ROOSEVELT UNIVERSITY

CENTER FOR STUDENT INVOLVEMENT

RESOURCE MANUAL
SPRING 2014

Table of Contents

Section	Page #
Center for Student Involvement Introduction	**3**
Welcome	3
Acronyms and Lingo	4
Student Organization Handouts	4
Meet the Staff	4
Office Functions	5
Student Organizations 101	**6**
Introduction	6
Steps for Starting a Student Organization	6
Registration for New and Existing Student Organizations	6
Greek Organizations	7
Student Organization Resources	7
Student Organization Leadership Resources	8
Policy on Retaining Student Organization Status	9
Program Planning Process	**10**
Introduction	10
Fundraiser Planning	10
Event Planning	10-12
Specific Programming Tasks	12-19
Funding for Programming	20
Introduction	20
Process of Applying for Funding	20
SAFAC	21-27

Center for Student Involvement Introduction

Index:

- Welcome!
- Acronyms and Lingo
- Meet the Staff
- Office Functions

Welcome!

We're excited you chose to get involved with the Center for Student Involvement (CSI) at Roosevelt University's Chicago Campus. Student organizations provide opportunities to meet other students and to be a part of the university community. Students who are active develop skills in leadership, planning, communication, and time management while working with their peers. CSI is here to help with starting and maintaining your student organization. We also provide resources and workshops throughout the year to enhance your personal leadership and organizational skills.

This guide was developed by CSI to assist students in becoming familiar with important information necessary for the success of student organizations. Students or organizations with questions regarding this handbook should contact CSI, contact information below. Additional resources are available in our office and our website, under "Student Organizations". Best wishes and enjoy your year!

Sincerely,

The Center for Student Involvement Staff

425 S Wabash Ave, Room 323, Chicago, IL 60605

312-341-2015 | ***csi@roosevelt.edu*** | ***www.roosevelt.edu/csi***

Acronyms and Lingo

The following are terms or acronyms used and will be explained in length in this Manual:

- CSI: Center for Student Involvement
- SAFAC: Student Activity Fee Allocation Committee
- RSO: Registered Student Organization (not to be confused with Recognized Student Organizations)
- SO: Student Organizations (BOTH RSOs and Recognized Student Organizations)
- MMS: Multi Media Services
- SPEED: Students Programing for Enrichment, Enlightenment, and Development
- SGA: Student Government Association
- The Torch: Roosevelt's student newspaper
- WB: Wabash Building
- AUD: Auditorium Building

Student Organization Handouts

Additional Student Organization support materials are in the format of handouts that include the following subjects:

- Student Organization Communication and Running An Effective Meeting
- Tips For Leaders and Meeting With Your Advisor or University Staff
- Student Organization Semester Checklist
- Program Planning Timeline
- Marketing Events and Recruiting Student Organization Members
- Example Of A Constitution
- Event Funding Process

THESE ARE IMPORTANT SUBJECTS! Please look them over! You can find them either printed out in the CSI office, or online at roosevelt.edu/csi/orgs under the "Documents and Forms" section.

Meet the Staff

Elizabeth Choporis, M.Ed., Director of the Center for Student Involvement

Elizabeth is responsible for New Student Orientation, and oversees Student Organizations and Greek Life. She coordinates events such as the Student Involvement Fair and Student Organization Roundups, and is also the staff advisor for the Student Activity Fee Allocation Committee (SAFAC).

Jarquetta Egeston, MS Ed., Director of the Center for Student Involvement

Jarquetta is the Advisor for Students Programming for Enrichment, Enlightenment, and Development (SPEED), and the program facilitator for Leadership, Service, and Community Engagement programming. She coordinates programs such as the Student Leadership Summit, Eleanor Roosevelt Society and Emerging Leaders Institute.

Cassandra (Casi) Lane, Secretary of the Center for Student Involvement

Casi is responsible for various administrative duties in CSI, including assisting student organizations with check requisitions and purchase orders.

Graduate Externs: Graduate Externs assist and facilitate tasks with the Directors of the Center for Student Involvement. This includes working with Student Organizations, Greek Life, and SAFAC.

Office Functions

CSI is a one stop shop for becoming involved and engaged in your Roosevelt community! The office staff create and facilitative a variety of different opportunities to better your college experience, including:

- New Student Orientation for all incoming First-Year and Transfer students
- Orientation Leader positions to lead and facilitate NSO and it's students
- Develop and implement campus programming including: SPEED, SPEED Addicts, and other collaborations
- Advising and consulting for Student Organizations, the SAFAC board
- Programing for Student Organization development, communication, and collaboration.
- Leadership programming and organizations including: Emerging Leaders Institute**,** Eleanor Roosevelt Society, and the Student Leadership Summit
- Community Service programming and organizations including: Second Saturdays and SERVE
- Overseeing fraternities and sororities
- Overseeing the Student Union space on the 3rd floor of the Wabash Building.

Student Organizations 101

Index:

- Introduction
- Steps for Beginning a Student Organization
- Registration for New and Existing Student Organizations
- Greek Organizations
- Student Organization Resources
- Student Organization Leadership Resources
- Policy on Retaining Student Organization Status

Introduction

There are two different types of Organizations: Registered (RSO) and Recognized. Although the complete details separating the meaning between the two will be explained in this chapter, Registered Student Organizations enjoy more benefits, including eligibility for program funding via the Student Activity Fee Allocation Committee. Steps for registering and retaining status as a RSO are in the proceeding paragraphs. If interested in starting a Greek Organization, please see page 7 in addition to materials below.

