ROOSEVELT UNIVERSITY

CENTER FOR STUDENT INVOLVEMENT

RESOURCE MANUAL
Fall 2016

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Welcome!

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

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

Sincerely,
The Center for Student Involvement Staff
425 S Wabash Ave, Room 323, Chicago, IL 60605
312-341-2015 | *csi@roosevelt.edu* | *www.roosevelt.edu/csi*

Acronyms and Lingo

The following are terms or acronyms used and will be explained in length in this Manual:
- CSI: Center for Student Involvement
- SAFAC: Student Activity Fee Allocation Committee
- RSO: Registered Student Organization (not to be confused with Recognized Student Organizations)
- SO: Student Organizations (BOTH RSOs and Recognized Student Organizations)
- ATS: Academic Technology Solutions (formerly MMS)
- SPEED: Students Programing for Enrichment, Enlightenment, and Development
- SGA: Student Government Association
- The Torch: Roosevelt's student newspaper
- WB: Wabash Building
- AUD: Auditorium Building
- GB: Gage Building

Meet the Staff

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

Elizabeth is responsible for New Student Orientation, and oversees office administration. She coordinates events such as the Student Involvement Fair and Student Organization Training, serves as advisor and university liaison to the Student Government Association (SGA), and plans and implements New and Transfer Student Orientations each semester.

Chris Littrell, M.Ed., Assistant Director of the Center for Student Involvement

Chris is the staff advisor for the Student Activity Fee Allocation Committee (SAFAC), and the program facilitator for Leadership, Service, and Community Engagement programming.   He coordinates programs such as the Student Leadership Summit and the new Roosevelt Leadership Institute.

Brian Donahue, M.A., Coordinator of the Center for Student Involvement

Brian is the advisor for SPEED, and also the coordinator for Greek Life here at Roosevelt. He coordinates on-campus events, works one-on-one with fraternity and sorority leadership, and oversees the weekly What's Up Wednesday CSI events.

Kristina Minichiello, Chief Clerk: Kristina will assist with all office functions and work with student orgs on payments and other event planning related details, including room reservations for student organizations.

Tanner Strong, Graduate Extern for Student Organization Development: Graduate externs assist and facilitate with the Administrators of the Center for Student Involvement. Tanner will work with SAFAC and SPEED and will conduct CSI Marketing. He will also assist in the planning of What's Up Wednesday Events.

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 board
- Student Organization development, communication, and collaboration.
- Leadership programming for individuals and organizations including: The Roosevelt Leadership Institute and the Student Leadership Summit.
- Community Service programming and organizations
- Oversee fraternities and sororities
- Overseeing the Laker Lounge space on the 3rd floor of the Wabash Building.

Chapter 1: Student Organizations 101

Index:

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 students attend Student Org Round-Ups each semester and (3) having a full-time faculty or staff advisor. RSOs are entitled to the following benefits:

- SAFAC funding for events and programs. Please see the funding chapter on page 13
- Access to a student org mailbox in WB 322
- All the privileges of Recognized Organizations (listed below)

Recognized Student Organizations do not meet one or more of the requirements to be an RSO. However, once the registration form has been turned in, they are entitled to the following benefits:

- Reservation of University Rooms and facilities (pg. 10)
- Promotion on CSI bulletin boards (pg. 12)
- Access to a fax and copy machine (up to 30 copies at a time for meetings, 30 copies for flyers)
- Access to student org space and resources in WB 323
- Organizational consultations with CSI (by appointment only)
- 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

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

If you would like to start a Greek organization, you must contact Brian Donahue (bdonahue@roosevelt.edu), Coordinator, Center for Student Involvement.

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

Registration for New and Existing Student Organizations

Did this organization exist last semester?

Yes

No

Check your email for the registration form from CSI or visit www.roosvelt.edu/csi

Yes

Check the current list of student organizations. Does a similar org exist?

Attend that organization's meeting first before trying to start a new organization

No

Find the registration form at www.roosevelt.edu/csi/orgs and fill it out before the end of the first week of classes

What you need to be an RSO:

1. Seven (7) members who are current Roosevelt students.
2. Have 2 students attend a Student Org Training.
3. Find a full time staff or faculty member to serve as an advisor.

