



RECOGNIZED STUDENT ORGANIZATION HANDBOOK

2021-2022

Student Activities & Greek Affairs

Arnold J. Damen Student Center

TABLE OF CONTENTS

Letter from the Director & SAGA Guiding Statements 5

Contact Us..... 9

Spring 2022 dates10

Important Policy Updates for Spring 2022.....12

Recognition..... 16

Registered Student Organizations (RSO) 6

Privileges..... 7

Eligibility of Membership..... 18

Categories..... 19

Sponsored Student Organizations (SSO) 19

Privileges..... 20

New Organization Application Process..... 21

Annual Organization Registration Renewal 23

Common Executive Board Positions..... 24

Executive Board Positions & Expectations..... 24

Constitution..... 25

Roster 26

Advisor Expectations..... 26

Activity Requirements..... 28

Space Reservations..... 29

Contracts..... 30

University Policies.....31

Risk Management..... 36

Virtual Events and Vehicle Operations.....37

Obtaining Funding 29

Sources of Funding..... 30

RSO University Accounts.....	30
Requesting Funding through SGLC Allocations Process	32
Budget Appeals.....	34
Corporate/Non-profit Co Sponsorship.....	35
Fundraising & Revenue-Producing Events.....	35
Donations & Tax ID Numbers.....	36
Managing Funds	37
Payment Options.....	37
Submitting Receipts.....	38
Tipping Guidelines.....	37
Shipping & Handling Guidelines.....	39
Making a Donation.....	39
Making Deposits.....	39
Budget Transfers.....	39
Cash Box	39
Sales Tax.....	40
Outside Bank Accounts.....	40
Event Cancellation Policy.....	40
Violations.....	40

LETTER FROM THE DIRECTOR

Dear Organization Leaders,

On behalf of Student Activities and Greek Affairs (SAGA), I welcome you to the 2021-2022 academic year! I congratulate you on achieving what may prove to be one of the most demanding and rewarding experiences of your collegiate career - becoming a student leader in your organization. You have been elected by members of your organization to fulfil its mission and lay the groundwork for a sustainable future. Your leadership is instrumental in preparing future leaders, managing programs that positively impact Loyola's community, and upholding our Jesuit identity. You are responsible for every event and activity associated with your organization, and your members will ultimately look to you to help them carry out the mission and purpose of your organization.

It is imperative that executive leaders have open communication with the organization's members, officers, and advisors, as well as SAGA to ensure success. One way to guarantee that communication is successful is to become knowledgeable of SAGA's policies and stay informed on where to go for answers. SAGA's handbook provides you with information to help answer your questions. This handbook will also serve as a guide, pointing you to the proper sources for help. On the following pages, you will find resources with campus contacts, important forms to note, funding processes and policies, and other information pertinent to your organization.

SAGA's priority this year is to continue transparency with our student leaders and organizations, and this handbook is a way for us to make sure you have the information you need to successfully lead your organization. In many ways, I recognize that SAGA's student leaders will be managing a significant challenge this year - transitioning your group (and yourselves) back to campus, learning policies about campus and facilitating events that many of you have never experienced in person before, all while balancing a highly fluid response to the pandemic. We are here for you, and we recognize that transitioning back to campus will take some time. Please be patient with yourselves, as well as SAGA's team. We are also transitioning back to campus.

After reviewing this handbook, I encourage you to take some time familiarizing yourselves with [LUCommunity](#). This platform is Loyola's online hub for involvement - you will see a presence from departments within the Division of Student Development, and have access to apply for leadership positions and select jobs, and RSVP for RSO events and signature campus programs. Most importantly, LUCommunity will serve as the platform to manage your organization. You will be able to find most required forms and budget processes on SAGA's branch, manage your membership and elections through your organization's portal, and reach a far greater student body by adding events to the community calendar. Best of all, this platform allows you to manage your organization and have access to required forms and resources 24/7.

As always, SAGA is here to assist you as your organization sets on its journey to a successful year. We hope that you will find this handbook beneficial in supporting your daily responsibilities as an organization leader. You are an integral part of Loyola's community, and we are eager to assist your organization achieve its goals. Please do not hesitate to contact us if

you have any questions or concerns; feel free to email SAGA's advisors and set up a virtual appointment or call us at 773.508.8850.

Thank you for your dedication to your organization and we wish you the best in your leadership this year!

Sincerely,

Marissa Lucchesi
Director, Student Activities and 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.
- Demonstrate two ways in which they positively impacted the LUC, Chicago, and global communities through their engagement activities.
- Evaluate their involvement in co-curricular experiences that have contributed to an awareness of personal and human identities.

Student Activities & Greek Affairs Supports:

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

Commuter Student Life (CSL) supports the commuter student population by fostering a deeper sense of community through specific programs, events, and advocacy initiatives on campus.

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

Recognized Student Organizations supports 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 academic excellence, civic engagement, leadership development, and personal growth, under the principle of community.

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

Emerging Leaders Program (ELP) is the signature leadership development program offered through Student Activities & Greek Affairs (SAGA). This program provides a space for students to have in-depth conversations about the foundations of leadership, positive social change, self-reflection, and campus involvement.

Student Activities and Greek Affairs Staff

Marissa Lucchesi

Director

Sarah Rudy

Assistant Director RSO and Commuter Student Life

Emily Koneval

Assistant Director Sorority and Fraternity Life

Gabrielle Young

Coordinator for Sorority & Fraternity Life

Sundas Shahid

Coordinator for Programming and Special Events

Ryan Wong

Coordinator for Student Organization & Engagement

Elijah McCoy

Coordinator for Student Organization & Involvement

Yvette Bahena

Budget Coordinator

CONTACT US

Student Activities and Greek Affairs

6511 N. Sheridan Road

Damen Student Center, 127

Chicago, IL

60626

Email SAGA at Activities@luc.edu

Call us at 773.508.8850

STUDENT ACTIVITIES & GREEK AFFAIRS ONLINE ENGAGEMENT

Social Media

Stay up to date on all the areas within Student Activities and Greek Affairs. Follow us on our Instagram handles to stay informed and learn more about programs, events, and involvement on campus.

Student Activities and Greek Affairs: @LoyolaSAGA

Campus Activities Network: @CAN_LUC

Commuter Student Life: @LUCCSL

Department of Programming: @LoyolaDOP

Sorority and Fraternity Life: @SFL_LUC

LUCommunity

Student Activities & Greek Affairs provides a variety of opportunities for students to get involved at Loyola University Chicago. LUCommunity is the engagement software used university-wide to offer students a range of educational, leadership, and social experiences. Recognized Student Organizations and Sponsored Student Organizations are encouraged to use LUCommunity for all organizational management during the academic year. To visit LUCommunity, please login using your LUC credentials to the site: Luc.campuslabs.com/engage

Please find resource guides to host virtual events on LUCommunity. Our resource guides include: Accessibility, Technology, Virtual Event Ideas, and How to Utilize LUCommunity. Visit our resource guides by viewing “Student Organization Virtual Resource Guide” in SAGA LUCommunity Portal [here](#) and “RSO Engagement Resource Library” on SAGA website [here](#).



