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STUDENT ORGANIZATION HANDBOOK

2017-2018

Student Activities & Greek Affairs

Arnold J. Damen Student Center, Suite 127

www.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. Recognized Student Organizations, 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 co-curricular involvement is an essential part of Loyola University Chicago. It provides 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

The mission of Student Activities & Greek Affairs (SAGA) is to offer 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 practical leadership skills they developed through their co-curricular experiences.
- Explain how their program engagement has resulted in a greater personal connection to the LUC community.
- Give an example of how their involvement in co-curricular experiences contributed to an awareness of personal and human identities.
- Identify two ways in which they positively impacted the LUC, Chicago, and global communities through their engagement activities.

Student Activities & Greek Affairs Supports

Campus Activities Network (CAN) advocates, represents, and supports the university's undergraduate registered student organizations.

Department of Programming (DOP) provides educational, social, cultural, and recreational programs to benefit the university community, and enhance the Loyola experience.

Recognized Student Organizations 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.

SGLC Allocations Committee manages the distribution of the Student Activities Fund (SAF), which provides funding for events/programs sponsored by the Registered Student Organization (RSO) community.

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 principle of unity.

Special Events include a number of student-centered large scale events (Welcome Week, Senior Send-off, Finals Breakfast) which bolster the student experience and serve to foster friendship and development.

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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, ability, citizenship, or national or ethnic origin. Social sororities and fraternities, where applicable, may retain gender specific membership. Once registered with Student Activities & Greek Affairs, the RSO becomes eligible for certain privileges and access to University facilities.

In order to be recognized by Student Activities & Greek Affairs, RSOs must:

- Be controlled and managed by undergraduate students; enrolled in at least six credit hours
- Keep membership in the RSO open to all Loyola University Chicago students
- Identify at least 5 enrolled LUC undergraduate 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 a LUCentral account
- Create, maintain and abide by a constitution created by utilizing the organization templated located on LUCentral
- 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, risk management, and all other regulations specified in the Student Organization Handbook
- Abide by Community Standards and all other university policies
- Annually renew organization's LUCentral 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 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 LUCentral, the student organization online management system. This is where you can create a webpage, store documents; manage rosters and a number of other valuable tools
- Listing of the organization in official publications of the University
- Use of campus bulletin boards and other designated posting areas
- Expertise of a faculty/staff advisor
- Access to the staff, resources, and services of the Department of Student Activities & Greek Affairs
- Ability to actively promote the goals, purpose, identity, programs, and activities of the organization
- Eligibility to participate in the fall and spring Student 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

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.
- 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 at (or with) a bar/tavern, 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.
- Presidents and Treasurers of registered student organizations must attend RSO Orientation.

- At least one executive board officer is required to act as the RSO delegate by attending monthly Campus Activity Network (CAN) General Assembly meetings- (3 per semester, 6 per academic year).
- An Activity Request is **required** for any RSO event or program; excluding on-campus general or e-board meetings. Activity Requests are completed by posting your event to the LUCentral calendar; this must be completed AT LEAST 14 days prior to the event date.
- RSO Advisors are required to sign and agree to the Advisor Agreement Form. The form acknowledges receiving and being familiar with University Policies and the Student Organization Handbook.

Organizations who fail to attend required orientations and/or do not renew organization registration will be ineligible for Start-Up Funding, will not be permitted to participate in the Student Organization Fair, and will have their account frozen until re-registration is complete.

Eligibility of Officers & Membership

All members must be currently enrolled students at Loyola University Chicago. 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. The University does not recognize the right of any organization external to the University to decide questions of membership.

For information/requirements regarding membership in social sororities and fraternities, please see “Social Sororities & Fraternities” section.

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.

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

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

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.

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

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

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 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.

