



Registered Student Organization Handbook Southern Illinois University Carbondale

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Introduction

All student organization activities are guided by the policies and procedures delineated in this handbook. These policies grew out of Southern Illinois University Carbondale's mission and Board of Trustee Policies.

Participation in student organizations is voluntary. In the course of planning and implementing organizational activities, Registered Student Organizations (RSOs) need information on the use of University facilities, budgeting, planning techniques and a myriad of special arrangement concerns.

This handbook is designed to provide an easily used reference guide for members of RSOs. It contains information regarding many University services and several suggestions for student leaders to use in making their organizations more productive. This handbook does not provide answers to all of an organization's questions or outline special cases, but it is a helpful reference.

Congratulations to all registered student organizations for prior accomplishments and best wishes with future successes. Student Involvement looks forward to working with you.

PURPOSE OF RSO'S AT SIU CARBONDALE

RSOs at SIU Carbondale are designed to provide opportunities for student involvement. These opportunities contribute to the growth and development of students within an enriched environment.

The Office of Student Involvement

The Office of Student Involvement actively strives to provide opportunities for students to enhance their leadership capacity and strengthen their campus engagement. Through environments that are socially just, culturally engaged, and civically involved, the office will enrich the students overall educational experience.

Student Involvement offers opportunities for students to participate in approximately 400 Registered Student Organizations (RSOs), including student governmental groups, coordinating councils, public interest groups, fraternities and sororities, publication and media groups, scholastic and professional honorary societies, departmental clubs, service organizations, special interest groups, religious organizations, and sports and recreation clubs.

New Student Organization Registration

New student organizations at Southern Illinois University are encouraged and welcomed. In order to form a new RSO there are multiple steps that must be taken. The steps are as followed:

1. Confirm with the Office of Student Involvement whether or not the proposed organization can be formed (has not existed in the past or does not already exist on campus). If the RSO has existed in the past you will be able to skip steps 2-5.
2. Create a "Petition to Organize." This document should contain the names, e-mail addresses, and Dawg Tags of at least 10 SIU students interested in joining your organization.
3. Contact a full time faculty or staff member to be your advisor. Graduate Assistants CANNOT be listed as an RSO's advisor. The information of the advisor must be listed on the petition.
4. Create an organization constitution. A sample constitution is listed on the Office of Student Involvement's website. Upload the constitution to OrgSync.
5. Register your proposed organization on OrgSync. You will need to select "Student Involvement" as your umbrella.

If you would like more detailed instructions regarding this process please visit the Student Involvement office.

What happens when I complete the above information?

Once the above information is completed, the following will happen:

1. Schedule a meeting with a member of the Student Involvement staff to discuss making your organization an RSO. Your primary officer, scheduling officer and financial officer must be in attendance at

this meeting. Please make sure that steps one through five are completed above before your meeting. During your meeting you will discuss the following:

- a. Discuss the resources available for your RSO.
- b. Discuss responsibilities and benefits of being an RSO.

After your meeting, if your organization has met the requirements to be an RSO, the staff will forward your organization's registration information on to the Internal Affairs Committee (IAC) of Undergraduate Student Government (USG).

2. Once the proposed group has met with IAC, a bill will be presented at the next USG Senate Session for a vote of final approval of the proposed organization. A representative of the organization seeking RSO status must attend the IAC/USG meetings at which the RSO registration information will be reviewed. The RSO representative is responsible for knowing the time and location of the meeting(s).
3. After the petition and constitution have been properly reviewed and approved by USG:
 - a. Notification will be sent to both the listed advisor and president of the RSO.
 - b. The RSO will have access to their RSO portal in OrgSync;
 - i. RSO leadership will be given Administrator rights for the portal
 - ii. Customize their portal

After the above three steps have been taken, your organization will be an official RSO!

Existing Student Organization Re-Registration Process

RSO Re-registration is an annual process allowing student organizations to maintain their registration from one academic year to the next. Every year, there are two time periods in which an RSO can re-register:

- 3rd Monday of August through 2nd Friday of December.
- 3rd Monday of January through the 2nd Friday of May.

Organizations that have not re-registered during one of these two time periods will lose the organization's registration status. For an RSO to re-establish itself after this deadline, the RSO must schedule a meeting with a member of the Student Involvement staff to discuss if there is an option to do so.

The registration process consists of two steps that must occur:

1. Attend a Mandatory RSO Orientation

Every RSO must attend an orientation that covers policy issues, risk management, event planning, budgeting, OrgSync and other services available for RSOs. Group orientations are held only during the two registration time periods. Each RSO must have the following officers attend an orientation: primary officer, financial officer, and scheduling officer. Please note that the officers are not all required to attend the same meeting.

Students will have the opportunity to either attend an in-person orientation or participate in an online orientation.

