

Graduate, Professional, & Adult Student Life

Organizational Handbook

Sponsored Student Organizations

Please note that the following Sponsored Student Organization policies are university-wide, though some sponsoring schools also incorporate their specific policies in the handbook as well.

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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, & 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.
- Students 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, & Adult Student Life (GPASL)

GPASL serves Loyola’s 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, WLUW. GPASL 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
Chicago, IL 60611

MacKenzie Rotherham
Director

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 Registered Student 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.
 - Stritch School of Medicine name policies: The signature, or logo, is the combination of our mark with our name: LOYOLA UNIVERSITY CHICAGO or LOYOLA UNIVERSITY CHICAGO STRITCH SCHOOL OF MEDICINE. These elements appear in an unchangeable fixed relationship and should not be separated. Any desired usage of the logo must be approved by the HSD Communications Office. Altering the colors and/or proportions of the lettering and shield in the logo is not allowed.
- 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 information.
 - Student Leaders of SSOs within Stritch School of Medicine are able to make reservations for on-campus events. Please refer to the Activity Policies section for more information
- 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 or liaisons by sponsoring department.
- Ability to promote the goals, purpose, identity, programs, and activities of the organization.

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 training(s) 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:

- Preliminary meeting with Graduate, Professional, & Adult Student Life representative
- Full time LUC faculty/staff advisor or liaison
- Sponsoring University Department
- 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.

New Organization Application: Stritch School of Medicine

To create a new student org on campus, email Catherine Jardien (cjardien@luc.edu)

- Must register with at least 2 leadership members and 5 active, non-board members.

Stritch School of Medicine Organization Registration consists of the following:

- 1-) An official application form which includes the proposed name of the organization, a statement of purpose and the name and signature of a member of the full-time Loyola University faculty or professional staff member who is willing to serve as the group's liaison. The OSL may consider faculty and professional staff who are associated with an LUHS affiliation as an advisor.
- 2) A list of officers and members for the proposed organization. A group must have a minimum of two officers. The maximum number of allowable officers for a group is five. A membership list of 5 or more Loyola University Chicago HSD students, in addition to the proposed officers (at least two) shall be submitted with the initial application.

- 3) All student groups use a standard constitution and set of by-laws. Please review and acknowledge them.
- 4) If the organization is affiliated with a local, regional, national or international organization, a copy of the "parent" organization's information is required.

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 to 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 recognition.

Student Organization Requirements: School of Law

- All student organizations are required to annually submit the Student Organization Registration Form [here](#).
- Every student organization must have a constitution and/or bylaws on file with the Student Services Team. If not, a sample template will be provided
- Each student organization has a page on the School of Law's website. Update your information using this form [here](#) no later than Friday, September 30, 2022
- At least one executive board member must attend a Student Leader Meeting, scheduled for Tuesday, August 23, 2022 at 12-1 p.m. (Room TBD) and/or 5-6 p.m. (Room TBD). If someone is not able to attend, please schedule a one-on-one meeting with the Student Services Team to discuss all policies and procedures. These must be scheduled for no later than Friday, September 30, 2022. Failure to do so will affect your student organization's standing. Student leaders are responsible for sharing the information contained in this handbook and discussed at all meetings with their executive board and members
- Participate in the Student Activities Fair during the Fall semester scheduled for Thursday, August 25, 2022 at 12-2 p.m. in Kasbeer Hall. Information about how to reserve a table will come from the SBA (Student Bar Association)

- Participate in SBA's Club Congress meetings to help inform other student organizations about upcoming events and activities
- More information regarding steps to plan and host events can be found in this handbook. Planning should be done in consultation with each student organization's faculty advisor.
 - Develop a prospective calendar of activities/event for the academic year and share with the Student Services Team.
 - Develop comprehensive budget proposal for the entire academic year and share with the Student Services Team.
 - Host a kick-off meeting and provide the Student Services Team with a list of all registered members
- Host, at minimum, one full membership meeting per semester (including a virtual option for Weekend JD student participation)
- Host, at minimum, one event (panel, speaker, etc.) per academic year

Student Organization Requirements: Stritch School of Medicine

All student organizations are required to register with OSL in order to maintain their status as a registered student organization. This annual registration process requires the organization's leadership to submit:

- Updated officer list (outgoing leader)
- Updated liaison form (outgoing leader)
- Financial disclosure (outgoing leader)
- Bylaws agreement acknowledgment (incoming leader)
- Leadership guide acknowledgment (incoming leader)

All of the preceding items must be submitted to OSL by April 15th. Failure to comply with the registration deadline will result in loss of eligibility for MSU funding (or other source of Stritch funding/sponsorship) until April 1st of the following year for that organization. Organizations that are 'inactive' will remain on the master list (and MSU website) designated as inactive. To activate them, student leaders simply need to submit the required registration documents.

