2014-2015
Hawk Handbook
YOUR HOW-TO GUIDE FOR BEING A STUDENT ORGANIZATION AT ILLINOIS TECH!

IIT Campus Life
ILLINOIS INSTITUTE OF TECHNOLOGY, McCormick Tribune Campus Center, 3201 S. State St, Chicago, IL 60616
Updated December 17, 2014
Welcome and Introduction

The college years are rich with opportunities and experiences for every student. Within the Office of Campus Life, we are excited to work with you and your student organization as we partner to enrich campus life.

The student organization community at IIT is focused on giving students the chance to learn both inside and outside of the classroom. Programming on campus offers a vital resource to the IIT community; organizations have a great impact.

We recognize and support the value of an active student community on campus, and commit our support to the success of each organization. An abundance of resources and support are available to every group. This handbook will serve as a guide to introducing you to important policies and procedures, as well as hints, tips and tricks for making the most of your experience.

In an effort to provide more personal customer service, the Office of Campus Life has distributed organizations among the four professional staff members on our team. Each staff member acts as a liaison to a number of student organizations. You are encouraged to work closely with your Campus Life contact to plan programs and work towards organizational goals.

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Again, we look forward to working with and supporting your organization in any way possible. We hope you find the resources included within this guide helpful. Here’s to a great year!

Ryan, Alex, Katie and Tricia  
IIT Office of Campus Life
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With over 100 student organizations at IIT, there is ample opportunity for every student to be involved. The Office of Campus Life encourages students to seek out ways to enhance the college experience; numerous research studies show that students who are involved not only enjoy college more, but their grades are higher and they are more likely to receive job offers upon graduation than non-involved students. Life outside the classroom does have its benefits!

STUDENT ORGANIZATION RECOGNITION

Each year, student organizations are required to complete a yearly registration with the Office of Campus Life in order to be considered a recognized student group. For returning organizations, registration may be done at any time; however, you must be registered in order to access resources such as Student Activity Fund (SAF) funding, reserve space on campus, Campus Life materials and to apply for space in the Student Involvement Fair. If you are a new student organization, or if you have failed to register for more than one calendar year, please refer to the New Organizations portion of this handbook.

HAWK HINT: All new and returning student organizations should be registered by May 15, 2015 in order to have full access to all resources! Visit hawklink.iit.edu to get your organization registered!

REGISTRATION

A link to the registration form is available at hawklink.iit.edu. When completing the online forms, you will need the following in order to submit:

- Be the incoming President or Treasurer of your organization
- Full list of your executive board members
- 10 eligible members
- 1 advisor
- Organization Constitution and By-Laws

During the registration process, you will be prompted to select a category for your organization. The Office of Campus Life has identified eight categories for this purpose and reserves the right to approve or change selections as appropriate.

Arts and Media: Activities and membership focus on fine arts, performance, print, and media and/or they are student-operated entities which publish or broadcast on a regular basis.

Community Service: Activities and membership involve primarily activities and/or development through service and volunteer opportunities.

Cultural: Activities and membership center on but are not limited to a particular culture, ethnicity, sexuality, gender, or race.

Faith and Spiritual: Activities and membership involve primarily activities and/or development through spiritual life opportunities.

Fraternity/Sorority: Activities and membership center on the fraternity and sorority system. These organizations are governed by the Greek Council.

Hobby and Special Interest: Activities and membership center on a personal, social, or otherwise uncategorized interest.

Professional Organizations: Activities and membership link to student-operated groups that are part of a larger international/national group. Groups include honor societies, professional societies, and academic societies.

Student Services: Activities and membership serve as an outlet for the IIT student body to work towards the betterment of the campus community through programming and as a means for students to voice opinion.

Sports: These groups primarily get out and play! Activities and membership focus on physical activities through participation in competition and/or recreation.

HAWK HINT: There are a few common errors that we have noticed in student organizations constitutions! Make sure that your student organization pays attention to these things. In your constitution it must mention that all executive board members must be full time students in good academic and behavioral standing with the university, that your advisor cannot be a voting member, and that you have the proper dissolution statement. To see a sample constitution contact Campus Life.

OFFICER AND MEMBERSHIP ELIGIBILITY

IIT, Vandercook, Stuart and Shimer College students are eligible for membership in student organizations on the Main Campus. Student organization officers must be regularly enrolled full-time students in good academic standing. This must be reflected in your constitution. The Office of Campus Life reserves the right to require leadership changes should officers not meet these standards. General membership is open to all full-time and part-time students.
**ADVISORS**

Every student organization is required to list at least one advisor during the registration process. Advisors are expected to be IIT faculty or staff members familiar with and supportive of the mission and vision of the student organization with which they are affiliated. Remember, in your constitution it must state that your advisor cannot vote. If you are currently looking for an advisor, please reach out to your Campus Life liaison for assistance in finding one. We also suggest you reach out to a few of your favorite professors or staff members at IIT and see if they would like to be involved. For more advisor information, please see the Advisor Resources section of this handbook.

**HAWK HINT:** Remember your OCL Liaison is not your student organizations official advisor.
NEW STUDENT ORGANIZATIONS

The Office of Campus Life requires that all organizations seeking recognition on campus undergo a formal process.

RECOGNITION OF NEW STUDENT ORGANIZATIONS

Step One: Research
Research your potential student organization. Is there a group on campus that already meets your needs? If there is, please reach out to them to collaborate with the organization before proceeding to the next step.

Step Two: Interest Form
If you have not found a group with similar mission statements and values as your organization, visit HawkLink to complete the “New Student Organization Interest Form.”

Step Three: Introductory Email
Within 10 business days of submitting the “New Student Organization Interest Form,” you will receive an email from the Office of Campus Life requesting an introductory meeting with the Office of Campus Life in addition to the Executive Vice-President of SGA. You must reply to this email within 30 days in order to stay active in the process.

Step Four: Introductory Meeting
Meet with the Office of Campus Life. At your introductory meeting, Campus Life will review registered student organization expectations and policies. We’ll also discuss the recognition process and any questions you might have. It may be probable that the meeting with the Executive Vice-President needs to be separate due to schedule conflicts. The purpose of meeting with the Executive Vice-President of SGA is to prepare for the senate meeting.

Step Five: SGA Meeting
The IIT Student Government Association will request your organization be present at a senate meeting. You must have competed your introductory meeting with the Office of Campus Life and the Vice President of SGA the Friday before the upcoming SGA meeting in order to be considered for pre-approval. At this meeting, SGA members may have questions for you before voting on the status of your application. SGA will then vote on preapproving or denying your student organization.

Step Six: Governing Documents
After your senate preapproval you will be given a guide to create a constitution and set of bylaws for your group from the Office of Campus Life—this is your first set of Student Organization Homework! You’ll have 30 days from your Senate preapproval to return a completed set of documents for your student organization to the Office of Campus Life (if applicable, you will need to submit the National/International organization’s constitution and bylaws as well.)

Step Seven: Follow-Up Email
Once Campus Life has received and reviewed your constitution and bylaws, they will email you to set up a follow-up meeting. Reply to this email within 30 days in order to stay active in the process.

Step Eight: OCL Follow-Up Meeting
This time we’ll discuss your governing documents and the revisions that must be made in order to register your student organization with the Office of Campus Life. At the end of the meeting you will be given the link to register and information on how to get your new student organization off the ground! You must register your organization within 30 days of receiving the link.

Step Nine: Meet with your Office of Campus Life Liaison
Set up a meeting with your Office of Campus Life liaison to introduce yourself!

HAWK HINT: If at any time a potential student organization does not meet the above deadlines, they will revert back to Step Two in the process, including submission of the New Organization Interest Form.
RESOURCES FOR STUDENT ORGANIZATIONS

AVAILABLE CAMPUS LIFE RESOURCES

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<td>A-Frames</td>
<td>Campus Life owns six A-Frame poster holders for exclusive use within the MTCC. All organizations may visit the Campus Life Welcome Desk in the MTCC or email <a href="mailto:studentreservations@iit.edu">studentreservations@iit.edu</a> to reserve up to 2 A-Frame sides for event advertisement, for 10 business days. Only posters measuring 24” x 36” will be accepted for posting. Office of Student Affairs posters take precedence over student organization posters and Campus Life reserves the right to alter the posting schedule as such. All posters must adhere to the IIT Posting Policy.</td>
</tr>
<tr>
<td>Art Supplies</td>
<td>Poster paper, Texas markers, and other various art supplies are available for use in the OCL. Organizations should ask a staff member for access to supplies as needed.</td>
</tr>
<tr>
<td>Basement Storage in MTCC</td>
<td>Space will be awarded based upon availability and type of item requested to be stored. In order to access your storage space, visit the Welcome Desk during regular business hours to check out a key. You must have an IIT ID in order to check out a key.</td>
</tr>
<tr>
<td>Capital Items</td>
<td>Items purchased with Student Activity Fund proceeds are available for organization use via a check-out system in the OCL. Sample items include digital cameras, camping equipment and outdoor recreation items. If the organization ever dissolves all capital items must be returned to the Office of Campus Life.</td>
</tr>
<tr>
<td>Room Reservations</td>
<td>Please email <a href="mailto:studentreservations@iit.edu">studentreservations@iit.edu</a> to book your space or visit your OCL liaison.</td>
</tr>
<tr>
<td>Electronic Media Boards</td>
<td>Electronic message boards are located throughout campus for advertisement of events and programs. Slides must be submitted in landscape Power Point format and are required to adhere to the IIT Posting Policy. Ads may be submitted via email to: <a href="mailto:campus.life@iit.edu">campus.life@iit.edu</a>, <a href="mailto:housing@iit.edu">housing@iit.edu</a>, <a href="mailto:student.health@iit.edu">student.health@iit.edu</a>, <a href="mailto:library@iit.edu">library@iit.edu</a>, and <a href="mailto:dining@iit.edu">dining@iit.edu</a>.</td>
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<tr>
<td>Fax Machine</td>
<td>A fax machine is available in OCL for organizational use; incoming and outgoing faxes within the US are free. Only Campus Life staff may operate the fax machine.</td>
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<tr>
<td>Main Account</td>
<td>Student organizations may open a dedicated financial account with IIT by completing a short form (available on HawkLink) and making a deposit. IIT organization accounts may only be utilized for student organization operational supplies, programs or events. Monies from organization accounts can be spent through the OCL by completing a Purchase Request in HawkLink through your student organization account. All fundraising monies will be deposited into their main account.</td>
</tr>
<tr>
<td>Web/Email/Printing Account</td>
<td>All organizations are eligible for an “iit.edu” email address, web space through the IIT domain, and printing account. Organizations that choose not to adopt an “iit.edu” address are still required to supply contact information for electronic media. The web and email form is available on HawkLink.</td>
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STUDENT INVOLVEMENT FAIR

The Student Involvement Fair is held once per semester. All organizations are invited to participate in the Involvement Fair as a means to inform, recruit and engage new and returning members. Space assignments at the fair are in the form of shared tables between at least two student organizations. Participating organizations are expected to assign at least one representative to the table for the duration of the event, and they must check in and check out with Campus Life staff as appropriate. OCL provides space and tables. Invitations to participate in the fair, as well as registration information, are posted on HawkLink.
SOAR GAME NIGHT
At the end of the first day of SOAR during the spring and summer sessions, the Office of Campus Life will sponsor a Game Night and invite student organizations to participate. During SOAR Game Night, student organizations can engage with new students and promote their student organization. Student organizations must be fully registered and recognized by the Office of Campus Life to participate. Organizations can register on HawkLink.

STUDENT ORGANIZATION ROUND-UP
Campus Life offers a workshop for students and organizations each semester that goes over Office of Campus Life and university policies for student organizations. The workshop offers students unique insight to leadership, engagement and involvement on campus. Attendance each semester is mandatory for a student organization’s President and Treasurer. They must attend the workshop once semestertly. Failure to attend will result in the student organization losing their ability to use/apply for SAF funding, reserve space on campus, and possibly lose their student organization status with the Office of Campus Life.

SOCIAL MEDIA
Campus Life recognizes the importance of social media applications on and around the IIT campus. Campus Life maintains the following social media presences:
- Facebook: http://www.facebook.com/iitcampuslife
- Twitter: @iitcampuslife - #illinoistech
- Pinterest: http://www.pinterest.com/iitcampuslife/
- Instagram: www.instagram.com/iitcampuslife
- When you come in to visit, be sure to check in to “IIT Campus Life” on FourSquare

We encourage you to follow us in any or all of the above mediums for updates on our initiatives. OCL encourages student organizations to create their own social media presence for use as a virtual connection to others. When you are done, please like our page. We’ll return the favor!

CAPITAL ITEMS
Capital items are purchases made from the Student Activity Fund that serve a broad purpose for more than one student organization. These items are purchased from the SAF and maintained by the Office of Campus Life for organizational use. If you wish to check out a capital item, visit Campus Life to make a reservation and review the available items.