Having problems finding 7 students?

Contact CSI for recruitment ideas!

Information about **Student Org Training** dates will be emailed out at the beginning of each semester to those who filled out the registration forms and posted on the CSI website. Training covers important information about policies, funding, and resources available to organizations.

Tips for Choosing an Advisor:

1) Find someone you can meet with regularly. They are required to sign all of your SAFAC forms.

2) Look at academic departments and offices related to your organizations purpose or staff/faculty members 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.

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.

The University Code of Student Conduct can be found at: 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 6.

Chapter 2: Program Planning Process

Index:

Introduction

Programming is a valuable experience that Student Organizations can and should take full advantage of.

Two distinct types of programming, Fundraisers and Events, are described in detail below. If you have

questions regarding the programming process, please refer to the Center for Student Involvement

website, www.roosevelt.edu/csi/orgs, or get in touch with us at csi@roosevelt.edu or 312-341-2015.

Fundraiser

The purpose of a fundraiser is an attempt to gain funds for items that will not be approved by SAFAC (for a complete list of these items, see page 21).
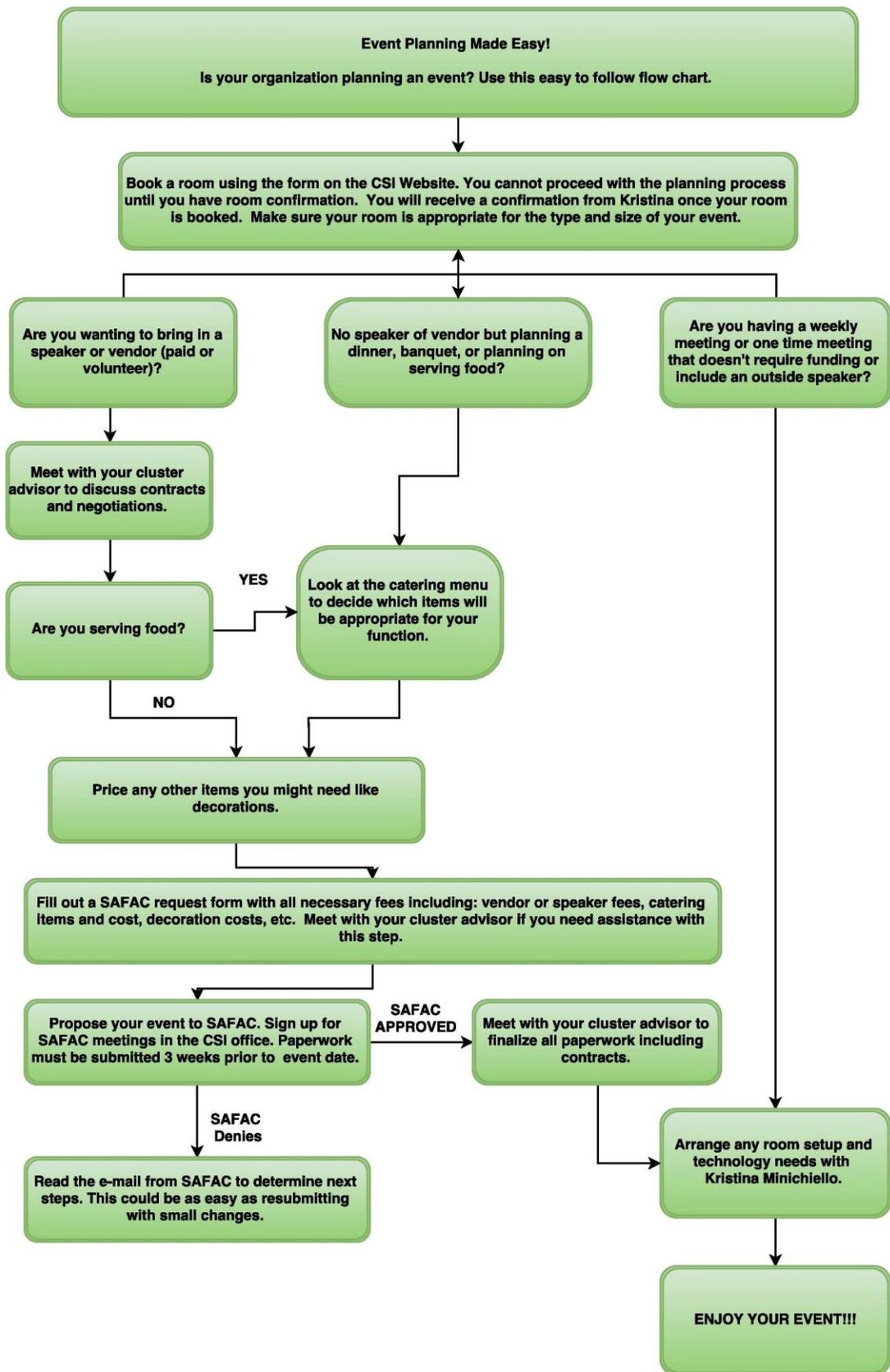
To host a fundraiser**, your organization must fill out the CSI Fundraising Form** located on the Documents and Forms section of the CSI website.
  - o **IMPORTANT DEADLINE:** Fundraising forms should be turned into CSI two (2) weeks prior to the program

