



2025-2026

Student Organization Handbook

CENTER FOR STUDENT ENGAGEMENT
<https://www.luc.edu/studentengagement>
activities@luc.edu



LOYOLA
UNIVERSITY CHICAGO

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Letter from the Center for Student Engagement

Dear Student Organization Leaders,

Welcome to the 2025–2026 academic year! On behalf of the Center for Student Engagement (CSE), thank you for stepping into a leadership role and for your commitment to making a positive impact on your peers, the Loyola community, and beyond. Loyola’s student organizations are the backbone of our vibrant campus culture and ultimately that is because of student leaders like you.

Your role is vital. As a student organization leader, you help foster community, develop future leaders, and promote Loyola’s Jesuit values through meaningful programming and engagement. Clear and consistent communication—with your members, fellow officers, advisors, and our team at CSE—is key to your organization’s success.

To support that, we encourage you to review this Student Organization Handbook and become familiar with [LUCommunity](#), your go-to platform for managing involvement, events, and organizational needs.

As always, CSE is here to support you throughout the year. Follow us on Instagram [@loyola_cse](#), email us at activities@luc.edu, and refer to the contact information listed in the following pages for updates on requirements, deadlines, programs, and meetings relevant to your organization.

If you have any questions or need support, please don’t hesitate to reach out or stop by and see us in the Damen Student Center. We’re excited to partner with you for another successful year.

Thank you again for your dedication. We wish you a fulfilling and impactful year ahead!

Go Ramblers!

The Center for Student Engagement Team

Introduction to the Center for Student Engagement (CSE)

The mission of the Center for Student Engagement (CSE) at Loyola University Chicago is to offer opportunities for students to connect, learn, and engage beyond the classroom. Through shared experiences, students gain a greater sense of self and community to foster positive social change.

CSE coordinates several programs and initiatives to achieve this mission. They include:

- Commuter Student Life
- Department of Programming
- Emerging Leaders Program
- Graduate, Professional, & Adult Student Life
- Student Organizations
- Sorority & Fraternity Life
- Student Government of Loyola Chicago
- University-wide special events, including Welcome Week, Finals Breakfasts, Engagement Fairs, and Senior Send-Off

Philosophy Statement

We believe co-curricular involvement is an essential part of Loyola University Chicago. It provides students with a variety of opportunities to explore their interests across a multitude of disciplines and fields. Through a model of challenge and support, we are committed to helping students develop into strong leaders and positive agents of social change.

University Mission

We are Chicago's Jesuit Catholic University – a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice and faith.

Learning Outcomes

As a result of actively engaging with the Center for Student Engagement umbrella programs, students will be able to:

- Identify at least three practical leadership skills developed through their co-curricular experiences.
- Explain how their program engagement has resulted in a greater personal connection to the LUC community.

- Demonstrate two ways in which they positively impacted LUC, Chicago, and global communities through engagement activities.
- Evaluate their involvement in co-curricular experiences that have contributed to an awareness of personal and human identities.

CSE’s Team, Functioning Areas, & Contact

For more information and to contact CSE staff, please visit the [CSE website](#).

Preston Reilly, PhD	Director
MacKenzie Rotherham	Director, Graduate, Professional, & Adult Student Life
Sarah Rudy	Assistant Director, Registered Student Organization and Commuter Student Life
Vacant	Assistant Director, Sorority & Fraternity Life
Gabrielle Young	Coordinator for Sorority & Fraternity Life
Sundas Shahid	Coordinator for Programming and Special Events
Ryan SC Wong	Coordinator for Student Organizations & Engagement
Lina Flores Wolf	Coordinator for Student Organizations & Involvement
Emmalee Osborne	Budget Coordinator

The Center for Student Engagement supports a variety of programming and organizations:

- **Campus Activities Network (CAN)** advocates, represents, and supports the University’s student organizations community.
- **Commuter Student Life (CSL)** supports the commuter student population by fostering a deeper sense of community through specific programs, events, and advocacy initiatives on campus.
- **Department of Programming (DOP)** provides educational, social, cultural, and recreational programs to benefit the University community, and enhance the Loyola experience.
- **Emerging Leaders Program (ELP)** is the signature leadership development program offered through the Center for Student Engagement (CSE). This program provides a space for students to have in-depth conversations about the foundations of leadership, positive social change, self-reflection, and campus involvement.
- **Graduate, Professional, & Adult Student Life (GPASL)** celebrates graduate, professional, and adult students through a variety of programs, services and advocacy efforts, working together with faculty and staff.
- **Student Organizations** support the academic, spiritual, and social development of each member of the organization. Membership challenges students to strive for

excellence, become people of service to others, foster learning beyond the classroom, and develop talents through discovery and reflection.

- **Student Government of Loyola Chicago (SGLC)** voice the concerns of the student body, to act as an instrument for cooperation and to provide an open forum for students, faculty, and administration.
- **SGLC Allocations Committee** manages the distribution of the Student Activities Fund (SAF), which provides funding for events/programs sponsored by the student organizations community.
- **Sorority & Fraternity Life (SFL)** provides a community in which students can cultivate lasting relationships based on the ideals of academic excellence, civic engagement, leadership development, and personal growth, under the principle of community.
- **Special Events** include several student-centered large-scale events (Welcome Week, Senior Send-off, and Finals Breakfast) which bolster the student experience and serve to foster friendship and development.

Contact Us

The Center for Student Engagement

6511 N. Sheridan Road

Damen Student Center, 127

Chicago, IL 60626

Email CSE at Activities@luc.edu

Call us at 773.508.8850

Follow Us

Stay up to date on all areas within the Center for Student Engagement. Follow us on our Instagram handles to stay informed and learn more about programs, events, and involvement on campus.

- The Center for Student Engagement: [@LoyolaCSE](#)
- Campus Activities network: [@CAN_LUC](#)
- Commuter Student Life: [@LUCCSL](#)
- Department of Programming: [@LoyolaDOP](#)
- Sorority & Fraternity Life: [@SFL_LUC](#)
- Student Government of Loyola Chicago: [@sgloyolachicago](#)

- Graduate, Professional, & Adult Student Life: [@gpaslloyola](#)

Save the Dates for 2025-2026

To ensure you do not miss any important deadlines, please see below for schedules of selected programming. Please follow the Center for Student Engagement and Campus Activities Network on Instagram to receive additional updates and reminder posts.

Please note below is not an exhaustive list. Due to the nature and fluidity of student activities, it is difficult to capture all upcoming programming and deadlines. Below is a list of some of the commonly requested dates. For more requirements and timelines, please refer to the rest of this handbook and keep an eye out for further communication from the Center for Student Engagement or Campus Activities Network via email.

2025 Engagement Fair		
Date	Time	Location
Wednesday, August 27 th	3pm – 7pm	Gentile Arena and Damen Student Center
<ul style="list-style-type: none"> • Student organizations must have submitted re-registration and Engagement Fair Interest Form to be eligible for consideration of participation. Interest form submission does not guarantee a table. • Groups will be assigned tables based on their registered category and availability of space. • Please continue to monitor your organization’s email for further communication regarding registration, check-in process, waitlist, and facility usage policies, etc. 		
Additional Student Organization Requirements		
<ul style="list-style-type: none"> • Completion of the Student Organizations Orientation and Hazing Prevention training are required for student organizations. Date, time, and location will be sent out in advance of the training. • For Sororities and Fraternities, please contact the SFL team at sfl@luc.edu to learn more about the Hazing Prevention training requirement and other required trainings. 		
Allocations and Purchasing		
<ul style="list-style-type: none"> • Allocations deadlines can be found on the Allocations Website. Please reach out to the Allocations Committee at allocations@luc.edu with any questions or concerns. • Purchasing deadlines can be found on the Purchasing Website. Please reach out to activitie@luc.edu with any purchasing questions or concerns. 		

Event Dates Policy	
Organizations cannot host events and meetings (regardless of space need and funding source) during Welcome Week, University Breaks and Holidays, or during Finals. Activity Request Forms (ARF) submitted for any of these dates or when classes not in session will be denied, and the proposed events will be postponed.	
Fall 2025	
August/September	Welcome Week: Monday, August 18 th – Saturday, August 30 th Labor Day Weekend: Friday, August 29 th – Monday, September 1 st
October	Mid-Semester Break: Monday, October 6 th – Tuesday, October 7 th
November	Thanksgiving Break: Wednesday, November 26 th – Saturday, November 29 th
December	Finals: Monday, December 8 th – Saturday, December 13 th
<ul style="list-style-type: none"> • Last day of program approvals: Sunday, December 7th • For Sororities and Fraternities, please contact the SFL team to learn more about the event date restrictions. 	
Spring 2026	
January	Martin Luther King, Jr. Day: Monday, January 19 th
March	Spring Break: Monday, March 2 nd – Saturday, March 7 th
April/May	Easter Holiday: Thursday, April 2 nd – Monday, April 6 th
	Finals: Monday, April 27 th – Saturday, May 2 nd
<ul style="list-style-type: none"> • Last day of program approvals: Sunday, April 26th • For Sororities and Fraternities, please contact the SFL team to learn more about the event date restrictions. 	

LUCommunity

LUCommunity is the central hub of student life, where LUC students and student organizations community members can take part in defining their Loyola experience and getting involved.

On LUCommunity, student leaders can market, promote, and manage their student organizations. Student leaders can manage their organization’s roster, create events, store

documents, conduct elections, manage finances, and more on LUCommunity. It is a requirement for all student organizations to have an active portal within LUCommunity.

To visit LUCommunity, please login using your LUC credentials to the site:

lucommunity.luc.edu

If you need assistance with access, updating rosters, or need support utilizing LUCommunity please contact the Center for Student Engagement at activities@luc.edu.

Click [here](#) for questions about navigating LUCommunity or to learn more about its capabilities.

Organization Recognition, Registration, and Re-Registration

All approved student groups at Loyola University Chicago, including Sororities and Fraternities, are formally recognized as student organizations and are required to be registered with and approved by the Center for Student Engagement (CSE) on a yearly basis.

Loyola University Chicago reserves the right to register groups of Loyola students who wish to create formal organizations. Loyola's policy is to encourage free discussion as part of the educational process. Registration of a student organization by Loyola University Chicago is an acknowledgment that the organization has complied with registration procedures.

The University grants all rights and privileges given to student organizations. Registration does not indicate or imply that the University endorses the views of the organization's membership, or the views expressed at meetings. The individuals involved in the organization are solely responsible for any views held or expressed.

Only student organizations that maintain good standing by following all applicable policies and procedures are authorized to use University facilities or services, or be permitted to identify themselves, directly or indirectly, with the University name or credit. The University reserves the right to review the activities of student organizations and to monitor compliance with University policies. The authority to officially register student organizations is delegated by the Vice President of Student Development to the Center for Student Engagement.

Definition of Recognition

For student organizations, including Sororities and Fraternities, recognition means receiving formal acknowledgement and authorization from the Center for Student Engagement (CSE), granting privileges and responsibilities. Recognition will only be granted upon approval of registration from CSE, which includes approval of registration form and completion of required training, such as orientation and hazing prevention. Please note student organizations will not be able to operate and be advertised as an organization until receiving recognition from CSE.