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 LUCentral, the student organization online management system. This is where you can create a webpage, store documents; manage rosters and a number of other valuable tools.
- Use of campus bulletin boards and other designated posting areas.
- Expertise of a faculty/staff advisor designated by sponsoring department.
- Access to the staff, resources, and services of the Office of Student Activities & Greek Affairs.
- Ability to actively promote the goals, purpose, identity, programs, and activities of the organization.
- Solicitation of funds (fundraising) on campus under the organization's name, subject to the approval of the Dean of Students or designee.
- Eligibility to participate in the fall and spring Student 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 at (or with) a bar or tavern, 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.
- 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 General Assembly meetings; however, they are strongly encouraged to attend.
- SSO Advisors are expected to be knowledgeable of University Policies and the Student Organization Handbook.
- SSOs must submit a signed Sponsored Student Organization Agreement Form to SAGA, which outlines the roles and responsibilities for the sponsoring department

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 undergraduate 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 (listed below).

Registered Student Organizations (RSO)

For step-by-step instructions on how to submit a registered student organization (RSO) application, visit <http://luc.edu/saga/studentorganizations/startanorganization/neworgapplicationprocess/>.

Sponsored Student Organizations (SSO)

For step-by-step instructions on how to submit a sponsored student organization (SSO) application, visit <http://luc.edu/saga/studentorganizations/startanorganization/neworgapplicationprocess/>.

Sorority & Fraternity Community (SFL)

As a private institution, LUC chooses to carefully and intentionally manage the growth and expansion of the SFL 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 SFL community and enhance the undergraduate experience.

The process for expansion will always be initiated by the Office of Student Activities & 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.



SOCIAL SORORITIES & FRATERNITIES

Applicable only to RSOs falling under the social sorority and 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 and fraternity community for the Loyola sorority and fraternity community to ensure that they hold themselves to the high standards set forth by their 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.

The LUC SFL 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; providing fraternities with an official, representative student organization having power to oversee interfraternal issues; passing legislation, and representing 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; encouraging 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 sororities and fraternities by addressing, coordinating and developing strategic programming. MGC seeks to unify organizations within the council to promote higher education, provide community service opportunities, enhance leadership abilities, and serve as a liaison between other Greek Councils, the university student body, as well as the administration, thus meeting individual and collective needs, voicing concerns and improving campus life.

Panhellenic Council (PHC): The object of the Panhellenic Council shall be to develop and maintain sorority life and interfraternity relations at a high level of accomplishment and in so doing to: consider the goals and ideals of member groups as continually applicable to campus and personal life; promote superior scholarship as basic intellectual achievement; cooperate with member organizations and the LUC administration in concern for and maintenance of high social and moral standards; act in accordance with the National Panhellenic Conference UNANIMOUS AGREEMENTS and policies; act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights, and privileges of member organizations; promote philanthropy 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) – www.nicindy.org

National Panhellenic Conference (NPC) – www.npcwomen.org

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

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

Criteria for Membership

The Loyola University Chicago Sorority & Fraternity Life community participates in deferred recruitment. LUC requires that a potential new member or candidate for membership meet the following criteria:

- Be enrolled as a full-time undergraduate student
- Earn at least a 2.5 cumulative GPA
- Earn a minimum of 12 credit hours at Loyola University Chicago or transferred to Loyola University Chicago with a minimum of 12 credit hours from another college or university (post high school graduation)
- Be in good disciplinary standing with the University (students actively on university or residence hall probation are not considered in good standing)

Additional membership requirements are governed by the individual sorority and fraternity national/international membership intake guidelines. Please see the Deferred Recruitment Policy for additional details here: www.luc.edu/media/lucedu/greeklife/pdfs/Final%20Deferred%20Recruitment%20Policy.pdf.

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 (candidates, pledges, aspirants, associate members) are defined as individuals that have consented to begin the education/intake process leading up to initiation. At the time of initiation a new member will become an active member of the LUC sorority and fraternity community and their respective chapter.

Greek Standards and Awards Program

The Greek Standards and Awards Program (GSAP) is designed to assist chapters in achieving the highest level of excellence possible in programming and chapter management. The applications for each of the five (5) categories outline actions and policies of an ideal chapter. The process for preparing an award application in and of itself will assist the chapter in evaluating its programs and management. Submission of an application gives the chapter an opportunity to have its programs evaluated by Loyola faculty/staff that will provide written feedback.