Changes to leadership or liaison of a student organization during the academic year must be sent to OSL in writing. Organizations making changes to purpose must submit those changes to OSL for final approval. An evaluation will be made annually to ensure compliance with University policies.

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.

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. GPASL 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.

Officers: Stritch School of Medicine

All members must be currently enrolled students at Loyola University Chicago Health Sciences Division programs. Groups may offer membership to Loyola University faculty,

administration, alumni, and staff on an associate member basis. **Associate members may not vote or hold office.**

The officers/editors of all student organizations must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment, and throughout their term of office. A student is considered to be in good academic standing as defined by the policy of their school or college. A student who is not in good standing may be removed from office or from group membership. The University does not recognize the right of any organization external to the University to decide questions of membership. **At the medical school, first year students may not become an elected officer until after January 1. Student group leadership 'changes hands' in March/April each year.**

Leadership

- No student is allowed to hold more than 2 leadership positions—no more than 1 being President/Co-President—across ALL student life organizations (MSU-funded or not). This is a Student Life rule and applies to ALL registered and sponsored student organizations.
 - Students may petition for a 3rd position that is as an MSU rep only - contact Catherine Jardien at Student Life (cjardien@luc.edu) for approval.
- M1s are not allowed to hold officer positions with any student organization until January.

Attendance requirements

One representative from each student org must attend monthly MSU meetings to retain active funding status and good standing with the Office of Student Life.

- A student may represent up to—but no more than—2 organizations.

Missing more than 2 meetings will result in loss of additional funding and risk the student organization's status. Notification of absence must be sent 24 hours prior to the meeting unless due to extenuating circumstances.

- If notification of absence is not sent 24 hours in advance, the absence will count as 2 absences. Any additional absences will result in the loss of additional funding.

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.

Liaisons Role: Stritch School of Medicine

All student organizations must have at least one liaison who is a member of the University faculty or full-time administrative staff. Liaisons serve for a year and must be renewed yearly. There is no limit to how many consecutive years a liaison may serve. In selecting a liaison, the group should seek someone who shares with them the interests around which their organization is formed. The liaison’s leadership and guidance are

both welcome and expected for all activities and events. A group may choose to have more than one liaison but must designate only one liaison as the primary for the group. If the primary liaison resigns, the organization has the responsibility to find a new liaison within two months. The liaison's name should be submitted to the OSL for review prior to the potential liaison being contacted by the student group.

All student organizations must coordinate with the OSL for events and endeavors. This is to ensure compliance with university policies and efficient coordination of the calendar (to avoid conflicting events to the greatest extent possible).

Responsibilities of Liaisons and the OSL

Liaison	Office of Student Life
Attend meetings as needed	Assist with building reservations
Assist in planning events	Assist with financial management & fundraising logistics
Provide direction, leads, resources, and connections to identify speakers and expertise	Ensure compliance with university policies for alcohol, travel, logo use, building use, etc.
Assist with events, fundraising, and activities	Register organizations
Plan approved travel	Approve speakers
Invite approved speakers	Organize conferences
Encourage compliance with OSL and university policies	Organize & approve travel as needed

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.

Events: School of Law

1. In-Person Events: All student organizations or other school-sponsored events are expected to comply with Loyola University Chicago policies and local public health guidance.

a. General Events are a part of the day-to-day life of the School of Law. These frequently draw an internal audience and often require few elements outside of securing a date on the calendar, obtaining a room, and advertising the event through Law School Announcements. Examples of these events include student organization meetings and lectures.

b. Major Events typically require far more time and planning, and are often higher-profile. These might draw audiences externally, from Loyola alumni, or from the wider public. These events will often require elements such as media and technology support, advance invitations, and advertising. Examples of these events include journal conferences and symposia. Student organizations must contact the Administration to discuss major events.