Recognition is only valid for one academic year, and the incoming organizational leadership team will need to complete re-registration to maintain the recognition status for the organization. Failure to be re-registered will be considered inactive for the entire academic year. The organization's recognition status will be removed, and members must wait until the next academic year to reapply for the student organization's recognition through the registration process. If an organization misses re-registration for two academic years, the organization is required to re-register as a new student organization.

Status of Recognition

Recognition of organizations will be evaluated throughout the semester. If a student organization has violated policies outlined by the University, CSE, or this handbook, including Loyola's [Community Standards](#), CSE reserves the right to adjust the recognition, operations, and/or access of a student organization, including revoking recognition status. If the organization's status is removed, the organization will need to work with the appropriate contacts in CSE if it wishes to be re-evaluated for future years.

Students can reference the table below to gain an understanding of standing with the University, and potential required actions if violations were reported to the CSE.

Color	Status	Criteria	Potential Follow-Up Actions
Green	Good Standing	<ul style="list-style-type: none">• No recent policy violations• Active engagement with CSE and at Loyola• Timely submission of required documents	<ul style="list-style-type: none">• N/A
Yellow	Warning	<ul style="list-style-type: none">• First-time policy violation• Minor policy violations occurred• Examples of violations include misusing campus	<ul style="list-style-type: none">• Temporary hold on access to student organization resources until resolved

		space and not following purchase processes.	<ul style="list-style-type: none"> Follow up meeting(s) with CSE may be required
Red	On-Hold	<ul style="list-style-type: none"> Incomplete training Repeated policy violations Major policy violations occurred 	<ul style="list-style-type: none"> Temporary hold of status with the possibility of permanent suspension of organization Interim cease of operations Mandatory review with CSE and additional campus partners as needed

Student organizations are expected to abide by all University policies, including the policies listed in this handbook, [Community Standards](#), and more. Be sure to review these policies closely to ensure compliance. In addition to students being held responsible for their actions, an organization may be held responsible for the actions and behaviors of its members and guests. A student organization accepts responsibility for a member’s or group’s behavior when:

- a) The student is acting as a member of the organization, with or without official sanction, rather than as an individual student.
- b) An event is held, officially or unofficially, in the name of the organization.
- c) The association between, or the action of the individual(s) is under circumstances which draw attention to the organization rather than to themselves as individuals.

Steps will be taken when a violation of policy is reported to the CSE. Please note that the actions and sanctions are fluid pending situations, and a record of violation may be shared with the Student Rights, Responsibilities & Conflict Resolution Team (SRCR) in the Office of the Dean of Students and additional campus partners as needed. Repeated violations could result in the removal of organization recognition. For Sorority & Fraternity Life organizations, communication will be shared with national headquarters about the organization and plans for next steps.

Organizations suspended must adhere to the conditions of suspension, or they may face additional delay of reinstatement or permanent loss of recognition. Loss of recognition is an action by the University indicating a total and permanent separation of the group from the University. This includes total prohibition for the organization and its members or

supporters to conduct any activity on the campuses of the University or at off-campus University associated events that in any way promote the goals, purposes, identity, programs, or activities of the organization.

Once a group is unrecognized by the institution, it may no longer function. Anyone participating in or attempting to engage with unapproved organizations is violating university policy and may be shared with the Student Rights, Responsibilities & Conflict Resolution Team (SRCR) in the Office of the Dean of Students.

Categories of Student Organizations

CSE has identified the following types of student organizations and reserves the right to approve or modify the following category designations:

- **Academic/Honorary:** Activities and membership centers on an academic or collegiate course of study or curriculum; organizations which select members based on achievement in an academic discipline.
- **Cultural/Diversity:** Activities and membership center on an ethnic or cultural group.
- **Hobby/Special Interest:** Activities and membership center on a hobby and/or special interest area.
- **Media:** Student-operated publications which are published on a regular basis.
- **Political/Advocacy:** Organizations affiliated with local and/or national political bodies; activities and membership centers on interest in a particular social issue or concern.
- **Religious/Spiritual:** Organizations grounded in religious/spiritual beliefs with the primary goal of facilitating spiritual growth and creating community.
- **Service:** Organizations grounded in the Loyola University culture of service through volunteer and/or service projects.
- **Social Sorority/Fraternity:** Organizations who are affiliated with a national organization that has been or currently is a member of the National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), North American Interfraternity Conference (NIC), National Association of Latino Fraternal Organizations (NALFO), and National APIDA Panhellenic Association (NAPA).

Benefits of Recognition

Student organizations benefit by receiving access to University facilities, support, and services not available to non-registered groups or to the public. These benefits include:

- Use of the University's name in association with the organization's activities.

- Assignment of a Room Reservation login and use of University facilities in accordance with all applicable policies for meetings and activities.
- Recruitment of membership on campus under the organization's name.
- Access to [LUCommunity](#), the student organization online management system.
- Listing of the organization in official publications of the University.
- Use of campus bulletin boards and other designated posting areas.
- Expertise of a faculty/staff advisor.
- Access to the staff, resources, and services of the Center for Student Engagement.
- Ability to actively promote the goals, purpose, identity, programs, and activities of the organization.
- Eligibility to participate in the Engagement Fairs.
- Solicitation of funds (fundraising) on campus under the organization's name, subject to the approval of the Dean of Students or designee.
- A University fiscal account and accounting staff support.

Eligibility of Membership

All organization members must be currently enrolled students at Loyola University Chicago. All student organization officers must be in good standing at the time of their election or appointment and throughout their terms of office. The Center for Student Engagement defines good standing as not on University Probation as determined by the Student Rights, Responsibilities & Conflict Resolution Team (SRCR) in the Office of the Dean of Students. In addition, a student is in good academic standing as defined by the policy of their school or college. If a student is placed on University Probation during the year, they should self-report this status change to the Center for Student Engagement.

Students who are interested in joining a sorority or fraternity must meet certain eligibility requirements which are reviewed by a Sorority & Fraternity Life staff member. Please find more information on the [CSE website](#) for these requirements.

No student may be excluded from membership or participation on the basis of his or her race, color, genetic information, creed, national origin, religion, sex, sexual orientation, gender identity, age, veteran's status, marital status, political affiliation or physical, mental or medical disability unrelated to the purpose of the organization. Discriminatory behavior regarding organizational activities or the actions of members is a violation of University policy and may be addressed by the University accordingly.

The University does not recognize the right of any organization external to the University to decide on questions of membership or leadership.

GPA Requirements for Membership

Student organizations may have membership requirements surrounding minimum GPA or academic standing. Organizations that need to check protected student information, including GPA and student conduct records, for review of membership requirements must contain written consent prior to reviewing any student's academic related information that may fall under [FERPA](#). Additionally, student organizations should utilize their advisor to assist in the collection, review, and communication relating to all protected student information to ensure that private information is handled appropriately. For additional information, please contact the Center for Student Engagement to learn more about this process.

Roster

All student organizations must keep an active roster updated regularly. Any changes to the roster must be uploaded within seven (7) business days, including names, leadership positions, and membership status on LUCommunity.

Student organizations must always have at least ten (10) members and an advisor. These members include: three (3) core e-board positions, seven (7) general members, and one (1) full-time LUC faculty/staff advisor. CSE require student organizations to have a president, treasurer, and another e-board position. Organizations can determine the third e-board position based on the needs of the organization and community. Common positions include vice president, event coordinator, communication outreach, secretary, etc.

Sorority & Fraternity Life organizations will be provided with more information on roster requirements via the Sorority & Fraternity Life Start of the Semester packet.

Constitution

It is required that student organizations have and maintain an organization constitution. A constitution should be the guiding document for the organization, and all matters related to the student organization must comply with the organization's constitution. Student organizations are required to annually review their constitution to fulfill the annual renewal requirement. CSE will only recognize the constitution submitted through the registration process on LUCommunity. Organizations are expected to develop their constitution based on the template provided by the CSE [here](#).

Advisor's Qualifications

Each student organization is required to have an advisor. Advisors must be full-time faculty or staff members of the University. When choosing an advisor, organizations should make sure to select someone who will devote time and energy to the organization, be an active

participant and, when possible, have a connection and/or expertise related to the mission and purpose of the organization. Advisor updates must be reflected on the organization's LUCommunity roster within seven (7) business days.

Advisor's Expectations

Advisors are to serve as role models and as resources to their student organization. Advisors may help facilitate growth and development of students in the organization by challenging, supporting, and guiding students throughout their involvement in the organization. Additionally, advisors are to provide advice and counsel by sharing expertise, insights, ideas, and making recommendations when appropriate to help the organization reach their goals. It is important to note that there are many ways to advise, and some advisors may choose to be more hands on than others. It is up to the student organization and advisor to determine the frequency and level of involvement the advisor will have with the organization.

Advisor Position Responsibilities

Please note that this is a non-exhaustive list of responsibilities that an advisor may have. Some items may or may not be applicable to all student organizations and their advisor:

- Provide approval via LUCommunity during student organization annual re-registration process.
- Read and understand University policies relevant to organizations and communicate these to the organization leadership.
- Discuss and establish expectations of both the advisor and the student organization membership.
- Supervise the organization's planning of meetings and events to ensure that these activities are in line with all University policies and federal, state, and local laws.
- Assist in student organization leadership transition following student organization elections.
- Provide advice and counsel by sharing expertise, insights and ideas, and making recommendations when appropriate to help the organization reach their goals.
- Take an active part in helping the student organization form bylaws, guiding principles and/or constitutional updates.
- Meet regularly with the organization's president to discuss organizational matters and to relay and update information.
- Review any student-created designs to be used on any organization marketing materials, including giveaways, to ensure compliance with University policy.
- Be abreast of all paid and unpaid contracts for performance or service agreements;

ensure that such agreements are getting proper review and signature. Please note, **advisors must never sign contracts. Please connect with CSE for further guidance regarding contracts.**

- Be aware of important deadlines and paperwork that the organization needs to submit.
- Assist in the planning and implementation of events held by the organization.
- Be visible – make a strong effort to attend events and meetings hosted by the organization.
- Serve as a liaison to connect the organization with campus and community resources.
- Communicate regularly with the Center for Student Engagement team.
- Refrain from filling out documents and forms expected to be completed by student members. Please utilize these opportunities as leadership development and teachable moments for our students.
- Assist in developing organizational management skills among members. Provide guidance on time management, budgeting, and leadership development. Encourage all members of the organization to be involved.
- Nominate qualifying student leaders and the student organization for various recognition awards.
- Work with students to help them discover their strengths and talents. Work together to find ways to put those talents into action.
- Provide continuity and stability over time for the organization. Help the organization define and communicate consistent goals consistent with organizational values.
- Provide and maintain up to date contact information to CSE and within LUCommunity.
- Assist student leaders in developing long-term plans for the organization's future.

For an always growing and comprehensive list of advisor resources please visit the [CSE website](#).

Liability and Risk

In the event that a claim arising from the organization's activities is brought by a third, outside party against an advisor, the advisor may be covered under the University's General Liability policy so long as they are acting at the direction of the University. They must be performing services on behalf of and with the express direction of Loyola University Chicago to be covered. Actual coverage determinations will take into consideration the facts and circumstances of the claim and the relevant insurance policy terms and conditions.

