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Student Activities & Greek Affairs

STUDENT ORGANIZATION HANDBOOK

2014-2015

Student Activities & Greek Affairs

Arnold J. Damen Student Center, Suite 127

LUC.edu/saga

@LoyolaSAGA

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LETTER FROM THE DIRECTOR

Dear Student Leaders:

Student involvement is paramount to the Loyola University Chicago (LUC) experience. As you start your career at LUC, I invite you to explore the many co-curricular opportunities available to you to enhance your collegiate experience. The Loyola Experience will provide you with a platform to meet new people, broaden your horizons, explore your passions, and deepen self-knowledge.

Student Activities & Greek Affairs (SAGA) is where many students begin their involvement journey. Registered Student Organizations (RSOs), Sorority & Fraternity Life, and the Department of Programming ((dop)) are just some of the programs offered through SAGA. Participation in these programs will help you to enhance leadership skills, develop an appreciation of difference across cultures, and create a holistic collegiate experience. Although you are ultimately responsible for your Loyola Experience, we are here to guide and support you as you navigate your journey. I encourage you to think about the legacy you hope to leave at Loyola and how you will share your talents with a student organization, the LUC community, and the surrounding Chicago community.

Welcome to the LUC Family! We are grateful to be a part of your Loyola experience.
Sincerely,

Angela King Taylor
Director of Student Activities & Greek Affairs

STUDENT ACTIVITIES & GREEK AFFAIRS GUIDING STATEMENTS

PHILOSOPHY STATEMENT

We believe Recognized Student Organizations are an essential part of Loyola University Chicago. They provide students with a variety of 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.

STUDENT ACTIVITIES & GREEK AFFAIRS MISSION

Student Activities & Greek Affairs (SAGA) offers opportunities for students to connect, learn, and engage beyond the classroom. Through shared experiences students gain a greater sense of self and community to foster positive social change.

LEARNING OUTCOMES

As a result of actively engaging with Student Activities & Greek Affairs umbrella programs (Special Events, Registered/Sponsored Student Organizations, the Department of Programming, and/or Sorority & Fraternity Life), undergraduate students will be able to . . .

- Identify at least three leadership skills they developed through their co-curricular group experiences.
- Explain how their engagement with programs resulted in increased personal connection to campus life.
- Give an example of how their involvement in co-curricular experiences contributed to a greater awareness of self.
- Identify two ways in which they fostered positive social change through their engagement with program activities.

About Student Activities & Greek Affairs

Student Activities & Greek Affairs (SAGA) is a University department responsible for a number of different components related to student life on campus.

Sorority & Fraternity Life (SFL) provides a community in which students can cultivate lasting relationships based on the ideals of friendship, personal growth, and service to their community, under the principles of sisterhood and brotherhood.

Recognized Student Organizations (RSOs) support the academic, spiritual, and social development of each member of the organization. Membership challenges students to strive for excellence, become people in service to others, foster learning beyond the classroom, and develop talents through discovery and reflection.

Department of Programming ((dop)) provides educational, social, cultural, and recreational programs to benefit the university community, and enhance the Loyola experience while upholding the mission of Loyola University Chicago as stated within the Student Promise and the late night initiative.

Beyond RSOs, SFL, and ((dop)), SAGA also coordinates a number of student-centered **large scale events** (Welcome Week, Senior Send Off, Finals Breakfast, etc.), and serves as an **OrgSync** resource for students.

CONTACT US

Student Activities & Greek Affairs

6511 N Sheridan Ave

Arnold J. Damen Student Center, Suite 127

PH: 773-508-8850 FX: 773-508-2144

activities@luc.edu greeklife@luc.edu

www.luc.edu/SAGA

@LoyolaSAGA

Angela King Taylor

Director of Student Activities & Greek Affairs

Leslie Watland

Assistant Director, Student Activities & Greek Affairs

Katie Lesperance

Coordinator for Sorority & Fraternity Life

Joshua Metayer

Coordinator for Student Organization Development

Brandon Matulka

Student Activity Fund Coordinator

Brian Houze

Coordinator for Student Organization Programming

Kristin Ramey

Graduate Assistant for Student Organizations

Caroline Chalker

Graduate Assistant for the Department of Programming

Claire Bailey

Graduate Assistant for Sorority & Fraternity Life

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 which are articulated below.

Registered Student Organizations (RSOs)

RSOs are formally recognized by the University and are originated out of student interest – they are not directly connected or supported by a University department. RSOs are formed by currently enrolled students sharing a common goal or interest and have properly completed the necessary forms on time and agree to adhere to guidelines established by the University. RSOs regularly contribute to the campus community by hosting activities and/or opportunities for students to engage beyond the classroom. They clearly articulate a mission consistent with the University mission and are open to all students without regard to race, religion, color, gender, age, sexual orientation, or national or ethnic origin. Social fraternities and sororities, where applicable, may retain gender specific membership. Once registered with the Student Activities & Greek Affairs Office, the RSO becomes eligible for certain privileges and access to University facilities.

In order to be eligible to become a RSO, your group must:

- Be controlled and managed by students
- Keep membership in the RSO open to all Loyola University Chicago students
- Identify at least 5 enrolled LUC students as members, one of whom is willing to fulfill the requirement of being the President/primary contact
- Abide by Federal, State, City, and University laws and policies
- Be a non-profit group
- Create and maintain an OrgSync account
- Create, maintain and abide by a constitution
- Provide the information required on the registration form available on OrgSync
- Have an advisor who is 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 Student Activities & Greek Affairs
- Abide by financial and all other regulations specified in the Community Standards and SAGA Handbook
- Annually renew organization's OrgSync registration

Statement on Registered Student Organizations

Loyola University Chicago reserves the right to register groups of Loyola students who wish to create formal organizations. Loyola's policy is to encourage free discussion as part of the educational process. Registration of a student organization by Loyola University Chicago is an acknowledgment that the organization has complied with registration procedures.

The University grants all rights and privileges accorded to every registered organization. Registration of a student organization implies that the University approves the organization's constitution and bylaws. Registration does not indicate or imply that the University endorses the views of the organization's membership or the views expressed at meetings. The individuals involved are solely responsible for any views held or expressed.

Only student organizations which maintain good standing as officially registered Loyola University Chicago student organizations by following all applicable policies and procedures are authorized to use University facilities or services, or be permitted to identify themselves, directly or indirectly, with the University name or credit. The University reserves the right to review the activities of student organizations and to monitor

compliance with University policies. The authority to officially register student organizations is delegated by the Vice President for Student Development to the Director of Student Activities & Greek Affairs.

Privileges of Registered Student Organizations

Registered Student Organizations benefit by receiving access to University facilities, support, and services not available to non-registered groups or to the general public. These benefits include:

- Use of the University's name in association with the organization's activities.
- Assignment of a Room Reservation login and use of University facilities in accordance with all applicable policies for meetings and activities.
- Solicitation of membership on campus under the organization's name.
- Access to OrgSync, student organization online management system. This is where you can create a webpage, store documents; manage rosters and a number of other valuable tools.
- Listing of the organization in official publications of the University.
- Use of campus bulletin boards and other designated posting areas.
- Access to campus services such as audio-visual equipment, inter-campus mail, etc.
- Access to University publications and WLWU radio.
- Expertise of a faculty/staff advisor.
- Access to the staff, resources, and services of the Office of Student Activities & Greek Affairs.
- The right to actively promote the goals, purpose, identity, programs, and activities of the organization.
- Eligibility to participate in the fall and spring Organization Fairs.
- Solicitation of funds (fundraising) on campus under the organization's name, subject to the approval of the Dean of Students or designee.
- A University fiscal account and accounting staff support.
- Eligibility to be funded through the Student Activity Fund and the Unity in Diversity Fund, once funding prerequisites have been fulfilled.

Registered Student Organizations Expectations and Requirements

- Student organizations 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.
- Student organizations 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.
- RSOs regularly plan events for the campus and are expected to work closely with Student Activities & Greek Affairs in the coordination of these events.
- Student organizations 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 the registered student organization handbook and the Community Standards. The University prohibits the following types of activities: Eating contests, raffles, date auctions, fundraising and/or activities at (or with) a bar or tavern (tavern defined as any establishment generating more than half of annual gross sales from alcohol), and other events at the discretion of the Student Activities & Greek Affairs staff.
- A student organization accepts responsibility for a member's or group's behavior when a) he/she 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.

- Organizations that have been suspended must adhere to the stated conditions of the suspension or face additional delay of reinstatement or possible permanent loss of registration. Loss of registration is an action by the University indicating a total and permanent separation of the group from the University. This includes total prohibition for the organization and its members or supporters to conduct any activity on the campuses of the University or at off-campus University associated events that in any way promote the goals, purposes, identity, programs, or activities of the organization.
- Any organization that financially obligates itself, whether through a member or officer for services, merchandise or facilities does so in the name of the organization and its members. The University is not responsible in any way for debts incurred by an organization.
- Officers of registered student organizations must complete student leader training on topics in the areas of transition/organizational development and budget management. It is currently estimated that these trainings will take approximately 5 hours over the course of a year.
- At least one executive board officer is required to act as the RSO delegate by attending monthly Campus Activity Network (CAN) meetings - (3 per semester, 6 per academic year).
- An Activity Request Form (ARF) is **required** for any program that is sponsored by an RSO and is open to non-members. ARFs are completed by posting your event to the OrgSync calendar; this must be completed AT LEAST 2 weeks prior to the event date.
- RSO Advisors are required to sign and agree to the Advisor Agreement Letter. The letter acknowledges receiving and being familiar with University Policies and the Student Organization Handbook.

