



2023-2024 RSO Handbook
UIS Office of Student Life



Contents

Office of Student Life	3
Department Mission	3
Educational Priority.....	3
Learning Goals	3
Student Life Structure.....	3
Student Life Contact Information	3
General Information	4
Benefits	4
Responsibilities	4
Annual Registration	5
Advisor	5
Liaison	5
Name.....	6
Organization Membership & Rosters	6
Bylaws/Constitution.....	6
UIS Email	6
Inactivity	6
Events.....	7
Space Requests	7
Recurring Events	7
Cancellation	8
Space Usage Expectations	8
After Hours.....	8
Set-ups	8
Sound & Lighting Equipment	9
Other Equipment & Games.....	9
Food at Events	9
UIS Catering	10
Alcohol	10
Specific Events	10
Dance/Party	10
Films	12

Public Displays	12
Live Animals	13
Donation Drives	13
Fundraisers.....	13
Finances	14
Ledger 9 Account	14
Gift Accounts.....	15
Accessing funds.....	15
Liaison Purchases	15
Reimbursement	15
On Campus Services.....	15
Contracts/Vendor Payments.....	15
Charitable Gaming/Gambling	16
Raffles	16
Petty Cash	16
Dues	16
Credit Card Readers/Online Payments	17
Accepting Checks	17
Deposits	17
Taxes	17
SOFA.....	17
Marketing.....	18
Campus Announcements.....	18
Posters/Flyers	19
Residence Life Posting Policy	19
Table Tents.....	20
Window Paint	20
Sidewalk Chalking	20
Campus Channel	20
Campus Digital Signs	20
Student Union Video Wall	21
Banners in Student Union.....	21

This handbook includes information on Student Life as well as Registered Student Organization policies and procedures. Please be sure to review this document and become familiar with the information provided to support and facilitate a successful academic year of programs and events for your organization. Any addendums to the policies listed in this handbook will be provided to all organization presidents, available on the Student Life Website as well as posted at the end of this handbook.

Office of Student Life

Department Mission

Student Life cultivates the personal, social, and educational development of UIS Students by engaging them in leadership opportunities and promoting participation in the campus community.

Educational Priority

As a result of their experience at UIS, students will be leaders cultivating inclusive communities.

Learning Goals

1. Self-Awareness
2. Connections
3. Inclusion
4. Leadership

Additional information on the Student Affairs Star Map Curriculum can be found at

<https://www.uis.edu/studentaffairs/about/starmap/>

Student Life Structure

Student Life is made up of a Director, Associate Director, Student Organization and Leadership Coordinator, Office Manager, Graduate Assistant, and Student Employees. Aspects of the Student Life office include:

- Leadership Opportunities
- Registered Student Organizations
- Student Union Game Room
- Student Leadership Center
- Sound and Lighting Crew

Student Life Contact Information

Location: Student Union, Student Leadership Center

Phone: 217-206-4762

Email: studentlife@uis.edu

Webpage: <https://www.uis.edu/student-orgs> and <https://www.uis.edu/studentlife>

Social Media: @uisstudentlife

General Information

Student organizations offer social, service, and professional opportunities for their members within UIS and the Springfield community. Membership can broaden acquaintances, develop leadership ability, build decision-making and problem-solving skills, and complement classroom instruction.

Benefits

1. The use of university facilities at no charge for student meetings and events (EXCEPTION: operating costs associated with Sangamon Auditorium and Studio Theater, events outside of normal operational hours, events with extraordinary set-up needs and events for members of the public)
2. The opportunity to apply for and receive funding through the Student Organization Funding Association
3. Each registered student organization receives 200 free B/W copies from SOFA each semester. These are to be used only for Registered Student Organization events and purposes. If found to be used for personal purposes, you may lose these benefits for your organization for a minimum of 2 semesters.
4. The use of on-campus printing and duplicating services (Charges Apply) through Print Services.
5. Accounting support through Student Life
6. The use of supplies, equipment, and services at the Student Leadership Center.
7. Participation in training and workshops designed to strengthen your student organization and leadership skills.
8. The right to assemble
9. Participation in the Involvement Expo and Student Organization Fair
10. Updated information about events and activities
11. Listing in the UISConnection directory of Recognized Registered Student Organizations.
12. Receive mail and packages at the Student Leadership Center.

Responsibilities

- Registered Student Organizations must receive approval for all events from their organization advisor and notify Student Life via space request or contacting their Student Life Liaison.
- RSOs must accept responsibility for a member's behavior when she/he/they are acting as a member of the organization, with or without sanction, when an event is held, officially or unofficially, in the name of the organization.
- Members of the student organization must behave in accordance with the UIS Student Code of Conduct (<https://www.uis.edu/sites/default/files/2021-11/Student-Conduct-Code.pdf>)
- RSOs must comply with university policy, state, federal, and city laws and regulations.
- RSOs shall not discriminate against a member or prospective member on the basis of race, color, religion, gender, gender expression, sexual orientation, national origin, ancestry, political affiliation, age, marital status, disability, or military status, in any of its activities or operations.
- RSOs must participate in training programs and workshops sponsored throughout the year, including but not limited to registration required trainings and workshops.
- RSOs must maintain their registration within the academic year by keeping officers and membership roster current and must renew their registration each academic year.
- RSOs should avoid any activity, speech or expression that may be deemed as:
 - Creating a clear danger of inciting violence or unlawful behavior.
 - Advocating the physical harm, coercion, intimidation, or invasion of personal rights of any individual.
 - Violating university policies on harassment.