Student Organization Registration

All student organizations are required to be registered with CSE and follow the process and requirements outlined below. However, there are unique requirements that may be specific to the type of organization you are registering:

- Recognition and registration of departmentally sponsored student organizations are managed in partnership between CSE and sponsoring departments. Please contact CSE at activities@luc.edu to learn more about the requirements.
- The potential establishment of a new sorority or fraternity at Loyola University Chicago will be managed through the Sorority & Fraternity Life Expansion Process. All questions/inquiries about expansion can be sent to SFLExpansion@luc.edu.
- If you are interested in registering for a Club Sports, please contact Campus Recreation for more information, including policies and procedures regarding registration and recognition. Club Sports are managed directly through Campus Recreation. CSE does not oversee or review applications for Club Sports.

Prior to registration, we ask you to browse the existing 180+ student organizations on LUCommunity. To safeguard limited resources and encourage collaborations, CSE will not approve student organizations we consider duplicative to a current organization or similar to LUC departmental initiatives. Click here to learn [more](#).

Re-Registration

Student organizations must re-register their organization's portal annually per requirements set forth by CSE through LUCommunity. The organization's mission statement, description, contact information, roster, advisor, constitution, and other organization information should be reviewed and updated within the organization's portal. Process of re-registration should be completed by the incoming president. This is to ensure the president can have accurate and timely update regarding re-registration process and provide timely update to CSE upon request.

Organizations that allow their registration to lapse will be denied all rights and privileges granted to student organizations and may not operate on any university campus. Any attempts to operate without University registration may result in disciplinary action against any individual student involved.

If an organization does not re-register for two academic years, the organization will need to register as a new student organization to return. Click [here](#) to learn more.

Re-Registration Process:

1. Sign in to LUCommunity with your LUC username and password.
2. Click “My Groups” or search your organization.
3. Click on “Group Re-Registration”.
4. Carefully read and follow instructions.
5. Complete the form and submit.

To Review Steps of Re-Registration:

1. Submitter of the form will need to sign in to LUCommunity.
2. Click “My Surveys/Forms”
3. Search and select the re-registration form.

Activity Policies & Requirements

Activities can be the hallmark for student organizations. With more than 180 student organizations, Loyola University Chicago provides a vibrant, diverse, and robust series of activities. There is a lot of hard work and dedication required to make any activity successful. Every student organization is responsible for fully understanding all activity policies and requirements. For Sororities and Fraternities, please contact the SFL team to learn more about additional or specific policies and requirements related to the activity request process.

Activity Requests

All student organizations are required to complete and submit an Activity Request Form (ARF), via LUCommunity, a minimum of 14 days in advance of any event, program, or meeting. **This requirement is in effect regardless of the space need or funding source for the event.** If contract or additional risk assessments are needed for the activity, the ARF needs to be submitted at least four (4) weeks prior.

A member of Campus Activities Network or SFL Liaison will review the request and may ask additional questions if the event request is unclear or if additional forms are required for processing. ARF submitters should check for communication via ARF comments and email on additional questions/concerns ensuring the event approval and success. **If a response from the student organization is not received and/or event details are not confirmed prior to three business days of the event, the event may be subject to cancellation or postponement.**

Space reservation confirmation from Campus Reservations is not required for the approval of the ARF, but students must secure reservation confirmation prior to hosting any

event/meeting/activity. Student leaders are responsible for updating the ARF or event page if there are changes to location. For questions about space reservation, please email Campus Reservations at campus-reservations@luc.edu.

Non-Student Activities Fund (SAF) Activity Requirements

- Complete activity request.
- All activities must adhere to University, CSE, or Campus Reservations policies and federal, state, and local laws.
- Student organizations are prohibited from hosting any events or programs during University breaks, holidays, University wide events, finals, or the summer. The final permitted programming date for any given semester is the Sunday after the last day of classes.
- All revenues generated from activities not supported by the SAF must be deposited into the student organization's Revenue funds.

Additional Requirements for Student Activities Fund (SAF) Activity

All requirements previously stated for Non-SAF Funded Activities apply for SAF activities. Below is a list of selected requirements. Please reference the rest of this handbook to gain a comprehensive understanding of requirements and expectations set forward for Activity Requests, or reference specific subchapters for specific aspect of request (e.g., see food policy for food related purchases.).

- The activity must be planned primarily for Loyola University Chicago undergraduate students and be open to the general University community.
- The activity is appropriate based on the mission and goals of the organization.
- All promotion materials must include that the event is sponsored or funded by the Student Activity Fund (SAF).
- All budget requests, contracts, purchase requests, etc. must be submitted by the appropriate deadlines.
- Any student organizations' event with a contract must notify the Campus Activities Network in the event of event cancellation at least three (3) days prior to event day. If a student organization fails to notify CAN of event cancellation, the student organization may be held responsible for the cost of the event and will lose payment and contract request privileges pending conduct hearing. SFL groups should connect with their liaison for event updates and timelines. Departmentally sponsored student organizations should connect with their advisor and sponsoring department for event updates and timelines. Students will need to copy Campus Reservations (campus-reservations@luc.edu) on the email if an on-campus space

is involved.

- The length of the suspension of request privileges will be determined in a conduct hearing with CSE and the Student Rights, Responsibilities & Conflict Resolution Team (SRCR) in the Office of the Dean of Students. Please contact the CSE at activities@luc.edu.
- If hosting an event with contract, student leader needs to submit an ARF and the appropriate contract at least four (4) weeks prior to the event.
- All receipts must be submitted within 48 hours of the activity. If the activity falls on a weekend, all receipts must be submitted by 5pm the next business day. Remember to reflect tipping, if applicable.
- If the organization fails to submit a receipt by the deadline on more than one occasion, their purchase request privileges will be revoked for the remainder of the semester.
- All fundraising generated from SAF-supported activities must be directly donated to a 501(c)(3) non-profit organization that aligns with the student organization and University mission. Any cash collected must be directly deposited into student organization's main University account. All deposits must be submitted no later than a week after the event deadline. Revenue from SAF fundraisers can be requested for donation to a 501(c)(3) non-profit organization.

Space Reservations

All student organizations are afforded the privilege of being able to request and use University space and facilities. The University values the contributions and programs that student organizations provide for the campus community and firmly supports those initiatives by providing space for student organizations to function; this privilege comes with responsibilities and expectations.

Student organizations are given 25Live login credentials once they are renewed with the Center of Student Engagement (CSE). It is then expected that the student leaders will reserve the space for their organizations. Login access will be removed once the Spring semester ends, and student leaders are responsible for keeping up with the annual re-registration requirement to regain the login credentials. Please note that departmentally sponsored student organizations would not be given access to 25Live. The group's advisor must log into 25Live using their account and reserve the space for the organization under the name of the sponsoring department. Space requests will be reviewed on a first-come, first-serve basis.

Click [here](#) to see all Campus Reservations policies.

Expectations

- Student organizations should only request space that the organization intends to use. This includes requesting the most appropriate space for the type of activities the groups are conducting, taking into consideration the size of the space the groups need and the duration of the activity.
- Student organizations are expected to notify Campus Reservations at least 72 hours in advance if a space is no longer needed by that organization through email (campus-reservations@luc.edu). This allows other organizations the opportunity to accomplish their mission and purpose. If unused spaces are not canceled at least 24 hours in advance, room reservation privileges may be suspended by Campus Reservations.
- Student organizations are expected to return spaces to the same condition that they were given. This means everything from cleaning up after organization's activity to ensuring the room is left as the student found it.
- Student organizations are expected to have their room reservation confirmation on hand and properly uploaded to the activity request to ensure that campus spaces are being used by the appropriate parties.
- Student organizations found to be utilizing space without a room reservation confirmation may be required to go through an organization operation and conduct review process within the Center for Student Engagement and additional campus partners at CSE's discretion, or may be referred to the Student Rights, Responsibilities & Conflict Resolution Team (SRCR).

Space Requests Guidelines

The information below is a set of space guidelines, established by CSE and Campus Reservations.

- All campus space or room reservations must be placed via 25Live Pro.
- Space reservation confirmation does not equate to event approval. Please refer to the rest of the Student Organization Handbook regarding the additional procedures for hosting an event and programming.
- All set up information, including AV requests, must be submitted to Campus Reservations at least 1 week before the event.
- All overnight space requests require additional approval from the Assistant Vice President & Dean of Students. Campus Reservations will not approve the request without prior approval.

Package Delivery

Packages for student organizations may not be delivered and stored at the Center for Student Engagement. Please communicate with your organization's faculty/staff advisor to have packages delivered to their on-campus office, or directly to the student leaders' residence. Please coordinate among the organization to establish a clear understanding and expectation of the details of delivery, like the date, time, and destination. Student organizations are expected to provide accurate shipping addresses and other required information when students submit purchase requests. Communicate with the vendor directly if the package is stolen or damaged. The Center for Student Engagement is not responsible for any damaged or stolen packages.

Food Purchasing Policy

Aramark operates as a primary provider of on-campus catering requests for student organizations.

The Center for Student Engagement has created and continues to expand a vendor list to address the needs of student organizations. CSE recognizes this is not a complete list of all vendors requested or needed for our student organization community and continues to expand the list every year. Vendors included on this list are asked to provide additional information to meet compliance with LUC policies and will be evaluated based on ability to serve the Loyola community. CSE will share updates to the list as they become available via email, social media and the [CSE website](#).

Student organizations can include these vendors in their SAF requests for the upcoming academic year. Previous SBR allocations for vendors that are no longer in the approved vendors list will need to be transferred to a current approved vendor. To do so, indicate in the purchase request that a change of vendor has been approved due to the previous vendor is no longer on the vendor list.

Using Aramark

- Aramark will support catering requests using the following approved per diems:
 - Breakfast: \$18.00/person; Lunch: \$20.00/person; Dinner: \$36.00/person; Snacks: \$18.00/person (breakfast snacks, afternoon snacks, late night snacks)
 - Additional service items such as linens, staffing, can be requested at an additional rate.
 - Lake Shore Orders should be picked up at Damen Food Court (DFC).

- Water Tower Orders should be picked up at Terry Student Center on the second floor by the main stairs.
- Orders will be held for 30 minutes from “Food Delivery Time” any orders not picked up from the “Food Delivery Time” through “Event Start Time” will be considered No Show and food will be left unattended. Aramark will not be held liable for Food or Drinks not picked up at Food Delivery Time.
- Per diem is inclusive of a meal, drink and dessert, and reflects current prices offered by Aramark and Chicago vendors.
- *Example:* Whether organization A orders the taco spread or the roast chicken dinner, the per diem will remain the same and organizations will receive a menu reflective of the cost of the item.

