



Student Organization Resource Manual Fall 2012

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Welcome to the Center for Student Involvement!

Welcome!

We're excited you chose to get involved with Center for Student Involvement (CSI) at Roosevelt University's Chicago Campus. Student organizations are a great way to meet other students and to be a part of the university community. The 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.

Please read this manual to ensure that your organization meets all of the requirements necessary for a successful year. Please feel free to contact us if you have any questions or if you need any assistance throughout the year. Best wishes and enjoy your year!

Sincerely,

The Center for Student Involvement Staff

425 S Wabash Ave Room 322 Chicago, IL 60605 312-341-2015 <u>csi@roosevelt.edu</u> www.roosevelt.edu/csi

Student Organization Basics

- Starting a Student Organization
- Classifications
- Benefits and Privileges

Starting a Student Organization

Classifications of Student Organizations

There are two classifications of student organizations: registered and recognized.

<u>Registered</u> Student Organizations (RSO's) must fulfill the following requirements:

- 1. The organization must fill out the online registration form, complete with all contact information and signatures, each fall and spring semester if information has changed.
- 2. The organization must obtain the names and contact information of at least seven members (All members must be current Roosevelt students enrolled for a minimum of 3 credit hours)
- 3. The organization must be advised by one or more faculty or staff advisor(s). Advisors must be **full time** employees of Roosevelt University.
- 4. The organization must attend the Student Organization Round-Up at the beginning of each fall and spring semester and at least two members must be present.

Recognized organizations are those that do not meet all of the required guidelines to be considered a RSO.

If you are a new organization (brand new or not recognized or registered for 3 or more semesters), you will receive all of the privileges of a *recognized* student organization until you meet the requirements to become a *registered* student organization. Limited funding is available from CSI to assist with recruitment for new organizations. **This money cannot be used for event purposes.** New organizations must receive approval to become registered or recognized from the Center for Student Involvement.

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

Benefits and Privileges

Registered Student Organizations

- Access to **Student Activity Fee** funds for programs and events
- Reservation of University facilities (dependent on availability)
- Promotion on CSI bulletin boards throughout campus, CSI publications and on the CSI calendar
- Access to a copy & fax machine (30 copies at a time)
- Access to WB 322, CSI supplies, banner paper
- Student Organization mailbox
- · Organizational consultations/interventions

Recognized Student Organizations

- Reservation of University facilities (dependent on availability)
- · Promotion on CSI bulletin boards throughout campus, CSI publications and on the CSI calendar
- Access to a copy & fax machine (30 copies at a time)
- Access to WB 322, CSI supplies, banner paper
- · Organizational consultation

Greek Organizations

Greek organizations (city-wide or otherwise) are held to the same requirements as all Recognized and Registered Student Organizations. This includes member requirements and SAFAC funding. Under no circumstances may SAFAC funding be used for closed or recruitment-type events.

- If you would like to start a Greek organization, you must contact Elizabeth Choporis (<u>echoporis@roosevelt.edu</u>), Director
 in the Center for Student Involvement.
- Room reservations for Greek organizations are subject to approval by the Center for Student Involvement. "Parties" of any kind are not permitted at Roosevelt University.

Event Planning

- Event Planning Process
- **⊃** Room Reservation Process
- Ordering Catering
- Marketing Policies and Procedures

Student Organization Event Planning Process

Please follow the steps below if you are planning a meeting or event for your student organization. If you have questions about this 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.