- Advocating the willful damage, destruction, or seizure of university property.
- Interfering with classes or university activities.
- RSOs must comply with the guidelines and policies outlines in this handbook as well as any additional guidelines and policies that are developed as an addendum.

Annual Registration

Student Organization Registration for the academic year will begin by the first day of classes of the Fall Semester. The Priority Registration deadline is Sept. 15th each year. After the priority registration, organizations have until March 15th to complete the registration process for the academic year. All organizations who do not complete the registration process will be considered inactive and will be unable to reserve campus space, access RSO Funding accounts, or conduct event and fundraisers on campus.

Each organization must submit a Registration or Renewal form every academic year. To Register for the first time, go to the Organization Directory on UISConnection (www.uisconnection.uis.edu) and Select “Register”. When your organization is eligible to renew registration, it will appear on your organization’s UISConnection page with a link. Roster information should be updated in the registration form.

Advisor

Student Life requires a Full-time Faculty or Staff member to serve as an advisor for Registered Student Organizations. This advisor should be willing to support your organization in a volunteer capacity by donating their time, effort, and advice. An advisor should be made aware of any meetings and events, should be familiar with the RSO handbook, and should serve as a resource and assist the organization in navigating policies and procedures of the University.

Student Life policy dictates that for events meeting any of the following criteria a university staff or faculty member is required. This is expected to be the Registered Student Organization’s Advisor, though if they are unable to attend, another University Staff or Faculty member may be appointed. Please notify your Student Life Liaison if it is a staff/faculty member other than the organization advisor.

- If the event is cosponsored with an outside community partner
- If the event is advertised to the general public
- If the event takes place in the Studio Theater or Sangamon Auditorium
- If the event is a Dance or Party
- *Additional events as deemed necessary by Student Life*

Liaison

A Student Life staff member has been assigned to each Registered Student Organization, based on their organization category. The liaison assignments are as follows:

- Academic/Honorary: Director
- Cultural/Diversity: Associate Director
- General Interest: Student Organization & Leadership Coordinator
- Service: Student Organization & Leadership Coordinator
- Social Greek: Associate Director
- Political/Advocacy: Director
- Religious/Spiritual: Student Organization & Leadership Coordinator

- Sport Clubs: Assistant Director of Facilities & Competitive Sports, Campus Recreation

Name

Registered Student Organizations are an integral part of campus life, yet they are not the University. Each organization is responsible for its own actions and members are acting on behalf of the organization, not the University. Student Organizations who wish to have the UIS name in their organization's name can do so only as a geographic locator, such as (organization) at UIS; never as UIS (Organization). This is to preserve the organization's autonomy and make clear the relationship between the University and the organization.

Organization Membership & Rosters

Registered Student Organizations are required to keep an accurate listing of their membership. Membership of a Student Organization must be open to all UIS Students registered in at least 1 credit hour. To be an officer, one must be registered for a minimum of 3 credit hours.

The Office of Student Life requires the positions of President and Treasurer, though the organization may use other terminology. The President and Treasurer are required to complete RSO Officer training annually in the Registration/Renewal process.

Full-time Faculty and Staff members cannot be voting members or officers of a Registered Student Organization, even if they are taking classes. Organizations wishing to include non-students may do so only as non-voting members.

Further limiting the organization membership of UIS students who meet the qualifications above will only be permitted on a case-by-case basis as determined by the Student Life Office and the RSO.

An Organization's membership roster is managed by the Student Organization in UISConnection.

Bylaws/Constitution

Registered Student Organizations must submit their proposed constitution or bylaws to Student Life as part of the Registration/Renewal process. A sample constitution can be found online at <https://www.uis.edu/student-orgs/forming-student-organization>. Registered Student Organizations can also stop by Student Life any time for assistance.

Registered Student Organizations must notify Student Life when they make changes to their constitution or bylaws. Constitutions or bylaws must be updated or reaffirmed at least once every 5 years.

Constitutions or bylaws must include membership qualifications, officer qualifications, officer duties, dues process (if applicable), process for election/selection of officers, officer terms, and process for removal of officers.

RSO Officer terms cannot exceed 2 academic years.

UIS Email

To request to have an organization's UIS email account set up, please contact your Student Life Liaison for assistance. Registered Student Organizations are responsible for notifying Student Life about which users should have permissions for their email accounts.

Inactivity

When an organization does not complete the registration requirements for an academic year (by the March 15th deadline), they go into an inactive status. Below is an explanation of what happens when an RSO is inactive for up to 3 consecutive years:

- 1st year of inactivity: RSO is placed into *Frozen* status.

In the Frozen Status, members already on the roster will have access to renew the organization to return it to the active status. Members not already on the roster will need to be added to do so. Students wishing to renew an organization in this status should contact the RSO Advisor for assistance.

- 2nd year of inactivity: RSO is placed into *Inactive* status.

In the Inactive status, no students would have the access to renew the organization and return it to an active status. Students wishing to renew an organization in this status should contact Student Life for assistance.

- 3rd year of inactivity: RSO is placed *locked*.

At this point in time, Student Life will make an announcement to the campus community and students to inform them of the organization(s) that have been inactive for 3 consecutive years and are at risk of no longer being able to renew the registration.

Any interested students looking to start up the organization after 3 years of inactivity will need to contact UIS Student Life to gain access to the locked organization page.

- At its 5th year of being locked, Student Life will officially terminate the RSO and terminate the associated ledger 9 account. Any funds left in the ledger 9 account will be moved to an RSO general fund account that is used for RSO support purposes.