Aramark Food Purchasing Process

- Student organizations will go to Aramark to develop a catering event order to submit with their allocations request a minimum of **20** days prior to the event. Please note that it is encouraged to reach out as early as possible.
- When reaching out, you **MUST** mention that you are a student group looking for a proposal.
- Allocations will review the quote and approve/deny/partially fund.
- CSE will receive the list of approved proposals from Allocations and submit approval to fulfill order to Aramark.
- Aramark will then work with the student organization to finalize the details within the approved amount up to five (5) days prior to the program.
- CSE will calculate total cost for the week and confirm total cost of events with Aramark and will submit AU on a weekly basis.
- Weeks are Thursday – Wednesday
- Aramark requires a menu request 10 business days in advance, and confirmation/cancellation/date change no later than five (5) days before the event.
- Snack orders that are approved within five (5) days prior to an event can be accommodated.
- Events with custom selections should be placed at least 14 business days in advance and confirmed within 10 business days and confirmation/cancellation/date change no later than five (5) days before the event.

Aramark Exclusive Space

Events held in Aramark Exclusive Spaces must use Aramark catering services. These

spaces are:

- Palm Court in the Mundelein Center
- Jo Ann Rooney Hall in the Mundelein Center

Halas Recreation Center Facility Usage

If student organization is interested in requesting the use of a Campus Recreation facility, please see below for Campus Recreation guidelines in place for all groups to follow:

- Only the basketball courts can be reserved in Halas.
- A maximum of two courts can be reserved for a student organization.
- The courts must be used for sport specific only – volleyball, basketball, dodgeball, etc.
- Courts can only be reserved during the following times:
 - **FRIDAYS:** 7 pm to 10 pm
 - **SATURDAYS:** 6 pm to 8 pm
- All participants must be current LUC students who hold an active membership to Halas or eligible to purchase a day pass.
 - **No external guests allowed.** This includes minors. For student organization's advisor, approval must be given and is subject to review.
- Campus Recreation reserves the right to limit the number of participants based on what program the group will run and set specific parameters for each group and reservation.
- No food, chairs, tables and decorations are allowed on the courts (groups cannot request nor bring their own).
- Auctions/raffles are not allowed. Selling of any kind is prohibited.
- The main point of contact for the student organization must be present for the entire duration of the event.
- Student organizations can only reserve the Halas Courts 1 time per semester. This is to ensure all student organizations get an opportunity to reserve the courts.

Please email campusrec@luc.edu to inquire about court availability. Group can always check court availability through Loyola's web-based scheduling system, [25 Live](#), as well.

All facility requests are due a minimum of 10 business days before the date of the event. A meeting with Campus Recreation during business hours is required prior to approval of the event.

University Policies

It is the student organization's responsibility to follow both the University's [Community Standards](#) and the Center for Student Engagement policies. All active students are held to the expressed standard of conduct outlined in the Student Organization Handbook and the Community Standards regardless of location and/or travel. Failure to comply with any Loyola policies or other applicable laws, rules, and policies may result in a referral to the Student Rights, Responsibilities & Conflict Resolution Team (SRCR) in the Office of the Dean of Students.

Good Samaritan and Medical Amnesty Protocol

At Loyola University Chicago, student safety is paramount. In incidents of crisis or medical emergency, Loyola students are expected to care for themselves and for others in the Loyola community by getting help from appropriate officials even when violations of the Community Standards have occurred. Because the University understands that fear of disciplinary actions may deter requests for emergency assistance, the Good Samaritan and Medical Amnesty Protocol (Good Sam) was created to alleviate such concerns and reduce barriers to seeking help.

Click [here](#) for more information regarding the Good Samaritan protocol in the Community Standards, Article VI, Section 604.

Free Expression: Student Demonstration and Fixed Exhibit Policy

The full policy can be found in the Community Standards, Article VI, Section 603. For a copy of the most current Loyola University Chicago Community Standards please click [here](#).

Film Licensing Policy

In accordance with federal law, student organizations who wish to screen films must obtain the screening rights for the film. This can be done through the LUC library system. LUC Libraries holds the screening rights for a number of films; more information can be found [here](#). LUC also holds the screening rights for films and videos available on [Kanopy Streaming](#). If the library does not hold the screening rights to a film, those rights can be purchased online through [Swank Motion Pictures. Inc](#) or other vendors.

Student organizations are required to upload the film licensing rights to their activity requests.

File Sharing Applications and Copyright Issues

Providing or obtaining copyrighted material, e.g., music, movies, videos, text, etc., without

permission from the rightful owner violates the United States Copyright Act and University policies. While it is true that many artists have allowed their creative works to be freely copied, those artists remain the exception. It is best for the group to assume that all works are copyright-protected except those that explicitly state otherwise. As an individual, student should also be aware that student face liability for damages of up to \$30,000 per infringement under the U.S. Copyright Act. Additionally, students, faculty, and staff who may be in violation of copyright law place not only themselves at risk - but they may also be incurring liability for Loyola University Chicago as an institution, e.g., using the University network resources to obtain the material and/or to store the material on university servers.

If an artist, author, publisher, or law enforcement agency notifies the University that any student organization is violating copyright laws then the relevant offices within the University will investigate the complaint. If appropriate, action will be taken against the group in accordance with University policy. In some cases, violations of University policy could result in suspending the organization's network access privileges and/or criminal prosecution under state and federal statutes. For more information, please visit:

<https://www.luc.edu/its/aboutus/itspoliciesguidelines/peer-to-peerfilesharing/>

Minors Protection Policy

Student organizations who wish to host events for minors, defined as individuals under the age of 18, off campus, must partner with an external non-profit child-care facility. Possible events include tutoring, leading tours off campus with minors, etc. Through the partnership, the external organization must provide proper training for our involved students, background check, venue, and comprehensive supervision at the event. Requirements of Activity Request Form and Liability Waivers still apply to the student organization and participating students from Loyola University Chicago. Under this policy, the proposed event must receive approval from the Center for Student Engagement in the form of an approved Activity Request Form, and the staff from the Center for Student Engagement will connect with the partnered external organization to ensure all the proper steps are followed by the participating students.

Student organizations who wish to host events for minors on campus must partner with a Loyola University Chicago affiliated department that will fully supervise the event. Parents/Legal guardians must be present. Requirements of Activity Request Form and Liability Waivers still apply to the student organization and participating students from Loyola University Chicago.

All events must comply with the procedures and expectations outlined in the Loyola's [Policy on the Protection of Minors: Finance: Loyola University Chicago \(luc.edu\)](#).

Older Adult Event Policy

Student organizations must partner with external care facilities to host events for older adults, defined as individuals over the age of 65. Possible events include visiting the facility, providing company, etc. Through the partnership, the external organization must provide proper training for our involved students, background check, venue, and supervision at the event. Requirements of Activity Request Form and Liability Waivers still apply to the student organization and participating students from Loyola University Chicago. Under this policy, the proposed event must receive approval from the Center for Student Engagement in the form of an approved Activity Request Form, and the staff from the Center for Student Engagement will connect with the partnered external organization to ensure all the proper steps are followed by the participating students.

Gambling Policy

Gambling, raffles, any form of illegal wagering, bookmaking, and unauthorized games or contests of chance are prohibited on University premises or when associated with a student organization. For the purposes of the Gambling policy, “raffle” means any event requiring a fee for a chance to win a prize. The Gambling policy can be found in the [Community Standards](#).

Animals Policy

To support students, Service Animals (TAA) are allowed on campus. Unauthorized animals and pets are prohibited on campus and in all University facilities, including residence halls. Group can learn more about the Animals on Campus Policy by clicking [here](#).

Services animals are permitted at Loyola University Chicago. Loyola prohibits individuals from misrepresenting an animal as a service animal. Students who misrepresent their animals may be subject to a referral through the student conduct process. Students requiring emotional support animals must request such accommodations with the [Student Accessibility Center](#), visit [here](#) to learn more about the request process.

Political Activities

Loyola University Chicago encourages all students, faculty, staff and alumni to be politically active, supporting the candidates and causes of their choice. Political activity is an important expression of citizenship, just as the exploration of opposing points of view on matters of public policy – through an authentic dialogue – is an important and vital opportunity to be a person for others.

As a tax-exempt, charitable institution, however, Loyola is also subject to the rules and regulations of the Internal Revenue Service, as well as other federal and state laws that

prohibit educational institutions from participating or intervening in any political campaign or partisan political activity. Therefore, Loyola cannot endorse or oppose any political candidate or party, nor can any organization that is part of Loyola University.

For those reasons when student organizations are planning any event or activity which might possibly be perceived as being political, they should begin by consulting and following the [University's Guidelines for Political Activities Policy](#).

Political Activities: Voting Registration

Loyola Votes is part of a University-wide initiative that encourages students, faculty and staff to not only promote the importance of voting, but for the Loyola community to host their own Voter Registration events. If a student organization is interested in hosting a Voter Registration event, then the organization must work with the Office of Civic Engagement. For more information, please visit:

<https://www.luc.edu/vote/getinvolved/hostavotingevent/>

Posting Policy

Student organizations must also abide by the [Campus Posting Policy](#). If you have further questions, please contact activities@luc.edu.

Social Media Standards

Anyone representing Loyola on social media serves as an ambassador and should promote the University in a professional manner, strive to make posts inclusive, and accessible, and adhere to policies outlined in the [Community Standards](#), the [Student Promise](#) and the [Comprehensive Policy](#).

Of importance, regardless of the guidelines, student organizations may be subject to discipline for activity on their social media accounts that violates any University policy.

For additional resources on best social practices, please visit the [Social Media page](#) of the University Marketing and Communication (UMC).

Solicitation Policy

Solicitation, as defined by Loyola's [Community Standards](#), is an attempt to approach the campus community with the intent to sell, request or promote an idea, product, or service. The right to solicit on campus is limited and governed by the policies listed in the [Community Standards](#).

Speaker Policy

Loyola University of Chicago is committed to standards promoting speech and expression

that foster the maximum exchange of ideas and opinions. The Speaker Policy aims to assure the promotion of opportunities for the free expression and exchange of ideas, the lessening of conflict between the exercise of that right and the rights of others in the effective use of University facilities, the reduction of possible interference with the University's responsibilities as an educational institution, and the preservation of the University's status as a 501(c)(3) tax exempt organization.

Furthermore, the policy is designed to ensure adequate preparation for an event and to ensure that the event occurs in a manner appropriate to an academic community. The University reserves the right to cancel, reschedule or relocate a speaker or an event in those rare occurrences where an individual, a speaker or an event might create safety concern, or where the University may be used as a platform to disparage the Catholic identity or mission of the institution.

Please visit [here](#) to remain up to date on the most current Speaker policy or reach out to activities@luc.edu with any questions.

Ticket Sales/Distribution

Student organizations are permitted to sell tickets to their activities, both to the Loyola University community and to the greater Chicagoland community. These tickets can be in the form of a physical or digital/e-ticket. A digital ticket, also known as an e-ticket, is an electronic version of a traditional paper ticket that is stored on an electronic device such as a mobile device, tablet, or computer. All ticket sale revenues will be deposited into the student organization's Revenue funds.

Student organizations who would like to sell tickets must use cash to process all transactions. The Center for Student Engagement will provide petty cash to help facilitate these transactions. Please rent out a cash box and petty cash from the Center for Student Engagement. Please see page 50 for more information about renting a cash box from CSE.