PURCHASING CAPITAL ITEMS
If your organization is interested in purchasing an item, you may apply for SAF funding. If approved by Finance Board, Campus Life will purchase the item and add it to the list of available items. When budgeting for items, make sure you budget for shipping. Shipping costs increase as the item gets larger; be sure to check shipping online as well as check around for other free or discounted shipping options.

STORAGE
- Keys for all storage units are kept at the Welcome Desk. Every key must be signed out.
- No food, beverages, or alcohol can be stored in any storage unit.
- MTCC Basement storage can be accessed only when accompanied by a current Campus Life staff member.
- Basement storage space is alphabetical. If your organization needs storage and does not currently have it, please see your Campus Life liaison to arrange a space for your organization.
- Capital items are available for all organizational use (craft and office supplies, banquet items, cleaning supplies, serving utensils, paper products, etc.).
**STUDENT ORGANIZATION POLICIES**

**POSTING ON CAMPUS**

Illinois Institute of Technology provides various posting fixtures and locations that may be used to advertise organizations, programs, events and services of interest to the University community. The following policies apply to all parties wishing to advertise on the Illinois Institute of Technology Main Campus. Any party wishing to advertise on the IIT Main Campus is solely responsible for the content of its advertisement. IIT in no way endorses or approves the content of the advertisement or the program or services that a posting promotes.

Organizations wishing to post paper advertisements on campus should visit the Office of Campus Life Welcome Desk for approval. Campus Life will accept 16 copies of any general advertisement under 11” x 17”. Copies will be distributed as follows:

- 9 copies will be distributed for posting within Residence & Greek Life facilities
- 2 copies will be distributed for posting within the McCormick Tribune Campus Center
- 1 copy will be distributed for posting at the outdoor bulletin board located on the Quad
- 1 copy will be distributed for posting at The Bog.
- 1 copy will be distributed for posting at Shimer College
- 1 copy will be distributed for posting at Vandercook
- 1 copy will be distributed for posting at Stuart School of Business

**IIT POSTING POLICY**

1. All items for posting including, flyers, posters, table tents, leaflets, handbills or similar material must receive prior approval from the Office of the Dean of Students/Campus Life. Additionally, student organization election materials are subject to these general regulations, as well as any election rules of the Office of Campus Life and/or appropriate governing organization.

2. Advertisements for events sponsored by university departments or organizations and those taking place at IIT have posting priority. Advertisements not directly connected with IIT will be posted only as space permits.

3. An advertisement must include the following information to be considered for posting: name of sponsoring agency, department, organization or individual; contact information in the form of phone or email; date and place of the event or meeting being announced.

4. An advertisement may not cover or block previously posted materials in any way. Regularly updated postings or materials with ongoing information may be removed to create space for specific event postings.

5. Leaflets, handouts and table tent materials will only be approved if they are directly related to IIT departmental or recognized student organization activity.

6. Programs which receive monetary allocation through the Student Activities Fund (SAF) must include “Sponsored by the Student Activities Fund” on all advertisements.

7. General advertisements may not exceed 11” x 17”. Exceptions are made for banners and A-Frame posters as stated in guideline 17.

8. Advertisements may only be posted on bulletin boards specifically designed to hold advertisements. These include outdoor bulletin boards and those in the main concourse, classrooms, or lobbies of university buildings.

9. Locked bulletin boards are not available for general advertising.

10. Some bulletin boards located near administrative, academic, or student organization offices are controlled and maintained by those departments or organizations and may not be used for general advertising without their permission.

11. Advertisements may not be posted on walls, chalkboards, windows, doors, light poles, brick, elevators, sidewalks, walkways, bathrooms, trees, fences, other signs, or vehicles. Any advertisement posted improperly will be removed immediately and discarded. The responsible party will be contacted to discuss the violation. Possible fines and further disciplinary action may be taken if appropriate.

12. Regardless of location, overlapping, covering, removing or defacing another posting is not permitted.

13. All postings must be in English or include an English translation.

14. Postings are generally validated through the date of the event or deadline as shown on the posting. If no date is included, the posting will be approved for two weeks.

15. All parties must remove advertisements within 2 working days after the stamped expiration date.

16. Posting of temporary, outdoor directional and informational signs must be approved in advance by IIT Facilities. The sponsoring organization must remove these signs within 1 working day of event.

17. The hanging of banners is permitted only in MTCC Center Court, MTCC Commons and McCormick Student Village; A-Frames are utilized only in the MTCC for posters larger than 11x17. All banners and posters must be approved two
days in advance by the Office of Dean of Students/Campus Life. Banners for posting in the MTCC Commons or Center Court may be hung only by the Campus Life staff.

18. Postings that restrict opportunity or otherwise discriminate because of race, color, religion, national origin, gender, sexual orientation, age, disability or veteran status are prohibited.

19. Postings considered to be offensive, indecent, or oppressive to others are prohibited.

20. Student organizations may not post or stake anything outdoors. This includes but is not limited to trees, sidewalks, buildings, lawn space etc.

21. Painted windows within the MTCC must be cleaned within two days of an event and are limited to one week. Failure to do so will result in cleaning charges billed to the group.

22. Outdoor displays are limited to one week and should be cleared with Campus Life before anything is put up.

23. Signs may not be hung on trees or poles.

SANCTIONS
Any party violating this policy for the first time will receive a warning. An organization violating this policy for the second time may result in a possible fine of at least $25. Each subsequent violation may result in a possible fine of at least $50. Any violation may be subject to additional penalty as determined by the Office of Campus Life.

IMPLEMENTATION
Questions, complaints, reports of violations, or appeals regarding the policy should be directed to the Office of Campus Life.

POSTING DURING STUDENT ORGANIZATION ELECTIONS
Additional posting policies that are in effect during a student organization’s elections are as follows:
- All election material for posting and distribution must follow the IIT Posting Policy
- Candidates are responsible for the removal and disposal of all election materials within 24hrs after the election
- Slander, libel, and/or forms of negative campaigning that sacrifice the integrity of the election process by defacing campaign materials or any activity that is deemed disruptive by the Office of Campus Life is prohibited.

MTCC WINDOW PAINTING
If your student organization wishes to advertise on the windows of the MTCC, you need to meet with your Campus Life liaison to discuss your image/advertisement. Your advertisement/image must then be removed from the window within 48hrs of the completion of your event. Advertisements may only be up on the windows for a maximum of 5 days. The Office of Campus life reserves the right to hire a janitor to clean the window and charge the student organization for their services if the window is not properly cleaned. Additionally, the student organization will be found in violation of the posting policy. Windows may be reserved by contacting studentreservations@iit.edu and can only be reserved for 1 week at a time.

Student organizations are only allowed to advertise on the following windows in the MTCC
- MTCC Bridge
- Black and White Lounge
- The Commons

SPACE RESERVATION POLICY
The facilities of IIT exist for the primary purpose of education and use of the IIT community. Priority for the use of academic facilities is given first to the IIT classroom needs. The decision to permit or restrict the use of facilities by student organizations will be based first on prior academic classroom commitment, then prior reservation. Requests for the use of space can be made up to one year in advance. Reservations requested by student organizations are taken on a first come first served basis.

All groups using IIT facilities must comply with IIT standards and policies. It is the responsibility of the Office of Campus Life to make sure those standards are being met. Student organizations failing to meet the standards or comply with regulations may be denied future use of IIT facilities. Those organizations causing damage to IIT facilities may be charged accordingly.

HOW TO RESERVE SPACE
- Student organizations must be fully recognized and be in good standing with the Office of Campus Life to reserve space on campus.
- Student organizations may reserve space on campus by either:
  - Contacting studentreservations@iit.edu
  - Meeting with your Campus Life liaison or Campus Life student assistant
Student organizations are able to reserve space in the following locations:
- Academic buildings
- McCormick Tribune Campus Center
- Hermann Hall
- Carr Chapel
- The Tower
- Keating Sports Center
- Outdoor spaces/parks on campus

To reserve space in The Bog during Commuter Student Lounge hours (8:30 a.m. – 5 p.m. Monday-Friday) please contact studentreservations@iit.edu. If you wish to reserve The Bog after hours (5 p.m. – 1 a.m. –Thursday-Saturday) contact vicepresident@ubiit.org. If you wish to reserve The Bog after hours (5 p.m. – 1 a.m. Monday – Wednesday, or any time Saturday or Sunday) please contact acarlso3@iit.edu.

To reserve space in Keating Sports Center, please contact the Facility Rental Manager via email, Usha Gilmore (ugilmore@iit.edu)

Student organizations should provide the following when reserving space:
- Student organization name and the student event coordinator’s name, email, and phone number
- Preferred booking location and duration of the event
- 2nd Preferred booking location and duration of the event
- Set Up Description
- Event essentials needed with quantities
  - Audiovisual and other technical equipment
  - Equipment: Tables, chairs, stages, linens, etc.
  - Personnel: public safety, janitorial, A/V tech, etc.
  - Catering: How many people will be in attendance.

SPACE RESERVATION POLICIES

- Student organizations are responsible for ensuring that no damage occurs to the facility during the course of an event. Damaged facilities or equipment will be repaired at the expense of the student organization, and may result in judicial action.
- It is the responsibility of the student organization to clean up the event space after usage. All loose trash must be placed in trash receptacles. A charge to cover all the labor costs to restore the area will be assessed if this obligation is not met.
- Signs and decorations should not be taped, nailed or tacked to painted surfaces, columns or decorated surfaces.
- The security of any equipment brought into the facility by the student organization is not the responsibility of IIT. No equipment may be stored in or around the facility before or after the event. Items left in the facility are not the responsibility of IIT.
- The only facilities that can be used for religious services are Hermann Hall, Farr Hall, and Carr Chapel.
- If a student organization wishes to have food at an event being held in the McCormick Tribune Campus Center or Hermann Hall, they must use Sodexo catering.
- The Office of Campus Life and Event Services reserves the right to add the following on to a reservation if the event meets specific criteria:
  - Public Safety
  - A/V Tech
  - Janitorial Staff

SET UP DESCRIPTION

Here are a few examples of set up’s that can be utilized in open spaces.

AUDITORIUM STYLE: Appropriate for short lecture or larger groups that do not require extensive note-taking. Could be used in any ballroom or open space.

[Diagram of Auditorium Style]
**Banquet Style**: Used for meals and small group discussions. 5’ rounds seat eight people comfortably. Can be set up in any ballroom or open space.

![Banquet Style Diagram]

**Hollow Square Style**: Appropriate for groups fewer than 40 where there is a group leader or panel seated at the head of the set up. Can be set up in any ballroom or open space.

![Hollow Square Style Diagram]

**U-Shape Style and Conference Style**: Ideal for large group discussions. Can be set up in any ballroom or open space.

![U-Shape and Conference Style Diagram]
RESIDENCE AND GREEK LIFE TABLE RESERVATION POLICY

- Residence and Greek Life accepts applications from registered student organizations to reserve tables in residence hall lobby areas to advertise events. Requests will be reserved on weekdays when the university is open. Reservations can be made for times up to 2 hours per day. Upon review, an email to confirm or deny the request will be sent to the person who submitted the form.
- This application must be completed and received by Residence and Greek Life at least 72 hours in advance.
- The student requesting space must be an on-campus resident representing a registered student organization at IIT.
- Individuals staffing the table must have access to the residence halls or be signed in as a visitor.
- One table and two chairs will be provided for use.
- Individuals staffing the table may not act in a manner that is considered disruptive, aggressive, or harassing (as determined by residence hall staff)
- All group members and guests are to follow requests made by residence hall staff.
- Completed applications are not to be considered a guarantee of the reservation until a residence hall staff member approves the reservation.
- Residence hall public areas are primarily intended for the use of residents of the building. Reservation requests will be considered in relation to the overall availability of the space in the building for residents. This reservation does not permit the exclusive use of this space by your organization. Although your group may be using the space, residents may continue to use this space.
- Student organizations are responsible for ensuring that no damage occurs to the facility and table during the course of an event. Damaged facilities or equipment will be repaired at the expense of the student organization, and may result in judicial action.
- It is the responsibility of the student organization to clean up the table and surrounding space after usage. All loose trash must be placed in trash receptacles. A charge to cover all the labor costs to restore the area will be assessed if this obligation is not met.
- Reservation requests may be made through the online form linked to www.iit.edu/housing.

STUDENT ORGANIZATION ALCOHOL POLICY

At all times student organizations must follow Fraternal Information and Programming Group (FIPG) rules, as set forth below, the IIT Code of Conduct, and state and local laws with regard to alcohol consumption at their events. In an event that a registered student organization is planning to host an event where alcohol will be served they must abide by the following regulations.

