

PHARMACY  
STUDENT  
ORGANIZATION  
HANDBOOK  
2025-2026

## Welcome!

Student organizations provide opportunities to meet other students and to be a part of the college community. Students who are active develop skills in leadership, planning, communication, and time management while working with their peers. The OESS is here to help with starting and maintaining your student organization. We collaborate with Pharmacy Student Organization Faculty Advisor Committee (SOFAC) and the RU Center for Student Engagement and Intercultural Experiences (SEIE).

This guide was developed by SEIE and adapted by the SOFAC to assist pharmacy students in becoming familiar with important information necessary for the success of student organizations. Students or organizations with questions regarding this handbook should contact the Sr. Student Services Specialist.

Sincerely,

Mrs. Mary Szuch  
Senior Student Services Specialist  
College of Science, Health and Pharmacy

## Acronyms and Lingo

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

- SEIE: Center for Student Engagement and Intercultural Experiences
- RUCSHP: Roosevelt University College of Science, Health and Pharmacy
- SSA: Student Services Account
- OESS: Office of Enrollment and Student Services
- PRSO: Pharmacy Registered Student Organization
- Greek Life: Social and Multicultural Fraternities and Sororities on campus
- PSC: Pharmacy Student Council
- SORF: Student Organization Registration Form
- SOFAC: Student Organization Faculty Advisor Committee
- SARF: Student Activity Request Form

# Chapter 1: Student Organizations 101

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Index:

- Introduction
- Types of Student Organizations and Their Benefits
- Registering Student Organizations Flowchart
- What is Expected of a PRSO

## Introduction

This section lays out the different types of student organizations. It also includes information about how to start or reregister each one. It also includes the policy for 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

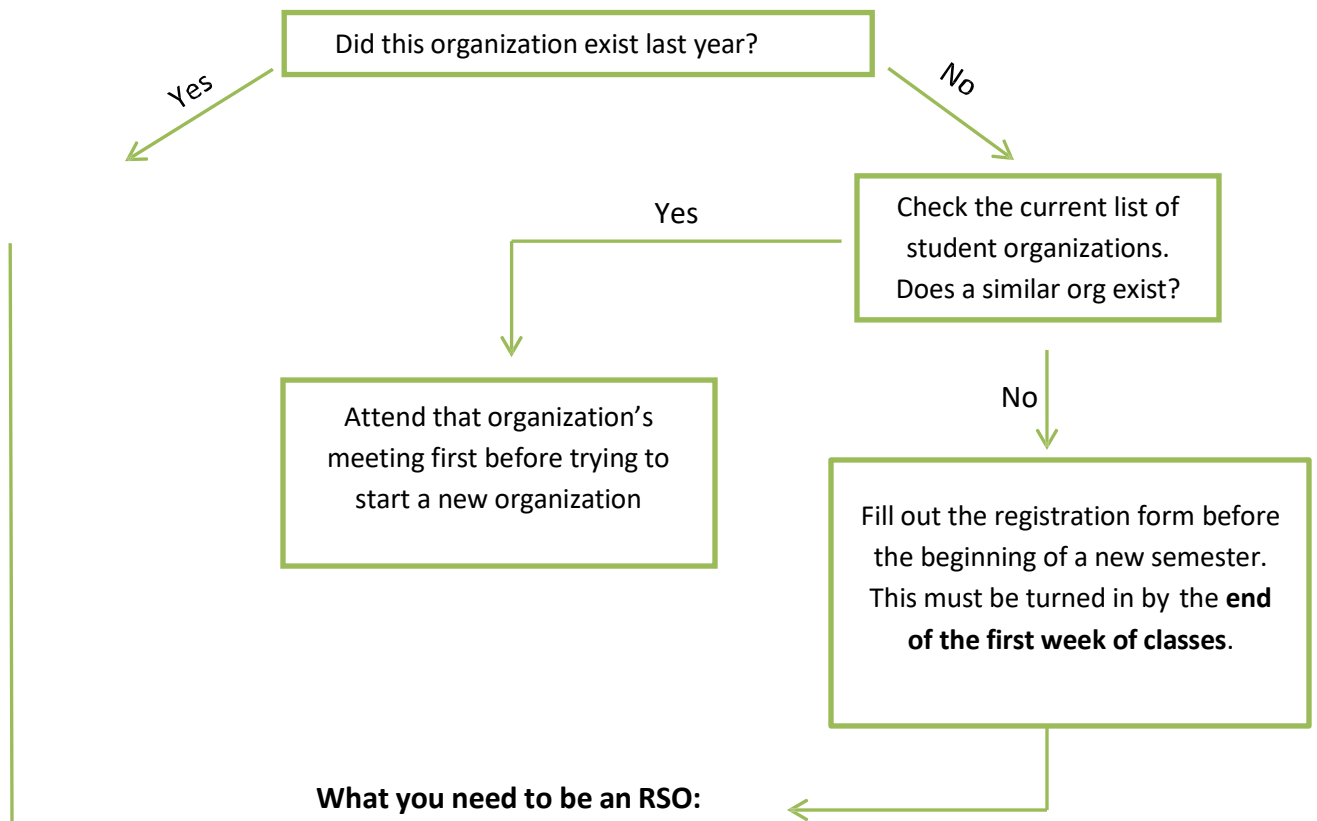
**Pharmacy Registered Student Organizations (PRSOs)** must meet 4 requirements set by the SOFAC: (1) having 15 current Pharmacy Students as members, (2) having 2 current students who serve on the PRSO's executive board and attend Student Org Trainings (3) having a full-time faculty advisor and (4) having an affiliation with a local, state or national pharmacy professional organization.