If the student organization is collecting funds in order to ship items to their members, they need to communicate with CSE's staff via activities@luc.edu in order to coordinate the final sale date in order to receive a report of sales. If distributing goods, student organizations must manage the distributions of goods. Please note, the Center for Student Engagement is not liable for any lost or damaged packages being shipped to students, members of the student organization, student leaders, and/or advisor.

For departmentally sponsored student organizations, please contact the sponsoring department regarding the finance account and ticket sales process.

Virtual Events and Vehicle Operation

All students who attend virtual events must not attend while operating a vehicle. Illinois law prohibits the use of hand-held cellphones, texting or using other electronic communications while operating a motor vehicle. If a student must make a phone call, even with hands-free technology, it is recommended that the student pull off to the side of the road before making the call.

Student organization executive board members must eliminate participants from the virtual event platform if a student is operating a vehicle during the event.

Transportation

Work with Campus Transportation to arrange transportation services or for additional information visit www.luc.edu/transportation. All student organizations must read and abide by, as applicable, the University's Motor Vehicle Records and Vehicle Use Policy, which can be found [here](#).

Rental and Personal Vehicles

Campus transportation has a limited number of vans that can be rented based on the availability by filling out a [vehicle rental request form](#). Complete van rental information can be found [here](#). Participants driving in rented vehicles must complete a [Driver Agreement Form](#) at least one week prior to their departure. This agreement states that the participant understands that their personal insurance will be used to cover any claims made.

However, it also states that the driver's personal auto insurance will be used to cover any claims made for accidents that occur while driving their own personal vehicles. IF the driver is privately renting a vehicle from a rental car company, then the auto insurance would either be the driver's if they waived insurance or the rental car company insurance. If drivers privately borrow a vehicle from another person, then the insurance on the private vehicle, purchased by that vehicle owner would be used to cover any claims involving that vehicle.

- All drivers must have completed the [Defensive Driving course](#) administered by the Loyola Facilities Department, and an [Annual Motor Vehicle Records check](#) administered by Loyola Risk Management.
- Participants driving in private or rented vehicles must obtain a copy of the [Glove Box Accident Form](#) found in all the gloveboxes of Loyola Vehicles. In the case of an accident follow the instructions on the form. Group must also submit a copy of the Glove Box Accident Form to CSE within 24 hours of the accident. Additional Accident and Breakdown procedures can be found [here](#).

Domestic Travel over 100 miles

- Student organizations traveling over 100 miles from the University's Lakeshore Campus must submit an Activity Request through LUCommunity at least 14 days in advance of travel date.
- Each participant traveling must sign a Waiver Form available for download through LUCommunity. A Liability Waiver Form must be submitted to the Center for Student Engagement, DSC 127 no later than 48 hours prior to travel date.

Overnight Travel

- Organizations that choose to host an overnight event must have an advisor and additional Loyola employee present. The advisor must be registered with the Center for Student Engagement through annual LUCommunity registration. The organization should factor in all expenses for the advisor and additional Loyola employee.
- Organizations that are traveling off-campus and staying overnight are required to contract a charter bus.
- If utilizing a venue off-campus, a contract with that venue will be required.
- A roster of all attendees should be submitted to the Center for Student Engagement, DSC 127 no later than 48 hours prior to the travel date.

International Travel

Any student organization with the intent to travel outside of the United States under the Loyola University and/or student organization name must adhere to the University's [International Travel Policy](#) in addition to following the steps listed below:

- Student organizations traveling internationally must submit an Activity Request Form (ARF) and a [Travel Information Form](#) through LUCommunity at least 12 weeks in advance of travel date.
- Once Travel Information Form is on file, CSE will assist the student organization in coordinating a Health & Safety Orientation. This orientation must occur at least six (6) weeks prior to the travel date.
- Additional information will be requested at this time including but not limited to roster, passports, coordination of group registration for Cultural Insurance and Services International (CISI).
- Each student organization participant traveling must sign a Liability Waiver Form available for download through LUCommunity. A hard copy of the Waiver Form must be submitted to the Center for Student Engagement, DSC 127, no later than four (4) weeks before travel date.

- All roster information and required documentation should be submitted four (4) weeks before the travel date. CSE will partner with the Office of Global and Community Engagement to coordinate groups registration for CISI and payment from the student organization financial accounts. More information will be provided at this request.
- Each participant must complete an international travel registration with the Office of Global and Community Engagement, and purchase [Loyola's CISI Health Insurance](#). Proof of enrollment will be collected at the Health & Safety Orientation.
- Organizations that choose to host an international trip must have an advisor and additional Loyola employee present. The advisor must be registered with the Center for Student Engagement through annual LUCommunity registration. The organization should factor in all expenses for the advisor and additional Loyola employee.
- If a trip includes non-Loyola participants (recent graduates, alumni, friends, family of Loyola, or visiting students), they will be required to participate in the Health & Safety Orientation. The Loyola CISI policies are limited to only current Loyola employees and students. The Loyola CISI policies do not extend to spouses, dependents, or other guests. Should additional travelers be interested in purchasing travel insurance on their own, they may do so. It's possible for those individuals to purchase insurance directly from CISI at the insurer's [Individual Online Enrollment site](#).
- Groups traveling under Loyola University and/or student organization that do not complete the required steps to register travel with the Center for Student Engagement and additional campus partners will be considered travelling out of compliance with university policies. Failure to follow policy or procedures relating to an international trip may result in accountability measures for the group and/or impact the group's status on campus.

Risk Management

Food Distribution

The safety and wellbeing of the Loyola community is of the utmost importance. To ensure the health and safety of all participants, **home-prepared foods of any kind are prohibited for sale and/or distribution**. Student organizations are encouraged to work with Loyola University Chicago's food service provider, Aramark, when catering or providing food for the University community.

Food Sales and Distribution Requirements

Any student organization sponsored event that is open to non-members, including Alumni, must follow the below guidelines:

- Home-prepared food is strictly prohibited. Please note this also includes food prepared in residence halls.
- Food must be individually wrapped and served in a grab n' go format, purchased, or donated by a preferred vendor.
- Only store-bought items may be sold/distributed. Student organizations may not purchase bottled water (including gallon size or larger) with either SAF or private revenue funds, and reimbursement will not be afforded for purchase of bottled water. Organizations are encouraged to contact LUC Catering (<https://www.luc.edu/catering/index.shtml>) to secure water for on-campus events.
- All baked goods must be from a preferred vendor and must be portioned out for single servings and must be pre-packaged and individually wrapped, to be served in a grab n' go format.
- No eating, drinking, or smoking is allowed while engaged in food handling. Wash hands after eating, drinking, or smoking before resuming food handling.
- All food transported must always be protected from contamination with the use of food shields, covers, keep off the ground, etc.
- Current Loyola students must be the individuals responsible for the distribution of the food items to the general student population.

Hazing Policy

As defined by Loyola's Community Standards, hazing is a broad term encompassing actions or activities often associated with initiation or group associations which inflict or attempt to cause mental or physical harm or anxiety, or which demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants. Hazing can also be defined as any behavior that intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation, full admission, or affiliation with any organization or group. Any activity that promotes a class system or subjects a certain sub-group to subservience in any form may also be considered hazing.

Hazing is expressly prohibited by the University and by Illinois law (720 ILCS 120). Actions and activities that are explicitly prohibited can be found in the Community Standards. There are also resources and more information about Hazing in Section 605 of the [Community Standards](#) and at www.hazingprevention.org.

Liability Insurance Information - Student Organizations

If student organization is working with a contracted external party, it is mandatory that group work with the external party to obtain a certificate of insurance naming Loyola University of Chicago and the student organization and their respective officers and representatives as “additional insureds” on their general liability insurance policy.

Liability Insurance Information - Individual Students

In the event that a claim arising from the organization’s activities is brought by a third party against an individual student, the student should contact the University’s Risk Management Department to determine if coverage exists.

Liability Insurance Information - Student Organization Advisors

In the event that a claim arising from the organization’s activities is brought by a third, external party against a student organization’s advisor, the advisor and student should contact the University’s Risk Management Department to determine if coverage exists.

Personal Medical Insurance Information

Students enrolled at Loyola University Chicago are required to maintain personal medical insurance and are responsible for personal medical expenses incurred while participating in an event. For certain activities, students may be required to sign waivers acknowledging that they are responsible for their own medical expenses in the event of injury while participating in an activity.

Liability Waivers

Liability waivers are required for any event that presents the potential for danger to any participant. If the group is unsure about whether the event requires a waiver, please contact the Center for Student Engagement at activities@luc.edu. Once a waiver is obtained from LUCommunity, please follow the steps below:

- Make single-user copies for each individual participant. Contact the Center for Student Engagement to determine which is most appropriate for the event.
- Have each participant sign the waiver and turn it into the CSE office prior to the start of the event. If the event involves a departure from campus, participants must sign and turn in their waiver prior to leaving campus. Any participant who does not sign a required waiver will not be allowed to participate in the event, including any transportation.
- All waivers must be submitted to CSE at least one (1) business day before the event. Waivers will be kept on file for five (5) years.

- Students under the age of 18 must have obtained a signature from a parent or legal guardian – 10 business days’ advanced notice is required for them to participate.

Alcohol Policy and Guidelines

It is a privilege to be a student organization that is recognized by Loyola University Chicago. Student organizations are expected to exercise good judgment in planning and promoting their activities. Therefore, they are responsible for assuring compliance with procedures and policies as outlined in the student organization handbook and the [Community Standards](#). Additionally, when hosting an event or activity where alcoholic beverages may be served and/or consumed by individuals 21 and older it is expected that [the Loyola University Chicago Alcohol and Other Drugs Policy](#) be followed and enforced. All recognized student organizations are subject to the regulations concerning alcohol when hosting sponsored events on or off-campus. This includes any event an observer would associate with the student organization.

Student organizations may only sponsor events where alcohol is present under the following guidelines:

- No alcohol may be purchased with SAF or organizational funds.
- Student organizations are prohibited from hosting fundraising events with alcohol.
- No student organization shall sell alcoholic beverages.
- The cost of the alcoholic beverages may not be included in any admission, meal, or entertainment charge.
- No student organization shall collect a cover charge, donation, or admission fee, which entitles a guest to alcoholic beverages.
- No student organization may utilize alcoholic beverages as prizes (contest, silent auction, etc.).
- Events involving alcohol must be closed events with a set guest list submitted three (3) days in advance of the event. Sorority & Fraternity Life organizations must submit all required information through the Activity Request Form on LUCommunity.
- At any organization event involving alcohol, the sponsoring organization must designate at least two (2) sober representatives. After the two (2) representatives, there should be one (1) representative for every 20 additional people. A sober monitor is a willing and sober individual that will remain present and sober for the duration of the event. The sober representative’s name and contact information must be submitted to CSE at least three (3) days before the event.
- Student organizations are prohibited from serving or selling alcohol to minors or purchasing alcohol for minors.