- Student organizations planning to host events where alcohol will be served must complete an Alcohol Beverage Service form at least 10 business days prior to the event and before advertising the event or signing a contract indicating that alcohol will be served. This form is available in on HawkLink in the Campus Life Documents section. Registration of the event does not constitute university approval.
- A complete guest list will need to be submitted to the Office of Campus Life and/or the Greek Life Coordinator within 48 hours of the event.
- The sale and use of alcoholic beverages must be in compliance with state and local laws as well as university policies and regulations.
- Food and nonalcoholic beverages must be available when alcohol is served.
- All events must have a full time faculty, staff, or Public Safety officer responsible for ensuring adherence to university policies. If the event is on campus, a Public Safety officer must be present. This person must be present for the duration of the time alcohol will be served.
- All events must officially end by 1:30 a.m, or at the official building closing time of the campus facility being used, whichever comes first.
- Consumption of alcohol and/or possession of open containers of alcohol are prohibited by university property, whether in university buildings or on university grounds, unless authorized by the proper filing of an Alcohol Beverage Service Form with the Dean of Students Office.

EVENT SPECIFIC POLICIES

Campus Life tries to encourage the creativity of student organizations as they program. Every year, we see new and innovative programs being brought to campus, and we try our best to make every one of them possible. This section outlines some policies that pertain to certain events. If you think one of these might apply to your student organization’s proposed event, please talk to your Campus Life liaison prior to your event.
SERVING FOOD
Student organizations wishing to sell food items on campus must follow a number of steps. Because there are health concerns with selling food that has been prepared ahead of time, food that has temperature control needs may NOT be re-sold as a fundraiser, unless you have the procedures in place to maintain adequate temperatures. To determine if your food meets this criteria, talk with your Campus Life Liaison.

If the food will be served in the McCormick Tribune Campus Center or Hermann Hall, you must complete a “Request to Serve or Sell Food on Campus” form and receive written approval from the Director of Campus Dining and your organization’s Campus Life liaison.

If the food must be kept at temperature, students must check out the following items from Campus Life depending on the food that they are serving:
- Chaffing dishes
- Sterno
- Appropriate serving utensils
- Gloves
- Cooler
- Large insulated beverage jug
- Sink

If you are selling items that do not require temperature control, they must be individually wrapped.

All events that have food at them must have a list of used ingredients clearly listed on the outside of the item.

If the event classifies as a fundraiser, the group must complete a Fundraising Form and all proceeds must be deposited within an IIT-held account through your Campus Life liaison.

HAWK HINT: Any temperature-controlled food must have a hand sink nearby. Campus Life only has ONE sink and it is in high demand. Plan your event far in advance to ensure you can check it out and use it.

SERVING OUTSIDE FOOD
Student organizations wishing to utilize an outside caterer must follow a number of steps. If the food will be served in the McCormick Tribune Campus Center and Hermann Hall, the event organizer must complete a “Request to Serve or Sell Food on Campus” form and receive written approval from the Director of Campus Dining and their student organization Campus Life liaison.

In order to get this approved, the student organization must also collect the following items:
- City of Chicago Business License
- City of Chicago Sanitation Certificate
- A copy of the Businesses Liability Insurance of at least $1,000,000

These items must be attached to the form when submitted. It is strongly suggested that these documents be collected regardless of where the food will be served, but are only required when food is being served in the MTCC or Hermann Hall.

Student organizations that wish to use food from IIT Catering/Sodexo do not need a waiver.

MOBILE RIGHTS
Any showing of a movie or re-showing of a television show outside the privacy of a home setting is considered a public performance. This includes showing anything within a Residence Hall Room or a Chapter Home. Showing a film in what is considered a public location without obtaining the rights to the film is a violation of the Copyright Law of 1970.

Student organizations wishing to screen a film must work with their Campus Life liaison to obtain the rights well in advance of their film screening, and must have the rights obtained prior to advertising for the event. Student organization’s screening a film without having obtained the rights will be sent to Campus Judicial Board and will be expected to repay the rights to the film, at minimum.
POKER NIGHTS
Gambling is expressly prohibited in the City of Chicago and the State of Illinois. Since IIT does not have a Charitable Games Act, student organizations cannot hold casino or poker events as a fundraiser, or with any type of buy-in.

Poker events can be held if there is no exchange of money to play or participate (as a free event.) Your Campus Life liaison can connect you with companies if you are interested in holding an event like this.

TICKET SALES POLICY
All ticket sales and merchandise sales are managed and operated by the Office of Campus Life. Sales are exclusively offered via an online system. The online system allows a large number of students to apply for tickets to events ranging from sporting, cultural or social outings. Tickets are allocated either via a lottery or first-come, first-serve basis, based on Campus Life recommendation.

Student organizations wishing to sell tickets or merchandise for any reason must fully complete the “Ticket Sales Application” (available in the Forms section of Campus Life’s HawkLink page) and submit it at least 5 business days prior to the first ticket on-sale date. Additional notes for ticket sales are as follows:

- At time of form submission, the full ticket allotment must be surrendered in an envelope labeled with the organization name, event title and date. Tickets will not go on sale if we do not have the physical tickets in hand.
- New ticket sales go live at 1:00pm Monday through Friday only.
- Organizations are responsible for all marketing as well as distribution of the ticket sales link.
- Ticket sales using the lottery system will remain open for a period of two hours. Each entry during that time period will receive a number, and selections will be made via a random-number generator.
- All students will be notified of their ticket status via email within 1 business day of form completion. Event tickets are and non-refundable.
- To transfer a ticket to another enrolled IIT/Shimer/Vandercook student, you must come into the Office of Campus Life and see a Campus Life staff member.
- Tickets remaining at the completion of the pick-up window will be re-allocated to students on the waiting list.

HAWK HINT: Before tickets are purchased the event MUST be advertised on HawkLink.

TICKET SALES RATE
If your event is SAF funded, please refer to your Finance Board decision letter for the mandated ticket price stipulation, or work with your Campus Life liaison to establish an appropriate price.

If the event is not SAF funded, please work with your Office of Campus Life liaison to discuss an appropriate ticket price based on the per-person cost of your event.

If the event is SAF funded, all proceeds will be returned to the SAF. If the event is not SAF funded, the proceeds will be deposited into an IIT student organization account for future use by your organization.

CASH, FUNDRAISING AND COLLECTIONS POLICY
Organizations may not handle cash without permission from Campus Life. In order to obtain permission, a completed “Cash, Fundraising and Collections Application” must be turned in to Campus Life at least 5 business days prior to any event. This form is located in the Campus Life forms section on HawkLink.

- A “Cash, Fundraising and Collections Application” must be turned in to Campus Life at least 5 business days prior to any event.
- If needed, Campus Life will provide an empty cash box for fundraising use. Organizations must indicate their intent to use a cash box on the “Cash, Fundraising and Collections Application” 5 business days in advance of an event in order to reserve. **Cash banks will not be provided.**
- Any money collected MUST be deposited into a student organization main account through the Office of Campus Life after EVERY collection.
- Lunch hour collections must be turned in to an OCL professional staff member by 2 p.m. on the day of sale.
- Dinner hour sale money must be turned in to an OCL professional staff member by 10 a.m. the day following the sale.
- Any reimbursements to be done based on fundraisers must be done utilizing a Purchase Request and not through the cash box turned in that day.
- A tracking list of items sold or donations collected must be maintained by the student organization.
SALES POLICY/PROCEDURE
- Student organization completes and returns the Fundraising and Collections Application at least 5 business days prior to event date.
- Student organization must also attach proof of space reservation for bridge space in the MTCC.
- Campus Life will review the form and approve or deny the application.
- Once application is approved, an OCL professional staff member and student organization representative will meet to discuss items, length of sales, and deposit policy.
- On each day of event, student organization picks up an empty cash box from OCL.
- Items are sold/funds are raised and cash box, with deposit, is turned in following the timeline:
  - Funds due by 2 p.m. SAME DAY for lunchtime events
  - Funds due by 10 a.m. FOLLOWING DAY evening/dinner events
- Deposit sheets are kept in student organization main account folder in the OCL and will be tracked on the student organization’s HawkLink account.

HAWK HINT: Organizations who neglect to follow this policy or who have discrepancies in their returns may face judicial action. Always keep track of your members and money—avoid an upsetting situation!

FRATERNAL INFORMATION AND PROGRAMMING GROUP (FIPG) GUIDELINES
FIPG is organized for the purpose of providing information on risk management issues. These guidelines are specifically set forth for Greek-letter organizations on IIT’s campus; however, Campus Life expects all registered student organizations to follow.

ALCOHOL AND DRUGS
- The possession, sale, use or consumption of alcoholic beverages, while on university grounds or during a student organization event, in any situation sponsored or endorsed by the student organization, or at any event an observer would associate with the student organization, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
- No alcoholic beverages may be purchased through student organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
- Open parties, meaning those with unrestricted access by non-members of the student organization, without specific invitation, where alcohol is present, are prohibited. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age.)
- The possession, sale or use of any illegal drugs or controlled substances while on university grounds premises or during a student organization event or at any event that an observer would associate with the student organization is strictly prohibited.
- No student organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a student organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
- No student organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host student organization, groups or organizations.
- All recruitment activities associated with any student organization will be non-alcoholic. No recruitment activities associated with any organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
- No member or new member shall permit, tolerate, encourage or participate in "drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- No alcohol shall be present at new member, activity or ritual of the student organization. This includes but is not limited to activities associated with “bid night,” “big brother - little brother” events or activities, “big sister - little sister” events or activities, “family” events or activities and initiation.
HAZING
No student organization, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

- "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the student organization house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

SEXUAL ABUSE AND HARRASMENT
The student organization will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on student organization premises or an off-site location which is demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at an organization event as defined in this policy is prohibited.

EDUCATION
Each student organization shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available in the IIT Student handbook.
STUDENT ORGANIZATION FINANCES

Finance can be one of the more confusing and cumbersome parts of operating a student organization. This section is devoted entirely to making the payment process more easily understood; it offers you the definitions and resources required to successfully handle your organization’s money matters. While there is a large volume of information, don’t let it overwhelm you—once you get the hang of it, you’ll be the money mogul of your organization in no time!

STUDENT ORGANIZATION ACCOUNTS

MAIN ACCOUNTS
Every student organization has the opportunity to open its own financial account (hereafter referred to as a main account) with the Office of Campus Life. Additionally you have the ability to apply for funding via the Student Activity Fund (SAF) from Finance Board (SGA).

Main accounts for student organizations may hold any sponsorship money, donations, member dues, or other type of funds you may have. Your main account is solely dedicated to your group, and allows you the opportunity to fund giveaways, offer programming, host events during the summer and fund conferences. Funding in your main account may only be spent through the Office of Campus Life and may not be used for any reason other than organizational use.

Each organization with a main account is expected to maintain detailed financial records of deposits and payments. Balances and transactions may be verified by your President or Treasurer within HawkLink. If your organization does not currently operate a main account, please visit the Office of Campus Life with your opening deposit.

DEAN OF STUDENTS FUNDING ACCOUNTS
The Dean of Students funds a small number of organizations based on their campus impact. These accounts are referred to as your 100000 account; all spending procedures for any type of IIT account are the same.

STUDENT ACTIVITY FUNDING ACCOUNTS (SAF)
Student organizations must propose to Finance Board, a branch of the Student Government Association, in order to receive Student Activity Fee funding. IIT’s Finance Board meets three times each semester to allocate funds for operational costs, conference and competition expenses, programming costs and capital item purchases. Visit http://sga.iit.edu/house/finance-board/resources to learn more.

HAWK HINT: The Office of Campus Life has no control over Finance Board decisions. Campus Life professional staff members are happy to advise your organization regarding finance, but have no ability to change the allocation results of any hearing. Please contact fb@iit.edu for any funding concerns or questions.

OTHER FUNDING
Student organizations may receive sponsorships, donations, hold fundraisers, or collect member dues. No matter the source, all money collected on behalf of a student organization must be turned into the Office of Campus Life for deposit into your main account.

All charitable sponsorships and donations to student organizations must be submitted in an envelope (with postmark, if applicable) with a letter of intent, explaining the donation. Sponsorships and donations will be processed through Institutional Advancement and then deposited in the student organization account.

For more information regarding fundraising and donation collection, see the fundraising and philanthropy section.

HAWK HINT: Student organizations MAY NOT hold money in an off-campus bank account. As an IIT affiliated student organization, you must utilize an on-campus main account for all of your financial transactions.

HAWKLINK FINANCE TAB HOW-TO
There are two types of requests:

Funding Request: This is how you will request money from Finance Board. Be sure to meet with a Finance Board advisor before filling this out.
Purchase Request: This is how you will request to spend money (SAF allocation, main account, or Dean of Students account) with the Office of Campus Life.

ACCESS FINANCIAL REQUESTS
Log in to your HawkLink account.
Go to your organization’s page.
Go to Finance on the left side of the page.
Not everyone in your organization will have access to this. Have your President manage positions under your roster in HawkLink to give more members access.

SUBMIT A FUNDING REQUEST
From the Finance option on your organization’s page:
Click on “Create Funding Request.”
Enter the Subject, the Requested Amount (in dollars,) a brief description, what account the request is for (select your SAF account for the appropriate semester,) and what category the request falls under.
Click “Submit Request.”