2. Virtual Events: Hosting events remotely (both general events and major events) is an opportunity to think creatively. Is there a speaker the student organization has always wanted to host, but travel or other accommodation fees have made it cost-prohibitive? Now is the time to think about reaching out to those individuals to see if they would be willing to do a virtual event. The Student Services Team can advise on the technology available to student organizations as well as creative ideas for virtual events and meetings.

3. Career-Related Programs: Any student organization wishing to host a career-related event should contact Director Marianne Deagle with the Office of Career Services, to help with planning. This meeting should occur 5-6 weeks before the desired program date to ensure alumni participation.

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.
 - School of Law: If you would like to request a space in the Corboy Law Center for this event, you will need to complete the Law School Space Request Form [here](#).
 - Room requests must be submitted at least seven (7) days before the proposed event.
- 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.

Space Request: School of Law

- Fill out the School of Law Event Request Form [here](#).
- Consult the [School of Law Calendar](#) to determine any scheduling conflicts that may draw from event attendance. There may be times when student organizations will not be permitted to schedule room reservations during important Law School programs.
- Meet with the [Student Services Team](#) to address any questions and concerns
 - Room requests must be submitted at least seven (7) days before the proposed event.

Space Requests and Reservations: Stritch School of Medicine

This section will provide information about reserving space for your events on campus and an overview of what rooms are available for student booking and what rooms should be reserved through Student Life. You must be a registered student organization in good standing in order to reserve space on campus.

To request use of any rooms, please indicate which room(s) on the Program Request Form. Student Life will confirm if that space is available and reserve it for you.

The CTRE, Library, CALL Lab, and Quiet Study Room (in the Nursing School) are prohibited for use as student event space.

For regular board meetings that don't require a Program Request form on file, you may request a room through the Room Scheduler. To request space on the HSC campus, you must use the Room Scheduler, which can be found on [Loyola Wired](#). Note: You must be on campus in order to use the Room Scheduler. There are two methods of requesting space, and the directions for each are explained below. After completing the room request, you will receive two emails: the first is to tell you that you've submitted a request, and the second will confirm whether or not the request was fulfilled. Please note: **Unless you get a SECOND confirmation email, your room request has not been fulfilled.** If you're not sure if your room request has been confirmed, please email ssom-studentlife@luc.edu.

Program Request

The [Program Request Form](#) is a tool to help you plan your organization's event or activity. It provides all the details of your program to the Office of Student Life so that the proper university departments can be notified of your needs.

- Your organization **MUST** fill out a Program Request Form to hold an event/activity.
- The Office of Student Life will review your request and notify you if it's been approved within 48 hours.
- Program requests **MUST** be submitted **at least 10 calendar days prior to your event/activity.**
 - Any requests submitted after 10 calendar days will be reviewed and approved at the discretion of the Office of Student Life.
- General meetings and executive board meetings for your student organization do not require an event request form, however please be

sure to reserve space for your meeting. Please see the “Campus Room Requests” section below to learn how to reserve campus space.

The Program Request Form can be found on the Student Life website, or by clicking [here](#).

Booking a Room

- <https://portal.luhs.org>
- Log in with your UVID (email)
- Click on Room Scheduler
- Schedule a Room OR Recurring Scheduler
 - Schedule a Room – best if you’re not sure which room you want
 - Recurring Scheduler – best if you know which room you want
- Include Rachel Davis’ name (rdavis21) for Contact Person (At Loyola)
- All Facilities requests should be entered on the Program Request Form. Please include a sketch of how you would like the space arranged.

Miller Meadow at the Health Science Campus

Student organizations may wish to hold an event in the forest preserve. Miller Meadow is the name of the grove on the east side of First Avenue. Individual groves within the preserve are available by reservation (permit), which would ensure the exclusive use of the grove. Large groups (over 25) are required to have a permit by the Forest Preserve District. Without a permit your event cannot be guaranteed. Please visit the Forest Preserve District requirements and link for permits at www.fpdcc.com. Student users must follow all rules and regulations.