- The organization must take reasonable precautions to prevent underage consumption of alcohol by having a third-party check attendee identification.
- Sponsorship by corporations or businesses which produce, sell, or distribute alcoholic beverages is prohibited.
- Alcohol is prohibited at membership recruitment and new member activities.
- Promotion and advertising materials may not include alcohol related messaging.
- Student organizations must ensure that alcohol is not the focal point, the reason for, or the drawing card for an event.
- Student organizations must provide food and non-alcoholic beverages free of charge when alcohol is present at an event.
- All events with alcohol must occur at a third-party vendor location and all alcohol at events must be served by a licensed third-party vendor (restaurant, hotel, or similar operation).
- On-campus events with alcohol must follow all applicable campus policies, found [here](#).

On-Campus Event Location Policy – Ireland's Pub 10

Ireland's Pub 10 is an on-campus student-led business. Students will have access to alcohol at this location during the location's operation hours. For organization events at this location, the following guidelines are expected to be followed:

- Student leaders are responsible for ensuring compliance with conduct expectations and lines of report outlined in the Student Organization Handbook and the [Community Standards](#).
- Student leaders will support the workers at Ireland's Pub 10 and ensure no alcoholic beverages can be served and consumed by individuals younger than the age of 21, the minimum legal drinking age in the United States.
- Loyola Limited is the sole alcoholic distributor in Ireland's. Aramark and other vendors do not have a valid liquor license for serving alcohol in the pub space.
- Events at Irelands are expected to follow their policies and procedures, in addition to LUC policies.
- Student organizations may not utilize any student organization funding or Revenue funds to purchase alcohol.
- Student organizations are responsible for the actions and behaviors of their guests.

Please see below for restrictions of events with alcohol:

- Student organizations are prohibited from hosting fundraising events with alcohol.

- The cost of the alcoholic beverages may not be included in any admission, meal, or entertainment charge.
- No student organization shall collect a cover charge, donation, or admission fee, which entitles a guest to alcoholic beverages.
- No student organization may utilize alcoholic beverages as prizes (contest, silent auction, etc.).
- Sponsorship by corporations or businesses which produce, sell, or distribute alcoholic beverages is prohibited.
- Alcohol is prohibited at membership recruitment events and new member activities.
- Promotion and advertising materials may not include alcohol related messaging.
- Student organizations must ensure that alcohol is not the focal point or the reason for an event.
- Space should be utilized for events and/or meetings in alignment with the organization's mission and purpose.

Student organizations should complete all required event submission processes and timelines through the Center for Student Engagement, Campus Reservations, Ireland's Pub 10 staff, and any additional campus partners. Student leaders should check for communication via ARF comments and email on additional questions/concerns ensuring the event approval and success. If a response from the student organization is not received prior to three business days of the event, the event may be subject to cancellation or postponement. Events at Ireland's Pub 10 will be approved at the discretion of the Center for Student Engagement and necessary campus partners.

Human Biomaterials Drive Policy

Student organizations wanting to host an event involving the donation of human biomaterials (i.e. blood drives or similar) must obtain approval from the Center for Student Engagement prior to planning their event. Events that may directly or indirectly share personally identifiable information (including DNA, genetic, or other protected personal information) are not permitted on campus.

Blood Drive Policy

Student organizations can host blood drives on campus if they partner with an approved blood drive vendor and align their event with all Loyola policies and processes. Please see below for required steps of student organizations seeking to host a blood drive.

Student organizations should complete all required event submission processes within the applicable timelines through the Center for Student Engagement, Campus Reservations and any additional campus partners.

Student leaders should check for communication via Activity Request Form (ARF) comments and/or email in the case of additional questions/concerns regarding the event approval process and steps towards hosting a successful event. If a response from the student organization is not received prior to three business days of the event, the event may be subject to cancellation or postponement.

Student organizations must submit the name of their advisor and/or additional Loyola full time staff member in their ARF and 25Live space request. This staff member(s) must be present for the entire event duration (set up to tear down).

The American National Red Cross is the approved vendor for blood drives held by student organizations.

If you are using the American National Red Cross as the vendor, you will need to submit a completed Exhibit B Form and invoice (if applicable) through a purchase request two weeks prior to the event. If you are using any other vendor, please submit a Loyola Vendor Contract, Invoice, and Certificate of Insurance through a purchase request five weeks before the event.

If you have any questions about the contract process or would like to request an additional vendor for consideration, please reach out to activities@luc.edu.

All instructions provided by CSE, Campus Reservation, and additional campus partners should be followed regarding event logistics, load in/out and relating to space set up, functions, etc.

For event related questions, please reach out to can@luc.edu. Blood drives must be approved and are hosted at the discretion of the Center for Student Engagement and other necessary campus partners.

Obtaining Funding & Related Policies

Eligibility for Access to Funding

Department Funded Organizations

Student organizations that are sponsored by and receive funding exclusively from a department should contact the sponsoring department to learn more about access to

funding, organization accounts, and additional information pertinent to the organization's finances.

Student Organizations with Access to the Student Activities Fund (SAF)

Student organizations that have access to the Student Activities Fund (SAF), who wish to request SAF funding or utilize their organization's Revenue must first be in good standing with the Center for Student Engagement. These are organizations that consist primarily of undergraduate students, as the SAF is comprised of undergraduate student development fees.

To be in good standing, student organizations must:

- Complete organization renewal annually each summer with the Center for Student Engagement.
- Fulfill all training requirements as indicated by the Center for Student Engagement; including, but not limited to, attending or completing Student Organization Orientation and training requirements at the beginning of the academic year and/or semester.
- Have no outstanding financial lapses, such as:
 - Over-drafted accounts
 - Missing receipts
 - Purchases without an approved purchase request and budget request
- Have resolved any SAF and/or conduct policy violation(s).
- Complete anti-hazing requirements.

Access to the Finance section and Accounting Book is limited to the individuals listed as an administrator (Treasurer or President) in the organization's LUCommunity roster. Those individuals are expected to fulfill training requirements as indicated by the Center for Student Engagement.

Sources of Funding

Student Activity Fund (SAF)

The Student Activity Fund (SAF) has been established to promote activities, events, and programs planned by student organizations that enhance the quality of student life at the University. The SAF is comprised of student development fees paid each fall and spring semester by full-time undergraduate students at Loyola University Chicago. As such, SAF funds must be utilized for events that are easily accessible to the entire student body. These funds are subject to the rules, procedures, and policies of Loyola University Chicago. It is the responsibility of each organization's current officers and advisors to abide by all Student Activity Fund policies and procedures as set forth, as well as any applicable University policies and federal, state, or local laws.

Allocation of SAF funds through Student Government Allocations Committee

The Allocations Committee is comprised of [Student Government of Loyola Chicago \(SGLC\)](#) senators who are elected through SGLC elections. The Committee is responsible for the allocation of money collected from the Student Development Fee to eligible student organizations that have submitted complete budget requests by the stated deadline(s). The Allocations Committee operates when classes are in session. The Committee:

- Reviews all eligible budget requests.
- Deliberates and votes on funding distribution for each request, based on a structured set of guidelines and available funding in the SAF.
- Makes policy and procedural recommendations to the Center for Student Engagement.
- Holds office hours prior to each deadline for questions and Budget Request assistance.
- Can be reached directly at allocations@luc.edu.

CSE Responsibilities – Management of funds

The management of the Student Activity Fund is controlled by CSE after allocations decisions have been made by the SGLC Allocations Committee. CSE is responsible for authorizing budget transfers and expenditures on student organization accounts, overseeing the day-to-day operations of the Student Activity Fund, and supporting student organizations' financial planning. The Vice President for Student Development has jurisdiction of the Student Activity Fund program. They reserve the right to give final approval to all allocations of Student Activity Funds.

Allocations Funding and Cycles

Start-Up Funding (SUF)

Start-Up Funding (SUF) is structured to provide organizations with funds to “start-up” their semester. These funds are allocated to student organizations that request SUF during the Start-Up Funding cycle after completion of required trainings:

- Organizations can request up to \$250 and must utilize this funding throughout the Academic Year.
- Organizations can utilize SUF for any organizational needs, including, but not limited to printing for marketing an event, tabling and fundraising opportunities, snacks for General Body Meetings, parking passes for vendors, etc.
- Approval for the use of SUF will remain at the discretion of the Center for Student Engagement.
- SUF funds not used by the end of the academic year will be swept and will not roll over into the following year.

Semester Budget Request (SBR)

The Semester Budget Request (SBR) cycle is structured to provide funding for organizations' events and programs over the course of a single semester. The SBR budget cycle occurs twice an academic year – once in the Spring and once in the Fall:

- Requests must be made during the SBR process during the semester before the scheduled event or program.
- Organizations can submit up to 3 events per SBR, and they are limited to \$20,000 per organization.
- Requests should include all new or open contracts for the upcoming semester events for an organization.
- SBR funds not used by the end of the semester will be swept and will not roll over

into the following semester.

SPOT Funding Requests

SPOT requests are for programs not included in the organization's Semester Budget Request (SBR). The SPOT budget cycle occurs once an academic semester, at the beginning of the semester:

- Requests must be made during the same semester as the scheduled event or program.
- Student organizations may submit SPOT funding requests for up to 3 events per SPOT cycle, limited to \$5,000 per event.
- Contracts submitted through SPOT must be from vendors on the open contracts list.
- SPOT funds not used by the end of the semester will be swept and will not roll over into the following semester.

Rolling Funds

Rolling Funds requests are available for organizations to request additional funding in case of an emergency and/or unanticipated expense associated with a program or event during the current academic semester.

- Organizations can submit Rolling Funds requests up to \$2,000 per weekly cycle.
- The weekly cycle will occur during the dates previously established by the Allocations Committee and the Advisor.
- Rolling Funds are limited, and they are distributed on a first-come, first-served basis.
- Organizations that have not previously received funding on a given semester will be prioritized for funding.
- Rolling Funds not used by the end of the semester will be swept and will not roll over into the following semester.

Requesting Funding through SGLC Allocations Process

Student organizations may request SAF funding through a Semester Budget Request (SBR), SPOT funding cycle, or Rolling Funds Cycle. SAF funded events have several requirements and restrictions. If multiple organizations are collaborating on one event, collaboration guidelines must be followed. Additional information can be found in the [Allocations Manual](#) under the Allocations Resources folder. If groups have specific questions about funding requests, please email allocations@luc.edu.

Expectations

The Allocations Committee routinely receives more requests than the SAF can fund. As such, events may be denied or partially funded due to lack of funding availability but may be requested again through a different cycle.

The Student Activities Fund (SAF) is funding that comes from the student body at large and should serve the student body at large. When an organization is allocated funds from the SAF, these do not become “organization funds,” they continue to belong to the student body and organizations are to be responsible stewards of these funds. Organizations that utilize funding improperly, including but not limited to overspending funds, underspending funds, or utilizing funds for the organizations’ internal operations, will be penalized accordingly, and may lose access to future funding.

Requirements for Documentation

As part of submitting a budget request from the SAF, student organizations must provide documentation for the items that they are requesting within their budget. Lack of adequate documentation is the number one reason for budget requests getting denied. The Allocations Committee should be able to verify the requested budget amount through the documentation submitted. All documentation must be submitted in an acceptable documented format.

Resources on required documentation can be found in the [Allocations Manual](#).