All chapters are required to complete an application consisting of all five (5) categories every year, which include:

- Academic Achievement
- Risk Prevention & Accountability
- Community Service & Philanthropy
- Leadership & Membership Development
- Chapter Management

For specific instructions and required material, visit www.luc.edu/greeklife.

Risk Management for social sororities and 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 Loyola established risk

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

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

Alcohol and Drugs:

Organizations must comply with their organization's risk management policies and the LUC Community Standards policies. In addition, Sororities & Fraternities must also uphold the following policies listed. If policies differ, organizations must follow the more stringent policy.

- 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.
- 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/intake 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.

New Member Presentation Guidelines

Chapters hosting New Member Presentations must follow the New Member Presentation Guidelines. New Member Presentations shall be defined as the presentation of new initiates into an organization (i.e. “New Member Reveal,” “probate,” etc.). In order to ensure that all New Member Presentations represent the organization and institutional values and mission, the [New Member Presentation guidelines](#) will be used by Loyola University Chicago recognized social sororities and fraternities when planning their event.

Greek Conduct Board

Violations of the Student Organization Handbook, Community Standards, and the Governing Council Bylaws and Policies may be directed to the Greek Conduct Board. The Greek Conduct Board (GCB) is a select group of undergraduate sorority and fraternity members that hear cases of alleged misconduct. The GCB shall have jurisdiction over all men’s, women’s, and co-educational social sororities and fraternities at LUC.

The responsibilities of the GCB are:

1. To educate Greek students both as to the responsibilities inherent in being a member of the Greek community and the University community and of those rules and regulations that govern the Greek community.
2. To provide a peer level hearing body which is aware of and sensitive to the needs and problems within the Greek community as well as the University’s conduct philosophy.
3. To provide those students who serve on the board opportunities for leadership and service to the Greek and Loyola community.

ANNUAL ORGANIZATION REGISTRATION RENEWAL

Annual Registration Deadline

Recognized student organizations are organizations that are formally recognized by the university. There are two different types of organizations on campus: registered student organizations and sponsored student organizations. Recognition is important, as it allows organizations to host events, use university resources, and use Loyola University Chicago’s name. Student organizations must renew their organization’s portal annual per requirements set forth by SAGA; however, if changes occur during the school year, the organization is encouraged to update their portal to reflect any changes.

Registered Student Organizations are required to renew registration annually through LUCentral, meeting either the priority or regular deadline. Missing this registration renewal deadline will result in a freeze on allocated funds, 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 LUCentral, meeting either the priority or regular deadline. 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.

For information about priority deadlines, visit

<http://luc.edu/saga/studentorganizations/infoforcurrentmembers/annualorganizationrequirements/>

Renewal Directions

Annual registration renewal involves updating your LUCentral portal in preparation for the coming academic year. Executive board contact information, the organization's constitution, advisor approval, and all other organization information should be updated.

Pending student organization conduct may delay re-cognition.

For step-by-step registration renewal instructions, visit

www.luc.edu/saga/studentorganizations/infoforcurrentmembers/annualorganizationrequirements/directionsforregistrationrenewal/

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 at least *3 individuals* to serve in the following e-board positions. The following required e-board positions include: 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. The President/Primary Contact and Treasurer positions may not be held by the same individual.

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. Executive board members act on behalf of the organization and are held responsible both individually and as an organization when acting on behalf of that organization.

Executive board members are expected to communicate with SAGA and other campus resources when needed. While SAGA should be utilized for support, the executive board is responsible for leading the organization. E-board members are also highly encouraged to attend the various workshops and programs designed to support student leaders.

Constitution

It is 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 and review the constitution annually, in order to renew annual registration as an official RSO.** SAGA will only recognize the constitution which is located on

LUCentral. 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 here:

www.luc.edu/saga/studentorganizations/infoforcurrentmembers/organizationconstitution/.

Roster

All registered student organization are required to keep and maintain an active roster. This roster should include the names and email addresses of the members of the organization. Additionally, the rosters should be uploaded onto the organization's LUCentral portal. All members listed in the roster, should also be members of the organization's portal on LUCentral.

Advisor Expectations

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.