Steps for Beginning a Student Organization

Becoming a new organization requires you to follow the same registration requirements as existing Student Organizations, which are explained in the next section. Once a new Student Organization completes all of these steps the steps, they will be eligible for status as an RSO. Students contemplating the creation of a new organization are encouraged to check the existing list (found on: www.roosevelt.edu/CSI/Orgs) of Registered Student Organizations (RSOs) to see if existing RSOs complement the wants and needs of someone looking to create a new RSO.

Registration for New and Existing Student Organizations

Registration for each semester (excluding summer) is required for all existing and new Student Organizations who wish to gain or retain RSO status. Here are a couple of quick facts for Student Organization Registration:

- The **deadline** for registration is usually after the first week of classes. For the specific date, reference the CSI Website: roosevelt.edu/csi .
- All of the information needed for Student Organization Registration will be documented through an online form that will be emailed to current RSOs during the registration process, however this form can also be found on the Student Organization Section of the CSI Website: roosevelt.edu/csi/orgs.

Listed below are the minimum requirements to register as a RSO:

1. The organization must fill out the online registration form – found on CSI's website – complete with all contact information and signatures, each fall and spring semester.
2. The organization must obtain the names and contact information of at least seven members (All members must be current Roosevelt students enrolled for a minimum of 3 credit hours).
    - Organizations struggling to find seven members should contact CSI for assistance.
3. The organization must have one faculty or staff advisor, who is a full time employee. Information for Advisors can be found on the CSI website.
4. Two members of your Student Organization must attend a Student Organization Round Up workshop at the beginning of each semester. The dates for roundups can be found on the CSI Website and will be e-mailed to all organizations that have completed step two.

Greek Organizations

Greek organizations (city-wide or otherwise) are held to the same requirements as all Recognized and Registered Student Organizations but must also abide by the Roosevelt University Greek Relationship Statement & Standards of Excellence. **Under no circumstances may SAFAC funding be used for closed or recruitment type events**.

If you would like to start a Greek organization, you must contact Elizabeth Choporis (echoporis@roosevelt.edu), Director in the Center for Student Involvement.

Room reservations for Greek organizations are subject to approval by the Center for Student Involvement. "Parties" of any kind are not permitted at Roosevelt University.

Student Organization Resources

Student Organizations that do not register under the requirements to be a RSO will be classified as Recognized Student Organizations.

Registered Student Organizations enjoy the following benefits and privileges:

- **Student Activity Fee funding** for events and programs via SAFAC (more information on SAFAC is located in the "Funding for Programming" chapter, page 20
- Access to a **Student Organization mailbox** in the CSI Student Union Organization space next to CSI in WB 322

Both RSOs and Recognized Student Organizations enjoy the following benefits, privileges, and resources:

- Reservation of University facilities (dependent on availability), more information in the "Program Planning Process" chapter, located on page 10.

- **Promotion on CSI bulletin boards** throughout campus, CSI publications and on the CSI calendar, more information in the Event planning chapter, page 10.
- **Access to a copy & fax machine** (30 copies at a time), more information in the Event planning chapter, page…
- **Access to Student Organization space in WB 322**, CSI supplies, banner paper
- **Organizational consultations** from CSI staff. By appointment only, e-mail Elizabeth Choporis (echoporis@roosevelt.edu) for more information.
- **The CSI Website**, particularly the section for Student Organizations has an abundance of resources and documents (www.roosevelt.edu/csi/orgs), including but not limited to: The SAFAC Application, Room Reservation Forms, MMS Form, Contract Forms, Event Catering Menu, Advisor Documents.
- **The Student Involvement Fair,** which is held at the beginning of every semester for Student Organizations to market and table themselves. This event is marketed to new and returning students to come to and can be used as an opportunity to grow your Organization.
- **The Student Government Association** holds a variety of different committees on Campus Life, for which they hold open meetings. Student Organization members may receive notification of these committee meetings, and it should be the initiative of the Student Organization to reach out to SGA and particular SGA committees. To find out more information, visit their website: roosevelt.edu/CSI/SGA, contact them via e-mail sga@roosevelt.edu, or visit their office the Wabash Building 322 – H.
- **The Student Leadership Summit** is an annual weekend long retreat, held in the spring semester, which is led by CSI and is available to any student, Student Organization member, and leaders. This retreat promotes leadership development, self-reflection, social justice, and overall partnerships between students and administrators. Pay attention to the Leadership page on CSI's website (roosevelt.edu/CSI/Leadership) for dates and more information.

Student Org Handouts

As stated in the first chapter, please visit the Center for Student Involvement, or the CSI website (roosevelt.edu/csi/orgs) for the follow resources that are available in handouts:

- Tips for Leaders
- Communication
- Running an effective meeting
- Meeting with Faculty, Staff, and Administrators
- Publicity for your Student Organization
- Student Organization Semester Task List

Policy on Retaining Student Organization Status

All student organizations must comply with University Code of Student Conduct and conduct oneself respectfully and portray Roosevelt University in a positive light. All organizations must also follow University guidelines policies, procedures, and contracts, room reservations, funding processes, and other operations. Failure to meet these requirements may result in a student conduct hearing, restrictions on access or privileges to individuals and/or an organization, or other outcomes.