2021-2022 RSO Calendar			
Allocations Budget Deadlines, Fall 2021			
Marketplace Store Sign-up	February 1 st , 2022	5PM	Form on LUCommunity
SPOT 1 Budget Requests Due	February 11 th , 2022	5pm	Form on LUCommunity
SPOT 1 Budget Hearings	February 19 th , 2022	TBD	Hearings will be conducted virtually
Spot 1 Budget Appeals Due	March 1 st , 2022	5pm	Form on LUCommunity
SPOT 1 Budget appeals heard at SGLC Senate	TBD	4pm	SGLC Virtual Senate meeting
SPOT 2 Budget Requests Due	March 11 th , 2022	5pm	Form on LUCommunity

SPOT 2 Budget Hearings	March 19 th , 2022	TBD	Hearings will be conducted virtually
SPOT 2 Budget appeals Due	March 29 th , 2022	5pm	Form on LUCommunity
SPOT 2 Budget appeals heard at SGLC Senate	TBD	4pm	SGLC Virtual Senate meeting
Fall SBR budget requests Due	April 1 st , 2022	5pm	Form on LUCommunity
Fall SBR budget hearings	April 9 th , 2022	TBD	Hearings will be conducted virtually
Fall SBR budget hearings	April 10 th , 2022	TBD	Hearings will be conducted virtually
Spring SBR Budget appeals Due	TBD	5pm	Form on LUCommunity
Spring SBR budget appeals heard at SGLC Senate	TBD	4pm	SGLC Virtual Senate Meeting

Campus Activities Network (CAN) General Body Meetings

Event	Date	Time	Location
February GBM	Thursday, February 17 th , 2022	5:00 – 6:00 PM	Virtual: Zoom
March GBM	Thursday, March 10 th , 2022	5:00 – 6:00 PM	Virtual: Zoom
April GBM	Thursday, April 7 th , 2022	5:00 – 6:00 PM	Virtual: Zoom

Organization Fair Dates			
Event	Date	Time	Location
Spring	Tuesday, January 25 th , 2022	3:00 – 6:00 PM	Virtual: LUCommunity
Registered Student Organization Renewal Process Dates			
Event	Date	Time	Location
LUCommunity portal Re-registration	April 22 – June 10	n/a	LUCommunity
RSO Orientation	Fall 2022	n/a	Sakai
Advisor registration form	January 18 th – March 11 th		LUCommunity



Important policy updates to Spring 2022

This addition to the handbook is to update SAGA’s student leaders on policy updates since the last memo was released on December 8th. Updates have been made to University policies to reflect the city’s current standing with COVID-19. SAGA’s goal is to work with campus partners to restore as many opportunities for student organizations to be involved in person as possible. Please note that all policies are subject to immediate changes that reflect the environment surrounding COVID-19 which will be communicated accordingly with student organizations and advisors, and updated in this handbook.

SAGA will continue to host SAGA Operations Meetings throughout the semester to update student organizations on policies and procedures. To RSVP for SAGA’s Operations Meetings, please head to [LUCommunity](#).

Description	Spring 2022 on-campus	Description	Spring 2022 off-campus
	Student Organizations		Student Organizations

Tabling	yes	Tabling	yes
Programs	Yes (facemask must be worn at all times, includes performances)	Programs	Yes (facemask must be worn at all times, includes performances)
Gatherings (ie-protests)	yes	Gatherings (ie-protests)	yes
Food	Yes (grab n' go, individually packaged food only)	Food	Yes (grab n' go, individually packaged food only)
Speakers/Performers	yes	Speakers/Performers	yes
Giveaways	yes	Giveaways	yes
Philanthropy	yes	Philanthropy	yes
Community service	yes	Community service	yes
Guests	no	Guests	no

On-campus programs

- Re: Food
 - o Individually wrapped food is allowed in a grab n' go format only. Grab n' go means that food must be picked up and consumed outside of the space that the program is being hosted.
 - o Caterers who are serving individually wrapped, grab n' go food on campus must show proof of vaccination through [CLEAR App](#). Student orgs are responsible for sharing this expectation with vendors in advance and confirming this upon arrival to campus. For more information on how to use the CLEAR app, please check out information on the CLEAR App below.
 - o There are no requirements for catering orders that are drop-offs.
- Re: Guests/Non-Loyola Persons at on-campus programs
 - o On-campus programs are for LUC community only (students, staff, and faculty).
 - o Guests/Non-Loyola Persons are not allowed on campus, except for University-wide initiatives (Family Weekend, Commencement, etc.). Please note that fully vaccinated guests and alumni are not allowed on campus for student org programs.
 - Student organizations that are required by national policies to have an advisor present, or are city-wide organizations (programs may include: induction ceremonies, PHC recruitment, MGC interest meetings, city-wide chapter meetings, for example), are an exception. Student organizations must receive approval from their SAGA advisor prior to inviting a non-Loyola person/guest to an on-campus program. CLEAR Health Pass must be utilized to confirm vaccination.
- Re: Highly requested locations
 - o For Spring 22' Mundelein auditorium will be available for student organization use. Set-up is theatre-style only, with a microphone. Special seating arrangements, decorations, and other requests will not be honored.
 - o Damen Den will be available for student organization use, with standard set-up from Fall 21'. Special requests will not be honored.
 - o The Damen Student Center will remain a student use-only space.
- Re: Meetings
 - o All meetings must occur online or off-campus. Zoom is still available for RSO use.

- **Definition of RSO meeting:** a gathering of two or more people on behalf of an organization to make decisions or discuss goals on behalf of the organization.
 - **Definition of RSO event/program:** a planned gathering or activity which cannot be completed/take place online of two or more people affiliated with the organization to achieve a certain outcome that is unique to an organization's mission or purpose.
- o RSO's and SFL chapters that are found violating this policy will have their reservation privileges removed.
- Re: A/V Tech for programs and events
 - o Drake Faso of Campus Reservations is available to consult with student organizations and vendors on a/v, power, and lighting for on-campus programs. Please email dfaso@luc.edu for consultation.
- Re: Community service
 - o Community service is allowed. Note that children and off-campus guests are not allowed on campus. Please refer to [Policy on Protection of Minors](#) for service that includes minors. Questions? Email DeanofStudents@luc.edu.