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 position responsibilities that will assist you in remaining an active participant and strong resource for your student organization.

Advisor Position Responsibilities:

- 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.
- Attend at least one RSO executive board orientation session per academic year
- Supervise the organization's planning and events to make every effort to ensure that these activities are in line with all University policies, as well as federal, state and local laws.
- Complete the Advisor Registration Form during the student organization annual registration period by July 1st
- Assist in student organization leadership transition following student organization elections
- 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. And ensure that such agreements are getting proper review and signature.
- Be aware of important deadlines and paperwork that the organization needs to turn in to 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 Programming and, when necessary, with other members of the Student Activities & Greek Affairs team.
- Refrain from filling out documents and forms that are expected to be completed by student members. Please utilize these opportunities as leadership development and teachable 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.

For a comprehensive list of advisor resources, visit <http://luc.edu/saga/studentorganizations/advisors/>.

Liability and Risk:

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

Sorority & Fraternity Chapter Advisors:

In addition to the LUC faculty or staff advisor (who is not required to be a member of the organization), organizations within the SFL community must have a chapter advisor who is appointed by the organization. The advisors should be at least two years removed from their undergraduate chapter experience [unless a specific exemption is granted by the Coordinator for Sorority & Fraternity Life in conjunction with the Inter/National organization.]

The chapter 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
11. Attend quarterly advisor meeting hosted by SAG

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 LUCentral
4. Each chapter president must conduct a one-on-one meeting with their chapter liaison at least once per month.
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).

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.) must 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.

ACTIVITY REQUIREMENTS

Activities can be the hallmark for Registered Student Organizations. With more than 260 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.

Activity Request

RSOs are required to complete and submit an Activity Request, via LUCentral, **a minimum of 14 days** in advance of any RSO event or program – this DOES NOT include on-campus general or e-board meetings. A Student Activities & Greek Affairs staff member will review the request and will send a confirmation of receipt and request response via LUCentral within 1 week of submission. Failure to respond to inquiries from SAGA may result in the cancellation of your event.

For directions on how to submit an Activity Request, visit:

www.luc.edu/saga/studentorganizations/infoforcurrentmembers/activityrequest/ .

Non-Student Activities Funded (SAF) Activity Requirements

- Complete activity request.
- 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.

Additional Requirements for Student Activities Funded (SAF) Activity

- All requirements for Non-SAF Funded Activities
- 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.

Space Reservations

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 24 hours in advance if a space is no longer needed by that organization. This allows other organizations the opportunity to accomplish their mission and purpose. If unused spaces are not canceled at least 24 hours in advance, room reservation privileges will be suspended for a minimum of 1 week.
- 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.

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 14 days in advance
- All overnight space requests require approval from the Assistant Dean of Student Life and Engagement or designee. Campus Reservations will not approve the request without prior approval.

Contracts

Registered Student Organizations may establish agreements with non-Loyola businesses or individuals for services. Any time an RSO establishes an agreement for service (anything other than tangible goods) with an off-campus individual, group, or company, a contract must be used (regardless of cost or fee – forms must be filled out even when fees are waived). Any off-campus individual, group, or company includes, but is not limited to:

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

Registered Student Organizations may also establish agreements with Loyola students (paid or unpaid). Both agreements require an Student Performance Agreement form.

All agreements/contracts must be signed and executed by Student Activities & Greek Affairs. ***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. A member of the Office of the Vice President of Student Development must review and sign the agreement before it is valid.

Contracts are due at least 4 weeks prior to event date via LUCentral. Late contracts will not be accepted.

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

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

Sample contracts and the most current edition of Loyola University Chicago’s contract elements, can be found here: www.luc.edu/saga/studentorganizations/infoforcurrentmembers/contracts/

Students must never sign a contract, both on behalf of an RSO and as an individual member of an RSO.

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

University Policies

It is student organization’s responsibility to follow both the university’s community standards and Student Activities & Greek Affairs policies.

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 which can be found here:

www.luc.edu/saga/studentorganizations/infoforcurrentmembers/filmscreening/. If the library does not hold the screening rights to a film, those rights can be purchased online through www.colleges.swankmp.com.