Officers & Membership

All members must be currently enrolled students at Loyola University Chicago. Groups may offer membership to Loyola University Chicago faculty, administration, alumni, and staff on an associate member basis. Associate members may not hold office or vote. Graduate students may take active membership in an RSO, but may not hold office. The officers of all student organizations must be in good standing (not on academic or disciplinary probation as determined by the Office of Student Conduct and Conflict Resolution or the Department of Residence Life) at the time of their election or appointment and throughout their terms of office. Officers are required to be enrolled for at least six credit hours each semester during their terms of office. A student is considered to be in good academic standing as defined by the policy of their school or college. Applicants for membership in social fraternities and sororities (potential new members, recruits, etc.) must be in good academic standing at the time of their application in order to participate in recruitment for Social Sororities & Fraternities. Students who are not in good standing may be removed from office or membership. The University does not recognize the right of any organization external to the University to decide questions of membership.

Registered Student Organization Categories

Student Activities & Greek Affairs has identified seven types of registered student organizations and reserves the right to approve the following category designations:

Academic/Honorary: Activities and membership center on a particular academic or collegiate course of study or curriculum; organizations which select members on the basis of achievement in a particular academic discipline.

Cultural/Ethnic: Activities and membership center on a particular ethnic or cultural group.

Social Sororities & Fraternities: Activities and membership center on the fraternity and sorority system. These organizations are governed by the Interfraternity Council (IFC), Multicultural Greek Council (MGC) or Panhellenic Councils.

Media: Student-operated publications which publish on a regular basis.

Service/Spiritual: Activities and membership involve primarily spiritual activities and/or development through volunteer and/or service projects.

Political/Social Issues: Organizations affiliated with local and/or national political bodies; activities and membership center on interest in a particular social issue or concern.

Hobby/Special Interest: Activities and membership center on a particular hobby and/or special interest area.

Sponsored Student Organizations (SSOs)

Sponsored Student Organizations are student organizations formally recognized by the University and are inherently linked to a University department. They are classified as *sponsored* as they are groups that are departmentally supported. The mission and operations of an SSO are considered mission critical to a specific department and/or the University. The financial resources used to support an SSO come directly from a University department and therefore, SSOs are not eligible to receive funding through the Student Activity Fund, which includes Start-Up Funding. Groups may offer membership to Loyola University Chicago faculty, administration, alumni, and staff on an associate member basis. Associate members may not hold office or vote.

Privileges of Sponsored Student Organizations

Sponsored Student Organizations privileges vary depending on department affiliation; however, at minimum they do receive the following benefits through Student Activities & Greek Affairs:

- 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 OrgSync, 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.
- Access to campus services such as audio-visual equipment, inter-campus mail, etc.
- Access to University publications and WLUW radio.
- Expertise of a faculty/staff advisor designated by sponsoring department.
- Access to the staff, resources, and services of the Office of Student Activities & Greek Affairs.
- The right to actively promote the goals, purpose, identity, programs, and activities of the organization.
- Eligibility to participate in the fall and spring Organization Fairs.

Sponsored Student Organizations Expectations and Requirements

- Student organizations 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.
- Student organizations 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.
- Student organizations 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 the student organization handbook and the Community Standards. The University prohibits the following types of activities: Eating contests, raffles, date auctions, fundraising and/or activities at (or with) a bar

or tavern (tavern defined as any establishment generating more than half of annual gross sales from alcohol) and other events at the discretion of the Student Activities & Greek Affairs staff.

- A student organization accepts responsibility for a member's or group's behavior when a) he/she 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.
- SSOs are expected to post their events (if open to non-members) by completing an Activity Request Form (ARF). ARFs are completed by posting your event to the OrgSync calendar; this must be completed AT LEAST 2 weeks prior to the event date.
- Sponsored groups are not required to attend workshops; they should receive their own departmentally specific trainings throughout the year; however, participation in RSO leadership workshops is open to SSO members.
- Members of SSOs are not required to attend monthly CAN meetings; however, they are strongly encouraged to attend the meetings.
- SSO Advisors are expected to be knowledgeable of University Policies and the Student Organization Handbook.

New Organization Application Process

A group of five or more Loyola University Chicago students may apply to register a new student organization through SAGA. All new organization applications must identify 3 individuals to serve in the following executive board positions: President/Primary Contact, Treasurer, and a Campus Activities Network (CAN) Representative.

The University reserves the right to limit the number of organizations with duplicate purposes. Here is a guide to creating and registering your organization. Groups seeking recognition under the Social Sorority & Fraternity category must follow the Sorority & Fraternity Life Expansion Policy.

Step 1: Search our list of student organizations on OrgSync to determine if a similar organization exists.

Step 2: Request to register your organization with SAGA via OrgSync by completing the online registration form.

- Register your profile on OrgSync if you have not already
- Click "Join an Org"
- Search for Loyola University Chicago community
- Click "Organizations"
- Click "Add Organization"
- Click "Register New Organization" at the top of the screen
- Complete the online registration form. Be sure to upload a proposed membership roster of at least five LUC students and an organization constitution – See a sample constitution on the SAGA website

Step 3: New registered student organization requests will be reviewed by the review panel. The review panel will minimally consist of a SAGA staff member, a student representative from the CAN e-board, and a SAGA graduate assistant. Prospective student organization members must attend a review session. Prospective members will be asked questions by the review panel before the final determination is made.

Types of questions the panel will be asking include:

- What events or tabling will be done to promote your organization?
- How will OrgSync be used within your organization?
- What is your organization offering the community that is unique?

- How will your organization sustain membership?
- How many years has your organization's leadership been at Loyola and how does your organization plan on transitioning new leadership?
- How does your organization relate to the mission of SAGA and the University?

Step 4: After meeting with the review panel, a recommendation will be made to the Director of Student Activities & Greek Affairs regarding the status of your new student organization application.

If approved, your organization will be required to attend a mandatory New Student Organization Orientation before being eligible for all the benefits of being a Registered Student Organization. Orientation sessions are offered two (2) times per academic year and coincide with the registration deadlines. Approved organizations must attend the New Student Organization Orientation to be eligible for Student Activity Fund (SAF) funding during the current academic year. Details about the orientation will be distributed with your approval materials.

If your application is unsuccessful, your organization must wait one calendar year before re-applying.

SOCIAL SORORITIES & FRATERNITIES

Applicable only to RSOs falling under the Social Sorority & Fraternity categorization and governed by the Interfraternity Council (IFC), Multicultural Greek Council (MGC) or Panhellenic Council (PHC).

In accordance with the values of Sorority & Fraternity Life (SFL) at Loyola University Chicago (LUC), these rules shall serve as an additional measure of accountability to our sorority and fraternity community above and beyond the Loyola Community Standards. These rules were created by the Loyola sorority/fraternity community for the Loyola sorority/fraternity community to ensure that we hold ourselves to the high standards set forth by our founders.

Definition of Social Sororities & Fraternities

Social sororities and fraternities are student organizations founded on the principles of sisterhood/brotherhood and based on the ideals of friendship, personal growth and service to the community. In partnership with the University, social sororities and fraternities promote the highest standards of scholarship, service, leadership, and unity.

Participation in a social sorority or fraternity is not specific to academic mission or area of interest. Membership is a transformative experience that promotes the personal growth and development of men and women and helps prepare them to lead extraordinary lives. The connections created through membership last long beyond the undergraduate experience as members graduate and join the growing network of alumni.

The LUC Greek community is composed of three governing councils (Interfraternity Council, Multicultural Greek Council, and Panhellenic Council) and 17 chapters. For the remainder of this document a chapter will reference any social sorority or fraternity group that is recognized as a registered student organization with Student Activities & Greek Affairs.

Self-Governance

All social sororities and fraternities must affiliate with a governing council recognized by Student Activities & Greek Affairs. All organizations will respect the commitment to self-governance through active participation in the Greek community and Greek conduct process. The governing councils are:

Interfraternity Council (IFC): The Interfraternity Council was established for the purposes of; promoting friendship, understanding, and cooperation among the IFC fraternities and other segments of the University; to provide fraternities with an official, representative student organization having power to oversee Interfraternal issues; pass legislation, and represent fraternity opinion to the Student Government, faculty, administration, official university committees, and to stimulate a heightened awareness among fraternities and their members of our values; scholarship, intellectual acuity, and responsible citizenship, service, brotherhood, and diversity.

Multicultural Greek Council (MGC): The Multicultural Greek Council at LUC serves as a governing body that seeks to maintain high standards in the life of culturally-based Fraternities and Sororities by addressing, coordinating and developing strategic programming. Furthermore we also seek to unify organizations within MGC to promote higher education, provide community service opportunities, enhance leadership abilities and to serve as a liaison between other Greek Councils, the university student body as well as the administration, thus meeting our individual and collective needs, voicing our concerns and improving campus life.

Panhellenic Council (PHC): The object of the Panhellenic Council shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

- A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- B. Promote superior scholarship as basic intellectual achievement.
- C. Cooperate with member fraternities and the LUC administration in concern for and maintenance of high social and moral standards.
- D. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
- E. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member fraternities.
- F. Promote philanthropic service to our University and surrounding communities.

All recognized social sororities and fraternities must also affiliate with one of the National Governing Councils listed below and have completed the LUC Greek expansion process:

North-American Interfraternity Conference (NIC) - nicindy.org

National Panhellenic Conference (NPC) - npcwomen.org

National Pan-Hellenic Council, Inc. (NPHC) - nphchq.org

National Association of Latino Fraternal Organizations, Inc. (NALFO) - nalfo.org

National Multicultural Greek Council, Inc. (NMGC) - nationalmgc.org

National APIA Panhellenic Association (NAPA) - napa-online.org

Criteria for Membership

LUC requires that a potential new member/initiate or candidate for membership be a full-time, matriculating student of the University and be in good academic and conduct standing. Additional membership requirements are governed by the individual sorority and fraternity national/international membership intake guidelines. LUC respects the right of the recognized sorority and fraternity chapters to select its membership as outlined in its membership intake/recruitment procedures, so long as these procedures do not violate University policies or local, state, and federal laws. New members are defined as individuals that have been extended a bid to an organization and have consented to begin the education process leading up to initiation. At the time of initiation a new member will become an active member of the LUC Greek community and their respective chapter.