PRSOs are entitled to the following benefits:

- o Student Services Account funding for events and programs
- o Reservation of University rooms and facilities
- o Dedicated Bulletin Board in the COP
- o Access to a copy machine (up to 30 copies at a time for meetings, 30 copies for flyers per event)
- o Organizational consultations with OESS Student Services Specialist (by appointment only)
- o Time to present your organization at the student org fair
- o Right to host a membership drive in the fall semester
- o PRSOs will be eligible to present Cords to graduating members to be worn with regalia at the commencement ceremony. The faculty advisor of each organization shall be responsible for honoring the members who have completed their cord requirements.

**Greek Organizations** 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 Student Services funding be used for closed or recruitment type events.** Room reservations for Recognized/Greek organizations are subject to approval by OESS. "Parties" of any kind are not permitted at Roosevelt University.

# Registration for New and Existing Student Organizations



## What you need to be an RSO:

1. Fifteen members who are current Pharmacy students.
2. 2 executive board members must attend Student Org Training.
3. A full-time faculty member to serve as an advisor.
4. Existing orgs should submit their SORF, Advisor Agreement, and current bylaws to PSC Vice President by 11/15.
5. New Organizations should submit their SORF, bylaws and Advisor Agreement to SOFAC for review. The SOFAC will meet with the petitioner and will make a recommendation to the PSC which will vote at the next general body meeting on recognizing the student organization.

## Tips for Choosing an Advisor:

- 1) Find someone you can meet with regularly. They are required to sign all of your SARF forms.
- 2) Look at faculty members that you already have a positive relationship with.
- 3) Once you choose an advisor, set your expectations for each other and for their level of involvement. Complete the Student Org Advisor Agreement.

## What is expected of an RSO:

- Bylaws
  - a. Each organization must have bylaws that are reviewed annually and kept on file within the PSC.
- Executive Board (e-board)
  - a. Must meet the requirements of the state/national organization they are affiliated with and/or have those outlined in their organization bylaws.
  - b. All executive board members must be acknowledged on the SORF. Any changes to the e-board must be sent to PSC VP and the Associate Dean of Students.
  - c. All students running for an e-board or elected position must have an overall GPA of 2.75. If a student's overall GPA drops below 2.5 during their elected term they will need to resign from their position. Any student on academic or behavioral probation may not hold an elected position. The Faculty Org Advisor can also remove an e-board member from a position if in their opinion the student is unable to/fails to fulfill their responsibilities.
  - d. Students interested in running in an election must notify the faculty org advisor of their interest at least **two weeks** before the elections. The **faculty org advisor** must verify interested students' eligibility for positions with Associate Dean of Students before elections are allowed to proceed. In the event a student is not eligible to run for a position, the faculty org advisor must notify the student via email prior to elections and inform them they are not eligible to run for a position. These tasks may not be delegated to students. **Please see Appendix A for the RU Pharmacy Student E-board Election Policy and Procedure**
- Events:
  - a. There must be one general body meeting in each Fall and Spring Semester.
  - b. Each PRSO is required to host at least one of each of the following events annually. It is suggested that at least one of these events must occur during each Fall and Spring Semester.
    - i. One community service project
    - ii. One professional development event
    - iii. One fundraiser

(The community service project or the professional development event **MUST** involve the entire RUCOP student body).
  - c. Each PRSO and PSC must host a themed month annually. The Themed month event can count as one of the 3 requirements listed above as long as it is open to the entire student body.
    - i. Sept: National Hispanic Heritage month (9/15-10/15)
    - ii. October: American Pharmacists Month
    - iii. Nov Mental Health Awareness month
    - iv. Feb Black History Month
    - v. March National Women's History Month
    - vi. June LGBTQIA+ Pride Month
  - d. Bulletin Board: Each organization must update its bulletin board in Fall and Spring by the end of the 4<sup>th</sup> week of the semester.
  - e. Cords: Organizations must have their cord requirements easily accessible and available to all members