The University Code of Student Conduct can be found at: www.roosevelt.edu/Policies/CodeOfConduct

Program Planning Process

Index:

- Introduction
- Fundraiser Planning
- Event Planning
- Specific Programming Tasks

Introduction

Programming is a valuable experience that Student Organizations can and should take full advantage of. Two distinct types of programming, Fundraisers and Events, are described in detail below. If you have questions regarding the programming process, please refer to the Center for Student Involvement website (www.roosevelt.edu/csi/orgs) or get in touch with us at csi@roosevelt.edu or 312-341-2015.

Fundraiser

The purpose of a fundraiser is an attempt to gain funds for items that will not be approved by SAFAC (for a complete list of these items, see page 21).

To host a fundraiser**, your organization must fill out the CSI Fundraising Form** located on the Documents and Forms section of the CSI website.

DEADLINES!

- 2 Weeks prior to the program: Turn in the CSI Fundraising Form into CSI

Event Planning

Give yourself enough time; it will take longer than you think. Do not underestimate the amount of time it will take to plan and execute a successful program. Three weeks, in many cases, is not enough time to complete all the required paperwork and secure the details for the event. Unexpected snags often happen in event planning, particularly for large-scale events. Make sure you budget enough time to complete all the steps needed.

To simplify the detailed planning of programming, details are split into two sections: the “Programming Timeline”, which has basic step and processes filtered into a timeframe and “Programming Task Details” which are the specific details of the programming timeline. Please read both carefully.

NOTE: This timeline is printed out via handout in CSI.

Programming Timeline	
4 (or more) Weeks Prior	Determine the simple "needs" and "wants" of the program: - What should the date and time of the program be? Is the event during normal University business hours; if not, what role will security take? Is the program taking place during other programs? - Is the program an Event or Fundraiser? - Is the Event going to need funding for a speaker, performer, decorations, catering, MMS? If so, download the SAFAC Funding Proposal and document all of these items. - Should the program be collaboration between two (or more) RSOs? If so, contact them and delegate. A list of all Student Organizations is on the CSI website. - What are the program's goals? How are the responsibilities going to be delegated in your RSO? - **Look over the Event Policies**, located on page …, your event may be canceled and/or penalized if you violate University and CSI Policy. If your event has an outside speaker, performer, vendor, etc., your event will need a "Performer/Vendor" or "Non-Risk" Contract. Look over these documents making sure to touch base with the speaker, talent, or vendor to confirm availability and price. Download and fill out the SAFAC Funding Proposal if funding is needed for the program, **fill it out completely**. Ensure that the date you pick for the program is **three full weeks** ahead of the date you **turn in** your SAFAC Funding Proposal.
3 Weeks Prior	Complete "step one" of reserving the space for your program. Details on how to do so are below this timeline. Turn in your SAFAC Funding Proposal to CSI before the three-week deadline; sign up for a 15-minute SAFAC proposal slot for the upcoming Friday SAFAC meeting. If your SAFAC funding has been approved, the catering and MMS will be ordered by CSI. If a contract is needed for your approved event, contact CSI to set up a quick meeting to go over the contract process. After your program has been approved, immediately visit www.roosevelt.edu/StudentServices/EmailBlast so your event will be included in the weekly broadcast. You can also add your event to the University Calendar by clicking on the University Calendar link on the RU Homepage.
2 Weeks Prior	If a contract is needed for your approved event, meet with CSI staff to go over the contract details; make sure you make an appointment to do so. Follow Contract procedures as detailed below. Begin to publicize your event via flyers, social media, etc. Submit your flyers to the CSI staff; they will post the flyers on the designated CSI boards.

	Complete "step two" of reserving the space for your program. Details on how to do so are below this timeline.
Week of Event	Confirm arrival and departure times for talent. Confirm catering, MMS, and the reserved space, CSI will e-mail the conformations of each if ordered. Assign RSO members to assist with the event.
Day of Event	Arrive at venue early to set up and meet talent. Double check audio and visual systems are functioning. Check on catering. Make sure talent is taken care of and comfortable.
After Event	Clean the space you used. Complete SAFAC evaluations. Thank those that helped you with the event (Thank you notes are a nice touch!) If payment method for the program is "Reimbursement", submit any receipts to CSI to receive a University check within 2 weeks.

Specific Programming Tasks

- **Choosing A Date For Your Event**
    - Pick a date and work backwards: Booking a venue, securing talent, getting catering- these are all steps in event planning that take time. Make sure that you allow yourself adequate time to plan. Poor planning or waiting until the last minute could cause your program to be canceled.
    - Be mindful of other events when picking a date: Look at the Roosevelt website and check the events calendar (roosevelt.edu/Home/News%20and%20Events/Calendar) and the academic important dates (roosevelt.edu/Registrar/ImportantDates). If there is another big event happening you might want to think about rescheduling. Also scheduling events during finals or close to holidays can negatively impact your attendance.
    - Please see Security Policy in "Events and Funding Policies" for events that are large and past the University operating hours.
    - Make sure your event covers a time span that's inclusive to Roosevelt Students!
        - Hint: there is a break for most students between 2:00 pm and 5:00 pm; most night classes end at 8:30p.m.
        - Hint: there are few classes on Friday, often resulting in fewer students on campus.

