

Graduate, Professional & Adult Student Life Organizational Handbook Sponsored Student Organizations

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GUIDING STATEMENTS

Philosophy Statement

We believe co-curricular involvement is an essential part of Loyola University Chicago. It provides students with opportunities to explore their interests across a multitude of disciplines and fields. Through a model of challenge and support, we are committed to helping students develop into strong leaders and positive agents of social change.

University Mission

We are Chicago's Jesuit Catholic University-- a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice and faith.

Graduate, Professional, & Adult Student Life Mission

The mission of Graduate, Professional, and Adult Student Life is to enhance the personal, social, emotional, spiritual, physical and professional growth of graduate, professional and adult students at Loyola University Chicago's Water Tower, Lake Shore, and Health Sciences campuses. We are committed to optimizing the student experience and fostering a transformative learning community.

Learning Outcomes

Because of actively engaging with Graduate, Professional, & Adult student Life, students will be able to . . .

- Students will be able to identify two resources that the university provides to enhance their success.
- Students will be able to explain how their program engagement has resulted in a greater personal connection to the Loyola Community.
- Student will be able to meet other students ranging in their same academic level through social, community building, and educational programs.

Honoring our Jesuit, Catholic tradition and a commitment to transformative social justice, Graduate, Professional, & Adult Student Life strives to exemplify the following values:

- **Collaboration:** We help to create an environment in which students from all academic fields can work to develop interdisciplinary solutions to complex societal issues.
- **Service:** We recognize that our gifts are to be used in the service of others; we believe that it is essential to connect with, and give back to, the wider community.
- **Social Responsibility:** We promote a community that engages in critical dialogue and examines social structures toward equitable and sustainable change.
- **Inclusiveness & Diversity:** We embrace differences in all forms and offer a safe space where we all learn about ourselves in the process of learning about others.

- **Connection:** We share in the work of building community among graduate, professional, and adult students; offer resources; and strengthen their associated peer network.

Areas We Support

Graduate, Professional, and Adult Student Life

WTCL serves Loyola’s Water Tower campus and graduate, professional, and adult student populations. Through this, we help support Graduate Sponsored Student Organizations (SSOs). These organizations are sponsored by university schools or departments and support the academic, spiritual, and social development of each member of the organization. We offer resource sessions that serve as a guide to beginning your journey at Loyola University Chicago. We also provide graduate socials, engagement opportunities, leadership opportunities, service opportunities, ministry and spiritual growth support, and support groups.

Departmental Special Events

These include a number of student-centered large-scale events which bolster the student experience and serve to foster friendship and development. Annual Events:

- August – Block Party
- September - GPA Boat Cruise
- November – President’s Ball
- December & May - Finals Breakfast

Terry Student Center

The Terry Student Center is the core of the Water Tower Campus. It is here that Loyola University Chicago students, staff and faculty will find the campus’ only housing option, the Wellness Center, bookstore, Lu’s Deli, and the Loyola radio station, WLWU. Water Tower Campus Life and Water Tower Campus Ministry also have headquarters in the Terry Student Center. It is our sincere hope that we have created an environment where the Rambler community can easily access campus resources, prepare for, engage and find respite from the rigors of academic life.

CONTACT US

**Graduate, Professional & Adult
Student Life**

26 E. Pearson St.

Terry Student Center (TSC), Suite 200

MacKenzie Rotherham
Program Director for

Chicago, IL 60611
PH: 312-915-6642
FX: 312-915-7910
/www.luc.edu/gpasl

Graduate, Professional & Adult
Student Life

STUDENT ORGANIZATIONS

Recognition

Each student organization given recognition by Loyola University Chicago is classified as a Recognized Student Organization - either *Registered* or *Sponsored*. Recognition affords student organizations multiple benefits, articulated below. You can find a list of all current student organizations [here](#). Filter for orgs under the Graduate, Professional, & Adult Student Life Umbrella to see organizations specifically for Graduate, Professional, and Adult students.

Registered Student Organizations (RSOs)

Graduate, Professional & Adult Student Life does not have RSOs. If you are interested in starting an organization, please look to your school and program for sponsorship. You may also look into joining undergraduate organizations that fit your interest.

Sponsored Student Organizations (SSOs)

Sponsored Student Organizations are student organizations formally recognized by the University and linked to a University department. They are classified as “sponsored” because they are departmentally supported. The financial resources used to support an SSO come directly from a University department.