Events

Space Requests

Student Organizations must request and be approved to use space on campus to host meetings, events, etc. To request a space on campus, you must “Create Event” on UISConnection under your organization’s page. It is important that you fill out the event request in a timely fashion so that Student Life staff can coordinate facilities and set-ups. All spaces requests for Student Organizations must go through the UISConnection event request process.

Prior to the submission of an event request, a Registered Student Organization should evaluate their event needs, including set-up needs, and provide as complete information as possible in the event request.

A minimum of 2 weeks is required for most spaces on campus, and for any event involving a custom set-up. Requests submitted less than 1 business day in advance will not be approved.

Recurring Events

Student Organizations may request one event to occur multiple times (a meeting or practice for example). Student Life reserves the right to evaluate the potential conflicts on high usage spaces and prime times requested and limit approval of those spaces. Various buildings on campus have restrictions on the number of recurring events that can be scheduled at a time. This does not include special events.

Student Life Building (SLB Gym) allows for no more than 16 recurrences to be scheduled at a time.

Residence Life allows for no more than 6 recurrences to be scheduled at a time.

Student Union allows for no more than 2 per week, lasting no longer than 4 hours total. RSO is allowed to request 1 semester at a time

Performing Arts Center does not allow for spaces to be booked more than 8 weeks in advance by a RSO.

Classroom Scheduling allows for no more than 2 per week lasting no longer than 4 hours total. RSO is allowed to request within the semester, no classroom space may be used until after the 10th day of classes.

Cancellation

If your organization is no longer able to hold their event or meeting, please cancel the event 1 week prior via UISConnection. If the event is cancelled with less than 1 weeks' notice, please contact the Student Life office. Failure to cancel an event with 24 hours' notice will be viewed as a "No Show"

Space Usage Expectations

Use of University facilities is a privilege. RSOs utilizing the spaces are responsible for the facility. Failure to abide by policies for each space will be reported by the facilities staff to Student Life. These include but are not limited to:

- moving of furniture
- food without a waiver or permission
- causing extraordinary cleaning
- use of open flames
- damage done to furniture either intentionally or through negligence
- exceeding space capacities
- excessive garbage, and/or garbage left out
- no show

Failure to comply with policies, procedures and guidelines will result in the following at minimum

First Incident a formal warning to organization officers and advisor.

Second Incident will result in loss of privilege to request more space for the semester.

Third Incident will result in loss of all facilities privileges for a minimum of 1 semester.

Specific privileges that will be taken away will be determined based on the violation.

Depending on the severity of the incident, Student Life may take additional measures, including but not limited to financial charges for damages and staffing and/or referral to the Dean of Students Office.

After Hours

Registered Student Organization may submit requests for events to occur outside of normal operating hours, ending no later than 3 am, except for Dances or Parties which can go no later than 1am. Such requests will be evaluated individually, paying particular attention to the space that is needed, the type of event that is occurring, and whether trained staff is available to oversee the event. Furthermore, there is no guarantee that such a request will be approved.

Overtime costs may be associated with after hours events or events that go past the reserved time.

Set-ups

Standard set-up options are included in the Event Request Form. RSOs hosting events requiring anything outside of the standard set ups should meet with their Student Life Liaison to discuss. Set-up needs should be confirmed at least 2 weeks in advance.

Student Organizations are not permitted to move furniture within the space, with the exception of wheeled furniture in the Student Leadership Center and LRH Great Room.

Student Organizations are not permitted to remove furniture from the space.

All Furniture, fixtures and equipment must be set up by University facilities staff, external items may not be brought into University facilities by an RSO without prior approval.

In the event that a requested set-up was not completed, please contact UIS Student Life and your Student Life Liaison.

There may be charges for extraordinary set-ups, your organization will be notified if the requested set-up would require additional costs.

Sound & Lighting Equipment

RSOs can request and reserve sound and lighting equipment for their events through the event request form. This should be included with the set-up. The Portable Sound System and Light Trees are able to be checked out from the Student Leadership Center, 1 hour prior to the event location access start time as indicated on the event request form, and due no later than 1 hour after the event, unless alternate arrangements have been made with Student Life. Equipment is free to RSOs. Equipment must stay on campus. The RSO assumes responsibility for the maintenance of the equipment, Student Life staff are able to train student organization members on the use of the equipment at check-out. Students must present an Icard to check the equipment out. Additionally, it is important to note that the RSO is fully responsible for any damages incurred to the equipment during the rental period.

RSOs may also request a larger Sound System, to be set up and run by Student Life. Organization is responsible for the cost of staffing the large Sound System, including set-up and tear-down time. Requests for the Large Sound System must be submitted at least 3 weeks in advance to allow for staff to be scheduled for your event.

Other Equipment & Games

RSOs may check out various board games and event equipment from Student Life, such as extension cords, popcorn machine, lawn games, etc. For an up-to-date list of available equipment and games contact Student Life at studentlife@uis.edu or (217) 206-4762. Equipment may be checked-out and used for approved RSO events only; not for personal use. The RSO is fully responsible for any damages incurred to the equipment during the rental period. Equipment must be returned clean; organization will be responsible for a cleaning fee if the equipment is returned dirty.

