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CENTER FOR STUDENT INVOLVEMENT

**RESOURCE MANUAL**  
**Fall 2019**

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# Center for Student Involvement

## Introduction

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### 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 WB 323, Chicago, IL 60605

312-341-2015 | [csi@roosevelt.edu](mailto:csi@roosevelt.edu) | [www.roosevelt.edu/csi](http://www.roosevelt.edu/csi)

## Acronyms and Common Terms

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
- ATS: Academic Technology Solutions (formerly MMS)
- SPEED: Student Programing for Enrichment, Enlightenment, and Development
- SGA: Student Government Association
- #RULakerLife: Weekly email that to all students containing a schedule of upcoming campus events and opportunities (<https://blogs.roosevelt.edu/rulakerlife/submit-an-announcement/>)
- WB: Wabash Building
- AUD: Auditorium Building
- Greek Life: Social and Multicultural Fraternities and Sororities on campus
- City-Wide Chapters: Greek organizations that have members at more than one Chicago-area college or university

## Meet the Staff

### **Jose Marroquin, M.A., Director of the Center for Student Involvement**

Jose is responsible for New Student Orientation, and oversees CSI office administration. He coordinates events such as the Student Involvement Fair, serves as advisor and university liaison to the Student Government Association (SGA) and Student Activity Fee Allocation Committee (SAFAC), and plans and implements New and Transfer Student Orientations each semester. Jose works with SAFAC and SPEED and conducts CSI Marketing.

## Office Functions

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

- New Student and Transfer Student Orientation for all incoming students
- Orientation Leader positions to lead and facilitate orientation
- Develop and implement campus programming including: SPEED, and other collaborations
- Advising and consulting for Student Organizations
- Advising of the Student Activity Fee Allocation Committee (SAFAC)
- Student Organization development, communication, and collaboration.
- Community Service programming and organizations
- Oversee fraternities and sororities

# Chapter 1: Student Organizations 101

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- Introduction
- Registering Student Organizations Flowchart
- Types of Student Organizations and their benefits
- Policy on Retaining Student Organization Status

## Introduction

This section lays out the different types of student organizations, which include Registered, Recognized and Greek Organizations. It also includes information about how start or reregister each one. It also includes the policy regarding retaining Student Organization Status. All student organizations, with the exception of honorary associations and fraternities/sororities, must be open to all students for membership.

## Types of Student Organizations and Their Benefits

**Registered Student Organizations (RSOs)** meet 3 requirements set by CSI: (1) having 7 current Roosevelt students as members (at least 3 for City Wide Greek Chapters), (2) having 2 current students serving on the org's executive board attend Student Org Trainings and (3) having a full-time faculty or staff advisor. The organization must also be registered specifically with the Center for Student Involvement (CSI). RSOs are entitled to the following benefits:

- o SAFAC funding for events and programs. Please see the funding chapter on page 17
- o Reservation of University Rooms and facilities ([page 13](#))
- o Promotion on CSI bulletin boards (page 14)
- o Access to a copy machine (up to 30 copies at a time for meetings, 30 copies for flyers per event)
- o Access to student org space and resources in WB 323
- o Organizational consultations with CSI (by appointment only)
- o Space to represent your organization at the Student Involvement Fair at the beginning of each semester, provided that the group registers with CSI prior to the event and is a Registered Student Organization with CSI.

**Greek Organizations** (city-wide or otherwise) are held to the same requirements as all 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 Jose Marroquin (jmarroquin01@roosevelt.edu), Director of the Center for Student Involvement.

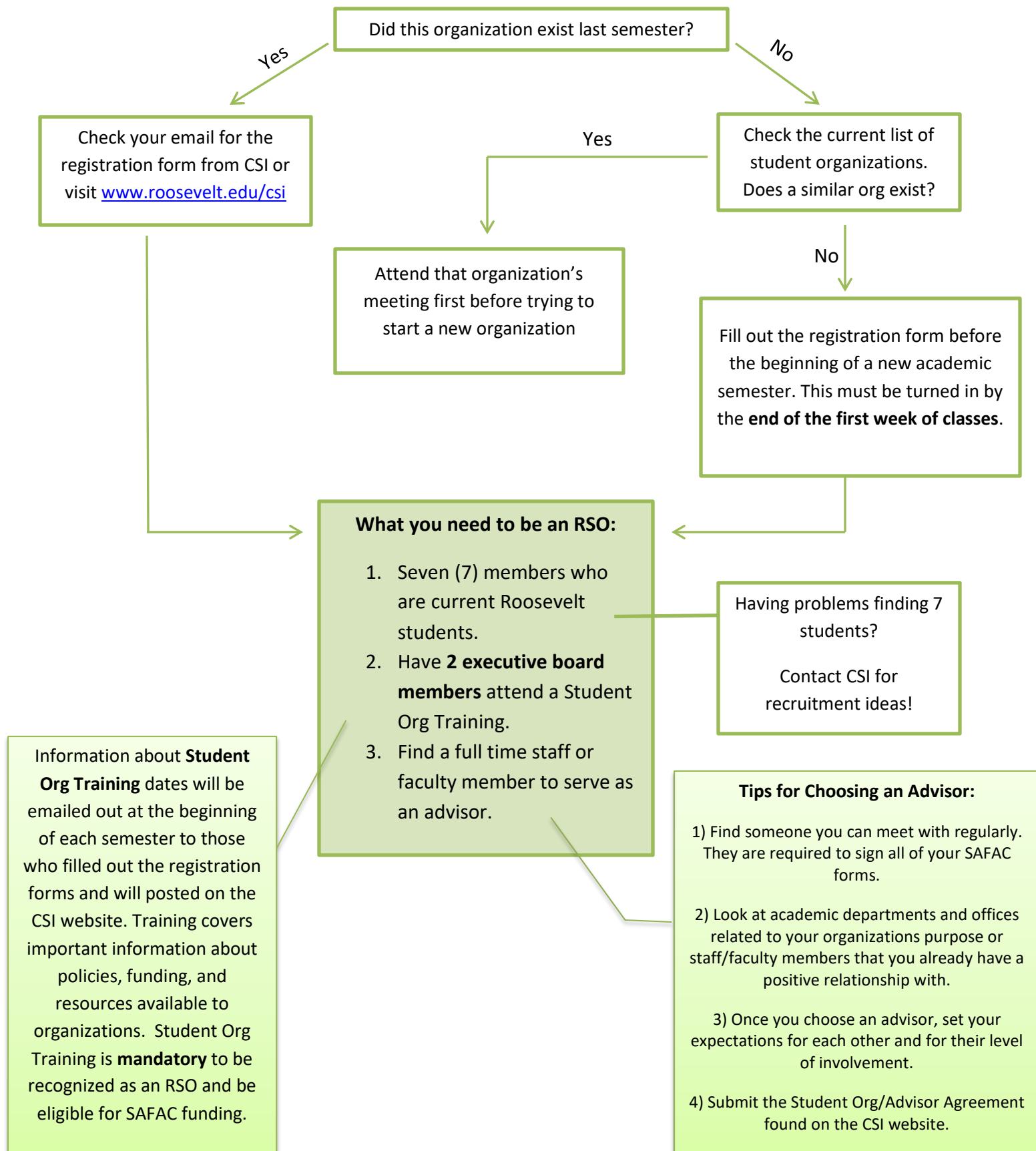
Room reservations for Recognized/Greek organizations are subject to approval by the Center for Student Involvement. "Parties" of any kind are not permitted at Roosevelt University.