Privileges of Sponsored Student Organizations

Sponsored Student Organization privileges vary depending on department affiliation; however, at minimum they do receive the following benefits:

- Use of University’s name in association with the organization’s activities.
- Use of University facilities in accordance with all applicable policies for meetings and activities.
 - Facilities must be reserved through the department in which you are sponsored; SSOs do not receive login info.
- Solicitation of membership on campus under the organization’s name.
- Access to LUCommunity the student organization online management system. This is where you can create a webpage, store documents; manage rosters and a number of other valuable tools.
- Use of campus bulletin boards and other designated posting areas.

- Expertise of a faculty/staff advisor designated by sponsoring department.
- Ability to promote the goals, purpose, identity, programs, and activities of the organization.
- Eligibility to participate in the fall and spring Student Organization Fairs.

Sponsored Student Organizations Expectations and Requirements

- Sponsor departments must submit a signed [Sponsored Student Organization Agreement Form](#) in LUCommunity which outlines responsibilities for the sponsoring department.
- Graduate SSOs are expected to adhere to all applicable institutional regulations. The University reserves the right to determine the appropriate time, place, content, and manner for conducting activities, and posting and distribution of materials on any of its campuses.
- Graduate SSOs are prohibited from hosting any events or programs during University breaks, holidays, finals, or the summer. The final permitted programming date for any given semester is the Sunday after the last day of classes.
- Graduate SSOs are expected to exercise good judgment in planning and promoting their activities. The University may deny or restrict the activities of student organizations. Officers of student organizations are responsible for assuring compliance with procedures and policies as outlined in this handbook and the [Community Standards](#). The University prohibits the following types of activities: Eating contests, raffles, date auctions, fundraising at (or with) a bar or tavern, and other events at the discretion of Graduate, Professional & Adult Student Life staff.
- A student organization accepts responsibility for a member's or group's behavior when:
 - a) the student is acting as a member of the organization, with or without official sanction, rather than as an individual student;
 - b) an event is held, officially or unofficially, in the name of the organization; or
 - c) The association between, or the action of the individual(s) is under circumstances which draw attention to the organization rather than to themselves as individuals.
- Sponsored groups are not required to attend workshops; they should receive their own departmentally specific trainings throughout the year.
- Graduate SSO advisors are expected to be knowledgeable of the University's policies and the contents of this handbook.

NEW ORGANIZATION APPLICATION

Sponsored Student Organizations Process

Application includes:

1. Preliminary meeting with Graduate, Professional & Adult Student Life representative (phone or in person)
2. Full time LUC faculty/staff advisor
3. Sponsoring University Department
4. Signed SSO Agreement Form

Applications for new Sponsored Student Organizations are reviewed on a rolling basis. All new organizations need to submit an application to Graduate, Professional & Adult Student Life via LUCommunity.

Once approved, your organization will have a profile created in LUCommunity. This will be your main resource for managing your new organization.

ANNUAL ORGANIZATION REGISTRATION RENEWAL

Sponsored Student Organizations are required to renew registration annually through LUCommunity. Groups or organizations that allow their registration to lapse will be denied all rights and privileges accorded student organizations and should not operate on University campuses.

Renewal Directions

Annual registration renewal involves updating the organization's LUCommunity portal in preparation for the coming academic year. During renewal, executive board contact information, the organization's constitution, advisor approval, and all other organization information should be updated. Pending student organization conduct may delay re-cognition.

ORGANIZATION MANAGEMENT

Executive Board

SSOs have a right to structure their organizations that best meets their needs and to accomplish the organization's mission and goals. The Executive Board (E-board) of your organization serves as the governing body and will be the main point of contact for the university along with your advisor.

Executive Board Expectations

SSO E-board members are expected to fulfill their roles and expectations of their job description as determined by their organization's constitution. Executive board members act on behalf of the organization and are held responsible both individually and as an organization when acting on behalf of that organization. Executive board members are expected to communicate with Graduate, Professional & Adult Student Life (GPASL) and other campus resources when needed. While GPASL and your sponsoring department should be utilized for

support, the executive board is responsible for leading the organization. E-board members are also highly encouraged to attend the various workshops and programs designed to support student leaders.

Constitution/Bylaws

It is critical that SSOs have and maintain an organization constitution. Your constitution should be the guiding document for the organization, and all matters related to an SSO must comply with the organization's constitution. SSOs are required to have a current constitution and review the constitution annually, in order to renew annual registration as an official SSO. WTCL will only recognize the constitution, which is located on LUCommunity.

Roster

All registered student organization are required to keep and maintain an active roster. This roster should include the names and email addresses of the members of the organization, especially your e-board. Additionally, your organization should upload their roster onto the organization's LUCommunity portal. All members listed in the roster, should also be members of the organization's portal on LUCommunity.

