



SOUTHERN ILLINOIS UNIVERSITY CARBONDALE REGISTERED STUDENT ORGANIZATION HANDBOOK

A guide for Registered Student Organizations (RSOs), their officers, members and advisors about Organizations Policies and Procedures.

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Introduction

The Registered Student Organization (RSO) Handbook is a resource guide designed to inform and educate RSO officers, members, and advisors about University policies, procedures, and processes, along with the services available to function successfully as an extension of the University community. These policies grew out of Southern Illinois University Carbondale's mission, Board of Trustees Policies, and SIUC's Student Conduct Code.

We expect all RSO members to educate themselves on the information provided, practice organizational ethics, exercise sound fiscal responsibilities, abide by university policies, and observe all federal, state, and local laws. Failure to comply with these policies and laws will result in RSOs being held accountable.

This Handbook is only intended to serve as a reference tool for many of the questions that may come up throughout the year, but this document is not exhaustive by any measure, and we encourage all students to visit our office with specific questions or concerns.

We look forward to working with you and your RSOs.

Office of Student Engagement (OSE)

The purpose of the Office of Student Engagement is to engage students on campus through meaningful involvement opportunities and enable students to gain leadership experience. Through environments that are socially just, culturally engaged, and civically involved, the office will enrich the students overall educational experience.

The office is comprised of four primary components - Leadership Development Programs, Student Programs & Events, Campus Spirit & Traditions, and Registered Student Organizations (RSO).

Specific areas within these respective functional areas that OSE oversees and manage include:

- Accounting Services for RSO Funds.
- Approximately 300 Registered Student Organizations (RSO)
- Campus Spirit & Traditions
- Dawg Pound
- Emerging Salukis
- Family Weekend
- Homecoming
- Leadership Development Programs
- RSO Suite, Locker Rentals, and RSO Resources
- Saluki Con
- Sibs & Kids Day
- Student Programming Council (SPC)
- Student Programs & Events
- Sunset Concerts
- TEDxSIUC

Mission

The Office of Student Engagement enhances the Saluki experience.

Vision

To engage every student and be the premier destination for students on their Saluki Journey.

Office of Student Engagement Staff

Carly Holtkamp

Assistant Director, Student Center Programs

- Carly can assist you with Student Programming Council, the Dawg Pound, large campus events, COVID-19 Event Approval Form, the USG Funding Board, and RSO questions as well!

Alex Maxwell

Program Coordinator, Leadership and Engagement

- Alex can assist you with Registered Student Organizations, Saluki Connect, USG Internal Affairs Committee, or Leadership Programs.

Mona Martin

Office Administrator

- Mona can assist you with depositing money into your RSO's account, solicitation matters, RSO offices and lockers, and general info for all things OSE.

Tracy Lake

Accountant

- Tracy can assist you with making deposits, making purchases, travel arrangements, USG available funds or anything else regarding an RSO's available finances.

Richel Biby

Accountant

- Richel can assist you with making deposits, making purchases, travel arrangements, USG available funds or anything else regarding an RSO's available finances.

Address & Contact Information

Southern Illinois University

Student Center

1255 Lincoln Drive

Mail Code 4425

P: 618/453-5714

F: 618/453/7518

Email: rsohelp@siu.edu

Website: <http://getinvolved.siu.edu>

University Mission Statements, Diversity Definition & Student Conduct Code

Southern Illinois University Mission

SIU embraces a unique tradition of access and opportunity, inclusive excellence, innovation in research and creativity, and outstanding teaching focused on nurturing student success. As a nationally ranked public research university and regional economic catalyst, we create and exchange knowledge to shape future leaders, improve our communities, and transform lives.

Division of Student Affairs Mission

The Division of Student Affairs at Southern Illinois University Carbondale is committed to supporting the mission of our institution by providing purposeful and engaging programs, resources, and spaces. We create a comprehensive experience that supports and challenges all students to achieve their academic goals and personal potential.

How do we define diversity?

OSE utilizes the definition of diversity, as outlined by the Office of Associate Chancellor for Diversity below:

“Diversity is a valued principle that enhances cultures, ideas, social positions, and beliefs. Our intention is to be proactive to ensure all voices are heard in an equitable manner. In doing so, we maintain a history of welcoming individuals of various backgrounds. By recognizing the intersection of such dimensions as race, age, ethnicity, gender, sexual orientation, gender identity, (dis)ability, socioeconomic status, religious beliefs, educational background, political beliefs, military experiences, geographic location, language, and work experience, we strive for inclusive excellence.” SIU Carbondale, member of the SIU System, is an anti-racist community that opposes racism, discrimination and inequity in any form, and embraces diversity, inclusion, equity, and justice for all people.

Student Conduct Code

Southern Illinois University Carbondale is charged by the State of Illinois and the Southern Illinois University Board of Trustees with the responsibility of developing and administering institutional policies and rules governing the role of students and their conduct. Pursuant to the Policies of the SIUC Board of Trustees, Section 3.C. these policies authorize the Chancellor to develop standards and policies to address student rights and conduct.

It is an expectation that students and RSO members familiarize themselves and manage all organizational operations in accordance with the Student Conduct Code. [Click Here](#) to access the Student Conduct Code.

Title IX

Southern Illinois University Carbondale (“SIUC” or “the University”) does not discriminate on the basis of sex and is committed to a policy of providing equal employment and educational benefits, programs, activities, and opportunities. In particular, Southern Illinois University is committed to maintaining a community in which students, faculty, and staff can work and learn together in an atmosphere free of all forms of discrimination, including but not limited to sexual harassment and retaliation. Further, SIUC is committed to fostering an environment in which all members of our campus community are safe, secure, and free from gender-based violence of any form, including but not limited to sexual assault, dating violence, domestic violence, and stalking. SIUC expects that all interpersonal relationships and interactions-especially those of an intimate nature-be grounded upon mutual respect, open communication, and clear consent.

[Click here](#) to access the latest Title IX policies.

Registered Student Organizations

Southern Illinois University Carbondale supports the existence of student organizations in recognition of their overall benefit to students and the University.

Student organizations are considered to be independent entities, separate from the University. Student organizations may not represent themselves as being official bodies of the University, nor contract with third parties on behalf of the institution.

The University does not control or endorse the actions of independent student organizations, nor assume liability on their behalf. Independent student organizations are initiated by students, led by students, and exist as self-governing independent entities, responsible for their own conduct and activities.

There are a small number of student-led organizations that are provided with professional staff advisors and funding from the University. These organizations are held to a higher level of accountability by the University.

The University, via the Office of Student Engagement, ensures certain resources are available to all student organizations that participate in a semester registration process.

Starting a New RSO

First - Did this student organization exist in previous years?

Contact the Office of Student Engagement to see if the RSO has existed previously.

If the RSO has not existed before, it is easy to start an RSO! Once your registered student organization is recognized through the Undergraduate Student Government and the Office of Student Engagement, you are eligible for numerous benefits including:

- The ability to host events on campus
- Free or reduced cost for reservations in many University facilities
- Eligibility for Student Government funding
- Solicitation under the student organization's name
- Participation in many campus events that are exclusive for RSOs

Follow the below steps to start an RSO:

- Collect the names and SIUC email addresses of at least 10 currently enrolled SIUC students that are interested in joining your organization.
- Contact a full time SIUC faculty or staff member to be the organization's advisor. Ensure that they are interested in advising the organization.
- Create an organization constitution. [Click here](#) for a sample constitution.
- Visit [Saluki Connect](#) to complete the application.
- Your student organization's registration packet will be reviewed and forwarded to either the Internal Affairs Committee (IAC) of Undergraduate Student Government (USG) or the Graduate Professional Student Council (GPSC) for approval. This approval process could take up to 4-6 weeks.
- For undergraduate RSOs, the IAC will invite the president and advisor to the next scheduled IAC meeting. During this meeting the committee will ask any appropriate questions that they may have.
- The IAC will create a resolution and present it at the next USG meeting for the Senate to vote on the approval of the RSO. Representatives from the RSO do not need to need to attend the USG meeting, but must attend an IAC meeting.
- For Graduate RSOs the registration packet will go to the GPSC executive council for consideration before being brought to the next GPSC meeting.
- After approval from either USG or GPSC, the new student organization will need to schedule a meeting with a member of the Office of Student Engagement (OSE) to complete the New RSO Orientation. Please [e-mail](#) to schedule your appointment.

Student Organization Category Definitions

As part of the registration process, Registered Student Organizations (RSOs) are asked to select the category that best describes their mission and purpose. By selecting a category, this will assist students in locating an organization that best matches their needs. Categories include:

Academic: Organizations whose primary focus is affiliated with an academic department, major, or discipline.

Creative/Performing Arts: Related to artistic expression and/or appreciation for the arts; artistic expression may include writing, painting/drawing, sculpting, poetry, dance, design, musical or dramatic performance, or audio-visual production.