- **Reserving a Room or Space on Campus**
    - **The Registrar** facilitates this process on behalf of anyone that wants to reserve space at Roosevelt. However, CSI is able to consult you on reserving space.
    - **Which Room Do I Choose?** The room or space your program is located in dictates the flow of your program; a specific program could require a specific space. Here are some popular programming locations that have been used:
        - Congress and Fainman Lounge area; large spaces on the 2nd floor of AUD near Michigan Ave. side of University. Congress Lounge can be expanded; request the adjoining "232 series" if additional space is needed. For safety reasons, Physical Resource Staff must perform opening and closing of the walls.
        - WB 3rd Floor rooms are for Registered Student Organization use only and include the large multipurpose room (WB 317), the Small Meeting Room (WB 311) and WB 3rd Floor Open Lounge
        - WB 4th Floor conference rooms
        - WB 611, 612, 1016, 1017, and 1111 are theater styled lecture classrooms and can be useful for lecture, movie, or study-orientated programs. WB 611 and 612 hold 90+ people, while WB 1016, 1017, and 1111 hold between 60 and 78.

    - **How Do I Reserve A Room?** To reserve a space on campus, you will have to access the Physical Resources portal on campus via Roosevelt University intranet. There are two steps required to reserve a space on campus:
        - **"Step One"** is requesting the space via the Online intranet site which can be found via the CSI Student Org Doc & Forms page.
            - Notes:
                - You must use your Roosevelt e-mail address when requesting a room. Room requests will be denied if a Roosevelt e-mail address is not provided.
                - Your **"Event Set-Up Time"** should be at least one hour before your event takes place.
                - Have alternative rooms in mind when completing step one, you can list back-up rooms in the description field.
                - If attendees are NOT Roosevelt students, then a faculty/staff advisor must be present at your event.
        - **"Step Two"** is filling out a hard copy of a Room Set-up Cover Sheet and Floor Plan once step one has been approved. Room Set-up Cover Sheet and Floor Plans should be printed, filled

out, and submitted via hard copy to Marvin Butts in AUD 105 (located in the Loading Dock) at least five days prior to the event.

- On the Room Set-up Cover Sheet, please list your needs and draw the set-up if you room has a floor plan available on the site. Include the following:
    - Tables for seating and catering
    - Chairs
    - Location of speaker(s)
    - Podium

- **How Do I Apply For Funding For My Event?**
    - Any event funding at Roosevelt is handled through SAFAC; please see a detailed section in the "Funding for Programming" chapter, located on page 20
    - The two items you CAN reference for funding in this section are: Catering and MMS.

- **How Do I Order Catering For My Event?**
    - **Roosevelt University Catering** (location: W 2nd floor Cafeteria; e-mail: catering@roosevelt.edu) facilitates this process on behalf of anyone that wants to have catering at Roosevelt. Although CSI orders catering after an event is funded, Catering is able to consult with you regarding what food items to order.
    - Catering for Roosevelt programs must go through Roosevelt University Catering; outside catering is not permitted.
    - RSOs interested in applying for catering for their program, can find the catering menu in CSI's Student Organization Documents and Forms section (roosevelt.edu/CSI/Orgs/Documents). **List any all catering menu items on your SAFAC Funding Proposal with item totals and prices.**
        - If your event receives funding, CSI will automatically process your catering order. The e-mail address listed on the SAFAC Program Action Plan will receive the e-mail receipt once processed.

- **How Do I Order Technology For The Event?**
    - **Multi Media Services** (location: AUD 380; phone # 312-341-3650) is the office that handles technology for Roosevelt programs. You do not need to contact MMS unless you have questions about MMS materials before and/or during event set-up.

- All technology needed for you event is handled by MMS. **If you are applying for SAFAC, list the items you need on your SAFAC Funding Request.** CSI will order your MMS request if SAFAC approves your funding.
- See here for a list of technology that already exists in classrooms: roosevelt.edu/ITS/mms/classroomConfig.

- **Does My Event Need A Contract? If So, What Is The Process?**
  - This process takes time and it is recommended that you begin this process **AT THE VERY LEAST 3 WEEKS** in advance of your event. Documents referenced in this section are included in CSI's Student Organization Documents and Forms section: roosevelt.edu/csi/orgs.
  - If you are using an outside vender, performer, speaker, etc. you will need to use a contract. **Outside venders, performers, speakers, etc. are required to abide by and sign Roosevelt University's contract. Roosevelt University will not sign any other contract (including the vender, performer, speaker, etc. you are trying to bring to campus).** Here are a couple of reasons why contracts are needed:
    - **Payment:** This secures payment for both the contracted and Roosevelt. **The payment for the performer/vendor will be received within 30 days after the event.**
    - **Risk Management and Security:** There is an element of risk in all campus activities, which is why it is important to partner with CSI to ensure your event is safe and responsible.

  - **What Is The Contract Process?**
    - Although, the official contract process cannot begin until your event has received SAFAC funding (see page 20 for more information), you should have all the information ready for the contract process, such as:
      - Who is the vendor…name, address, etc?
      - Are they available for the dates you're requesting for your event?
      - What is the price is for the vendor?
      - Request a **rider** from the vendor, performer, speaker; this will outline any requests they have (i.e. multimedia, material, etc.)
      - Special parking note: If the vendor requests parking, Roosevelt University cannot pay for it separately. However, the price can be included in the final price for the vendor (i.e. if the final price is $1,500; if should be $1,525 if the vendor plans to use $25 for parking).