FACULTY/STAFF ADVISOR

Qualifications:

Advisors must be a full-time faculty/staff member of the University or a part-time faculty/staff member with approval from both their supervisor and the Director of Graduate, Professional & Adult Student Life.

When choosing an advisor, make sure to select someone who will devote time and energy to the organization, be an active participant and, when possible, have a connection and/or expertise related to the mission and purpose of the organization.

Role:

Advisors are to serve as role models and as resources to their student organization. Their role is to help facilitate the growth and development of students by challenging, supporting, and guiding them throughout their involvement in their organization. Additionally, advisors are to provide advice and counsel by sharing expertise, insights and ideas, and make recommendations when appropriate to help the organization reach their goals.

It is important to note that there are many different ways to advise, and some advisors choose to be more hands on than others. It is Graduate, Professional & Adult Student Life's request that when deciding to serve as an advisor, one should be an active participant and strong resource for the student organization.

Advisor Position Responsibilities:

- **Be visible** – make a strong effort to attend events and meetings hosted by the organization.
 - Assist in student organization leadership transition following student organization elections
 - Take an active part in helping the student organization form bylaws, guiding principles, and/or constitutional updates.
 - Meet regularly with the organization’s president to discuss organizational matters and to relay and update information.
 - Review any student-created designs to for use on any organization merchandise.
 - Assist in the planning and implementation of events held by the organization.
 - Serve as a liaison to connect the organization with campus and community resources.
 - Communicate when necessary, with Graduate, Professional & Adult Student Life staff on behalf of the organization.
 - Be knowledgeable
 - Read and understand University policies relevant to organizations and communicate these to the organization leadership.
 - Be abreast of all paid and unpaid contracts for performance or service agreements; ensure that such agreements are getting proper review and signature.
 - Be aware of important deadlines and paperwork that the organization needs to turn in to Graduate, Professional & Adult Student Life.
- **Be a mentor** – Work with students to help them discover their strengths and talents and find ways to put those talents into action.
 - Assist in the development of leadership skills among members by providing guidance in issues regarding time management, budgeting, and assertiveness. Encourage all members of the organization to be involved.
 - Nominate qualifying student leaders and the student organization for various recognition awards.
 - Please utilize these opportunities as leadership development and teachable moments for our students.
- **Be helpful** – Provide advice and counsel by sharing expertise, insights and ideas, and making recommendations when appropriate to help the organization reach their goals.

- Discuss and establish expectations of both the advisor and the student organization membership.
- Supervise the organization's planning and events to make every effort to ensure that these activities are in line with all University policies, as well as federal, state and local laws.
- Complete the Advisor Registration Form during the annual student organization renewal
- Provide continuity and stability over time and help the organization communicate consistent goals and values.
- Assist new officers in order to build on history and develop long-term plans for the future of the organization.

LIABILITY AND RISK:

In the event that a claim arising from the organization's activities is brought by a third, outside party against a recognized student organization's advisor, the advisor may be covered under the University's General Liability policy so long as they are acting at the direction of the University. They must be performing services on behalf and with the express direction of Loyola University Chicago to be covered. Actual coverage determinations will take into consideration the facts and circumstances of the claim and the relevant insurance policy terms and conditions.

ACTIVITY POLICIES

Activities can be the hallmark for Student Organizations. Loyola University Chicago provides a vibrant, diverse, and robust series of activities. There is a lot of hard work and dedication required to make any activity successful. It is the responsibility of every SSO to understand fully all activity policies and requirements.

Space Reservations

All Student Organizations are afforded the privilege of being able to request and use University space and facilities. The University values the contributions and programs that sponsored student organizations provide for the campus community and firmly support those initiatives by providing space for SSOs to function; however, this privilege comes with responsibilities and expectations.

To reserve space on campus, please have your sponsoring department make the reservation for you through [25Live](#) + Campus Reservations.

Expectations

- All reservations are submitted at least **14 business days** in advance.

- Student organizations should only request space that the organization intends to use. This includes requesting the most appropriate space for the type of activities you are conducting. This includes taking into consideration the size of the space you need and the duration of your activity.
- Student organizations are expected to notify Campus Reservations at least 24 hours in advance if a space is no longer needed by that organization. This allows other organizations the opportunity to accomplish their mission and purpose. If unused spaces are not canceled at least 24 hours in advance, room reservation privileges will be suspended for a minimum of 1 week.
- Student organizations are expected to return spaces to the same condition that they were given. This means everything from cleaning up after your organization's activity to making sure all lights and technology are powered down.
- Student organizations are expected to have their room reservation confirmation on hand to ensure that the appropriate parties are using campus spaces.