- 1. RESERVATION REQUEST AND ROOM SET-UP PROCESS
 - a. Administrative Calendar: check for room, date, and time availability at
 http://intranet.roosevelt.edu/calendars/default.asp (this is only available through the intranet oncampus).
 - b. **Reservation Request:** To start the reservation request process, please complete the online request form on the CSI page at: www.roosevelt.edu/csi/orgs
- **★** YOU MUST USE YOUR ROOSEVELT E-MAIL ADDRESS WHEN REQUESTING A ROOM. ROOM REQUESTS WILL BE DENIED IF A ROOSEVELT E-MAIL ADDRESS IS NOT PROVIDED.
- ★ If attendees are **NOT** Roosevelt students, then a faculty/staff advisor must be present at your event.
- ★ Congress area can be expanded; be sure to request the adjoining "232 series" if additional space is needed. For safety reasons, opening and closing of the walls must be performed by Physical Resource Staff. This must be coordinated in advance.
- ★ 3rd Floor rooms are for Registered Student Organization use only and include WB 317, WB 311 and WB 3rd Floor Open Lounge; please list alternate rooms (not on WB 3rd floor) when submitting the form.
 - c. **Contact Information:** Contact the following individuals depending on what space you want to use. All persons listed prefer you contact them by email.
 - i. Ganz Hall- Melissa Morrison at mmorrison05@roosevelt.edu
 - 1. Special policies apply—limited usage area
 - ii. Library Reading Room- Linda Irmen at <u>lirmen@roosevelt.edu</u>
 - 1. Special policies apply—limited usage area
 - iii. Schaumburg (all spaces) Carol Pyron at cpyron@roosevelt.edu
 - d. Room set-up: Once you receive a confirmation number via email, go to
 http://intranet.roosevelt.edu/forms/roomres-instruct-chi.htm to enter into the "Room Reservation Procedure and Setup" forms.
 - i. Locate the room you reserved and click on the link
 - ii. Fill out the form for your room and return to Physical Resources in AUD 204. These setups are due upon receipt of the room confirmation
 - iii. You must attach a copy of your R-25 (room confirmation that you receive via e-mail)
 - e. **Security:** If any of the following occur, security must be hired. Contact Mike Pizana at 312-341-4173 for information and charges that will be incurred.
 - i. If the expected attendance will be greater than 50 people
 - ii. If the event extends beyond Roosevelt building hours. Please see page 11 for specific hours
 - iii. Requests to cover security costs should be submitted to the CSI by filling out a SAFAC Funding Proposal (See SAFAC guidelines for more details)

Helpful Hints:

- ★ Be sure to have back-up rooms and dates when requesting rooms
- ★ Do not place room information on marketing information (posters, etc.) until the contact person for the event receives a confirmation
- ★ Keep a copy of all event documents

2. SAFAC FUNDING PROCESS, CATERING AND, MMS

- a. Funding requests for catering, multi-media services, or other event needs requiring funds should be submitted to the CSI by filling out a SAFAC Funding Proposal form.
- b. Student Organizations must submit completed and signed funding proposal and accompanying documents to the CSI Office by the applicable deadline (3 weeks prior to your event). Proposals are available online at www.roosevelt.edu/csi/orgs
- c. After all funding proposal documents have been submitted, sign up for a SAFAC meeting time in the CSI Office.
- d. A representative from the Student Organization will meet with the SAFAC board to discuss event details and answer any questions.
- e. SAFAC will inform each Student Organization of the funding decision via email within 24-48 hours of the SAFAC meeting.
 - i. Catering requests will not be placed until room reservation information is confirmed on the SAFAC request form.
 - ii. CSI is responsible for submitting the MMS set-up requests AFTER funding has been approved. Please itemize your MMS needs on your SAFAC form.
- f. **ALL** catering must go through Roosevelt University Catering Services. **No off campus food will be permitted at events**.
- g. Please see the SAFAC Guidelines (also located on the CSI website) for more funding policies and procedures.
- 3. **RU CONTRACT PROCESS** (only for events that include an outside speaker or performer) *Note: your event CANNOT take place without submittal of the proper Contract and Certificate of Insurance or Waiver.* This process takes time and it is recommended that you begin this process AT LEAST 3 weeks in advance of your event.*

YOU MUST ATTACH THE <u>CONTRACT ROUTING FORM</u> TO ALL CONTRACTS (available online and in CSI) FUNDING MUST BE APPROVED BY SAFAC PRIOR TO BEGINNING THE CONTRACT PROCESS