- Reports
  - a. Each PRSO must submit their SORF to PSC Vice-President by 11/15.
  - b. Each PRSO must submit mid-year report of activities to PSC Vice-President by 2/15 (Summary of fundraising, events, community service project, professional development event, special recognitions, budget, other)
  - c. Annual Report (covering Summer-Spring semesters) to be turned in by June 15th to PSC Vice President)
- Award ceremonies
  - a. Spring—Each PRSO will participate in the presentation of cords and other award recognitions for graduating class during commencement week
  - b. Spring—Award ceremony for campus-based students in 1<sup>st</sup> half of Spring semester with a focus on recognitions for P2/P3 students

### Pharmacy Special Interest Group (SIG)

Students may petition PSC to form a new special interested group if they do not wish to become or meet the requirements to be a PRSO. To become a SIG group the following conditions must be met:

- (1) The group must be affiliated with a local, state, or national pharmacy organization.
- (2) Provide a description of how the SIG will contribute to student life on campus/opportunities that other groups/organizations cannot provide.
- (3) There must be (7) members who are current Pharmacy students. (Provide a list of signatures to PSC)
- (4) Your Petition can be submitted at the start of the Fall semester and no later than October 1<sup>st</sup> along with a list of the pharmacy student signatures to the President of PSC. The Petitioner will present the petition at a Fall SOFAC meeting where the SOFAC will make a recommendation to PSC in regards to adopting the SIG. PSC will then take a vote at a GBM to adopt the SIG.

### What is expected of a SIG?

- **Chair:** There will be one Chair position for each SIG.
  - a. The petitioner will serve as chair of the SIG until the spring PSC election. Electoral procedures will be directed by PSC election procedures for SIG groups.
  - b. Must have an overall GPA of 2.75 at the time of election and a GPA of  $\geq 2.5$  must be maintained throughout the duration of the elected term.
  - c. All PSC members (student body) will have the right to vote.
- **Annual Requirements of a SIG:**
  - a. Maintain at least 7 members
  - b. Hold one event per AY related to your interest group—this could be a professional development or community service event open to the student body
  - c. Hold a SIG meeting at least twice every AY (one in Fall and one in Spring)
  - d. Present any updates at the Fall and Spring PSC GBM
  - e. Failure to meet requirements may suspend SIG activities for up to 2 semesters and will require a meeting with the SOFAC committee.

Requirements may change based on PSC Bylaws. Of note, the SIG will not be considered the RU Pharmacy Student Chapter of the local, state, or national level organization; however, students may directly join as student members. Only PRSOs (Pharmacy Registered Student Organizations) can function as official RU Pharmacy Student Chapters.

## Maximum number of e-board/SIG Chair positions per student:

Students will be allowed to hold up to two e-board/SIG Chair positions annually; one of which may be a presidential board position. Note class/committee representative is not considered an e-board position.

## Failure to Meet Expectations of a PRSO

The Pharmacy Student Council Vice-President should assess if the expectations for the PRSO are being met. If the PSC Vice-President deems requirements are not being met, they will notify RU Pharmacy SOFAC. If the SOFAC determines the PRSO has not met expectations, that PRSO may be placed on probation for up to 2 semesters.

- Terms of probation may include making up a missed event or meeting, hosting an additional major event or meeting, and forfeiting use of student services funding.
- If probation terms are not met, the PRSO may be suspended for up to 2 semesters from all activities and may need to reapply as a new student organization as determined by the SOFAC committee.

Members of the PRSO may petition PSC to form a special interested group if they can no longer meet the expectations of a PRSO. See “What is expected of a SIG?”.

All student organizations must comply with the University Code of Student Conduct and Pharmacy Technical Standards and conduct themselves respectfully and portray Roosevelt University in a positive light. All organizations must also follow University guidelines, policies, procedures, and contracts for 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 in the [RU Student Handbook](#).

## 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. Room reservations will be made by the Student Services Specialist as indicated on the SARF.

## Student Org Trainings

Student organizations are required to attend a Student Org training in the Fall 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 from each PRSO, PSC, and honorary societies. For SIG groups the chair is required to attend the training.** All e-board members are strongly encouraged to attend. Student org may also be required to attend additional training if there are consistent errors in proposals. Training times will be sent out to student orgs as soon as a schedule is available. If your new organization is beginning after the Fall semester, please contact the Student Services Specialist to set up training.

# Chapter 2: Program Planning Process

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## Index:

- Introduction
- Fundraiser
- 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.