## Fraternity and Sorority Responsibilities and Expectations

All Greek Organizations are expected to abide by these rules, in addition to all other university policies, including but not limited to the Student Organization Manual and Student Handbook.

1. The president of each chapter must attend a monthly roundtable meeting. If the president cannot attend, they must inform CSI and delegate a representative from their chapter. If the president or representative fails to attend this meeting, they must follow up within a week and meet individually with CSI staff member. This meeting is separate from biweekly meetings. Failure to attend the monthly roundtable meetings may result in temporary suspension or probation.
2. Chapter presidents or delegates are responsible for attending biweekly individual meetings with a CSI staff member. Failure to meet with a staff member twice or more may result in temporary suspension or probation.
3. The chapter presidents or delegates are responsible for submitting their academic schedule for the upcoming school year by finals week of the current semester. Failure to submit schedules may result in temporary suspension or probation.
4. The president or delegate is required to submit programming and community service hour forms to CSI at the end of each month. Failure to submit these forms may result in temporary suspension.
5. Chapter presidents or representatives are required to submit new member profiles within the week of the induction date. This includes the new member's full name, RU ID, and Roosevelt email address. Failure to submit these inform may result in temporary suspension or probation.
6. When contacted by CSI staff, the president or delegate must respond within 72 hours. Failure to respond may result in temporary suspension or probation.

## Registration for New and Existing Student Organizations



## Policy on Retaining Student Organization Status

All student organizations must comply with University Code of Student Conduct and conduct themselves 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.

An RSO may lose their status as such if certain situations occur. An RSO may lose status if

1. They have been committed a serious violation, or have incurred too many violations. (This includes violations of SAFAC policies, University policies, and the Student Code of Conduct.)
2. The advisor of the RSO leaves the University and the RSO does not **notify CSI within 10 business days** with their new faculty advisor information.
3. They do not meet the minimum Student Org/SAFAC training requirement (minimum of 2 executive board members must attend a training session once per academic year and are not considered RSOs until they meet this requirement.)
4. They fail to fill out required/mandatory census forms/additional paperwork on time, as requested by CSI or Dean of Students.

The University Code of Student Conduct can be found at: [www.roosevelt.edu/Policies/CodeOfConduct](http://www.roosevelt.edu/Policies/CodeOfConduct)

## Room Reservation Policy

Student organization members may not use their organization affiliation to reserve space for off-campus groups or organizations. All room reservations are for student organization meetings and events only. Any organization in violation of this policy is at risk of losing their registered status and all benefits listed on page 5.

## Student Org Trainings

Student organizations are required to attend a Student Org training within the first month of the semester, or within two weeks of registering as a new student organization. Student Org Trainings must be attended by at least **2 executive board members**. Student Org Trainings also include SAFAC Trainings, which an org must attend if they wish to be eligible to receive SAFAC funding at any point during the academic year. A student org is also required to attend additional SAFAC Trainings if there are changes in the executive board during the academic year, or if SAFAC deems it necessary due to consistent errors



in proposals or a misunderstanding on the proposal process. Training times will be sent out to student orgs as soon as a schedule is available. If your new organization is beginning after the first month of the semester, please contact CSI to register and schedule a Student Org Training at [csi@roosevelt.edu](mailto:csi@roosevelt.edu).

## Meeting and Event Planning Tips

Additional information regarding planning, running effective meetings and events, recruitment and retention, and marketing can be found in the Student Org Manual Addendum on the CSI website under Student Org Documents.

# Chapter 2: Program Planning Process

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- Introduction
- Fundraiser Planning
- Event Planning
- Event Timeline
- Event Tips and Guides

## 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](http://www.roosevelt.edu/csi/orgs), or get in touch with us at [csi@roosevelt.edu](mailto: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 18).