Contracts

Sponsored Student Organizations may establish agreements with non-Loyola businesses or individuals for services and Loyola students (paid or unpaid). You must send all contracts through your sponsoring department. Please refer to them for their policies on contracts.

Students must never sign a contract. Loyola University Chicago will not be responsible, financially or otherwise, for any verbal or written agreements entered into by students, student organizations, or unauthorized University faculty and staff advisors. All costs and fees eligible for payment/reimbursement must be detailed in the contract and signed by a member of the sponsoring department in order to be valid.

Any time an SSO establishes an agreement for service (anything other than tangible goods) with an off-campus individual, group, or company, a contract must be used (regardless of cost or fee – forms must be filled out even when fees are waived). Any off-campus individual, group, or company includes, but is not limited to:

- Artistic performances
- Speaking engagements
- A/V, sound, staging, or other media equipment rentals
- Workshops, trainings, or group instruction
- Inflatable games or other entertainment equipment
- Transportation services
- Catering services
- Rental agreements

There are several different elements comprising a “contract.” Sample elements of a contract, include but are not limited to:

- Vendor Information & Substitute W9 Form
- Vendor Certificate of Insurance (COI)
- Loyola Performance/Vendor Contract (in LUCentral)

A sample complete contract can be found [here](#).

Students must never sign a contract, both on behalf of an organization and as an individual member of an organization. Violation of this policy is a serious offense and will be referred to the Office of Student Conduct and Conflict Resolution for failure to comply. SSOs or SSO members may also be held financially responsible for any personal contractual agreements or monetary damages.

UNIVERSITY POLICIES

It is student organization’s responsibility to follow both the university’s [Community Standards](#) and Water Tower Campus Life policies.

Demonstration, Free Expression, and Fixed Exhibit Policy

Loyola University Chicago is a Catholic, Jesuit university located in one of the most vibrant and diverse urban centers in the world. As an institution committed to social justice and higher education in the Jesuit tradition, the University community recognizes the importance of its role as a “marketplace of ideas” where freedom of inquiry and open exchange of conflicting viewpoints is generally supported and encouraged.

As a private university, however, Loyola reserves the right to limit or otherwise regulate organized demonstrations and exhibits that disrupt the operations of the University, threaten the safety or well-being of the University community, or otherwise run contrary to the University’s Catholic, Jesuit mission and heritage.

Such regulations may be imposed at the discretion of the University and may be based on the time, place, manner, content, and/or viewpoint of the proposed demonstrations and exhibits.

The full policy can be found in the [Community Standards](#), Article VI, Section 603. For a copy of the most current Loyola University Chicago [Community Standards](#), please click [here](#).

Film Licensing Policy

In accordance with federal law, student organizations who wish to screen films must obtain the screening rights for the film. This can be done through the LUC library system.

If the library does not hold the screening rights to a film, those rights can be purchased online through www.colleges.swankmp.com.

Gambling (Raffles) Policy

Gambling, raffles, and unauthorized games or contests of chance are prohibited when associated with a Sponsored student organization. “Raffle” means any event requiring a fee for, or to increase, a chance to win a prize. For more specifics on the gambling policy, please see the [Community Standards](#).

Pet and Service Animals Policy

Pets must be on a leash at all times while on University premises, and except as otherwise specified in this policy, unauthorized animals and pets are prohibited in all University facilities, including residence halls.

Students requiring the assistance of service or support animals must request such accommodations with the Office of Services for Students with Disabilities, visit www.luc.edu/sswd.

In observance of this policy, organizations are not permitted to hold events with animals present, even for educational purposes.

Political Activities

Loyola University Chicago encourages all students, faculty and staff to be politically active, supporting the candidates and causes of their choice. Political activity is an important expression of citizenship, and the exploration of opposing points of view on matters of public policy is an important and vital learning opportunity.

As a tax-exempt, charitable institution, however, Loyola University Chicago is subject to the rules and regulations of the Internal Revenue Code, which prohibit the University from participating or intervening in any political campaign or in any partisan political activity. Federal Election Commission regulations also place additional limitations on political activity at educational institutions.

For those reasons when student organizations are planning any political activities, please consult the University’s Guidelines for Political Activities Policy (www.luc.edu/policy).

Posting Policy

Recognized Student Organizations (SSO + RSO), and Loyola offices, departments, colleges, schools, and institutes are welcome to promote their events and initiatives on the bulletin boards within the public areas of most buildings on campus. Each campus (Water Tower,

Lakeshore, and Maywood) have separate policies about posting. Please reference each campus' below.