- **Once funding is approved, your organization is required to schedule a meeting with CSI staff to cover contract procedures. Failure to set up this meeting will result in cancellation or postponement of the event.**
    - There are two different contracts for two different processes; you will only use one contract or the other: **Non-Risk Contract (the "short contract) and Performer/Vendor (Long) Contract.** Again, if you have confusion about the contract process at all, contact CSI (see contact information on page 1)

    - **Non-Risk (Short) Contract and the Performer/Vendor (Long) Contract Steps:**
        - Complete the following processes with the documents below:
            - Download, print, and fill out the **Contract Checklist;** this will contain all the necessary steps to complete the contract process.
            - **Download TWO copies** of the Contract and fill in the highlighted areas only. No changes can be made to the RU Contract other than those highlighted. **DO NOT SIGN the contract**.
                - **The Insurance Addendum (for "LONG" Contract only)** is attached at the back of the contract; communicate with CSI Staff as to Insurance Liability. Proof of insurance from the performer/vendor is usually necessary.
            - Download and send the **W-9 Document** via e-mail to the vendor in order for the vendor to be paid. Once the vendor sends this document back, send it to CSI via e-mail or print out a hard-copy.
            - Submit proof of SAFAC funding (SAFAC funding e-mail will suffice), the TWO filled out RU Contracts, and any additional paperwork to CSI.
            - Send (via scanned .pdf, or mail) **BOTH completed** contracts to the vendor for the vendor to sign; make sure you communicate to the vendor to return both contacts.
            - Once the vendor has signed and returned both contracts, deliver the contracts to Elizabeth Choporis in CSI (for her to sign) and then to the AVP for Administrative Services (for them to sign); their signatures are the final signatures from Roosevelt University. Again, no Student Organization Representatives or Advisors should sign the contract.

        - The AVP for Administrative Services will keep one copy; scan a third and fourth copy of the completed Contract for CSI and your Org to keep records of the contract (this can be done in the CSI office).
        - Send back one completed Contract to the Performer/Vendor for their records.
    - **Payment Methods:** For the payment process of a performer or vendor, please see the Funding for Events chapter, and specifically page 24.

- **Event Marketing:**
    - **Social Media:** E-mail Elizabeth Choporis to put the event on CSI's social media outlets. Your RSO is responsible for posting on your own social media tools.
    - **Flyers**: Advertisements to be displayed on CSI bulletin boards must be submitted to the Center for Student Involvement. *CSI employees are the only individuals allowed to post flyers.* We will only accept publicity for Roosevelt University- sponsored events.
        - CSI can accept a **maximum of thirty (30) copies** of each item for display. Copies can be made in the CSI office during regular business hours only (If you come into the office less than 10 minutes before the office is to close, you may not be able to complete your copying). ****20 Boards are available for use within Wabash Residence Life****
        - CSI staff members will stamp all approved items.
        - Flyers must have the date, time, and location, sponsor name, and contact information. If the flyer does not have this information on it, the flyer will not be posted.
        - Approved items will be posted every Friday & Monday. **All advertisements must be turned in by 5:00 p.m. every Thursday**, to be posted the next day.
        - Flyers are removed every two weeks.
    - **What's Happening @ Roosevelt- Weekly Email & University Calendar:** Events may be submitted via online form (www.roosevelt.edu/StudentServices/EmailBlast) every Wednesday by 5:00 p.m. to be sent in that week's RU Mail broadcast. You must include: name of event, date, time, location, description, sponsoring organization, contact information, and if the event is free or ID is required.
    - **Butcher Block Paper Flyers:** These large flyers are acceptable to hang, with blue tape only, on the Wabash Bridge walls with prior approval from CSI.
    - Marketing Policies:
        - If a RSO has received SAFAC funds for its event, **the SAFAC logo** must be present on the marketing material. A detailed description of sanctions can be found in the Funding chapter, located on page 26, under "Advertising Policies"

- Due to limited board space, there is no guarantee that flyers will be posted on all boards. Full exposure for double sided or tri-fold brochures cannot be guaranteed.
- Materials may only be posted in designated areas and **NEVER** taped to walls.
- CSI or the Office of Physical Resources may remove unapproved or improperly placed flyers or advertisements.
- Posted items must be of a nonprofit nature. Direct service items that might benefit the Roosevelt community will be dealt with on a case-by-case basis.
- The CSI is not responsible for getting directional signs, materials, food, etc. for an event that it is not sponsoring. That is the responsibility of the office or organization sponsoring the event.
- For more Marketing Tips, please see the Student Organization Handouts

- **Security and Roosevelt University Building Hours**

Buildings, Dates, and Times	Auditorium Building (AUD)	Gage Building (GB)	Wabash Building
Monday-Thursday	7:30 a.m. to 10:30 p.m.	7:30 a.m. to 10:30 p.m.	7:30 a.m. to 10:30 p.m.
Friday	7:30 a.m. to 6:00 p.m.	7:30 a.m. to 6:00 p.m.	7:30 a.m. to 10:30 p.m.
Saturday	8:00 a.m. to 5:00 p.m.	8:00 a.m. to 5:00 p.m.	8:00 a.m. to 5:00 p.m.
Sunday	11:00 a.m. to 5:00 p.m.	Closed	(and Holidays) Closed to floors outside of Residence Hall.