Off-campus programs

- Re: Food
 - o Individually wrapped food is allowed in a grab n' go format only. Note that this will impact the ability to serve alcohol at your program. Please consult with your SAGA advisor to identify solutions that work with your group.
- Re: Community service
 - o With children, please review the [Policy on the Protection of Minors](#). Questions? Email DeanofStudents@luc.edu. Guests, inclusive of children, are not allowed at on or off-campus programs.
- Re: guests
 - o Guests are not allowed at off-campus programs.

Information about LUC's CLEAR App

On-campus programs are for LUC community only (students, staff, and faculty). Guests/Non-Loyola Persons are not allowed on campus, except for University-wide initiatives (Family Weekend, Commencement, etc.). Please note that fully vaccinated guests and alumni are not allowed on campus for student organization's programs.

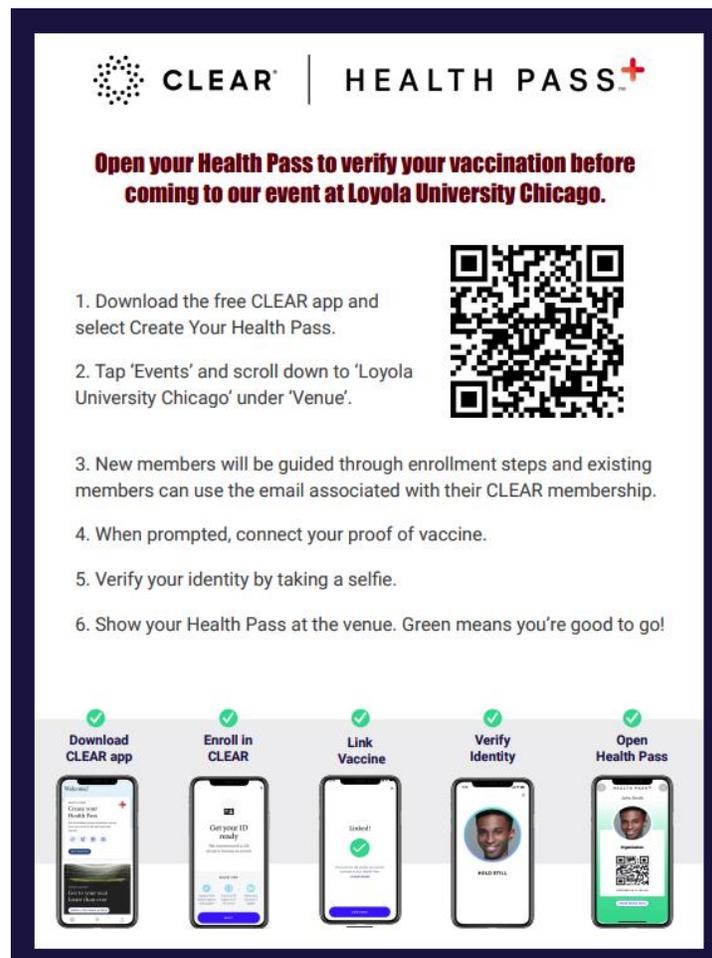
Student organizations that are required by national policies to have an advisor present, or are city-wide organizations (programs may include: induction ceremonies, PHC recruitment, MGC interest meetings, city-wide chapter meetings, for example), are an exception. Student organizations must receive approval from their SAGA advisor prior to inviting a non-Loyola person/guest to an on-campus program. CLEAR Health Pass must be utilized to confirm vaccination.

Student Organizations are responsible for notifying vendors, speakers, and national/regional guests who are required to attend programs that they must upload their vaccination to the CLEAR App. Submissions

usually take up to 48 hours to be approved in the app, so advance preparation from guests is encouraged.

Directions for participant use of the CLEAR App:

1. [Download the CLEAR app](#) and tap the white Health Pass tile
2. Tap 'Events' and the Loyola University Chicago tile
3. Easily enroll or verify your identity with a quick selfie
4. Follow the prompts to verify your proof of vaccination
5. Before you arrive, reopen the Health Pass tile and produce your pass. Green is good to go! Be ready to show security for faster entry.



CLEAR | HEALTH PASS+

Open your Health Pass to verify your vaccination before coming to our event at Loyola University Chicago.

1. Download the free CLEAR app and select Create Your Health Pass.

2. Tap 'Events' and scroll down to 'Loyola University Chicago' under 'Venue'.



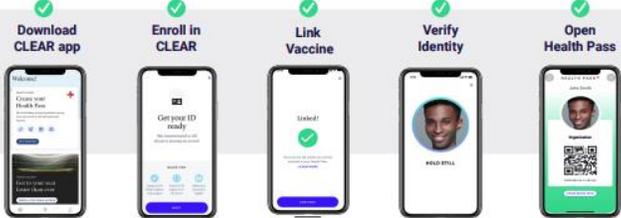
3. New members will be guided through enrollment steps and existing members can use the email associated with their CLEAR membership.

4. When prompted, connect your proof of vaccine.

5. Verify your identity by taking a selfie.

6. Show your Health Pass at the venue. Green means you're good to go!

Download CLEAR app **Enroll in CLEAR** **Link Vaccine** **Verify Identity** **Open Health Pass**



Student organizations are encouraged to save the image above and share with vendors/speakers/required guests.

To verify CLEAR app upon speaker/performer/vendor guest arrival to a program:

- Ask the individual to pull up their health pass located in the CLEAR App.

- If the pass is flashing green, the individual is allowed to enter the program.
- If the pass is not flashing green, the individual has not been approved to enter the program

For events located inside the Damen Student Center, CLEAR App passes will be reviewed by the Damen staff at check-in points. For any events located outside of the Damen Student Center, the student organization is responsible for managing the review of the pass.

Failure to comply with University Policies around guests, food, use of masks, etc., may result in revoking student org access to space for up to one academic year in addition to other sanctions managed by The Office of Student Conduct and Conflict Resolution.

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 undergraduate 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. Once registered with Student Activities & Greek Affairs, the RSO becomes eligible for certain privileges and access to University facilities.