2. Update OrgSync

The RSO's OrgSync profile must be updated to reflect any changes in officers, including advisor. **Please note that any changes on your OrgSync profile will require your advisor's approval in order to be up to date. Once you have made the changes, an "Advisor

Verification" form will be sent to your Advisor via e-mail.

Social Fraternity and Sorority

All fraternities and sororities that are affiliated with the Inter-Greek Council at Southern Illinois University are expected to complete the regular RSO renewal/registration process and adhere to appropriate fraternity and sorority office, governing council and inter/national policies in addition to those for regular RSOs.

Organization Requirements and Responsibilities

The officers and members of any student organization are responsible for conducting themselves and their activities in accordance with the purposes and policies of the university. As well as with the purposes and procedures stated in their approved constitution. It should be understood that the president of any organization, other listed officers, and listed members of the organization can be individually or collectively held responsible by Student Rights and Responsibilities for their actions and the actions of their organization at meetings, events, and/or activities.

RSO Membership Requirements

1. Active membership in any Registered Student Organization is limited to students officially enrolled and registered with the University;
2. In accordance with Title IX of the Education Amendments of 1972: Membership requirements for student organizations must be the same for men and women. Exception: social fraternities and sororities are exempt from this regulation;
3. In accordance with Section 504 of the Rehabilitation Act of 1973: No qualified handicapped student shall, because of handicap, be excluded from

participation in or denied the benefits of any extracurricular activities or programs, including student organizations;

RSO Executive Board/Officers

There are many ways to structure your RSO. It is appropriate for your organization to create a structure that works best for them. The most common structure is: President, Vice President, Treasurer and Secretary model.

University requirements for students to be eligible for, elected to, appointed to, or hold office in a registered student organization are as followed:

1. Must be student officially affiliated and enrolled at SIUC;
2. In accordance with Title IX of the Education Amendments of 1972: As members of student organizations students must be allowed to participate equally and may not be assigned or denied an office or benefits on the basis of sex.
3. Officers and/or chairpersons of all Registered Student Organizations must be students officially affiliated and enrolled with the University and must be classified as being in good academic and disciplinary standing as defined by the offices of the Registrar and Student Rights and Responsibilities.
 - a. The student's identification number will be used only to check for enrollment status, and to ensure that there is no disciplinary or scholastic probation on record.
4. Must meet all other reasonable academic standards established by the student organization and included in the organization's constitution and/or bylaws.

RSO Officer Updates

It is the responsibility of the RSO to update any and all information regarding their organization, including RSO Officer Information in OrgSync. The Office of Student Involvement will check RSO records and information to ensure that each RSO meets the requirements to be certified as an RSO at SIUC.

RSO Advisors

The role of the advisor will vary based on the needs of the individual organizations. Advisors should have a committed level of interest in the mission and purpose of the organization. Involvement in organization activities may also vary, but it should be understood that an advisor may have to go beyond the constraints of "9-5" to support the organization. It is encouraged that the advisor's role should go beyond signatory on forms, but it should also be understood that the advisor should not run the organization.

Advisors have an important role in the organization by serving as the historian and interpreter of policy for organization members. The knowledge and expertise of advisors can provide continuity for members, helping to ensure the success and longevity of the organization.

The relationship between an advisor and member is unique and is defined by the expectations set by both parties. Despite the challenges, the role of an advisor is rewarding for both the students and the Advisors. Students who have faculty/ staff mentors who are involved in all aspects of the learning process, both in and out of the classroom, are more likely to persist and succeed at SIUC.

What a student officer may expect of an advisor:

- a. To assist the individual student within the context of the student organization
- b. To become involved in the learning process

- c. To serve as a mentor for both the individual student and the group as a whole
- d. To promote the psychosocial as well as the cognitive development of students
- e. Prospective faculty advisors should refer to the “Defining the Advisor Role” before agreeing to serve as an advisor to an organization. All advisors are encouraged to clarify his/her role as advisor to the group members as he/she sees it
- f. Encourage and assist the group in setting organization goals
- g. Be available to the officers of the organization for consultation
- h. Promote involvement and discussion
- i. Assist the officers in understanding their duties and organizing programs
- j. Attend meetings as often as possible
- k. Challenge the students to strive for more, and then support them in their efforts

In order to be an Advisor at SIUC, you must fulfill the following requirements:

- a. Must be an employee of the University in a faculty or staff position.
 - i. Exception 1: Campus Ministers who hold the designation of Adjunct Staff/Student Affairs are eligible to advise Religious Groups. (Graduate students with or without graduate assistantship appointments are not eligible to serve as an Advisor.)
 - ii. Exception 2: If per a faculty/ staff member’s job description, that person is required to serve as the advisor to an RSO and there are clear and proved shared goals between the advisors department and the mission and purpose of the RSO.
 - iii. Exception 3: RSO can have a 2nd Advisor who is off campus. This

additional advisor CANNOT have fiscal responsibility with Student Life and CANNOT have any approval power for the RSO through Student Life. If this additional advisor would like to create an OrgSync profile, they should contact the Student Life office at (618)453-5714.