Food at Events

UIS Food Service has exclusive rights to all food and beverage service on campus. Outside food and beverages may not be brought into any event. A Food Waiver may be requested for events with the following situations:

- Food will consist only of commercially prepackaged individual servings that do not exceed a cost of \$75
- After discussion with UIS Food Service, they are unable to provide the service due to scheduling conflicts, staffing constraints, or supply chain issues.
- Prepared food is being donated by an external entity at no cost to the organization. Food must come from a fully licensed food service provider (not potluck)

If using a food waiver, the organization is responsible for all tableware, food safety, and clean up.

You must register that your event will be serving food on the event request.

Food is not permitted to be served in Classrooms or Computer Labs.

UIS Catering

Registered Student Organizations may choose from items on the set RSO Catering Menu, or contact UIS Catering for a quote. It is recommended that RSOs request a quote and availability 4-6 weeks in advance.

Space and funding must be secured prior to confirming an order with the UIS Catering Department at least 10 business days prior to event. Organizations may submit their catering request to Randy Williams at rwill6@uis.edu or 217- 206-7741. Details to include in the order:

- Date of Event
- Time of Event
- Location
- Guest Count (estimated, confirmed no later than 4 business days prior to the event)
- Service Style (buffet, plated, etc.)
- Budget
- Account

When calculating the total cost for catering based on the menu, make sure to include a 9.75% Sales Tax and a 20% Service Charge to the estimated total. Food provided by UIS Catering will be charged directly to your student organization's account.

When you confirm your guest count, you are saying you will pay for so much food for so many people. Food services sets the room for 5% more than the guaranteed number of attendees. If the number of attendees needs to be changed, discuss with Food Service as early as possible. Increased menu and labor charges may be necessary if Catering is able to accommodate late changes.

Alcohol

It is the policy of UIS that alcohol may not be purchased/served at any events sponsored by Registered Student Organizations.

Specific Events

Dance/Party

Student Life and the sponsoring organization agree to the conditions outlined below regarding Dances/Parties/Large Gatherings (hereafter referred to as 'DPLGs') held across the UIS campus.

DPLG's can only occur if COVID risk level is at a yellow (moderate) or blue (low) AND masks are optional. For more information on risk level and to know where our region and campus is, please visit <https://www.uis.edu/uisunitedinsafety/our-approach-safety#transmission-rates>.

DPLGs require a greater amount of supervision and attention by the university, given the increased risk associated with these events. A DPLG is defined as a purely social event, often consisting of music and dancing and/or socializing. In such instances, the policies identified in this document must be followed and UIS police officers must be in attendance.

The following factors will be considered in determining whether this event meets the classification of a DPLG:

- Expected attendance of 100 or more
- The extent to which the event has been publicized off campus (if current university policy allows)

- Amplified music
- The type of activities taking place
- Location
- The number of non-UIS guests

To minimize risk, all RSOs hosting a DPLG must have their space confirmed and have met with their Student Life Liaison no later than 2 weeks prior to the event. Advisor participation and presence of UIS Police will be discussed at this meeting. Student Life will have the final authority to determine the applicable policies and procedures as outlined in the Student Life Dance/Party/Large Gathering Agreement. If the sponsoring RSO has not met with their liaison 2 weeks prior to the event, their space reservation will be cancelled.

Only UIS Students will be permitted to participate in DPLG (for current FA22 semester).

Students must be checked in via UISConnection event check-in app (using event pass or searching netID).

Hosting organization must notify the Student Life Liaison prior to the event to indicate who will be the staff member on duty if it is not their normal organization advisor.

Host RSO, Advisor/Staff and Campus Police on Duty must prohibit the following from entering the event facility:

- Beverage Containers
- Bags larger than 4.5X6.5
- Student who appears to be inebriated
- Any item that may be determined to be dangerous or may cause harm if utilized inappropriately (i.e. weapons, sticks, etc.)

Responsibility of RSO Leaders On Duty

- Assign 2 students as the event coordinators who will be present throughout the event (number of students as event coordinators are subject to change depending on the nature of the event). At minimum, one student should be stationed at check-in/registration, and one should be in charge of monitoring the event facility (alternating responsibility is permitted). The event coordinators must be identified at the start of the dance to the advisor, Student Life Staff member and Police officer on duty (as applicable). Additionally, the event coordinators must be sober and available during the entire scheduled event hours.
- The entrance of the event facility must be staffed at all times by two students and the advisor (when not conducting rounds).
- Student hosts will be asked to wear a badge to identify that they are the point of contact for the event. Badges can be rotated throughout the night if role of event coordinator changes.
- The dance area must be lit either by stage lighting or sufficient decorative lighting – to be determined by Officers and Advisor.
- If the facility has reached capacity, closing doors to additional attendees (maximum capacity of event facility will be discussed with Liaison).
- At the end of the event, ensure the facility is clean (trash picked up, equipment/materials put away or returned to student life staff).
- Address any illegal behavior or violations of campus policy including but not limited to open containers, destruction of property, illegal drugs, indecent exposure, and violence. If a student feels threatened in addressing these concerns, they should be immediately reported to the police officer on duty.

Responsibility of Advisor/Staff on Duty

- To assist student organizations in enforcing the above policies.
- To conduct rounds every 30-45 minutes within the DPLG facility.
- If the organization is charging participants, to observe the event coordinator and additional organization representative in counting the income.
- To conduct rounds with the police officer the last hour of the DPLG. When the advisor is doing round the Student Life staff member will be at the front desk in place of the advisor.
- Advisor may pick up related materials and bring them to the dance if the student event coordinators has not.