To be recognized by Student Activities & Greek Affairs, RSOs must:

- Be controlled and managed by undergraduate students; enrolled in at least six credit hours
- Participate in RSO Orientation and additional mandatory workshops
- Keep membership in the RSO open to all Loyola University Chicago students
- Identify at least 5 enrolled LUC undergraduate students as members, three core positions must be filled by different students (President/Primary contact, Treasurer, CAN Representative)
- Abide by Federal, State, City, and University laws and policies
- Be a non-profit group
- Maintain a LUCommunity account

- Create, maintain and abide by a constitution created by utilizing the organization templated located on Campus Activities Network's (CAN) LUCommunity Portal [here](#), under "Examples and Instructions for RSO".
- Have an advisor who is a full-time faculty/staff member of the University
- Abide by financial, risk management, and all other regulations specified in the Student Organization Handbook
- Abide by the [Community Standards](#) and all other university policies
- Annually renew organization's LUCommunity registration and complete the Advisor Registration Form on LUCommunity during re-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 Assistant 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
- Recruitment of membership on campus under the organization's name
- Access to LUCommunity the student organization online management system. LUCommunity is a platform by which organization can create a webpage, store documents, manage rosters and utilize other management 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 (SAF)

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) the student is acting as a member of the organization, with or without official sanction, rather than as an individual student; b) an event is held, officially or unofficially, in the name of the organization; or c) the association between, or the action of the individual(s) is under circumstances which draw attention to the organization rather than to themselves as individuals.
- 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 recognition. Loss of recognition 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. The members of the Registered Student Organization will be responsible for debts incurred.
- Presidents and Treasurers of registered student organizations must attend RSO Orientation.
- RSO Presidents and CAN Representatives must attend Hazing Prevention Week activities
- At least one executive board officer is required to act as the RSO delegate by attending monthly Campus Activity Network (CAN) General Assembly meetings.
- An Activity Request is **required** for any RSO event or program. Activity Requests are completed by posting your event to the LUCommunity 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.
- RSO's are required to maintain and update their LUCommunity Portal. They are also required to go through the annual renewal process on LUCommunity.

Organizations that 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 overall account frozen until re-registration is complete. If an organization doesn't re-register for two academic years, then the organization will need to re-apply as a new student organization to return.

Eligibility of 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 (SAGA determines good standing as- not on disciplinary probation as determined by the Office of Student Conduct & 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 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 or leadership.

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 an academic or collegiate course of study or curriculum; organizations which select members based on achievement in an academic discipline.

Cultural/Diversity: Activities and membership center on an ethnic or cultural group.

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

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

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

Religious/Spiritual: Organizations grounded in religious/spiritual beliefs with the primary goal of facilitating spiritual growth and creating community.

Service: Organizations grounded in the Loyola University culture of service through volunteer and/or service projects.

Sponsored Student Organizations (SSOs)

Sponsored Student Organizations are student organizations formally recognized by the University and are linked to a University department. They are classified as *sponsored* as they are groups that are departmentally supported through funding and advising. 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 and have an advisor assigned through their corresponding department. SSO's 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 organization is sponsored; SSO's do not receive login info).
- Solicitation of membership on campus under the organization's name.
- Access to a portal on [LUCommunity](#), the virtual student organization management system.
- Use of campus bulletin boards and other designated posting areas.
- 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 (SSO's) Expectations and Requirements

- SSO's 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.
- SSO's 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.
- SSO's are expected to exercise sound judgment in planning and promoting their activities. The University may deny or restrict the activities of SSO's. Officers of SSO's 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.
- SSO's accept responsibility for a member's or group's behavior when a) the student is acting as a member of the organization, with or without official sanction, rather than as an individual student; b) an event is held, officially or unofficially, in the name of the organization; or c) the association between, or the action of the individual(s) is under circumstances which draw attention to the organization rather than to themselves as individuals.
- SSO's are not required to attend workshops; they should receive their own departmentally specific trainings throughout the year; however, participation in SAGA leadership workshops is open to SSO members.
- Members of SSO's 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.
- SSO's must submit a signed Sponsored Student Organization Agreement Form to SAGA, which outlines the roles and responsibilities for the sponsoring department. This requirement must be completed annually.
- SSO's are required to maintain and update their LUCommunity Portal. They are also required to go through the annual renewal process on LUCommunity.

New Organization Application Process

Registered Student Organization 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 three undergraduate individuals to serve in the following executive board positions:

- President/Primary Contact
- Treasurer (may not be the same as President)
- Campus Activities Network (CAN) Representative.

The University reserves the right to limit the number of organizations with duplicate purposes. New Organization applications are available on LUCommunity at the start of each semester. Please refer to the timeline of each application period [here](#). The application form “New Registered Student Organization (RSO) Application” can be found on LUCommunity under “Org Central” during each application period. Elements for an application include but not limited to:

- Name and LUC email addresses of five LUC undergraduate students who are in good academic standing
- Name and email address of LUC faculty/staff advisor
- Organization email address
- RSO Constitution
- Proposed summary of events
- Organization Logo

After applications have been submitted, organizations may be invited to participate in a Panel Hearing. The review panel will consist of a SAGA staff member and student representatives from CAN (Campus Activities Network). The prospective members of the proposed RSO will be asked questions by the review panel before the final determination. Questions that may be asked at the panel may include, but are not limited to:

- What is your organization offering the community that is unique?
- How does your organization relate to the mission of SAGA and the University?
- Share one objective/goal for your organization for this semester and how would you determine if you were successful
- Describe the role of the advisor in your organization
- Describe your familiarity with the RSO Student Organization Handbook

After meeting with the review panel, a recommendation will be made to the Assistant Director of Student Activities & Greek Affairs regarding the status of your organization. If approved, your organization will be required to attend a mandatory New Student Organization Orientation before being eligible for all the benefits of being a Registered Student Organization. Details about the orientation will be distributed with approval materials. Organizations who are denied will have one calendar week from

the decision date, to appeal the process. If your application is unsuccessful, your organization must wait one calendar year before re-applying.

Below is a list of reasons why your organization's application may be denied:

- Duplicity of mission/purpose
- High levels of risk or liability associated with the activities
- Organization's mission and objectives conflict with RSO Student Organization Handbook, Community Standards, or University Policies
- Organization is linked with a for-profit business or organization
- Organization's mission and objectives are dependent on working with minors
- Organization's mission requires access to equipment or facilities that SAGA and Loyola are unable to provide

This list is not exhaustive. Additional rationale maybe offered at the discretion of the Campus Activities Network or Sorority and Fraternity Life.

New Organization Application Deadlines

Fall 2021

- 8/18 New Organization applications available
- 9/8 Applications due
- 9/9 An update will be sent to RSO regarding possible next steps
- 9/20 Presentation Panel

Spring 2022

- 1/12 New Organization applications available
- 1/26 Applications due
- 1/27 An update will be sent to RSO regarding possible next steps
- 2/4 Presentation Panel

New Sponsored Student Organization (New SSO) Application Process

Applications for new Sponsored Student Organizations are reviewed on a rolling basis. The SSO application includes:

- Preliminary meeting with RSO Assistant Director
- Full time LUC faculty/staff advisor
- Sponsoring University Department
- Signed SSO Agreement Form

More information can be found [here](#).



ANNUAL ORGANIZATION REGISTRATION RENEWAL

Annual Registration Deadline

Student organizations must renew their organization’s portal annually per requirements set forth by SAGA. In addition, if changes occur during the school year, the organization is required to update their LUCommunity portal to reflect any changes within seven days of any changes. Organizations who fail to renew their portal within the re-registration timeline will be deemed as inactive for the full academic year. If an organization doesn’t re-register for two academic years, then the organization will need re-apply as a new student organization to return.