- No student programs or events can be scheduled when the main building is officially closed for holidays, nor during semester breaks, commencement, or registration. Programs and events can only be planned when classes are in session, and limited events will take place during the summer. Also, University facilities are closed during all major holidays.
- A Student Organization must obtain approval to use Roosevelt University (RU) facilities after building hours. Faculty Advisor(s) must be present and remain through the duration of the event scheduled after building hours. The hosting and/or sponsoring organization(s) will be responsible for any and all damages and/or cleanup costs incurred to Roosevelt University property including men's and women's restrooms on the floor the event is being held.
- **Below is the Process for Applying for an After Hours Event Request:**
  - The student organization hosting and/or sponsoring an after hour building event must print and complete a hard copy of the AFTER HOURS BUILDING ACCESS REQUEST FORM (online at roosevelt.edu/CSI/Orgs/Documents) from Campus Safety. The hosting and/or sponsoring organization must complete and submit the Form two (2) weeks prior to the event.

- Once Campus Safety receives the completed Form, the Campus Safety Officer will date and timestamp the Form.
- Campus Safety will review the form with the Director of the Center of Student Involvement (CSI) to verify the hosting Roosevelt University Student Organization status. Once the request is approved by all parties, the RSO will be notified.
- If the RU Student Organization needs access to the CSI Area after building hours, the hosting/sponsoring RU Organization's Officer(s) will need to sign out a key with the date and time from the Campus Safety desk located on the 1st floor. The RU Organization's Officer(s) will leave their Roosevelt identification while the key is being used. Once the RU Organization is done using the key, they will return the key to the Campus Safety desk located on the 1st floor and their RU identification will be returned.
- If the after hour building event is denied, the hosting and/or sponsoring organization will be notified as well as the Director of CSI. The Vice Provost for Budget and Planning decision is final.

Funding for Programming

Index:

- Introduction
- Process of Applying for Funding
- SAFAC

Introduction

This section will explain the process of student organization funding, which is facilitated between you (the RSO) and the SAFAC Board; the CSI advisors advise the SAFAC Board. The student-volunteer board consists of: the SAFAC Chair, the Budget Manager, Secretary, CSI Representative, SPEED Representative, and General Members. Although SAFAC is more than happy to answer any funding questions (especially during funding proposal meetings), the board only meets once a week to go over Funding Proposals that are submitted by Student Organizations; please direct any general questions about the funding process or SAFAC to CSI. Please note, in order to be eligible for funding, you must have Registered Student Organization (RSO) classification by properly registering your student organization with the Center for Student Involvement (this process is located on page 5).

Process of Applying for Funding

1. Download, print, and fill out the SAFAC Funding Proposal, which is located on CSI's Student Organization Documents and Forms section: roosevelt.edu/CSI/Orgs/Documents.
2. The president and advisor of each organization (including the advisor/president signatures of any collaborating RSOs) must review and sign all funding request forms, and invoices.
3. Turn in the completed SAFAC Funding Proposal and return it to the Center for Student Involvement (WB 323) front desk **AT LEAST 3 WEEKS (2 weeks for events without contracts)** before the date of your event.
    a. Necessary paperwork includes a Funding Proposal for each event with an attached budget or program description and any accompanying documents. Funding request paperwork *will not* be accepted after the indicated due date, but can be considered for the next funding period.
    b. Sign up for one meeting time (15 minutes in length) for each event proposed by your organization on the SAFAC Meeting Sign-Up List once you've turned in your completed SAFAC Funding Proposal.
4. Select a representative from the organization to attend the SAFAC meeting on the organization's behalf. At the meeting, the representative should be prepared to briefly discuss the goals of the event, how it will be open to all RU students, and why the event should be sponsored using student funds.
5. At the conclusion of the meeting, the SAFAC chair will instruct the representative what needs to take place next. Within 24 hours after the meetings, the RSO will be contacted by email of the SAFAC decision. The funding decision will be sent by email to the president/contact person of the student organization.

Roosevelt University Student Activity Fee

Below are both SAFAC policies, and funding policies, PLEASE READ CAREFULLY. The following acronyms will be used throughout this document: Registered Student Organizations (RSO), Roosevelt University (RU), Student Activity Fee Allocation Committee (SAFAC), and the Center for Student Involvement (CSI). SAFAC can be contacted via e-mail from safac-chi@roosevelt.edu.