Student organizations should upload the film licensing rights to their activity requests.

Free Expression, Demonstration, and Fixed Exhibit Policy

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

As a private university, however, Loyola reserves the right to limit or otherwise regulate organized demonstrations and exhibits that disrupt the operations of the University, threaten the safety or well-being of the University community, or otherwise run contrary to the University’s Catholic, Jesuit mission and heritage. Such regulations may be imposed at the discretion of the University and may be based on the time, place, manner, content, and/or viewpoint of the proposed demonstrations and exhibits.

The full policy can be found in the Community Standards, Article V, 507:

<http://luc.edu/media/lucedu/osccr/pdfs/2015-2016%20LUC%20COMMUNITY%20STANDARDS.pdf>

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.

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

Pet and Service Animals Policy

Pets must be on a leash at all times while on University premises, and except as otherwise specified in this policy, unauthorized animals and pets are prohibited in all University facilities, including residence halls. Students requiring the assistance of service or support animals must request such accommodations with the Office of Services for Students with Disabilities, visit www.luc.edu/sswd.

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

Political Activities

Loyola University Chicago encourages all students, faculty and staff to be politically active, supporting the

candidates and causes of their choice. Political activity is an important expression of citizenship, and the exploration of opposing points of view on matters of public policy is an important and vital learning opportunity.

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

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

Posting Policy

Recognized student organizations may post and distribute print materials on-campus. All materials must indicate the name of the posting student organization. If funded through the student activity fund (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 with posters and/or flyers in campus buildings and residence halls, with the understanding that different buildings may have different 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.

Materials may not be approved if they contain:

- Any reference to illegal substances, unless in connection with an anti-drug message
- Offensive language, images, and/or graphic illustrations
- Language and/or graphic illustrations that dehumanize individuals based on race, age, color, sex, religion, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law
- Any information that violates local, state, or federal law or University policies
- References by undergraduate student organizations to the use, sale, or possession of alcohol at an event sponsored by the organization
- Material that is contrary to the values of a Jesuit, Catholic university

Only staples, tacks or masking tape may be used to post flyers. Materials may be posted only on bulletin boards in hallways and classrooms designated for general use. Postings may not cover, deface, or remove the posted materials of another organization. The appropriate office or department that manages the space in question must approve all postings.

The use of sidewalk chalk is prohibited.

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

The University reserves the right to regulate locations on-campus where distribution of materials can occur. For approved activities, a place for distribution will be assigned and tables, chairs, or booths may be provided. Materials may not be distributed outside buildings where normal flow may be impeded or inside buildings and offices, except from reserved tables/booths. Materials may not be placed on car windshields.

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 organizations 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.

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 www.luc.edu/policy.

Ticket Sales/Distribution

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 LUCentral. All ticket sale revenues will be deposited into the RSO's University Account or swept back into the SAF unless specified as a fundraiser.

RSOs must use the Ticket Distribution Form (<https://orgsync.com/10580/forms/21093>) any time an organization is pre-selling tickets to an activity either on or off campus. Ticket distribution forms must be submitted 7

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

RISK MANAGEMENT

Food Distribution

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

Food Sales and Distribution Requirements:

Any 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 by a preferred vendor.
- Only prepackaged, store bought or donated items may be sold/distributed. Student organizations may not purchase bottled water (including gallon size or larger) with either SAF or private revenue funds, and reimbursement will not be afforded for purchase of bottled water. Organizations are encouraged to contact LUC Catering (www.luc.edu/catering) to secure water for on-campus events.
- To prevent contamination it is required that 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 a preferred vendor and must be portioned out for single servings.
- No seafood of any kind.
- No eating, drinking or smoking is allowed while engaged in food handling. Wash hands after eating, drinking or smoking before resuming food handling.
- All food transported must be protected from contamination at all times (use food shields, covers, keep off of the ground, etc.).
- Provide trash containers and recycle bins positioned conveniently throughout the duration of the event.
- Donovan Reading Room, Information Commons 4th Floor, Mundelein Palm Court, Piper Hall, Sky Lounge and Pere Marquette are spaces that only allow catering from Aramark. These rooms have historical value and significant items that could be damaged if not cared for properly.
- Cookouts or grilling is prohibited unless Aramark 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.
- Current Loyola students must be the individuals responsible for the distribution of the food items to the general student population.