Registered Student Organizations are required to renew registration annually through LUCommunity. Missing this registration renewal deadline will result in a freeze on allocated funds, revocation of Start-Up funding, and the organization will not be permitted to participate in the Student Organization Fair or reserve space. Groups or organizations that allow their registration to lapse are denied all rights and privileges accorded student organizations and may 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 LUCommunity. Missing this registration renewal deadline will result in loss of recognition through SAGA and loss participation in the Student Organization Fair. Groups or organizations that allow their registration to lapse are denied all rights and privileges accorded to student organizations and should not operate on University campuses.

Renewal Directions

Registered Student Organizations and Sponsored Student Organizations must participate in the re-registration process on an annual basis. Annual registration renewal involves updating the organization’s LUCommunity 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 within the organization’s portal.



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 (cannot be the same as president)
- 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 during an academic year.

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 the 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 and are highly encouraged to utilize their advisor and attend workshops designed to support student leaders.

Executive Board Transitions:

- If an executive member of an RSO needs to step down from their position, then the organization must utilize the process in their constitution and work with their advisor for guidance in the transitional period.
- If an executive board member transitions before the end of the academic year, then such changes will need to be reflected in LUCommunity within 7 days of the change.
- Depending on the position, new executive board members may need to undergo RSO Orientation once sworn into position.
 - Positions that would require RSO orientation include: President and Treasurer
- Once the transition period is over and the executive board member has been determined, the organization must update the following within the organization's LUCommunity portal within seven days:
 - Roster in LUCommunity must be updated to reflect correct information.
 - Documents that reflect personal information, such as telephone numbers and mailing addresses, need to be deleted on LUCommunity before the end of the academic year.

Executive Board Election Guidelines:

- Elections must be held annually, and the season of elections is up to the discretion of each organization. It is in the best interest of the organization to elect the new Executive Board prior to the annual re-registration process in late spring.
- RSO's must update rosters in LUCommunity of current and/or new executive board members within 7 days of changes.
- Please refer to the Org Central portal in LUCommunity for documents regarding Elections and the utilization of the elections module within LUCommunity.

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 annually review the constitution in order to renew annual registration as an official RSO. SAGA will only recognize the constitution that has been submitted through the registration process on LUCommunity.

Roster

All registered student organization are required to keep and maintain an active roster that is updated regularly. Any changes to the roster must be uploaded within seven days, including names, leadership positions, and membership status. This roster should include the names and personal LUC email addresses of the members of the organization. Additionally, the rosters are required to be uploaded onto the organization's LUCommunity portal. All members listed in the roster should also be members of the organization's portal on LUCommunity.

Advisor Expectations

Qualifications:

Primary advisors must be a full-time faculty/staff member of the University. When choosing an advisor, make sure to select someone who will devote time and energy to the organization, be an active participant and, when possible, have a connection and/or expertise related to the mission and purpose of the organization. Advisor updates must be listed on your roster and must be uploaded to your roster on LUCommunity within seven days.

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 students throughout their involvement in the 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 ways to advise and some advisors choose to be more hands on than others. It is up to the RSO and advisor to determine the frequency and level of involvement the advisor will have with the organization.

Registered Student Organization Advisor Position Responsibilities:

- Complete the Advisor Agreement Form during the student organization annual registration process.
- Read and understand University policies relevant to organizations and communicate these to the organization leadership.
- Discuss and establish expectations of both the advisor and the student organization membership.
- Supervise the organization's planning and events to make every effort to ensure that these activities are in line with all University policies, as well as federal, state and local laws

- 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 marketing materials, including giveaways.
- Be abreast of all paid and unpaid contracts for performance or service agreements; ensure that such agreements are getting proper review and signature. Please note, Registered Student Organization Advisors must never sign contracts.
- Be aware of important deadlines and paperwork that the organization needs to turn in to 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 the organization.
- Serve as a liaison to connect the organization with campus and community resources.
- Communicate regularly with SAGA's Coordinator for Student Organizations and Involvement 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 organizational management skills among members by providing guidance in issues regarding time management, budgeting, and leadership. 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.
- Provide and maintain up to date contact information to SAGA and within LUCommunity – including phone numbers / office extension, and email.
- 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.

Sponsored Student Organization Advisor Position Responsibilities:

- Complete the Advisor Agreement Form during the student organization annual registration process.
- Read and understand University policies relevant to organizations and communicate these to the organization leadership.
- Discuss and establish expectations of both the advisor and the student organization membership.
- Supervise the organization's planning and events to make every effort to ensure that these activities are in line with all University policies, as well as federal, state and local laws

- 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.
- Be aware of important deadlines and paperwork that the organization needs to turn in to Student Activities & Greek Affairs.
- Assist in the development of organizational management skills among members by providing guidance in issues regarding time management, budgeting, and leadership. Encourage all members of the organization to be involved.

Liability and Risk:

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



ACTIVITY 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 polices and requirements.

Activity Requests

RSOs are required to complete and submit an Activity Request, via LUCommunity, a minimum of 14 days in advance of any RSO event, program, or meeting. A Student Activities & Greek Affairs team will review the request and will send a confirmation of receipt and request response via LUCommunity within 1 week of submission. Failure to respond to inquiries from SAGA may result in the cancellation of your event.

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 the student organization's University Revenue (2510) account.

Additional Requirements for Student Activities Funded (SAF) Activity

All requirements previously stated for Non-SAF Funded Activities apply for SAF 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.
 - Any RSO event with a contract must notify the Campus Activities Network in the event of event cancellation at least 3 days prior to event day. If an RSO fails to notify CAN of event cancellation, the RSO may be held responsible for the cost of the event and will lose payment and contract request privileges pending conduct hearing. Length of the suspension of request privileges will be determined in a conduct hearing with SAGA and OSCCR.
- All receipts must be submitted within 48 hours of the activity. If the activity falls on a weekend, all receipts must be submitted by 5pm the next business day. Remember to reflect tipping, if applicable.
 - If the organization fails to submit a receipt by the deadline on more than one occasion, their 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. All deposits must be submitted no later than a week after the event deadline. 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; this privilege comes with responsibilities and expectations.

Space requests will be reviewed on a first-come, first-serve basis. Approved on-campus events will be sent to Campus Reservations for processing.

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 may be suspended by Campus Reservations.
- 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 and properly uploaded to the activity request 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 to SAGA via ARF
- All AV requests must be submitted to Campus Reservations 1 week before the event.
- 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

Preferred Vendors

Registered Student Organizations may establish agreements with non-Loyola businesses or individuals for services. Student Organizations are required to use the Preferred Vendor list when working with vendors. Open contract vendors on the preferred list have completed the contract process for the academic year. When working with open contract vendors on the Preferred Vendor List, students must complete the Vendor Schedule Form and submit the form to SAGA 4 weeks before the event. The Vendor Schedule Form must be attached the purchasing request on LUCommunity.