Fitness Center at the Health Science Campus

Events in the fitness center must be cleared with the center director in advance. Please contact the OSL if you wish to coordinate an event. The Fitness Center is owned by Loyola University Health Systems, and is available for events on an extremely limited basis. Informal sports engagement are encouraged, but intramural leagues are not allowed.

Decorating policy at the Health Science Campus

Students must ask in advance to post anything on the walls or in walkways. Please contact the OSL for permission, as this may need to be coordinated with facilities and other offices holding events. Posters and signage may be posted on boards in communities or other designated posting areas. Posters may not be taped to walls, elevators, columns, etc. without permission. Digital announcements can be coordinated

through the HSD Office of Communications Director Naomi Gitlin (ngitlin@luc.edu), Taylor Utzig (tutzig@luc.edu) or Lauren Custis (lcustis@luc.edu).

If given permission to decorate students must use ONLY painter's tape for walls, finished surfaces or glass surfaces indoors. Absolutely no scotch tape, packing tape, or duct tape on any walls or ceilings. Duct tape is only permitted outdoors on the sidewalk. NO GLITTER or confetti are allowed. No thumb tacks, nails, screws, or other damaging hardware is allowed. Command removable adhesive hooks are only allowed on glass with advanced permission.

Decorations may not disturb or alter existing decorations and fixtures. Latex balloons are restricted from patient areas and walkways. Helium balloons are discouraged. Sidewalk chalk is allowed with prior approval ONLY. Chalk may ONLY be allowed on pavement, never on walls or ledges, even if those surfaces are concrete/brick/pavers. Decorations or postings in the building without permission will be removed without notice.

When given permission to decorate a space for an event, decorations must be taken down as soon as possible after the event ends (no longer than 1 week). If you would like decorations to stay up longer, these must be approved through OSL prior to decorating taking place.

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

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.

Contracts: Stritch School of Medicine

Student organizations may be in a position to deal with a contract, whether it is for the use of a facility for an event or for the entertainers or speakers whom you are presenting. Since contracts are legal documents, it is important that you understand exactly what a contract is, the legal ramifications of signing one, and the options available in negotiations.

Contracts are legal documents that bind either the University, when signed by an authorized person, or the person who signs. Do not put yourself in a position of legal liability before the contract has been reviewed. **No member of a student org should sign any contracts. All contracts must be forwarded to the Office of Student Life. Only the Provost may sign contracts.**

UNIVERSITY POLICIES

It is student organization’s responsibility to follow both the university’s [Community Standards](#) and SSO 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.

Film Licensing Policy: Stritch School of Medicine

Movies that are available via DVD or streaming, whether rented or purchased, are for "home use only." It is illegal to exhibit rented or purchased movies beyond the scope of the family and its close friends. The copyright holder of the product owns the exclusive right to perform the copyrighted work publicly (United States Code, Title 17, Sections 101 and 106). In order to legally display movies outside of home use, it must have a Public Performance License issued by the copyright owner or representative. Without this license it is a violation of federal law to exhibit the movie regardless of whether or not 1) admission is charged, 2) the sponsoring group is profit or not for profit, or 3) the movie was rented or purchased. Movies rented from film corporations such as Films Inc. or SWANK, have the Public Performance Licenses included. Willful violation of this law could result in imprisonment and/or a substantial fine. Certain exceptions to the law apply. Please contact OSL for more information. Any movies licensed through Loyola’s library for educational use may be shown on campus, provided no fee is collected for the showing and educational use guidelines are followed.

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](#).

Casino Nights (Health Science Campus)

The University has very strict policies regarding Casino Nights on any campus. As of this time Casino Nights are not allowed on the Medical Center Campus.

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).

Press Release and Media Appearances (Stritch School of Medicine)

Students and student organizations may not issue press releases involving university activities or businesses without prior approval and review of the HSD Communications Office. All press releases naming Loyola or its affiliates, whether primarily or secondarily, must be reviewed, approved, and issued by HSD. All student groups or individuals representing a group on behalf of the school or invoking the school's name or identity must speak with the HSD Communications director prior. This is to protect both students and the institution and to

provide guidance in handling media inquiries. If you have a need for a press release or media clearance, please contact Naomi Gitlin at ngitlin@luc.edu.