## Fundraiser

A fundraiser is an attempt to gain funds for items not eligible for Student Services Funding. (For a complete list of items, see Chapter 3 Funding Policies)

To host a fundraiser, **your organization must fill out both a SARF and a Fundraiser Form** located in the Student Organization Folder in BlackBoard®. **Important Deadline: The SARF and Fundraiser Form should be signed off by the Faculty Org Advisor and submitted to the Student Services Specialist no later than four (4) weeks before the program start date.**

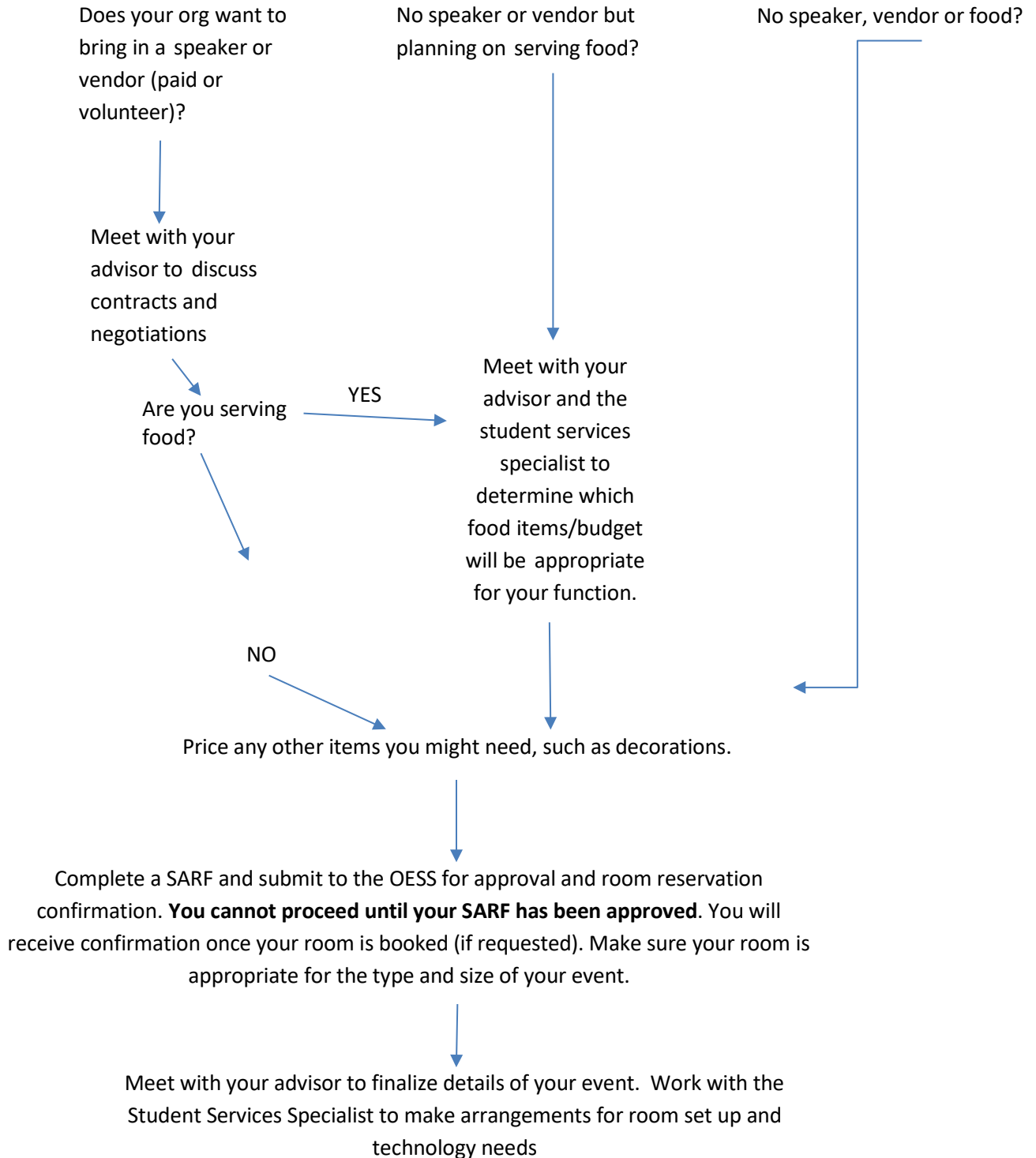
## Event Planning

**Do not underestimate the amount of time it will take to plan and execute a successful program.** OESS and the SOFAC recommend **at least 4 full weeks**; keep in mind that in many cases this is not enough time to complete all the required paperwork and secure the details for the event. Unexpected issues often come up in event planning, particularly for large-scale events.