- b. Must serve as a Financial Officer if a student group that operates financially from a University Agency Account. Campus Ministers are not eligible to serve as Financial Officers.
- c. If an advisor leaves his/her role, the organization must identify and determine a new advisor in a timely manner. The new advisor must complete the Advisor Verification Form (located through OrgSync) in order for the groups’ information to be accurately updated.
- d. Review the RSO Handbook and familiarize oneself with University policies
- e. Encourage the officers to maintain accurate records
- f. Stay up-to-date on what is occurring within the organization
- g. Attend any Advisor orientation or RSO programming and be familiar with the location and services of Student Involvement
- h. Promote diversity within the organization
- i. Teach the art of leadership
- j. Help bridge the year-to-year changes in officers
- k. Do not let personal goals interfere with or influence group decisions, activities, or goals
- l. Provide continuity to the organization's policies, programs, and traditions
- m. Most importantly, the advisor should be a caring individual with a real interest in and concern for students and their growth

RSO Constitutions

An organization's constitution and/or bylaws are the documents containing basic rules relating to itself as an organization. In most voluntary associations, modern practice is to combine the rules into a single document.

It is possible that the particular nature of an organization will require additional basic rules be added. When writing a constitution, strive for conciseness and clarity; avoid vagueness and ambiguity.

This sample constitution is provided by Student Involvement to assist your RSO in creating a constitution, which meets the standards for official Southern Illinois University recognition.

Ordinarily, every constitution contains articles covering these subjects:

- a. Name of the organization
- b. Group objectives/ purpose
- c. Membership requirements
- d. Officers
- e. Meetings
- f. Executive Board (if needed)
- g. Committees
- h. Parliamentary authority to be followed by the organization
- i. Amendments (prescribing procedure for making changes to the constitution)
- j. Articles of Compliance

Bylaws:

- a. Establishment of orientation fees, membership fees, dues, and delinquent payment procedures
- b. Description of members' rights, responsibilities, and duties
- c. Outline of orientation procedures
- d. Description of member resignation, suspension, and exclusion procedures

- e. Outline of officer election procedures - time, place, and manner
- f. Detailed outline of officer duties, responsibilities, and authority
- g. Description of executive committee responsibilities
- h. Descriptions of standing committees, their responsibilities, and the selection procedures
- i. Outline of advisor selection procedures and responsibilities of the organization
- j. Provision for accepting rules of order as described in Robert's Rules of Order, Newly Revised
- k. Provision for honorary members or officers
- l. Description of method to amend the Bylaws (usually by two-thirds vote)

**Please see www.getinvolved.siu.edu for a same constitution.

RSO Privileges

Services provided by Student Involvement include but are not limited to:

- Use of University facilities for meetings and approved activities, including but not limited to the Free Forum Area, Rinella Field, Classrooms, Student Center event space, etc.
- Access to the University supported content management System, OrgSync
- Opportunity to apply for funding. Student Organization Activity Fee (SOAF) Funding Guidelines are available for review at www.getinvolved.siu.edu
- Obtain solicitation permits to host approved fundraising events on campus. This would include the use of RSO equipment & supplies including tables, chairs, crock pots, cash boxes, etc., for approved solicitation events
- Participation in the bi-annual Involvement Fairs

- The ability to distribute literature at appropriate University locations
- Student Involvement/University assistance in cash handling/financial procedures
- Listing in the printed and electronic directories of Registered Student Organizations
- Resources for program planning and organizational development
- Stability of a written constitution (and bylaws)
- Faculty/staff advisor available for counsel and support
- Support from the staff of Student Involvement willing to assist with the needs of student organizations
- Access to Student Involvement sponsored workshops, free of charge
- Additional recognition and support for organizations who have completed the RSO Standards in an academic year.

Student Center RSO Space:

The Student Center has limited space available for Registered Student Organizations to use as office space on a first come, first serve basis. Applications for Student Center space are reviewed on an annual (academic year) basis, and in review of applications the Student Center will consider, both future needs as well as previous use of space in their decision. It is not a guarantee that once an RSO has space in the Student Center, they will continue to have access to that space without review. RSOs interested in inquiring about RSO office space in the Student Center should contact the Student Center Administration Office.

RSO Rules

Disciplinary Action for Registered Student Organizations:

If Student Involvement receives information of:

- Financial delinquency: including but not limited to failure to turn in receipts to the Student Life office within 24 hours

or failure to deposit a check within 24 hour of receiving it

- Abuse of University privileges and/or services
- Violations of the Greek Standards and/or Fraternity & Sorority Life policies (fraternity/sorority)
- Failing to follow the procedures outlined in the Event Planning Resource Guide (see Appendix)
- Violations of any other University policies and procedures by a Registered Student Organization via memorandum from:
 - University service departments
 - Student Center
 - Department of Public Safety
 - Student Rights and Responsibilities
 - University Housing
 - Recreational Sports and Services
 - National organization headquarters, etc.