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 Health Science - Maywood) have separate policies about posting. Please reference each campus' below.

- Water Tower Campus 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.

Event/Program Posting and Marketing: School of Law

Student organization events can be advertised in Law School Announcements [here](#)

- Submit information [here](#) about the event including a catchy title for the headline, all relevant information (i.e., topic, date, time, location, description, speaker(s) names, etc.). The announcement will appear on the website and in the daily email in the week leading up to the event.
- Submit An Event [here](#) to the Law School Calendar to ensure that the event is posted. This step is required for event approval.
 - An event should be submitted no less than five (5) working days prior to the scheduled event. When providing contact information, please provide a Loyola phone number or e-mail address

Notifying Alumni about Student Organization Events

The Office of Alumni Relations can help you reach alumni in specific demographic groups, interest areas, as well as former student organization members (if available) to attend your upcoming event(s). The Office of Alumni Relations maintains and maintains roster information of current and past members of student organizations, and verify this information for best contact and outreach with upcoming events.

Student organizations are discouraged from using independent, or “shadow” databases which may contain outdated information. The Office of Alumni Relations can verify current contact information of alumni and share updated information upon request.

To request contact information or targeted communications to alumni from student organizations, please contact lawalumni@luc.edu with details of the event, requested communication date, format of the event, audience, etc. Additional notification and inclusion of the event in the monthly e-update may also be discussed.

Recognizing Alumni Participants and Volunteers

In addition to helping promote events and identify alumni speakers, the Office of Alumni Relations tracks volunteer and alumni participation for future events and outreach.

One week before the event, please send a list of alumni attendees to lawalumni@luc.edu so their participation may be tracked and updated following the event.

The Office of Alumni Relations will also coordinate the mailing of an official letter thanking volunteers for their participation to encourage future participation and recognize their service to the Loyola Law community.

Event/Program Posting: Stritch School of Medicine

All student organizations should market their event or activity at least two weeks prior to the date of the event. Students are encouraged to use social media for marketing, especially Facebook class groups and Group Me's or Slack Channels. Additionally, students may disseminate event information via org listservs and may create and hang flyers throughout SSOM. Student Life highly recommends using all of these channels to ensure adequate promotion of an event or activity. Student Orgs are NOT permitted to email class listservs.

If additional marketing assistance is needed, students are able to ask Student Life to send out emails on their behalf. All requests for Student Life marketing should be sent to ssom-studentlife@luc.edu. Organizations may also submit a creative request to University Marketing and Communication to create a flyer on their behalf. If you would like to have UMC create a flyer, please contact Naomi Gitlin of UMC at ngitlin@luc.edu. Please be advised that UMC can take up to three weeks to fulfill a flyer creation request.

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.

Speaker Clearance Form: School of Law

Student organizations must follow the University's [Speaker Policy](#) and submit a Speaker Clearance Form [here](#).

Alumni Speaker Invitations: School of Law

Through various events and relationships, alumni often express interest in speaking to Law School groups on subjects related to their area(s) of expertise. For assistance identifying potential alumni speakers, please contact lawalumni@luc.edu with details of the opportunity (topic, format, audience, proposed date, etc.).

Speaker Policy: Stritch School of Medicine

Student organizations are encouraged to sponsor speakers who will contribute to the role of the University as a forum for intellectual discussion, debate or artistic expression. Speakers may validly contribute to this forum regardless of whether their ideas or positions are accepted by a majority or a minority public opinion internal or external to the University community. The use of the University as a forum, however, in no way implies University approval or endorsement of the views expressed by a speaker.

The following guidelines exist to assist the registered student organizations in issuing invitations to speakers. The guidelines do not apply to University academic or administrative departments. Registered student organizations may invite speakers who are not members of the Loyola academic or administrative departments to address their own membership in a closed forum presentation

or to address the Loyola University community in an open forum presentation. Individuals may not sponsor speakers.

Loyola University, as a not-for-profit institution, is obliged to comply with federal and state regulations which prohibit the support of political candidates, political parties or political positions pending before legislative bodies. The University must refrain from sponsoring programs designed to raise funds for political candidates, parties, or positions.