Greek Values

Scholarship:

Social sororities and fraternities must be committed to the ideal of academic achievement and success. Organizations must affirm that scholarship is the most important aspect of the college experience. Chapters are encouraged to set higher standards than outlined below. Academic support services can be found through Academic Advising: www.luc.edu/advising

Requirements:

1. Each Chapter must maintain a previous semester chapter GPA of at least 2.5 for both active and new members.
 - a. If a new member class or an active member class fails to meet the 2.5 minimum after one semester they will be placed on probation.
 - b. If a new member class or an active member class fails to meet the 2.5 minimum after two semesters they will be sent to the Greek Conduct Board.
2. Each new member must complete an anti-hazing compliance and grade release form within 3 days of induction/selection.
3. Each chapter must elect or appoint a scholarship chair.

Service/Philanthropy:

Social sororities and fraternities value service and philanthropy. Service is the act of engaging in a community of need. Philanthropy is the act of donating goods or money to an organization. Through service and philanthropic initiatives, members gain a broader understanding of their individual value system and develop a deeper sense of civic responsibility. Organizations and members are encouraged to exceed the minimum requirements defined in this document. The Center for Community Service & Action should be utilized as a resource for service initiatives: www.luc.edu/serve

Requirements:

1. Sponsor one chapter service event per academic year
2. Sponsor one chapter philanthropy event per academic year
3. Report all chapter service and philanthropy initiatives by completing the appropriate OrgSync forms
4. Each chapter must elect or appoint a Service/Philanthropy Chair(s)

Leadership:

Social sororities and fraternities provide opportunities for members to be involved in their chapters, the University, and the community. The experiences gained through involvement play an instrumental role in the personal growth and maturation of individual members. They can also provide a foundation for future success as they allow students to obtain invaluable practical experience and transferable skills.

Requirements:

1. Each chapter president and council executive member must attend the Greek Leadership Retreat (GLR). GLR will always be held during the spring semester.
2. Chapter and council executive board members must participate in a minimum of one Student Leadership Development Workshop each semester. Individual members are also strongly encouraged to pursue the Leadership Development Certificate. www.luc.edu/leadership
3. At least 75% of chapter membership must be in attendance at Grand Chapter events.
4. Each chapter must send required attendees to its regional/state/ (inter)national leadership training(s) or convention on an annual basis. If the organization does not have an annual leadership opportunity, the chapter may send appropriate representation to a general fraternal leadership experience such as the Undergraduate Interfraternity Institute (UIFI), the Fraternal Leadership & Values Conference (AFLV) or other comparable program.

Unity:

The social sorority and fraternity community consists of more than 1100 students, which is approximately 11% of the LUC undergraduate population. Belonging to the Greek community means that we share common values and goals supporting the transformative experience of our individual members. It is vital for the success of the community that we continue to build a cohesive bond.

Requirements:

1. Each chapter must actively participate in regularly scheduled governing council meetings and functions.
2. All chapters must collaborate with at least one other registered student organization (RSO) or social sorority/fraternity to plan and implement a program at least once per academic year. The co-sponsored program may be educational, service/philanthropic, or social (alcohol-free) in nature.

Alumni:

Alumni serve critical roles in social sororities and fraternities such as advisors, mentors, trustees, and financial contributors. To maintain a positive relationship with alumni and further the principles of sisterhood/brotherhood, it is vital to display respect and appreciation. Resources can be found through the Alumni Association: www.luc.edu/alumni

Requirements:

1. Each chapter shall organize and host one alumni event per year such as Founder's Day or Initiation.
2. Each chapter must elect or appoint an Alumni Chair.

Risk Management for Social Sororities & Fraternities

The physical and emotional well-being of individual members as well as the financial security and reputation of the individual chapter are of great importance to the success of any social sorority or fraternity at LUC. To promote such an environment all social sororities and fraternities are required to follow all FIPG and LUC Community Standards policies. Each of the following categories is of significant importance and more information can be found by referring to the associated link.

Hazing:

Hazing is any intentional or reckless action or situation created to produce emotional or physical discomfort, harassment, humiliation or ridicule. Actions and activities that are explicitly prohibited can be found in the Community Standards at www.luc.edu/osccr.

Alcohol and Drugs: (For a complete list of requirements: www.fipg.org)

- The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, country, city, LUC, and must comply with either BYOB or Third Party Vendor Guidelines.
- No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
- OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
- No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.

- No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
- No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
- All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
- No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, / "big sister - little sister" events or activities, "family" events or activities and initiation.

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. Please reference the Community Standards (www.luc.edu/osccr) and FIPG Risk Management policies (www.fipg.org) for detailed policy information. For survivor resources Loyola has established a Coordinated Community Response Team (www.luc.edu/ccrt).

Requirements:

All chapters shall adhere to all local, State, and federal laws, University regulations and policies including the Community Standards, and policies of their respective governing council.

1. Chapters must provide a copy of their risk management plan to the Coordinator for Sorority & Fraternity Life prior to the third week of the fall semester.
2. Each chapter shall document that it has an Internal Judicial System allowing the organization to address inappropriate behavior and create high standards of ethical conduct prior to the third week of the fall semester
3. Chapter programming shall include at least one seminar, guest speaker, and/or presentation concerning alcohol, drugs, hazing and/or sexual misconduct each semester. Resources: www.luc.edu/wellness
4. Chapter Presidents, Social Chairs, Risk Managers, and Standards Chairs must participate in the Greek Community Board Risk Management Training each academic year.
5. Each chapter shall maintain liability insurance in the amount of \$1 million. Copies of up-to-date insurance must be filed with SAGA.

Serenade Guidelines

The purpose of Serenades is to serve as an introductory performance of new members to another fraternity or sorority. It is also an opportunity to congratulate another organization on a successful recruitment or start to the academic year. Serenades originated during the medieval period as a musical means of showing affection and honor for an individual. We believe that this tradition promotes and fosters a positive serenade experience. It should also be fun for everyone involved, those performing and those being serenaded. The Serenade should be

a representation of the values of the organization. Organizations are encouraged to check into their National/International organization guidelines in addition to following the guidelines below.

Guidelines:

- The Serenade must include new members and active members - *requiring only new members to perform a serenade can be construed as hazing.*
- All members and new members in attendance must be sober.
- Song and dance must be tasteful.
 - Content shall not contain inappropriate material, including but not limited to: racial slurs, and sexual innuendos. This includes any physical gestures or dancing.
 - In no way should any of the material be insensitive to members of different identities (ie race, gender, sexual orientation, religion, etc.)
- Do not single out any member(s) from the organization you are visiting for a specific event/dance/etc. during the serenade.
- No gifts of any kind should be exchanged and are not permitted. This includes, but is not limited to flowers and/or baked goods.
- The Serenade must be scheduled at least one week in advance with the Chapter President of the organization to be serenaded.
- Keep in mind the values of your own organization and the organization to be serenaded. Consider using your organization's 'Sweetheart song' and/or other traditional songs specific to your organization.

Accountability:

Any violation of these guidelines is grounds for immediate referral to the Greek Conduct Board. If a new member or active member feels uncomfortable with the performance they should report the incident to the Coordinator for Sorority & Fraternity Life.

Administrative Affairs

Administrative affairs are vital to the success of the social sorority and fraternity community. Through effective chapter management and communication with SAGA, sororities and fraternities can be integral partners with the University and surrounding community.

Chapter Advisors:

An active, involved chapter advisor is essential to a successful chapter. Accordingly, each recognized social sorority and fraternity will designate a minimum of two (2) advisors. One of the selected advisors must be a member of the LUC faculty or staff, but is not required to be a member of the organization s/he advises. Advisors who are not affiliated with the organization do not have to take part in private/ritual events; however the advisor must be aware of the events. The second advisor should be an alumnus of the sorority or fraternity, but should be at least two years removed from his/her undergraduate chapter experience [unless a specific exemption is granted by the Coordinator for Sorority & Fraternity Life in conjunction with the Inter/National organization.]

The advisor shall agree to:

1. Attend most chapter meetings
2. Meet regularly with executive officers
3. Attend chapter advisor meetings scheduled by Coordinator for Sorority & Fraternity Life
4. Meet with Coordinator for Sorority & Fraternity Life once per academic year

5. Assist with chapter sponsored events and programs
6. Oversee scholarship development program for chapter
7. Oversee internal judicial system for handling internal chapter issues
8. Assist in preparation and regularly review chapter budgets, goals, and new member development program
9. Stay abreast of relevant University policies, guidelines, and procedures
10. Stay abreast of rules and regulations of the Inter/National organization

Expansion:

As a private institution, LUC chooses to carefully and intentionally manage the growth and expansion of the Greek community. LUC seeks organizations whose ideals are consistent with the University and that are willing to commit the resources necessary to cultivate a strong organization. The University’s overall goal with expansion is to positively grow the LUC Greek community and enhance the undergraduate experience. The process for expansion will always be initiated by the Office of Student Activities and Greek Affairs. The determination of readiness will be based on size and viability of the current community, availability of campus resources, and interest of unaffiliated students at LUC. The complete expansion policy can be found at www.luc.edu/greeklife

Requirements:

1. Each chapter must maintain accurate contact information of their chapter advisor(s) and (inter)national headquarters with the Coordinator for Sorority and Fraternity Life.
2. Each chapter must maintain a minimum of two (2) active chapter advisors; one must be a Loyola faculty/staff member.
3. Each chapter must update and maintain an accurate chapter roster through OrgSync by the fourth week of the fall, spring and summer terms.
4. Each chapter president must conduct a one-on-one meeting with his/her council advisor at least once per semester.
5. Each chapter advisor must conduct a one-on-one meeting at least once per academic year with the Coordinator for Sorority & Fraternity Life.
6. Each chapter must submit all required membership intake/new member education paperwork (New member roster, anti-hazing/grade release form, intake/recruitment intent form) by the required date(s).