- a. All on-campus events <u>must</u> use the RU Contract for outside vendors (ex. speakers, dancers, deejay, band, musicians, etc). Contracts are available online at <u>www.roosevelt.edu/csi</u>. Print out **2 originals** of the RU contract and fill in the highlighted areas only. No changes can be made to the RU Contract. If you are unsure of which contract to use, please contact CSI.
- b. Attach a description of services the vendor is providing to RU and any equipment needed (microphone, computer, other Multi-Media Services, etc).
 - i. No legal jargon should be included in this attachment
 - ii. Student Organizations may not accept contracts or agreements from outside vendors

- c. Attach a <u>Certificate of Insurance or Waiver of Liability</u> (Long Contract only). A one million dollar Certificate of Insurance (COI) is needed for all vendors giving active performances on Roosevelt property (see Exhibit C Insurance Addendum in the Entertainer Performer Agreement).
 - i. For a non-active performance by non-RU faculty, staff, and students, a <u>waiver form</u> (included in the RU Contract) must be signed- a waiver can be used in place of a Certificate of Insurance when an individual guest speaker is not an employee of a business and/or he/she does not have liability insurance
- d. Submit the RU Contract, and accompanying documents to the CSI Office at LEAST TWO WEEKS before the event.
 - i. THE CONTRACT SHOULD NOT BE SIGNED BY ANYONE AT THIS POINT
- e. The CSI will confirm that funding was approved, review the contract and return all documents to the student organization that will then mail both originals of the RU Contract to the vendor or performer for their signature. Vendor or performer must <u>sign and return both originals</u> to the RU student organization contact.
 - i. Student Organization representatives are not eligible to sign the contract for Roosevelt
 - ii. Once the contract is returned, take both originals of the contract to the Associate Vice President of Administrative Services (AVP) for a final signature
 - iii. If changes need to be made to the attachment portion of the contract, the Student Organization will be contacted
 - iv. Send Certificates of Insurance/Waivers to gmontalbano@roosevelt.edu.
 - v. Pick up one final signed original RU Contract from AVP
 - vi. AVP will keep other signed original for records
 - vii. Make 2 copies: one should stay with the student org & the other provided to CSI
 - viii. Sent the other original back to the Vendor for their records.
 - ix. Faxes and scanned copies are not allowed. This requires the use of regular mail. Please allot for this extra time.

*Please note that if the RU Contract is not used for events, your event will be cancelled by university officials and refunds will not be available.

4. **PAYMENT**

- a. Types:
 - i. Reimbursement
 - ii. Internal Transfers
 - iii. University Checks or Purchase Orders
- b. Reimbursement
 - i. This means that you must pay out of pocket and then will be reimbursed via University check.
 - ii. You must submit the check requisition form in CSI with original receipts
 - iii. You will not be reimbursed for tax. Please pick up a Tax Exempt letter prior to making purchases
 - iv. Reminder: This no longer includes food! Food must be purchased through Roosevelt University Catering Services. No reimbursements will be honored for food purchases.
 - v. CSI will approve and submit
 - vi. Submit within 30 days of the event

- vii. Takes at least 2 weeks to receive your check
- viii. Keep a copy for your records!

c. Internal Transfers

- i. Catering & MMS
- ii. You'll be approved and then CSI takes care of the billing
- d. University Checks or Purchase Orders
 - i. The University will not pay outside venders until AFTER the event
 - 1. University checks:
 - a. For amounts \$499.99 and UNDER
 - b. Can be submitted before or after the event
 - c. Submit Check Requisition (available in CSI) to CSI with supporting ORIGINAL receipt or invoice.
 - 2. Purchase Orders
 - a. For amounts \$500.00 or OVER
 - b. Must be submitted at LEAST 2 weeks prior to the event
 - c. Come to CSI and we'll assist you with this process
- e. Reminders:
 - i. Budget paperwork: check requisition with original receipts
 - ii. A W-9 completed by vendor/performer
 - iii. Copy of the Contract signed by all parties
 - iv. Payment will be processed within 30 days after the event pending proper documentation

Roosevelt University Building Hours (Campus Safety Policy)

Auditorium Building (AUD)

 Monday – Thursday
 7:30 a.m. to 10:30 p.m.