Registered student organizations, however, may sponsor candidates for political office. Students involved in campaigns, canvassing activities, and voter registration drives must follow all applicable University policies. Students should refrain from inviting political officials, dignitaries, and/or celebrities without prior approval.

The following guidelines exist to assist the registered student organizations in issuing invitations to speakers. These guidelines do not apply to University departments:

- Student organizations sponsoring a speaker who is not a member of the Loyola academic or administrative community must complete the **Speaker Information Form**. Prior to extending a formal invitation to a speaker, student organizations should consult with their organization's advisor and secure her/his approval. At the Medical Center Campus, the Speaker Information form is available in the OSL.
- This form is not necessary if the speaker is a member of the academic or administrative community of Loyola University Chicago.
- The OSL will review the completed form. Final confirmation of and publicity for the speaker is not permitted until the Associate Dean of Student Affairs or Assistant Dean of Student Affairs grants approval.
- The OSL may consult with appropriate individuals and organizations concerning the qualifications and suitability of the proposed speaker. The likelihood of disruption and the potential for personal injury or property damage will be considered prior to authorization of the event. If the sponsoring organization wishes to appeal the decision of the OSL, a written appeal may be directed to the Dean of the school.
- The room reservation process must be completed at least five *working days* prior to the event in order to reserve space and make all necessary arrangements for the presentation.
- The OSL must review any contract or honorarium relating to the appearance of the speaker.

- An individual or group wishing to protest at an event may do so as long as the speaker can continue to speak and the audience can continue to see and hear the speaker.

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](#).

Catering Requests: Stritch School of Medicine

The Stritch School of Medicine has a partnership with HandCut Foods to provide food and catering services for the HSD campus. Student Life strongly encourages students to use our in-house caterers as much as possible. Should your event have alcohol, Student Life will need to be contacted for approval. For catering requests, please contact HCF catering manager, Tenisha Marshall, at tenisham@handcutfoods.com. Please click [here](#) to view the HandCut Foods catering menu.

The Stritch School of Medicine abides by the Loyola University Chicago alcohol policy, which can be found in the [Leadership Guide](#). All student organizations **MUST** get approval from Student Life to serve alcohol at their events. Please email ssom-studentlife@luc.edu or see Catherine Jardien (room 215) for approval.

Student organizations may order food from restaurants or catering operations outside of the Medical Center. Each building has their own policy concerning such off-campus providers. In the SSOM, student organizations may use any food service provider. If a student organization brings in food, they must clean up everything from the food

service. No food or paper supplies can be left behind in rooms. If garbage in the room is insufficient, please contact facilities to arrange for trash removal at extension 6-4080. Groups leaving behind messes may be fined if campus facilities requires additional personnel for cleaning.

Alcohol Service: Stritch School of Medicine

If alcohol is requested at any event on campus, special regulations apply. An Alcohol Service Form must be completed and submitted to OSL **at least** 10 business days prior to the event. Upon its return to OSL, the form will be forwarded to the president's office for final disposition. Alcohol may only be served by catering companies or organizations with current liquor licenses. Alcohol may only be served in limited locations in SSOM and is generally not to be served prior to 5:00 p.m. The approval to serve alcohol is very limited. Under no circumstances may alcohol be served by non-licensed entities. Student organizations may not sell alcohol or coupons/vouchers for alcohol (aka 'drink tickets').

This policy is under the jurisdiction of OSL and applies to all events at the Medical Center campus where alcohol is served by a student organization.

- The University does not have a license for the sale of alcoholic beverages. Consequently, the serving of alcohol is permitted on a "host" basis only. Alcohol cannot be sold or donations accepted in lieu of payment for alcoholic beverages. To host a function where alcohol is served, the host (student organization) purchases the alcohol and serves these beverages to eligible guests at no cost.
- All student organizations are required to complete an alcohol application form that will be reviewed for approval by the Associate Dean of Student Affairs. Applications are available in the OSL and must be submitted to the Assistant Director of Student Life for final approval at least 10 business days prior to the proposed event.
- The Associate Dean will have discretion in approving the type, amount and service of alcoholic beverages at the event based on the age of the guests, expected attendance, time, location and management of the event. Neither hard liquor nor kegs of beer will be approved.
- Prior to approval, the student organization president must meet with the Associate Dean for Student Affairs and/or the Assistant Director of Student Life to review the event and the organization's responsibilities, damage fees, Illinois state law, assurance that no alcohol will be sold, review of campus resources available during the event, limitation of service to guests and termination of alcohol service.
- In compliance with state and municipal laws, only persons 21 years or older may consume or possess alcoholic beverages. The sponsoring group is responsible to check for age identification.
- Alcohol may not be the main focus of the event.