ANNUAL ORGANIZATION REGISTRATION RENEWAL

Annual Registration Deadline

Registered Student Organizations are required to renew registration annually through OrgSync by July 31st. Missing this registration renewal deadline will result in a freeze on allocated funds (and revocation of Start-Up funding), and your organization will not be permitted to participate in the Student Organization Fair. Groups or organizations that allow their registration to lapse are denied all rights and privileges accorded student organizations and should not operate on University campuses. Repeated attempts to operate without University registration could result in disciplinary action against the individual students involved.

Sponsored Student Organizations are required to renew registration annually through OrgSync by July 31st. Missing this registration renewal deadline will result in loss of participation in the Student Organization Fair. Groups or organizations that allow their registration to lapse are denied all rights and privileges accorded student organizations and should not operate on University campuses.

Renewal Directions

Annual registration renewal involves updating your OrgSync portal in preparation for the coming academic year. E-board contact information, the organization's constitution, and all other organization information should be updated. Visit the SAGA website for step-by-step registration renewal instructions.

ORGANIZATION MANAGEMENT

Common Executive Board Positions

RSOs have a right to structure their organizations to best meet their individual needs and to accomplish the organization's mission and goals.

At a minimum, RSOs must identify 3 individuals to serve in the following e-board positions: President/Primary Contact, Treasurer, and a Campus Activities Network (CAN) Representative. Additional common e-board positions include Vice President, Secretary, Social Media Coordinator, or Service Chair. Position titles with comparable responsibilities as the positions previously listed are permitted with SAGA approval.

Executive Board Expectations

RSO e-board members are expected to fulfill their roles and expectations of their job description as determined by their organization's constitution. E-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.

E-board members are expected to connect with SAGA and other campus resources when needed. E-board members are also highly encouraged to attend the various workshops and programs designed to support student leaders.

Organization Constitution

It is mission critical that RSOs have and maintain an organization constitution. An RSO's constitution should be the guiding document for the organization, and all matters related to an RSO must comply with the organization's constitution. RSOs are required to have a current constitution, reviewed annually, in order to renew annual registration as an official RSO. For some tips on how to draft or edit a constitution for your organization, you can find a constitution template, as well as a sample constitution, on the SAGA website.

At minimum, an organization's constitution must provide:

- **Name and mission statement of the organization**
Writing a mission statement for your organization is sometimes intimidating but can be simplified by asking, "Why did we establish this group?" and "What do we hope to accomplish?"
- **Qualifications for membership and eligibility of voting membership**
Only students registered with Loyola University Chicago are eligible to be officers and/or voting members. Be sure to define what it means to be an active member (for example, is it based on meeting attendance? Payment of dues? Achievement-based?), as well as who has the right to vote (for example, is it only active members? Is it only the e-board?).
- **Basic operating procedures of the organization**
Procedures may include, but are not limited to: the elections process, how to establish committees, procedure for facilitating general meetings, delineation of executive board officer positions and their role descriptions, and a procedure for amending the constitution

- **Non-discrimination statement**

Discrimination, harassment, humiliation, hazing, and ridicule are strictly prohibited. The constitution should include the university's anti-hazing statement and non-discriminatory policy. Each can be found in the constitution template on the SAGA website.

- **Dues**

If you decide to have membership dues, choose a reasonable amount as a group. It will help to know how much money you'll need for the year first. What if someone can't afford the dues? Be sure to disclose to due paying members how the dues will be used. Also, establish a policy/plan regarding what happens to money left in the treasury should the group disband.

- **Advisor information**

Each student organization must have a full-time faculty/staff member serve as their advisor. Be sure to outline the group's expectations of their advisor clearly so that both the organization and the advisor have a common understanding of the advisor's role.

ACTIVITY PLANNING

Activities can be the hallmark for Registered Student Organizations. With more than 200 registered 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 RSO to fully understand all activity policies and requirements.

Non-SAF Funded Activity Requirements

- Registered student organizations must register all activities with SAGA through the Activity Request Form. This DOES NOT include general or e-board meetings.
 - Activity Request Forms for unfunded events must be submitted at least 2 weeks prior to the event day.
 - Fundraisers, information tables, and activities open to non-members are considered RSO events.
- All activities must adhere to University or SAGA policy and federal, state and local laws.
- Student organizations 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.
- All revenues generated from activities that are not supported by the SAF must be deposited into your student organization's University Revenue (2510) account.

SAF Funded Activity Requirements

- Registered student organizations must register all activities with SAGA through the Activity Request Form. This DOES NOT include general or e-board meetings.
 - Activity Request Forms must be submitted at least 2 weeks prior to the event day.
 - Fundraisers, information tables, and activities open to non-members are considered RSO events.
- All activities must adhere to University or SAGA policy and federal, state and local laws.
- Student organizations 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.
- The activity must be planned primarily for Loyola University Chicago undergraduate students and be open to the general University community.
- The activity is appropriate based on the mission and goals of the organization.
- All promotion materials must include that the event is sponsored or funded by the Student Activity Fund (SAF).
- All contracts, check requests, credit card requests, etc. must be submitted by the appropriate deadlines.

- All receipts must be submitted within 48 hours of the activity. In the event that the activity falls on a weekend, all receipts must be submitted by 5pm the next business day. Remember to reflect tipping, if applicable. **If your organization fails to submit a receipt by the deadline on more than one occasion, your credit card payment privileges will be revoked for the remainder of the semester.**
- All revenues generated from SAF-supported activities must be deposited into your student organization's main University account. Revenue from SAF fundraisers can be requested for donation to a 501(c)(3) non-profit organization, or it will get swept back to the SAF for re-allocation.

Contracts

Registered Student Organizations may establish agreements with non-Loyola businesses or individuals for services. Any time an RSO establishes an agreement for services (anything other than tangible goods) with an off-campus individual, group, or company, an LUC Event Agreement or LUC Contract Rider must be used (regardless of cost or fee – contracts must be submitted even when there is no payment associated with the contract). All agreements/contracts must be signed and executed by Student Activities & Greek Affairs.

A completed contract can be defined in one of two ways:

1. Vendor's Contract/Terms of Agreement (signed by vendor) + LUC Contract Rider (signed by vendor) + Vendor's W-9 + Vendor's Certificate of Insurance
...or...
2. LUC Event Agreement (signed by vendor) + Vendor's W-9 + Vendor's Certificate of Insurance

**Contracts submitted late (less than 4 weeks prior to event date) or incomplete (missing a component outlined above) will be denied.*

All contracts are to be submitted via upload on the corresponding OrgSync payment request. Unpaid contracts should be submitted for \$0 following the same procedure, and with the same deadlines, as a paid contract.

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

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. RSOs or individual RSO members themselves are not permitted to contract with outside parties, and should never sign a contract. A member of the Office of the Vice President of Student Development must review and sign the agreement before it is valid.

Violation of this policy is a serious offense and may be referred to the Student Conduct System for failure to comply. RSOs or RSO members may also be held financially responsible for any monetary damages or personal contractual agreements.

Blank templates of contracting documents can be found at the SAGA website.

Relevant University Policies

The following policies are specifically related to student organizations and should be familiar to RSO e-board and general members. *For a full description of each policy please visit: LUC.edu/OSCCR or the Community Standards.*

- Alcohol
- Bottled Water Purchase
- Contracting
- Film Licensing
- Food Safety
- Free Expression, Demonstration, & Fixed Exhibits
- Fundraising
- Gambling (Raffles)
- Hazing
- Political Activity
- Posting
- Solicitation
- Speaker Policy
- Ticketing

Alcohol Policy (for all recognized student organizations)

It is a privilege to be a student organization that is recognized by Loyola University Chicago. Student organizations are expected to exercise good judgment in planning and promoting their activities; and therefore, are responsible for assuring compliance with procedures and policies as outlined in the student organization handbook and the Community Standards. Additionally, when hosting an event or activity where alcoholic beverages may be served and/or consumed by individuals 21 or older it is expected that the *Loyola University Chicago Alcohol and Other Drugs Policy* be followed and enforced. All recognized student organizations (SSOs and RSOs) are subject to regulations concerning alcohol when hosting sponsored events on or off-campus. This includes any event an observer would associate with the student organization. Recognized student organizations (RSO or SSO) may only sponsor events where alcohol is present under the Recognized Student Organization Alcohol Policy.

For the specific guidelines of the Alcohol and Other Drugs Policy, see the "Risk Management" section.

Bottled Water Purchase Policy

Purchase of bottled water for student organization sponsored events is prohibited. Student organizations may not purchase bottled water (including gallon size or larger) with either SAF or private revenue funds, and reimbursement will not be afforded for purchase of bottled water. Provision of bottled water is prohibited for on-campus events. Organizations are encouraged to contact LUC Catering (LUC.edu/catering) to secure water for on-campus events.

Contract Policy and Due Dates

See beginning of "Activity Planning" section for description

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. LUC Libraries holds the screening rights for a number of films (a list can be found on the SAGA website). If the library does not hold the screening rights to a film, those rights can be purchased online through Swank.com.

Food Safety Policy

See “Risk Management” section for policy description

Free Expression, Demonstration, and Fixed Exhibit Policy

Including Approval Process

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.

These guidelines are intended to assist students who wish to plan and/or engage in organized dissent. Safety, protecting the reputation and good name of the institution, and maintaining the operations of the campus are paramount concerns for the University. Accordingly, failure to comply with these guidelines constitutes a violation of the Community Standards and may result in disciplinary action or (as in cases involving criminal behavior) arrest and prosecution.

Should a student organization choose to host or sponsor a peaceful demonstration or fixed exhibit on campus, full guidelines and approval processes can be found on the Division of Student Development’s website, found here: <http://www.luc.edu/studentdevelopment/departments/deanofstudents/demonstration/>

Fundraising Policy

See “Funding” section for description

Gambling (Raffles) Policy

Gambling, raffles, and unauthorized games or contests of chance are prohibited when associated with a recognized 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.