SUBMIT A PURCHASE REQUEST
From the Finance option on your organization’s page:
Click on “Create Purchase Request.”
Enter the Subject, the Requested Amount (in dollars,) a brief description, what account the request is for, and what category the request falls under.
Under Requested Amount, do not put a dollar sign, but put a monetary value.
If you are paying a person, you can put the company name in the FIRST NAME box and leave LAST NAME blank.
If you are buying something on-line, there is no need for a physical address.
If you are buying something on-line, please put links to what you want in the box at the bottom of the page and specific quantity.
If any documents are required, please attach those before submitting your request.
Click “Submit Request.”

VIEW STATUS OF A REQUEST
From the Finance option on your organization’s page:
1. Select the “Purchase Requests” tab to view all Purchase Requests.
2. Select the “Funding Requests” tab to view all Funding Requests.
3. The current Status of each request will be located to the far right of the request’s subject.
4. Click the “View” icon to see specific details associated with the request.
5. Click the “Print” icon to access a PDF of the request for your use.

HAWKLINK FINANCE STATUSES
- Unapproved - Your Campus Life liaison has not reviewed your request.
- Denied - You did not submit all necessary information for your purchase request to be processed. Refer to your comments section for further instructions.
- Canceled - Your student organization decided to cancel your purchase request and communicated this with Campus Life.
- Approved - Your purchase request has been approved and is in the process of being ordered. Refer to your comments section for further instructions.
- Completed - Your purchase request has been done. No further action required.

HOW TO PAY
The Office of Campus Life will facilitate payment for every transaction your student organization initiates. Main account, SAF and Dean of Students funding can only be spent through Campus Life. Every transaction must start with a Purchase Request.

HAWK HINT: Students or Faculty/Staff Advisors may NEVER sign contracts on behalf of IIT or your student organization. Doing so effectively makes you the responsible party for payment and execution of the event. Campus Life WILL NOT honor or assist organizations with contracts that have been signed by anyone other than an OCL professional staff member.
PAYMENT TYPES

PURCHASING CARD
The Office of Campus Life holds a credit card that student organizations may use. This is not a credit card that you can check out, but you can use for online purchases or over the phone payments.

CHECK REQUEST
The most commonly-used form of payment to vendors is by check.
In order to pay a vendor an amount under $500, simply provide a numbered invoice and a W-9 at least 15 business days before payment is due.

In order to pay a vendor any amount over $500.01, provide a numbered invoice, a W-9, and a vendor application at least 30 days before payment is due. If the vendor is bringing any item or activity to campus, a Certificate of Insurance must also be submitted.

INTERDIVISIONAL REQUEST (IDR)
To pay another department on IIT’s campus, an Interdivisional Request (IDR) is used. You will need to come into the Office of Campus Life to pick this up and take it to the appropriate department.

REIMBURSEMENT
If no other option for payment exists, Campus Life may grant permission for you to purchase an item and be repaid.

With appropriate planning, 99% of purchases can be made directly by Campus Life, therefore eliminating the need for you to spend any money out of pocket. For this reason, reimbursements are rarely used.

PAYMENT METHODS

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Vendor Type

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On Campus

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PAYMENT DEADLINES

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<td>21 business days</td>
<td>21 business days</td>
<td>30 business days</td>
<td>30 business days</td>
</tr>
<tr>
<td>IDR</td>
<td>1 business day</td>
<td>1 business day</td>
<td>1 business day</td>
<td>1 business day</td>
</tr>
<tr>
<td>Reimbursement</td>
<td>48hrs prior to event</td>
<td>48hrs prior to event</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
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ADDITIONAL PAPERWORK FOR PURCHASE REQUESTS

<table>
<thead>
<tr>
<th>PAYMENT METHOD</th>
<th>MUST HAVE DOCUMENTS</th>
<th>POSSIBLE ADDITIONAL DOCUMENTS (DISCUSS WITH OCL ADVISOR)</th>
</tr>
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<tr>
<td>Check Request ( # &gt; $500), Purchase Order</td>
<td>o Numbered invoice o W9</td>
<td>Vendor Application Certificate of Liability Insurance Contract</td>
</tr>
<tr>
<td>Check Request (# &lt; $500)</td>
<td>Invoice</td>
<td>Certificate of Liability Insurance Contract</td>
</tr>
<tr>
<td>Purchasing Card (Credit Card)</td>
<td>o Detailed description of what you are purchasing o Copy webpage address: link each item or Amazon wishlist. Don’t forget to add a quantity.</td>
<td>Certificate of Liability Insurance Contract</td>
</tr>
<tr>
<td>Reimbursement</td>
<td>Itemized Receipt</td>
<td>Proof of conference attendance (screen cap of webpage)</td>
</tr>
<tr>
<td>Interdivisional Requisition (IDR)</td>
<td>Quote from department we are paying</td>
<td></td>
</tr>
</tbody>
</table>

FINANCIAL MISMANAGEMENT
Handling money can be scary—however, it is your duty as an organization member to ethically and responsibly manage the funding you receive. Should your organization fail to meet the requirements set forth by Campus Life, there are repercussions for your actions. A sample of these is laid out below; you can also refer to the Conduct Standards section of this handbook for more information.

INCOMPLETE PURCHASE REQUEST
If a purchase request is submitted with incorrect or incomplete information, the form will be denied with a note indicating the information requested. It is the student organizations responsibility to complete and gather all necessary paperwork for the purchase request. The Office of Campus Life reserves the right to deny a purchase request if the student organization does not meet the set deadlines and paperwork requirements.

MISSED DEADLINE
Reimbursement - Pre-approved reimbursements submitted later than 10 business days after an event will result in verbal warning for the first offense and a written warning for the second. Subsequent missed deadlines will result in more serious sanctions and may result in cancelled reimbursements.

Check Request - Requests for checks received later than 21 days (up to $500) or 30 days (more than $500) prior to an event will result in a verbal warning for the first offense and a written warning for the second. Your organization will be responsible for contacting the vendor in question to verify their payment terms; if your vendor is unwilling to accept payment past the original due
date, the check request will be cancelled. If your vendor is willing to accept late payment, Campus Life will continue the payment process. Subsequent missed deadlines will result in more serious sanctions.

**Failure to Obtain a Receipt** - The failure to obtain an itemized receipt will result in automatic financial probation until the receipt has been turned in and will be unable to use the Campus Life purchasing card until the receipt is obtained. Students have 48 hours after their event has concluded to turn the receipt into their Campus Life liaison.

**SANCTIONS FOR FINANCIAL MISMANAGEMENT**
- **Misuse of Funds** – spending of university funds for any reason other than the original or approved purpose. Student organization will not be able to spend any money until the funds have been reimbursed either to their main account or to the SAF.
- **Overspending** – organization is placed on probation and cannot spend money until balance is repaid within a defined amount of time. Failure to repay will result in the organization being moved to unrecognized status. Organization will not be allowed to re-register until the balance has been paid back.
- **Cash Handling** – failure to comply with Campus Life policies regarding fundraising, donations or other approved cash functions will move an organization to probationary status. Missing or inaccurate funding counts may result in organizational suspension.
- **Deadlines** – any individual submitting paperwork past the designated deadline on the purchase request will be given a warning; subsequent late paperwork may result in non-payment of invoices or reimbursements. Late paperwork may result in late payment for venues, performers, or conferences.
- **Reimbursements** - Any cost requested for which pre-approval was not granted will not be processed. Student organizations that spend money without approval may not be reimbursed.

**BUDGETING FOR EVENTS**
When creating a budget for an event, there are often many surprise costs to consider. Please review the following general costs in order to determine your budget.

**PUBLIC SAFETY**
IIT Public Safety is responsible for security of students, faculty, staff and their guests. In certain situations, Event Services may require your organization to hire Public Safety officers to ensure your event is held safely.

Following are a few situations where IITPSD are required to be present—if you are ever unsure about the need to have a public safety officer in attendance, ask your Office of Campus Life liaison.

- Any on-campus event with more than 100 attendees requires IITPSD. A general rule of one officer per one hundred guests is advised.
- Any event where alcohol will be served requires IITPSD. Exact officer counts will be determined by Campus Life based on your event.
- Any event concluding after 11 pm requires IITPSD. Exact officer counts will be determined by Campus Life based on your event.
- Any event being held outdoors after dusk or before dawn on campus requires IITPSD. Exact officer counts will be determined by Campus Life based on your event.
- Any event with valuable equipment, prizes or high-security risk individuals requires IITPSD. Exact officer counts will be determined by Campus Life based on your event.

Hiring public safety for an event is an extra cost. Please reach out to your Campus Life liaison for pricing and make sure to include this in your budget proposals.

**VENUE**
When selecting your venue, make sure you understand all aspects of the space. Consider your audio/visual needs, lighting, stage, electricity, and the geographic location itself. If you will need to pay for additional items to make the venue fit your needs, be sure to receive an estimate of these costs before committing to a purchase.

**PERSONNEL**
If you have audio/visual needs, you may be required to have an audio visual technician work your event. If you are having an event after hours or have food at your event, you may be required to have a janitor. If you have catering, you may be required to
have a server work your event, or to have staff move tables to an outside building (depending on your location). If your event is after regular building hours, you may need additional staff to keep the building open for your event. When working with vendors, make sure that you ask if they require personnel to be in attendance. If so, discuss the cost of labor as well as any additional requirements they may have for staffing.

**PERFORMERS**

When budgeting for a performer, make sure to read the contract and rider. The contract may indicate a flat fee, but the rider may require additional food, rooms, or more specific audio/visual requirements. Make sure to include enough money in your budget to accommodate all of the additional requirements your performer may need. IIT will not book transportation for performers; if your vendor requests this, ask that they create an “all-inclusive” contract that includes these terms. If your performer requests a hotel, the student organization can provide them an IIT Guest Suite, provided there are rooms available. If they are not willing to stay in an on-campus suite, they will need to provide a hotel buyout in their contract. The student organization is responsible for paying for the guest suite.

**PRIZES**

Student organizations occasionally offer event guests the opportunity to win prizes or gifts for attendance at an event or for support of a cause. If you are interested in purchasing rewards for your guests, Campus Life can assist you with the following types of items:

**GOLD MOVIE PASSES:** Award your guests with a night (or day!) at the movies. Campus Life sell AMC Gold Passes ($8). Just complete a purchase request on HawkLink and indicate “IDR” and the number and type of tickets you’d like. Campus Life will purchase and distribute tickets on your behalf.

**TECH CASH:** Allow your guests to buy books or a cup of coffee! Student organizations can offer tech cash in any denomination to current students via their HawkCard. Just complete a purchase request and indicate “IDR,” the denomination of your award, and the student’s A-Number. Campus Life will have the appropriate amount of Tech Cash loaded onto your winner’s HawkCard.

**GIFT CARDS:** Student organizations are not allowed to purchase gift cards under any circumstances.

**HAWK HINT:** Offering incentives to guests is a great way to get new faces at your event, however be sure there is something else to keep their attention other than a prize! Make your event meaningful—the gift will just be an added bonus!

***All prizes that are not picked up within ONE WEEK of the end of the semester will be forfeited.***
**STUDENT ORGANIZATION TRAVEL**

IIT seeks to promote safe travel to events and activities occurring beyond the boundaries of the university by students and recognized student organizations. The IIT Student Travel Policy applies to recognized student organization travel both where the travel is sponsored by IIT and in cases where the travel is independent of sponsorship but where the organization travels with support of one or more recognized student organizations. Travel beyond the boundaries of the IIT campus but within Cook County is considered a field trip and is not subject to the Student Travel Policy.

University sponsored student travel must be approved in advance by the Dean of Student’s Office. Where student organizations are involved, this administrator is the Office of the Dean of Students. The student organization must prepare and provide a Travel Summary to the Dean of Students/Campus Life not less than six weeks prior to the date of the proposed travel. The Travel Summary, approved by the appropriate administrator, must be submitted to the Office of Campus Life no later than thirty (30) days before the scheduled domestic trip and forty-five (45) for international travel. The Travel Summary form is available online: [http://iit.edu/student_affairs/handbook/information_and_regulations/student_travel_form.shtml](http://iit.edu/student_affairs/handbook/information_and_regulations/student_travel_form.shtml)

- Travel will not be approved if the trip is viewed as one that poses a safety, security or health risk to the travelers.
- Travel will not be approved if a U.S. State Department Travel Warning is in effect, or if a mandatory evacuation order is in place. Travel will not be approved if students are on academic or disciplinary probation, or on leave from the university.
- Student organization travel must be consistent with the organization’s mission statement and constitution on file with the Office of Campus Life. Travel must be planned so as not to create an undue interference with academic responsibilities. All students traveling must complete and submit a Risk and Release Waiver of Liability Agreement and a Behavioral Contract (Waiver available in Campus Life; Behavioral Contract available in the Forms section of Campus Life’s Hawklink page) prior to leaving.
- Unless otherwise explicitly approved, all university sponsored student travel must be chaperoned by a faculty or staff member. If approval to travel without such chaperone is granted, then a student officer from the student organization must accompany the trip. A student may not lead university sponsored student travel to a location that is under a travel warning. IIT will view this student officer as the party responsible for the trip. The responsible party must carry a copy of emergency contact information for all students participating in the trip, as well as relevant IIT contact numbers.
- Any travel undertaken without submission of a complete and accurate travel summary or not in accordance with an approved travel summary may result in individual and/or organizational discipline as outlined in the IIT Student Handbook and Office of Campus Life student organization handbook. All travel participants are expected to comply with the standards set forth in these handbooks.
- Please note that all international travel must be planned/scheduled a semester in advance.
- To view the travel policy in full, please visit: [http://www.iit.edu/general_counsel/policies/pdfs/procedure_q8_student_travel_policy.pdf](http://www.iit.edu/general_counsel/policies/pdfs/procedure_q8_student_travel_policy.pdf)

**TRANSPORTATION**

In order to use funds disbursed by the Office of Campus Life to pay for transportation, the following guidelines must be followed.