The RSO in question will be notified of the alleged violation(s) against them. Depending upon the nature and severity of the violations, a conduct hearing may be scheduled. Simple violations of the RSO handbook typically involve contact from Student Involvement but more severe concerns will be directed to the Office of Student Rights & Responsibilities and/or the Dean of Students unit.

Conduct Hearings:

The RSO will be provided with a specific amount of time (usually 5 days to 3 weeks, depending on the nature of the charge and circumstances) to respond to the alleged charges and/or correct the issues or abuse of privileges and services. If found in violation of the charges, the RSO may receive sanctions ranging from censure to having the RSO's registration status and privileges suspended by until such time as deemed appropriate to the circumstances of the situation. If the hearing involves issues regarding a complex event, the facility in which the complex event was held may be involved in the hearing process.

Suspension of registration status may last until all financial obligations are settled. Suspension of registration privileges or specific privileges will be determined based on the nature of the abuse and the time of the year the abuse occurred. Suspension of registration privileges or specific privileges usually will be in effect for at least 4 calendar months. An RSO, which has its registration status and/or privileges suspended, may appeal the suspension to the appropriate administrative officer, such as the Dean of Students or their designee.

Probation:

There are various reasons, many of which are listed in the "Disciplinary Action for Registered Student Organizations" section, in which could cause your RSO to be placed on probation. Probation could result in loss of RSO privileges such as inability to access funds within RSO account; inability to reserve rooms on campus; inability to obtain a solicitation permit; and other sanctions deemed appropriate by a member of the Student Life office.

OrgSync

It is the responsibility of the leadership of any RSO to maintain their organizations portal, and ensure that information posted to the portal is accurate and up to date. Misuse of the software may result in an RSO being brought up on Disciplinary actions. Please visit the Student Involvement Office (Student Center 3rd Floor) for more information on OrgSync.

Student Center Policies

Student Center Policies related to RSOs include, but not limited to the Dance Policy, Room and Space Reservations, and Solicitation within the Student Center. For a complete review of these policies please visit the Student centers Policy page at <http://studentcenter.siu.edu/scheduling/forms-policies-rates.html>.

Solicitation Permits

Solicitation permits are limited to RSOs in good standing with the Office of Student Involvement. If your RSO would like to request a solicitation permit please see the "Solicitation Permit Request" form located on OrgSync. For further information please contact the Student Life Office.

If for some reason an RSO chooses to cancel their solicitation permit that should be done 24 hours before the event. Please see OrgSync for the cancellation form. If you cancel your request less than 24 hours in advance you will be recorded as a "no show." Two "no shows" in a semester revokes good standing status for solicitation privileges for 60 days.

Additionally, all monetary funds raised while use a solicitation permit must be deposited into the RSOs account in the Student Life office within 2 business days of the event. Failure to do so will result in your RSO being placed on probation for 60 days.

If an RSO reserves equipment through the Student Life office and neglects to return the equipment on time or at all, they will have their ability to secure a solicitation permit revoked for up to 60 days. Also, RSOs are held liable for the cost of any damage or theft to equipment.

Food Sales Policy

RSOs are required to secure a Solicitation Permit for food sales, which must be displayed at all times. All regular solicitation policies should be followed. *Failure to comply with the policies listed below will result in suspension of solicitation privileges for up to 16 academic weeks.*

1. Food sales will be limited to baked goods, except:
 - a. Commercially prepackaged, precooked hot dogs may be sold.

- b. Heating equipment for all hot dogs shall be limited to crock-pots. No charcoal, gas or electric grills may be used either indoors or outdoors.
 - c. Only prepackaged single serving condiments may be dispersed.
 - d. Electric refrigeration equipment capable of maintaining food at an internal temperature of 45 degrees F or less is allowed. Ice chests and coolers may be used for frozen hot dogs and/or factory sealed beverages.
2. Baked items should be wrapped or packaged individually in a sealed plastic or paper cover to protect them from dust, handling and insects. The sale of cream filled pies or cakes is prohibited. *It must be clearly displayed either on the baked item or at your table what the ingredients are in the baked items due to allergies. Failure to do so could result in the loss of solicitation privileges.*
 3. The sale and/or serving of beverages in open cups or glasses are prohibited with the exception of coffee and non-dairy hot chocolate. Beverages must be sold in individual factory sealed containers (cans, bottles, etc.) only. All drink sales must be from approved vendor, such as Pepsi products. Please see the following website for additional information: <http://studentcenter.siu.edu/scheduling/catering.html>.
 4. Food activity requests for special events such as tailgates should be made to Athletics. The Director will contact Jackson County Health Department for approval, if necessary.
 5. Special requests and exceptions must be submitted no less than two weeks in advance with a complete recipe for items to be sold / given away to Student Involvement.

University Policies & Procedures

Unless otherwise stated, visit www.policies.siu.edu for a complete version of the policies listed below.