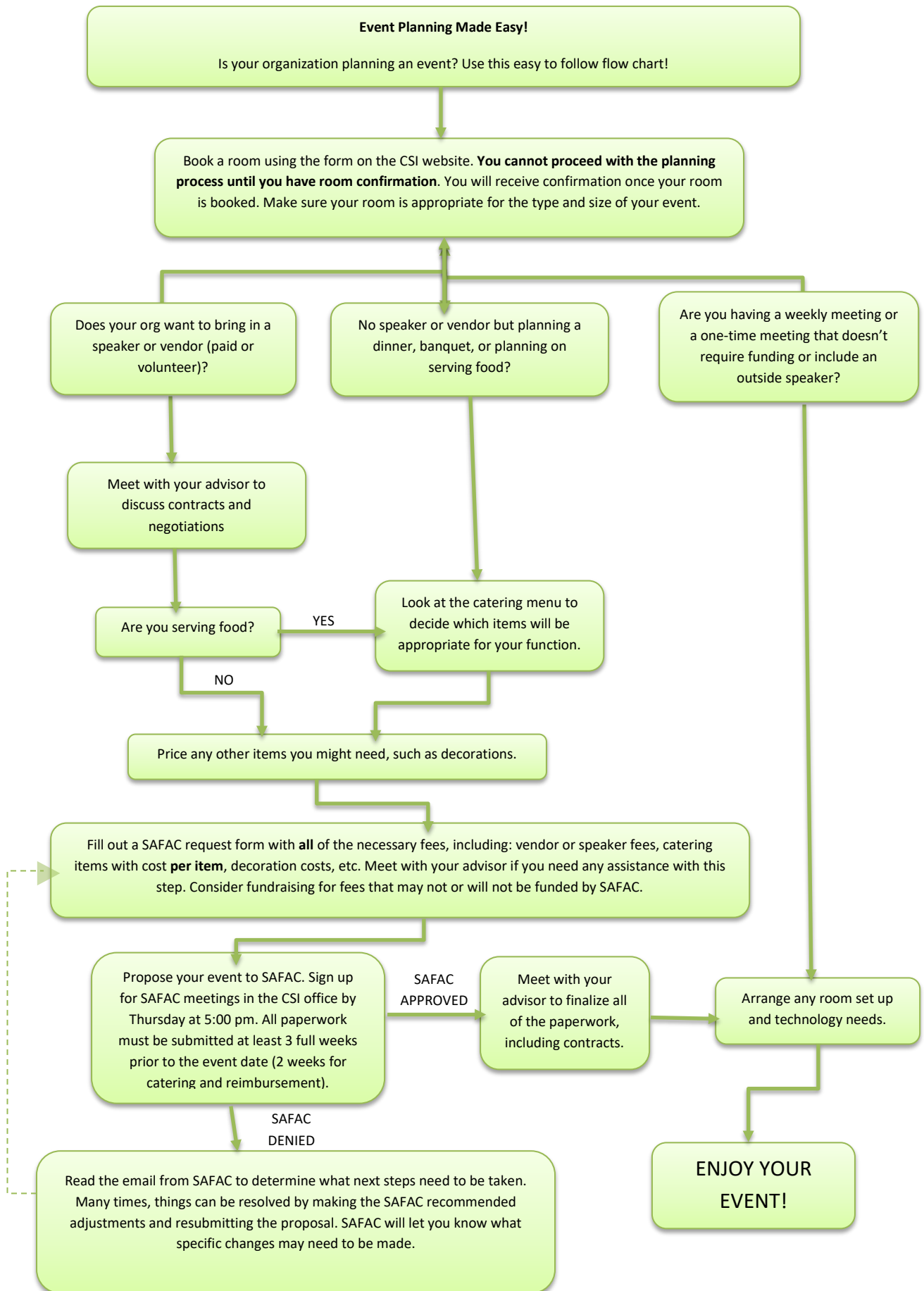
To host a fundraiser, **your organization must fill out the CSI Fundraising Form** located on the Documents and Forms section of the CSI website.

- **IMPORTANT DEADLINE:** Fundraising forms should be turned into CSI no later than **three (3) weeks prior to the program**

## Event Planning

**Do not underestimate the amount of time it will take to plan and execute a successful program.** CSI recommends **at least 4 full weeks**, however in many cases this 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. Also keep in mind that funding proposals requiring contracts for performers or vendors must be turned in at least 3 full weeks prior to the event. More information about funding can be found in the next chapter.

In order to help you plan events, we have provided a general timeline that you should follow, as well as a list of tips and guides to certain parts of the event planning process. Please read both carefully, and if you have any questions contact CSI.



# Event Tips and Guides

## When and where to have your event

- 1) **Make sure you have plenty of time between now and your event**, enough that you have time to plan, secure funding and complete the contract process
- 2) **Be mindful of other events when picking a date**
  - Check the events and academic calendar
  - Scheduling the day before a holiday/break or the week of finals and/or midterms will likely lower your attendance
  - Check what other student orgs are doing
- 3) **Know your audience**
  - Most students have a break between 3:15 pm and 6:00 pm. Most night classes end at 8:30 pm.
  - Most students are commuters, so be careful with weekends and Fridays (there are very few classes on Fridays, which means less students on campus).
- 4) **Popular rooms for events on campus**
  - **Ida B. Wells (formerly Congress) and Fainman Lounge** (AUD 2<sup>nd</sup> Floor).
  - **WB 3<sup>rd</sup> floor** rooms are reserved for student org use only and include a large multipurpose room (**317**).
  - **WB 4<sup>th</sup> floor conference rooms**, such as **427** and **429** and **WB 418**, a multipurpose room.
  - **WB 611, 612, 1016, 1017, and 1111** are lecture style classrooms which can be used for movies, speakers or student orientated programs. 611 and 612 can hold 90+ people.
  - **Spertus Lounge**, in the Auditorium Building next to Ida. B Wells (formerly Congress) Lounge. Can be used as a multipurpose room.
  - **Other rooms may be available.** Your org is not limited to only these rooms, but many organizations find that they suit their needs well. Think about your event (attendance, purpose, technology needs, etc.) when making your room request reservation. Many classrooms in the Auditorium Building are typically available and are sometimes equipped with projectors.
- 5) **No student programs or events can be scheduled when the main building is officially closed** for holidays or commencement. Additionally, student club programming is not allowed during the summer.
- 6) **Sponsoring organization(s) will be responsible for any and all damages** and/or cleanup costs incurred to Roosevelt University property including restrooms on the floor the event is being held.
- 7) **A Student Organization must obtain approval** to use Roosevelt University (RU) facilities after building hours. If your student organization would like to do this, you must submit an After Hours Building request form **at least 3 weeks** before your event.