Responsibility of Campus Police on Duty

- Be stationed at registration/check in area and assist student event planners and advisor with ensuring outside beverage containers are not allowed in the facility.
- Conduct rounds within the DPLG area, building, and restrooms each half hour during the DPLG.
- Prohibit participants from carrying in prohibited items listed above.
- Address any illegal behavior or violations of campus policy including but not limited to open containers, illegal drugs, indecent exposure, and violence.
- To assist student planner and advisor in evacuating facility at the conclusion of the event and to monitor the parking lot after the conclusion of an event.
- To contact the appropriate building service worker if there is a bodily fluid incident.

There must be two officers on duty at DPLGs. RSOs are responsible for paying for at least one of the officers in the amount of up to \$400. RSO can choose to use their fundraising account to pay for this or request funding through SOFA.

Availability/Frequency of DPLGs

Due to personnel limitations, no more than one DPLG requiring police officers may be held per night. No more than 1 DPLGs requiring police officers may be held per weekend. DPLGs shall end no later than 1:00am. DPLGs will not be permitted in the first 2 weeks of the semester.

Films

Registered Student Organizations can submit an event request to show a film on campus. However, there are strict federal laws about licensing and screening films for a public audience. Films that you rent at a video store or stream through a subscription service online are licensed for private use, meaning they are licensed for the renter to watch at home with friends or family, but not for a renter to screen at an event or for a larger audience.

To be able to legally screen a film for an event or for a larger audience, your organization will need to obtain permission in the form of a film license or a waiver from the film's studio or distributor. Two companies that are able to assist you with obtaining these licenses are Swank Motion Pictures (<https://www.swank.com/>) and Criterion Pictures USA (<https://www.criterionpicusa.com/>) . If your RSO needs additional assistance in screening a film, you can contact your Student Life Liaison.

Public Displays

Hosting a public display means to exhibit, set out, or post for open viewing by the general public or in a public and conspicuous manner. To host a public display, Registered Student Organizations must first submit an event request in UIS Connection for the location and requested dates for the display. No holes may be dug in the ground or drilled into the wall for the purpose of such displays, such displays may not block walkways or

doorways. Public displays much include signage clearly indicating the hosting organization and purpose of the display. Displays cannot last longer than 1 week (7 days). The Registered Student Organization is responsible for the maintenance and clean-up of the display at the conclusion of the event. Displays may not contain messages deemed to be incitement, defamation, fraud, obscenity, pornography, fighting words, or threats.

Live Animals

Registered Student Organizations may host events with live animals only if the company/agency has been licensed and is insured for such planned activities. RSOs must submit the event request in UIS Connection at least 2 weeks in advance. RSOs are responsible for all clean up.

Locations available to host events with live animals is limited to TRAC Atrium, SLB Gym, and outdoor spaces. Indoor spaces (TRAC and SLB) must have protective floor coverings to be supplied by the organization.

Donation Drives

Registered Student Organizations interested in placing collection/donation boxes around campus to collect for causes (e.g., food banks, clothing drive, books, and penny jars) must submit an event request using UISConnection.

Additionally, the group should understand the following university expectations:

- Collection drives will normally be limited to no more than two weeks
- The sponsoring group must routinely monitor the collection site to ensure that it is maintained in a neat and orderly fashion. The sponsoring organization is responsible for the safeguarding of the collection. Student Life and the University assume no responsibility for the money, or the property collected.
- The collecting organization should clearly display the contents, for whom the event benefits, and contact information for the collection chairperson
- Any items not retrieved at the conclusion of collection will be treated as abandoned property.

Fundraisers

Registered Student Organizations must register all fundraising activities in UISConnection least two (2) weeks prior to the scheduled activity, by submitting an Event Request. Fundraisers include all activities where there is a collection of funds, regardless of whether the money is donated to a charity or is kept by the sponsoring organization for their own uses.

Funds may be received via cash, check, or electronic payments. Please see Finances section of this handbook for further details.

Any funds collected using University property, facilities, and/or services MUST be deposited within 24 hours to the organization's ledger 9 account, if the fundraising event is taking place over multiple days, funds must be deposited within 24 hours of each day they are fundraising. Please see Deposits section of this handbook for further details.

Please note that in person fundraising events cannot be held for more than 3 days in a week for a single organization.

Food Sales

RSOs will identify in their UIS Connection event request if the event they are hosting is a fundraiser through food sales and whether the funds raised are for their organization or for an outside organization.

If food sale is indicated, they will be directed to another page to identify the following:

- Type of food being sold
- Category of the food being sold. They may select all that apply (baked goods, fruit, vegetable, dairy, meat, poultry, etc.)
- Description of food being sold
- Plan for serving food.

If the RSO is selling just baked goods or non-hot/cold food items, they will be informed that they need to review the food policy page and sign, found on the UIS Student Life website.

The information in this section includes the food preparation safety regulations, instructions to individually wrap items being sold, and have ingredients for all items sold available for potential purchasers.

If they RSO is serving anything that must be kept hot or cold, for food safety, they will be informed that they need to:

1. Review the Food Sale Policy Page and Sign
2. Complete a Temporary Food Permit Application (at least 2 weeks prior to their event, same timeframe as submitting their event request in UIS Connection).

This form is to be completed, signed, and sent directly to the Sangamon County Health Department. All information and Instructions are included on the form.

3. Send a copy of their submitted Temporary Food Application to their Student Life Liaison for records. (Must be done before event is approved)

Student Life will have available for RSOs:

- Handwashing Station Supplies
- Gloves
- Hand Sanitizer

It is the responsibility of the RSO to complete all necessary steps prior to the event for their event to be approved.