 Friday
 7:30 a.m. to 6:00 p.m.

 Saturday
 8:00 a.m. to 5:00 p.m.

 Sunday
 11:00 a.m. to 5:00 p.m.

Gage Building

Monday – Thursday 7:30 a.m. to 10:30 p.m..
Friday 7:30 a.m. to 6:00 p.m.
Saturday 8:00 a.m. to 5:00 p.m.
Sunday Closed

Wabash Building

Monday – Friday 7:30 a.m. to 10:30 p.m.
Saturday 8:00 a.m. to 5:00 p.m.

Sunday & Holidays Closed to floors outside of Residence Halls

No student programs or events can be scheduled when the main building is officially closed for holidays, nor during semester breaks, commencement, or registration. *Programs and events can only be planned when classes are in session, and limited events will take place during the summer*. Also, University facilities are closed during all major holidays.

A Student Organization must obtain approval to use Roosevelt University (RU) facilities after building hours. Faculty Advisor(s) must be present and remain through the duration of the event scheduled after building hours. The hosting and/or sponsoring organization(s) will be responsible for any and all damages and/or clean up costs incurred to Roosevelt University property including men's and women's restrooms on the floor the event is being held.

The student organization hosting and/or sponsoring an after hour building event must request an electronic or hard copy of the AFTER HOURS BUILDING ACCESS REQUEST FORM (Form) from the Campus Safety Department. The hosting and/or sponsoring organization must complete and submit the Form two (2) weeks prior to the event. (Available on CSI website)

Once the Campus Safety Department receives the completed Form, the Campus Safety Officer will date and timestamp the Form. The Campus Safety Officer will hand or place the Form under the Campus Safety Operations Supervisor's keyboard for review on the next business day. If the Campus Safety Operations Supervisor is out of the Office, the Director of Campus Safety and Transportation will review.

The Campus Safety Administrator will review the Form with the Director of the Center of Student Involvement (CSI) to verify the hosting Roosevelt University Student Organization status. Once the Director of CSI signs off on the Form, the Campus Safety Administrator will give his/her recommendation to the Vice Provost for Budget and Planning. Once the Director of Campus Safety completes their recommendation, the Form will be sent to the Vice Provost for Budget and Planning for a decision.

If the after building hour event is approved, the Vice Provost for Budget and Planning will sign off on the Form and e-mail and/or send it back to Campus Safety. Once Campus Safety receives the Form, the Administrative Services Secretary and/or designee will be notified along with the hosting and/or Sponsoring student organization and the Director of CSI.

If the RU Student Organization needs access to the CSI Area after building hours, the hosting/sponsoring RU Organization's Officer(s) will need to sign out a key with the date and time from the Campus Safety desk located on the 1st floor. The RU Organization's Officer(s) will leave their Roosevelt identification while the key is being used. Once the RU Organization is done using the key, they will return the key to the Campus Safety desk located on the 1st floor and their RU identification will be returned.

If the after hour building event is denied, the hosting and/or sponsoring organization will be notified as well as the Director of CSI. The Administrative Services Secretary or designee will also be notified. The Vice Provost for Budget and Planning decision is final.

Catering

- 1. The Center for Student Involvement orders all of its catering through Roosevelt University Dining Services.
- 2. If you are a student organization funded through SAFAC, and your event is exclusively for students, please use the RU Dining Services student menu.
- 3. Student Organizations must follow the <u>Student Catering Guide</u> (located on the CSI website). Special menu requests can be made on a case-by-case basis.
- 4. Organizations may get funding for catering by filling out a <u>SAFAC Funding Request Form</u> and indicating exact amounts of all items you would like to order. (See funding process on page 9)
- 5. All food orders will be delivered to your event.