Event Planning

Do not underestimate the amount of time it will take to plan and execute a successful program. CSI recommends **at least 3 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 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 Planning Made Easy!

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

Book a room using the form on the CSI Website. You cannot proceed with the planning process until you have room confirmation. You will receive a confirmation from Kristina once your room is booked. Make sure your room is appropriate for the type and size of your event.

Are you wanting to bring in a speaker or vendor (paid or volunteer)?

No speaker of vendor but planning a dinner, banquet, or planning on serving food?

Are you having a weekly meeting or one time meeting that doesn't require funding or include an outside speaker?

Meet with your cluster advisor to discuss contracts and negotiations.

Are you serving food?

YES

Look at the catering menu to decide which items will be appropriate for your function.

NO

Price any other items you might need like decorations.

Fill out a SAFAC request form with all necessary fees including: vendor or speaker fees, catering items and cost, decoration costs, etc. Meet with your cluster advisor if you need assistance with this step.

Propose your event to SAFAC. Sign up for SAFAC meetings in the CSI office. Paperwork must be submitted 3 weeks prior to event date.

SAFAC APPROVED

Meet with your cluster advisor to finalize all paperwork including contracts.

SAFAC Denies

Read the e-mail from SAFAC to determine next steps. This could be as easy as resubmitting with small changes.

Arrange any room setup and technology needs with Kristina Minichiello.

ENJOY YOUR EVENT!!!

Event Tips and Guides

When and where to have your event

1) **Make sure you have plenty of time between now and your event** 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 (http://www.roosevelt.edu/News%20and%20Events/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 and 6pm and night classes end at 8:30
   - 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**
   - **Congress and Faiman Lounge** (AUD 2nd Floor)
   - **WB 3rd floor** rooms are reserved for student org use only and include a large multipurpose room **(317) and** a small meeting room **(311).**
   - **WB 4th floor conference rooms and 416**, a multipurpose room smaller than 317 and 418.
   - **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.
5) **No student programs or events can be scheduled when the main building is officially** closed for holidays or commencement.
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.

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 and click on Docs and Forms to access the physical resource portal
2) Fill out the form completely **using your Roosevelt email**. If you use another email, your request will be denied.
   - 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 for your SAFAC application.
4) Fill out the Room Set-Up sheet electronically after your room reservation has been approved. You can get this form on the CSI website. Submit via e-mail to Kristina Minichiello, kminichiello@roosevelt.edu. On the form, list your needs and attach a drawn set-up if you would like. This included seating, tables, podiums/stages and catering.