Misc. Fundraising Events

Please note that fundraisers such as Pie-in-the-Face or Water Splash/Dunk Tank events may have limited spaces and restrictions. Such events must have a safety plan created prioritizing the safety and wellbeing of the participants. Care must be taken to avoid impacting passersby.

Particular care for clean-up must be taken for such events.

Finances

Ledger 9 Account

All RSOs are provided a ledger 9 account that serves the purpose of holding the organizations money. RSO can obtain funds through fundraising, collecting dues, requesting SOFA funds, donations, etc.

RSO treasurers are responsible for overseeing the ledger 9 account ensuring that the funds are being used appropriately and the account never goes into a deficit. Registered Student Organizations (RSOs) that fail to manage their ledger 9 accounts appropriately and incur a deficit will be responsible for rectifying the

situation and restoring the funds to a positive balance. The RSO will be given a maximum of 30 days to resolve the deficit before the Student Life Office takes steps to lock the RSO Ledger 9 account. Once an RSO account is locked, they will no longer be eligible for SOFA funding for a minimum of 1 full academic year. Please see SOFA Section of this handbook for details regarding SOFA allocations and the timeline for receiving those funds.

Student Life serves as a custodian of the RSOs ledger 9 account but is not responsible for managing the accounts financial transactions.

Gift Accounts

Some Registered Student Organizations have gift accounts, housed and owned by the University, created due to donations made specifically in support of that organization.

For more information, contact your Student Life Liaison.

Accessing funds

Before expending funds on behalf of the organization, the student organization should discuss, set a budget and ensure funding is available.

Liaison Purchases

Student Organizations may have expenses purchased with a University Credit Card (P-Card/T-Card) by their Student Life Liaison. To make these purchases, please complete the Purchase Request on UISConnection or schedule a meeting with your Student Life Liaison. Purchase Requests must be submitted at least 5 business days in advance of the purchase date, as should meetings with your Student Life Liaison, organizations must include shipping time when determining your purchase date. Student Life Staff are able to make purchases to online merchants only, and are unable to go shopping with your organization for in store purchases.

Reimbursement

Any student member of an organization may be allowed to purchase needed goods or services with their own personal funds and submit for reimbursement from the organizations account.

1. Purchase the items with personal funds
2. Complete a RSO Disbursement Voucher (found online at <https://www.uis.edu/student-orgs/forms-policies> or available for pick up at Student Leadership Center) with the student member who paid for the purchase listed as the Payee
3. Bring Original Receipts with completed Disbursement Voucher to the Student Leadership Center.
4. Funds will be Direct Deposited into the students account the University has on file. (***Please note that reimbursements can take up to 30 day***)

On Campus Services

When utilizing an on-campus service (Printing, Catering, etc.) payment for services can be done by providing the department with your organization account number or CFOP in the following format:

4-_____- 626000- 199000

You can obtain your organizations 6-digit account number on UISConnection under "Finance" → "Accounts".

Contracts/Vendor Payments

To pay a vendor outside of on campus university services, submit an RSO Disbursement Voucher with the vendor as the Payee.

Vendors must have a vendor number. For assistance with this, please contact your Student Life Liaison. If the vendor is new to the University, or has not updated their information with the University, they may need to complete a Vendor Information Form. This can take an additional 30 days to process, please contact your Student Life Liaison as soon as possible.

Attach all supporting documentation, originals only, Student Life staff can make copies for you to keep with your records. Supporting documentation includes invoices, bills, statements, itemized receipts, or contract with letter of agreement.

Charitable Gaming/Gambling

All fundraisers must comply with university, state and local ordinances and laws. Due to the number of legal, tax, and operational issues associated with charitable gaming events Registered Student Organizations are not permitted to sponsor them in order to raise funds. Gaming refers to any game of chance that monies are put at stake with opportunity of winning a reward. These include but are not limited to any of the following for fundraising purposes: Casino Nights, Texas Hold 'Em Tournaments, and additional card tournaments.

Raffles

Raffles are permitted, pending proper authorization. You must obtain a Sangamon County Raffle License at the County Clerks and must present the license to Student Life prior to hosting a raffle. Please note that there are fees/costs associated with obtaining a raffle license. Please visit the [Sangamon County Clerks](#) website for more information. Organizations must have their own 501(c)(3) status to be eligible to purchase a Raffle License.

Petty Cash

To request a cash box for fundraising efforts, the Treasurer may fill out a *Request for Cash Box* form, obtained from the Student Life Website, **at least 5 business days** prior to the event. On the day of the event (or last business day before the event if on a weekend or holiday), the designated custodian of the cash box from the organization should stop by the Bursars Office during normal business hours (visit website for updated hours) to pick up and sign for the cash box. The designated custodian of the cash box will need to complete OBFS Cash Handling Level 1 training online prior to picking the cash box up <https://www.obfs.uillinois.edu/training/materials/cash-handling/>

The cash box will have \$25 in change (organization selects denominations on the request form). Student custodian must present i-Card at pick up.

After the completion of the fundraiser, the RSO should go to the Student Leadership Center to complete the deposit form and check logs before returning the cash box and starting funds to the Cashier operations office.

Beginning November 2023, the UIS Bursars Office will be cash-less and this service will be discontinued.