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.

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 registered student organizations are planning any political activities please consult the University's Guidelines for Political Activities Policy (LUC.edu/policy).

Posting Policy

Student organizations may post and distribute print materials on-campus. All materials must indicate the name of the sponsoring student organization; and if funded through the SAF, the SAF must be listed as a co-sponsor. All materials written in a foreign language must include the equivalent English translation. Students may advertise activities through the use of posters and/or flyers in campus buildings and residence hall with the understanding each building has a set of guidelines. It is the responsibility of the RSO to seek approval from each individual building it wishes to post and distribute in. The right to post on campus is limited and governed by the policy listed in the Community Standards which can be found on the SAGA website.

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 of 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 LUC.edu/policy.

Ticketing Policy

Recognized 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 must be done through the Damen Student Center or Terry Student Center Information Desks. If an RSO is selling tickets at the door of an event, those ticket sales need to be done through the use of a SAGA Cash Box (see the Cash Box Policy).

To sell tickets at the Damen Student Center or Terry Student Center Information Desks, organizations must complete a Ticket Distribution Form found on OrgSync. All ticket sale revenues will be deposited into the RSO's University Account or swept back into the SAF unless specified as a fundraiser.

Ticket distribution forms must be submitted 7 business days prior to your ticket sale start date. Physical tickets must be submitted to the Damen Student Center Information Desk at least 3 business days prior to ticket sale start date.

Forms/Documents

Activity Request Form (ARF)

RSOs are required to complete and submit an Activity Request Form, via OrgSync, a minimum of 2 weeks in advance of any RSO event or program – this DO NOT include general or e-board meetings, but does include fundraisers, information tables, and any activities open to non-members. Directions for submitting an ARF can be found on the SAGA website. A Student Activities & Greek Affairs staff member will review the request and will send a confirmation of receipt and request response via email within 1 week of submission.

Cash Box Request Form

RSOs must use the Cash Box Request Form for activities where money is exchanged (includes fundraising, ticket sales, etc.). SAGA will provide cash boxes as well as a safe for temporary money management and storage. An account loan can be provided up to \$50 in the case where change is needed. The Organization Supply Request form is due 48 hours prior to the event, via OrgSync. Cash box and funds must be returned within 24 hours after the event concludes; if the event falls on a weekend and the SAGA office is closed it is expected that the cash box and funds are returned the following business day by 5:00pm. The deposit must be returned at the same time as the cash box.

Budget Appeals Form

See “Budget Appeals” portion of the “Fund Management” section

Contract Rider (Contract document)

See “Contracts” portion of “Activity Planning” section

Credit Card Payment Request

Payment requests must be submitted **at least 3 business days prior to the date of purchase**. All items requested via a credit card payment request must be obtainable via phone or online. SAGA will not go to a store or vendor to make purchases.

1. The date of purchase is often before the actual event date. It is the responsibility of the organization to factor in order size, tax-exemption, and shipping time when deciding when to submit their payment request. Do not wait until three days prior to your event to submit your request!
2. Only businesses found on the SAGA Preferred Vendor List will be approved for SAGA credit card use. If using a non-preferred vendor, *Reimbursement* is the only payment option.

In the event that the vendor or individual does not accept credit card payment over the phone or online, RSO’s are required to make the payment on their own and can file a *Reimbursement* payment request to be refunded for the cost of the purchase.

Driver Agreement Form

Participants that are driving in private vehicles must complete a Driver Agreement via OrgSync at least one week prior to their departure. This agreement will state that the participant understands that their personal insurance will be used to cover any claims made.

Internal Billing Form (IBF)

The IBF is used when RSO’s are utilizing internal Loyola services. To use IBF for the LUC Copy Center, visit the copy center first and then bring your completed form to SAGA for funding approval. Once your copies are complete, submit an OrgSync payment request to reflect the use of those funds. To use IBF for Aramark Catering, student organizations must place their order, and then upload the invoice via your OrgSync payment request.

Line Item Transfer Form

RSOs may find that they have under/over estimated costs for parts of their program. In some instances, organizations may request a line item transfer for up to \$1,000. Line Item transfers may only be used to transfer funds from one approved line item to another approved line item within the same approved event budget. To request a line item transfer, please fill out a Line Item Transfer Form via OrgSync.

Performance Bid Form

RSOs should use this form to secure a quote from any off-campus individual, group, or company. This form is not a contract, but can be used as an official quote for the purposes of securing SAF funding through the Allocations Committee. This form can be used for getting a quote from guest speakers, comedians, musicians, DJs, etc. and can be found on the SAGA website.

Event Agreement (Contract document)

See "Contracts" portion of "Activity Planning" section

Reimbursement Payment Request

Members of RSOs can seek reimbursement for purchases made on behalf of the organization from previously secured funding. All reimbursement payment requests are due within 4 weeks of the event date and will come from the RSOs University Account. Reimbursements will only be covered in the event that the RSO has enough funds to cover the cost of the reimbursement. In addition to the OrgSync reimbursement payment request, individuals must submit **itemized** receipts outlining what items were purchased. Some items are prohibited from being reimbursed. Prohibited reimbursement items include, but are not limited to: bottled water, sales tax, fuel (University policy requires the standard mileage reimbursement rate), and alcohol.

Reimbursements can take up to four weeks from the date of submission. If the individual being reimbursed is a Loyola University Chicago employee the reimbursement will be incorporated into that individual's paycheck.

Ticket Distribution Form

RSOs must use the Ticket Distribution Form (available on OrgSync) any time an organization is pre-selling tickets to an activity either on or off campus. Ticket Distribution Forms are due at least seven days prior to the event. All pre-sale tickets will be sold at the Damen Student Center or Terry Student Center Information Desks and all revenues will be transferred to the RSOs University Account unless specified as a fundraiser.

Travel Information Form

RSOs traveling over 100 miles domestically or internationally are required to complete and submit a Travel Information Form through OrgSync at least 10 business days in advance of domestic travel dates and 8 weeks in advance of international travel dates.

OrgSync

Access

All active student organizations have access to an OrgSync portal and all of the capabilities that OrgSync has to offer. To be an active student organization, organizations must renew annual student organization registration prior to the July 31st deadline.

Capabilities

OrgSync is designed to be an all-in-one online organization management system for RSOs. OrgSync offers the ability to communicate with members, manage your roster, and organize your organization's files and documents (i.e., current organization constitution). OrgSync has the ability to do the following:

- Website Creation
- Roster

- Communication to Members
- Wall Postings
- Discussion Boards
- Elections
- Budgeting
- File/Photo Storage
- Calendars
- Alumni Management
- Form Creation and Submission
- Communication to other organizations
- Activity Management
- Transitions Assistance

Usage and Requirements

Everything from starting an organization to the organization registration renewal process is done via OrgSync. All RSOs are required to actively maintain and utilize their OrgSync accounts. All communication from SAGA to RSOs will be done through OrgSync. All SAGA forms are housed and can be accessed via OrgSync. RSOs are required to keep an up-to-date contact list of officers on their OrgSync page, as well as, up-to-date meeting times and other activities. All contract submissions and funding procedures are maintained through OrgSync; all relevant documents should be uploaded as necessary.

Webspace

RSOs can design and maintain their organization website via OrgSync. RSOs can control everything from the layout and design to your webpage’s URL. OrgSync allows for complete customization of your organization’s website.



RISK MANAGEMENT

Food Safety

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. If the event requires unique catering that Aramark is unable to provide; student organizations should comply with the following expectations:

Temporary Food Sales and Special Event Requirements:

Any RSO 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 from a vendor listed on the Preferred Vendor List. Special accommodations can be arranged for an RSO to prepare food on campus in partnership with Aramark.
- Only prepackaged, store bought or donated items may be sold.
- To prevent contamination it is expected that RSO representatives 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 authorized food establishments and must be portioned out for single servings.
- Gloves must be worn when selling or serving food.
- 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.
- Any event being held in an Aramark space during hours of operation must use Aramark services (Information Commons - 4th floor, Palm Court, Piper Hall, Donovan Reading Room)
- Cookouts or grilling is prohibited unless Aramark or a Student Activities & Greek Affairs approved vendor is used as the food service provider. Vendor must supply and cook food. Students may serve food but are required to wear gloves.

Food vendors listed on the preferred vendor list have provided both documentation of safe food handling procedures and proof of insurance coverage.

If you would like to work with a food vendor that is not currently on the preferred vendor list, please email request to add vendor to activities@luc.edu. The organization can work directly with the prospective vendor to secure proof of safe food handling procedures and proof of insurance coverage and submit documentation to SAGA. If requirements are met, the vendor will be added to the Preferred Vendors list within 30 days.

Student Organization Alcohol Policy and Guidelines

It is a privilege to be a student organization that is recognized by Loyola University Chicago. Student organizations are expected to exercise good judgment in planning and promoting their activities; therefore, they are responsible for assuring compliance with procedures and policies as outlined in the [Recognized Student Organization Handbook and the Community Standards](#). Additionally, when hosting an event or activity where alcoholic beverages may be served and/or consumed by individuals 21 and older it is expected that the *Loyola University Chicago Alcohol and Other Drugs Policy* be followed and enforced. All recognized student organizations are subject to the regulations concerning alcohol when hosting sponsored events on or off-campus. This includes any event an observer would associate with the student organization.