**AIRCARE**

Airfare will be reserved through Foremost Travel. A list of student names, CWID numbers, birth dates and gender must be submitted. All documentation for air travel involving less than 10 students must be submitted no later than 45 days prior to departure.

Campus Life cannot process reimbursements for air travel. If you believe your organization may need a reimbursement, please contact your Office of Campus Life liaison prior to purchasing your airfare.

**HAWK HINT:** Airline tickets purchased for an organization and not used may result in automatic probation. You may also have to reimburse the Student Activity Fund or your organization for the amount not used.

**RENTAL VEHICLE**

Renting a car for travel is the responsibility of the driver; this transaction requires pre-approval as a reimbursement. Upon return from travel, you will be reimbursed for the rental of the car and gas.
Any student wishing to drive a rental car on IIT student organization business must be listed on IIT’s insurance. To gain insurance approval, you must be at least 21 years of age and have an acceptable driving record. In order to verify these requirements, you will need to work with your Campus Life liaison to gain approval. They will contact General Counsel to file the appropriate forms.

**HAWK HINT:** Vehicles that hold more than 12 passengers are not allowed. Additionally, any vehicle requiring specialized permits is ineligible for student travel.

**PERSONAL VEHICLE**

Students wishing to travel in their own car on IIT business do not require IIT’s insurance coverage; however, they must have their own insurance.

This transaction requires pre-approval on the purchase request as a reimbursement. A map showing the distance from IIT to the final destination must be provided before departing on the trip. Upon return from travel, you will be reimbursed based upon the current IRS standard for mileage calculated from the map submitted prior to travel.

**MOTOR COACH OR BUS TRAVEL**

Students wishing to travel via motor coach or bus are encouraged to partner with local institutions in order to maximize capacity and reduce cost. Payments for motor coach and bus travel will be made via check. Keep in mind, you may need to pay for your bus driver’s food and lodging if they have to stay with you on your conference.

The Office of Campus Life partners with several local bus companies for student travel. Requests for a charter or coach bus rental must be received at least six weeks prior to departure.

**HOTEL ACCOMMODATIONS**

Hotel reservations can be prepaid by the Office of Campus Life via credit card. Information regarding the hotel of choice must be provided no later than 45 days prior to departure if the student organization wishes to pay by check. In all cases, Campus Life will attempt to place groups in their desired location; however, due to space availability, groups may be placed in alternate hotels. Campus Life cannot guarantee that they will have space on their credit card if a student organization does not communicate in a timely manner their wish to book a hotel. In this instance, a student organization may have to be reimbursed for their hotel.

**PAY HOTEL WITH CREDIT CARD**

- Student organization must call and place reservation under their own personal credit card.
- Request from the hotel a credit card authorization form.
- Upload in Purchase Request: confirmation email and credit card authorization form. If the hotel is being reserved for an event that the student organization is attending, they must also upload a screen shot of the event’s website with visible dates.

**BUDGETING FOR TRAVEL**

Traveling is a complex financial situation. Campus Life works closely with organizations who wish to travel on official business. Organizations must adhere to the IIT Travel Policy—please refer to the Travel section of this handbook for more information. All travel paperwork is due at a minimum of six weeks prior to anticipated departure.

**CONFERENCE/COMPETITION REGISTRATION**

Most events offer special student rates. If you don’t notice the option, ask. When putting together a budget, make sure to include the accurate registration rate. When submitting your purchase request you must attach a screen shot of the event website with visible dates.

**TRANSPORTATION**

Dependent upon your destination, there may be more than one transportation option. If your event is local, you can use public transportation and incur no additional cost. However, if you are traveling outside of the Chicagoland area, you will most likely need to secure another form of transportation.

**Airfare**

When budgeting for airfare, make sure to base your numbers off of Group Travel, and not the cheapest option you may find on the internet.
Coach/charter bus
Consider booking bus travel with another local college or university if traveling to a conference within driving distance.

Rental cars
When budgeting for rental cars, make sure to include an estimate for gas, as you will have to pay for gas. You must be at least 21 years of age to rent a car on behalf of IIT.

Personal cars
When budgeting for using your personal cars, please refer to the current IRS mileage reimbursement amount.

HOTELS
As a non-profit institution, IIT does not have to pay most taxes; however this does not apply to hotel taxes. When making a reservation at a hotel, make sure to include the taxes in the total cost. Additionally, ensure that you budget for enough rooms based on your group size. Some hotels limit the number of people that can stay in one room; however you should never have more than four people in one hotel room.

BEHAVIORAL CONTRACTIONS AND RISK RELEASE FORM
Students traveling on official IIT business are expected to maintain a reputation for excellence and high standards. In an effort to ensure complete cooperation and reinforce professionalism, all students traveling on IIT business are required to complete a Student Organization Travel Behavior Contract. This contract can be found on the Forms section of the Office of Campus Life HawkLink page. Only students in good academic and judicial standing with the university may travel on behalf of IIT.

Additionally, it is required that all students sign a Risk & Release Waiver before leaving on their trip. This can be found in the Office of Campus Life.
Fundraising is exactly that – the act of raising funds for a specific group or purpose. Many student organizations hold fundraisers for their organizations. In this case, this money is deposited into an account for their organization to spend. Other student organizations hold fundraisers for charities. In these cases, the money is deposited into an IIT account and a check is cut to the charity or organization.

**FUNDRAISING POLICY**

- Fundraising should be tied to your organization’s mission: helping to raise funds for a charity, travel to an organization specific event, or an event specifically tied to the work that your organization does on a consistent basis. At the same time, fundraisers should be at the initiative of the student organization, not presented to you from an external organization.

- Organizations may not handle cash without permission from Campus Life. In order to obtain permission, a completed “Cash, Fundraising and Collections Application” must be turned in to Campus Life at least 5 business days prior to any event. This form is located in the Campus Life forms section on HawkLink.

- A “Cash, Fundraising and Collections Application” must be turned in to Campus Life at least 5 business days prior to any event. Campus Life reserves the right to deny fundraising requests and will work with your organization to come up with alternative sources of fundraising.

- Individual fundraisers should go on for no more than 5 days over the course of a calendar month.

- If needed, Campus Life will provide an empty cash box for fundraising use. Organizations must indicate their intent to use a cash box on the “Cash, Fundraising and Collections Application” 5 business days in advance of an event in order to reserve. Cash banks will not be provided.

- Any money collected MUST be deposited into a student organization main account through the Office of Campus Life after EVERY collection.

- Lunch hour collections must be turned in to an OCL professional staff member by 2 p.m. on the day of sale.

- Dinner hour sale money must be turned in to an OCL professional staff member by 10 a.m. the day following the sale.

- Any reimbursements to be done based on fundraisers must be done utilizing a Purchase Request and not through the cash box turned in that day.

- A tracking list of items sold or donations collected must be maintained by the student organization. Because there are health concerns with selling food that has been prepared ahead of time, food that has temperature control needs (either hot or cold) may not be re-sold as a fundraiser unless you have procedures in place to maintain adequate temperatures. All other food that is sold should be individually packaged and include a list of ingredients.

**CHARITY SELECTION**

Many student organizations hold events where the proceeds are donated to a charity. As you plan your fundraiser, please keep these guidelines in mind when selecting a charity to donate your proceeds to. If at any time you have questions, please feel free to contact your Office of Campus Life liaison.

**CLARIFY YOUR VALUES**

- Why are you making this donation?
- What is important to your student organization?
- Why this fundraiser?

**FIND AN ESTABLISHED CHARITY**

- Avoid charities created specifically to deal with a new crisis.
- Use a watchdog website to verify the 501 (c) (3) status and that your chosen charity is a registered, public charity.
- Suggested resources are [www.charitynavigator.com](http://www.charitynavigator.com) or [www.guidestar.org](http://www.guidestar.org).
- When in doubt, ask for the charity’s letter of determination or official listing (if a faith-based organization.)

**COMPARE CHARITIES**

- Shop around for the “best buy.”
Make sure the charity of your choice does what you are looking for, and does so in a cost-effective way.  
Make sure that your donation will make as big an impact as possible.

**THINGS TO AVOID**
- Charities that do not share information about their programs or finances with you.
- Charities not listed on charity websites.
- Charities that make you uncomfortable, or that are vague in their promotional materials.

**PROCESSING YOUR DONATION**
Once you have selected your charity, please bring the following information to the Office of Campus Life at least five business days prior to your fundraiser.
- Cash, Fundraising and Collections Application, available on HawkLink
- Purchase Request (indicating a Check Request for the donation)
- Contact information for your selected charity
  - Name of Contact Person
  - Name of Charity
  - Mailing Address
  - City, State, Zip Code
  - Phone and Fax Numbers
  - Email Address
  - Letter (with all of above contact information) stating:
    - Why you are donating to this charity
    - What the fundraiser is that you will be donating


**CASH BOXES**
The Office of Campus Life supplies cash boxes for student organization use. Cash boxes are supplied free of charge and do not include change or a till of any amount. To reserve an empty cash box, you must complete the Cash, Fundraising and Collections Application on HawkLink form 5 business days before your fundraiser. You will receive an email within 2 business days of form submission notifying you of the availability of a cash box.

If you wish to collect money during the lunch hour, you may pick up your cash box at 11 a.m.; you must return it no later than 2 p.m. If you wish to collect money during the dinner hour, you may pick up your cash box can at 4 p.m.; you must return it no later than 10 a.m. the following morning. When you are done collecting money, you and a Campus Life advisor will sit down with your group to count all of the money and fill out a deposit slip.

**ETHICS OF FUNDRAISING AND CHARITIES**
When fundraising, you must be open and honest. Those who are donating to your cause, your organization, or your chosen charity deserve openness on the part of your organization. Keep in mind that while people may be supportive of your cause, they may not always be able to financially support you. A few quick tips:

- If you are selling/distributing food, you must list the ingredients in all food items.
- If the proceeds of your fundraiser are going to a specific charity, you should provide information about that charity, including why you selected that charity.
- If the proceeds of your fundraiser are going to your organization, be honest about what you plan on using the money for.

Organizations may not directly use any cash or funds collected without depositing into an account. It is unethical and illegal to use donations for a cause for any reason other than that originally stated.

**FOOD AND FUNDRAISING**
Fundraising can take many different forms. One of the most common forms of fundraising involves food. We encourage student organizations to partner with local restaurants in their fundraising efforts, but there are some stipulations and requirements when serving food. Organizations wishing to sell food items (including home baked goods or items donated from local businesses) will need to acquire a signed “Request to Serve or Sell Food on Campus” waiver if you will be serving non-Sodexo food in the MTCC
or Hermann Hall. You will need to obtain a signature of an Office of Campus Life staff member as well as the Director of Dining Services. A copy of this form is available in the Documents section of Campus Life’s HawkLink page.
PROGRAMMING GUIDELINES

One of the most impactful ways a student organization can make an impression at IIT is by offering programs and events for a variety of constituents. Campus Life encourages organizations to plan events that both fulfill group goals and appeal to the student population. Goals for programming might include recruitment of new members, education about a specific issue or celebration of a milestone.

There are three basic tenets of programming: planning, partnering and power. This section will explore programming guidelines and explain each tenet in detail.

PLANNING A PROGRAM

THE BASICS

Start by thinking big: you can always whittle your idea down from something very abstract. Once you have a basic premise, use this section to get started.

Event planning can be jump-started by answering a few quick questions:

- **WHAT** is the goal of your event?
  - Education, celebration, recruitment, planning, networking… endless options!
- **WHO** is your target audience?
  - Students, faculty, staff, alumni, family, guests, others?
- **WHEN** is the best time to hold the event?
  - Fall, Spring, day, night, etc.
- **WHERE** is your ideal space?
  - On-campus, off-campus, indoors, outside, etc.
- **HOW** will you pay for your event?
  - SAF funding, organization account, fundraising, etc.

Once you’ve answered the above questions, take one more minute to evaluate the feasibility of your event:

- Are there risks you haven’t considered that might require special attention?
- Do you know the approximate total cost of all things associated with your event?
- If your ideal event can’t happen, what is the next best scenario?
- Play Devil’s Advocate: what are some of the likely pitfalls you’ll encounter?