Cultural: Organizations whose primary focus is on a specific culture, nationality or ethnicity to provide education, advocacy, support, and camaraderie. Many of these organizations provide programming designed to promote awareness and understanding of beliefs, values, and traditions that may differ from other cultures.

Fraternity/Sorority: Social Greek letter organizations that are associated with the Office of Fraternity and Sorority Life. Please refer to the [FSL Policy Handbook](#) and the [FSL website](#).

Graduate Student Organization: Registered student organization that is made up of mostly graduate students. This type of RSO is approved by the Graduate and Professional Student Council (GPSC) and applies for funding through GPSC.

Graduate and Professional Student Council: Governing body that represents graduate and professional students at SIUC, School of Law, and Medicine. The organization also approves all graduate student organizations and manages funding requests for those RSOs.

Honorary: Organizations whose primary focus is on conferring membership as an honor for academic/scholarly/leadership achievement.

Professional: Organizations who focus on career interests and professional preparation.

Religious/Spiritual: Primary mission is to engage students spiritually; can be denominational, non-denominational, or spiritual.

Residence Life: Associated with and supported by University Housing and Residence Life on campus.

Service/Philanthropy: Organizations whose mission is to provide service to the campus, community, and national charities.

Social Action/Political: Central mission is to engage students in the political process and/or create a forum for social change through education.

Special Interest: Organizations who focus on a specific issue, topic, or activity of interest that connect them with others who share the same interest.

Sport Club: Organizations whose primary focus is on competition against other colleges and universities in a sport but not at the varsity level. These organizations are associated with and supported by Recreational Sports and Services. More information found [here](#).

Sport Leisure/Recreational: Primary focus is on engaging in recreational and/or leisure activities which may or may not be competitive.

Sustainability: Related to environmental stewardship and/or advancement of sustainable economic policies.

Umbrella Organizations/Governing Bodies: RSOs that represent several student organizations of the same category (i.e. Black Affairs Council, Saluki Rainbow Network, Multicultural Greek Council).

University Department/Office: SIUC departments or offices.

Undergraduate Registered Student Organization: Registered student organization that is made up of mostly undergraduate students. This type of RSO is approved by Undergraduate Student Government (USG) and applies for funding through USG.

Undergraduate Student Government: Governing body that represents undergraduate students at SIU. The organization also approves all undergraduate student organizations and manages funding requests for those RSOs.

Unrecognized Student Organization: A student organization that is no longer recognized by the university due to disciplinary or administrative action, and is required to cease all operations. Any actions that this organization partakes in while on this status, including, but not limited to posting on social media, recruiting new members, advertising their organization in any manner, or hosting events or meetings, will be evaluated when they attempt to become a Registered Student Organization at the end of their suspension. Any and all activity by a student organization during this status will be reviewed by the governing body(ies) and appropriate staff area which it falls under when it is time for re-recognition.

Organization Requirements and Responsibilities Recognition of an RSO

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 policies stated in their approved constitution. It should be understood that the president, 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, whether approved by the organization or not.

In accordance with [Policies 3, F of the SIUC Board of Trustees](#),

1. Student constituency bodies shall be responsible for reviewing and recommending disposition of requests for registration of student organizations; USG and GPSC approves all RSOs
2. Registered Student Organizations are authorized to represent student groups in their interactions with the student constituency bodies;
3. Student Organizations must be registered in order to receive allocations of funds generated by student activity fees recommended by the student constituency bodies;
4. No Registered Student Organization shall be authorized unless it adheres to all appropriate federal or state laws concerning nondiscrimination and equal opportunity;
5. Active membership in Registered Student Organizations shall be limited to students officially affiliated with the university and to the spouses and dependents of such students

Constitution & By Laws

A student organization must have a constitution and/or bylaw(s). The constitution and bylaws are the documents containing basic rules relating to itself as an organization. When writing a constitution, strive for conciseness and clarity; avoid vagueness and ambiguity. Remember: The student organization will look towards the constitution when holding elections, removing members, vacancies, etc. It is important to keep this document up-to-date and to ensure all members understand its value.

A sample constitution is provided online at getinvolved.siu.edu. We have also included a copy in the appendix.

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)

Saluki Connect

[Saluki Connect](#) is an online, interactive database for SIUC Registered Student Organizations (RSOs). Whether you are looking to become involved or you are a student leader looking to make the most of your organization, Saluki Connect has the tools that you need!

All RSOs are required to create and maintain a Saluki Connect page. Saluki Connect is used by offices at SIUC to confirm active status in order to reserve space, spend RSO account money, and to confirm if the RSO exists in general. These departments work with officers listed on the Saluki Connect portal as well. Saluki Connect is also where the constitution is stored and club rosters are kept. RSOs can also promote their meetings and events on Saluki Connect.

Saluki Connect:

- View RSO portals
- Advertise and view events on the public calendar
- Access forms needed to conduct business
- Customize your organization's portal

An RSO's Saluki Connect portal must be updated with the correct information at all times. This includes but is not limited to: executive board members, certified officers, advisor, meeting

location/information, event details, constitution, etc. If the University needs to contact the RSO regarding RSO officers/members, events, meetings, etc., we will use the information available on the RSO's Saluki Connect portal.

****Please note that many changes on your Saluki Connect portal will require approval from the Office of Student Engagement in order to be up to date.**

Other Requirements

All interested RSOs must have at least ten (10) members to become an RSO and all active RSOs must have five (5) members to remain active. The Office of Student Engagement is happy to aid RSOs in developing a recruitment strategy to ensure that the RSO meets this requirement.

All RSOs must attend the Office of Student Engagement's RSO orientations once a year. Each RSO is required to send two representatives to these orientations, and one individual may represent up to two RSOs. New RSOs must work with the Office of Student Engagement to schedule a time to go through a replacement training.

RSO Status

Active

An RSO who is in good standing with the office and has met all the necessary requirements.

Inactive

If an RSO does not have all of the above requirements, they will be considered inactive. If the organization has lapsed due to lack of involvement the RSO will go dormant. If the group is missing requirements, but wishes to remain active, they will be put in the OSE Dawg House until they have completed all the requirements to be reinstated to active status.

Reactivation Process

RSOs that do not operate for three or more years and do not have more than five members will need to contact the Office of Student Engagement as they will need to go through the process to start a new RSO.

Types of Membership and their Requirements for RSOs

Individual Membership Requirements

- Active membership in any Registered Student Organization is limited to students officially enrolled and registered with the University and to the spouses and dependents of such students.
- In accordance with [Title IX of the Education Amendments of 1972](#), membership requirements for student organizations must be the same for men and women with the exception of social fraternities and sororities, which are exempt from this regulation.
- In accordance with [Section 504 of the Rehabilitation Act of 1973](#), no qualified student with a disability shall, on the basis of disability, be excluded from participation in or denied the benefits of any extracurricular activities or programs, including student organizations
- Only residence hall area governments will be considered for registration as student organizations for purposes of seeking student activity fee allocations recommended by the student constituency bodies. Residence hall floors will not be considered for registration as student groups.

RSO Officers

RSOs can choose their officer layout. Most RSOs have a President, Vice President, Treasurer, and Secretary. Saluki Connect will require you to have a President, Vice President, and Treasurer. Saluki Connect also allows RSOs to have committee chairs. Officers listed on Saluki Connect will have the ability to reserve space, spend RSO funds, and rent equipment from OSE for solicitation and events.

Officer Requirements

University requirements for students to be eligible for, elected to, appointed to, or hold office in an Registered Student Organization:

- Officers and/or chairs of all RSOs must be students officially affiliated and enrolled with the University.
- 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 office or benefits on the basis of sex.
- Must meet all other reasonable academic standards established by the student organization and included in the organization's constitution and/or bylaws.

According to policies.siu.edu: Officers and/or chairs of all RSOs must be students officially enrolled with the University and must be classified as being in "good standing" with the University. This refers to both academic and disciplinary standing as defined by Admissions and Records and the Dean of Students, respectively.

RSO Advisors

All registered student organizations are required to have an advisor who is a faculty or staff member at SIUC. Graduate students with or without graduate assistantship appointments are not eligible to serve as an advisor.

The advisor agrees to assist the organization, to provide an educational experience for its individual members and to be familiar with its programs and activities. An advisor is a consultant to an organization and assists in the growth and development of the group by providing direction through advice, understanding, and clarification. All advisors must complete the Advisor Verification Form on [Saluki Connect](#) every Fall semester. For active RSOs only the president can request to replace a sitting advisor or approve a replacement advisor who has left the role.

Role of an Advisor

Advisors should fulfill the following duties:

- Clarify their role as advisor to the Registered Student Organization members as they see it.
- Read, understand, and act in accordance with university policies that govern RSOs including the RSO Handbook.
- Assist the officers of the organization in understanding their duties, organizing programs, interpreting their constitution, and resolving any conflicts.
- Be accessible to the officers and members of the organization.
- Attend planning meetings and help execute major activities and complex events hosted by the student organization.
- Major activities and complex events are defined as:
 - 100+ in estimated attendance, outside production (lights, sound, staging, etc.), advanced internal production equipment and/or set-up, alcohol, and other criteria deemed complex by Student Center, Conference and Scheduling Services, Office of Student Engagement, or the Dean of Students.