- WTC Posting Policy [here](#)
- Lakeshore Posting Policy [here](#)
- Maywood Posting Policy – Contact HSD Marketing and Communications [here](#)

What you can post

All materials should promote events and initiatives sponsored by Sponsored Student Organizations (SSO), and Loyola units. They should include the name of the sponsoring organization and contact information. All materials should look professional. Handwritten signs are not allowed.

Materials may not be approved if they contain:

- Any reference to illegal substances, unless in connection with an anti-drug message
- Offensive language, images, and/or graphic illustrations
- Language and/or graphic illustrations that dehumanize individuals based on race, age, color, sex, religion, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law
- Any information that violates local, state, or federal law or University policies
- References by undergraduate student organizations to the use, sale, or possession of alcohol at an event sponsored by the organization
- Material that is contrary to the values of a Jesuit, Catholic university
- Only staples, tacks or masking tape may be used to post flyers. Materials may be posted only on bulletin boards in hallways and classrooms designated for general use. Postings may not cover, deface, or remove the posted materials of another organization. The appropriate office or department that manages the space in question must approve all postings.
- The use of sidewalk chalk is prohibited.

The organization and the individual students participating are jointly responsible for the content of posted materials. The group must ensure that no University policy is violated and that the material is not offensive to the campus community.

The University reserves the right to regulate locations on-campus where distribution of materials can occur. For approved activities, a place for distribution will be assigned and tables, chairs, or booths may be provided.

Materials may not be distributed outside buildings where normal flow may be impeded or inside buildings and offices, except from reserved tables/booths. Materials may not be placed on car windshields.

Solicitation Policy

Solicitation is an attempt to approach the campus community with the intent to sell, request or promote an idea, product or service. The right to solicit on campus is limited and governed by the policy listed in the [Community Standards](#), which can be found at www.luc.edu/osccr.

Speaker Policy

Loyola University Chicago is committed to standards promoting speech and expression that foster the maximum exchange of ideas and opinions. The Speaker Policy aims to assure the promotion of opportunities for the free expression and exchange of ideas, the lessening of conflict between the exercise of that right and the rights of others in the effective use of University facilities, the reduction of possible interference with the University's responsibilities as an educational institution and the preservation of the University's status as a 501(c) (3) tax exempt organization.

Furthermore, the policy is designed to ensure adequate preparation for an event and to ensure that the event occurs in a manner appropriate to an academic community. The University reserves the right to cancel, reschedule or relocate a speaker or an event in those rare occurrences where an individual, a speaker or an event might create safety concern, or where the University may be used as a platform to disparage the Catholic identity or mission of the institution.

For the full explanation of the University's Speaker policy, please see www.luc.edu/policy.

Ticket Sales/Distribution

Student Organizations are permitted to sell tickets to their activities, both to the Loyola University community and to the greater Chicagoland community. All pre-sale ticket sales open to non-members must be done through the Damen Student Center or Terry Student Center Information Desks. If an SSO is selling tickets at the door of an event, those ticket sales need to be done using a Cash Box (see the Cash Box Policy).

Tickets should not be sold online (i.e. – Eventbrite) except through the Loyola University Marketplace.

To sell tickets at the Damen Student Center or Terry Student Center Information Desks, organizations must complete a [Ticket Distribution Form](#) found on LUCommunity.

RISK MANAGEMENT

Food Distribution

The safety and wellbeing of the Loyola community is of the utmost importance. To ensure the health and safety of all participants, home-prepared foods of any kind are prohibited for sale and/or distribution. Student Organizations are encouraged to work with Loyola University Chicago's food service provider, Aramark, when catering or providing food for the University community.

Food Sales and Distribution Requirements:

Any SSO sponsored event that is open to non-members, including Alumni, must follow the below guidelines.

- **DO NOT PREPARE ANY FOOD AT HOME** (includes residence halls) – home-prepared foods are strictly prohibited.
- Food must be purchased or donated by a [preferred vendor](#).
- Only prepackaged, store bought or donated items may be sold/distributed. Student organizations may not purchase bottled water (including gallon size or larger) with university funding. Organizations are encouraged to contact LUC Catering (www.luc.edu/catering) to secure water for on-campus events.
- To prevent contamination it is required that SSO representative's serve all food while wearing gloves, whether being distributed or sold. The only exception is when food items are individually wrapped.
- All baked goods must be from a preferred vendor and must be portioned out for single servings.
- No seafood of any kind.
- No eating, drinking or smoking is allowed while engaged in food handling. Wash hands after eating, drinking or smoking before resuming food handling.
- All food transported must be protected from contamination at all times (use food shields, covers, keep off of the ground, etc.).
- Provide trash containers and recycle bins positioned conveniently throughout the duration of the event.
- Donovan Reading Room, Information Commons 4th Floor, Mundelein Palm Court, Piper Hall, Sky Lounge and Pere Marquette (on the Lakeshore campus) are spaces that only allow catering from Aramark. These rooms have historical value and significant items that could be damaged if not cared for properly.