Non-Preferred Vendors

Vendors that do not have an established relationship with our office are considered a non-preferred vendor. If the Preferred Vendor list does not have a service that is needed by a student organization, then an organization can go through the University's contract process to establish a new vendor. Please note that anytime an RSO works with a vendor that is not listed on the Preferred Vendor list, the RSO will need to establish an agreement of service with the off-campus individual group or company. Regardless of the 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

It is student organization's responsibility to follow both the university's [Community Standards](#) and Student Activities & Greek Affairs policies.

Demonstration, Free Expression, and Fixed Exhibit Policy

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

Film Licensing Policy

In accordance with federal law, student organizations who wish to screen films must obtain the screening rights for the film. This can be done through the LUC library system. LUC Libraries holds the screening rights for a number of films which can be found [here](#). If the library does not hold the screening rights to a film, those rights can be purchased online through [Swank Motion Pictures. Inc.](#)

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

File Sharing Applications and Copyright Issues

Providing or obtaining copyrighted material, e.g., music, movies, videos, text, and etc., without permission from the rightful owner violates the United States Copyright Act and university policies. While it is true that a number of artists have allowed their creative works to be freely copied, those artists remain very much the exception. It is best for you to assume that all works are copyright-protected except those that explicitly state otherwise. As an individual, you should also be aware that you face liability for damages of up to \$30,000 per infringement under the U.S. Copyright Act. Additionally, students, faculty and staff who may be in violation of copyright law place not only themselves at risk - they may be incurring liability for Loyola University Chicago as an institution, e.g., using the University network resources to obtain the material and/or to store the material on University servers.

If an artist, author, publisher, or law enforcement agency notifies the University that you are violating copyright laws then the relevant offices within the University will investigate the complaint. If appropriate, action will be taken against you in accordance with University policy. In some cases, violations of University policy could result in suspending your network access privileges and/or criminal prosecution under state and federal statutes. For more information, please visit: https://www.luc.edu/its/aboutits/itspoliciesguidelines/policy_p2p.shtml

Gambling and 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](#).

Pet and Service Animals Policy

Pets must always be on a leash 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

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 and follow the University's Guidelines for Political Activities Policy www.luc.edu/policy

Political Activities: Voting Registration

Loyola Votes is part of a University-wide initiative that encourages students, faculty and staff to not only promote the importance of voting, but for the Loyola community to host their own Voter Registration events. If your organization is interested in hosting a Voter Registration event, then your RSO must work with the Office of Civic Engagement. For more information, please visit:

<https://www.luc.edu/vote/hostavotingevent/>

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 (ie- "Funded by the Student Activities Fee"). 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 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. Please note that Materials may not be placed on car windshields and sidewalk chalk is prohibited in promoting campus events.

Social Media Policy: University Marketing and Communications

The policies below apply to all Loyola-sponsored social media accounts and those employees and students who manage the social media content, including those for departments, divisions, schools, areas, and offices at the University.

- Any published content or accounts are subject to the policies of the University. The University can remove or change any content or accounts at the discretion of the Vice President of University Marketing and Communication and in coordination with other officers of the University.
- Administrative access and passwords for Loyola-sponsored social media accounts should be available to multiple staff members in each department. Credentials must be maintained and surrendered to a University leader at the dean or vice president level in the event that the current social media manager, whether a student or employee, leaves the department/division/University.
- All laws under the Family Educational Rights and Privacy Act (FERPA) must be followed. In the case of a health-related issue, the Health Insurance Portability and Accountability Act (HIPAA) must be followed.
- Loyola departments and organizations interested in starting a new social media channel are encouraged to reach out to University Marketing and Communication at umc@luc.edu.

For additional information on social media policies, please visit:

<https://www.luc.edu/umc/policies/socialmediapolicy/>

For Additional resources on best Social Media Practices, please visit the following directly linked resources from University Marketing and Community (UMC):

- [Developing Your Social Media Strategy](#)
- [Social Media Best Practices](#)
- [Social Media Dos and Don'ts](#)

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](#).

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:
<https://www.luc.edu/media/lucedu/policy/pdf/SpeakerPolicy.pdf>

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 Marketplace. Student organizations can direct their participants to the Event Donation or Fundraiser Store to collect their funds. All ticket sale revenues will be deposited into the RSO's Revenue University Account. Revenue generated will be swept back into the SAF unless specified as a fundraiser at the end of the academic year.

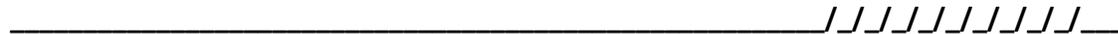
Student organizations who would like to sell tickets, must complete a Ticket Distribution Form found on LUCommunity. Ticket distribution forms must be submitted 7 business days prior to your ticket sale start date. All pre-sale tickets will be sold through Marketplace. The student organization can contact the Budget Coordinator to receive list of payees for the event.

If the student organization is collecting funds in order to ship items to their members, they need to communicate with SAGA's Budget Coordinator in order to coordinate the final sale date in order to receive a report of sales.

Virtual Events and Vehicle Operation

All students who attend virtual events must not attend while operating a vehicle. **Illinois law** prohibits the use of hand-held cellphones, **texting** or using other electronic communications while operating a motor vehicle. ... If you must make a phone call, even with hands-free technology, it is recommended that you pull off to the side of the road before making the call.

Student Organization Executive Board members must eliminate participants from the virtual event platform if a student is operating a vehicle during the event.



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.

- Home-prepared food are strictly prohibited. Please note this also includes food prepared in residence halls.
- Food must be individually wrapped and served in a grab n' go format, purchased or donated by a preferred vendor.
- Only store bought 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.
- All baked goods must be from a preferred vendor and must be portioned out for single servings and must be pre-packaged and individually wrapped, to be served in a grab n' go format.
- 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 always be protected from contamination with the use of food shields, covers, keep off the ground, etc.
- Current Loyola students must be the individuals responsible for the distribution of the food items to the general student population.

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](#) and at www.hazingprevention.org.

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 your event requires a waiver, please contact Student Activities & Greek Affairs. Once a waiver is obtained from LUCommunity, 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 SAGA office 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.
- All waivers must be submitted to SAGA within 2 business days before your event. Waivers will be kept on file for 5 years.
- 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.