Recognized student organizations (RSO or SSO) may only sponsor events where alcohol is present under the following guidelines:

1. No alcohol may be purchased with SAF or organizational funds.
2. Student organizations are prohibited from hosting fundraising events with alcohol.
3. No student organization shall sell alcoholic beverages.
4. The cost of the alcoholic beverages may not be included in any admission, meal, or entertainment charge.
5. No student organization shall collect a cover charge, donation, or admission fee, which entitles a guest to alcoholic beverages.
6. No student organization may utilize alcoholic beverages as contest prizes.
7. Events involving alcohol must be closed events with a set guest list.
8. At any organization event involving alcohol, the sponsoring organization must designate a willing and sober representative that will remain present and sober for the duration of the event. The sober representative's name and contact information must be submitted to SAGA at least 3 business days before the event.
9. Student organizations are prohibited from serving or selling alcohol to minors or purchasing alcohol for minors, and the organization must take reasonable precautions to prevent underage consumption of alcohol.
10. Sponsorship with corporations or businesses which produce, sell, or distribute alcoholic beverages is prohibited.

11. Alcohol is absolutely prohibited at membership recruitment and new member activities.
12. Promotion and advertising materials may not include alcohol related messaging.
13. Student organizations must ensure that alcohol is not the focal point, the reason for, or the drawing card for an event.
14. Student organizations must provide food and non-alcoholic beverages when alcohol is present at an event.
15. All alcohol at events must be served by a licensed third party vendor (restaurant, hotel or similar operation).
16. On-campus events with alcohol must follow all applicable campus policies.

Sponsored Student Organizations (SSO):

When hosting an event or activity with alcohol, on or off-campus, it is the expectation that all SSOs coordinate activities with their sponsoring department or office and comply with the *Loyola University Chicago Alcohol and Other Drugs Policy*.

Registered Student Organizations (RSO):

It is the expectation that all RSOs register their activities through the Orgsync Activity Request Form at least 2 weeks before the event. When hosting an event or activity with alcohol, on or off-campus, RSOs must check the box on the Activity Request Form indicating alcohol will be present and follow the subsequent prompts in order to comply with the *Loyola University Chicago Alcohol and Other Drugs Policy*. Additionally, RSOs are required to submit the set guest list (including name/birthdate of all attendees and designation of the organization's sober representative) to SAGA at least 3 business days before the event. Please print out your approved Activity Request Form and have a copy on hand at the event; this will help avoid confusion or questioning of the event's approval at the time of the event.

Liability Insurance Information

Student Organizations

Only sponsored or registered student organizations are 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 expected you work with SAGA to arrange for "additional insured" coverage so a certificate of insurance evidencing their insurance coverage can be provided. **Social Sororities and Fraternities see SFL Information section for additional insurance expectations.*

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.

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.

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 Student Activities & Greek Affairs. If it is determined your event requires waivers, please place your request for waivers at least 10 business days in advance of your event by emailing activities@luc.edu or by contacting SAGA.

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

- Make single-user copies for each individual participant. In some cases, a group waiver may be used. Contact Student Activities & Greek Affairs to determine which is most appropriate for your event.
- 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.
- 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!
- All waivers must be submitted to SAGA within 5 business days after your event. Waivers will be kept on file for 5 years.

Transportation

Registered student organizations must register all activities with SAGA through the Activity Request Form; which includes activities requiring transportation. Work with Student Activities & Greek Affairs to arrange transportation services or for additional information visit, www.LUC.edu/transportation.

Private Vehicles

- Participants that are driving in private vehicles must complete a *Driver Agreement Form at least one week* prior to their departure. This agreement will state that the participant understands that their personal insurance will be used to cover any claims made.
- Participants that are driving in private vehicles must obtain a copy of:
 - Glove Box Accident Form

In the case of an accident follow the instructions on the form. You must also submit a copy of the Glove Box Accident Form to SAGA within 24 hours of the accident.
- The following items are recommended to have in your vehicle during the trip:
 - First Aid Kit
 - GPS (if driving)
 - Flashlight
 - Cell phones for each vehicle/group leader
 - Credit cards for emergencies
 - Maps of your route and destination location
 - Jumper cables

Rented Vehicles

- RSO needing to rent a vehicle for RSO activities must work with Loyola's Campus Transportation Department, www.LUC.edu/transportation.
- When renting vehicles through Loyola's Transportation Services Department, Drivers are expected to go through driver training and will also be provided with:
 - Glove Box Accident Form

Forms can be found on the SAGA website
- The following items are recommended to have in your vehicle during the trip:

- First Aid Kit
- GPS (if driving)
- Flashlight
- Cell phones for each vehicle/group leader
- Credit cards for emergencies
- Maps of your route and destination location
- Jumper cables

Domestic Travel over 100 miles

- RSOs traveling over 100 miles from the University’s Lakeshore Campus must submit a *Travel Information Form* through OrgSync at least 10 business days in advance of travel date.
- Each RSO participant traveling must sign a Waiver Form available for download through OrgSync. A Liability Waiver Form must be submitted to the Office of Student Activities & Greek Affairs, DSC 127 no later than 48 hours prior to travel date.

International Travel

Any RSO with the intent to travel outside of the United States under the Loyola University and/or RSO name must adhere to the University’s International Travel Policy (www.LUC.edu/oip/pdfs/luctravelpolicyfinal.pdf) in addition to following the steps listed below:

- RSOs traveling internationally must submit a Travel Information Form through OrgSync at least 8 weeks in advance of travel date.
- Once Travel Information Form is on file, SAGA will assist the RSO in coordinating a Health & Safety Orientation through the Office of International Programs. This orientation must occur at least 6 weeks prior to the travel date.
- Each RSO participant traveling must sign a Liability Waiver Form available for download through OrgSync. A Waiver Form must be submitted to the Office of Student Activities & Greek Affairs, DSC 127 no later than 1 week prior to travel date.
- Each participant must purchase CISI Health Insurance, visit www.LUC.edu/oip/travelcenter to enroll. Proof of enrollment will be collected at the Health & Safety Orientation.
- If a trip includes non-Loyola participants (recent graduates, alumni, friends or family of Loyola or visiting students), they will be required to participate in the Health & Safety Orientation and purchase Loyola CISI insurance in addition to any existing personal health and travel insurance.

FUNDING

USGA Responsibilities – Allocation of funds

The Allocations Committee is comprised of Unified Student Government Association (USGA) senators who are elected through USGA elections. The Committee is responsible for the allocation of money, collected from the Student Development Fee, to RSOs that have submitted complete budget requests by the stated deadline.

The Allocations Committee operates when classes are in session. The Committee:

- Reviews all eligible budget requests
- Deliberates and votes how much funding to allocate to each request, based on a structured set of guidelines and available funding in the SAF
- Makes policy and procedural recommendations to Student Activities & Greek Affairs

SAGA Responsibilities – Management of funds

The management of the Student Activity Fund is controlled by SAGA after allocations decisions have been made by the USGA Allocations Committee. SAGA is responsible for authorizing budget transfers and expenditures on

student organization accounts, overseeing the day-to-day operations of the Student Activity Fund, and to support student organizations' financial planning. The Vice President for Student Development has jurisdiction of the Student Activity Fund program. They reserve the right to give final approval on all allocations of Student Activity Funds.

Sources of Funding

SAF: The Student Activity Fund (SAF) has been established to promote activities planned by student organizations that enhance the quality of student life at the University. The SAF is comprised of student development fees paid each fall and spring semester by full-time undergraduate students at Loyola University Chicago. All funds allocated to Registered Student Organizations (RSOs) are deposited into the RSOs University account. These funds are subject to the rules, procedures and policies of Loyola University Chicago. It is the responsibility of each organization's current officers and advisor to abide by all Student Activity Fund policies and procedures as set forth, as well as any applicable University policies and federal, state, or local laws.

There are two types of funding requests:

1. **Semester Budget Request (SBR):** SBRs are structured to cover funding for organizations' events and programs over the course of a single semester. The SBR budget cycle occurs twice an academic year – once in the spring and once in the fall. Requests must be made during the SBR process one term before the scheduled event or program. All SBR hearings will be heard by the USGA Allocations Committee on specified dates during both fall and spring semesters. As with any funding or expenditure request, late or incomplete submissions will not be accepted. See luc.edu/saga for a complete funding schedule.
2. **SPOT Funding Requests** - SPOT requests are for programs not included in the organization's Semester Budget Request (SBR). The SPOT budget cycle occurs twice an academic semester. Requests must be made during same semester as the scheduled event or program. RSOs may submit SPOT funding requests for up to 2 events per SPOT cycle. All SPOT hearings will be heard by the USGA Allocations Committee on specified dates during both fall and spring semesters. As with any funding or expenditure request, late or incomplete submissions will not be accepted. See luc.edu/saga for a complete funding schedule.

Start-Up Funding (SUF): Start-Up Funding is a budget of \$100 that is provided each semester to RSOs that are in good standing with the Student Activities & Greek Affairs office.

Purchases from SUF must satisfy student organizations' needs surrounding initial recruitment and promotion, particularly at the beginning of a semester. This includes:

- Copier charges
- Promotional items/giveaways, excluding t-shirts
- Food for recruitment programs (Think "Meet & Greet" or Info Sessions) early in the semester.

SUF does not fund:

- Costs associated with any SAF-funded event
- Food for organization meetings

The \$100 SUF budget line will be posted to your SPOT funding cycle for the semester. Treat it like any other SAF budget line: to use the money, submit an OrgSync payment request via the budget line. SUF will not roll over beyond the semester in which it is allocated.

Unity in Diversity (UID) Fund: The Unity in Diversity Fund is intended to support and cultivate educational events, programs, activities and educational opportunities that specifically address social justice and human diversity programming for the Loyola community (students, faculty and staff). Through this exciting opportunity,

the university aims to consolidate and advance multicultural education and to increase the overall campus climate for diversity. For specific funding deadlines and additional information regarding the application process please visit LUC.edu/diversity.