Dues

Registered Student Organizations are allowed to collect a fee for membership benefits for their organization. This amount is to be set forth as equal for all member retaining the same rights and privileges. This amount must be on record annually with the office of Student Life through the Student Organization Registration form. Registered Student Organizations who choose to collect dues are encouraged to do so on a set date and to manage their budgets and records independently. Dues should be deposited within 24 hours of collection into the Student Organization Ledger 9 Account.

All monies collected or required by an organization as a “Due” or membership fee are required by the organization and not Student Life and are the property of the organization/club. It is the responsibility of the Student Organization to keep a record of members who have paid dues/membership fees and keep this record on file with Student Life

Credit Card Readers/Online Payments

RSOs are permitted to third party payment services (ex: Square, Venmo, Paypal) as a monetary collection method. Funds raised using university facilities and resources must be deposited into the RSOs Ledger 9 Account within 24 hours. For electronic payment methods, a copy of the transaction list must be included with the deposit. RSOs are responsible for any and all tax implications with these. RSOs are encouraged to identify only one “user account” for these transactions per fundraiser.

RSOs are not permitted to use University payment collection services, such as credit card terminals or forms through University Merchant Card Services.

Accepting Checks

When accepting checks, make sure that they are made out to “UIS” with your organization in the memo line. If a check is from a student, staff, or faculty member, it must also include the individuals UIN.

Student Organizations should not authorize (sign the back) of checks.

Deposits

All funds collected using University facilities, equipment or resources must be deposited within 24 hours of collection to the Student Leadership Center. Deposits are made by bringing all cash and checks to the Student Leadership Center. A Student life staff member will assist the organization with making a deposit into their ledger 9 account.

Taxes

All tax and legal matters relating to organization activities are the responsibility of the organization.

Registered Student Organizations are not authorized to use the University’s Employer Identification Number, non-profit status, or tax-exempt status. An organization can independently apply for non-profit status and/or tax-exempt status with the IRS.

Registered Student Organizations are not authorized to accept tax-deductible donations on behalf of the University. When soliciting donations, it is the responsibility of the organization to inform potential donors that their contributions are to the organization, not the University, and are not tax deductible with the exception of donations to Gift Accounts, which are then the property of the University.

Organizations that have their own 501(c) (3) charitable organization status are eligible to receive tax-deductible contributions through their organization, not the University. If your organization has a parent chapter or national headquarters, the organization should consult with them regarding tax status.

SOFA

Registered Student Organizations can request a portion of Student Fees to be utilized for their events and programs through the Student Organization Funding Association (SOFA). RSOs can request funding for various items such as supplies, food, etc. SOFA funds do have restrictions and requirements that can be found in the SOFA bylaws, available on their website (<https://www.uis.edu/sga/committees/student-organization-funding-association-sofa>).

Requests are due on select Fridays (available on the SOFA Website) by **5pm** (strictly enforced). SOFA reviews, meets, and votes on each request. It is recommended that requests for funding be submitted a minimum of 4-6 weeks in advance of event.

To complete a SOFA request form, you must create a budget outlining the estimated costs of the event and articulate how the event impacts the UIS Community. This can be found on UISConnection in an organization's Finance Section, under Budget Requests.

If SOFA funds are allocated to your event, you should decide on the best payment method for the various expenses. Options include:

- University Credit Card - Meet with your Student Life Liaison to complete online purchases with a university credit card or complete a purchase request form. Must submit form or schedule meeting at least five business days in advance of purchase date.
- Internal expenses – On Campus services where you provide your account number to the service provider
- Reimbursement – Student pays out of pocket and get reimbursed from organization's Ledger 9 account, complete an RSO Disbursement Voucher
- Contract/Vendor Payment – Complete RSO Disbursement Voucher with the Vendor as the payee. Must have a Vendor number in Banner. Contact your Student Life Liaison for assistance in obtaining a vendor number.

Once all expenses are incurred or accounted for, the RSO completes a **SOFA Expenditure Form** and submits it with all receipts in the SOFA Report (found here: <https://uisconnection.uis.edu/forms>) The approved SOFA funds will then be transferred into the organizations Ledger 9 account. This must be completed within 2 weeks of the event/expense. Failure to complete the SOFA Report may result in an organization forfeiting the funds and/or ineligibility for future funding from SOFA. The organization would still be responsible for any expenses incurred.

Marketing

Campus Announcements

One great way to market your RSO event that is of the interest of all members of the campus community is to utilize Campus Announcements. Every morning at 9:15am, every faculty, staff and student receives an email regarding various events, opportunities, and announcements. To have your event posted in Campus Announcements, please work with your Faculty/Staff Advisor.

How to Submit your Announcement

- Send your Event Information (Date, time, location, and short description) to your RSO advisor.
- Your advisor should email the information along with any images/attachments to CampusAnnouncements@uis.edu no later than 8:59am the day the announcement should be posted. Emails sent to UIS Campus Announcements after 9:00am will be included in the daily digest email the following day.
- All emails set to campus announcements will be gathered into a single email digest and delivered daily at 9:15am directly to all employees and students.

Be mindful of your target audience; if a message is relevant to a smaller group, you should contact them directly.

Guidelines for Using Campus Announcements

Use descriptive subject lines in your announcement emails. The subject line forms the link people will see and base their decision on whether they want to open your message. Subject lines will be truncated at 60 characters in the email digest and will follow Camel Case format (where the first letter of each word is capitalized; only recognized acronyms will remain in all capital letters)

Known abbreviations have been added as exceptions – for example, department and building abbreviations (such as ITS, UHB, and BRK). Additionally, two-letter words submitted in all capital letters have been added as exceptions. These will remain in all capital letters while other works will convert to camel case. Because of this, subject lines should NOT be submitted using all capital letters. For example, a subject sent as “HERE IT IS, IF YOU ARE READY” would show up as “Here IT IS, IF You Are Ready”.