Injury Report Form

Minimize the occurrence of accidents and injuries through sound risk management practices. If an injury occurs during an RSO hosted event, the President should complete the Injury Report Form found on LUCommunity within 48 hours. If it is an emergency, follow the steps below listed under the emergencies heading as soon as possible:

- Call 911 and request EMS
- Explain the nature of the emergency
- Give them clear and specific directions to the site
- Provide the name and exact location of the victim, a brief description of the injury, identification of caller and phone number
- Provide any necessary CPR
- If on Campus, contact Campus Safety at (773-508-6039) or use an emergency phone.
- Notify Program Coordinator and/or Assistant Director of Student Activities and Greek Affairs
- Meet or designate someone to meet personnel at the entrance to the building or scene of the accident and guide them to the injured party.
- Emergency personnel will be responsible for determining if and how the injured party shall be transported.

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:

- No alcohol may be purchased with SAF or organizational funds
- Student organizations are prohibited from hosting fundraising events with alcohol
- No student organization shall sell alcoholic beverages
- The cost of the alcoholic beverages may not be included in any admission, meal, or entertainment charge
- No student organization shall collect a cover charge, donation, or admission fee, which entitles a guest to alcoholic beverages
- No student organization may utilize alcoholic beverages as prizes (contest, silent auction, etc.)
- Events involving alcohol must be closed events with a set guest list submitted three (3) days in advance of the event. Sorority & Fraternity Life organizations must submit all required information through the Activity Request Form on LUCommunity.
- 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

- Student organizations are prohibited from serving or selling alcohol to minors or purchasing alcohol for minors
- The organization must take reasonable precautions to prevent underage consumption of alcohol by having a third-party check attendee identification
- Sponsorship by corporations or businesses which produce, sell, or distribute alcoholic beverages is prohibited.
- Alcohol is prohibited at membership recruitment and new member activities.
- Promotion and advertising materials may not include alcohol related messaging.
- Student organizations must ensure that alcohol is not the focal point, the reason for, or the drawing card for an event
- Student organizations must provide food and non-alcoholic beverages free of charge when alcohol is present at an event.
- 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).
- On-campus events with alcohol must follow all applicable campus policies, found [here](#).

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](#).

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.

- 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 the Glove Box Accident Form found on LUCommunity. 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 LUCommunity at least 14 days in advance of travel date.
- Each RSO participant traveling must sign a Waiver Form available for download through LUCommunity. 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 LUCommunity 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](#) in addition to following the steps listed below:

- RSOs traveling internationally must submit an Activity Request through LUCommunity 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 LUCommunity. A hard copy of the 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](#). 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.

Reporting

[The Center for Student Assistance and Advocacy \(CSAA\)](#) is an initiative that advances a University-wide systematic approach for reporting and resourcing student concerns, providing *cura personalis* as a University-wide coordinated effort.

The CSAA website provides online reporting tools and resource information for addressing concerns in the areas of behavioral, academic, personal, equity, Title IX, and student conduct. This initiative aims to support all Loyola students, regardless of academic program or campus location (e.g., Lake Shore, Water Tower, Health Sciences, JFRC, Vietnam Center, online). On the website, students, student leaders, and advisors can learn about the many ways Loyola supports them and their peers. Faculty and staff can report any and all matters of student concerns in one location. CSAA's website is:

<https://www.luc.edu/csaa/>

Sexual Misconduct and Harassment

Please reference the Office for Equity & Compliance and the [Comprehensive Policy](#) for detailed policy and resource information. Additional survivor resources can be found on Loyola's Community Coalition on Gender-Based Violence website (www.luc.edu/ccrt).

OBTAINING FUNDING

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.
- Send all officers 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)
- Complete anti-hazing requirements and the diversity, equity, and inclusion training

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 money in an organization's revenue account roll over from year to year and are never swept (removed).

Access to the University account is limited to the individuals listed as an administrator in the organization's LUCommunity registration profile. Those individuals are expected to attend one RSO Orientation per academic year.

Sources of Funding:

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. This includes:

- Copier charges
- Promotional items/giveaways, excluding t-shirts

RSO's can identify if they have been deposited SUF by looking at their Finance Accounts in LUCommunity. To use the money, submit a LUCommunity payment request and select the SUF account.

The \$100 SUF budget line will be posted within the SUF account in the organization's LUCommunity finance portal. Treat it like any other SAF budget line: to use the money, submit a LUCommunity payment request via the budget line. Please note the SUF will need to be used within the first 6 weeks of each semester and the funds do not roll over beyond the semester in which it is allocated.

Please note, gift cards cannot be purchased using Start Up Funding (SUF), Student Activity Funds (SAF), or Revenue. Reimbursement will not be available for students who make this purchase on their own.

Student Activity Fund (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.

Allocation of SAF funds through Student Government Allocations Committee

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
- Holds open office hours prior to each deadline for questions and Budget Request assistance
- Can be reached directly at allocations@luc.edu

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.

Allocations Funding and Cycles

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.

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.

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.

Requesting Funding through SGLC Allocations Process

RSOs may request SAF funding through a Semester Budget Request (SBR) or SPOT funding cycle. SAF funded events have several requirements and restrictions. If multiple organizations are collaborating on one event, only one budget request should be submitted on behalf of all organizations. Step by step instructions for filling out funding requests are covered in the RSO Orientation. If you have specific questions about funding requests please email allocations@luc.edu

Expectations

Please keep in mind that the Allocations Committee routinely receives more requests than the SAF can fund. In order to set the organization up for success, be sure to familiarize oneself with the funding guidelines below.

Requirements for 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. All documentation must be submitted in an acceptable documented format. Acceptable documentation includes:

- Screenshot of emails, invoices, menus, etc.
- Scanned copies of invoices
- PDFs, JPEGs, etc.
- Links to websites are not an accepted format for documentation.

All documentation must be submitted by the Budget Request deadline. Documentation submitted after the Budget Request deadline will not be considered valid. This includes adding additional documentation to a submitted request.

If a Registered Student Organization requests funding for a talent performer (including but not limited to a speaker, DJ, band, etc.), then an upload of the Talent Information Form and the Performance Bid Form is required. Organizations may also upload documentation of a quote or invoice in place of the Performance Bid Form. These forms must be submitted with the budget request to be considered for funding.

- **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.

- **Talent Information Form**

Submission of this form is required when organizations are requesting funding for a talent (i.e.- speaker, performer, DJ, etc). This form should be filled out by the talent and submitted with the budget request by the appropriate deadline. Lack of submission will result in the denial of funding for the talent.

Documentation must show the vendor from which items are being requested for all line items.

If the Registered Student Organization receives a different price from the vendor than what is picture (such as a discount), then documentation of this price change must be submitted. Acceptable documentation from the vendor verifying the price change include:

- Invoice
- Signed letter from the vendor
- Email from the vendor verifying the price change.

When documentation for a vendor shows multiple prices or items, a Student Organization must indicate which price and/or item they want the committee to consider. (For example, circling the desired item in a screenshot of a restaurant menu).

Documentation must show the total price or unit price of the line items requested. This includes intended tip and/or shipping.