To help you plan events, we provided a general timeline that you should follow and a list of tips and guides to certain parts of the event planning process.

# Event Planning Made Easy!

Is your organization planning an event? Use this easy-to-follow flow chart!



## Event Tips and Guides

### When and where to have your event

- 1) **Make sure you have plenty of time** to plan and secure funding and complete the approval process.
- 2) **Be mindful of other events when picking a date**
  - Check the semester block schedules for both classes to determine if there are any conflicts.
  - The Student Services Specialist keeps a master calendar of all PRSO events. A link to the calendar can be found in the Student Org Resource folder in the RUCOP Calendars and Schedules Organization in Blackboard®.
    - It is your responsibility to check this calendar when planning your RPSO events.
  - **Common hour can only be used for an event intended for the entire student body.**
  - Two general body meetings/all student events or similar fundraisers will not be scheduled at the same time.
  - Scheduling the day before a holiday/break or the week of finals and/or midterms will lower your attendance.
- 3) **No student programs or events can be scheduled when the main building is officially closed** for holidays or commencement.
- 4) **Sponsoring organization(s) will be responsible for all damage and/or cleanup costs** incurred to Roosevelt University property including restrooms on the floor the event is being held.
- 5) **A Student Organization must obtain approval** to use Roosevelt University (RU) facilities after building hours.

### How to request approval of your fundraiser/event

1. Complete a SARF located in the Student Organization Folder in Blackboard and submit it via email to the Student Services Specialist [mszuch@roosevelt.edu](mailto:mszuch@roosevelt.edu).
  - **IMPORTANT DEADLINE:**
    - **If your event is a fundraiser, a patient care event, is offsite, requires use of funds from the Student Services Account, is open to the entire student body or involves travel:** SARFs must be turned in to the Student Services Specialist **4 weeks prior to the program.**
    - **If your event is on campus or virtual and does not meet the criteria above:** SARFs must be turned in to the Student Services Specialist **2 weeks prior to the program**
2. Off campus events, fundraisers, and select in-person campus events may require the Associate Dean of Students signature. The SARF should be filled out completely, including funding requests from the Students Services account and room reservations. If the form is not filled out completely this will delay event approval. Please note some additional requirements for the following types of events:
  - If your event involves a patient care project, you must provide a detailed description of your event including the name of the supervising faculty attending. In addition, each

member attending the event must sign the Patient Care Policy located in the Student Organization Folder in Blackboard®.

- Your organization may choose to do a fundraiser for items not eligible for funding from Student Services Account or to raise funds for a charitable organization. In addition to the SARF, all fundraiser event requests must include a Pharmacy Fundraiser Form, which provides details of the fundraiser. Please note: SSA account funding has restrictions on use of funds for fundraisers. Please see Chapter 3, page 16 of this Handbook for details Update page number once this is complete
  - If your event has a potluck please see section 3.1 Potluck Events of the [IL Food Handling Regulation Enforcement Act](#)
  - If you have questions on how to complete the SARF or any forms above, please contact your PRSO Advisor or the Student Services Specialist.
3. If there are questions about the event prior to approval the Student Services Specialist will email the student organization representative that completed the form and copy the faculty advisor
  4. The PRSO will receive a confirmation of event approval from the Student Services Specialist within 3 business days along with a room request confirmation (if applicable)

### Technology/Room Set-up

Technology and room set up requests should be indicated on the SARF. The PRSO will work with the Student Services Specialist to ensure technology needs and room set up for the event. Please refer to the Student Org Use of IT Policy-in Blackboard®.

### Security and Roosevelt University SCH Building Hours

Building Dates, and Times	SCH
Mon-Fri	7:30 a.m. to 10:00 p.m.
Saturday	7:30 a.m. to 2:30 p.m.
Sunday & Holidays	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 SEIE website. The sponsoring organization must complete and submit the form to the Student Services Specialist along with the SARF.
  - (2) Once the request is approved by both the Student Services Specialist and Campus Safety, the PRSO will be notified.

## Bulletin Boards

Bulletin boards throughout Roosevelt University College of Pharmacy are part of the college's official strategic communications plan. They are intended for posting news and events targeted toward current Pharmacy students and are reserved for internal student organizations.