Alcohol Policy

The sale, delivery, possession and consumption of alcohol beverages in or on any property owned or controlled by the University are strictly prohibited, except in the following cases:

1. Alcohol may be possessed and consumed by persons 21 years of age or older in the private living areas of designated upper class, graduate or professional residence halls owned or controlled by the University. A private living area is defined as the individual University residence hall room of the resident. Kegs and other bulk containers are not permitted.
2. The possession and consumption of alcoholic beverages is permitted in faculty and family housing owned or controlled by the University, except as otherwise prohibited by law.
3. Bulk containers of more than 2 ½ gallons are not permitted in any University housing except as authorized by the Chancellor or an appropriate designee.
4. Possession or transporting alcoholic beverages from the above prescribed areas is not prohibited except in accordance with state and local laws governing the transportation of alcohol.

Funding Policy

A full version of RSO Funding Guidelines is available at www.getinvolved.siu.edu.

Hazing Policy

Based on Student Conduct Code 2.3.4: "No individual or group of individuals shall conduct or condone hazing activities. Hazing activities are defined as "Any action required of, suggested to, or imposed upon current or potential members of a group

which produces, or is reasonably likely to produce, bodily harm, humiliation, ridicule, substantial interference of academic efforts, significant impairment, or endangerment of physical, mental or emotional well-being, regardless of the consent of the participants.”

Promotional Item Distribution

Promotional items can be a terrific tool for advertising your Registered Student Organization’s activities and campus events. However, it is expected that good taste, judgment, and courtesy be used in the displaying of any promotional material. As a general rule:

1. All posters, signs, or other articles should be placed only on appropriate bulletin boards or areas designated for this purpose. When in doubt, ask permission. Some areas, including, but not limited to, the Student Center and University Housing, have very specific regulations governing the display of posters/flyers, and thus, require additional approvals to post in these areas.
2. Posters/flyers must identify the name of the sponsoring student organization. **If an RSO is utilizing an SIU logo or identifier or using our university name (either abbreviated as SIU or completely spelled out) on the flyer, it will need to be approved through University Communications. This ensure postings meet branding standards as they are officially representing the institution.
3. Posters/flyers must be hung and removed in a timely manner
4. No posters, flyers, signs, or other materials must be posted, nailed, taped, stapled, etc., to any part of the interior or exterior (including windows and doors) of University buildings or on light posts, sidewalks, telephone poles, trees, trash receptacles, overpasses/bridges, or automobile windshields. Help keep our campus

beautiful. YOUR RSO MAY BE RESPONSIBLE FOR CHARGES INCURRED FOR CLEAN-UP BY PLANT SERVICE OPERATIONS.

5. Sidewalk Chalking is allowed on campus. It is encouraged that it be confined to open areas where rain and weather can wash old postings away. As with all areas of promotion, it is expected that good taste, judgment, and courtesy be used. Chalking is NOT ALLOWED on walls or buildings. Spray chalk is NOT ALLOWED. YOUR RSO MAY BE RESPONSIBLE FOR CHARGES INCURRED FOR CLEAN-UP BY PLANT SERVICE OPERATIONS.
6. Use of the OrgSync Community Calendar to communicate your organizations events to a larger section of the campus community is encouraged.

Protest Policy

The University is a community dedicated to intellectual development by the process of rational thought and to the freedom of expression of ideas and opinions. However, in the interest of insuring that demonstrations or protests do not interfere with the rights of others, specific guidelines and areas are in place.

Travel Guidelines

1. If you would like to book a vehicle please begin the process by visiting the Student Life Accountants. They will need to confirm that enough money is your account to reserve the vehicle and they will assist you with reserving the vehicle.
2. All drivers must be at least 21 years of age AND be an university employee (i.e. Student Worker, Graduate Assistant, faculty, staff, etc.). If you do not have drivers that meet these qualifications,

you CANNOT rent vehicles – sorry, no exceptions. 16 7/17/2014 BJC

3. Vehicles will only be approved for use by Registered Student Organizations when it can be demonstrated by the organization that the purpose of the trip is to officially represent the University.
4. Failure to comply with University vehicle/trip guidelines applicable to Registered Student Organizations may result in disciplinary action against the organization and/or individual drivers and passengers.
5. Complete the Travel Request form (available at getinvolved.siu.edu) at least five (5) working days in advance of the scheduled departure date (this allows for Enterprise to bring in cars/vans from other locations if needed to fill all requests).
6. Attach one copy of a trip itinerary to the request (include name and address of the event, date and time of trip start, arrival at destination, list of daily events and times, and date of return – see sample in appendix). If your faculty/staff advisor will not be traveling with the group, a letter of exception must be included with the request.
7. University credit cards are assigned to each vehicle. Use the cards ONLY while on distant trips, only for purchases of fuel, oil, and pre-approved repairs, and only for the assigned vehicle designated on the credit cards. Your account will be billed for fuel/oil charges – they are NOT included in rental costs. NOTE- Fuel is currently cheaper at Travel Service than off campus; please try to bring your vehicle back to Travel Service for fueling at the end of your trip.
8. If you must cancel a vehicle rental, you must do so 24 hours prior to scheduled time of checkout. If cancellation is made later than that time period or the organization does not pick up the

scheduled vehicle, a late cancellation/no show charge of \$50 will be billed to the group.