Section I: Funding Policies

a. Funding may **NOT** be used to purchase and/or fund:

- **i.** Alcohol and/or other illegal or controlled substances
- **ii.** Travel or parking for students, faculty, staff, or performers/vendors
- **iii.** Items that advertise the organization such as organization shirts, banners, gifts for organizational members, or items that are used to raise additional funds for the organization itself (t-shirts, robes, costumes, etc.)
- **iv.** Closed events that only allow attendance of only the organization's members
- **v.** Membership dues to other organizations or charitable causes
- **vi.** Honorariums or gifts for RU faculty or staff members
- **vii.** Fundraising materials, either for a charity organization or for the organization itself
- **viii.** Gifts for event speakers or presenters
- **ix.** Gift cards of any kind
- **x.** Off campus Parties

b. To be eligible for funding, the RSO must meet the RU non-discrimination clause.

c. All Student Organizations planning to apply for funding must be fully registered with the Center for Student Involvement – as a RSO – by the deadline set each semester and be a fully registered student organization in order to receive funding for said semester.

d. RSOs are responsible for monitoring their funding and for being cautious of overspending allocated funds.

e. SAFAC Funding Proposals must be filled out completely in order for RSOs to receive SAFAC funding. RSOs providing e-mails of missing Advisor signatures must provide an e-mail to the SAFAC e-mail account to receive their funding decision.

f. The following must be included within the Itemized section of the Funding Proposal:

- **i.** A full list of Catering items proposed. "Catering" (unless a list is provided on a different document) or items listed with no prices will be considered an incomplete funding proposal and will not be eligible for SAFAC funding.
- **ii.** Any speaker's full name (i.e. "Speaker" will not suffice); if none is provided it will be considered an incomplete funding proposal and will not be eligible for SAFAC funding.

g. Once funding is allocated to an RSO, event or program details may not be changed unless a request is made to SAFAC. Any proposed changes must be communicated to SAFAC for approved allocation. The total amount of funding allocated may not be changed without review and approval by the SAFAC committee.

h. Greek Organizations will be funded on a case by case basis. In order for Greek Organizations to receive funding:

- **i.** All events proposed may not fall during recruitment period.
- **ii.** All events must adhere to the funding policies and guidelines.
- **iii.** All events must be open to the Roosevelt Community.

i. Students cannot make any formal agreements regarding payment with vendors in the form of contracts, letters of intent, etc. Only professional staff at RU has the authority to make formal agreements regarding payment with outside vendors.

j. Any funding requiring a contract or agreement must be submitted BEFORE a contract is started/signed.

k. Performer, entertainers, and/or outside vendors must be paid by the university and will be paid after the event or after goods are received. Payment will be processed within 30 days of the event.

l. Any violation of SAFAC guidelines may result in the loss of funding privileges for a determined period.

m. Student Organizations that would like to appeal the funding decision of the SAFAC board may either resubmit a proposal that adheres to the funding guidelines or may appeal the funding decision.

- **i.** To appeal a funding decision the student organization may conduct the following:
  1. Write another funding proposal adhering to the funding guidelines

     OR

  2. Write a formal appeal to SGA. This process is highlighted below:

a. This appeal must be also sent to SAFAC.
b. All formal appeals must be completed and submitted no later than 2 weeks from the initial funding decision.
c. The appeal should include a copy of the original proposal.
d. The funding decision email.
e. A rational explaining the request of funding.

ii. SAFAC then provides evidence in support of their funding decision to SGA. SGA reviews the case and takes an executive vote in regards to the funding decision.
iii. If the Student Organization or the SAFAC board does not agree with the decision the appeal process then proceeds to the Office of Student Affairs for review.

n. SAFAC reserves the right to cancel funded events, if the organization hosting the event is found to be in violation of SAFAC guidelines.

Section II: Funding Priorities and Decisions

a. SAFAC has limited funds for conferences and events. Events that benefit the general RU population will be given priority.

b. All organizations are responsible for keeping a photocopy of their Funding Proposals and any other funding related information.

c. SAFAC has a limited amount of funds budgeted each semester. SAFAC is responsible for making decisions based on the relationship between the budget and the proposals brought in by RSOs. Please note there is no guarantee of funding and the following will be considered by SAFAC when determining funding for a proposed event:

i. The status of the SAFAC budget.
ii. The number of students expected at the proposed event.
iii. The cost effectiveness of a proposed event.
iv. Whether there are comparable events taking place at the time of the proposed event.
v. Whether the postposed event is providing adequate adverting/marketing
vi. The amount of food requested for a proposed event.
vii. The amount of money a RSO has been allocated for a semester.

Section III: SAFAC Meetings

a. SAFAC Chicago Campus meetings will take place on Fridays from 1:20pm-3:00pm.

b. The meetings will serve as the basis for discussing programming only. All questions regarding policies should be sent through email to safac-chi@roosevelt.edu and not brought up during weekly meetings. Specific concerns may be addressed by scheduling an appropriate meeting time with the SAFAC Board.

c. To be eligible for funding, one RSO member must be present during the SAFAC meeting when funding is requested. Organizations that are co-sponsoring an event, should have representatives from both organizations (two separate people) attend the funding meeting.

d. SAFAC funding proposals must be submitted 3 weeks prior to an event.

e. Each RSO will have a brief amount of time to present their proposal at the SAFAC meetings.

f. Each RSO will be permitted to propose to two funding requests per SAFAC meeting. Requests are handled on a first come, first serve basis. RSO will be contacted by email of the SAFAC decision by the end of the next business day.