- If the advisor is unable to be present for the major activity or complex event, a secondary representative must be agreed upon by all parties involved for the event to take place. This secondary representative must be a faculty or staff member of SIUC.
- Stay updated on developments within the organization.
- Advise and consult the organization's officers.
- Encourage the officers to maintain accurate records.
- Provide continuity to the organization's policies, programs, and traditions.
- Assist in officer transition.

Advisor Transition

If an advisor leaves their position at the University or chooses to no longer be the advisor, they must notify the student organization as soon as possible. The student organization must then identify a new advisor in two weeks. Until a new advisor is secured, the RSO is not allowed to schedule space on campus, spend money from their RSO account, or request funding from USG/ GPSC. The new advisor must complete the Advisor Verification Form on Saluki Connect.

For active RSOs only the president can request to replace a sitting advisor or approve a replacement advisor who has left the role.

Who can be an advisor?

According to the SIUC Board of Trustees, the following criteria is for RSO Advisors. (Please view the full policy [here](#).)

Adviser Requirements

- Every student organization must have an adviser that is a member of the SIUC faculty or staff. Campus ministers who hold the University designation of adjunct staff are eligible to serve as advisers for religious groups.
- If the group operates financially from a University agency account, a fiscal officer is required. Fiscal officers must be SIUC faculty or staff members. The adviser and fiscal officer may be the same person.
- If the group operates financially from a University state/student activity fee account, the fiscal officer must be approved by the Vice Chancellor of Student Affairs or their designee.

There are some exceptions to these rules that allow for individuals not associated with the university to serve as an advisor. Any religious organization may have an advisor who is not associated with the university, but they may not be a fiscal officer.

RSO Expectations

Communication

The Office of Student Engagement (OSE) will primarily communicate with RSO officers via email. We expect officers to check their email and respond accordingly. OSE will send emails about RSO Transition, Involvement Fair sign-ups, policy updates, and up-coming events, RSO Suite Applications, and information for the USG Funding Board. There is also a weekly RSO newsletter, that you can submit information to via a [form](#) on Saluki Connect.

RSO Orientations

Every RSO must send a minimum of two (2) members from their organization to a mandatory RSO Orientation. These will be held at the beginning of the fall and spring semesters and will provide important information on how the organization should operate in the upcoming academic year. Organizations will be informed of the RSO Orientation via email to the current organization officers.

RSO Transition

Each Registered Student Organization is required to complete the Transition Process on Saluki Connect each semester. The Transition Process is what Saluki Connect calls the process in which RSO presidents update the information listed on Saluki Connect for their respective organizations. The Office of Student Engagement is not asking RSOs to transition, or change, their leadership during this process. The purpose of this process is to ensure that the OSE has the most up-to-date information regarding RSOs on campus.

Benefits and Resources of an RSO

RSO Suite

The RSO Suite has 10 offices and two desks available for rent. RSO's in good standing can apply for an office or a desk in the RSO Suite each April for the following school year. Groups in the RSO Suite operate under a three-strike rule.

Below are some behaviors that will warrant a strike:

- Failure to maintain office hours.
- Failure to post office hours in a timely manner.
- Failure to keep to your space clean and organized.
- Inappropriate use of space that violates any university policy

As a group gets additional strikes their chance of losing this privilege increases:

- 1st Strike - Written warning via email to President and Advisor(s).
- 2nd Strike - Meeting with a staff member from the Office of Student Engagement.
- 3rd Strike - Removal of RSO from office or desk space within 1 week of decision.

RSO Resource Room

RSOs have the opportunity to check out equipment and supplies through the Office of Student Engagement(OSE). There is a Resource Checkout [form](#) on Saluki Connect where you can request items for your student organization. Items include, but are not limited to large games, coolers, table centerpieces, tables, chairs, and a popcorn machine. The OSE is always adding to the RSO Resource Room.

Locker Storage

RSO lockers are available on the 3rd floor in the Student Center. Lockers can be reserved through the Office of Student Engagement or at rsohelp@siu.edu.

RSO Involvement Fair

As an RSO, groups can participate in the bi-annual Involvement Fairs and other university-sponsored events, which can help promote your organization to the campus community. Information regarding the Involvement Fair will be emailed to presidents listed on Saluki Connect.

Funding Opportunities

USG Student Funding Board Purpose and Composition

The purpose of the Student Funding Board is to make allocations of the Student Organization Activity Fee in an efficient and non-biased manner. The Student Funding Board will:

- Serve the student body with a neutral viewpoint concerning student programming
- Provide funding assistance for RSO programming and operations
- Support community wide programming efforts, and when funds allow, support directed demographic programs and events
- Act in accordance with the student funding guidelines and USG Constitution

The Student Funding Board is composed of the following members:

- Chaired by the Treasurer of the Undergraduate Student Government
- Six (6) Senators from Undergraduate Student Government
 - One of the six (6) senators will serve as a secretary
- The six(6) senators shall be nominated and approved by the USG Senate

All undergraduate RSOs in good standing are able to apply for funding via the USG Student Funding Board.

USG Funding Guidelines

This budget request form (here) is for event and travel funding for the academic year. Per the USG Constitution and Student Funding Guidelines, student organizations are eligible to receive up to \$5,000 per academic year. Please submit one request form per event. Before submitting any request, please read the Funding Guidelines located [here](#).

GPSC Fee Allocation Board

The Fee Allocation Board (FAB) is one of two constitutionally set committees by GPSC. The Fee Allocation Board, which is chaired by the GPSC Vice President for Administrative Affairs, supervises the allocation of funds available to eligible graduate and professional registered student organizations. FAB meets on a biweekly basis to hear event funding proposals. Board members collaboratively decide whether to approve such proposals and suggest how much money to allocate at the following GPSC Council meetings. Their recommendation for funding the event is presented to GPSC council members at the following GPSC council meeting and a vote for the recommended allocation of funds is brought to the council floor for further discussion and approval. Event funding request forms can be found [here](#). For additional information, please email gpsc@siu.edu.

Supplemental Funding

Supplemental funding is to be used when requesting additional financial support for an event or a University approved conference or trip after exhausting existing funding options. This cannot be used in place of existing funding measures (USG, GPSC, or Fundraising). Requests must be submitted at least 14 business days in advance. Funds may be used for any of the following

purposes by RSOs, but is not limited to:

- Campus Security - If security is needed, this funding request will cover the cost of the first two Department of Public Safety Officers.
- RSOs that qualify for a national event as a result of their regional participation.
- RSOs that are needing additional conference support - RSOs who received limited funds may be granted additional funding but are capped at a maximum of \$500 for transportation, lodging, or registration costs only.

RSOs requesting Supplement Funds must meet the following criteria:

- Active RSO - Only active RSOs are eligible for these funds.
- Minimum of 5 Members on Roster - There are at least 5 members on the roster of the organization submitting a request.
- Approved Event - Through Undergraduate Student Government (USG), Conference and Scheduling Services, or a university department, this event is approved and scheduled to take place within the current semester. Past events are not considered.
- Funding Approved - The RSO has exhausted all reasonable means of funding through USG, Graduate and Professional Student Council (GPSC), and have proven to have raised funds for this event, program, trip, or initiative.
- RSOs Only - Supplemental Funds are intended solely for RSOs and their members, not individuals unaffiliated with a campus RSO, their advisors, or departments.
- Future Events Only - Supplemental Funds are intended for future events and cannot be used to pay for past events.

All requests must be submitted fourteen (14) business days in advance. Requests will take a minimum of fourteen (14) business days to process.

Additional Funding Opportunities

In addition to these two forms of funding, certain groups may have the ability to apply for additional funding through various umbrella groups, or university departments they are housed under. If you would like to find out if your RSO is eligible for additional funding opportunities please contact the Office of Student Engagement.

Registered Student Organization Funds

Accessing Funds

Registered Student Organizations have the right to check their account balances at any time and requests for this information can be done by email, phone, or in person. RSOs can access the funds in their account when the Accountant office is open. Only RSOs in good standing with our office will be able to access their funds. In the case where an RSO account has been inactive for five years, all funds remaining in their account will be forfeited and no longer available to the RSO for use. In order to remain with active status an RSO must maintain their Saluki Connect page and complete the RSO Transition process and RSO Orientation each year.

Fiscal Authority

Fiscal officer authority can only be given with the signature of one of the Accountants in the office. Advisers and RSO officers are not fiscal officers and cannot sign for authority to make charges against any RSO accounts. The Student Center Director is the fiscal officer for RSOs. Some

RSOs, such as those affiliated with Recreational Sports and Services, Fraternity and Sorority Life, or University Housing, may have a different fiscal officer. A Fiscal Officer is required for all student groups that operate financially from a University Agency Account. The SIUC Board of Trustees requires Fiscal Officers to be a member of the faculty or staff: Campus Ministers are not eligible to serve as Fiscal Officers.