Cookouts or grilling is prohibited unless Aramark is used as the food service provider. Vendor must supply and cook food. Students may serve food but are required to wear gloves.

Current Loyola students must be the individuals responsible for the distribution of the food items to the general student population.

Food vendors listed on the preferred food vendor list have provided both documentation of safe food handling procedures and a W9 form. The list can be found [here](#).

Hazing Policy

Hazing is a broad term encompassing actions or activities often associated with initiation or group associations which inflict or attempt to cause mental or physical harm or anxiety, or which demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants. Hazing can also be defined as any behavior that intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation, full admission, or affiliation with any organization or group. Any activity that promotes a class system or subjects a certain sub-group to subservience in any form may also be considered hazing.

Hazing is expressly prohibited by the University and by Illinois law (720 ILCS 120). Actions and activities that are explicitly prohibited can be found in the [Community Standards](#) at www.luc.edu/osccr and at www.hazingprevention.org.

No hazing prevention program is mandated for SSOs, but it is highly recommended. Preventzone Hazing Prevention Module found here: <https://luc.prevent.zone/>

Liability Insurance Information

Student Organizations

Sponsored student organizations may be eligible for coverage under Loyola University Chicago's general liability insurance policy in the event of a claim brought by a third, external party. The nature and type of claim and the policy terms and conditions would determine actual coverage. If your student organization is working with a contracted external party, it is mandatory that you work with the external party to obtain a certificate of insurance naming Loyola University of Chicago and the SSO and their respective officers and representatives as "additional insureds" on their general liability insurance policy.

Individual Students

In the event that a claim arising from the organization's activities is brought by a third party against an individual student, the student may be covered under the University's General Liability policy, so long as they were acting at the direction of, complying with the policies and procedures governing conduct at, or performing services primarily for or on behalf of Loyola University Chicago. Actual coverage determinations will take into consideration the facts and circumstances of the claim and the relevant insurance policy terms and conditions.

Student Organization Advisors

In the event that a claim arising from the organization's activities is brought by a third, external party against a ,recognized student organization's advisor, the advisor may be covered under the University's General Liability policy so long as they are acting at the direction of the University. They must be performing services on behalf and with the express direction of Loyola University Chicago to be covered. Actual coverage determinations will, take into consideration the facts and circumstances of the claim and the relevant insurance policy terms and, conditions.

Personal Medical Insurance Information

Students enrolled at Loyola University Chicago are required to maintain personal medical insurance and are, responsible for personal medical expenses incurred while participating in an event. For certain activities, students may be required to sign waivers acknowledging that they are responsible for their own medical expenses in the event of injury while participating in an activity.

General Liability Waivers

[Liability waivers](#) are required for any event that presents the potential for danger to any participant. If you are unsure about whether or not your event requires a waiver please contact Graduate, Professional & Adult Student Life.

General liability waivers can be found here: <https://orgsync.com/70394/files/1515353/show>

Once a waiver is obtained, please follow the steps below:

- Each person must sign their own waiver.
- Have each participant sign the waiver and turn it into the event coordinator prior to the start of the event. If the event involves a departure from campus, participants must sign and turn in their waiver prior to leaving campus. Any participant who does not sign a required waiver will not be allowed to participate in the event, including any transportation.
- Students under the age of 18 must have obtained a signature from a parent or legal guardian – 10 business days' advanced notice is required for them to participate.
- The sponsoring department must keep the signed waivers for at least 5 years per the university's policies.

Sponsored Student Organization Alcohol Policy and Guidelines

When hosting an event or activity with alcohol, on or off-campus, it is required that the sponsoring SSO coordinate activities with their sponsoring department or office and comply with [the Loyola University Chicago Alcohol and Other Drugs Policy](#).

Sexual Misconduct and Harassment

LUC believes in a no tolerance policy for sexual misconduct. Members of the LUC community, guests, and visitors have the right to be free from sexual misconduct. For specific policies, please reference the [Community Standards](#) (www.luc.edu/osccr) for detailed policy information. For survivor resources, Loyola has established a Coordinated Community Response Team (www.luc.edu/ccrt).