Funding Criteria

All SAF requests must meet the following eligibility criteria:

- The event or program must be planned primarily for Loyola University Chicago undergraduate students and be open to the general University community.
- The event or program must take place on campus and be easily accessible to all students.
- The request is appropriate based on the mission and goals of the organization. Items purchased must be in line with the organization's mission and goals.
- The SBR, SPOT, or Rolling Funds request is submitted to the Allocations Committee by applicable deadlines, using the appropriate official forms and proper procedures.
- The event must fall between the first day of class and the last day of class during the semester. Please note that organizations cannot have events until they have completed the required trainings as determined by the Center for Student Engagement.

- SPOT cycle events must occur at least two (2) weeks after decisions are made and letters are sent, to allow time for ARF approval and purchasing to be completed.
- Rolling Funds cycle events must occur at least three (3) weeks after submission. Please note that events must be scheduled at least two (2) weeks after decisions are sent, or at least two (2) weeks after the start of the semester to allow enough time for Activity Request Forms (ARFs) and Purchase Requests to be submitted and processed.
- This timeline may vary based on ARF and Purchasing deadlines pertinent to the event (e.g., if the event includes a contract).
- No funding is available for events over breaks, holidays, or finals (see University calendar), as student organizations are prohibited from hosting events during these periods.

Allocations Prohibited Requests

Please refer to the purchasing guidelines for additional requests that are ineligible for funding.

The following types of requests for SAF funding are prohibited, but not limited to:

- Any event or program that is NOT open to the general LUC undergraduate community, including General Body Meetings.
- Expenses related to conference attendance (e.g., travel costs, registration, etc.).
- Personal clothing unless it is considered integral to the production of an event (i.e., costumes, but not student organization t-shirts).
- Any type of straight contribution in any form or manner including political or religious donations.
- The purchase of alcoholic beverages.
- The purchase of weapons or items that may be used as weapons (e.g., scissors)
- The purchase of bottled water.
- Purchase of helium or helium tanks and balloons, sand, floral petals, confetti, or glitter.
- Taxes of any kind (except hotel service taxes or other non-sales related tax required by law).
- Any costs related to or in support of raffles, illegal gambling, or other illegal activity.
- Any costs related to monetary gifts (i.e., gift cards).
- Activities and/or programs which advocate a position contrary to the University's Jesuit, Catholic tradition.

- Services or goods provided by international vendors without prior written approval obtained by the Director of the Center for Student Engagement.

Please note, all items and requests are subject to review by the Center for Student Engagement and may be denied or modified based on applicable policies and guidelines at the discretion of the Center for Student Engagement, Allocations Committee, and Allocations Advisor. For a more detailed list, please review the Allocations Manual.

Budget Appeals

Student organizations may file an appeal of the Allocations Committee's funding decision with the SGLC Senate. An organization that wishes to appeal an allocations decision must complete a [Budget Appeal Form](#) (found on [LUCommunity](#)) within five (5) business days of receiving the Allocations Committee's decision letter.

If a group's budget proposal is significantly changed from the original proposal, their appeal will not be reviewed. In the absence of any fundamental changes to the petitioning student organization's budget request, the appeal will be reviewed by the Allocations advisor and the Speaker of the Senate to ensure that it has grounds for appeal. If the appeal meets the eligibility criteria for appeal (i.e., it has grounds for appeal), it will be placed on the agenda for the next available SGLC Senate session.

There are two grounds for appealing a budget decision:

1. Procedural Error – The appealing organization must prove that the Allocations Committee failed to adhere to its guidelines. The SGLC Senate will then decide whether adherence was breached and, subsequently, whether to fund the student organization's request in full, or to uphold the Committee's original decision.
2. Line-item appeal – The appealing organization must prove that a partially approved item was reduced (i.e., the allocated amount is smaller than the requested amount), and that the reduction in funding is prohibitive to hosting the event. Please remember that a line-item appeal is only applicable to partially approved line items within a budget request.

During appeal to the Senate, the Chair of the Allocations Committee will present a detailed report on the rationale for the Committee's decision. The student organization will then have the opportunity to present their case before the Senate.

Appeal decisions will be communicated to the Center for Student Engagement and the student organization within 24 hours of the Senate's vote by the Speaker of the Senate. If an appeal is granted, the organization will receive full or partial funding for their event.

Please note that the event dates may need to be adjusted to fit the ARF and Purchasing timelines.

Fundraising & Donations

All student organizations (whether funded by SAF or departments) may raise money for internal organization operations, or for philanthropic purposes using their organization's SUF funds. The revenue generated must be deposited into the organization's Revenue Funds account.

For organizations funded by SAF:

Any revenue generated by an SAF-supported event must be directly donated to a non-profit organization. The fundraising activities should relate to the organization's mission.

For revenue-producing events, an admission fee may be charged to reserve seats or ensure attendance. The SAF has been specifically designed to fund activities planned by and for Loyola University Chicago students; attendees from outside of the University (the general public, students at other universities, and family members) must be charged a nominal fee for attendance at Loyola events. Groups anticipating participation from outside of the University should plan accordingly. The admission fee for Loyola students should be lower than the fee set for attendees from outside the University.

All student organizations that have access to the SAF funds wishing to fundraise (on or off-campus) must have an approved Activity Request Form on file with CSE prior to collecting any money or goods.

Receiving Approval for Fundraising

Student organizations may be approved for online fundraising for charitable/non-profit organization if they meet the following guidelines:

- Charitable/non-profit organization provides an online portal for fundraising.
- Funds go directly to charitable/non-profit organizations, and students do not have access to funds.
- Donation pages may not use the LUC logo, crest, or other trademarks.
- The organization is consistent with Loyola University Chicago's Mission.
- Request is approved by CSE staff prior to engaging in fundraising.
- Funding requests are submitted at least two (2) weeks in advance of starting fundraising activities.

To gain approval for online fundraising, the following process should be followed:

1. Before submitting the request, the link to the online fundraising website of the organization for which funds will be raised for should be submitted to CSE staff for review and approval, via the Activity Request Form (ARF).
2. Student organizations must submit an Activity Request at least 14 days in advance of fundraising. The Activity Request should reflect the length of the fundraising activities.
3. The completed request will be sent to the appropriate CSE staff member for review. The materials will be reviewed, and the request will be approved or denied.

On-Campus Fundraising Methods and Policies

The following fundraising options are permitted on campus, but are not limited to:

- Selling items (flowers, donated items, etc.)
- Selling services (car washes, waiting tables, etc.)
- Rummage Sales
- Charging admission, in the form of ticket sales
 - For an SAF funded event, proceeds from the event can only be used to support the charity of the student organization's choice
- Asking for monetary donations

Prohibited fundraising methods include but are not limited to:

- Political campaign solicitations and political campaign fundraising activities. Funds for political candidates or campaigns may not under any circumstances be solicited in the name of Loyola University Chicago or on Loyola's campuses. Loyola students, faculty, and staff may make personal contributions to the candidate(s) of their choice.
- Raffles and/or lotteries. Any event requiring a fee in exchange for a chance at a prize may qualify under Illinois law as a raffle. The legal ramifications of holding a raffle are serious. If there is any question about whether the activities could be considered a raffle or lottery, please contact the Center for Student Engagement.
- Events/activities promoting and/or providing alcohol.
- Eating contests.
- Date auctions.

Allowable methods of receiving funds during fundraising:

- Cash
- Check written to Loyola University Chicago. These funds will remain within Loyola accounts.

- Checks written to the non-for-profit organization that fundraising is for.

Prohibited methods of receiving funds:

- Online money transfer methods (i.e. – Chase QuickPay, Venmo, PayPal, Square, etc.)

Receiving a Donation

Student organizations are permitted to accept funds or contributions from the campus community (students, faculty/staff, and alumni) and/or off-campus entities (individuals, businesses, corporations, and/or foundations) under the following guidelines:

- To fund internal events and the operation of student organization.
- To support external non for-profit organizations that aligned with the mission of the student organization.
- The donation directly relates to the mission and purpose of the student organization as indicated in the organization's constitution.
- The donation directly aligns with Loyola's Jesuit values and mission.
- Proceeds were voluntarily contributed with the understanding of the cause or purpose.
- Donations received at events should be made directly through the charity's website or by check payable to the charitable organization (not to Loyola University Chicago).
- The use of donated and fundraised funds must follow CSE policies and be approved by the CSE staff members.

Ways to accept a monetary donation:

- Check which should be made payable to Loyola University Chicago. Donations made in this form may be qualified for tax deduction.
- Cash
- Donations received at events should be made directly to the charity's website; checks should be made payable to the charity (not to Loyola University Chicago).

Accepting In-kind donations:

- Acceptance of in-kind donations of any kind, including food, requires advanced approval by the Center for Student Engagement.
- In-kind donations of food: If student organizations are receiving an in-kind donation of food from an outside organization, a health certificate will be required and must

be submitted in advance to activities@luc.edu for food donations only, donations do not need to be received from a vendor on the vendor list.

- If your organization is planning to receive an in-kind donation, please reach out to the Center for Student Engagement as soon as possible to begin the approval process.

Below is the procedure that must be followed to receive a tax deduction from Loyola University Chicago:

1. The check is made out to Loyola University Chicago with the specification of where funds should be devoted or distributed.
2. The check is given to the Loyola administrator (CSE Staff), who will ensure it is deposited to the University student organization account.
3. Funds will be held in the student organization's LUC account until the request from an organization is received by CSE.
4. When the request is received, the Budget Coordinator will review it to ensure that the funds are used appropriately.
5. If expenses are approved, the check will be issued to the vendor.
6. All unused funds will remain in the University student organization account and will carry over to the next year.
7. The Center for Student Engagement has final approval of all expenditures.

Making a Donation

Loyola University Chicago is a nonprofit organization. Because of this status, we do not provide donations to other entities. However, as part of our educational mission, we encourage students to engage in philanthropy and to raise funds for charitable or not-for-profit organizations that align with the mission of their student organization. If your organization has raised money for the charitable non-for-profit organization, you need to submit a Request for Donation.

Request for Donation should include the following:

- Date.
- Name of the student organization requesting to donate funds.
- How much money is being donated.
- How the student organization raised these funds.
- The name of who the student organization intends to donate to.
- Reason student organizations want to donate to the external organization/nonprofit.

The student organization should be able to indicate how this organization’s values and mission reflect the values and mission of the organization and of Loyola University Chicago.

As part of this process, the receiving organization will need to complete the W-9 form and provide an invoice or acknowledgement letter.

The requested amount should be supported by the deposits made to the revenue account from fundraising activities.

Contracts Deadlines

The deadlines below are for student organizations that access the Student Activities Fund, only. Student organizations funded through departments should contact their advisor regarding contract deadlines.

Contract Type	Deadline to Submit Purchase Request
\$0 Agreement	4 weeks prior to event
Paid Vendor Contract	4 weeks prior to event
Paid Speaker Contract	4 weeks prior to event
Paid Performer Contract	4 weeks prior to event
Open Contract	2 weeks prior to event

Accessing Contract Packets

For contracting resources and guides, please click [here](#).