- Non-alcoholic beverages and food must be available at all events where alcoholic beverages are served. Non- alcoholic beverages and food should be featured as prominently as alcoholic beverages.
- Service and consumption of alcohol is restricted to the approved area.
- Admission to the event is restricted to the Loyola University Chicago community and their invited guests.
- Student organizations are required to have an advisor present the entire time alcohol is being served.
- At least one bartender is required, self-service is not permitted. Alcohol should not be served to persons who appear to be intoxicated.
- There will be established time limits for the serving of alcohol at any event. Service of alcohol must cease at least ½ hour prior to the scheduled conclusion of the event.
- Security personnel may be required due to the size, type and hours of the event.
- The Associate Dean, liaison, security personnel or any other individual representing the University/School may terminate the service of alcohol or the event for any reason.
- Fees may be assessed to the sponsoring group for additional maintenance or damages incurred.
- All infractions must be reported to the Associate Dean of Student Affairs who will take appropriate action.
- Behaviors that will result in disciplinary action include, but are not limited to, those listed below:
 - behaviors that disturb others, cause embarrassment, personal injury or property damage any effort to induce or force a student to drink against his/her expressed desire serving alcohol to minors or intoxicated persons any sale of alcoholic beverages or dispensing of alcohol without proper license failure to observe closing hours
 - Student groups may not sponsor events serving alcohol before 5:00 p.m.
- The Provost's Office must approve all events on campus where alcohol is being served.

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 \(www.luc.edu/osccr\)](http://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

EthicsLine 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.

Stritch School of Medicine: Student Organization Funding

Your organization is responsible for finding its own funding for all programs.

The Medical Student Union grants each student organization \$100 to use toward events and activities put on during that academic year. This money must be used during the academic year it is granted, and cannot roll over from one academic year to the next. A form and approval

process exist to distribute these funds. MSU also has additional funds that an organization may request, beyond its initial \$100 grant. Please contact the MSU treasurer for more information. Fundraising events as well as initiation and membership dues may be implemented to help offset an organization's operating expenses. **The Office of Student Life must first approve all student fundraisers.** Organizations must exhaust their Medical Student Union (MSU) funding opportunities prior to seeking funding from academic departments and Student Life.

Departments available for funding requests:

- Ministry
- Medical Education
- Bioethics
- Center for Community and Global Health (CCGH)
- ODEI
- Student Life

Please be aware that a funding request is not a funding guarantee. Please wait for an organization or academic department to confirm that they've agreed to help fund your program.

School of Law: Student Organization Funding

Student organizations are primarily funded through the School of Law Student Activity Account. This account comes from the Student Development Fee assessed to students annually. These funds are used on a wide range of student activities; however, this fund is not unlimited. Budget considerations and funding sources can change from year to year. Funding for activities and event in one year does not assure funding for subsequent years.

These policies have been developed by the University and the School of Law to encourage planning and cooperation among student organizations so that student organizations are provided with as much support as possible while avoiding waste. In an effort to reduce costs and maximize participation in programs, student organizations are encouraged to co-sponsor programs and partner with SBA through Club Congress.

Note: Representatives of student organizations are not authorized to solicit support from alumni, other individuals or organizations for the purpose of advancing the student organization.

Funds are available for student organization approved events. Events requesting funding from the School of Law Student Activities Account must be approved at **least seven (7) days** before the proposed event by following the Event Planning Logistics.

The purpose of the funding is to provide refreshments, rather than meals, for participants. No funds or reimbursements will be distributed without prior approval of the event. If a student organization is requesting funds for food or for planning a larger event, prior approval is required from the Student Services Team.

- Kick-Off Meeting: All student organizations are allotted funds for refreshments for one kick-off meeting per semester (calculated at \$2 per person) up to and not exceeding \$100.
- One event per semester: All student organization are allotted funds for refreshments for one additional event per semester (calculated at \$2 per person) up to and not exceeding \$100.