## How to reserve a room

You will have access to the physical resource portal **while on campus** through the Roosevelt Intranet. Follow these steps to reserve your room:

- 1) Go to [www.roosevelt.edu/csi](http://www.roosevelt.edu/csi) and click on Current Student Organizations, then click on reserve a room.
- 2) Fill out the form completely **using your Roosevelt email**. If you use another email, your request will be denied. A staff member of CSI will confirm your room reservation.
  - Your event set up time should be at least one hour before the start of your event.
  - Include a backup room in case the room you request is not available.
- 3) After your room reservation is confirmed, print your confirmation and include it with your SAFAC application.

## Catering

- **SAFAC will place your catering order for you if it has been approved.**
  - Student Orgs are **not** allowed to order catering directly.
- Catering **MUST** be ordered through RU Catering
  - Outside food may **not** be brought in
- The catering menu is available on the CSI website under Documents and Forms
  - Use the menu to list your orders and prices on your SAFAC form
  - Please order only from one menu – either the regular menu or the student menu. Items cannot be ordered from both menus for a single event. Orders must come exclusively from **one menu**.
  - If you're interested in something not listed on the menu, or have any questions, contact catering at [catering@roosevelt.edu](mailto:catering@roosevelt.edu)

## Technology

- **Academic Technology Solutions** (phone: 312-341-3650) is the office that handles technology for Roosevelt programs. You do not need to contact ATS unless you have questions about audio/visual materials before and/or during event set-up, or if your event is being held outside of ATS's hours.
- **If you are applying for SAFAC funding, list the items you need on your SAFAC Funding Request**, including anticipated ATS fees, if applicable. CSI will order your ATS request if SAFAC approves your funding.

## Security and Roosevelt University Building Hours

Buildings, Dates, and Times	Auditorium Building (AUD)	Wabash Building (WB)
Monday-Friday	7:30 a.m. to 10:30 p.m.	7:30 a.m. to 10:30 p.m.
Saturday-Sunday	7:30 a.m. to 6:00 p.m.	7:30 a.m. to 6:00 p.m.
Holidays	Closed	Closed

- **Below is the Process for Applying for an After Hours Event Request:**
  - (1) Print and complete a hard copy of the AFTER HOURS BUILDING ACCESS REQUEST FORM from the Docs and Forms section of the CSI website. The sponsoring organization must complete and submit the form to CSI **three (3) weeks prior to the event.**
  - (2) Once the request is approved by both CSI and Campus Safety, the RSO will be notified.
  - (3) If the afterhours building event is denied, the hosting and/or sponsoring organization will be notified as well as the Director of CSI. The Vice President of Student Affairs will make a final decision.

## Fundraising

Your organization may choose to do a fundraiser for items not eligible for funding from SAFAC or to raise funds for a charitable organization. Please submit the Fundraising Form for approval from the Center for Student Involvement at least 3 weeks prior to your fundraising event. You will be notified via e-mail if your event has been approved. Forms are available on the CSI website:

<http://www.roosevelt.edu/CSI/Orgs/Documents>

Due to Illinois Department of Health regulations, student organizations may not conduct bake sales and/or distribute food of any kind.

## Event Marketing

Your organization is responsible for publicizing your event, not CSI. Please see the list below to see the most common ways to advertise your event on campus:

- **Social Media:** E-mail [csi@roosevelt.edu](mailto:csi@roosevelt.edu) with information about your event and the subject line “social media request” to have your event posted to the CSI Facebook, Instagram, and Twitter accounts. Include pictures, if possible. You should also start social media pages for your organization, and utilize Facebook events. Please ensure that your online advertising adheres to the Social Media Policy, as well as the Code of Conduct and the Student Handbook.
- **Flyers:** If you would like your flyers to be posted around campus, please bring 30 flyers to CSI. All flyers must be approved by CSI prior to distribution. If you would like to distribute them yourself to CSI boards, you still must have them approved prior to distribution. Things to keep in mind about flyers:

- Flyers must be turned in by **5:00 pm on Thursday** to be posted for the following week if you would like CSI to distribute them for you. Please note that it may take at least a week to have your flyers posted.
- All flyers must be approved by CSI prior to posting. Any flyers without an official CSI stamp will be removed.
- Flyers must include **date, time, location, organization name and contact information** to be approved for posting.
- Flyers must either be in majority English, or contain a full English translation to be considered inclusive for the student body.
- You can also drop off 15 copies to the Office of Residence Life to be posted in the Wabash Residence Hall.
- If SAFAC is funding anything for your event, the **SAFAC logo must be included on your flyer**.
- Flyers can only be posted in designated areas, and NEVER posted on walls. Inappropriately placed posters will be removed. All flyers must use blue tape that can be found in CSI.
- **#RULakerLife- Weekly Email:** Events may be submitted (via online form that can be found under the Student Org Document section of the CSI website) before Friday at 4:00 p.m. to be sent in the following week's Monday RU Mail broadcast. Use the URL below to request a publication. (<https://blogs.roosevelt.edu/rulakerlife/submit-an-announcement/>)
- **Butcher Block Paper Flyers:** CSI has butcher block paper and other materials to create large posters to be hung (**with blue tape only**) in the Wabash-Auditorium Building bridge.

## Social Media Policy

CSI encourages Student Organizations to use social media platforms to their advantage. Any use of RU and campus technology, as well as all social media posts, must follow the guidelines laid out in both the Student Handbook and the Student Organization Code of Conduct. In addition, social media may not be used to promote political activity (see Chapter 4). Any use of social media must be respectful of Roosevelt University and its mission. False identities and pseudo personalities to promote either the University or a student org are prohibited. Any use of copyrighted information or reused materials must be cited accordingly. Confidentiality must be kept regardless of the situation. **Remember that anything you post is public and may have repercussions on you, your org, and the University.** Do not post stories about others without their explicit permission. All use of social media must be truthful, respectful, and reasonable. Spam, chain letters, and advertisements for anything outside of the University (such as apartments) are prohibited. **Please keep all social media posts focused on Roosevelt University and your student org.** If the event is SAFAC funded, **all advertising must include the SAFAC logo** in a clearly visible area. If you have any questions or concerns about if something is okay to post online, consult your advisor or CSI. Remember to keep posts concentrated on **your organization and its mission**.