Deposits

Deposits can be made at any time during which the Office of Student Engagement is open. Deposits can be made by cash, check, money order or with credit or debit cards. All credit or debit card payments will be charged a 3% processing fee. Funds deposited will be available for use immediately.

Tax ID & Off Campus Bank Accounts

RSOs are not considered part of SIUC and therefore cannot utilize SIUC's tax ID information including their tax-exempt status. While we recommend that RSOs utilize the University account for their funds, off campus accounts are not prohibited. RSOs are responsible for all maintenance, signatures, tax information and registration of all off campus accounts.

RSO Dawg House

The RSO Dawg House is utilized for any RSO who has a negative cash balance (balance owed to SIUC), refuses to follow Office of Student Engagement purchasing guidelines (includes not obtaining fiscal officer approval for all purchases, charging purchases to other department p-cards, not providing accountants with the correct purchasing paperwork, not turning in receipts within 48 business hours of purchase, or any other policy set forth by the OSE office), not maintaining an up-to-date Saluki Connect page. Any RSO placed in the Dawg House will be unable to utilize their account funds for reservations, purchases, etc. and will have all on campus reservations cancelled. Removal from the Dawg House can easily happen with immediate correction of the infraction. In the instance where multiple requests have to be made to the RSO to correct the infraction and it is not corrected, the Office of Student Engagement has the right to suspend the RSO from making purchases and reservations for a longer period of time.

Financial Forms

There are various different forms that an RSO may need to utilize below is a list briefly explaining the purpose of all forms:

- Purchase Request Form Under \$100 - Form needed to make purchases under \$100, does not need Advisor signature
- Purchase Request Form Over \$100 - Form needed to make purchases over \$100, does need an Advisors signature
- RSO Reimbursement Purchase Request Under \$100 - Form needed to reimburse a member of the RSO under \$100, does not need an Advisor signature
- RSO Reimbursement Purchase Request Over \$100 - Form needed to reimburse a member of the RSO over \$100, does need an Advisor signature
- Invoice for Services - This form is used when an RSO is paying someone, student or non-student, for services that they are going to perform.

All of these forms are attached at the end of this document in the appendix. These forms are also online [here](#).

Fundraising

Registered Student Organizations are welcome and encouraged to fundraise for their events, programs, and other needs that they have. Please see the Solicitation Section in this handbook for more guidelines about fundraising on campus. Any funds raised must be turned in to the Office of Student Engagement accountants within one business day of the event or donation.

All fundraising activities must align with existing university policy. The Office of Student Engagement, or other appropriate campus office or administrator may prohibit fundraising activities if they violate university policy.

Space Reservations

Information for scheduling all events and meetings on campus can be found at www.scheduling.siu.edu.

Academic Classrooms

- Requests can be made online through the EMS website. <https://onlinescheduling.siu.edu/EmsWebApp/>
- Registered Student Organizations may not schedule Lawson for meetings and events.

Student Center

Visit the Conference and Scheduling Office on the 2nd Floor of the Student Center.
Website: <https://studentcenter.siu.edu/conference-and-scheduling-services/>
Email: studentcenterscheduling@siu.edu Phone: 618.536.6633

- Ballrooms, Auditorium, International Lounge, Renaissance Room, River Rooms (Small, Medium, and Large)

Recreational Sports and Services

Website: <https://rec.siu.edu/facilities/reservations/>
Email: rss.scheduling@SIU.edu
Phone: 618.453.1277

Locations available to reserve:

- Campus Lake Becker Pavilion
- Indoor Facilities
 - Dance Studio, Courts, Fitness Studios, Climbing Wall, Pool
- Outdoor Facilities
 - Intramural Playfields, Upper Arena Field, University Tennis Court, Sam Rinella Field

Outdoor Space for Events

The [Campus Space Request form](#) must be completed and emailed to Lorrie Lefler at ljlefler@siu.edu

- Old Main Lawn (Quad outside of Shryock), Shryock Steps, Faner Plaza, Lawn and space outside of the SSB Pavilion, College of Agricultural Sciences Lawn (across from Thompson Point main entrance), Neckers Lawn, Quigley Courtyard, Arena Lot 56, 5K/10K race requests, etc.

Solicitation

Solicitation areas are available for RSOs to advertise for events, recruit members, or promote their organizations. If an RSO would like to request a solicitation permit, an application is available on [Saluki Connect](#).

Solicitation Policy

- Solicitation permits granted through the Office of Student Engagement must be submitted a minimum of 3 full business days prior to the date of interest.
- If two or more organizations request the same location on the same date, a “first come, first served” policy will be enforced.
- Solicitation permits must be picked up in the Office of Student Engagement prior to the scheduled time period.
 - The solicitation permit must be visible at all times on the solicitation table. Money must be deposited into the RSO’s on-campus account within one (1) business day of the event. Deposits can be made between 8 am-4 pm in the Office of Student Engagement.
- A member of the RSO is +required to be on site at all times.
- Please review the Food Policy for beverage and food distribution.
- No vehicles, booths, stands, or displays may be used without prior approval obtained by the appropriate space administrator.
- Any raffles or silent auctions held need to follow the Raffle Policy and must be indicated on the Solicitation Permit request.
- If an RSO reserves equipment or items through the Office of Student Engagement and neglects to return the equipment in its same form on time, at all, or if the items are damaged, the RSO will be liable for any cost to repair or replace the item.
- A minimum of 24 hours is needed to cancel a solicitation permit. A cancellation email must be sent to rsohelp@siu.edu. In the subject of the email include:
Cancellation: Solicitation Permit.
All emails must include the name of the RSO along with the date and time of the table reservation.
 - If the RSO does not cancel the request or if it is less than 24 hours, the RSO will be recorded as a “No Show”.
 - Two (2) “No Shows” per semester will result in a loss of Solicitation Permit privileges for the rest of the current semester or 8 academic calendar weeks (whichever is greater)
 - An academic calendar week is defined as a week classes are in session during the fall and spring semesters. Examples of weeks that do not fall into the academic calendar and thus are not academic calendar weeks: Thanksgiving Break, Winter Intersession, Spring Break, Summer Intersession, Summer Session.

Solicitation Locations

The following locations are available to use with a solicitation permit:

- Communication Building East Lobby
- Communication Building North Lobby
- Faner Main Breezeway (Outdoor location)
**Please note that up to 2 RSOs can reserve space
- Faner South
- Lawson Grass (Outdoor location)
- Life Science II
- Neckers Lobby
- Quigley 1st Floor
- Wham/Pulliam Hallway

Additional locations are available for groups with special approval from specific colleges:

- Agriculture Lobby/Breezeway (College of Agriculture RSOs only)
- Engineering Building-Tech C (Engineering RSOs only)
- Engineering Building - Tech D (Engineering RSOs only)

University Policies on Solicitation

- No solicitation will be permitted in front of entrance/exit doors or escalator/stair/elevator entry and discharge points.
- No one shall be permitted to block ingress or egress to any campus facility.
- Solicitation on campus is limited to 8 am - 4 pm Monday thru Friday. If the University is closed, an RSO will not be able to obtain a permit for that day/time.
- Any applicant for a solicitation permit at an officially scheduled university event must obtain additional approval from the office responsible for the event.
- RSOs may also reserve solicitation space through the following areas:

Student Center Solicitation

- Space must be reserved through Conference and Scheduling Services.
- Student Center Art Gallery: Free for RSOs.
- Student Center North Escalators: Minimal charge for RSOs.
- Be sure to review all the guidelines for the Student Center by viewing their [Solicitation Policy](#).

University Housing Solicitation

- SIUC RSO's are allowed to distribute fliers after approval through the [University Housing Marketing Office](#). Allow for one week for approval.
- Review the entire University Housing Solicitation Policy [here](#).

Free Forum Spaces

- Individuals, organizations, and groups of persons seeking to engage in free expression may do so within the designated free forum areas:
 - Green space west of Davies Gym (amplified sound is allowed as long as it does not interfere with classes, events, ceremonies, or operations of the University.)
 - Green space in front of Morris Library (non-amplified sound).
- No food is to be sold in free forum areas.
- Any member of the public or the University community may use this area for free expression on a first-come, first-served basis, provided that the area has not been reserved. Members of the public and University community who wish to reserve this area may do so by contacting the Office of the Dean of Students 24 hours in advance (618/453-2461) or via email at deanofstudents@siu.edu. Commercial activities associated with the event require advance approval from the Office of the Dean of Students.

Planning an Event on Campus

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.

Who is in Charge?

With planning any event, it is 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.

Timing

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

Budget

You will 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 (see USG Funding).

Campus Police at SIUC Events

Organizations charging entry for an event, late night events, events open to the general public, utilizing multiple ballrooms, and/or have an anticipated event attendance at/or above 500 persons may be required to use ticketing, and may be required to pay to have Department of Public Safety (DPS) officers present as security personnel. Ticketing and DPS presence are at the discretion of the Office Student Engagement in consultation with campus partners. Organizations must use DPS as security personnel and cannot bring in outside security.