Think about the best way to get the biggest bang for your buck. Ask OCL staff for tips on vendors who offer student discounts and search for online coupons and deals for items.

THE DETAILS

Now that you’ve gotten the basic premise of your event, it’s time to consider some of the more difficult details of programming. Keep in mind that not all of these areas will apply to your program specifically. For each area, you should work with your OCL liaison to be sure that all requirements are met at least 4 weeks in advance of your event.

RISK MANAGEMENT/SECURITY

- Will there be more than 100 people in attendance at your event?
  - If so, you may be required to hire Public Safety to manage your event.
- Are you traveling off campus?
  - Your attendees may need to sign waivers based on the type of transportation and the location you choose.
- Are you hiring a company to provide a novelty service?
  - Waivers are typically required for rides, thrill events or any item involving inherent risk.
- Are you planning to have alcohol present at your event?
  - If so, keep in mind that you are required to review and comply with the Alcohol Policy and/or Fraternity/Sorority Alcohol Policy in order to hold your event.
STAFFING/VOLUNTEERS
- Who will manage your event?
  - If you plan on having members assist you, be sure that you are clear about each person’s role and expectations.
- Do you need an OCL staff member’s assistance at the event?
  - You’ll need to clear professional staff availability at least 4 weeks in advance in order to ensure their presence.
- What is the schedule?
  - Write out what person is doing what task each hour and make sure there are copies available. Meet with volunteers in advance to discuss timing.

ADMISSION
- Is your event ticketed?
  - If so, you’ll need to work with the OCL to set up a ticket sales plan. Student organizations may not handle cash or sell tickets on their own.
- Are there limits on the number of guests?
  - Post the maximum capacity at the entrance of the event so that attendees understand the limits.
- Who is allowed at the event?
  - If an event is open to students only, you’ll need someone responsible for verifying HawkCard IDs. If an event is open to guests, a guest list should be established and checked at the door.

FOOD
- Will you be serving food to guests?
  - If so, consider some common dietary needs—vegetarian, gluten-free, lactose-free and kosher meals are often needed.
- What is your overall food budget?
  - Is food the goal or a complement to your program?
- Did you know that bottled water is not available for catering on campus?
  - In an effort to remain sustainable, Campus Catering offers beverage containers of water for use instead of individual servings.

TRANSPORTATION
- Do you need to travel off campus?
  - The CTA (via VENTRA) is the easiest option for traveling. If you require bus, motor coach, rental cars, train or airfare for travel, you will need to work with Campus Life at least 6 weeks prior to the event.

PUBLICITY
- How will you advertise your event?
  - Consider a multi-layered publicity plan—utilize print, media, electronic and in-person methods of advertising. Remember that all publicity should adhere to the IIT Posting Policy.

TIMELINES
Timing is one of the most important pieces of the puzzle when it comes to creating a successful program. Campus Life recommends using the following standards when planning your event.
- 3 months/90 days from event: Research, budget, propose for Finance Board funding (if needed.)
- 2 months/60 days from event: Meet with your OCL liaison, publicize, turn in all Purchase Requests and requested paperwork, request ticket sales (if needed.)
- 1 month/30 days from event: Meet with your OCL liaison, publicize, verify all finances are in order.
- 3 weeks/21 days from event: Publicize heavily, ticket sale (if needed,) inventory items and purchases.
- 2 weeks/14 days from event: Publicize heavily, meet with your OCL liaison and advisor, confirm all places, people, food, vendors and any other items, meet with volunteers, create site plan and schedule.
- 1 week before/7 days from event: Confirm any last minute details.
- Day of: Direct, disburse, debrief, HAVE FUN!

PARTNERING
Taking the opportunity to stretch your resources out means more than just being fiscally responsible. Consider the idea of partnering with any number of other groups or people in unique ways to make your program more successful.

OTHER ORGANIZATIONS – Think of organizations who might be interested in supporting the same type of event or idea that you have. A complete list of organizations is always available on HawkLink.

CAMPUS DEPARTMENTS – Is there a department at IIT that would directly correlate with your mission? Even if not, is there a way that you can make your event better by using departmental resources to assist?
HOW TO UTILIZE SPECIFIC CAMPUS PARTNERS

- Student Affairs: general student programming and outreach
- Campus Life: general student programming and outreach; programming related to women and gender identity; programming specific to First Year students
- Residence and Greek Life: programming geared towards campus residents
- Student Health and Wellness Center: programming related to health (physical and mental) and overall well-being
- Spiritual Life and Service Learning: programming related to spirituality or community service
- Event Services: general student programming and outreach
- International Center: programming related to International students
- Dining Services: programming related around cuisine
- Academic Units: programming related to a specific field of study at IIT
- Athletics and Intramurals: programming geared towards sports or physical fitness
- Non-IIT Groups: Being in the city of Chicago, there is likely another group that closely aligns with your mission and vision. Reach out to other college campuses or organizations that you feel might be of help—a simple internet search will turn up lots of leads!

EXAMPLES

- I’m planning a… ski trip.
  - Possible partners include student organizations focused on athletics, IIT Athletics and Intramurals, Chicago-area ski groups.
- I’m planning a… speaker on nuclear energy.
  - Possible partners include student organizations interested in engineering or energy, Academic Units, Office of Sustainability, Chicago-area energy coalitions.
- I’m planning a… religious celebration.
  - Possible partners include other student organizations affiliated with your religious beliefs, the Office of Spiritual Life and Service Learning, Chicago-area churches or religious groups.

GUIDELINES FOR STUDENT ORGANIZATION RUNNING EVENTS AT ATHLETIC CONTESTS

Student organizations can partner with the Athletic Department to have organized events at IIT athletic contests under the following conditions and guidelines:

1. All events must be approved in writing by the Athletic Director and the Advisor for the organization at least one calendar week before the event is to take place.
2. Prior to approval, plans for the event must be submitted to the Athletic Department in a timely manner with appropriate description of set-up, implementation, and clean-up as needed.
3. Decoration of Keating Hall may not include taping objects on walls or painted surfaces, putting anything on the stair rails which would normally be used, nor any other decoration not deemed safe by the Athletic Department.
4. Any event which may interfere with or otherwise impact the contest must be cleared with both the coach of the sport and the Athletic Director.
5. Any announcements which need to be put out over the public address system must be typed out in a large font and given to the PA announcer well before the time that they are to be read. Student organization use of the PA system will be limited.
6. Any contests or events that involve a safety hazard to participants or spectators will not be allowed (e.g. games where a participant is made dizzy or disoriented and made to move toward an object).
7. Any event which is deemed inappropriate for the IIT campus will be denied permission to move forward.
8. In the event that two student organizations approach the same contest with events and a determination is made that the events conflict, the organization submitting complete plans first will have the option to run their event. If the Athletic Department is running a special event at a contest, that event will have priority.
RISK MANAGEMENT

Every student organization assumes risk when planning events, inviting outside guests to campus or even serving food. In order to help navigate these situations, Campus Life works closely with the Office of the Dean of Students and Office of General Counsel to create policies and procedures designed to eliminate as much risk as possible.

FOOD AND ALCOHOL
IIT’s exclusive campus catering vendor is Sodexo. All events held on campus should utilize Sodexo for all food and beverage needs. Campus Catering can tailor menus and service to meet the need of almost any organization. If you have a unique food item that you feel Sodexo cannot provide, please contact your Office of Campus Life advisor.

In accordance with IIT Policy, no alcoholic beverages may be purchased through student organization funds, nor may the purchase of the same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

If a student organization wishes to serve alcohol at an event, they should consult Campus Life at least 30 business days in advance. Please note that all alcohol service must be in compliance with the state of Illinois laws and all university and student organization policies. No alcohol will be served to anyone under the legal drinking age of twenty-one. No alcohol will be served to anyone who appears to be intoxicated.

CATERING AND FOOD SALES
Student organizations wishing to utilize an outside caterer, hold bake sales or sell other food items must complete a “Request to Serve or Sell Food on Campus” form (available in the Documents section of HawkLink) and receive written approval from the Director of Campus Dining and a Campus Life liaison. If food items are approved for a fundraiser, the food must be prepackaged, individually wrapped items approved by IIT, with ingredients clearly listed.

Before any person or organization operates a temporary food service establishment where food is served or sold, approval must be secured. The following documents from the business you will be utilizing to provide your food are also required:
- City of Chicago Business License
- City of Chicago Sanitation Certificate
- A copy of the Businesses Liability Insurance of at least $1,000,000

GREEK SOCIAL EVENTS
By nature of their residency, fraternities and sororities at IIT are governed by additional policies. A social event registration form must be completed by a fraternity/sorority if they are planning to hold an event with alcohol in their chapter home. Social event registration forms must be submitted to Residence and Greek Life no less than 5 days prior to the event. The event information will be forwarded to Public Safety. Social event registration forms can be located in the Office of Residence and Greek Life. The following guidelines relate to fraternity and sorority social events.

- Chapters must identify a bar monitor, that is not a current IIT undergraduate, and have them approved by Residence and Greek Life and be present throughout the party or event. All bar monitors must, at a minimum, have gone through TIPS or other similar training.
- A complete guest list of attendees who are not current brothers/sisters and chapter alumni must be submitted to Residence and Greek Life no less than 48 hours prior to the event.
- Visitors not listed on the approved guest list are not allowed to attend the event. Access to the house must be strictly controlled at all times and those above 21 and are eligible to consume alcohol must be identified on entry and given a wristband or similar marking which must be worn throughout the party.
- An event registration form must be submitted to Residence and Greek Life no less than 5 days prior to the event. The event information will be forwarded to Public Safety.
- A Public Safety officer may conduct one random visit during each event for the purpose of walking through the public areas of the event to ensure the following:
  - All event participants are safe;
  - FIPG, state law, and the Code of Conduct are being followed;
  - Participants that are served and consume alcohol are wearing a wristband; and
  - An official bar-monitor is stationed appropriately.
Fraternities/Sororities agree to not impede, delay or otherwise obstruct the Public Safety officer during the course of such walk through. Officers will also assist the chapter members as appropriate and upon request.

Public Safety will ask that the event be closed within 30 minutes if any of the above 4 issues are not followed or if they are not allowed access to the event. Failure to close the event in the time specified will be reported by Public Safety and will lead to formal proceedings against the fraternity/sorority. Public Safety is not responsible for the closure of an event, unless invited by the fraternity/sorority to aid them in closure.

Public Safety may also perform drive-bys or walk-bys between 1 a.m. and 1:30 a.m. of any chapter home holding a registered event to monitor safety during the closure of the event. Public Safety will not enter the houses at this time as the purpose is only to monitor the orderly end to the party.

All events must officially end by 1:30 a.m.

The chapter RA, Risk Management Chair, and one other member of the executive board must be present at all times at the event and alcohol free for the purpose of monitoring the event for compliance with applicable rules.

The chapter RA, Risk Management Chair, and executive board must annually receive the following training: TIPS, conflict management, conflict resolution, and community building. At least one member of the foregoing group must have attended a training session on each of the foregoing topics prior to an event.

It is recommended that post- and pre-party reports detailing any actual or potential incidents, problems or violations as well as any other relevant or useful information be kept by all chapters.

**CERTIFICATE OF LIABILITY INSURANCE**

When planning an event, many times student organizations work with outside vendors (performers, catering companies, entertainment companies, etc.) IIT may require the vendor to provide a Certificate of Liability Insurance (COI) in certain cases. A COI shows evidence of a vendor’s insurance that ostensibly protects it and its business partners in the event of an accident. While the certificate itself conveys extensive information about the insurance in force for the named insured, it provides no actual benefit of insurance to the certificate holder (the party receiving the certificate).

Certificates of Insurance, in their Description Section, must clearly state: 

_Illinois Institute of Technology is named as an additional insured with respect to General Liability. All such coverage shall be primary and not contributory and shall contain a waiver of any rights of subrogation thereunder. The additional insured shall receive thirty (30) days’ prior written notice of termination or modification._

Certificates received without this language will be rejected. Certificate holder should be listed as: Illinois Institute of Technology Address should be shown as: 3300 S. Federal Street; Chicago, IL 60616
Each November and April the Office of Campus Life will hold an event to honor student organization leadership, outstanding programming done by student organizations, and organization functionality excellence. Applications for the following awards will be available on HawkLink beginning in October for November awards and in March for April Awards.

- Outstanding New Student Organization Award
  - Eligibility: Must be no more than a year old. Can only win once.

- Outstanding Student Organization President
- Outstanding Student Organization Executive Board Member
  - Eligibility: Must not hold the presidency

- Outstanding New Member

- Outstanding Senior Member
  - Eligibility: In November, must be graduating in December. In April, must be graduating in May

- Outstanding Programming/Event

- Outstanding Community Service Project

- Excellence in Budgeting Certificate
  - Eligibility: Must be nominated by Office of Campus Life

- Excellence in Event Planning Certificate
  - Eligibility: Must be nominated by Office of Campus Life
CONDUCT STANDARDS

Student organizations are expected to uphold the IIT Code of Conduct at all times, as well as the rules and regulations as outlined in this manual and the IIT Student Handbook. Organizations allegedly in violation of any of the above may be sent through the judicial process; the exact protocol varies based upon the situation. In other situations, sanctioning may be automatic based upon the violation and organizational record.