## Examples of approved social media use for RSOs:

- **Fundraising information**
  - This includes fundraisers held both on and off campus. Be sure to fill out a fundraising form and submit it to CSI at least 3 full weeks before your fundraising date.
- **Event Advertising**
  - Student Orgs may post about upcoming events they are holding. All posts must follow the same criteria for flyers when posting on social media (date, time, location, organization name, contact info, in English/English translation).
- **Cosponsored events**
  - Student Orgs may advertise and post information regarding cosponsored events that may include the following:
    - Other RSOs at Roosevelt
    - RU Departments
    - Off campus organizations, including other organizations from another university
- **General Meeting Information**
- **Organization Outings**
- **Membership guidelines**
- **Roosevelt University events**
  - This may include events held by Roosevelt University, another Roosevelt organization, or a Roosevelt University department, even if your organization is not cosponsoring the event. Reblogging, retweeting, sharing, or posting a link to an advertisement from one of the above departments' social media accounts is also allowed. Please avoid sharing screenshots, images, or other posts without including a link to the original source.
    - For example, a tweet reading "CSI involvement fair in Ida B. Wells Lounge at 12:00 pm! Go check it out!" is typically approved. A screenshot posted on Instagram of a flyer for an event without any caption or reference to the organization hosting the event is not allowed.



# Chapter 3: Funding for Programming

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## Index:

- Introduction
- Process of Applying for Funding
- SAFAC Funding Information
- Contracts

## Introduction

This section will explain how to get funding for your event. Funding is determined by the Student Activity Fee Allocation Committee (SAFAC) and comes out of the budget funded by the Student Activity Fee that every student pays each semester. SAFAC meets once a week on Fridays from 11:00 am - 1:00 pm. You must present your event to the committee in order to be approved for funding. Remember, in order to be eligible for funding, you must be a registered student organization (see page 5.)

## Process of Applying for Funding

1. Print the SAFAC funding proposal from the Docs and Forms section of the CSI website, and **fill out the form completely**
  - Include **specific items and the prices for each item**. For example, don't just write "catering". Prices must be listed **per item**, such as "1 dozen cookies - \$9.99"
  - Include the name of any speakers/performers, and include the TOTAL speaker fee (SAFAC will **not** cover any transportation, parking, or lodging fees for vendors, performers, or RU staff/students)
  - Include quotes and invoices for **all** items that need to be ordered. There must be a price listed for every item. This includes catering, decorations, ATS fees, etc.
  - Both your **president and your advisor** MUST sign the form. Forms without an advisor signature (or **proof of advisor approval**, such as printed email included with the proposal) will not be accepted. If you have cosponsors for your event, their advisors and presidents must also sign, or the proposal will not be accepted.
  - It is highly suggested that you include an example of the advertising materials that will be used for the event
2. Turn in the form at least **3 full weeks before the date of your SAFAC appointment** if you require contracts ([see flowchart on page 25](#)). **All forms and any additional necessary paperwork must be in by Thursday at 5:00 pm** to be eligible to present to SAFAC the following Friday. If you are only requesting **catering** or applying for **reimbursement**, all paperwork must be submitted no later than **2 full weeks before the date of your SAFAC appointment**.
  - Sign up for **ONE timeslot per EVENT** that you're proposing. CSI recommends that your org limits proposals to a 2 proposal maximum per SAFAC meeting to allow other RSOs to apply for funding as well.

- **Turn in any and all supporting documents** (conference descriptions, print-outs of online orders, vendor invoices) and your **room confirmation** with the funding proposal.
3. Select someone from your organization to represent your RSO and present your funding proposal at the SAFAC meeting. They will be responsible for accurately **describing your event, making sure it's in line with event policies, and convincing SAFAC that it should be funded.**
  4. At the end of the presentation, the SAFAC Chair will let your representative know what needs to happen next. An email will be sent out to the student org president and the org's advisor by the end of following business day regarding whether or not your event was funded.

## Funding Policies and Information

Below are the funding policies for SAFAC. **PLEASE READ CAREFULLY.** SAFAC can be contacted via e-mail at [rusafac2@gmail.com](mailto:rusafac2@gmail.com).

### Funding Policies

1. Funding may NOT be used to purchase and/or fund:
  - a. Alcohol and/or other illegal or controlled substances
  - b. Travel or parking for students, faculty, staff, or performers/vendors
  - c. 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.)
  - d. Closed events that only allow attendance of the organization's members
  - e. Membership dues to other organizations or charitable causes
  - f. Honorariums or gifts for RU faculty or staff members
  - g. Fundraising materials, either for a charity organization or for the organization itself
  - h. Gifts for event speakers or presenters
  - i. Gift cards of any kind
  - j. Off-campus events
2. All programs and activities must be open to the entire student population and advertised as such, with no fees to Roosevelt students.
  - a. If there will be non-Roosevelt students or outside guests at the event, **at least 50%** must be Roosevelt students.
  - b. Please also check with Security regarding a list of the non-Roosevelt guests at your event and have this list sent to SAFAC as soon as it is available, along with the RU student attendance at your event.
  - c. All guests must be signed in according to the RU Guest Policy.
  - d. All guests must adhere to the Code of Conduct and Student Handbook policies.
3. To be eligible for funding, the RSO must meet the Roosevelt University Non-Discrimination Clause.
4. All activities funded by SAFAC must follow the Roosevelt University Student Code of Conduct.