Gender Based Violence Support Resources and Reporting Options can additionally be found here: <http://www.luc.edu/wellness/resources/sexualassault/index.shtml>

Transportation and Travel

All domestic and international travel by sponsored student organizations and their members must be coordinated and approved by the sponsoring department in agreement with the university's policies.

Work with Campus Transportation to arrange transportation services or for additional information visit www.luc.edu/transportation. All organizations must read and abide by, as applicable, the University's [Motor Vehicle Records and Vehicle Use Policy](#) and [International Travel Policy](#).

Reporting

EthcisLine is a centralized and confidential 24/7 web and phone reporting system to report incidents that may involve misconduct by faculty, staff, and students; discriminatory actions, academic, financial, and/or regulatory compliance; or other violations of University policy.

The university is committed to the highest ethical and professional standards of conduct. To fulfill this commitment, the University relies on each community member's ethical behavior, honesty, integrity, and good judgement.

Reports submitted via the EthicsLine Reporting Hotline will be handled as promptly and discreetly as possible. Loyola is committed to safeguarding the confidentiality of individuals who submit reports and encourages reporting of misconduct by providing whistleblower protections for good-faith reports.

To Make a Report:

- File a report online at Luc.edu/ethicsline or by calling 855.603.6988

- Follow up within 3-5 business days of filling a report.
- At this time, you may receive additional follow-up questions or updates.

OBTAINING FUNDING

As a Sponsored Student Organization, your sponsoring department should be your main source of funding. Organizations may raise money for special events or charge members admission to events as long as those activities follow the guidelines below.

Corporate/Non-profit Co-Sponsorship

Any student organization engaging in soliciting on or off-campus individuals or companies must coordinate these activities with the sponsoring department. All sponsorship must be appropriate for a Jesuit, Catholic university. Student organizations are encouraged to solicit proposals from more than one similar vendor for the same event. The exclusive right of a sponsor to be the sole support of any student organization is prohibited.

Sponsor's identification may not exceed the amount of identification of the student organization, clearly designating that the event is sponsored by the student organization. All promotional events must conform to all existing federal, state, and municipal laws and University policies. Sponsorship with corporations or businesses, which produce, sell, or distribute alcoholic beverages is prohibited. All sponsored programs should have an educational value.

Fundraising/Revenue-Producing Events

SSOs may raise money for internal organization operations, or for philanthropic purposes. The fundraising activities should relate to the organization's mission.

For revenue-producing events, an admission fee may be charged to reserve seats or ensure attendance. Groups anticipating participation from outside of the University should plan accordingly.

Funds raised must not be considered taxable revenue. If the following three factors apply, the revenue MAY be taxable:

- Is this a trade or business activity looking to generate a profit?
- Does this activity occur on a regular basis (daily, weekly, monthly, etc.)?
- Does this activity specifically relate to Loyola University Chicago's educational mission? If NOT, then it may be taxable.

Any external group or organization receiving a donation from an LUC student organization must meet the following criteria.

- Must be a 501(c)(3) non-profit organization
- Cannot be a political organization
- Must align with the SSO's mission
- The following fundraising options are permitted on campus, but are not limited to:
 - Bake Sales (See food distribution policy on p. 23)
 - Selling items (flowers, donated items, etc.)
 - Selling services (car washes, waiting tables, etc.)
 - Rummage Sales
 - Charging admission, in the form of ticket sales
 - Selling concessions at an event
 - Collection of dues or membership fees
 - Off-campus business donations of goods or services (to be used at an event – pizza, prizes, etc.)
 - Asking for monetary donations

Prohibited fundraising methods include but are not limited to:

- Online money transfer methods (i.e. - Chase Quickpay, Venmo, PayPal, Square, etc.)
- Campaign solicitations and campaign fundraising activities. Funds for political candidates or campaigns may not, under any circumstances, be solicited in the name of Loyola University Chicago or on Loyola's campuses. Loyola students, faculty, and staff may make personal contributions to the candidate(s) of their choice.
- Raffles and/or lotteries. Any event requiring a fee in exchange for a chance at a prize may qualify under Illinois law as a raffle. The legal ramifications of holding a raffle are serious. If there is any question about whether your activities could be considered a raffle or lottery please contact the Office of Water Tower Campus Life.
- Events/activities promoting and/or providing alcohol.
- Eating contests.
- Date auctions.

Online Fundraising

Student organizations may be approved for online fundraising for charitable/non-profit organization if they meet the following guidelines:

- Charitable/non-profit organization provides online portal for fundraising.

- Funds go directly to the charitable/non-profit organization, and students do not have access to funds.
- Donation pages may not use the LUC logo, crest, or other trademarks.
- Organization is consistent with Loyola University Chicago's Mission.
- Sponsoring department approves request prior to engaging in fundraising.