DISCIPLINARY PROCEDURES
The university expects student organization members to accept both personal and group responsibility for meeting recognized standards of good conduct. Organizations are expected to conduct their business in an honest ethical fashion and to cooperate with university officials as requested. Officers must accept responsibility for control of organization events and ensure proper behavior of students and guests in attendance. Organizations will be held responsible for damages to university property and/or equipment resulting from their use. Organizations are expected to follow all university and SGA/Finance Board rules and policies as well as all applicable laws of city, state and federal governments.

Anyone may initiate a complaint against a student organization. Additionally, disciplinary actions may be taken against organizations for violations, as stated above, or for organizations that no longer are fulfilling the purpose on which their recognition was based. In its discretion, the Office of Campus Life may process infractions that it deems to be minor. If the organization wishes to appeal the decision of the Office of Campus Life with respect to such infractions or if the infraction is deemed not to be minor, a judicial hearing will be conducted before a Campus Judicial Board. Consistent with the established hearing procedures, the panel will determine the level of organizational responsibility for the violation and decide on appropriate sanctions if it is determined that the organization is responsible. Sanctions for infractions may include, but are not limited to: fines, restitution or revocation of organizational recognition. Decisions rendered by the Campus Judicial Board may be appealed as provided for in the Code of Conduct.

The university reserves the right to hold both individuals and organizations responsible for their actions. A student may be held individually responsible while, concurrently or consecutively, an organization may be held responsible for the same violation. The two processes are separate.

If a student organization has a complaint filed against them, their president will be notified via email with a sanctioning letter.

HAZING
Hazing is defined as any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing and/or physical mistreatment of any individual is forbidden; anyone involved in such action is subject to university discipline. All members and prospective members of an organization must be treated in a manner consistent with the educational and ethical objectives of the university. Organizations found guilty of participating in hazing may have their recognition revoked. Any questions regarding activities that may constitute hazing should be directed to the Office of Campus Life. All IIT students, faculty, and staff have a responsibility to immediately report any questionable activities to the Office of Campus Life, Office of Student Conduct, and/or the Department of Public Safety.

SANCTIONS
Organizations found in violation of Campus Life policies through the internal process may be subject to sanctions similar, but not limited to, those outlined below. The purpose of sanctioning is to help the student organization gain an understanding of the functions of a student organization and to recognize the effects of their actions. The repercussions of sanctions are designed to help organizations move forward as contributing members of the IIT community.

There are three different types of violations that student organizations can be given:
- Warnings
- Behavioral Probation
- Financial Probation

WARNING
Organizations failing to meet expectations as outlined above may first be given a written or verbal warning at the discretion of Campus Life staff, dependent upon the severity of the issue.
BEHAVIORAL PROBATION

- **Space** – abuse or misuse of allocated office space or reserved space through The Event Services or Campus Life. The student organizations will not be able to reserve space on campus until probation is lifted. The student organizations will lose the ability to spend money out of their SAF account and reserve space on campus.

- **Resources** – misuse of, destruction of, or failure to return borrowed items. The student organization will have to purchase new item to replace those misused. Student organization will lose the ability to spend money out of their SAF account and reserve space on campus.

- **Failure to Comply** – verbal or written communication to others in direct conflict with professional staff or organization members or actions that indicate a group’s intent to ignore directives of professional staff. The student organization will be sent to Campus Judicial Board and may lose their status as a recognized student organization on campus. The student organization will lose the ability to spend money out of their SAF account and reserve space on campus.

- **Incomplete Paperwork** – documents will be returned to organization (via mailbox in the OCL or via denial on HawkLink) and will not be accepted and processed. Examples of paperwork include but are not limited to Fundraising and Collections form, Ticket Sales form, Purchase Requests, Travel Forms, etc.

- **Approval of Paperwork** – purchases made or contracts signed without prior approval will be handled on a case by case basis, but generally are denied and will place the student organization on probationary status. The student organization will be held accountable to the contract signed. Executed contracts by anyone other than OCL professional staff will not be honored or paid for by IIT. Student organizations who sign contracts on IIT’s behalf will be placed on probation automatically. The student organization will lose the ability to spend money out of their SAF account and reserve space on campus.

- **Deadlines** – deadlines are set for student organizations on a case by case basis. Deadlines that are given to a student organization by the Office of Campus Life are expected to be met. Examples of deadlines given include, but are not limited to, receipt deadlines, returning of capital items, etc. If they are not met, a student organization will lose the ability to spend money out of their SAF account.

- **Posting Violation** - Any party violating this policy for the first time will receive a warning. A party violating this policy for the second time may result in a possible fine of at least $25. Each subsequent violation may result in a possible fine of at least $50. Any violation may be subject to additional penalty as determined by the Office of Campus Life.

- **Misuse of IIT Brand** - Any item branded with the institutions name must be approved prior to any printing or advertisement has been done. This includes any item using Main, Dean of Students, or SAF accounts. Student organization will lose the ability to spend money out of their SAF account and reserve space on campus.

- **Inappropriate or harmful advertisement** - Any item bought to represent a student organization or bought utilizing a student organization’s Main, Dean of Students, or SAF accounts must be tasteful. Tastefulness is up to the discretion of the Office of Campus Life. Example: should not include references to drinking, drugs, violence, etc. The student organization will lose the ability to spend money and reserve space on campus.

FINANCIAL PROBATION

- **Misuse of Funds** – spending of university funds for any reason other than the original or approved purpose. The student organization will not be able to spend any money until the funds have been reimbursed either to their main account or to the SAF.

- **Overspending** – The student organization is placed on probation and cannot spend money until balance is repaid within a defined amount of time. Failure to repay will result in the organization being moved to unrecognized status. The student organization will not be allowed to re-register or apply for funding until the balance has been paid back.

- **Cash Handling** – failure to comply with Campus Life policies regarding fundraising, donations or other approved cash functions will move an organization to probationary status. Missing or inaccurate funding counts may result in organizational suspension.

- **Incomplete Paperwork** – documents will be returned to student organization (via mailbox in the OCL or via denial on HawkLink) and will not be accepted and processed until paperwork is complete and all supporting documents are attached.

- **Deadlines** – any individual submitting paperwork past the designated deadline on the purchase request will be given a warning; subsequent late paperwork may result in non-payment of invoices or reimbursements. Late paperwork may result in late payment for venues, performers, or conferences, or no payment at all.
- **Reimbursements** - Any cost requested for which pre-approval was not granted will not be processed. Student organizations that spend money without approval may not be reimbursed.

**POSSIBLE SANCTIONS**
- Lose the ability to spend money out of any Campus Life held account. Including the student organizations Main, Dean of Students, or SAF Account.
- Lose the ability to apply for SAF funding.
- Lose the ability to reserve space on campus.
- Mandatory attendance of additional of members at a Student Organization Round-Up.
- Not allowed to participate in Campus Life sponsored events, such as Student Involvement Fairs, SOAR Game Nights, etc.
- Repayment of overspending.
- Fine given to organization if property is damaged or an area that the student organization was utilizing for a student organization event is left un-kept.
- Lose student organization recognition with the Office of Campus Life.
- Routine meetings with Campus Life liaison to check on student organization functions.
- Executive board officers removed from position.
Congratulations! You have been asked to advise one of the over 100 student organizations at the Illinois Institute of Technology, and you probably have some questions. The Office of Campus Life has put together some resources to help answer these questions and to guide your time with your student organization.

WHAT IS A STUDENT ORGANIZATION ADVISOR?

An advisor is an expert who gives advice. We don’t expect you to know everything, but if your students didn’t think you were knowledgeable, they wouldn’t have asked you to be their advisor!

As an advisor, you must play many roles. You may be most comfortable in your role as a faculty or staff member at IIT, but keep in mind that we are here to help develop our students and at times, they may need more from you.

- **Mentor** - As someone with knowledge and enthusiasm about your profession, your student organization may look to you for personal development, academic guidance, and support.
- **Team-Building** - By working with the executive board, you can help establish goals for the year, identify strengths and areas of growth, and plan out the next year while developing a team.
- **Conflict-Mediator** - Our students come from different backgrounds, parts of the world, and with different agendas. It may be necessary to meet with students to discuss their direction, the organization’s mission, or how to change their attitude.
- **Educator** - Keep this in mind in all of your interactions with your students. One of the most difficult actions as an advisor is to do nothing, but you need to allow students to learn from their mistakes and make their own decisions.

As an advisor, you will assume numerous roles, including some that are not mentioned here. A key idea to remember is that you are an advisor, not the leader. You provide guidance, insight and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. They make decisions, and they are accountable for those decisions and for the successes and failures of the organization.

Adapted from ACPA Commission for Student Involvement Advisor Manual

WHAT ARE THE MINIMUM EXPECTATIONS OF BEING AN ADVISOR?

**MEET WITH YOUR ORGANIZATION**

Set up regularly scheduled meetings (at least once a month) with the organization leadership. This will keep you apprised of who they are meeting with, what they have going on, as well as provide you with insight on how the rest of the executive board is running.

**HAVE OPEN AND CONSTANT COMMUNICATION WITH STUDENT LEADERSHIP**

Staff and faculty schedules are just as busy, if not busier, as student schedules. As an advisor, make sure that you are in communication with the student organization leadership at least once a week and that you are aware of what they are doing every week.

**UNDERSTAND FINANCIAL PROPOSALS**

Student organizations propose for Student Activity Fund money each semester from Student Government Association’s Finance Board. Understand what they are asking for, where the numbers came from, and make sure they have the documents to support their proposed budget.

**ASK QUESTIONS**

Being an active advisor means being inquisitive. If you don’t know something, don’t assume that your students have thought about it either. By encouraging dialogue and active participation, your students will know that you care about their organization. You should also ask questions of Campus Life -- we’re here to answer and help you walk away with the right tools to be the best advisor you can!

**REMEMBER OFFICERS OF DEADLINES**

As events get closer, or finance proposals are due, keep in mind the goals of the student organization. Remind them if you haven’t seen paperwork, or if advertising is not done yet, making sure that they keep at the forefront the policies they have to follow. These can include, but are not limited to, registration as a student organization, constitution revisions, and registration for the student involvement fair/SOAR game night.
UNDERSTAND THE OFFICE OF CAMPUS LIFE’S ROLE WITH YOUR STUDENT ORGANIZATION
The Office of Campus Life is here to be a resource for you and your student organization. Please contact us to identify what resources we can provide you to be successful as an organization advisor.

WHAT ARE WAYS THAT I CAN GO ABOVE AND BEYOND AS AN ADVISOR?

ATTEND THE GENERAL BODY MEETINGS
Most organizations have regularly scheduled general body meetings. This will give you the opportunity to meet students outside of the organization leadership, as well as learn what they’re planning each semester.

BE AWARE OF ORGANIZATION-SPONSORED EVENTS
If you hear of an event, make sure that the event is in accordance with Office of Campus Life programming policies. If you have time, attend these events. Students enjoy spending time with their advisor outside of the typical meeting setting, and this gives you an opportunity to get to know even more students.

ATTEND CONFERENCES AND COMPETITIONS WITH YOUR ORGANIZATION
In order to travel on behalf of IIT, student organizations need a staff/faculty member to be in attendance. When conferences and competitions arise, make sure that you (or another appropriate faculty/staff attendee) are there every step of the way, from planning to attending.

DEVELOP LONG TERM PLANS WITH THE LEADERSHIP OF YOUR ORGANIZATION
In meeting with the leadership regularly, identify their one, five and ten year plans for the future of the organization. Help them to gather documents to keep their history well documented, and encourage them to pass this documentation on when transitioning new leadership. By doing this, you will foster a sense of stability and continuity in the organization, leading to a successful future of the organization.

NOMINATE STUDENT LEADERS FOR RECOGNITION AWARDS
The Stryker Awards are held every April to recognize deserving students and staff for their contribution to Campus Life each year. If you feel you have an excellent and deserving student leader, consider nominating them for one of these awards. In addition, you could nominate the group for Campus Life’s Student Organization of the Month or Campus Life Excellence Awards.

DEVELOP A RELATIONSHIP WITH CAMPUS LIFE
Every professional staff member in Campus Life works closely with at least 40 student organizations—helping students succeed outside of the classroom is our specialty. Reach out to our staff and ask questions. The more communication that exists between advisors and staff, the easier it is for students to understand how each system works.