9. If you are involved in an accident, immediately report all accidents to Travel Service at (618)453- 3357. Your student organization will be liable for a maximum of \$500 per accident.
10. Tickets incurred for violations are the personal responsibility of the driver!

RSO T-Shirt Process

Guidelines:

- Official RSOs may produce designs promoting themselves and not departments, colleges, programs or centers. Exceptions may be made with permission of departments and approval of University Communications.
- Designs should incorporate the official name of the RSO.
- RSOs that are sports clubs should avoid using phrases like “SIU Carbondale Rugby Team” or “SIU Hockey Team” to avoid confusion with official university NCAA teams.
- The university’s name may be included but is not required.
- Designs should contain no promotion of drugs, alcohol, partying, and /or pornography.

Please see the following website for the most updated information regarding guidelines:

<http://logo.siu.edu/applications/custom-appearel.html>

Procedure:

1. Prior to contacting a vendor for a design, all RSOs must confirm with the Student Life Accountants that their RSO will either be utilizing privately-held funds or their on-campus agency account. If they are utilizing their on-campus account, there must be an

amount equal in the account to cover costs PRIOR to ordering.

2. RSOs may utilize local or national vendors for their design orders.
3. All final designs must be submitted to the following University Communications at artwork@siu.edu for review and approval prior to production
 - a. For those organizations whose name, logos, and Greek letters are licensed by your Inter/national Headquarters, you should follow your organizations established process for getting designs approved PRIOR to submitting to University Communications & Marketing for review as well as PRIOR to purchasing.
 - b. Submission to University Communications for review is an indication that the artwork has been approved through any organization required review process. This office will not be held liable for any expenses associated with a violation of an RSO's internal processes.

RSO Webpages

Websites/Web Pages for RSOs: RSO webpages are assigned through Web Communications. Web standards are found on-line at <http://webstandards.siu.edu/>. The web site request form is a Memo of Understanding that must be completed and signed by the RSO advisor and RSO web designate and then returned to Web Communications. The memo of understanding form is found on-line at <http://webservices.siu.edu/mou/>. For any questions regarding RSO webpages please contact Web Communications by phone at (618)

RSO Finances

RSO Financial Services:

The Student Life houses individuals that will be able to work with you regarding your RSO's finances. There are multiple policies and procedures regarding RSO finances that you should know. Listed below are some of the most important policies and procedure:

1. The individual(s) that is certified as your Financial Officer is the ONLY person that can spend money within your RSO.
2. No cash or checks are handed out in the Student Life Office Suite. Accounts can only be utilized to make purchases through the office.
3. Any receipts that you have from purchases for your RSO MUST be turned in within TWO business days. Please note that failure to return receipts within two business days will result in an RSO being placed on probation for 60 days.
4. All monetary transactions that your RSO is considering making should be approved through the Student Life Office BEFORE you make the purchase.
5. All checks received by an RSO must be turned in to the Student Life Office within 24 hours of receiving it. Please note that turning in a check after 24 hours of receiving it will result in an RSO being placed on probation for 60 days.
6. If your RSO wants to spend \$100.00 or more you will be required to obtain your advisor's signature. The form can be found at the following link: http://www.getinvolved.siu.edu/_comm/documents/105342_purchase_form_for%20over_100.pdf.
7. If you want to pay a performer or individual you must obtain a contract from the Student Life office FIRST. This should be done at least eight weeks in advance.

**Please note that this is not an inclusive list. If you have questions regarding finances please contact the Student Life office.

Risk Management

If your event could involve any potentially dangerous or harmful activities, the organization should take steps to lower risk within the event. Maintaining a safe and pleasant environment for all event participants both in and around the event should be a top priority. If your event has an especially high amount of risk involved, you may want to purchase insurance. Insurance can cover certain items that occur during your event such as property damages or personal injuries. Some high risk activities may incur higher insurance premiums. The Student Life accountants can be contacted to help you purchase such insurance.

Security:

Complex events may require the presence of security at your event. In this case, you must hire from the Department of Public Safety (DPS). The DPS will be able to provide information on any staffing for your event, which could also include stage hands, ushers, etc. Factors that might affect your security would include the size of your expected audience, past history of the event, cash handling/ box office services, serving of alcohol, potential to draw disruptive opposition to the event, and specific admission parameters (i.e. members only, dress code, etc.). A facility manager or authorized university official may also require that the event have security.

Insurance:

If your event includes high-risk activities, your venue may require you to purchase insurance for the event. If this is the case, please consult the Student Life accountants located on the 3rd Floor of the SIU Student Center.