Catering

- o **SAFAC will place your catering order for you once it has been approved**.
- o Catering MUST be ordered through RU Catering
- o 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
  - If you're interested in something not listed on the menu, or have any questions, contact catering at catering@roosevelt.edu

Technology

- o **Academic Technology Solutions** (location: AUD 380; 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.
- o **If you are applying for SAFAC, list the items you need on your SAFAC Funding Request.** CSI will order your ATS request if SAFAC approves your funding.
- o See here for a list of technology that already exists in classrooms: http://www.roosevelt.edu/ITS/About/AcadTechSol/TechnologyByRoom.aspx.

Security and Roosevelt University Building Hours

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

o **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 page on the CSI website. The sponsoring organization must complete and submit the form to CSI **two (2) 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 after hour building event is denied, the hosting and/or sponsoring organization will be notified as well as the Director of CSI. The Vice Provost for Budget and Planning decision is final.

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 2 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 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:

o **Social Media:** E-mail csi@roosevelt.edu with information about your event and the subject line "social media request" to have your event posted to the CSI Facebook and Twitter accounts. Include pictures, if possible. You should also start social media pages for your organization, and utilize Facebook events.
o **Flyers**: Bring ONE copy of your flyer to CSI. CSI staff will make copies and post to CSI boards. Things to keep in mind about flyers:
  ▪ Flyers must be turned in by **5pm on Thursday** to be posted for the following week.
  ▪ Flyers must include **date, time, location, organization name and contact information** to be approved for posting.
  ▪ You can also drop off 20 copies to the Office of Residence Life to be posted in the Wabash Residence Hall.
  ▪ If SAFAC is funding 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.
o **What's Happening @ Roosevelt- Weekly Email & University Calendar:** Events may be submitted via online form (http://www.roosevelt.edu/CSI/Orgs/Documents) before Friday at 4:00 p.m. to be sent in the following week's Monday RU Mail broadcast.
o **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.

Chapter 3: Funding for Programming

Index:

Introduction

This section will explain how to get funding for your event. Funding is determined by the Student Activity Fee Allocation Committee, which is made up of 9 students, and comes out of the budget funded by the Student Activity Fee that every student pays each semester. SAFAC meets once a week and 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.

Process of Applying for Funding

1. Print the SAFAC funding proposal from the Docs and Forms page 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" but instead "1 dozen cookies - $9.99"
   - Include the name of any speakers/performers, and include the TOTAL speaker fee (which includes parking, transportation, lodging)
   - Both your **president and your advisor** MUST sign the form. Forms without an advisor signature (or printed email) will not be accepted.
2. Turn in the form at least **3 weeks before the date of your event** if you require contracts (see flowchart on page 19) or 2 weeks if you're only requesting catering. **Form must be in by Thursday at 6pm** to be eligible to present to SAFAC the following Friday.
   - Sign up for **ONE timeslot per EVENT** that you're proposing. If you're proposing 2 events, you need 2 timeslots.
   - **Turn in any 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 event at the SAFAC meeting. They will be responsible for accurately **describing your event, making sure it's in line with event policies and convincing the SAFAC board it should be funded**.
4. At the end of the presentation, the SAFAC Chair will let your representative know what needs to happen next. And email will be sent out the following Monday regarding whether or not your event was funded.

Funding Policies and Information

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

Funding Policies

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
   - 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.)
   - Closed events that only allow attendance of only the organization's members
   - 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
   - Gifts for event speakers or presenters
   - Gift cards of any kind
   - Off campus Parties

2. All programs and activities must be open to the entire student population and advertised as such, with no fees to Roosevelt students. This includes off-campus events.

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

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

5. All organizations planning to apply for funding must be Registered Student Organizations as determined by CSI.

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

7. SAFAC Funding Proposals must be filled out completely in order for RSOs to receive SAFAC funding. This includes:
   - Advisor signature or email
   - A full and detailed list of catering items requested and their prices
   - Speaker or performers name

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

9. Greek Organizations will be funded on a case by case basis. In order for Greek Organizations to receive funding:
    o   All events proposed may not fall during recruitment period.
    o   All events must adhere to the funding policies and guidelines.
    o   All events must be open to the Roosevelt Community.