5. All organizations planning to apply for funding must be Registered Student Organizations as determined by CSI.
6. SAFAC Funding Proposals must be filled out completely in order for RSOs to receive SAFAC funding. This includes:
  - a. Organization Advisor signature or printed email from the organization's advisor with explicit acknowledgement of the event and proposal's information.
  - b. A full and detailed list of all requested items, not limited to catering and decorations, and their respective prices.
  - c. Invoices and/or quotes for the desired services.
7. Once funding is allocated to an RSO, event or program details may not be changed unless a request is made to SAFAC. Any changes must be proposed to SAFAC for approval. The total amount of funding allocated may not be changed without review and approval by SAFAC.
8. Greek organizations are prohibited from requesting funding for events that take place during recruitment periods (otherwise known as "rush weeks").
9. Students cannot make any formal agreements regarding payment with vendors in the form of contracts, letters of intent, etc. Only professional staff within Roosevelt University's Center for Student Involvement and the Purchase Department has the authority to make formal agreements regarding payment with outside vendors.
10. Any funding requiring a contract or agreement must be submitted before a contract is started/signed.
11. Performer, entertainers, and/or outside vendors must be paid by the university and will be paid after the event or after goods are received.
12. Food **must** be ordered through Roosevelt's catering department, via the CSI Student Representative. Student organizations are not allowed to submit catering orders. If there is something that is not listed on the catering menu, please email catering for a specific quote and include it with the SAFAC proposal form.
13. SGA and SPEED are exempt from certain funding policies (such as travel fees).

## Articles from SAFAC Bylaws (updated Spring 2019)

### ARTICLE XI. SAFAC FUNDING

1. Student Orgs must go through annual training with the Center for Student Involvement before they can be eligible for funding.
  - a. At least 2 executive board members of the organization must be present.
  - b. Student organizations that have been found in violation of SAFAC or CSI policies, (including but not limited to probationary periods, improper submissions of proposals, or other reasons as deemed necessary by SAFAC), have had changes in their executive board, or are

new to Roosevelt University, are required to attend an additional training in the spring, or will lose their status as a student organization.

2. All SAFAC Funded Vendors must be able to provide invoice and quotes in US English, Tax Exempt, and USD.
3. Student reimbursements are required to have the original, tax exempt, receipt.
4. Vendor and/or Volunteer Contracts must be submitted at least 3 full weeks before the date of the event.
5. Shall include the SAFAC branding on their approved event's marketing materials. If an organization fails to include SAFAC's branding on approved marketing materials for an event, their future funding eligibility will be re-evaluated.
6. If the student org representative plans on being absent to a meeting, they need to notify SAFAC via SAFAC email within a reasonable time frame before the start of the meeting.
7. Event Marketing should be majority in English in order to be considered inclusive.
8. If an approved event's marketing materials are going to be created in non-English languages, an English translation shall be included.

## ARTICLE XII. SAFAC FUNDING POLICIES

1. Proposals that do not require any volunteer agreements and/or contracts may be submitted and presented at a SAFAC meeting scheduled no less than 2 weeks prior to the date of the event.
  - a. Proposals that do not require contracts and volunteer agreements includes: requests only for catering and requests for reimbursement (all reimbursements are to follow the reimbursement guidelines found in the Student Org Manual).
2. Hard copies of proposals are due no later than 5:00pm Thursday to CSI.
  - a. If a student organization would like their proposals to be reviewed by a SAFAC member prior to final submission: proposals are to be submitted no later than Tuesday at 3:00pm. Proposals shall be reviewed for any possible changes or corrections no later than Thursday at 12:00pm and changes and corrections will be relayed to the student organization (faculty advisor and president) and student organization representative listed on the proposal via email.
  - b. Student organization may present the proposal to a SAFAC member in person and receive corrections and changes; all changes may still be relayed via email.
  - c. Reviewed and edited proposal shall be presented to the committee by the student organization representative on Friday at the scheduled time. Final submission of reviewed and edited proposal must be made by 5:00pm on Thursday the week of the scheduled meeting.
3. Should a student organization choose to cancel an event for reasons not pertaining to external conflicts (including vendor contracts), the student organization must inform SAFAC:
  - a. For catered events: no less than 3 business days before the date of the event.
  - b. For contracted events: no less than 7 business days before the date of the event.
  - c. To avoid a loss of Student Activity Funding, failure to comply with the aforementioned policies will result in the following according to the funds approved:

- i. For catered events with a budget of \$499.99 or less: the student organization shall receive a 15 day suspension of SAFAC funding.
- ii. For catered events with a budget of \$500.00 or more: the student organization shall receive a Level 1 violation (30 day suspension of SAFAC funding).

## SAFAC Conference and Travel Policies

1. A limited amount of funding is reserved for conference registration fees for RSO interested in attending a conference for educational, professional, or leadership development.
2. SAFAC will **only pay for conference fees, not travel, food, or other costs associated with attending the conference.**
3. **SAFAC will fund only one (1) conference per RSO per academic year.**
4. At the SAFAC proposal meeting, the RSO must also present a way to bring information learned at the conference back to the Roosevelt community. SAFAC will not provide additional funds for this event.
5. 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.
6. Copies of registration materials and a list of all members who attended must be submitted to SAFAC within 3 weeks after the conference.
7. SAFAC does not fund student organization retreats/executive board development outings.
8. The RU Student Code of Conduct applies to students traveling for conferences.

## SAFAC Marketing Policies

1. 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 SAFAC.
2. 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.
3. The following is required on marketing material for events and programs funded by SAFAC:
  - The SAFAC logo

- Date and Time of event
- Event Location
- Sponsoring and any and all co-sponsoring Student Organization(s)
- Contact information for Student Organization(s)

4. Funding for off-campus marketing will be considered on a case-by-case basis

## Violations of SAFAC Policies and Guidelines

If a RSO is found to have violated the Student Organization Manual, SAFAC Bylaws, Student Handbook, or any other university policy, they will incur a violation. A formal warning is given first, if the organization incurs another violation, a penalty will occur. Depending on the severity of the case, there may be other stipulations in addition to or in place of a probationary period.

Violations of SAFAC policies or guidelines can result in the following, as determined by SAFAC:

- Funding may not be approved, only partially approved, or revoked
- Events being cancelled or postponed
- Loss of future funding privileges for a determined period
- Restricted funding privileges or a probationary period

Violations of SAFAC policies, including violations of CSI and SAFAC Marketing policies (such as the inclusion of the SAFAC logo), carry the following penalties:

- 1<sup>st</sup> violation – no SAFAC funding for a 30 day period following the discovery of the violation.
- 2<sup>nd</sup> violation – no SAFAC funding for a 60 day period following the discovery of the violation.
- Sanctions regarding a loss of access to SAFAC funding will be on a case by case basis. Sanctions may carry into following semesters if SAFAC finds it necessary.