Food vendors listed on the preferred food vendor list have provided both documentation of safe food handling procedures and a W9 form. The list can be found here: www.orgsync.com/10580/contact_books

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 a certificate of insurance and submit documentation to SAGA. If requirements are met, the vendor will be added to the Preferred Vendors list within 30 days.

Registered 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.

Registered student organizations 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 prizes (contest, silent auction, etc.)
7. Events involving alcohol must be closed events with a set guest list submitted three (3) days in advance of the event
8. At any organization event involving alcohol, the sponsoring organization must designate at least 2 sober representatives. After the 2 representatives, there should be 1 representative for every 20 additional people. A sober monitor is a willing and sober individual 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 three (3) days before the event
9. Student organizations are prohibited from serving or selling alcohol to minors or purchasing alcohol for minors
10. The organization must take reasonable precautions to prevent underage consumption of alcohol by having a third party check attendee identification
11. Sponsorship by corporations or businesses which produce, sell, or distribute alcoholic beverages is prohibited.
12. Alcohol is absolutely prohibited at membership recruitment and new member activities.
13. Promotion and advertising materials may not include alcohol related messaging.
14. Student organizations must ensure that alcohol is not the focal point, the reason for, or the drawing card for an event
15. Student organizations must provide food and non-alcoholic beverages free of charge when alcohol is present at an event.
16. All events with alcohol must occur at a third party vendor location and all alcohol at events must be served by a licensed third party vendor (restaurant, hotel or similar operation).
17. On-campus events with alcohol must follow all applicable campus policies, found here: <http://www.luc.edu/media/lucedu/policy/pdf/alcoholandotherdrugspolicy.pdf>.

Registered Student Organizations (RSO):

It is the expectation that all RSOs register their activities through a LUCentral Activity Request at least 14 days before the event. When hosting an event or activity with alcohol, on or off-campus, RSOs must check the box on the Activity Request 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 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.

Sponsored Student Organizations (SSO):

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

Liability Insurance Information

Student Organizations

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

Individual Students

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

Student Organization Advisors

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

Personal Medical Insurance Information

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

General Liability Waivers

Liability waivers are required for any event that presents the potential for danger to any participant. If you are unsure about whether or not your event requires a waiver please contact Student Activities & Greek Affairs. General liability waivers can be found here: www.orgsync.com/10580/files/400944.

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. Any participant who does not sign a required waiver will not be allowed to participate in the event, including any transportation.

- Students under the age of 18 must have obtained a signature from a parent or legal guardian – 10 business days' advanced notice is required for them to participate.
- All waivers must be submitted to SAGA within 2 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 an Activity Request which includes activities requiring transportation. Work with Campus Transportation to arrange transportation services or for additional information visit www.luc.edu/transportation. All RSOs must read and abide by, as applicable, the University's Motor Vehicle Records and Vehicle Use Policy, which can be found here: <http://www.luc.edu/finance/motorvehiclepolicy/>.

Rented Vehicles

Participants driving in rented 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. www.orgsync.com/10580/forms/76308

- When renting vehicles from Campus Transportation, drivers are required to go through driver training.
- Participants driving in private or rented vehicles must obtain a copy of:
 - Glove Box Accident Form (www.orgsync.com/10580/files/400946/show)*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.*

Domestic Travel over 100 miles

- RSOs traveling over 100 miles from the University's Lakeshore Campus must submit an Activity Request through LUCentral at least 14 days in advance of travel date.
- Each RSO participant traveling must sign a Waiver Form available for download through LUCentral. 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.

Overnight Travel

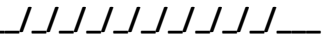
- Organizations that choose to host an overnight event must have an advisor present. The advisor must be registered with Student Activities & Greek Affairs through annual LUCentral registration. The organization should factor in all expenses for the advisor.
- Organizations that are traveling off-campus and staying overnight are required to contract a charter bus.
- If utilizing a venue off-campus, a contract with that venue will be required.
- A roster of all attendees should be submitted to 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 an Activity Request through LUCentral 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 LUCentral. 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.