Quantities must be included in the documentation and Budget Request to equal the total cost of a line item (I.e. Unit cost x number of units = total cost).

The documentation of the quantities can be provided in the following platforms:

- In the line item description (in LUCommunity)
- In uploaded documentation that shows the price of each item within the Budget Request
- The only documentation exemption is for printing from LUC Copy Center up to \$40. Any amount over \$40 must be documented.

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).

Allocations Prohibited Requests

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 unless the items requested are intended to be used during a campus event open to the general LUC undergraduate community. In addition, items must be donated concluding the event, in alignment with the University sustainability policy
- 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)
- The purchase of helium or helium tanks
- 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 an 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
- Any costs related to monetary gift (i.e., gift cards) due to legal implications
- Activities and/or programs which advocate a position contrary to the University's Jesuit, Catholic tradition.
- Expedited shipping & handling costs

Allocations Policy Amendments - Effective Spring 2022

With shifts to Loyola University Chicago's COVID-19 policies for the Spring 2022 semester, modifications have been made to the Student Government Loyola Chicago (SGLC) Allocation's policies. Below is an overview of the Fall 2021 SGLC Allocations policies, though please note such policies are subject to change based on further updates regarding COVID-19.

- Giveaways: The Committee will continue to allow the purchasing of branded giveaways this semester. This includes t-shirts. Please note, giveaways must be year, organization, and event specific.
- Shipping: The Committee will no longer offer the purchase of shipping through USPS "Click-N-Ship" to serve students, as the campus will be operating in person for the Fall 2021 semester. Please refer to Student Activities and Greek Affairs (SAGA) policies and procedures regarding purchasing and package pick-up.
- Virtual Fundraising: Organizations will have the continued opportunity to use the Student Activity Fund (SAF) to fund virtual fundraising activities.
 - As a reminder, ALL revenue produced by an SAF-funded fundraiser MUST be donated to a non-profit organization. If this donation is not made, those funds will be pulled and redistributed to the SAF.
 - NOTE: all organizations that wish to host fundraisers MUST use Marketplace to collect funds virtually.
- In Person Events - In-person events will be permitted and funded this semester in accordance with Loyola University Chicago and SAGA policies on capacity limitations and mask mandates. As we monitor COVID-19 and the shifts in university policy, please understand that policies surrounding SGLC Allocations funding may change during the 2021-2022 academic year.
- Off-Campus Events – In the abundance of safety for the student body during the COVID-19 pandemic, we will not be funding any off-campus events for the 2021-2022 academic year.

Please note that these amendments are subject to change as the university continues to make decisions regarding the impact of COVID-19 on university operations.

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 for a funding decision must complete a Budget Appeal Form (found on LUCommunity) 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). 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. In addition to approval through an Activity Request, the organization should submit a contract for the sponsoring organization 2 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. Revenue generated must be deposited into the organization's revenue account (2510). 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 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.

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 a 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

On-Campus Fundraising Methods and Policies

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

- 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)
- Collection of dues or membership fees
- Off-campus business donations of goods or services (to be used at an event – pizza, prizes, etc.)
- Asking for monetary donations

Prohibited fundraising methods include but are not limited to:

- Online money transfer methods (i.e. - Chase QuickPay, Venmo, PayPal, Square, etc.) Marketplace is allowed and an account can be set up through SAGA. Email activities@luc.edu for more information. See below for other information regarding "online fundraising."
- Political campaign solicitations and political 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.
- Organizations must use Marketplace to manage online fundraising if portal is not provided by the non-profit organization.
- 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 an Online Fundraising Approval Form. 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.

Once approval has been granted:

Student organizations must use Marketplace to collect any funds. In order to have access to Marketplace, student organizations must have submitted the Market Place Virtual Store Sign-up Form in LUCommunity by Tuesday, February 1st. Student organizations will have access up to three stores in order to: collect dues, fundraise, and accept event reservation payments/donations. Funds collected will be deposited daily into their revenue account (2510) and be reflected in LUCommunity.

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 must 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.

Below 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 Purchase Request form (found in the Finance module) on LUCommunity 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/ ACH** – 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.
 - b. Only businesses found on the SAGA Preferred Food Vendor List will be approved for SAGA credit card use. If using a non-preferred vendor, *Reimbursement* is the only payment option, unless noted in the Vendor List.

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. Please note, Loyola does not reimburse sales tax and 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 be having a financial cap of \$500.00 per transaction.

- Reimbursements may be granted to one individual per event. (Not to exceed \$500.00)
- Students may submit for reimbursement no later than 1 week after the event.
- Ensure that the student who is being reimbursed submits an electronic W-9

- 4. Internal Billing (IBF)** – This form is used to record payment for internal University expenses (Aramark catering, 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 LUCommunity. 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, purchase of expedited shipping is prohibited.

SAGA will not ship any items on behalf of student organizations. Organizations who wish to ship items to their members can go through USPS and be reimbursed.

When shipping purchased items to student organization representatives addresses, students must purchase a tracking number for each shipped item. The student Organization's advisor must also provide verification that they approve the request via email. The email should then be uploaded to the Purchasing Request to ensure confirmation and verification of purchase and shipping. In addition, student representatives are required to purchase a signature confirmation for each item to ensure that the item was obtained by the correct student recipient. Failure to comply with the shipping and handling guidelines will result in loss of purchasing for the academic semester.

If an event is canceled but purchased items have been sent to the student participants, the organization is responsible for returning the items to the vendor. Please notify Student Activities and Greek Affairs by email (activities@luc.edu) for a return receipt from the vendor.

Making a Donation

In 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. Finally, the donation directly relates to the mission and purpose of the student organization as indicated in the organization constitution

Making a Deposit

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 LUCommunity portal under Funding Request at the time of deposit along with a corresponding deposit entry to your LUCommunity Finance 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 LUCommunity. 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

Handling of physical cash may be used for tabling. Cash boxes and petty cash are available for rental out of SAGA's office at the front desk.

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 10.25% for purchases made in Chicago (Water Tower and Lake Shore Campus). The tax rates vary for HSD and LUREC, please contact the General Accounting office for tax rates at those locations.

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

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

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

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

Outside Bank Accounts

Student organizations are not permitted to hold an outside bank account, PayPal account, Bill Highway account, or any similar external fund management service. It is in the best interest of the student organization to utilize their 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.

Event Cancellation Policy

Any RSO event with a contract must notify the Campus Activities Network in the event of event cancellation at least 3 days prior to event day. If an RSO fails to notify CAN of event cancellation, the RSO may be held responsible for the cost of the event and will lose payment and contract request privileges pending conduct hearing. Length of the suspension of request privileges will be determined in a conduct hearing with SAGA and OSCCR. Please Contact the Campus Activities Network at can@luc.edu

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 & 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.