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. Check out campus facilities at www.scheduling.siu.edu.

Event Promotions

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 [Student Center Marketing and Graphics Office](#), who can help you with the process and can also assist with designating any materials.

Insurance & Liability

Anytime your Registered Student Organization (RSOs) hosts an activity of any kind, the

organization is assuming varying levels of risk. RSOs need to make certain they are aware of the risks and are taking proper steps to ensure a safe event/activity/etc. Please discuss insurance needs for events with the OSE Accountants.

The event/activity/etc. may be required to purchase one-day or special event insurance. There are two options of insurance companies that offer coverage for certain types of events/activities/etc. sponsored by student organizations. Please see the OSE Accountants if you have questions about event insurance.

Marketing

Student Center Marketing

The Student Center 4th floor is home to Student Center Marketing and Graphics and the Student Affairs Media Team. This office was built for RSOs and can help with any print or digital project you may need. RSOs get special pricing that will beat any local print shop. For a full list of services including posters, banners, custom stickers, and design help go to studentcenter.siu.edu/scmg. Need a video or photo for social media? We have a full media team ready to help that can cut custom social videos for recruitment or event coverage.

Website: <https://studentcenter.siu.edu/services/marketing-graphics.php>

Flier Policy

Registered Student Organizations may choose to use posters or fliers to promote their upcoming meetings, events, or to recruit new members. Though the Office of Student Engagement will not approve posters or fliers for RSOs, it's important to consider the following:

- The full name of the student organization and the date, time, and location of the meeting, event or activity must be clearly identified on the face of the poster. Acronyms and Greek symbols should only be used when in conjunction with the full name of the organization.
- Contact information: Phone number, email or website of organization or contact person.
- The Office of Student Engagement strongly encourages your organization to add the following language to your poster or flier to provide more inclusive programming on campus: "Individuals with disabilities are welcomed. Call DSS at 618.453.5738 in advance of the event to request accommodations."

In order to maintain the natural beauty of the campus and to preserve the quality of buildings and grounds, posters or fliers may only be placed on bulletin boards provided for this purpose in university buildings.

- Student Center
 - 2 (two) copies may be turned into the Student Center ID Office.
- Lawson Hall
- Morris Library
- University Housing
 - Fliers must be approved prior to posting.

Groups wishing to post multiple fliers at the same time may have limited access, pending space availability. Groups posting without approval may have posting privileges revoked. Registered Student Organizations (RSOs) must be in good standing as an RSO with applicable campus office(s). Fliers may be in letter (8.5x11), legal (8.5x14) or ledger (11x17) size. Please reach out to the

Housing Marketing Office at housing@SIUC.edu.

- Approval to post on additional bulletin boards around campus is at the discretion of the department/building on campus.
- Student organizations must work with the department/building on campus for approval prior to posting the poster or flier.
- No posters, fliers, signs, or other materials should 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.
- No posters, fliers, signs, or other materials should be posted, nailed, taped, stapled, etc. in restrooms, on tables, or left in any building common spaces.

Flier Policy Violations

The Office of Student Engagement may remove any posters or fliers deemed to be obscene, offensive or discriminatory to a portion of the university community, or which advertises an event which is illegal or unlawful. The decision of the OSE may be appealed to the Vice Chancellor of Student Affairs or their designee.

Any poster deemed inappropriate must be removed by the organization/department in question, within 24-hours of written notification. Dependent on the nature of the poster or flier in question, the student organization or individuals involved may be forwarded to the Office of Student Rights and Responsibilities. Repeated violations of this policy may result in the loss of the organization's status and further disciplinary action.

RSO Policies

Food & Drink Policy

Solicitation

Student organizations are required to secure a [Solicitation Permit](#) before hosting a food sale. The permit should be displayed always, and 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 8 academic weeks.

Student organizations should adhere to the following guidelines when hosting a food sale:

- Student organizations can schedule a maximum of one food sales per week, provided there is adequate space available.
 - The Office of Student Engagement will do its best to ensure two food sales from two different student organizations are not next to one another. However, this cannot always be guaranteed.
- Only commercially pre-packed, pre-cooked items may be sold. Examples include:
 - Baked goods such as cookies, donuts, cinnamon rolls, etc.
 - Pre-packaged items (Candy, gum, individual chips) etc.
 - Snow cones, popcorn, cotton candy, coffee, non-dairy hot chocolate, lemonade etc. (students must wear gloves when serving)
- Prohibited Items: "Walking tacos", smoothies, ice cream, meat or dairy products, nacho cheese, and soup or chili.
- The sale of pies or cakes is prohibited.
- Only pre-packaged single serving condiments may be dispersed.

- Outside vendor/restaurant food cannot be purchased and resold.
- The sale and/or serving of beverages in open cups or glasses are prohibited except for coffee, lemonade, or non-dairy hot chocolate. Beverages must be sold in individual factory sealed containers (cans, bottles, etc.) only. Per SIUC's agreement with Pepsi MidAmerica, all beverages must be Pepsi products, including bottled water (Aquafina or Crisp 'n Clear). Reference this site for a list of all Pepsi beverage products:
<http://www.pepsimidamerica.com/products-we-serve/>
- No product (food, promotional items, apparel, etc.) may be sold at or near the Banterra Center, Saluki Stadium, and the Student Center that would compete with a concession contract or retail sales.

Pepsi Policy

In October 2012, SIUC entered into a 10-year contract with Pepsi MidAmerica. The agreement, which created an opportunity to support student scholarships, gives Pepsi MidAmerica exclusive pouring rights and the exclusive right to display, advertise and promote beverages on campus and in connection with the university. All staff, university departments and registered student organizations must follow the guidelines below in order to honor the university's contractual commitment:

- No other non-alcoholic beverage brand may be distributed on campus in any form.
- Events held on campus, whether or not they are university related, must use Pepsi MidAmerica products if beverages are served. This includes events that warrant a small quantity of beverages, such as a twelve pack or two Liter that are purchased at a local retailer.
- Private parties using campus space for events are not allowed to bring products other than Pepsi brands on campus. This includes soft drinks as well as bottled water, sports and energy drinks, and bottled tea.

Catering for On-Campus Events

All catered events on campus must use a SIUC "Approved Caterer". The Approved Caterer list is located on SIUC Procurement's website (procurement.siu.edu) or [here](#).

In addition to the University's policy, individual buildings or departments may have additional stipulations on which caterers may be used. It is the responsibility of the student organization to work closely with the individual building or department before catering plans are determined.

The below links are not a comprehensive list, but a good starting point to individual building or department catering policies:

- [Student Center Preferred Caterers & Small Food Policy](#)
- [Touch of Nature Environmental Center](#)
- [University Housing](#)
- [Saluki Athletics](#)

Alcohol Policies and Overview

Alcohol use is only allowed at certain types of events. These events must meet certain requirements and follow all SIUC Alcohol Policies. Requirements include any Board of Trustees Policies and venue specific policies if applicable. Once you have reviewed all policies and discussed your event with a venue you must submit an [Alcohol Liquor Use Request Form](#) at least ten business days before your event.

The Board of Trustees Policies are located [here](#), and in the appendix. The Alcohol Liquor Use Request Form is located [here](#) and in the appendix.

SIUC Code of Conduct

All RSOs need to be aware that regardless of when and where they are hosting events, and whether or not they have received approval via the Alcohol Liquor Use Request Form, all students and RSOs are held accountable by the SIUC Student Conduct Code. Any individual student or group reported to be in violation of the SIUC Board of Trustees Policies or the SIUC Student Conduct Code may be required to meet with Student Rights and Responsibilities. Depending on the severity of the circumstances an RSO may face consequences ranging from educational sanctions to removal of Recognized Student Organization status.

For more information about the SIUC Student Conduct Code please click [here](#).

Fraternity and Sorority Life Alcohol Policies

The Office of Fraternity and Sorority Life has their own set of specific alcohol policies and social event guidelines. Fraternities and sororities that report to the Office of Fraternity and Sorority Life must also adhere to all university alcohol policies, and the alcohol policies set forth in the [Fraternity and Sorority Life Handbook](#).

Talking to the Media

When a member of an RSO speaks to the media they are ultimately representing SIUC. If RSOs need assistance in media preparation the OSE is available to help.

The Week Before Finals Events

No RSOs shall have any programming during the week before final exams (dead week), or during the week of final exams. This prohibited programming is to ensure that all students have the opportunity to adequately study and prepare for final exams, projects, or papers. The only exception to this is if the event is co-sponsored with a department on campus.

Vendor Services

RSOs are responsible for paying vendor bills for which services have been rendered. Failure to do so will result in being placed on probation until the bill is paid. If the bill remains unpaid the RSO will be suspended.

Hazing

Hazing is strictly prohibited at Southern Illinois University Carbondale. According to the Student Code of Conduct there are two definitions of hazing:

- Hazing - 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.
- Organizational Hazing - 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.