## SAFAC Event Cancellation Policy

Sometimes an event must be cancelled due to unforeseen circumstances. If this happens and your event is receiving SAFAC funding, you must notify SAFAC as soon as possible and no later than 3 business days prior to the event for catering/reimbursement and no later than 7 business days for events requiring contracts and/or volunteer agreements. Failure to comply with this policy will result in an automatic penalty (no warning will be given for a first offense), as not allowing ample time for cancellation arrangements may result in charges that must still be paid. Penalties are determined by how much funding was allocated for the event.

- For events with a budget of \$499.99 or less, the RSO will automatically receive a 15 day suspension of SAFAC funding.
- For events with a budget of \$500.00 or more, the RSO will automatically receive a 30 day suspension of SAFAC funding.

## Funding Priorities and Decisions

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. The following will be considered by SAFAC when determining funding for a proposed event:

- The status of the SAFAC budget.
- The number of students expected at the proposed event.
- The cost effectiveness of a proposed event.
- Whether there are comparable events taking place at the time of the proposed event.
- Whether the proposed event is providing adequate advertizing/marketing.
- The amount of food requested for a proposed event.

## SAFAC Meetings

- SAFAC Chicago Campus meetings will take place on Fridays from 11:00 am – 1:00 pm.
- CSI recommends that walk-ins be constrained to issues pertaining directly to proposals already in progress.
- The meetings will serve as the basis for discussing proposals only. **All questions regarding policies should be sent via email to rusafac2@gmail.com and not be brought up during weekly meetings.**
- 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 **must** have representatives from each organization involved (they must be separate people) attend the funding meeting.
- SAFAC funding proposals must be submitted **3 full weeks prior** to an event.
- It is recommended that an RSO limits their proposals to two funding requests per SAFAC meeting. Requests are handled on a first come, first serve basis. The RSO will be contacted by email of the SAFAC decision by the end of the next business day.

## Reimbursement

- This means that you must pay out of pocket– **For purchases \$199.99 or less** – and then will be reimbursed via University check.
- **Reimbursement will not occur without prior approval from SAFAC.** Intent to be reimbursed **must be verbally expressed** during the SAFAC meeting and approval for reimbursement will be listed in the decision email.
- Students need to complete Check Requisition Forms for reimbursement accompanied by the original receipt or invoice. Check Requisition Forms are available in the CSI office.
- You must submit the check requisition form in CSI with **original** receipts. If the original receipts are not included, you will not be reimbursed. Students are strongly encouraged to keep copies of their original receipts.

- You will not be reimbursed for tax. **Please pick up a Tax Exempt letter prior to making purchases.**
- CSI will approve and submit your request.
- 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!
- It takes at least 3 weeks to receive your check
- Keep a copy for your records!

## Contracts and Payment

Contracts are required anytime you bring an outside vendor, performer or speaker. SAFAC will let you know when you need to begin the contract process, and your first step should be to set up a meeting with Jose Marroquin through the CSI office.

The contract process can be complicated. As such, the flowchart that follows is designed to help you decide what kind of contract and payment system you need, as well as a checklist to make sure you're completing the contract process correctly.

Don't be afraid to reach out to CSI for help if you have questions while working on contracts. Failure to correctly complete the contract process will delay payment, which may ruin the reputation of both your organization and Roosevelt University.

All contracts (long, short, and volunteer) and other related paperwork (funding proposal forms, room request forms, catering menus, etc.) can be found on the CSI website at <https://www.roosevelt.edu/current-students/campus-life/csi/student-organizations> under Student Org Documents.

## Outside Contracts and Agreements

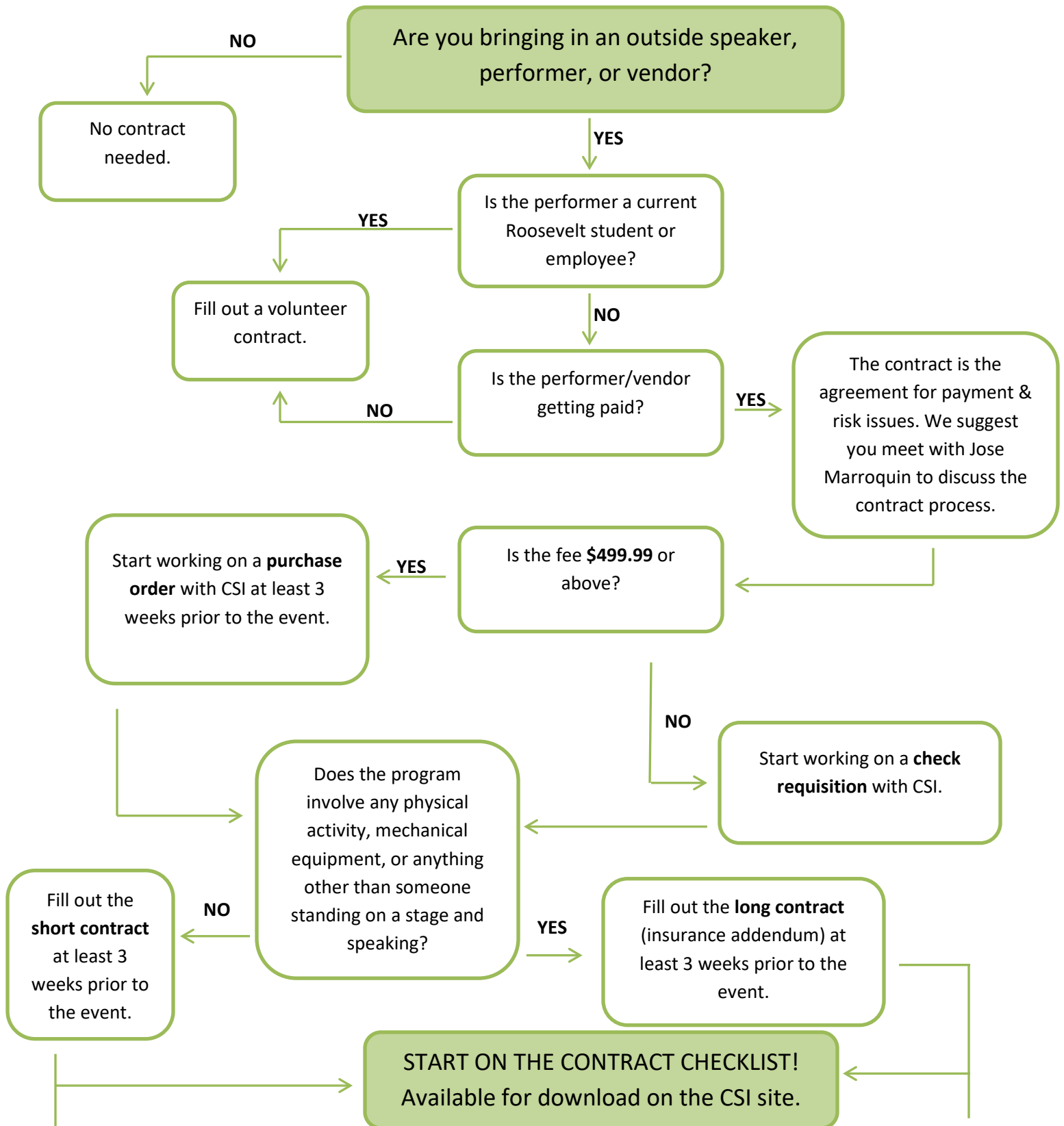
If a student organization wishes to partner or contract with an outside vendor where the student organization is meant to be paid, the outside contractor must agree to pay the organization a minimum of 50% of the total amount before the event or purchase takes place, with the remaining balance to follow no later than 10 business days after the event or purchase has taken place.