OBTAINING FUNDING

SGLC Responsibilities – Allocation of SAF funds

The Allocations Committee is comprised of Student Government of Loyola Chicago (SGLC) senators who are elected through SGLC 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 SGLC 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.

Eligibility for Access to Funding

RSOs who wish to request SAF funding or utilize their organization's revenue must first be in good standing with Student Activities & Greek Affairs. In order to be in good standing, RSOs must:

- Renew organization registration 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 President and treasurer to the RSO Orientation annually
- Have no outstanding financial lapses (e.g. missing receipts, incomplete payments)
- Have resolved any SAF and/or conduct policy violation(s)

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

There are two kinds of accounts that are available to Registered Student Organizations. Anytime SAF funding is involved, organizations should utilize their Budget 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 an administrator in your LUCentral registration profile. Those individuals are expected to attend one RSO Orientation per academic year.

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 cycles:

1. **Semester Budget Request (SBR):** SBRs are structured to provide 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 SGLC 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 the 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 SGLC 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.

The Green Initiative Fund (TGIF): The Green Initiative Fund primarily promotes projects that expand environmental and global consciousness as well as impact sustainable behaviors on campus. Requests must be related to outreach, awareness, and/or education. TGIF requests can be submitted through SAF Fall SPOT 2 and Spring SPOT 1 (if available) budget cycles. The maximum amount that an organization can request for a TGIF request is \$5,000.

Start-Up Funding (SUF): Start-Up Funding is a budget of \$100 that is provided at the beginning of 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 within the first six weeks of a semester. This includes:

- Copier charges
- Promotional items/giveaways, excluding t-shirts
- Food/items 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 LUCentral payment request via the budget line. SUF will not roll over beyond the semester in which it is allocated.

For funding sources managed by other departments, click here:

<http://luc.edu/saga/studentorganizations/infoforcurrentmembers/fundingsources/>

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 RSO Orientation and can be found on the SAGA website

(www.luc.edu/saga/studentorganizations/infoforcurrentmembers/budgetrequestprocesses/).

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
- 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.
- Expedited shipping & handling costs

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 here: <https://orgsync.com/10580/files/267207/show>.

RSO Event Evaluation Form

- Submission of this form is required for events/programs that receive \$5,000+ from the Student Activity Fund. Themed weeks or months count as an individual event. Submission is due 10 business days after event date in order to be eligible for funding the following year. This form can be found here: <https://orgsync.com/10580/forms/145820>.

Budget Appeals

Registered student organizations may file an appeal of the Allocation Committee's funding decisions with the SGLC Senate. An organization that wishes to appeal a funding decision must complete a Budget Appeal Form (found on LUCentral) 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 SGLC 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 SGLC 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 Speaker of the Senate.

Corporate/Non-profit Co-Sponsorship

Any student organization engaging in soliciting on or off-campus individuals or companies must coordinate these activities with Student Activities and Greek Affairs (SAGA). The organization's advisor and SAGA must approve a request for co-sponsorship for an event at least 4 weeks prior to the event, and all events must be submitted through an Activity Request (www.luc.edu/saga). In addition to approval through an Activity Request, the organization should submit a contract for the sponsoring organization 4 weeks in advance of the event. Only registered student organizations may accept any form of sponsorship. All sponsorship must be appropriate for a Jesuit, Catholic university. Student organizations are encouraged to solicit proposals from more than one similar vendor for the same event. The exclusive right of a sponsor to be the sole support of any student organization is prohibited.

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

Fundraising/Revenue-Producing Events

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 relate to the organization's mission.