Section IV: Reimbursement & Payments Information

a. Funding received by a Registered Student Organization (RSO) is to be used for the original purpose for which it was requested. Funding does not roll over to a future event or in a future semester. The proceeding Reimbursement and Payment methods are only applicable if your RSO has received SAFAC funding for a program.

b. Reimbursement:

i. This means that you must pay out of pocket– **for purchases $99 or less** – and then will be reimbursed via University check.

ii. Reimbursement will not occur without prior approval from SAFAC. Intent to be reimbursed should be verbally expressed during the SAFAC meeting and approval for reimbursement will be listed in the decision email.

iii. Students need to complete Check Requisition Forms for reimbursement accompanied by the original receipt or invoice. Check Requisition Forms are available online (roosevelt.edu/csi/orgs) and in the CSI office.

iv. You must submit the check requisition form in CSI with original receipts

v. You will not be reimbursed for tax. **Please pick up a Tax Exempt letter prior to making purchases.**

vi. CSI will approve and submit your request.

vii. All requests for reimbursement **MUST** be completed and submitted to the Center for Student Involvement **within one month (30 days) of the event date or by the end of the month in which the money was spent, whichever comes first;** the sooner the better!

viii. Takes at least 2 weeks to receive your check

ix. Keep a copy for your records!

c. University Checks or Purchase Orders

i. Any currently enrolled student or employee of the RU community cannot receive payment by SAFAC.

ii. This payment method is used in payment for performers and vendors, please inform them of this process which is located below…

1. The University will not pay outside venders until AFTER the event

iii. University checks:

1. For **amounts $499.99 and UNDER**
2. **Submit Check Requisition (available in CSI) to CSI with supporting receipt or invoice of the performer or vendor.**
3. CSI will mail the payment directly to the vendor/talent.

iv. Purchase Orders

1. For amounts **$500.00 or OVER**
2. **This process must begin at LEAST 2 weeks prior to the event**
3. Come to CSI and we'll assist you with this process; this process will be hand and hand with the contract process.

Section V: General Event Policies

a. Events cannot include an admission fee to Roosevelt students.

b. All programs and activities must be open to the entire student population and advertised as such, including all off-campus activities.

c. All activities funded by SAFAC must follow the RU Student Code of Conduct.

d. All promotional materials including flyers, posters, newspaper ads, table tents, etc. must be approved by the Center for Student Involvement before distribution. Promotional materials should also include the Student Activity Fee logo provided by the SAFAC committee.

e. Events that are approved to use student activity fee funds must be adequately publicized to the student population. If the event is not publicized, SAFAC reserves the right to postpone said event until adequate marketing is distributed and displayed.

f. **Policies for Advertising** – flyers, e-mail blast, sign-up sheets – in order to receive SAFAC funding. (Put on Funding Proposal)

- **i.** The following is required on marketing material for events and programs funded by SAFAC:
  1. The SAFAC logo
  2. Date of event
  3. Time of event
  4. Event Location
  5. Sponsoring and any and all co-sponsoring Student Organization(s)
  6. Contact information for Student Organization(s)

ii. Any RSO receiving SAFAC funding without the SAFAC logo on marketing materials will be subject to the following sanctions –

1. 1st violation – 30 days of no SAF funding following discovery of violation
2. 2nd violation – 30 days and possible further sanctions to be decided by SAFAC board.
3. Sanctions regarding no SAF funding will count towards fall and spring semesters when RU classes are in session. Sanctions may carry into proceeding semesters.

- **iii.** Unless otherwise noted by SAFAC during a funding proposal or via e-mail, marketing material are to be posted the following Thursday after a funding decision is received via e-mail.
  1. SAFAC will provide a date if the event if proposed far in advance.
  2. Funding for off campus marketing vendors will be considered on a case by case basis

g. Funding for off-campus events will be considered on a case by case basis. Any event off-campus should not include a charged fee to Roosevelt student. *For conferences, refer to Section VI: Conferences and Travel.*

h. Food should be ordered through our catering partner, Roosevelt University Dining Services.

Section VI: Conferences and Travel

a. A limited amount of funding is reserved for conference registration fees for RSO interested in attending a conference for educational, professional, or leadership development.

b. In regards to conference registration fees, SAFAC will reimburse students for conference registration fees only. Organizations must provide a list of all conference attendees, which includes names and RU Emails.

c. After the conference, the student organization must provide proof of attendance to the Center for Student Involvement within 7 days of returning. Proof can include (but is not limited to) conference name badge, attendee booklet, folder or binder, etc.

d. To be considered for conference funding, all requests must be submitted at least **thirty business days** in advance of the conference. All signup sheets must be submitted to CSI no later than seven business days prior to the conference.

e. Copies of registration materials and a list of all members attending must be submitted to SAFAC within two weeks of the trip.

f. Conferences (**enacted in Fall 2013**)

- **i.** RSOs will have a limit of one conference event per academic year per student organization.
- **ii.** SAFAC will not fund food and travel for conferences.
- **iii.** In the same time slot an RSO is proposing a conference to SAFAC, the RSO must propose the required RU program preceding a RSOs return from any conferences or travel related events.
- **iv.** The RSO will fill out a SAFAC Funding Proposal for the follow up event for the SAFAC meeting will all fields filled out except: “Program Description and Goals” and “Funding Descriptions”. The deadline for the Funding Proposal is the same, Thursday by 5:00 pm.
- **v.** No funding will be allocated for the follow up event or presentation.
- **vi.** The organization must host an event or presentation within one month on what was learned while on the trip.
- **vii.** The presentation should be advertised and open to the general RU population. A member of SAFAC will attend the program.

g. SAFAC does not fund retreats/executive board development outings.

h. The RU Student Code of Conduct applies to students traveling for conferences.