Resources:

This risk assessment guide will assist you in understanding the risks associated with your event. Note that this guide should only serve as a guide and does not reflect the specific policies and guidelines of SIU. See the second link for SIU Regulations and Policies pertaining to students.

**For additional information please review the "Risk Assessment Guide" at the following link: <http://getinvolved.siu.edu/common/documents/er-risk-assessment-guide.pdf>

Event Planning

Reserving Meeting Spaces:

RSOs have the opportunity to reserve meeting spaces. Please see the below locations in which you can reserve meetings space:

- Athletics
- Faner Museum
- Free Forum Area
- Furr Auditorium
- Law School Auditorium
- Morris Library
- Newman Center
- Office of the Registrar
- Recreation Center
- Shryock Auditorium
- Student Center
- Student Health Center
- Student Services Building
- Touch of Nature Facilities

For additional information regarding the contact information for the above individuals please use the following link:

<http://getinvolved.siu.edu/common/documents/sild-contact-list.pdf>

You will need to contact each area individually to find out how you can reserve space and what cost, if any is associated with the reservation.

Event Planning Resource Guide

First Step – Start with the Why?

What is the purpose of your event? Before you start anything else, you should make sure you

have a clear understanding of the desired outcomes and goals of your event.

pageant, Auction, "Week," Open Mic, Concert, Comedy, or Culture Show

Second Step – Who's in Charge?

With planning any event, it'll be important to designate who will be the point person(s). Depending on the size and scope of the event, you may want to form a committee or team with which you can delegate certain roles or tasks. Be sure to provide consistent oversight and communicate often with them.

Third Step - Timing

Are you at least two weeks away from when you intend your event to occur?

If **no**, please back slowly away from the form and start planning for next year because you do NOT have enough time to plan your event successfully.

If **yes**, depending on how complex your event is, you will need at a minimum, a couple of weeks, but potentially, up to several months to effectively plan everything. We suggest you choose a few potential dates for your event and keep in mind factors that may affect its plausibility and availability (conflicting university events, holidays, students' school schedules, season/weather, etc). Once you've finalized a date for your event, design a timeline for completion of important tasks and meeting important deadlines.

If you are continuing your planning, you should answer the following question: Is my event complex?" If your event fulfills at least **two** of the below criteria, then it would be considered complex.

- Attendance (over 100 attendees)
- Tickets (paid or free)
- Contracted services
- Police/security
- Advanced audio/visual support
- Alcohol
- Event title includes: Social, Festival, Carnival, Dance, Fashion Show,

Fourth Step – Budget

You'll need to determine all the various costs associated with hosting your event. Form a budget that includes your group's available funds and allocates how much can and will be spent on each of the costs. If your event is not self-sufficient (i.e. entrance fees, memberships dues, etc.), you may consider fundraising with your group or inquiring about university funding.

Fifth Step – Reservations & Logistics

- a. **Food & Alcohol** – Any food that is provided for events held using any campus space must be from an approved vender, for which you can find a list online. Catering may be arranged, although, university staff will have to manage this process. At least a 48 hour notice must be provided for a catering request. You may also prepare food yourselves but there are strict guidelines regarding how this is done. The catering manager will have more information on this. Each facility may have its own policies regarding food and alcohol, and we advise you to communicate with the facility manager to make sure you are in compliance. Alcohol is not allowed at any on-campus events. Off-campus events wishing to have alcohol need to follow all applicable local, state, and federal laws. University funds, including funds raised on university property, cannot be used to purchase alcohol.
- b. **Facilities & Venues** – When choosing a location for your event, consider how many attendees are possible and how to best configure the space for your purposes. Be sure to account for additional set up needs. These may include, but are not limited to, a podium, projector, screen, laptop, sound

system, microphone, stage, check-in tables, catering tables, and lighting. Additionally, don't assume your reservation is valid until you receive a confirmation from the venue.

- c. **Parking & Transportation** – If you are interested in making parking arrangements for your attendees, please contact the parking division at (618)453-5369 or parkingdiv@dps.siu.edu. The parking division can help you with purchasing parking permits and arrangements for other services, such as tour busses and trams. To ensure that your attendees find your event, we suggest providing them with detailed directions and a map of the area. You may also want to consider signage to help guide people attending your event.
- d. **Speakers & Performers** – For some events, you may be interested in contracting the services of a performer, band, DJ, dance troupe, comedian, speaker, facilitator, or more. It is imperative that you work closely with the Dean of Students accounting department when negotiating with such parties. **DO NOT SIGN ANYTHING** without consulting the university first, as the university is responsible for reviewing and signing all contracts. All such contracted services must be arranged **before** the event. This process, on average, can take minimum of 4-6 weeks, so make sure to plan accordingly.
- e. **Safety & Risk Management**- If your event could involve any potentially dangerous or harmful activities, the organization should take **steps to lower risk within the event.** Maintaining a safe and pleasant environment for all event participants both in and around the event should be a top priority. If your event has an especially high amount of risk involved, you may want to **purchase insurance.**

Insurance can cover certain items that occur during your event such as property damages or personal injuries. Some high risk activities may incur higher insurance premiums. The Dean of Students accounting department can be contracted to help you purchase such insurance.