## Org Accounts

Outside accounts for student organizations fund are allowed, but are to be run by the organization, not the University or CSI, with the understanding that they will be used responsibly by the student organization's leadership. Roosevelt University and the Office of the Center for Student Involvement do not set up or hold accounts for student organizations.



## The Contract Process: Flowchart



# Chapter 4: Student Organization Policies

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## Introduction

This section covers Roosevelt University's policy regarding political activity and student organizations.

## Political Activity and Student Organizations at Roosevelt University

### Policy Statement

As an institution of higher learning, Roosevelt University is committed to the free expression of political views by members of the Roosevelt community and to the value of discourse and debate as an essential underpinning of a liberal arts education. Roosevelt encourages students to engage in the political and electoral process, including the organizing of educational events on campus which provide an opportunity for students and others to learn about important public policy issues and to hear from officeholders or candidates.

### Reason for Policy

Roosevelt University, as an educational organization under section 501(c)(3) of the Internal Revenue Code, may not participate or intervene in any political campaign on behalf of (or in opposition to) any candidate for elective public office. It is imperative that members of the Roosevelt community or the University itself do not engage in activities that would call into question the University's tax-exempt status.

### Entities Affected by this Policy

This policy applies to Roosevelt University student organizations that would like to host, invite or co-sponsor incumbents or candidates for political offices, or their representatives or delegates, to speak on campus.

### Implementation

Campus Events Student organizations recognized by the University may host events promoting a candidate, as long as such an event is not funded by the Student Activity Fee Allocation Committee or any University funds. Roosevelt University is a 501(c)(3) organization and may not sponsor partisan political events or provide support to particular candidates running for office.

- Fundraising at such events is prohibited.
- Posters, social media, emails, and websites advertising any such event should include the following disclaimer: "The opinions expressed will be neither the opinions of Roosevelt University or its Trustees nor sanctioned by Roosevelt University."

- The leadership of the sponsoring organization of such an event will also issue that disclaimer in the beginning of the event. In addition, the Roosevelt University logo (or any university office logo) may not be used in any promotional materials, electronic advertising, and/or social media advertising the event.
- The date, length, and format of the program and all other aspects of the program should be determined solely by the student organizations, with no involvement by Roosevelt University (except that any University rules generally applicable to all events sponsored by student groups would apply).
- In addition, facilities must be available to groups such as college republicans, the college democrats, and any similar group (e.g., the college green party or a group formed to support an independent candidate) on an equal basis. Student organizations may not be denied a room based on their political affiliation.

### **Candidate Visits to Campus**

Please see Roosevelt University Policy number 8.4: Political Candidates Speaking on Campus for the policy regarding candidate visits. <http://www.roosevelt.edu/Policies>

### **Voter Education, Registration and Get out the Vote Drives**

Per the Internal Revenue Code, section 501(c)(3) Roosevelt University student organizations are permitted to conduct certain voter education activities (including the presentation of public forums and the publication of voter education guides) if they are carried out in a non-partisan manner. In addition, student organizations may encourage people to participate in the electoral process through voter registration and get-out-the vote drives, conducted in a non-partisan manner. On the other hand, voter education or registration activities conducted in a biased manner that favors (or opposes) one or more candidates is prohibited.

### **Student Organizations May Not**

- Hold fundraisers for political candidates on University property (Auditorium Building, Wabash Building, The Goodman Center, University Center, and Schaumburg buildings)
- University property may not be used for distribution of information about political activities and campaigns.
- Cause the University to make, or to appear to make, an endorsement of, contribution to, or expenditure for a political candidate or party.
- Use University photocopiers or fax machines for the reproduction of campaign literature.
- Use University office addresses and e-mail addresses as a return mailing address for partisan political mailings.
- Use University-owned telephones for phone-banking on behalf of a candidate or for other similarly significant partisan political uses. (However, campus residential

telephone services—e.g. in student residence hall rooms, or in University-owned faculty/staff rental apartments—may be used for these purposes.)

- Use University resources or services, such as interdepartmental mail, e-mail, mailing lists, equipment such as duplicating machines, computers, and facsimile machines, or supplies for partisan political purposes.
- Use the Roosevelt University letterhead, logo, or seal on materials intended for partisan political purposes.

Copies of this policy, policy number 8.6, can be located at [www.roosevelt.edu/Policies.aspx](http://www.roosevelt.edu/Policies.aspx)