10. Funding for off-campus events will be considered on a case by case basis.

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

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

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

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

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 attending must be submitted to SAFAC within 2 weeks after the conference

7. SAFAC does not fund 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 the SAFAC committee.

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:
   o The SAFAC logo
   o Date and Time of event
   o Event Location
   o Sponsoring and any and all co-sponsoring Student Organization(s)
   o 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

Violations of SAFAC policies or guidelines can result in the following, as determined by the SAFAC board:
   o Funding may not be approved, or only partially approved
   o Events being cancelled or postponed
   o Loss of future funding privileges for a determined period
   o Restricted funding privileges or a probationary period

Violations of the SAFAC Marketing policy, namely the inclusion of the SAFAC logo, carry the following penalties:
   o 1st violation – 30 days of no SAF funding following discovery of violation
   o 2nd violation – 30 days and possible further sanctions to be decided by SAFAC board.
   o Sanctions regarding no SAF funding will count towards fall and spring semesters when RU classes are in session. Sanctions may carry into proceeding semesters.

Appealing a SAFAC Decision

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

1. To appeal a funding decision the student organization may conduct the following:
   a. Write another funding proposal adhering to the funding guidelines
   b. **OR**
   c. Write a formal appeal to SGA. This process is highlighted below:
      i. This appeal must be also sent to SAFAC.
      ii. All formal appeals must be completed and submitted no later than 2 weeks from the initial funding decision.
      iii. The appeal should include a copy of the original proposal.
      iv. The funding decision email.
      v. A rational explaining the request of funding.
2. SAFAC then provides evidence in support of their funding decision to SGA. SGA reviews the case and takes an executive vote in regards to the funding decision.
3. If the Student Organization or the SAFAC board does not agree with the decision the appeal process then proceeds to the Office of Student Affairs for review.

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 and 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 postposed event is providing adequate adverting/marketing
- The amount of food requested for a proposed event.
- The amount of money a RSO has been allocated for a semester.

SAFAC Meetings

- SAFAC Chicago Campus meetings will take place on Fridays from 11:20am-1:00pm.
- The meetings will serve as the basis for discussing programming only. **All questions regarding policies should be sent through email to safac-chi@roosevelt.edu and not brought up during weekly meetings.**
- To be eligible for funding, one RSO member must be present during the SAFAC meeting when funding is requested. Organizations that are co-sponsoring an event, should have representatives from both organizations (two separate people) attend the funding meeting.
- SAFAC funding proposals must be submitted 3 weeks prior to an event.