Contract Type (click here for templates)	What to include in purchase request
\$0 Agreement	<ul style="list-style-type: none"> • \$0 Agreement Packet
Paid Vendor Contract	<ul style="list-style-type: none"> • Vendor Contract Packet • Invoice • Certificate of Insurance (COI)
Paid Speaker Contract	<ul style="list-style-type: none"> • Speaker Contract Packet • Invoice • Certificate of Insurance (COI)
Paid Performer Contract	<ul style="list-style-type: none"> • Performer Contract Packet • Invoice • Certificate of Insurance (COI)
Open Contract	<ul style="list-style-type: none"> • Exhibit B • Invoice

Notice on signing contracts: All Students and advisors must never sign a contract, as this would be a violation of university policy. This includes signing on behalf of a student organization or signing on behalf of an individual member of said organization. Violation of this policy is a serious offense and will be referred to the Student Rights, Responsibilities & Conflict Resolution Team (SRCR) in the Office of the Dean of Students for failure to comply. Student organizations or their members may also be held financially responsible for any personal contractual agreements or monetary damages.

Fundraiser Resources

Using physical cash may be used for tabling. Cash boxes and petty cash are available for rental out of CSE's office at the front desk. Please see below for information on reserving Cash Boxes and other CSE equipment.

Cash Box

A cash box must be rented out alongside petty cash, to ensure cash is safely held. Cash boxes must be returned the same day they are rented. If a cash box is needed overnight, please email activities@luc.edu immediately and cc the org's advisor. Advisors will be responsible for holding all raised funds and the cash box and will need to return the petty cash and cash box the next business day.

Petty Cash

For organizations funded through the SAF, petty cash can be rented at the Center for Student Engagement on Lake Shore Campus. Petty Cash will be rented out in packets of \$25. Petty cash is not reservable and is first-come-first serve. Once the student organization is done using the petty cash, please bring the cash back to CSE.

If any petty cash is missing, student organizations are responsible for paying the difference. The difference will be taken from the revenue generated from tabling/event. For questions regarding depositing funds, please refer to the Depositing Funds Section.

Depositing Funds

To deposit funds, bring cash to the Center for Student Engagement. The front desk will help process a deposit form. Please allow up to two weeks for funds to be reflected in the student organization's accounts.

Managing Funds

Paying for Parking Passes for Vendors

Student organizations should not purchase parking passes for either Lake Shore, Water tower, or Health Sciences campuses.

All parking-related expenses will be taken from the Revenue Funds (formerly Revenue), SAF, or SUF accounts. CSE will not reimburse student organizations or vendors for any parking related tickets issued. Please work with the vendor to avoid parking in areas where tickets may be disbursed and to leave paid public parking spaces promptly.

If the student organization does not have funds within this account, a parking pass purchase request will not be approved. *If parking passes are purchased without a purchase request being submitted, the passes will be automatically removed from the student organization's Revenue Funds. If the student organization does not have Revenue Funds, they are responsible for fundraising to pay for these passes.*

For Lake Shore Campus parking only; parking passes are \$10/day. Visitor and Guest Parking information can be found on Campus Transportation's website which can be accessed [here](#).

Tipping Guidelines

When there is a need to tip a vendor, organizations should tip 15% while not exceeding \$100. If the organization tips over 15% using student activities funding (SAF), those additional funds will be deducted from the organization's Revenue Funds account.

Package Delivery

The Center for Student Engagement, Allocations, and Loyola University Chicago are not responsible for lost or stolen items sent to a home or advisor's office address. Please make sure the correct address is submitted on the Purchase Request.

Reimbursement Policy

For student organizations funded through the SAF, CSE does not encourage reimbursement and will process them sparingly. **All reimbursement requests must be approved by the Director of the Center for Student Engagement prior to the event before they can be processed.**

Please submit all reimbursement requests **14 regular days** before the event, to provide enough time for processing.

For organizations funded through the department, please refer to your organization's advisor.

Illinois Sales & Use Tax Guidelines

During fundraising events that involve sales, you may be required to collect sales tax. A CSE staff member will advise you after reviewing your fundraising request.

Outside Bank Accounts

All student organizations are not permitted to hold an outside bank account, PayPal account, Bill Highway account, or any similar external fund management service. It is in the student organization's best interest to use the University account for all organizational banking needs. Student organizations are never authorized to associate Loyola University Chicago with an outside bank account (name, identification numbers, and tax-exempt numbers).

The only exception to this University policy includes nationally recognized organizations with 501(c) (3) status, which at Loyola University Chicago only includes Sorority and Fraternity Life organizations. In those cases, the bank account must be in the name of the national organization.

Event Cancellation Finance Policy

Any student organization funded through the SAF:

- Notify the Campus Activities Network if event cancellation occurs at least three (3) days prior to event day.
- Failure to notify CAN of event cancellation, may be held responsible for the cost of the event and will lose payment and contract request privileges pending outcome of a referral to the Student Rights, Responsibilities & Conflict Resolution Team (SRCR) in the Office of the Dean of Students.
- The length of the suspension of request privileges will be determined by CSE following the outcome of a referral to the Student Rights, Responsibilities & Conflict Resolution Team (SRCR) in the Office of the Dean of Students. Please contact the CSE at activities@luc.edu.

SFL Groups:

- SFL groups should connect with their liaison for event updates and timelines.
- Failure to notify SFL Liaison of event cancellation may be held responsible for the cost of the event and will lose payment and contract request privileges pending

outcome of a referral to the Student Rights, Responsibilities & Conflict Resolution Team (SRCR) in the Office of the Dean of Students.

- The length of the suspension of request privileges will be determined by CSE following the outcome of a referral to the Student Rights, Responsibilities & Conflict Resolution Team (SRCR) in the Office of the Dean of Students. Please contact the CSE at activities@luc.edu.

Student organizations funded by department:

- Student organizations should connect with their advisor and sponsoring department for event updates and timelines.

All student organizations will need to cc Campus Reservations (campus-reservations@luc.edu) on the email if an on-campus space is involved.

Fund Management Violations

Violation of the Center for Student Engagement policies is a serious matter. Failure to follow policy or procedures or to follow through on expectations and requirements by an organization or its members reflects poorly on the group and disrupts the University community.

Accountability measures may include, but are not limited to:

- Temporary expenditure freezing of the student organization's University Account
- Loss of Start-Up Funding for the semester or year
- Removal of all current monies from the student organization's University Account
- Denial of Room Reservation permissions for the semester or year
- Loss of future SAF funding
- Rescinding of student organization's status
- Mandated training or workshops
- Referral to the Student Rights, Responsibilities & Conflict Resolution Team (SRCR) in the Office of the Dean of Students

At the discretion of CSE, for serious or repeated violations, the organization and/or its members and officers may be referred to the Student Rights, Responsibilities & Conflict Resolution Team (SRCR) in the Office of the Dean of Students for failure to comply with university policy. Officers in elected positions may be held responsible for the membership's actions. Please refer to the Community Standards for additional information about university policies.

Vendor Conflict of Interest Statement:

Student organization leaders are encouraged to support vendors that fit their budgets. Sometimes this means wanting to do business with a vendor or organization the student, or their group, may have formal or informal connections with. Should a student organization have a connection with a proposed vendor, CSE requires the organization to obtain a comparable price quote from a different vendor. Approval of these instances is at the discretion of CSE's Budget Coordinator and Director. For questions about potential conflicts of interest please contact CSE at activities@luc.edu.

Renting Equipment

Students **must** go to CSE, at Lake Shore Campus, to rent out an item subject to availability. Any student/advisor representing the student organization can return the item. However, it is the student org's responsibility to return the items in the same condition as they received. Student organizations are responsible for replacing missing items or damaged items using Revenue Funds.

CSE is open Monday-Friday, 9 am - 5 pm. Please return the item the same day as the event, after the conclusion of the event. If the office is closed, please return the item by 5 pm on the next open business day. Please note some items will not be able to be rented out overnight. If a group expects to need the item overnight, please have the advisor hold the item overnight and return it the next business day. This policy is subject to change at CSE's discretion.

Please note: Approved ARF is required to rent out the item. Please show a student ID, and a picture of the ARF confirmation to CSE's front desk staff.

Max Quantity & Loan Period for Rentals:

Rental Item	Max Quantity to Rent	Max Loan Period
Sandwich boards	1 item/ student organization	1 week
Pipe and drape	1 item/ student organization	1 day/ NOT overnight
Cash boxes: mandatory if fundraising	1 item/ student organization	1 day/ NOT overnight
Petty cash	1 item/ student organization	1 day/ NOT overnight
Game box	1 box/ student organization	1 day/ NOT overnight
Scrabble	1 item/ student organization	1 day/ overnight
Chess	1 item/ student organization	1 day/ overnight
Giant Jenga	1 item/ student organization	1 day/ overnight

Lawn games box 1	1 box/ student organization	1 day/ overnight
Carts	1 item/ student organization	1 day/ NOT overnight
Prize wheel	1 item/ student organization	1 day/ overnight
Art box 1	1 item/ student organization	1 day/ overnight
Scissors	1 pack/ student organization (pack of 6)	1 day/ overnight

Reporting

[CURA Network](#), previously known as the Center for Student Assistance and Advocacy (CSAA), is an initiative that advances a University-wide systematic approach for reporting and resourcing student concerns, providing *cura personalis* as a University-wide coordinated effort.

The CURA Network website provides online reporting tools and resource information for addressing concerns in the areas of behavioral, academic, personal, equity, Title IX, and student conduct and conflict resolution. This initiative aims to support all Loyola students, regardless of academic program or campus location (e.g., Lake Shore, Water Tower, Health Sciences, Rome Center, and online). On the website, students, student leaders, and advisors can learn about the many ways Loyola supports them and their peers.

Faculty and staff can report any and all matters of student concerns in one location.

Sexual Misconduct and Harassment

Please reference the [Office for Equity & Compliance](#) and the [Comprehensive Policy](#) for detailed policy and resource information. Additional survivor resources can be found on Loyola’s Community Coalition on Gender-Based Violence website (www.luc.edu/ccrt).

More resources, reporting options, and the Comprehensive Policy can be found on the Office for Equity & Compliance website (www.luc.edu/equity).

Injury Report Form

Minimize the occurrence of accidents and injuries through sound risk management practices. If an injury occurs during a student organization hosted event, the president should complete the Injury Report Form found on LUCommunity within 48 hours. If it is an emergency, follow the steps below listed under the emergencies heading as soon as possible:

- Call 911 and request EMS

- Explain the nature of the emergency
- Give them clear and specific directions to the site
- Provide the name and exact location of the victim, a brief description of the injury, identification of caller and phone number
- Provide any necessary CPR
- If on Campus, contact Campus Safety at (773-508-6039) or use an emergency phone
- Notify Program Coordinator and/or Assistant Director of the Center for Student Engagement
- Meet or designate someone to meet personnel at the entrance to the building or scene of the accident and guide them to the injured party
- Emergency personnel will be responsible for determining if and how the injured party shall be transported

Additional Information

This handbook is subject to change, pending any local, state, federal, or University policy changes. For the most up to date version of the handbook, please visit

<https://www.luc.edu/studentengagement/>

Questions?

Contact the Center for Student Engagement at 773-508-8850 or activities@luc.edu.