Donations and Tax ID Numbers

Receiving a donation:

Student organizations are permitted to accept funds or contributions from the campus community (students, faculty/staff, and alumni) and/or off-campus entities (individuals, businesses, corporations and/or foundations) under the following guidelines:

- The donation directly relates to the mission and purpose of the student organization as indicated in the organization constitution
- Proceeds were voluntarily contributed with the understanding of the cause or purpose
- If the donation is in the form of a check it must be made payable to Loyola University Chicago and is processed according to the tax deduction procedure outlined in the Tax Identification Numbers section or it must be made payable directly to the external charitable organization.
- If the donation is made in cash, the funds must be deposited directly into the sponsoring departments' account to be used for funding internal activities congruent with organizational purpose and/or to be given to an IRS-recognized 501 (c) (3) organization excluding political organizations or unrecognized groups.
- If donor requests documentation for tax deduction purposes, please see Tax ID Numbers section below.

Tax ID Numbers:

Tax identification numbers are the way the government tracks organizations. Loyola University Chicago does not give out their Tax ID Number just like you would not give out your SSN/personal identification number. If an outside entity requests LUC's Tax ID number in the context of a donation agreement please consider the following:

- Donations can only be tax deductible if the donation is given directly to Loyola University Chicago (not to the SSO specifically).
- Donations have to be deposited through the Division of Advancement and then the donor can receive an acknowledgment letter that can be used for tax deduction purposes.
- Loyola University can send out a letter to the donor only if the funds are processed through the Loyola University Financial System.

- Cash donations cannot be tax deductible.

Here is the procedure that must be followed in order to receive a tax deduction from Loyola University Chicago:

- The check is made out to Loyola University Chicago with the specification of where funds should be devoted or distributed.
- The check is given to the Loyola administrator in the sponsoring department who will make sure that the check is deposited to your student organization account.
- The acknowledgment letter will be sent to the donor from the sponsoring department. That letter can be used as the supporting document for tax deduction purposes.
- If expenses are approved, the check will be issued to the vendor.

MANAGING FUNDS

Illinois Sales & Use Tax Guidelines

All student organizations are liable for the collection of sales and use tax on the sales of tangible personal property. Tangible personal property which Illinois sales tax applies to include apparel, food and beverage items, and books as well as other items. The current Illinois sales tax rate is 9.25% for purchases made in Chicago (Water Tower and Lake Shore Campus). The tax rates vary for HSD and LUREC, please contact the General Accounting office for tax rates at those locations.

Examples of fundraisers/sales subject to IL sales and use tax:

- T-shirts sold by a student organization
- Ticket sales for events which include food and beverages
- Examples of fundraisers/sales exempt from IL sales and use tax:
- Bake sales that take place annually or a small number of times within a year
- Small items (value not to exceed \$10.00) given as a token of a donation to an organization

Outside Bank Accounts

Student organizations are not permitted to hold an outside bank account, Paypal account, Bill Highway account, or any similar external fund management service. It is in the best interest of the student organization to utilize their sponsoring department for all organizational banking needs. Under no circumstances are graduate student organizations authorized to associate Loyola University Chicago with an outside bank account in any manner (name, identification

numbers, and tax-exempt numbers). An account of this type is not under the control of and is not the responsibility of Loyola University Chicago.

The only exception to this University policy includes nationally recognized organizations with 501(c) (3) status; in those cases, the bank account must be in the name of the national organization. No organization can open a bank account under the Loyola University Chicago name.

Any student who opens a sponsored student organization account with an external bank is not only in violation of University policy, but also assumes personal risk and responsibility associated with that account.

Fund Management Violations

Violation of Water Tower Campus Life policies is a serious matter. Failure to follow policy or procedures or to follow through on expectations and requirements by an organization or its members reflects poorly on the group and disrupts the University community.

Accountability measures may include, but are not limited to:

- Temporary expenditure freezing of the sponsoring department account
- Denial of Room Reservation permissions for the semester or year
- Rescinding of SSO status
- Mandated training or workshops
- Participation in appropriate conflict resolution processes through the OSCCR

At the discretion of for serious or repeated violations, the organization and/or its members and officers may be referred to the Office of Student Conduct and Conflict Resolution (OSCCR) for failure to comply with University policy. Officers in elected positions may be held personally responsible for the actions of the membership. Please refer to the [Community Standards](#) for additional information about University policies.

ADDITIONAL INFORMATION

This handbook is subject to change, pending any local, state, federal, or university policy changes. For the most up to date version of the handbook, please visit www.luc.edu/gpasl