### Guidelines:

1. A liaison from each student organization will be assigned as the official monitor for their board space
2. All postings of organizational events sponsored by student organizations may be posted by representatives of those organizations with prior approval from their faculty organization advisor
3. Each organization must update their bulletin board each semester in Fall and Spring by the end of the 4<sup>th</sup> week of the semester.
4. Push pins and blue tape can be used on bulletin boards and are available from the Student Services Specialist

## Event Marketing

Publicizing your event is the responsibility of your organization, not OESS staff. Please see the list below to see the most common ways to advertise your event on campus:

1. **Social Media:** E-mail [pharmacy@roosevelt.edu](mailto:pharmacy@roosevelt.edu) with information about your event and the subject line "social media request" to have your event posted to the Pharmacy Facebook or Instagram accounts. Include pictures, if possible. You should also start social media pages for your organization and should tag RU Pharmacy in posts for OESS to share. Please ensure that your online advertising adheres to the social media Policy (page 13), as well as the University Code of Conduct, the University and Pharmacy Student Handbook and HIPPA. Your Faculty Org Advisor must approve all **event/meeting social media posts**. Groups will be contacted by SOFAC if found in violation.
2. **Flyers:**
  - Email a copy to [mszuch@roosevelt.edu](mailto:mszuch@roosevelt.edu) and in the subject line put "Flyer" once your event has been approved. OESS staff will make copies and provide you with blue tape and push pins so you can post them on the student organization boards and around campus.
    - You may also request Mrs. Szuch disseminate your flyer via email
  - Flyers must be turned in by **5pm on Thursday** to be printed for the following week
  - Flyers must include **date, time, location, organization name and contact information** to be approved for posting.
  - **Flyers must contain the following wording:** "By entering this event, you consent to being photographed and/or filmed. The images and recordings may be used in marketing materials, social media, and other promotional efforts by Roosevelt University."
  - Flyers can only be posted in designated areas which include your student organization bulletin board and any official bulletin board location throughout the SCH campus. Flyers should NEVER be posted on walls, doors, or windows. Inappropriately placed

flyers will be removed. All flyers must use push pins or blue tape that can be found in OESS.

- Students are responsible for removing posters/flyers within 1 week of your event. PRSO's found in violation will be reported to the SOFAC committee.

## Social Media Policy

SOFAC encourages Student Organizations to use social media platforms to their advantage. All flyers must be approved by your Faculty Advisor prior to posting both physical flyers and online posts. 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. 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.** Remember to keep posts concentrated on **your organization and its mission. All these rules apply to the Laker Connect platform, as well as all other social media sites, such as but not limited to Twitter, Instagram, Facebook, TikTok, etc.**

**HIPAA (PATIENT PRIVACY)** As a healthcare provider, patient privacy is one of our utmost concerns. A breach of patient confidentiality can lead to serious consequences both for you and your institution. When photographing in any patient care setting, be aware of who and what is included in the frame of your picture. Do not include patient identifiers (i.e., names and faces) without proper written consent from those in the picture.

If you have any questions or concerns about the appropriateness of a social media post, consult your faculty advisor.

### Examples of approved social media use for PRSOs:

**Fundraising information:** This includes fundraisers held both on and off campus.

**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 co-sponsored events that may include the following:

- Other RSOs/RGOs 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 "SEIE 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 and Travel Policy

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## Index:

- Introduction
- Process of Applying for Funding
- SSA Funding Information
- Travel Policy

## Introduction

This section will explain how to get funding for your event. Funding allocated for Pharmacy Student Organizations is determined by the Office of Student Services in conjunction with the Pharmacy Budget Coordinator. Pharmacy student organization funding comes out of the budget funded by the Student Activity Fee that every student pays. The fund availability depends on university allocations and may change throughout the year. Funding requests must be approved by the Student Services Specialist or the Associate Dean of Students PRIOR to use of funds.

The Pharmacy Budget Coordinator will update each PRSO of available funds twice annually (Sept and January/Feb of each AY)

## Process of Applying for Funding.

To apply to use funding from your Pharmacy Student Organization SSA account fill out a SARF and submit this to the Student Services specialist at **least 4 weeks prior to your event.**

- Please be sure to **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 (SSA funding 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, etc. You may attach these as additional files.
  - **It is highly recommended you meet with the Student Services Specialist to determine if contracts exist with vendors for items you are looking to purchase**
- Both your **PRSO president and your advisor** MUST sign the form. Forms without an advisor signature will not be accepted.
- If you have cosponsors for your event (for example a combined event with another Pharmacy Student Organization), 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.

- The SARF must be turned in to the Student Services Specialist at least **4 full weeks before the date of your event. Forms that do not meet this deadline will NOT be accepted.**
- **If funding is being requested for attendance at a** conference for educational, professional, or leadership development, please see SSA Conference Funding and Travel Policies.