All reports of hazing will be investigated by the Office of the Vice Chancellor and/or its designees. These designees could include but are not limited to, the Dean of Students Office, Student Rights and Responsibilities, Fraternity and Sorority Life, and/or the Office of Student Engagement.

To file a hazing report, visit <https://fsl.siu.edu/>, or complete this [form](#).

Chalking

Registered Student Organizations may use water-soluble, non-aerosol chalk on campus concrete or asphalt walkways to advertise their upcoming campus events or meetings, encourage participation in student elections, and expression of current issues.

Chalk may not be used on brick, stone or any vertical surfaces which includes but is not limited to: buildings, walls, planters, doors, fountains, poles, columns, bus stops, trees, fences, stairways, benches, trash/recycle receptacles, bicycle racks, etc.

All chalking must be open to the weather elements allowing older postings to wash away. **Chalk may not be used under canopies or awnings.** Spray chalk, profanity, obscenity, promotion of illegal acts, and events with alcohol are strictly prohibited. Student organizations may be disciplined and/or fined for violations of this policy. Fines will be levied based on the labor and materials needed to remove the chalk by SIUC Plant and Service Operations (PSO).

Need chalk? Check out getinvolved.siu.edu for more information.

Contests & Competitions

RSOs may sponsor competitions, as they require criteria for winning or actual skill (as opposed to luck or chance).

Definition:

- “Competition” is where a prize is earned based on a presentation/performance/etc. of actual skill or criteria for winning. A competition is not based on luck or chance.
 - Examples (include but not limited to):
Lip Sync Battle, Variety Show, Talent Show, Comedy Competition, Spoken Word, Step Show/ Stroll Competitions, Trivia Nights, Video Game Competitions, Academic Based Contest, Spelling Bee, Sporting Tournament (where the physical sport is played), etc.

Raffles

Raffles are permitted in the state of Illinois pending the sponsoring registered student organization has secured the appropriate University approvals (via a space reservation and approval from facility to hold a raffle) and a raffle license. Once the raffle license has been secured, a copy of the license and raffle number will need to be provided to the University facility.

Definitions:

- “Raffle” is a form of lottery in which the player pays or agrees to pay something of value for a chance. The winning chance is to be determined through a drawing (or by any method) based on an element of chance on the part of persons conducting the lottery.
- “Poker Run” is a prized-awarding event organized by an organization licensed under the [Illinois Raffle and Poker Runs Act](#) in which participants travel to multiple predetermined locations, including a key location, to play a randomized game based on an element of chance. Examples (Include but not limited to):
50/50 raffle; Dice run, marble run, or other events where the objective is to build the best hand or highest score by obtaining an item or playing a randomized game at each location.
Resources: When applying for a license, consider the following and reference the [Illinois Raffle and Poker Runs Act](#).

- An organization interested in holding a raffle must obtain a permit from the local governing body (i.e. the municipality and/or county) in which the organization desires to hold the raffle. Local laws and applications differ from city to city and county to county.
 - [Carbondale, Illinois Raffle Application](#)
 - Contact Information: Jennifer Sorrell, City Clerk, 618.457.3280, jsorrell@ci.carbondale.il.us
 - Carterville, Illinois Raffle Information
 - Contact Information: Khristina Hollister, City Clerk, 618.985.3871, khollister@visitcarterville.com
 - Marion, Illinois Raffle Information
 - Contact Information: City Clerk, 618.997.6281, cityclerk1@cityofmarionil.gov
 - Murphysboro, Illinois Raffle Information
 - Contact Information: Joyce Cottonaro, City Clerk, 618.684.4961, JMCottonaro@murphysboro-il.gov
 - *Williamson County, Illinois Raffle Information & Application*
- Licenses are issued by the Williamson County Board for qualified applicants in the unincorporated areas of Williamson County.
- Raffle licenses shall only be issued to select nonprofit organizations that have been in continual existence of at least five (5) years.
- The actual operation of the raffle is subject to additional restrictions and requirements of the local governing bodies. i.e. How much may be charged for a raffle ticket, the value of prizes awarded, where raffle tickets can be sold, etc.
- The proceeds from any raffle must go solely to the organization licensed to hold such a raffle
- Obligations continue after the raffle. Organizations licensed to hold a raffle must keep records of and report back to the local governing body.

Cash Prizes

All charitable games approved through the Charitable Games Act must be played using chips, scrip, or play money. Cash may never be used to wager on any of the games. Upon completion of play, a participant may redeem his chips, scrip, or play money in exchange for prizes. A participant may not exchange his chips, scrip, or play money for a cash prize(s) exceeding \$500.00. There is no limit on the amount of non-cash prizes.

Bingo

In a University facility, RSOs may not sponsor a bingo event in which participants pay a participation fee to play or monetary donations are collected. If an RSO is interested in a bingo fundraiser, they must obtain a Bingo License and host the event off campus. Southern Illinois University Carbondale does not hold a “Provider of Premises” License and therefore cannot host the event.

RSOs may sponsor a bingo event as long as there is no participation fee to play or monetary donations collected.

Definitions:

- “Bingo” is a game in which each player has a card or board for which a consideration has been paid, containing 5 horizontal rows of space, with each row except the central one contains 5 figures. The central row had 4 figures with the word “free” marked in the center space.
- “Participation fee to play” includes but is not limited to entrance fee, bingo card fee, etc.
- “Provider of Premises” License is a license that must be obtained by the host facility/premises before a bingo/gambling activity can take place.

Resources: When applying for a [Bingo License](#), reference the [Bingo License and Tax Act](#). A summary may be found [here](#) and a directory of licenses may be found [here](#).

Travel Policy

There are specific travel policies that RSOs must follow because of their connection with the university. To view all university travel policies please click [here](#). In addition to campus policies the Office of Student Engagement has specific guidelines for RSOs. A list of these guidelines is listed in the back of this manual in Appendix XI: Travel Services/Vehicle Request Form.

If you have any specific questions about the travel guidelines or vehicle request please talk to an accountant in the Office of Student Engagement.

Vehicle Rentals

Due to SIUC insurance policies, there is only one method of vehicle rental available to Registered Student Organizations. RSO vehicle rentals are through Enterprise Rent-A-Car, the driver must be 21 years of age with a valid driver’s license. Rentals must be done through the Office of Student Engagement. Rentals not booked through the OSE Accountants cannot be paid for with RSO funds directly or by reimbursement.

RSO must book at a minimum of three days prior to needed rental date. A trip itinerary must be provided, as well as a list of all student names and dawg tag numbers for attendees. Vehicles cost approximately \$60 per day, per vehicle plus the price of gas. Rentals are not guaranteed and are based on availability, so early booking is recommended.

Travel Etiquette and Behavior at Conferences

To ensure that all SIUC students continue to maintain a reputation for excellence and high standards, SIUC has high expectations of appropriate behavior when traveling off campus and attending professional conferences. It is expected each conference participant reads, understands, and follows any conference behavior standards as well as appropriate federal, state, and local laws. SIUC expects conference attendees respect the property and the rights of the respective convention center and its guests.

Apparel and Promotional Items

The Offices of Student Engagement and University Communications and Marketing have established the following guidelines and procedures for RSOs that desire to have any apparel, jerseys, or promotional items designed and produced for their organizations.

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 & Marketing.

- Designs should incorporate the official name of the RSO.
- RSOs that are sports clubs should avoid using phrases like “SIU Carbondale Rugby Team” or “SIUC 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.

Procedure

- Prior to contacting a vendor for a design, all RSOs must indicate to the OSE 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.
 - RSOs may utilize local or national vendors for their design orders.
 - All final designs must be submitted to University Communications & Marketing at artwork@siu.edu for review and approval prior to production.
 - 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.
 - Submission to University Communications & Marketing for review is an indication that the artwork has been approved through any organization required review process. University Communications & Marketing will not be held liable for any expenses associated with a violation of an RSO’s internal processes.
 - Student organizations should allow plenty of time for approval of the design.
- Plan ahead!***

In the event that an RSO has concerns regarding the approval status of an apparel design, RSO leadership may consult with Office of Student Engagement staff for additional support.

Student Center Dance Policy

The Student Center Dance Policy applies to all informal dances open to the general SIUC campus population. It does not apply to closed programs with restricted admittance to sponsoring organizations’ members/guests only. Additionally, only Registered Student Organizations (RSOs) may host dance parties in the Student Center and are limited to one dance per academic semester unless approved by the Student Center.

All SIUC students in attendance will abide by the SIUC Student Conduct Code [here](#).

In order to host a dance event in the Southern Illinois University Student Center, an RSO must complete the following steps:

- Propose a date with the Student Center Conference and Scheduling Services. This proposed date will be “held” as the organization works through funding and approval logistics.
- Confirm costs and receive funding approval. In order to host an event, the RSO must confirm they have the funds in their student organization account to cover estimated expenses through the Office of Student Engagement.
- Hold a meeting. RSO representatives must meet with the Associate Director and/or Scheduling Coordinator of the Student Center in order to discuss event logistics. More than one meeting may be deemed necessary pending size and scope of the event.
- If you need to have ticketing at your event contact the Office of Student Engagement to discuss

available ticketing options on campus.