Eligibility for Funding

RSOs who wish to request SAF funding must first be in good standing with Student Activities & Greek Affairs. In order to be in good standing, RSOs must:

- Re-register annually each summer with Student Activities & Greek Affairs. Provide SAGA with an updated member roster annually and any officer changes throughout the year
- Send the treasurer and one additional e-board member to the SAF Treasurer/Budget Workshop annually
- Have no outstanding financial lapses (e.g. missing receipts, incomplete payments)
- Have resolved any SAF policy violation(s)

Groups who failed to attend required annual workshops and/or did not re-register by July 31st will be ineligible for \$100 in Start-Up Funding, will not be permitted to participate in the fall Student Organization Fair, and will have their account frozen until re-registration is complete.

Requesting Funding

RSOs may request SAF funding through a Semester Budget Request (SBR) or SPOT funding cycle. SAF funded events have a number of requirements and restrictions. Step by step instructions for filling out funding requests are covered in the Treasury Workshops and can be found on the SAGA website.

Expectations: Keep in mind that the Allocations Committee routinely receives more requests than the SAF can fund. In order to set your organization up for success, be sure to familiarize yourself with the funding guidelines below. **Remember that even the most thorough budget request could be denied due to lack of SAF funds.**

Documentation: As part of submitting a budget request from the SAF, student organizations must provide documentation for the items that they are requesting within their budget. Lack of adequate documentation is the number one reason for budget requests getting denied. Simply put, the Allocations Committee should be able to verify your requested budget amount through the documentation submitted. When considering what documentation to provide, think to yourself: "How can I inform the Allocations Committee of how I arrived at the budget amount we are requesting?" A packet of documentation examples is available on the SAGA website. Additional help is available throughout the year in the Office of Student Activities & Greek Affairs or during Allocations Committee office hours.

All SAF requests must meet the following eligibility criteria:

- The event or program must be planned primarily for Loyola University Chicago undergraduate students and be open to the general University community.
- The request is appropriate based on the mission and goals of the organization.
- The SBR or SPOT request is submitted to the Allocations Committee by applicable deadlines, using the appropriate official forms and proper procedures.
- An undergraduate organization member (preferably the listed contact person) should attend the Allocations Committee hearing and be prepared to speak about the event and answer questions.
- The event must fall between the first day of class and the last day of class during the semester. No funding is available for events over breaks, holidays, or finals (see University calendar).

The following types of requests for SAF funding are prohibited, but not limited to:

- Any event or program NOT open to the general LUC undergraduate community;

- Memberships or dues, private lessons, or payment of salaries (i.e. ongoing payments);
- Non-current expenses (e.g. bills from a previous year);
- Expenses related to conference attendance (e.g. travel costs, registration, etc.);
- Food at regularly scheduled meetings or organizational receptions and dinners exclusive to that organization;
- Personal clothing unless it is considered integral to the production of an event (i.e. costumes, but not club t-shirts);
- Any type of athletic or reusable equipment;
- Political activities or activities sponsored by an outside political entity (see Guidelines for Political Speakers for more details, LUC.edu/policy);
- Any type of straight contribution in any form or manner including political or religious donations;
- Residential maintenance or repairs;
- The purchase of alcoholic beverages;
- The purchase of bottled water (includes gallon size and larger);
- Taxes of any kind (except hotel service taxes or other non-sales related tax required by law);
- Activities that are exclusive to the membership of a particular organization (e.g. retreats);
- Rental of off-campus venues that will only be used for a business meeting, athletic practice or internal purpose;
- Newsletters or other subscriptions;
- Ad space in the Loyola Phoenix;
- Any costs related to or in support of raffles, illegal gambling, or other illegal activity;
- Activities and/or programs which advocate a position contrary to the University's Jesuit, Catholic tradition.

Fundraising/Revenue-Producing Events

RSOs may raise money for internal organization operations, or for philanthropic purposes. Any revenue generated by an SAF-supported event must be donated to a non-profit organization, or it will be swept back into the SAF to be re-allocated. Any revenue generated by an event that *is not* supported by the SAF must be deposited into the organization's Revenue (2510) account and will carry over from year to year. The fundraising activities should reflect the organization's purpose as stated in its constitution.

For revenue-producing events, an admission fee may be charged to reserve seats or assure attendance. The SAF has been specifically designed to fund activities planned by and for Loyola University Chicago students; attendees from outside of the University (the general public, students at other universities, and family members) must be charged a nominal fee for attendance at Loyola events. Groups anticipating participation from outside of the University should plan accordingly.

See Cash Box section below for money handling requirements.

All registered student organizations wishing to fundraise (on or off-campus) must have a completed Activity Request Form on file with SAGA prior to collecting any money or goods. Funds raised must not be considered taxable revenue. If the following three factors apply, the revenue MAY be taxable:

1. Is this a trade or business activity looking to generate a profit?
2. Does this activity occur on a regular basis (daily, weekly, monthly, etc.)?
3. 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.

1. Must be a 501(c)(3) non-profit organization
2. Cannot be a political organization
3. Must align with the RSO's mission

The following fundraising options are permitted on campus, but are not limited to:

- Bake Sales (Please see Food Safety Policy)
- Selling items (flowers, donated items, etc.)
- Selling services (car washes, waiting tables, etc.)
- Rummage Sales
- Charging admission, in the form of ticket sales
 - For an SAF funded event, proceeds from the event can only be used to support the charity of the student organization's choice
 - Revenue, earmarked for donation, can't exceed \$15.00 per ticket without SAGA approval
- Requested donations at events (funds raised will be deposited into RSO revenue account to be carried over from year to year)
- Selling concessions at an event (SAF CANNOT be used to purchase supplies/concessions)
- 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:

- 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 Student Activities & Greek Affairs.
- Events/activities promoting and/or providing alcohol.
- Eating contests.
- Date auctions.

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 student organization's University 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.

Making a donation:

- Proceeds were voluntarily contributed with the understanding of the cause or purpose
- The organization receiving the funds must provide SAGA a current W-9 and an invoice or other documentation reflecting the total monetary amount of the donation. A donation check cannot be generated without this accompanying documentation.
- The donation directly relates to the mission and purpose of the student organization as indicated in the organization constitution

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.** 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 RSO 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:

1. The check is made out to Loyola University Chicago with the specification of where funds should be devoted or distributed.
2. The check is given to the Loyola administrator (SAGA Staff), who will make sure that the check is deposited to your University student organization account.
3. The acknowledgment letter will be sent to the donor from Loyola University Chicago. That letter can be used as the supporting document for tax deduction purposes.
4. Funds will be held in your account until the request from an organization is received by SAGA.
5. When the request is received, the Student Activity Fund Coordinator will review request to make sure that the funds are being used appropriately.
6. If expenses are approved, the check will be issued to the vendor.
7. All unused funds will remain in your account and will carry over to the next year.
8. The Student Activity Fund Coordinator has final approval of all expenditures.

FUND MANAGEMENT

Cash Box

Registered student organizations are required to reserve and use SAGA cash boxes for events/activities (whether held on or off campus) where money is exchanged (includes fundraising, ticket sales, etc.). SAGA will provide cash boxes as well as a safe for temporary money management and storage. An account loan can be provided up to \$50 in the case where change is needed. Guidelines for use are as follows:

- The registered student organization must submit Cash Box request form 48 hours prior to the event via the Organization Supply Request form on OrgSync.
- Cash box and funds need to be returned 24 hours after the event concludes; if event falls on the weekend and the SAGA office is closed it is expected the cash box and funds are returned on the next business day.

- The deposit form must be completed and returned at the same time as the cash box to document original amount loaned (if applicable), amounts collected, total deposit amount and indicate a signature of witness confirming the return of the box and loan funds.
- Funds will be deposited to the RSO's University Account.

Payment options

When there is a need to make a purchase for registered student organization purpose, organizations can choose from four different types of purchasing methods. Regardless of the purchasing method, requests need to be submitted via a payment request form (found in the Treasury module) on OrgSync by the relevant deadlines. SAGA does not operate with check books and/or cash, and currency of all purchases/reimbursements must be in US dollars.

1. Check Payment Request – This form is used to request a check for performers, vendors or other externally contracted services. Check requests must be completed **at least four weeks** in advance of the event date. For a check to be generated for your payment, all contracting materials must be uploaded in their entirety with the check request before the deadline. (See “Contracting” section for more details on required components of a contract.)
 2. Credit Card Payment Request – This form is used to arrange pre-event purchases. Payment requests must be submitted **at least 3 business days prior to the date of purchase**. All items requested via a credit card payment request must be obtainable via phone or online. SAGA will not go to a store or vendor to make purchases.
 - a. The date of purchase is often before the actual event date. It is the responsibility of the organization to factor in order size, tax-exemption, and shipping time when deciding when to submit their payment request. Do not wait until three days prior to your event to submit your request!
 - b. Only businesses found on the SAGA Preferred Vendor List will be approved for SAGA credit card use. If using a non-preferred vendor, *Reimbursement* is the only payment option.
 3. Reimbursement Request – This form is used to reimburse students for any approved expenses incurred on behalf of their organization. An e-board member can submit one form per student, *not per expense (the request must come from an e-board member, but the reimbursement can be made out to a general student member)*. No reimbursements will be given when food is purchased using a non-preferred vendor. **Loyola does not reimburse sales tax.** Reimbursements may take up to 4 weeks for processing.
- Internal Billing (IBF) – This form is used to record payment for internal University expenses (Aramark catering, LUC Copy Center, Campus Safety requests, etc.). It is imperative that students record these costs in order to maintain an accurate budget on OrgSync. Contact SAGA for your university account number, if necessary.

Submitting receipts

All receipts associated with any purchase are due back to the SAGA office no more than two business days after the purchase. Remember to reflect tipping, if applicable. Submitting receipts for credit card payments is imperative to an organization's ongoing access to credit card payment privileges! **If your organization fails to submit a receipt by the deadline on more than one occasion, your credit card payment privileges will be revoked for the remainder of the semester.**

RSO University Accounts

Every Registered Student Organization is eligible to open a six digit University account. University accounts offer RSOs the ability to: be tax-exempt for purchases pre-arranged through SAGA, purchase goods or services through on-campus vendors (Aramark catering, copy center, etc.), have secure accounting practices and record keeping and limit the individual risk associated with having an outside bank account.