Please note: Student Organizations must follow the Student Catering Guide and <u>should not place orders</u> from online menu or directly with Roosevelt University Dining Services staff due to the requirement of budget approval. <u>CSI will submit all</u> orders once SAFAC funds have been approved.

Marketing Opportunities Policies and Procedures

- 1. **Flyers**-Advertisements to be displayed on CSI bulletin boards must be submitted to the Center for Student Involvement. <u>CSI employees are the only individuals allowed to post flyers.</u> We will only accept publicity for Roosevelt University-sponsored events.
 - a. The CSI can accept a <u>maximum of thirty (30) copies</u> of each item for display. Copies can be made in the CSI office during regular business hours only (If you come into the office less than 10 minutes before the office is to close, you may not be able to complete your copying). **20 Boards are available for use within Wabash Residence Life**
 - b. The Center for Student Involvement staff member will stamp all approved items.
 - c. Flyers must have the date, time, and location, sponsor name, and contact information. If the flyer does not have this information on it, the flyer will not be posted.
 - d. Approved items will be posted every Friday & Monday. <u>All advertisements must be turned in by 5:00 p.m. every Thursday</u>, to be posted the next day.
 - e. Flyers are removed every two weeks.
- 2. What's Happening @ Roosevelt-Weekly Email & University Calendar: Events may be submitted to studentservices@mail.roosevelt.edu every Tuesday by 5:00 p.m. to be sent in that week's RU Mail broadcast. You must include: name of event, date, time, location, description, sponsoring organization, contact information, and if the event is free or ID is required.

Special Notes:

- When posting flyers, there is a priority system:
 - 1. First priority: CSI and SPEED flyers
 - 2. Second priority: student organizations
 - 3. Third priority: campus office announcements
- Due to limited board space, there is no guarantee that flyers will be posted on all boards. Full exposure for double sided or trifold brochures cannot be guaranteed.
- Materials may only be posted in designated areas and NEVER taped to walls.
- CSI or the Office of Physical Resources may remove unapproved or improperly placed flyers or advertisements.
- The only non-Roosevelt flyers that may be posted are those for free events occurring in Chicago or the Northwest Suburbs and volunteer information.
- Posted items must be of a nonprofit nature. Direct service items that might benefit the Roosevelt community will be dealt with on a case-by-case basis.
- The CSI is not responsible for getting directional signs, materials, food, etc. for an event that it is not sponsoring. That is the responsibility of the office or organization sponsoring the event.

Funding Guidelines

- → Applying for funding through SAFAC
- **⇒** SAFAC Guidelines
- ➡ Funding Deadlines and Meeting Dates

Student Activity Fee Allocation Committee (SAFAC)

Steps to Apply for Funding

- 1. Attain Registered Student Organization (RSO) classification by properly registering your student organization with the Center for Student Involvement.
- 2. Complete the SAFAC Funding Proposal and return it to the Center for Student Involvement (AUD 344) front desk by the due date (indicated on the last page of this document) Necessary paperwork includes a Funding Proposal for each event with an attached budget or program description and any accompanying documents. Funding request paperwork will not be accepted after the indicated due date, but can be considered for the next funding period.
- 3. The president and advisor of each organization must review all and sign all funding request forms, and invoices.
- 4. Select a representative from the organization to attend the SAFAC meeting on the organization's behalf. At the meeting, the representative should be prepared to briefly discuss the goals of the event, how it will be open to all RU students, and why the event should be sponsored using student funds.
- 5. Sign up for one meeting time for each event proposed by your organization on the SAFAC Meeting Sign-Up List located in the Center for Student Involvement.
- 6. At the conclusion of the meeting, the SAFAC chair will instruct the representative what needs to take place next. Within 24 hours after the meetings, the RSO will be contacted by email of the SAFAC decision. The funding decision will be sent by email to the president/contact person of the student organization.