Demonstrations: Regulations and Procedures

(The following was approved on February 2, 1983, with amendments on May 18, 1998, August 23, 2004, March 14, 2012, and October 8, 2013 in accordance with provisions set forth in the SIUC Board of Trustees 6 Policies C.4/University policy. This policy supersedes the previous policy)

- Demonstrations/protests on University property are limited to the times of 6 a.m.-6 p.m.
 - Locations of demonstrations/protests are limited by the section on Standards of Respect and Civility in the University Learning Community policy. Locations are the green space west of Davies Gym, if amplified sound is used and the green space in front of Morris Library if no amplified sound is used.
- For safety and security reasons, activities considered to be overnight camping or the use of tents commonly used for camping at any time are prohibited. Temporary shelters are permitted for the health, welfare, and well-being of participants.

Temporary shelters may be used so long as individuals participating in the demonstration are present. Temporary shelters and any signs shall be removed at the conclusion of the demonstration, but no later than 6 p.m. each day.

Grievance Procedures for Registered Student Organizations

The following procedures have been developed to identify the steps taken in instances when an organization's status has been called into question because of a complaint or an adverse report about an organization's activities. Infractions that fall under the authority of the Southern Illinois University Carbondale Student Conduct Code shall be adjudicated according to the procedure as outlined by the office of Student Rights and Responsibilities. The status of a student organization may be reviewed through the following procedures:

- Any complaint against a Registered Student Organization shall be reported to the Office of Student Engagement.
- The Office of Student Engagement will attempt to resolve the matter through an administrative meeting once a complaint has been received. It is the goal of the Office to meet with student organizations at the lowest possible level to have the most beneficial educational influence on that organization and its members.
- The president and advisor of the organization will be contacted via their siu.edu email in order to schedule a meeting with the Office of Student Engagement. If the organization fails to respond to a telephone call or an email to schedule a meeting, a certified letter will be sent to the address on file of the president.
- If both parties fail to resolve the complaint at an administrative meeting, and the Office of Student Engagement determines that formal action should be pursued, the Office will recommend to the Vice Chancellor of Student Affairs or their designee that appropriate disciplinary action be taken against the organization.
- An organization has the right to appeal the decision of the Office of Student Engagement in writing to the Vice Chancellor for Student Affairs within 5 business days.
- A registered student organization may be referred to the Office of Student Rights and

Responsibilities at any time during the process if it is determined that their actions may have violated the Southern Illinois University Carbondale Code of Conduct. This could include but is not limited to acts of hazing, harassment, or a violation of an Alcohol Policy.

- Any disciplinary action taken against a Registered Student Organization by the Office of Student Engagement does not prevent possible disciplinary action being taken against individual members of the organization by the Office of Student Rights and Responsibilities.

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Appendix: I

Student Organization Advisor Agreement

All registered student organizations are required to have an advisor who is a faculty or staff member at SIUC. The advisor agrees to assist the organization, to provide an educational experience for its individual members and to be familiar with its programs and activities. An advisor is a consultant to an organization and assists in the growth and development of the group by providing direction through advice, understanding, and clarification.

Furthermore, advisors should fulfill the following duties:

- Clarify his or her role as advisor to the student organizational members as he or she sees it.
- Read, understand and act in accordance with university policies that govern registered student organizations.
- Assist the officers of the organization in understanding their duties, organizing programs, interpreting their constitution, and resolving any conflicts.
- Be accessible to the officers and members of the organization.
- Attend and help execute major activities and events (major is defined as 100+ in attendance) hosted by the organization.
- Stay updated on developments within the organization.
- Advise and consult the organization's officers.
- Encourage the officers to maintain accurate records.
- Provide continuity to the organization's policies, programs, and traditions.
- Assist in officer transition.

Name of student organization: _____

Name of Advisor: _____ Department: _____

Campus Address: _____

Campus Phone: _____

Email Address: _____

Name of Previous Advisor (If RSO is new, please mark N/A): _____

By signing my name, I am agreeing to serve in an advisor capacity for the 2020-2021 academic year for the stated student organization. I have met with the organization leaders and discussed the expectations/responsibilities of being their advisor. I will fulfill these to the best of my ability.

Signature: _____ Date: _____

Appendix: II

Event Planning Checklist

Before you begin, are you at least three weeks away from when you intend for your event to occur?

Event Conceptualization

- Determine the goal of the event
- Secure Department of Public Safety officers and/or Special Event Ticketing through Athletics if the event:
 - Has an entry fee
 - Is late at night
 - Is open to the general public
 - Utilizes multiple event spaces
 - Attendance is over 500
- If needed, coordinate needs for outside speakers or performers

Budget

- Determine Budget
 - Do you have the budget allotted?
 - If you need to check your SIU account, visit the accountants in the Office of Student Engagement (OSE)
 - If not, contact the Office of Student Engagement for help
- Make sure all finances are accounted and paid for

Date/Time/Location

- When will the event take place?
- Where will the event take place?
 - Find a venue based on capacity and availability

Approvals

- Reserve the space
- Submit COVID -19 Event Request Form to the OSE

Delegate Tasks

- Determine the division of responsibilities when appropriate.
- Create schedule for day of
 - Responsibilities, schedule of events, logistics
- Send any thank you notes needed
 - Speakers, vendors, volunteers

Equipment

- Place order for any equipment in the event space
 - Tables, chairs, technical, etc.
- Purchase and coordinate food and beverage.
- Purchase decorations.
- Confirm all equipment requests.
- Confirm all outside requests
- Return all equipment after event

Marketing

- Begin marketing plan and advertise

Day of Event

- Arrive at least 1 hour early for event
- Make sure the event space is set up as needed
 - Equipment, food, decorations, etc.

Appendix: III

STUDENT ENGAGEMENT INVOICE FOR SERVICES

Today's Date: _____

Group for which you are providing services: _____

Service to be performed: _____

Location of performance: _____

Date(s), Time(s) of Performance(s): _____

\$\$ amount to be paid (both numerical and written out): _____

Vendor Name: _____

Vendor Address: _____

Taxpayer ID number (either a SSN or a FEIN): _____

Signature of vendor providing services: _____

If vendor is a current SIUC student, is student currently on the SIUC student employee payroll)? _____

Supervisor signature: _____

ADDITIONAL PAPERWORK REQUIRED TO PROCESS PAYMENT:

- 1) SIUC Independent Contract Analysis Form
Form must accompany contract if the contracting party is using a SSN
- 2) W-9 Form
The name on the W-9 is who the check will be made out to.
- 3) Indemnification Clause

If payment is made to an International Citizen, additional paperwork is required!

NOTE: This form cannot be used for payment of services of \$5,000.00 or more OR to reimburse SIUC employee or student holding graduate assistantships - please see the Student Life accountant for the correct forms.

Appendix: IV RSO PURCHASE REQUEST FORM (UNDER \$100.00)

DATE: _____

Office of Student Engagement
Student Center Rm 318 MC 4425
Carbondale, IL 62901

Accountant Contacts:

Tracy Lake 618-453-2521
tlake@siu.edu
Richel Biby 618-453-7528
richelb@siu.edu

RSO REQUIRED INFORMATION - Please print neatly

RSO FULL NAME: _____

VENDOR NAME: _____ VENDOR PHONE: _____

DESCRIPTION OF PURCHASE _____

DATE REQUIRED: _____

Is this expenditure funded by Undergraduate Student Government?

AMOUNT REQUESTED: _____

NO YES - Event Name _____

RSO Chapter Officer Printed Name and Title: _____

RSO Chapter Officer Signature: _____

RSO Officer to contact about this expenditure: _____

Contact Phone #: _____ Contact email: _____

ACCOUNTANT USE ONLY

ACCOUNT TITLE _____ ACCOUNT BP# _____

PCARD HOLDER: _____ OBJ # _____

FISCAL OFFICER APPROVAL: _____

QTY	UNIT	DESCRIPTION OF ITEMS PURCHASED	UNIT \$	TOTAL AMOUNT

PCARD TRANSACTION # _____

RECONCILIATION DATE _____

Appendix: V

RSO REIMBURSEMENT PURCHASE REQUEST FORM

(UNDER \$100.00)

Please understand that all reimbursements are paid by check and can take 6 to 10 weeks to process

Office of Student Engagement
 Student Center Rm 318 MC 4425
 Carbondale, IL 62901

Accountant Contacts: Tracy Lake 618-453-2521
 tlake@siu.edu
 Richel Biby 618-453-7528
 richelb@siu.edu

RSO REQUIRED INFORMATION - Please Print Neatly or Payment May Be Delayed

RSO FULL NAME: _____

PAYEE NAME: _____ PAYEE DAWG TAG: _____

PAYEE MAILING ADDRESS: _____

PAYEE EMAIL ADDRESS: _____ PAYEE PHONE NUMBER: _____

DESCRIPTION OF REIMBURSEMENT _____

Is the Payee an International Student? NO YES

Is the Payee any of the following? Student Student Worker Staff

DATE REQUESTED: _____ Is this expenditure funded by Undergraduate Student Government?