For revenue-producing events, an admission fee may be charged to reserve seats or ensure 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 an approved 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 (See food distribution policy on p. 23)
- Selling items (flowers, donated items, etc.)
- Selling services (car washes, waiting tables, etc.)
- Rummage Sales
- Charging admission, in the form of ticket sales
 - For an SAF funded event, proceeds from the event can only be used to support the charity of the student organization's choice
- 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:

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

Online Fundraising

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

- Charitable/non-profit organization provides online portal for fundraising.
- Funds go directly to the charitable/non-profit organization, and students do not have access to funds.
- Donation pages may not use the LUC logo, crest, or other trademarks.
- Organization is consistent with Loyola University Chicago's Mission.
- Request is approved by SAGA staff prior to engaging in fundraising.
- Funding request is submitted at least 2 weeks in advance of starting fundraising activities.

To gain approval for online fundraising, the following process should be followed:

1. Prior to submitting the request, the online fundraising site should be development for review by SAGA staff, but *may not* be operational at the time of review.
2. Student organization must submit an Activity Request at least **14 days in advance of fundraising**. The Activity Request must include a completed SAGA Online Fundraising Form (<https://orgsync.com/10580/files/1324458/show>). The Activity Request should reflect the length of the fundraising activities.
3. The completed request will be sent to the SAGA Assistant Director for review. The materials will be reviewed and the request will be approved or denied.

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.

Tax ID Numbers:

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

- Donations can only be tax deductible if the donation is given directly to Loyola University Chicago (not to the 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 Budget 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.

MANAGING FUNDS

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 LUCentral 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 7 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 Food Vendor List (www.orgsync.com/10580/contact_books) 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 executive board member can submit one form per student, *not per expense*. 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.

The following policies should be adhered to when submitting a reimbursement:

- Students seeking reimbursement will need to submit the [SAGA Reimbursement Form](#) with reimbursement documentation.
 - Reimbursements will have a financial cap of \$500.00 per transaction.
 - Reimbursements may be granted to one individual per event. (Not to exceed \$500.00)
 - Students may not request multiple reimbursements for the same vendor for an event/program.
4. Internal Billing (IBF) – This form is used to record payment for internal University expenses (Aramark catering, Felices, Ireland’s, Digital Media Lab, LUC Copy Center, Campus Safety requests, etc.). It is imperative that students record these costs in order to maintain an accurate budget on LUCentral. 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 if purchased by SAGA. 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.** If

the receipt is not submitted to the SAGA office within 10 business days, the purchased amount will be deducted from the organization's revenue account.

Tipping Guidelines

When there is a need to tip a vendor, organizations should tip 15% while not exceeding \$100. If the organization tips over 15% using student activities funding (SAF), those additional funds will be deducted from the organization's revenue account.

Shipping & Handling Guidelines

When there is a need to purchase shipping & handling for an item(s), organizations should attempt to purchase standard shipping & handling. If utilizing SAF funding, additional charges due to expedited shipping are prohibited.

Making a Donation

- Proceeds must be voluntarily contributed with the understanding of the cause or purpose.
- The organization receiving the funds must provide SAGA a current substitute 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 check can only be provided to the organization listed on the substitute W-9; individuals within the organization cannot receive the payment.
- The donation directly relates to the mission and purpose of the student organization as indicated in the organization constitution

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 confirmation will be uploaded to your organization's LUCentral portal at the time of deposit along with a corresponding deposit entry to your LUCentral treasury module.

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 with the same line item code.

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 LUCentral. Requests must be approved by the Office of Student Activities & Greek Affairs before the transfer and/or any related spending can occur.

Eligible Line Item Codes include:

6100 - General Supplies

6200 - LUC Copy Center

6201 - External Advertising / Printing Services

6321 - Food Services

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.

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 petty cash 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 LUCentral.
- Cash box and all 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), **all** 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.

Illinois Sales & Use Tax Guidelines

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

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

- T-shirts sold by a student organization
- Ticket sales for events which include food and beverages

Examples of fundraisers/sales **exempt** from IL sales and use tax:

- Bake sales that take place annually or a small number of times within a year
- Small items (value not to exceed \$10.00) given as a token of a donation to an organization

Fund Management 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 conflict 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.



ADDITIONAL INFORMATION

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

QUESTIONS?

Contact Student Activities & Greek Affairs at 773-508-8850 or activities@luc.edu.