



Sorority & Fraternity Life
Student Activities & Greek Affairs
 6511 N. Sheridan Road | Chicago, Illinois 60626
 p (773) 508-8850 | f (773) 508-2144
greeklife@luc.edu

TO: LUC SORORITY & FRATERNITY LIFE COMMUNITY
FROM: ASTRID BELTRAN, COORDINATOR FOR SORORITY & FRATERNITY LIFE
SUBJECT: REVISED CONTRACT POLICY
DATE: OCTOBER 30, 2015
CC: ANGELA KING TAYLOR, DIRECTOR OF STUDENT ACTIVITIES & GREEK AFFAIRS

SORORITY & FRATERNITY LIFE CONTRACT POLICY

The overarching goal of the contract policy is to protect LUC students and the University when contracts are executed. Recently, changes were made to the contract policy for sororities and fraternities at Loyola University Chicago (LUC). As a result, we are providing clarification regarding the contract process for Loyola University Chicago sororities and fraternities.

Sororities and Fraternities may establish agreements with businesses or individuals for services. If a sorority or fraternity is holding an event off campus, but is not receiving student activity fee funds or any other types of payment from LUC, the Chapter Advisor or a representative from the national headquarters must sign the contract. Please note that other payments from LUC might include, but are not limited to funds from a student organization’s revenue account. Ultimately, the origin of the payment must be a bank account unaffiliated with Loyola University Chicago. However, if an organization receives University funding or is requesting payment from LUC, the contract must be processed through the Student Activities & Greek Affairs Department. In this instance, sororities and fraternities should follow the policy as outlined in the Registered Student Organization handbook.

	ON CAMPUS	OFF CAMPUS
Contract Deadline	4 Weeks	2 Weeks
Signature	Vice President of the Division of Student Development	Non Loyola Advisor or Headquarter Staff member
Contract	Use Loyola Contract with University Funds OR Zero Dollar Loyola contract using external chapter account funds	Use contract of the vendor
Submission	http://www.luc.edu/saga/studentorganization/s/infoforcurrentmembers/contracts/submittin/gcontracts/	LUCentral> Sorority & Fraternity Life Portal> Forms > Event Contract Submission



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If chapter is planning a non-university funded event, but the event takes place on the Loyola University Chicago grounds, the following procedures must be followed:

- Organization must register the event with the Student Activities and Greek Affairs Department through the LUCentral Activity Request Form, 2 weeks in advance.
- Organization must utilize the LUC 4 week contract process and pay for the event using their University funds through their LUCentral account, OR utilize their off campus external chapter account funds, but submit a Zero Dollar contract through LUCentral four weeks in advance.
- Organization must submit a copy of the executed contract through the forms feature on the LUCentral, Sorority and Fraternity Life portal, if event is off campus.
- Service agreement can never be signed by a student.

Should you have additional questions or concerns about this policy, please feel free to contact Leslie Watland (lwatland@luc.edu), Astrid Beltran (abeltran1@luc.edu) or Janine Myers (jmyers4@luc.edu), Coordinators for Sorority and Fraternity Life.