## Funding Policies

Below are the funding policies for Pharmacy Student Organization Funding which are in alignment with the University Registered Student Organization funding policies. **PLEASE READ CAREFULLY.**

1. Funding may NOT be used to purchase and/or fund:
  - Alcohol and/or other illegal or controlled substances
  - Travel or parking for students, faculty, staff, or performers/vendors to Pharmacy Registered Student Organization sponsored events.
  - 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.)
  - Membership dues to other organizations or charitable causes
  - Honorariums or gifts for RU faculty or staff members
  - Fundraising materials, either for a charity organization or for the organization itself if not available to Roosevelt Community with equal and open opportunities.
    - For example, paying for raffle tickets in order to win a prize, rather than giving away raffle tickets with open opportunities to win prizes. Any event behind a paywall or required donation to participate is not eligible for funding.
  - Gifts for event speakers or presenters, excluding fees associated with their service, but does not include lodging or parking
  - **Gift cards of any kind**
  - Off campus events hosted by the PRSO will be considered on a case-by-case basis.
2. To be eligible for funding, the Registered Student Organization must meet the Roosevelt University Non-Discrimination Clause.
3. All activities funded by the Pharmacy Student Organization Funds must follow the Roosevelt University Student Code of Conduct and Pharmacy Technical Standards.
4. All organizations planning to apply for funding must be recognized by the SOFAC.
5. SARFs with funding request must be filled out completely in order to receive SSA funding. This includes:
  - Organization Advisor signature.
  - A full and detailed list of all requested items, not limited to catering and decorations, and their respective prices.
  - Invoices and/or quotes for the desired services.
6. Once funding is allocated, event or program details may not be changed unless a request is made to the Student Services Specialist.
7. Greek organizations are prohibited from requesting funding for events that take place during recruitment periods (otherwise known as “rush weeks”).
8. Students cannot make any formal agreements regarding payment with vendors in the form of contracts, letters of intent, etc. Only professional staff and the Purchase Department have the authority to make formal agreements regarding payment with outside vendors.

9. Any funding requiring a contract or agreement must be submitted before a contract is started/signed.
10. Performers, entertainers, and/or outside vendors must be paid by the university and will be paid after the event or after goods are received.

## SSA Funding

1. Student reimbursements are required to have the original, tax exempt, receipt.
2. A list of attendees must accompany the receipts for reimbursement.
3. Vendor and/or Volunteer Contracts must be submitted at least 3 full weeks before the date of the event.

### Violations of Funding Policies and Guidelines

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

- Funding may not be approved, only partially approved, or revoked
- Events being cancelled or postponed
- Being placed on probation as determined by the SOFAC.

## Funding Priorities and Decisions

The Pharmacy SSA has a limited amount of funds budgeted for Pharmacy Student Organizations. Please note there is no guarantee of funding. The following will be considered when determining funding:

- The status of the 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 provides adequate advertising/marketing.
- The amount of food requested for a proposed event.

## Reimbursement for Student Org Hosted Events

- For purchases \$199.99 or less, students may pay out of pocket** and then will be reimbursed via university check or direct deposit.
- Reimbursement will not occur without an approved SARF.**
- Students must submit receipts/invoices in PDF format for reimbursement to the Pharmacy Sr. Budget Coordinator (SCH 212) within 30 days (approx. 4 weeks) of travel/event. Receipts/invoices must have 4-digits of payment method visible, if not, please submit bank/cc statement. Hard copies or electronic PDF copies are both acceptable.
- You must always attempt to use the Tax-Exempt letter when making purchases. If the vendor does not allow you to use it (as some do not, Amazon, etc), please provide that explanation when submitting receipts in order to get fully reimbursed.
  - **Please pick up a Tax-Exempt letter from the Budget Coordinator or the Student Services Specialist before making purchases.**
- All requests for reimbursement **MUST** be completed and submitted to the Pharmacy Budget Manager within **one month (30 days) of the event date**, the sooner the better!

- It may take 3 weeks to receive your check.
- Keep a copy of your records.

## Org Accounts

Outside bank accounts, separate from the university, for student organizations funds are allowed, but are to be run by the organization, not the University. Groups engaging in outside bank accounts should do so with the understanding that they will be used responsibly by the student organization's leadership. Roosevelt University does not set up or hold any accounts, internal or external, for student organizations.

Non-SSA Funding is governed by each RSO's policies or bylaws. Each organization should set up a Bank Account in the name of the Student Organization. This account should be set up by the Faculty Org Advisor. If an account cannot be set up, then it is the Faculty Org Advisors' responsibility to oversee and store the organization's funds in a secure location (e.g. a locked drawer in your office). Students should consult with their Faculty Org Advisor and Treasurer to discuss the appropriate use of funds. If the PRSO does not have a bank account with a debit card that can be used for these purchases, the Faculty Org Advisor will plan with the students about purchasing the items needed and submitting them for reimbursement. A plan for this should be in place before submitting a SARF for your event.