Funding Guidelines for Student Organizations

Roosevelt University Student Activity Fee (Revised December 2011)

Section I: General Funding Principles

- 1. 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).
- 2. 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 only 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 Parties
- 3. To be eligible for funding, the RSO must meet the RU non-discrimination clause.
- 4. All Student Organizations planning to apply for funding must be fully registered with the Center for Student Involvement by the deadline set each semester and be a fully registered student organization in order to receive funding for said semester.
- 5. RSO's are responsible for monitoring their funding and for being cautious of overspending allocated funds.
- 6. RSO's should include all components and costs of each proposed event into one funding proposal.
- 7. Once funding is allocated to an RSO, event or program details may not be changed unless requested by 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.
- 8. Greek Organizations will be funded on a case by case basis. In order for Greek Organizations to receive funding:
 - a. All events proposed may not fall during recruitment period.
 - b. All events must adhere to the funding policies and guidelines.
 - c. All events must be open to the Roosevelt Community.
- 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.

- 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. Payment will be processed within 30 days of the event.
- 12. Any violation of SAFAC guidelines may result in the loss of funding privileges for a determined period.
- 13. 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.
- 14. To appeal a funding decision the student organization may:
 - a. Write another funding proposal adhering to the funding guidelines

Or

- b. Write a formal appeal to SGA.
 - 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.
- c. SAFAC then provides evidence in support of their funding decision to SGA.
- d. SGA reviews the case and takes an executive vote in regards to the funding decision.
- e. If the Student Organization or the SAFAC board does not agree with the decision the appeal process then proceeds to the Office of Student Services for review.
- 15. SAFAC reserves the right to cancel funded events, if the organization hosting the event is found to be in violation of SAFAC guidelines.

Section II: Administration of SAFAC

- 1. SAFAC has limited funds for conferences and events. Events that benefit the general RU population will be given priority.
- 2. To be eligible for funding, all student organizations must be fully registered in the Center for Student Involvement and must provide two representatives to be present at the Student Organization Round-Up at the beginning each semester. Those organizations that are not registered by the deadline and have not attended the Student Organization Round Up will not be eligible for funding that semester.
- 3. All organizations are responsible for keeping a photocopy of their Funding Proposals and any other funding related information.

Section III: SAFAC Meetings

- 1. SAFAC Chicago Campus meetings will take place on Fridays from 1:20pm-3:00pm.
- 2. The meetings will serve as the basis for discussing programming only. All questions regarding policies should be sent through email to safac-chi@roosevelt.edu and not brought up during weekly meetings. Specific concerns may be addressed by scheduling an appropriate meeting time with the SAFAC Board.
- 3. 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.
- 4. SAFAC funding proposals must be submitted <u>3 weeks prior</u> to an event.
- 5. Each RSO will have a brief amount of time to present their proposal at the SAFAC meetings.
- 6. Each RSO will be permitted to propose to two funding requests per SAFAC meeting. Requests are handled on a first come, first serve basis.
- 7. RSO will be contacted by email of the SAFAC decision by the end of the next business day.

Section IV: Reimbursement & Payments

- 1. Funding received by a Registered Student Organization (RSO) is to be used for the original purpose for which it was requested. Funding does not roll over to a future event or in a future semester.
- 2. Students need to complete Check Requisition Forms for reimbursement accompanied by the original receipt or invoice. Check Requisition Forms are available online and in the CSI office.
- 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.
- 4. SAFAC will not reimburse funds spent without prior approval.
- 5. The University will not reimburse taxes. Be sure to obtain a Tax Exempt Form from the Center for Student Involvement prior to making purchases.
- 6. All requests for reimbursement <u>MUST</u> be completed and submitted to the Center for Student Involvement <u>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.</u>
- 7. University Checks or Purchase Orders
 - a. The University will not pay outside venders until AFTER the event
 - i. University checks:
 - 1. For amounts \$499.99 and UNDER

- 2. Submit Check Requisition (available in CSI) to CSI with supporting receipt or invoice.
- ii. Purchase Orders
 - 1. For amounts \$500.00 or OVER
 - 2. Must be submitted at LEAST 2 weeks prior to the event
 - 3. Come to CSI and we'll assist you with this process

Section V: Event Policies

- 1. Events cannot include an admission fee to Roosevelt students.
- 2. All programs and activities must be open to the entire student population and advertised as such, including all off-campus activities.
- 3. All activities funded by SAFAC must follow the RU Student Code of Conduct.
- 4. 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.
- 5. 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.
- 6. Funding for off-campus events will be considered on a case by case basis. Any event off-campus should not include a charged fee to Roosevelt student. For conferences, refer to Section VI: Conferences and Travel.
- 7. Food should be ordered through our catering partner, Roosevelt University Dining Services.