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

Reimbursement

- This means that you must pay out of pocket– **for purchases $99 or less** – and then will be reimbursed via University check.
- **Reimbursement will not occur without prior approval from SAFAC**. Intent to be reimbursed should be verbally expressed during the SAFAC meeting and approval for reimbursement will be listed in the decision email.
- Students need to complete Check Requisition Forms for reimbursement accompanied by the original receipt or invoice. Check Requisition Forms are available online (roosevelt.edu/csi/orgs) and in the CSI office.
- You must submit the check requisition form in CSI with 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!
- Takes <u>at least</u> 2 weeks to receive your check
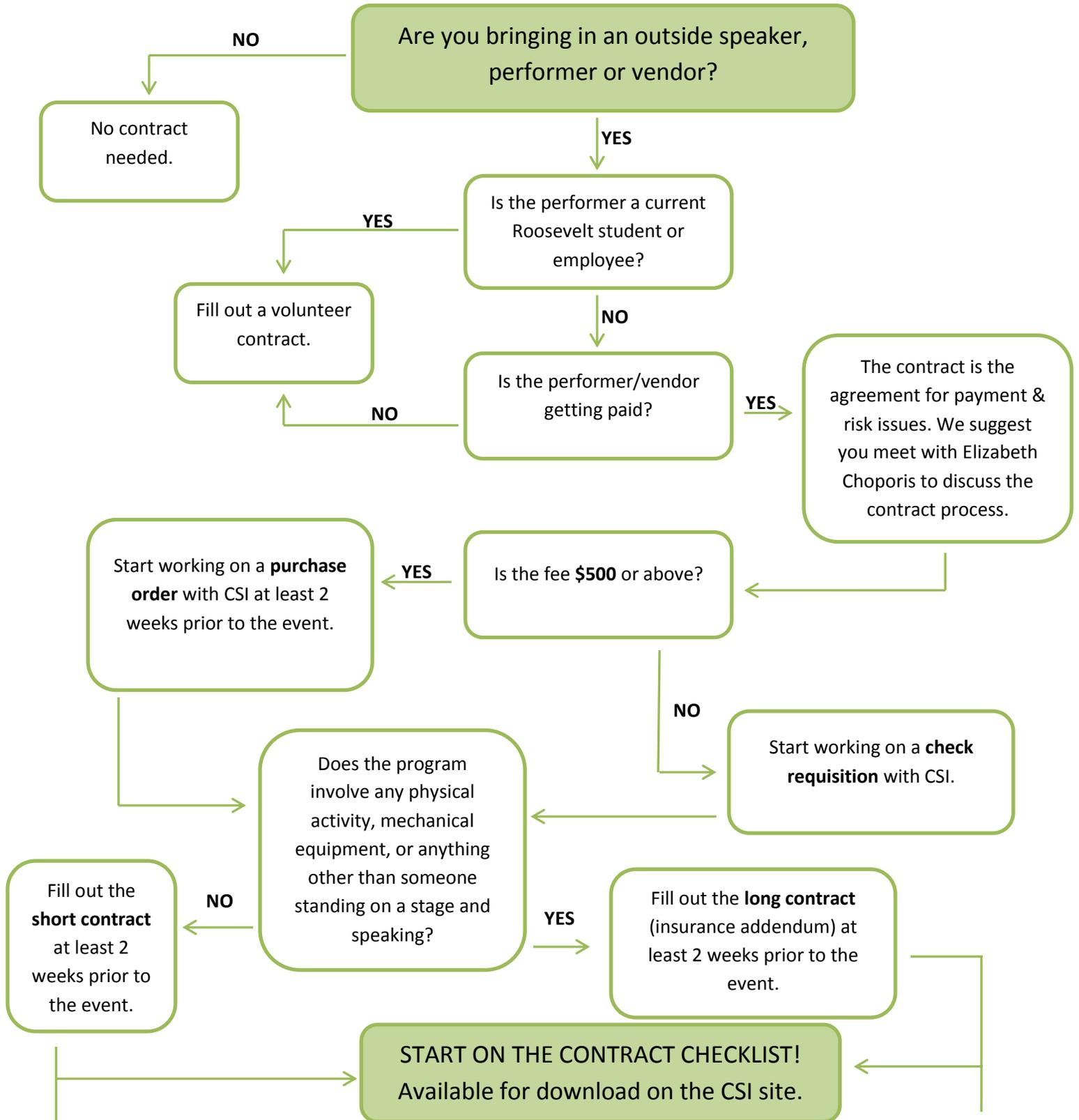- Keep a copy for your records!

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 Elizabeth Choporis through the CSI office.

The contract process can be complicated. As such, the next couple of pages consist of a flowchart 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) can be found on the Docs and Forms page of the CSI website.

The Contract Process: Flowchart

Are you bringing in an outside speaker, performer or vendor?

NO → No contract needed.

YES ↓

Is the performer a current Roosevelt student or employee?

YES → Fill out a volunteer contract.

NO ↓

Is the performer/vendor getting paid?

NO → Fill out a volunteer contract.

YES → The contract is the agreement for payment & risk issues. We suggest you meet with Elizabeth Choporis to discuss the contract process.

Is the fee $500 or above?

YES → Start working on a **purchase order** with CSI at least 2 weeks prior to the event.

NO → Start working on a **check requisition** with CSI.

Does the program involve any physical activity, mechanical equipment, or anything other than someone standing on a stage and speaking?

NO → Fill out the **short contract** at least 2 weeks prior to the event.

YES → Fill out the **long contract** (insurance addendum) at least 2 weeks prior to the event.

START ON THE CONTRACT CHECKLIST!
Available for download on the CSI site.

Chapter 4: Student Organization Policies

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, Gage, 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