Posters/Flyers

The Office of Student Life does not require approval of flyers or posters on campus. Registered Student Organizations may post on any campus bulletin board that is not identified as Department Use Only. Several public bulletin boards are available in the PAC, UHB, WUIS, VPA, HSB, and SLB buildings, as well as in tunnels between Brookens and HSB.

Residence Life Posting Policy

Anything posted or used for advertising events within on-campus residential communities which are not sponsored by the Department of Residence Life will need advance approval. Approval can be obtained by bringing a copy of the publicity to the Residence Life Office (HCOM).

In order to meet Residence Life guidelines, the publicity item must clearly display the name of the event, date/time/location of event, and the sponsoring organization. Approval will not be granted for any publicity promoting alcohol, drugs, weapons, illegal activities, sexual insensitivity, or items deemed to be offensive in nature. The organization/individual who submitted the publication for approval will be notified if there is a problem with the publicity.

Once approved, the items will be stamped with an approval and will be distributed to the Resident Director for the specified community. It could take up to one full week for items to be posted in a community once received. Some items may take longer if the event or publicity is received further in advance.

Any organization desiring to post an item must provide all copies or products; Residence Life will not print copies of the item.

Distribution to Individual Students:

University and non-University related organizations and offices wishing to have items put in student mailboxes must mail their items through the United States Postal Service and must include a specific student's name and complete mailing address in order for the item to be placed in their mailbox.

Individuals and/or organizations may not go door to door passing out publicity. Nothing is to be slid under individual student or apartment doors or affixed to the door/handle.

Solicitation Policy:

No solicitation or canvassing of any kind may be conducted in residential areas, nor may articles, goods or services be offered for sale by anyone in residential areas without prior permission of the Director of Residence Life or their designee. Any solicitation in residential areas which is approved in advance may only be conducted for events sponsored by campus-affiliated groups and may only take place in the exterior entrance and/or the main lobby.

The door-to-door distribution of information (verbal or tangible) must be approved by the Director of Residence Life or their designee and is limited to a group of five (5) students in a residential hallway at one time. One of the members of the group must be a resident of the community they are distributing information in and will serve as the host. Guests are expected to abide by all regulations which apply to their hosts.

Approved solicitation may only occur on days and at times agreed upon by the groups and the Director of Residence Life or their designee. Flyers may only be distributed to residents who have their doors open at the agreed upon time. Flyers may not be slid under doors or posted to any residential door.

Table Tents

The Office of Student Life manages three-sided table tents in the Student Union dining areas. These measure 4 x 6 inches in a portrait orientation. Registered Student Organizations may reserve a side of these for up to 2 weeks at a time to advertise for their organization or event. To check availability or reserve a side of the table tents, organizations can check with the Student Leadership Center front desk or email studentlife@uis.edu.

Window Paint

If an RSO wishes to paint windows in LRH or FRH they may do so with permission from the Residence Life Office. If an RSO wishes to paint windows in the Student Union, they may do so with permission from Student Union. It is the responsibility of the organization to clean the windows no later than 24 hours after the event, or after their window reservation is up. No more than 2 windows at each location can be reserved for a single event. When painting windows, it is important to adhere to standards of neatness as this is a representation of your organization and the UIS Community to the public that sees the window painting.

Sidewalk Chalking

Chalking is permitted if organizations chalk in an area that rain can wash it away (i.e.: do no chalk under overhangs or heavily wooded areas, as these must be washed away, if this happens, your organization may be held responsible for clean-up fees). Chalking is not permitted on the colonnade, The Young Lawyer platform, or the Shakespeare Garden.

Campus Channel

You can advertise your organizations events on the UIS Campus Channel by emailing your graphics and/or photos to Cody Pope (cpope6@uis.edu) with the Office of Electronic Media.

Campus Digital Signs

Special events open to all students may be advertised on vertical digital signs

located in the PAC, SLB, UHB and TRAC. Regular organizational meetings will not be accepted. Organizations or departments must fill out a Sign Content Request Form and submit their graphics for consideration.

Images must be sized at 1070x776 pixels to appear properly on the digital signs.

Graphics not sized properly may be rejected. Use of marketing materials and frequency of appearance and digital sign location approval is subject to the discretion of the Office of Campus Relations. Full content guidelines and rules are posted on the Information Technology Services website (<https://www.uis.edu/informationtechnologyservices/services/digital-signage/>).

Student Union Video Wall

The Student Union prominently features a 9-screen video display wall located outside of the Student Leadership Center. The purpose of the video wall is for university marketing and promoting campus-wide events. UIS departments and student groups may inquire about displaying an image on the video wall, but requests are considered on an individual basis and UIS Campus Relations has the right to reject the submission for any reason. Organizations or departments must submit their graphics for consideration to Heath Bruce (hbruc3@uis.edu) with UIS Public Relations. Images must be in high resolution and sized 1920X1080 pixels and at least 96dpi. Use of marketing materials and frequency of appearance is subject to the discretion of the UIS Marketing Department and Office of Campus Relations.

Banners in Student Union

RSOs can reserve a space in the Student Union to hang and banner marketing their organization or event. If an organization is interested in doing this, please visit the Student Union front desk, or contact (217) 206-4782 or studentunion@uis.edu for more information.