AMOUNT REQUESTED: _____ NO YES - Event Name _____

Payment requested by : Check Debit Dawg

RSO Chapter Officer Printed Name and Title: _____

RSO Chapter Officer Signature: _____

RSO Officer to contact about this expenditure: _____

Contact Phone #: _____ Contact email: _____

ACCOUNTANT USE ONLY

ACCOUNT TITLE _____ ACCOUNT BP# _____

PCARD HOLDER: _____ OBJ # _____

FISCAL OFFICER APPROVAL: _____

QTY	UNIT	DESCRIPTION OF ITEMS PURCHASED	UNIT \$	TOTAL AMOUNT

PCARD TRANSACTION # _____ RECONCILIATION DATE _____

Appendix: VI

RSO REIMBURSEMENT PURCHASE REQUEST FORM (OVER \$100.00)

Please understand that all reimbursements are paid by check and can take 6 to 10 weeks to process

Office of Student Engagement
Student Center Rm 318 MC 4425
Carbondale, IL 62901

Accountant Contacts:

Tracy Lake 618-453-2521
tlake@siu.edu
Richel Biby 618-453-7528
richelb@siu.edu

RSO REQUIRED INFORMATION - Please Print Neatly or Payment May Be Delayed

RSO FULL NAME: _____

PAYEE NAME: _____ PAYEE DAWG TAG: _____

PAYEE MAILING ADDRESS: _____

PAYEE EMAIL ADDRESS: _____ PAYEE PHONE NUMBER: _____

DESCRIPTION OF REIMBURSEMENT _____

Is the Payee an International Student? NO YES Is the Payee any of the following? Student Student Worker Staff

DATE REQUESTED: _____ Is this expenditure funded by Undergraduate Student Government?

AMOUNT REQUESTED: _____ NO YES - Event Name _____

Payment requested by: Check Debit Dawg

RSO Chapter Officer Printed Name and Title: _____

RSO Chapter Officer Signature: _____

RSO Officer to contact about this expenditure: _____

Contact Phone #: _____ Contact email: _____

Adviser Signature: _____ Email/Phone: _____

ACCOUNTANT USE ONLY

ACCOUNT TITLE _____ ACCOUNT BP# _____

PCARD HOLDER: _____ OBJ # _____

FISCAL OFFICER APPROVAL: _____

QTY	UNIT	DESCRIPTION OF ITEMS PURCHASED	UNIT \$	TOTAL AMOUNT

PCARD TRANSACTION # _____ RECONCILIATION DATE _____

Appendix: VII

****Sample of Registered Student Organization Constitution****

Change or modify to meet your organization's needs.

Adapted from Illinois State University's constitution example

Items in <> offer explanations or suggestions

Italics are optional items or suggested wording.

All others are required and should not be modified.

Organization Name Constitution

Date <Insert date organization membership voted to approve the document>

Article I: Organization Name

1. The name of the organization shall be <insert organization name>.
2. *This organization is affiliated or a student chapter of <insert national/international organization>.*

Article II: Purpose Statement

The purpose of this organization is <insert purpose – can be multiple sentences, paragraphs or a list>

Article III: Membership and Eligibility Criteria

Section A: Membership is open to any enrolled SIU student *who: <list any specific criteria you may have such as GPA requirement>*

- 1.
- 2.
- 3.

Section B: Member selection will not be based on race, color, religion, sex, national origin, sexual orientation, gender identity, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military, or status as a disabled veteran or veteran of the Vietnam Era.

Section C: Dues and collection procedures

1. *The fiscal year of the organization, shall be from <month/day> to <month/day> (i.e. January 1 to December 31)*
2. *The amount of annual dues shall be determined each year by <insert decision maker(s)>*
3. *Dues shall not exceed \$<amount> per year.*
4. *Dues shall be used for the following purposes:*
 - a.
 - b.
 - c.

Section D: A member may be removed for:

1. Violation of the SIU Student Conduct Code, Southern Illinois University policies, city, state, and national laws.
- 2.
- 3.

Appendix: VIII



Office of Student Engagement RSO Travel Service Vehicle Request Form

Date of Request _____

RSO Name _____

RSO Contact _____

Email _____ Phone _____

TRIP INFORMATION

Trip Begin Date _____ Trip Begin Time (HH:MM) _____

Trip End Date _____ Trip End Time (HH:MM) _____

Trip Destination City _____ State _____

Type of vehicle being requested _____

Purpose of Trip _____

APPROVALS

_____	00000	000000	5192
AIS Budget Purpose	Activity Code 1	Activity Code 2	Object Code

Estimated Amount to be Billed _____

Fiscal Officer Signature _____

RSO Certified Financial Officer _____

RSO Certified Financial Officer Email _____

Advisor Name and signature _____

Advisor Email _____

Appendix: IX COVID-19 Event Approval Form



This form is due a minimum of 2 weeks in advance of the proposed event and is intended for events with food, speakers, vendors and/or events that are marketed to the campus community. Standard meetings of 10 people or less will not require this form. Event capacity cannot exceed 50 attendees.

Today's Date _____

Your Name _____

Email Address _____

Organization _____

Phone Number _____

Title of Event _____

•••••••••••••••••••• Meeting Conference Program • • Workshop Other: _____

Sponsor** Department Registered Student Organization (RSO) Off-Campus

Participants: Student Faculty/Staff Children Other: _____

Day of Week	Date(s)	Time(s) (start/end)	Number of People	Setup Type	Building/Outdoor Space, Room(s) or Equipment Needs

**Events with multiple locations of up to 50 people per location are all to be listed on this form. Please attach additional notes as needed. Please also note that this form does not confirm space. Space must be arranged with the appropriate facility based on approval of the event.*

Please describe the purpose and audience for your event:

Do you plan on having outside vendors present? Yes No

Will you have food at the event? Yes No

If yes, what type of food will you have? Prepackaged Delivered Caterer

If delivered or catered, please indicate your potential food provider: _____

Please describe the food plans for your event:

Appendix: X
REGISTERED STUDENT ORGANIZATIONS
COVID-19 EVENT FORM CHECKLIST

As you are filling out your COVID-19 Event Approval Form remember that it will be going in front of a committee. This committee is responsible for approving *all events on campus* with over 10 people, not just RSO events. Due to this, we ask that you make sure that you answer all questions on the forms with as many details as you can. The more details the better. Here is a checklist to assist you.

Please Note: Write these forms as if you are in at the event, talk about things in the present tense. Avoid statements such as “we will...,” instead use statements such as “we are...”

Please describe the purpose and audience for your event

___ Did you include the reason that you are having your event?

___ Did you include who is at your event?

___ Did you include how many people are at your event?

Please describe the food plans for your event

Food must be supplied by Student Center approved caterer or it must be prepackaged or individually wrapped. Prepacked box lunches or individual or personal pizzas only. No shared pizza is allowed. Disposable utensils and dishes are recommended.

___ Did you include what type of food is at your event?

___ Did you include how your food is distributed?

___ Did you include who is distributing your food?

___ Did you include who is bringing the food to your event?

___ Did you include a plan for what is done with leftover food?

___ Did you include a plan for how you clean your space?

We recommend avoiding food altogether if possible.

What other measures will you take to ensure proper cleaning and sanitizing procedures are in place? Please note considerations per working with the facility, vendors and/or caterers.

While on campus spaces, such as the Student Center, will have cleaning procedures in place, if your event is off campus you will need to make sure that you have a well-developed cleaning plan.

___ Did you include a plan for how you clean your space before attendees arrive?

___ Did you include a plan for how you clean your space when you leave?

___ Did you include a plan for what cleaning items you bring with you to your meeting? (i.e. hand sanitizer, disinfectant, gloves, etc.)

- *The Office of Student Engagement has baskets of PPE available to RSOs.*

Appendix: XI
COVID-19 Travel Approval Form



Anyone engaging in any form of travel more than 25 miles from campus is required to complete this form a minimum of 2 weeks in advance of the proposed first date of travel.

Today's Date _____

Your Name _____

Email Address _____

Organization/Department _____

Phone Number _____

Reason for Travel • Meeting Conference Progra • • Workshop Other: _____

Date Leaving	Date Returning	Number of People Traveling	Number of People Expected at Event	Travel Type: car/bus/fly/etc	Location of Event Street Address

**The University may suspend all travel at any time due to the Covid-19 pandemic and any prior travel authorization may be revoked by the University at any time.*

Please explain why this travel is necessary and consider whether alternate participation is available:

Describe the precautions all travel participants will be required to take (limiting the number of people in each vehicle/social distancing/wearing face coverings/traveling with hand sanitizer and sanitizing wipes or spray):

List the names of ALL Travel Participants (including students, advisors, faculty and staff):