### Student Organization Funds and Pharmacy Student Services Account

It is strongly discouraged for student organizations to deposit their funds into SSA (Student Services Administration) accounts. The University classifies all funds within SSA accounts as institutional assets, which may be accessed or reallocated by the University at its discretion. As a result, there is no assurance that deposited funds will remain available for future use by the organization. Additionally, placing funds in SSA accounts may inadvertently impact the program's annual budget allocation, as these deposits may be interpreted as surplus funding subject to reduction or removal.

## Political Activity and Student Organizations at RU

Please see the policy statement in Chapter 4 of the Roosevelt University Center for Student Engagement & Intercultural Experiences Student Organization Resource Manual.

## Attendance/Travel

Students on Academic or Disciplinary probation may not be authorized for travel/conference attendance. RU Student Code of conduct and Pharmacy Technical Standards apply to students traveling for conferences.

The RSO Faculty Org advisor must do the following when planning for student attendance at a conference that requires an overnight stay or absence from course/experiential requirements:

- Complete a SARF for the meeting attendance and submit 30 days (one month) in advance of the early bird registration deadline or if early bird registration is not applicable 30 days (one month) prior to the registration deadline.
- Ensure the University Sponsored Student Travel Policy is followed including obtaining written permission for the travel from the provost and collecting from each student the **Assumption of Risk and Release of Liability Form** and the **Health and Medical**

**Authorization Form** (RU Policy 6.1 and 6.1F).

- ⊖ local travel without university-provided transit or students staying overnight **does not fall under the travel policy.**
- Send a list of all members interested in attending the conference to the Associate Dean of Students prior to the early registration deadline for approval to attend the conference. Students should not register for the conference until their PRSO Faculty Org Advisor has alerted them they are approved to attend the conference.
- Inform students of the need to get excused absence forms completed for conference attendance.

# Appendix A: RU Pharmacy Student Organization E-board Election Policy and Procedures

(Approved July 2025)

To ensure transparency, fairness, and consistency in the election of student organization executive board members, the following policy outlines the required procedures and eligibility criteria. These guidelines are designed to uphold the integrity of student leadership, maintain compliance with university standards, and support the effective governance of student organizations. All student organizations are expected to adhere strictly to these procedures during their election cycles.

## Section I: Election Procedures

- **Election Scheduling**  
The Pharmacy Student Council (PSC) will assign official election dates for each student organization. These dates must be followed as scheduled.
- **Submission of SORF**  
The Student Organization Registration Form (SORF) must be submitted with the designated election date and include any additional organizational needs.
- **Candidate Criteria Communication**  
Prior to elections, organizations must issue reminders outlining the eligibility criteria for running for executive board positions.
- **Executive Board Documentation**  
All executive board members must be listed on the SORF. Any changes to the executive board must be reported to both the PSC Vice President and the Associate Dean of Students.
- **Election Notice Period**  
A minimum of two weeks' notice must be given to students regarding upcoming elections. A notice period of 3–4 weeks is recommended for optimal participation.
- **Nomination Process**  
Students interested in running must notify the faculty organization advisor at least two weeks before the election date. Nominations are to be submitted directly to the advisor.
- **Eligibility Verification**  
The faculty advisor must confirm the eligibility of all nominees with the Associate Dean of Students before elections can proceed.
- **Approval Notification**  
Eligible students will receive an official email from the faculty advisor confirming their candidacy for the executive board position.
- **Ineligibility Notification**  
If a student is deemed ineligible, the faculty advisor must notify them via email prior to the election. This responsibility may not be delegated to students.
- **Floor Nominations**  
No nominations from the floor are permitted on Election Day. Nominations may be accepted in advance but cannot be voted on during the same meeting.

- **Advisor Oversight**

The faculty advisor must be present during elections, oversee the process, announce the results, and delete the Google Form used for voting to maintain confidentiality.

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Section II: Executive Board Eligibility Criteria

- **Affiliation Requirements**

Candidates must meet the eligibility standards set by their affiliated state or national organization and/or those outlined in the organization's bylaws.

- **Academic Standards**

Candidates must maintain a minimum overall GPA of 2.75. If a student's GPA falls below 2.5 during their term, they must resign from their position.

- **Position Limits**

Students may hold up to two executive board or Special Interest Group (SIG) Chair positions annually. Only one may be a presidential role. Class/committee representatives are not considered executive board positions.

- **Probation Restrictions**

Students on academic or behavioral probation are not eligible to hold elected positions.

- **Advisor Authority**

The faculty organization advisor reserves the right to remove any executive board member who fails to fulfill their responsibilities or is deemed unable to perform their duties.