There are two kinds of accounts that are available to Registered Student Organizations. Anytime SAF funding is involved, organizations should utilize their main University account. Organizations also have access to a Revenue account (10XXXX-2510); monies in an organization's revenue account roll over from year to year and are never swept (removed).

Access to your University account is limited to the individuals listed as a member of the e-board in your OrgSync registration profile. Those individuals are expected to attend one e-board treasurer/budget training per academic year.

Making Deposits

All deposits for organizations must be turned in at the SAGA office within 24 hours of the event. All checks must be made payable to Loyola University Chicago. A deposit receipt will be provided to your organization at the time of deposit along with a corresponding deposit entry to your OrgSync treasury module.

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 University account for all organizational banking needs. Under no circumstances are 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. Any revenue generated through organizational function regardless of how this function is funded (SAF, UID, etc.) have to be deposited into the RSO University Account.

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 registered 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.

Budget Transfers

RSOs may find that they have under/over estimated costs for parts of their program. Budget transfers may only be used to transfer funds (up to \$1,000) from one approved line item to another approved line item within the same approved event budget.

All line item budget transfer requests, regardless of size, should be submitted to the Office of Student Activities & Greek Affairs for approval via a Line Item Transfer Form, found on OrgSync. Requests must be approved by the Office of Student Activities & Greek Affairs before the transfer and/or any related spending can occur.

If an event is cancelled, or is not going to occur in the form that it was originally funded (i.e. the event was originally funded as a dance, but the organization now wants to have a dinner), it is considered an unapproved event and that portion of the budget will be frozen. The money will be swept from the organization's account and returned to the Student Activity Fund (SAF) to be reallocated by the Allocations Committee.

Budget Appeals

Registered student organizations may file an appeal of the Allocation Committee's funding decisions with the USGA Senate. An organization that wishes to appeal a funding decision must complete a Budget Appeal Form (found on OrgSync) within 5 business days of receiving the Allocation's Committee's decision letter. Making fundamental changes to the budget proposal will waive an organization's right to an appeal. In the absence of any fundamental changes to the petitioning student organization's funding request, it will be placed on the agenda for the next USGA Senate session.

There are two grounds for appealing a funding decision:

1. Procedural Error – The appealing organization must prove that the Allocations Committee failed to adhere to its guidelines. The USGA Senate will then decide whether adherence was breached and, subsequently, whether to fund the RSO request in full or to uphold the Committee's original decision.
2. Line Item appeal – The appealing organization must prove that a partially approved line item was reduced (i.e., the allocated amount is smaller than the requested amount), and that the reduction in funding is prohibitive to hosting the event. Please remember that a Line Item appeal is only applicable to partially approved line items within a budget request.

During an appeal to the Senate, the Chair of the Allocation Committee will present a detailed report on the rationale for the Committee's decision. The student organization will then have the opportunity to present their case before the Senate.

Appeal decisions will be communicated to SAGA and the student organization within 24 hours of the Senate's vote by the Chair of the Allocations Committee.

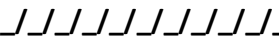
Violations

Violation of Student Activities & Greek Affairs 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 RSO University Account
- Loss of Start-Up Funding for the semester or year
- Removal of all current monies from the RSO University Account
- Denial of Room Reservation permissions for the semester or year
- Loss of future SAF funding
- Rescinding of RSO status
- Mandated training or workshops
- Participation in appropriate dispute resolution processes through the OSCCR

At the discretion of SAGA, 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.



SPACE

All Registered 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 registered student organizations provide for the campus community and firmly support those initiatives by providing space for RSOs to function; however, this privilege comes with responsibilities and expectations.

Expectations

Registered 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.

Registered student organizations are expected to notify Campus Reservations at least 48 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 48 hours in advance, room reservation privileges will be suspended for a minimum of 1 week.

Registered 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.

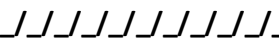
Registered student organizations are expected to have their room reservation confirmation on hand to ensure that campus spaces are being used by the appropriate parties.

Not all spaces are able to be reserved through Campus Reservations; however, it is encouraged that you start with Campus Reservations so you will be directed to the correct source for rooms available through other campus resources. To reserve a room on campus please visit LUC.edu/campus_reservations. Before reserving a space through Campus Reservations it is expected that you have familiarized yourself with their policies and procedures.

Space Requests Guidelines

The information below is a set of space guidelines, established by SAGA and Campus Reservations.

- All campus reservations must be placed via 25Live.
- To reserve a space you must submit your request at least 1 week in advance
- All overnight space requests require approval from the Assistant Vice President of Student Life or designee. Campus Reservations will not approve the request without prior approval.



ADVISORS

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 Student Activities & Greek Affairs.

When choosing an advisor, make sure to select someone who will devote time and energy to your organization, be an active participant and, when possible, have a connection and/or expertise related to the mission and purpose of your organization. If you need assistance selecting an advisor, please contact Student Activities & Greek Affairs.

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.

For the advisor, there are many intrinsic rewards that come with advising a student organization. Advisors get to enjoy the satisfaction of assisting students develop confidence and leadership skills through organizational programming and watch the organization, as it strives to work towards common goals. Being an advisor is a great way to develop a personal relationship with students while connecting with the university community, and to witness first-hand how student leaders build character, trust, self-confidence, and responsibility.

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 SAGA's request that when you decide to become an advisor, you incorporate the Advisor Pro-tips that will assist you in remaining an active participant and strong resource for your student organization.

Advisor Pro-tips:

- Read and understand University policies relevant to organizations and communicate these to the organization leadership.
- 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.
- Provide advice and counsel by sharing expertise, insights and ideas, and making recommendations when appropriate to help the organization reach their goals.
- 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 be used on any organization merchandise.
- Be abreast of all paid and unpaid contracts for performance or service agreements.
- Be aware of important deadlines and paperwork that the organization needs to turn in to the Office of Student Activities & Greek Affairs.
- Assist in the planning and implementation of events held by the organization.
- Be visible – make a strong effort to attend events and meetings hosted by your organization.
- Serve as a liaison to connect the organization with campus and community resources.
- Communicate regularly with SAGA's Coordinator for Student Organization Development and, when necessary, with other members of the Student Activities & Greek Affairs team.
- SAGA asks advisors to refrain from filling out documents and forms on behalf of student organizations. Please utilize these opportunities as leadership developmental and teaching moments for our students.
- 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.
- Work with students to help them discover their strengths and talents and find ways to put those talents into action.
- Provide continuity and stability over time and help the organization communicate consistent goals and organizational values.

- Assist new officers in order to build on history and develop long term plans for the future of the organization.

For a comprehensive list of advisor resources please visit the SAGA website.

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.

DEFINITIONS

Allocations Committee: The Allocations Committee is comprised of Unified Student Government Association (USGA) senators who are elected by their constituents in the USGA elections. The Committee allocates money collected from the Student Development Fee to Registered Student Organizations.

Budget: A budget is a projection of expenses necessary to plan for a program or event. Expenses could include event costs such as copies, office supplies, travel, advertising, food/catering services, etc. The primary sources of funding for most student organization events and programs are the Student Activity Fund, the Unity in Diversity Fund, membership dues and other fundraising activities.

Campus Activities Network (CAN): The Campus Activities Network (CAN) is a general meeting body where each registered student organization (RSO) sends a delegate, creating a monthly meeting assembly that serves the collective interest of Loyola University Chicago’s RSOs. CAN advocates for RSOs, provides resources to RSOs, and facilitates opportunities for RSOs to collaborate on programs and initiatives. CAN also serves as a direct link between USGA and Student Activities & Greek Affairs (SAGA). CAN is open to SSO members, but it is mandatory for RSOs.

(CAN) Board: The CAN board is made up of 5 student members. The CAN board is chaired by the Chief of Student Organizations (CSO) from the Unified Student Government Association (USGA). Sponsored Student Organizations are highly encouraged to attend CAN meetings, but are not required to attend.

Constitution: The fundamental principles for how an organization operates including elections, E-board duties, meetings, amendments, and other statements related to the function of the organization on Loyola University Chicago’s campus.

E-Board (Executive Board): A board of student leader positions consisting of, but not limited to: a President, Vice President, Secretary, Treasurer and CAN Delegate. Positions are elected by the organization per RSO constitution to hold office for one-academic or calendar year.

OrgSync: An online student organization management system that centralizes campus involvement and RSO’s registration and re-registration, communication, budget forms, event planning, etc. This platform is a required use for all RSO’s to communicate with current and potential members and Student Activities & Greek Affairs.

Raffle: 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 Student Activities & Greek Affairs.

RSO Advisor: 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 Student Activities & Greek Affairs. 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. Advisors are expected to ensure their RSOs are operating within the University and SAGA policies and procedures. *Social Sororities & Fraternities are required to have at least one alumni advisor and a faculty/staff advisor from Loyola.

Student Activity Fund: The “SAF” is comprised of student development fees paid each fall and spring semester by full-time undergraduate students at Loyola University Chicago. The Student Activity Fund is administered by the Office of Student Activities & Greek Affairs. The funds are allocated by the Unified Student Government Association Allocations Committee.

Tabling: Tabling is when student organizations are granted the permission to use University tables for the purposes of information sharing, fundraising, recruitment efforts or other organizational purposes. All tabling requests must be approved by Campus Reservations and/or University staff responsible for assigning tables. All tabling activities must be approved by SAGA through the Activity Request Form.

Unity in Diversity Fund (UID): The Unity in Diversity Fund is intended to support and cultivate educational events, programs, activities and educational opportunities that specifically address social justice and human diversity programming for the Loyola community (students, faculty and staff). Through opportunity, the University aims to consolidate and advance multicultural education and to increase the overall campus climate for diversity. To review the application process, please visit <http://www.luc.edu/diversity/>.