Section VI: Conferences and Travel

- 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. In regards to conference registration fees, SAFAC will reimburse students for conference registration fees only. Organizations must provide a list of all conference attendees, which includes names and RU Emails.
- 3. After the conference, the student organization must provide proof of attendance to the Center for Student Involvement within 7 days of returning. Proof can include (but is not limited to) conference name badge, attendee booklet, folder or binder, etc.
- 4. 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.
- 5. Copies of registration materials and a list of all members attending must be submitted to SAFAC within two weeks of the trip.
- 6. Upon returning from any conferences or travel related events, the organization <u>must</u> host an event or presentation within one month on what was learned while on the trip. The presentation should be advertised and open to the general RU population. A member of SAFAC will attend the program.

- 7. SAFAC does not fund retreats/executive board development outings.
- 8. The RU Student Code of Conduct applies to students traveling for conferences.

Section VII: Catering Information

- 1. All food should be ordered through Roosevelt University Catering Services, using the Student Catering Guide.
- 2. In the event that Roosevelt University Catering Services cannot accommodate a student organization request, the student org may request for permission to purchase food from off campus.
- 3. Roosevelt Catering Services will deliver all catering orders on the day of the event.

Student Activity Fee Allocation Committee (SAFAC)

Meeting Dates: Spring 2012

Funding Proposals are due in advance of, but no later than, <u>5:00pm on Thursdays</u>.

SAFAC Meetings are held from 1:20-3:00p.m. on the following dates (Fall Semester only):

ALL MEETINGS WILL TAKE PLACE IN WABASH BUILDING ROOM 311

Spring 2012 Meeting Schedule:

- September 7
- September 14
- September 21
- September 28
- October 5
- October 12

- October 19
- October 26
- November 2
- November 9
- November 16

Forms

- **⇒** SAFAC Funding Proposal
- Conference Funding Request Cover Sheet
- Contract Cover Sheet (to send to performer/vendor with contract)
- Contract Routing Form (attach to contract when sending it to CSI)

SAFAC Funding Proposal: must be submitted 3 weeks prior to event

		Date Submitted:				
	ate & Time:(Minimum of 3 weeks from proposal date.) Anticipated Location:					
		Anticipated Audience:				
Is this a Co-Sponsored Event?		If so, with whom?				
Program Description & Program	m Goals (minimum of 3 goals):					
		imated Amount of Funds from other Sources:				
Other Sources of Funding:						
List all items that you are requ	esting funding for below. For e	xample, if you are requesting \$100, list how the \$100				
dollars will be spent. Please be	e specific and attach itemized b	udget, invoice, contract, or additional documents needed.				
<u>Item</u>		<u>Dollar Amount</u>				
		Total:				
•	•	the Student Organization Resource Manual. You are ons and being aware of all terms.				
Organization President Signature	o:	Date:				
Organization Advisor Signature:		Date:				
SAFAC Email Address: SAFAC-C	Chi@roosevelt.edu	CSI Email: csi@roosevelt.edu				
Date Reviewed:	Catering Placed:	MMS Placed:				
Total Allocated:	Additional Comme	nts:				

SAFAC

Conference Funding Request Form Cover Sheet (Revised August 2011)

This form must be subm typical SAFAC funding re	• •	e note that this requires more time than the
Term:		
	ies of any supporting documentation such on the such of the suit on will be eligible for funding; travel cost.	as registration information, price quotes, etc s, hotel, etc. are the responsibility of the
Organization:		Number of Members Going On This Trip
Contact Person:		Title:
Phone	RU Email:	
What is the purpose of t	his trip?	
What will your organizat	ion learn from this trip?	
Date/Time/Location for	program after conference	
		Amount Requested
	Registration Costs (per person)	\$
	Total Budget Requested for Registration	n \$
Organization Presiden	t:	Date:
Organization Advisor:		Date:

Please submit with your SAFAC Funding Proposal to the Center for Student Involvement (WB 323) at least 30 days prior to the specified travel date.