- f. **Security** – Complex events may require the presence of security personnel. In this case, you must hire from the Department of Public Safety (DPS). The DPS will be able to provide information on any staffing for your event, which could also include stage hands, ushers, etc. Factors that might affect your security would include the size of your expected audience, past history of the event, cash handling/box office services, serving of alcohol, potential to draw disruptive opposition to the event, and specific admission parameters (i.e. members only, dress code, etc).
- g. **Non-Students as Guests** - You need to consult each facility about their policy toward having non-students and guests at your events, as it will vary. Policy may also be affected by the type of event and what role guests would have in attending (i.e. community involvement, dance where significant others might attend, etc). Something to keep in mind is that SIU students will typically be held responsible for any guests that they do bring and the actions of those guests. The university reserves the right to refuse admission and to eject anyone from an event for disruptive or dangerous behavior.

Sixth Step – Marketing

Marketing your event will be essential in building visibility, connecting with your audience, and increasing attendance. Your strategy for marketing your event will largely depend on the goals you have and the audience you are attempting to reach. Your first considerations may be to develop an attractive

name and theme for your event. These types of overarching elements will inform the rest of your marketing strategy. Resources exist including the Public Relations Student Society of America (PRSSA) and the Student Center Graphics Office, who can help you with the process and can also assist with designating any materials you need.

There are a number of tools available at your disposal when it comes to marketing. Each area has specific guidelines for using their space, so please ask permission first. Listed below is a comprehensive list:

- University Facebook
- University Twitter
- RSO Facebook/Twitter
- Facebook Event Pages
- RSO Website
- RSO Announcements
- OrgSync Calendar
- Office of Student Involvement
Newsletter
- PR Release
- Daily Egyptian Ad
- Tabling & Flyers
- Sidewalk Chalking
- Posters/Banners
- Glass Displays
- Bulletin Boards
- Personal Invitations

Seventh Step – Execution

As your event gets closer, you will want to start making arrangements for the day-of execution. Your main role as the event leader should be to manage the event, so you will want to delegate majority of the basic tasks to other volunteers. This might include everything from picking up various supplies, setting up at the venue, assisting with check-in and more. In order to accomplish this effectively, be deliberate and explicit with the roles that you asking people and the instructions they are given. You should also develop a detailed event schedule for the purpose of everyone working at this event. This should include a specific timeline, making sure to allocate reasonable amounts of time to each

part of the event. If necessary, make sure to clean up and reset the facility upon your event's conclusion.

Eighth & Final Step – Follow Up

So your event is over and done with, but your work is not! There are a few additional steps you should consider after your any event.

1. Make sure to wrap up any existing business from the event, including returning borrowed or rented materials and paying existing bills.
2. Send out correspondence to the involved parties – attendees, volunteers, and sponsors – to thank them, ask for feedback, and encourage their continued involvement in the future.
3. Evaluate your work and find ways to improve upon your event! You can do this in a number of ways, including surveys and discussion with your committee.
4. DOCUMENT your work, compiling all of your resources, protocols, and strategies in one place to prepare a starting place for the next individual(s) planning this event.

Event Planning Contact List

Athletics - Andy Pettit
(618) 453-1801 or apettit@siu.edu

Faner Museum - (618) 453-5388

Free Forum Area* - Lori Reed-Robertson
(618) 453-2461 or lroberts@siu.edu

Furr Auditorium - Donna Wilson
(618) 453-3123 or dmwilson@siu.edu

Law School Auditorium - Kristy White
(618) 453-8736 or kristyw@siu.edu

Morris Library - (618) 453-2522 or
reservations@lib.siu.edu

Newman Center** - (618) 529-3311

Office of the Registrar Purpose: Classroom reservation and Davies Gym - (618) 453-2963 or regstrar@siu.edu

Recreation Center Purpose: Rec Center and campus lake - Yvette Young
(618) 453-1278 or yyoung@siu.edu

Shryock Auditorium: Old Main Mall, Shryock Auditorium, & Shryock Steps- Seth Kohlhaas
(618) 453-7035 or sethk@siu.edu

Student Center reserving space -
(618) 536-6633 or
studentcenterscheduling@siu.edu

Student Health Center - Lisa Grotts
(618) 453-4489 or lgrotts@siu.edu

Touch of Nature Facilities Purpose: Meeting space, overnight accommodations, teambuilding -
(618) 453-1121 or tonec@siu.edu

*The Free Forum Area is located in front of Morris Library and does not allow amplified sound.

**This is an off campus-facility, though many groups hold events here.