<table>
<thead>
<tr>
<th>Organizations # - B, Commuter Student Association and Women’s Services and Gender Identity Groups</th>
<th>Katie Stango</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator of Campus Life</td>
<td><a href="mailto:kstango@iit.edu">kstango@iit.edu</a></td>
</tr>
<tr>
<td>312-567-5172</td>
<td>MTCC 214</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organizations C - H, Orientation</th>
<th>Tricia Banach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator of Campus Life</td>
<td><a href="mailto:pbanach@iit.edu">pbanach@iit.edu</a></td>
</tr>
<tr>
<td>312-567-3174</td>
<td>MTCC 219</td>
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</tbody>
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<thead>
<tr>
<th>Organizations I – R, Student Government Association</th>
<th>Ryan Miller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Vice Provost of Campus Life</td>
<td><a href="mailto:ryan.miller@iit.edu">ryan.miller@iit.edu</a></td>
</tr>
<tr>
<td>312-567-3171</td>
<td>MTCC 220</td>
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<tr>
<th>Organizations S – Z, Alien Sound and Lighting, The Bog, and Union Board</th>
<th>Alex Carlson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator of Campus Life</td>
<td><a href="mailto:alex.carlson@iit.edu">alex.carlson@iit.edu</a></td>
</tr>
<tr>
<td>312-567-7043</td>
<td>MTCC 216</td>
</tr>
</tbody>
</table>
ADVISOR DO’S!
- Encourage leaders to utilize the Office of Campus Life resources
- Review event planning guidelines with executive board and give programming guidance
- Discuss appropriate financial management with your executive board
- Attend Student Organization Round-Ups if unfamiliar with Campus Life and university policies
- Allow your organization to succeed and fail, in order to learn from experiences
- Develop clear expectations and clarify the role of everyone involved
- Discuss what students want to get out of their position
- Help the student leaders set goals to get where they want to go
- Allow the students to lead the organization and challenge them when necessary
- Assist in assessing student organization effectiveness, impact on campus, and programming efforts
- Provide a strong support system
- Have fun!

ADVISOR DON’TS!
- DON’T do the work for your students
- DON’T encourage behavior that circumvents policies
- DON’T give false information
- DON’T be an advisor in name only
## Campus Partner Contact Information

### Access Card and Parking Services (ACAPS)

| **Location** | 3241 S. Federal St.  
               Hermann Hall, Room 201  
               Chicago, IL 60616 |
<table>
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<tr>
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<tbody>
<tr>
<td><strong>Phone</strong></td>
<td>312.567.8968</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td>312.567.8979</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:parking@iit.edu">parking@iit.edu</a>  or <a href="mailto:hawkcmaid@iit.edu">hawkcmaid@iit.edu</a></td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.iit.edu/~parking/">http://www.iit.edu/~parking/</a>  or  <a href="http://www.iit.edu/~hawkcard">http://www.iit.edu/~hawkcard</a></td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>ACaPS provides service to students, faculty, staff and guests relating to IDs and parking access. If you plan on having guests drive to campus for an event, this office can assist in procuring parking spaces and passes.</td>
</tr>
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### Alumni Relations

| **Location** | 10 W. 35th Street  
               Suite 1700  
               Chicago, IL 60616 |
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<tbody>
<tr>
<td><strong>Phone</strong></td>
<td>312.567.5000</td>
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<tr>
<td><strong>Fax</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:alumni@iit.edu">alumni@iit.edu</a></td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td>alumni.iit.edu</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Looking to get alumni involved with your student organization? Reach out to Alumni Relations! They are always looking for ways to partner with student organizations and get involved.</td>
</tr>
</tbody>
</table>

### Athletics and Intramurals

| **Location** | 3040 S. Wabash Ave  
               Keating Sports Center  
               Chicago, IL 60616 |
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<tr>
<td><strong>Phone</strong></td>
<td>312.567.3296</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td>312.567.7133</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td>Individual coach emails available online.</td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.illinoistechathletics.com">www.illinoistechathletics.com</a></td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>There are ten varsity athletic teams at IIT and several intramural clubs and activities. Look for ways to co-program with this office!</td>
</tr>
</tbody>
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### Bookstore

| **Location** | 3201 S. State St.  
               McCormick Tribune Campus Center  
               Chicago, IL 60616 |
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<tbody>
<tr>
<td><strong>Phone</strong></td>
<td>312.567.3120</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td>iit.bncollege.com</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Check out the bookstore for unique IIT gifts for your events.</td>
</tr>
</tbody>
</table>
### CAREER SERVICES

| Location     | 3241 S. Federal St.  
|              | Hermann Hall, Suite 113  
|              | Chicago, IL 60616      |
| Phone        | 312.567.6800          |
| Fax          | 312.567.6801          |
| Email        | cmc@iit.edu           |
| Website      | cmc.iit.edu           |
| Notes        | Career Services is a liaison between our highly diverse talented pool of students, alumni and employers who benefit from their expertise. Look to co-program professional events with this office! |

### CENTER FOR DIABILITY RESOURCES

| Location     | 3424 South State Street  
|              | 1C3-2  
|              | Chicago, IL 60616     |
| Phone        | 312.567.5744          |
| Fax          | 312.567.3493          |
| Email        | disabilities@iit.edu   |
| Website      | www.iit.edu/cdr       |
| Notes        | Disability Resources provides reasonable accommodations and support services to qualified students, faculty, staff, and guests with disabilities on an individualized case-by-case basis and in accordance with the Americans with Disabilities Act. |

### DEAN OF STUDENT’S OFFICE

| Location     | 3201 S. State St.  
|              | McCormick Tribune Campus Center, Suite 209  
|              | Chicago, IL 60616      |
| Phone        | 312.567.3081          |
| Fax          | 312.567.8917          |
| Email        | dos@iit.edu           |
| Website      | www.iit.edu/student_affairs |
| Notes        | The Dean of Students advocates for students across campus by fostering development on an educational, personal, multicultural and social scale. |

### DINING SERVICES (SODEXO)

| Location     | 3201 S. State St.  
|              | McCormick Tribune Campus Center Commons  
|              | Chicago, IL 60616      |
| Phone        | 312.567.3098         |
| Fax          | 312.567.3082         |
| Email        | food@iit.edu – For catering, contact catering@iit.edu |
| Website      | dining.iit.edu       |
| Notes        | Sodexo is IIT's exclusive campus catering vendor and can meet almost any organization's needs. In addition to their regular menu, Sodexo offers a discounted menu for organizations. Ask about it when you place an order! |
### EVENT SERVICES

| Location       | 3241 S. Federal St.  
Hermann Hall, Suite 102  
Chicago, IL 60616  
**Next to Talon’s** |
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<tr>
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<tbody>
<tr>
<td>Phone</td>
<td>312.567.3700</td>
</tr>
<tr>
<td>Fax</td>
<td>312.567.3701</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:ccc@iit.edu">ccc@iit.edu</a></td>
</tr>
<tr>
<td>Website</td>
<td>ccc.iit.edu</td>
</tr>
<tr>
<td>Notes</td>
<td>Event Services works with organizations to provide support for all their events on campus.</td>
</tr>
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</table>

### FACILITIES MAINTENANCE MANAGEMENT

| Location       | 100 W. 33rd St.  
Machinery Hall  
Chicago, IL 60616 |
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<tbody>
<tr>
<td>Phone</td>
<td>312.537.3343</td>
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<tr>
<td>Fax</td>
<td>312.537.3344</td>
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<tr>
<td>Email</td>
<td>n/a</td>
</tr>
<tr>
<td>Website</td>
<td>facilities.iit.edu</td>
</tr>
<tr>
<td>Notes</td>
<td>Facilities can assist with event production as needed—ask OCL for more info.</td>
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</table>

### RESIDENCE AND GREEK LIFE (RGL)

| Location       | 3241 S. Wabash Ave  
McCormick Student Village, Suite 110  
Chicago, IL 60616 |
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<tr>
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<tbody>
<tr>
<td>Phone</td>
<td>312.567.5075</td>
</tr>
<tr>
<td>Fax</td>
<td>312.567.5926</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:housing@iit.edu">housing@iit.edu</a></td>
</tr>
<tr>
<td>Website</td>
<td>web.iit.edu/housing</td>
</tr>
<tr>
<td>Notes</td>
<td>Responsible for all on-campus residents who live in university-operated buildings and fraternities/sororities, RGL empowers residents by providing leadership opportunities and support services that foster community development, academic success, and personal growth. Look for ways to reach out to residents and Greek lettered organizations with programming through this office!</td>
</tr>
</tbody>
</table>

### LEADERSHIP ACADEMY

| Location       | 3105 S. Dearborn St.  
Life Science Building, Room 136  
Chicago, IL 60616 |
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<tbody>
<tr>
<td>Phone</td>
<td>312.567.3945</td>
</tr>
<tr>
<td>Fax</td>
<td>312.567.3493</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:leadership.academy@iit.edu">leadership.academy@iit.edu</a></td>
</tr>
<tr>
<td>Website</td>
<td>leadershipacademy.iit.edu</td>
</tr>
<tr>
<td>Notes</td>
<td>The Leadership Academy invests towards developing students to be true leaders and empower them to inspire the same in others. The Leadership Academy also provides opportunities for interested students to become involved in serving the community at IIT and around Chicago.</td>
</tr>
</tbody>
</table>
## OFFICE AND POSTAL SERVICES

| Location       | 10 W. 33rd St.  
|               | Perlstein Hall  
|               | Chicago, IL 60616 |
| Phone          | n/a |
| Fax            | n/a |
| Email          | officeservices@iit.edu, copy@iit.edu |
| Website        | officeservices.iit.edu |
| Notes          | Office and Postal Services offer mail and copy resources to the IIT community. Check out their rates for poster printing, flyers and postage! |

## SPIRITUAL LIFE AND SERVICE LEARNING

| Location       | 3201 S. State St.  
|               | McCormick Tribune Campus Center, Suite 212  
|               | Chicago, IL 60616 |
| Phone          | 312.567.3160 |
| Fax            | 312.567.8917 |
| Email          | Spiritual.life@iit.edu, service@iit.edu |
| Website        | www.iit.edu/campus_life |
| Notes          | Spiritual Life and Service Learning is an entity of the Office of Campus Life and offers faith-based opportunities to students, in addition to community-focused service events. Look for opportunities to program with this office on community events, or to connect with initiatives around the city. |

## PUBLIC SAFETY

| Location       | 3300 S. Michigan Ave.  
|               | Farr Hall  
|               | Chicago, IL 60616 |
| Phone          | 312.808.6363 or 312.808-6300 (EMERGENCY ONLY) |
| Fax            | n/a |
| Email          | publicsafety@iit.edu |
| Website        | www.iit.edu/public_safety |
| Notes          | IIT Public Safety is responsible for security of student, faculty staff and their guests on campus. IITPSD provides event coverage and support for student organizations in addition to routine patrols and campus care. |

## SHIMER COLLEGE

| Location       | 3424 S. State St.  
|               | Chicago, IL 60616 |
| Phone          | 312.235.3500 |
| Fax            | 312.235.3501 |
| Email          | n/a |
| Website        | www.shimer.edu |
| Notes          | As one of the two additional institutions sharing Main Campus, Shimer College focuses on a unique “Great Books” curriculum. Occupying a floor in University Technology Park, Shimer enjoys a great relationship with IIT and students are encouraged to offer joint programming. |
### STUDENT HEALTH AND WELLNESS CENTER

| Location       | 10 W. 35th St.  
|                | IIT Tower 3rd Fl.  
|                | Chicago, IL 60616 |
| Phone          | 312.567.7550 |
| Fax            | 312.567.5702 |
| Email          | student.health@iit.edu |
| Website        | www.iit.edu/student_health |
| Notes          | Student Health and Wellness Center offers services and health evaluations to IIT students. Clinical services include vaccinations, office visits and more. They also provide psychological services and professional counseling to IIT students as well as consultation to faculty and staff. Clinical services include evaluation, time limited psychotherapy, referrals and medication management. Find ways to partner with this office centered on both mental and physical health. |

### STUDENT CONDUCT, OFFICE

| Location       | 3241 S. Wabash Ave  
|                | McCormick Student Village, Suite 110  
|                | Chicago, IL 60616 |
| Phone          | 312.567.5075 |
| Fax            | 312.567.5926 |
| Email          | erin.mcdonald@iit.edu |
| Website        | www.iit.edu/student_affairs/student_conduct.shtml |
| Notes          | The Office of Student Conduct, and entity of Resident and Greek Life, aids students in gaining a better understanding of the consequences and potential consequences of their personal actions, while learning the purpose of institutional policies. Student Conduct also offers numerous TIPS (Training for Intervention ProcedureS)Trainings throughout the semester. |

### VANDERCOOK COLLEGE OF MUSIC

| Location       | 3140 S. Federal St.  
|                | Chicago, IL 60616 |
| Phone          | 312.225.6288 |
| Fax            | n/a |
| Email          | vandercook@vandercook.edu |
| Website        | www.vandercook.edu |
| Notes          | As one of the two additional institutions sharing Main Campus, Vandercook College of Music focuses on music education. Located on Federal Street, Vandercook enjoys a great relationship with IIT; students are encouraged to offer joint programming. |