Center for Student Involvement

Student Organization Contract Cover Sheet

425 S Wabash Ave., WB Room 323, Chicago, IL 60605 • Phone 312.341.2015 • Fax 312.341.2009

423 3 Wabasii 7Wei, WB Room 323, emeago, 12 00003 1 Hone 312.3 11.2013 1 ax 312.3 11.2003
Date:
Dear
Thank you for agreeing to work with Roosevelt University!
Attached are two (2) original copies of the Roosevelt University Entertainment/Performer Agreement for you to review and sign. Please sign both copies and return them to the address listed below as soon as possible. Once we have both signed copies a Roosevelt representative will sign them, and you will receive one (1) original contract at the address you have indicated.
Please provide a copy of your general liability insurance (see Insurance Addendum within the Entertainment/Performer Agreement) when you return the signed contract. If you do not have general liability insurance, please sign and return the Waiver of Liability and Release of All Claims form.
If you have any questions, please contact the person listed below.
Thank you and we look forward to working with you!
Sincerely,
The Center for Student Involvement Roosevelt University Chicago Campus
Student Organization Information: Student Contact Name: Student Contact Phone:
Student Contact E-Mail:
Student Organization:
Engagement/Performer Information: Performer Name:
Day & Date of Engagement: Location:
Starting Time: Length of Performance:
Please return contracts to: Name:
Address:



Center for Student Involvement

Student Organization Contract Routing Form

425 S Wabash Ave., WB Room 323, Chicago, IL 60605 • Phone 312.341.2015 • Fax 312.341.2009 *PLEASE SEE THE 2010 STUDENT ORG RESOURCE MANUAL FOR FULL INSTRUCTIONS* REMEMBER TO BEGIN THIS PROCESS AT LEAST 30 DAYS PRIOR TO YOUR EVENT!

Cc	ntract Process:				
	Apply & receive funding from SAFAC.				
	Fill out TWO (2) RU contracts for the event.				
	Submit proof of SAFAC Funding (SAFAC e-mail), the <u>TWO (2) ORIGINAL</u> RU Contracts, and accompanying				
	documents to the CSI Office by the applicable deadline. (See SAFAC guidelines for more details).				
	Once CSI staff approves the contract, you will mail BOTH copies to the performer/vendor.				
	The performer/vendor must sign and return <u>BOTH ORIGINALS</u> to the student contact address.				
	☐ Take both copies of the contract to the Associate Vice President of Administrative Services (AVP) for a final				
	signature. AVP will keep one original. Student will pick up the remaining original from AVP.				
	Student contact will send one (1) final signed ORIGINAL copy to the vendor.				
	Submit one (1) final signed PHOTOCOPY to CSI.				
	Submit invoice for payment (see Student Org Event Planning Process within the Resource Manual for				
	instructions).				
St	ident Organization Contact Information:				
Or	anization Name:Today's Date:				
Sti	dent Contact Name:				
Co	ntact Phone Number:				
Co	ntact E-Mail:				
Co	ntact Address:				
Εv	nt Name:				
Ev	nt Date:				
Ev	nt Location:				
Dic	you include the following?				
	Performer's W-9 form				
	Certificate of Insurance OR Roosevelt University Waiver				
	, , , , , , , , , , , , , , , , , , ,				
	CONTRACTS MUST BE COMPLETE BEFORE THE EVENT TAKES PLACE!				
Fo	CSI Office Use Only:				
	☐ Funding approved: initialed date				
	☐ Contract approved: initialed date date				