. As a CSA, you will annually complete and submit a campus safety and crime reporting log to the University Police Department.
13. Have taken the online Title IX Training [<http://www.montana.edu/titleix/training.html>], which is required of all MSU employees.
14. Be informed of the policies and procedures in the Registered Student Organization AND Advisor Manual found [HERE](#) [[/engagement/organizations/policies.html](#)].

Advisor Resources

Advisor Agreement Worksheet [[/engagement/documents/Advisor%20Agreement%20Worksheet.pdf](#)]: This worksheet can be a means of communicating expectations of the organization-advisor relationship.

The Attributes of a Good Advisor

- ***aware:** Knows what is happening with the group at all times, including all group meetings, travel and events.
- Dedicated:** Always willing to assist the organization when necessary. Enjoys being associated with the group and is involved.
- Visible:** Attends meetings, social functions and other special events of the group when possible.
- ***informed:** Familiar with the rules, policies and regulations of the University and the bylaws of the organization constitution. Is prepared to assist with interpretations.
- Supportive:** Provides encouragement and praise to group members.
- Open-Minded:** Willing to consider new ideas and approaches even if not in complete agreement.
- Respected:** Eamed through being trustworthy and honest as well as demonstrating a genuine interest in the welfare of the group.

How Advisors Support Student Organizations

It may be helpful to think of the role as an Advisor in terms of three major areas:

Organizational Maintenance

These sometimes "routine" activities but are essential to the ultimate success of an organization and may include:

- Ensuring organizational continuity by periodically reviewing the constitution, minutes, files, and/or traditions with students.
- Serving as a resource for students, especially regarding University policies, regulations, and procedures.
- Coaching the officers in the principles of good organizational and administrative practice.
- Helping and encouraging officers to fully register their group each academic year.

Organizational Growth

One of the most rewarding aspects of working with student organizations is assisting an organization in setting its vision for the future. Your experience and guidance can prove invaluable by:

- Keeping the group focused on its development and goals.
- Remembering and assisting groups as they develop and mature.
- Pointing out new opportunities, perspectives and directions to the group.

- Developing self-discipline and responsibility among group members.

Motivation

Many students need nothing more than encouragement from someone who has an active interest in what they are doing. Advisors can motivate students in ways that ensure that they are learning and having fun. Advisors can encourage and support an organization by:

- Attending organizational meetings, retreats, and events whenever possible.
- Remaining as available as possible to assist the organization.
- Supplying expert knowledge and insight through experience.
- Providing problem-solving suggestions serving as a role model for creative decision-making and flexibility, because problems can create stressful circumstances for students.
- The Office of Activities and Engagement encourages advisors to support all areas of student organization engagement especially through direct interaction. This practice may vary from organization to organization, based on the group's needs and goals.
- Each year, the student leadership of the organization and the advisor should meet to determine the role and expectations of the advisor and the advisor's expectations of the students.

WHAT SHOULD I NOT DO AS AN ADVISOR?

DO

- Allow others to fail
- Allow others to succeed
- Know your limits
- Be visible
- Be consistent with your actions
- Trust yourself with the group
- Direct the group where to find the answers
- Teach the art of leadership

DO NOT

- Control the group
- Manipulate the group
- Take ownership for the group
- Be afraid to try new ideas
- Know it all
- Take everything so seriously
- Be the leader or give the answer

Transition... When/If an Advisor Leaves

If for whatever reason, you decide to leave your role as the organization's Advisor, we recommend the following:

- Inform both leaders of the student organizations and Office of Activities and Engagement of the date on which your role as Advisor officially ends. Please try to give the organization leaders as much advance notice as possible.
- Remind the members of the organization that: If an Advisor resigns, the organization must find a new Advisor. Be mindful, that requests for financial support will not be allowed until a new Advisor is chosen.

Clery Responsibilities of Advisors

Part of your role as a student organization advisor is to serve as a **Campus Security Authority (CSA)**.

What does that mean?

- In accordance with the federal law known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, our institution is required to disclose statistics concerning the occurrence of certain criminal offenses.
- Club advisors are considered CSA's due to their involvement with student activities.
- [CLICK HERE](#) [file:///C:/Users/%5Cktnanner%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CBVJQQ18C%5Crycenter.org%5Csummary-jeanne-clery-act] to learn about the reportable offenses and more about the policy. You will also learn more in the online training.

What do you need to do?

- Complete a **mandatory** online CSA training (annually). If you have been identified as a CSA in another role within the university, you do not need to do this twice. See instructions below.
- Submit information to the MSU Office of Activities & Engagement (considered a Senior CSA) when these crimes are reported to you by a student. OAE will send out reminders and forms to fill out via email.

MANDATORY ONLINE TRAINING INSTRUCTIONS

You can access the training at: <https://powerdms.com/ui/Login.aspx?companyid=dstaf> [https://powerdms.com/ui/Login.aspx?companyid=dstaf]

Username: your email address

Password: Msu12345 (case sensitive) – please change your password after you logon.

1. Please **do not** use Internet Explorer to take this course. **Download Google Chrome for this course.**
2. You can complete this training one module at a time (~20 min. each) and take notes for the final exam. *This can be done over several days, working within your busy schedules.*
3. Be sure to select the "Finish Course" button at the end of each course.
4. The certificate will not be awarded to the user until that button is clicked.
5. Certificates can be accessed and printed from the "History" menu. It is not necessary you print off, but may if you wish.

If you have any questions or difficulties with the online training, contact Tara Moore, MSU Emergency Management Coordinator at tmoore@montana.edu [mailto:tmoore@montana.edu] or

994-5724.

If you have any questions or concerns regarding your roles and responsibilities as a club advisor please contact the Office of Activities & Engagement at 994-6902, email studentorgs@montana.edu [<mailto:amanda.staubyn@montana.edu>] or reply to this email.

[Crime Statistic Reporting Form \[/engagement/documents/Crime%20Statistic%20Form%202014.docx\]](/engagement/documents/Crime%20Statistic%20Form%202014.docx)

[Online Training FAQ's \[/engagement/documents/Online%20CSA%20Training%20FAQs.docx\]](/engagement/documents/Online%20CSA%20Training%20FAQs.docx)

Office of Activities and Engagement

Montana State University
222 Strand Union Building
P.O. Box 170545
Bozeman, MT 59717-0545

Tel: (406) 994-6902

Fax: (406) 994-6889

Director:

Kathy Tanner
engagement@montana.edu (<mailto:engagement@montana.edu>)



(<http://www.facebook.com/msucommunity>)



(<https://twitter.com/MSUOAE>)

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(<http://cms.msu.montana.edu/10?skin=oucampus&account=MSU-Bozeman&site=ActivitiesEngagement&action=de&path=%2Forganizations%2Fadvisor.pdf>)