Distribution of Funding: Funds will be distributed in the form of vouchers to Potash Supermarket (located at 875 N. State Street, 2 blocks north of Corboy) or by pre-approved options from the Student Services Team.

Loyola University Chicago is a tax-exempt organization. Student organizations are responsible for ensuring all outside vendors remove tax from any purchases. Contact the Student Services Team for a copy of the University's Tax Exempt Letter.

Comprehensive Budget: Every student organization must submit a comprehensive budget proposal for the entire academic year to the Student Services Team. This budget should include anticipated requests for funding from the School of Law Student Activities Account.

If a student organization anticipates requesting funds for the purchase of food or for larger events, student organizers will have a comprehensive budget meeting with the Student Services Team. All event proposals must be made in consultation with the student organization's faculty advisor.

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 Graduate, Professional, & Adult Student Life
- Events/activities promoting and/or providing alcohol.
- Eating contests.
- Date auctions.

***Raffles: Stritch School of Medicine**

Unless they are licensed in accordance with Illinois law, raffles are a violation of the Illinois Criminal Code against gambling. Any person who participates in an unlicensed raffle may be prosecuted for a criminal violation. Illinois law provides that each municipality or local governing body may pass its own ordinance permitting licensed raffles to be held. An individual municipality or county may only license raffle activities that will take place within its boundaries.

Accordingly, raffle tickets for an event to be held at Water Tower Campus cannot be sold at LUMC, since LUMC is not located in the City of Chicago.

The City of Chicago, where the Lake Shore and Water Tower Campuses are located, has adopted an ordinance that permits raffles. Unincorporated Cook County, where the Medical Center is located has not adopted a licensing scheme for raffles. Accordingly, raffles are therefore illegal at LUMC. Loyola cannot support fund-raising by means of an illegal activity. Therefore, unless it is licensed, no raffle should be conducted on Loyola's premises. Participation prize drawings are allowed (in other words where drawing entries are NOT purchased).

Fundraising: Stritch School of Medicine

- Fundraising Efforts such as clothing sales, initiation and membership dues may be implemented to help offset an organization's operating expenses. If an organization

requires dues, ALL members must pay them. (Officers or senior students may not be exempt.) OSL must first approve all fundraisers.

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.

Purchasing: Stritch School of Medicine

Loyola University Chicago is a 501(c) (3) organization, and therefore most purchases made on behalf of the university are exempt from sales tax. Please use a tax-exempt letter when making purchases for your event or program. Please contact the Office of Student Life or MSU for a tax-exempt letter. Students may use the tax-exempt letter for food purchases, decorations, and any supplies needed for their events. Simply print the tax-exempt letter and present it upon payment. There are some businesses that will not accept tax exempt letters, including but not limited to hotels, transportation companies (airlines, taxis, ridesharing, and public transportation), wholesale membership stores (Costco, Sam's Club, etc.) and some restaurants.

When purchasing supplies for your event or program, first confirm where your funds will come from. Does your organization have its own funds to draw from? Have you requested funds from MSU or an academic department? Any department you sought funding from will have its own process for reimbursing students. All MSU reimbursements are handled through the acting MSU treasurer.

Reimbursements cannot be made for the following:

- Alcohol (please see the university's alcohol policy)
- Gift Cards
- Lottery Tickets/Scratch-Offs
- Anything from E-Bay or Etsy

For reimbursements from the Office of Student Life, please email ssom-studentlife@luc.edu or visit the Office of Student Life (Suite 215).

Please keep in the mind the following information when submitting a reimbursement:

- All reimbursements are done by direct deposit (preferred) or check.
- Each reimbursement can take from two to five weeks to process.
- You must fill out a W-9 form for each academic year in order to be reimbursed that year.
 - W-9 forms can be found on the Student Life and MSU websites, or by clicking [here](#).
 - Only fill out the sections indicated.
 - Include the address to where you'd like your reimbursement check sent and/or banking info.
 - You only need to complete a W-9 once per academic year.
- You must provide an **ITEMIZED** receipt for reimbursements
 - Purchases without an itemized receipt will be ineligible for reimbursement.

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 GPASL 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