



# Registered Student Organization Handbook

2020-2021

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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 year

## Department Information

### 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

## Student Life Structure

Student Life is made up of a Director, Associate Director, Student Organization and Leadership Coordinator, Student Life Staff Clerk, 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](mailto:Studentlife@uis.edu)

<https://www.uis.edu/studentlife>

Social Media: uisstudentlife

## Registered Student Organization General Information

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

## Benefits of Being a Registered Student Organization

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, and events for members of the public).
2. The opportunity to apply for and receive funding through the Student Organization Funding Association (additional SOFA Training required per SOFA bylaws as of January 2012)
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).
5. Accounting support through Student Life.
6. The use of supplies, equipment and services in 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.

## Responsibilities of Registered Student Organizations / Student Organization Conduct Expectation

Registered Student Organizations must receive approval for all events from their organization advisor and Student Life Liaison as well as submit a request via the UISConnection event request form managed through Student Life.

- Registered Student Organizations must accept responsibility for a members behavior when she/he/they are acting as a member of the organization, with or without sanction or an event is held, officially or unofficially, in the name of the organization.
- Members of a student organization must behave in accordance with the UIS Student Code of Conduct.
- A Registered Student Organization must comply with University Student Code of Conduct, University policy, state, federal and city laws and regulations.
- Registered Student Organizations shall not discriminate against a member or prospective member on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, political affiliation, age, marital status, handicap, unfavorable discharge from the military or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law.

- Registered Student Organization must participate in training programs and workshops sponsored throughout the year, including but not limited to Registration required trainings and workshops.
- Registered Student Organizations must maintain their registration within the academic year by keeping officer and membership roster current and must renew their registration each academic year.
- Registered Student Organizations 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.
- Registered Student Organizations must comply with all guidelines and policies outlined in this handbook as well as any additional guidelines and policies that are developed as an addendum.

### Student Organization Advisors

Student Life requires a full-time faculty or staff member to serve as the advisor for Registered Student Organizations. This advisor should be willing to support the 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 to be in attendance. 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.

Criteria requiring faculty/staff advisor include (but not limited to):

- 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.*

### Student Organization Categories

Registered Student Organizations are divided into eight categories, when registering, an organization will select one category that best describes their goal, mission, or purpose:

- **Academic/Honorary:** An organization closely related to and/or focused on an academic program, or a national honor society of an academic program.
- **Cultural/Diversity:** An organization whose purpose is to explore, promote or celebrate a culture and/or promote diversity in all forms.
- **General Interest:** An organization that does not fit into any of the other categories and serves a general

interest of its members.

- **Service:** An organization whose primary focus is volunteerism or service to the community.
- **Social Greek:** An organization affiliated with a national fraternity or sorority that is a member of the recognized National Greek Association and has been approved and accepted by the UIS Greek Affairs Board.
- **Political/Advocacy:** An organization which is focused on politics, a political party or organization, or is focused on a platform for which they advocate.
- **Religious/Spiritual:** An organization whose primary goal or purpose is aligned with religious or spiritual activities.
- **Sports Clubs:** An organization that participates in physical activity or sport competition as their primary goal and purpose. These groups should register on UISConnection and coordinate with the Department of Campus Recreation.

## Student Life Liaisons

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

- **Director of Student Life**
  - Political/Advocacy
- **Associate Director of Student Life**
  - Cultural/Diversity
  - Social Greek
- **Student Organization & Leadership Coordinator**
  - General Interest
  - Service
  - Religious Spiritual
- **Graduate Assistant**
  - Academic/Honorary
- **Campus Recreation**
  - Sport Club

## Use of the UIS Name

Registered Student Organizations are an integral part of campus life, yet they are considered external agents of the University. Each organization is responsible for its own actions and member and are acting on behalf of the organization, not the University. Student Organizations are not an official agent or part of 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 name at UIS (never as *UIS organization name*). This is to preserve the organizations autonomy and make clear the relationship between the University and the organization.

## 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.



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.

## Annual Registration Process

Student Organization Registration for the academic year will begin in August of the upcoming academic year. The Priority Registration deadline is Sept. 15<sup>th</sup> each year. After the priority registration, organizations have until March 15<sup>th</sup> of the following Spring semester 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.

The steps for registration include (but are not limited to):

- ✓ Registration Form
- ✓ Constitution/Bylaw Review
- ✓ Online UISConnection Pathway (officers enrolled upon Registration Form Submission)
- ✓ RSO Leadership Summit
- ✓ Additional meetings/trainings as determined by Student Life staff

## Registration Form and Organization Membership

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](http://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.

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. In order to be an officer, one must be registered for a minimum of 3 credit hours. 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-UIS 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.

## Constitution / Bylaws

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 in the appendix of this handbook and online at [www.uis.edu/studentlife](http://www.uis.edu/studentlife). 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.



Student Organization Officer terms cannot surpass 2 academic years.

### RSO Summit and UISConnection Paths

Each year the president and treasurer of the organization must participate in an RSO Leadership Summit opportunity and an online training module via UIS Connection Paths. On UISConnection, Registered Student Organization presidents and treasurers will be enrolled in “RSO Officers” to guide them through training on the various forms and policies they will need to be knowledgeable in to run their organization.

### Event Planning

#### Space Requests

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. Student organizations can request space only through Student Life.

Location	Maximum Lead Time*
Student Union	1 Semester (Request in Spring for Summer & Fall, Request in Fall for Spring)
Student Life Building	1 Semester (Request in Spring for Summer & Fall, Request in Fall for Spring)
TRAC	1 Semester
Residence Life	Will be reviewed 1 month prior to semester requested
Classrooms	Within the Semester after at least the 10 <sup>th</sup> day of classes
Conference Rooms	1 Semester
Outdoors	1 semester

*\*subject to change depending on semester and extenuating circumstances.*

#### Event Set-up

Prior to the submission of an event request, a Registered Student Organization should evaluate their set-up needs and include that information in the event request. Standard set-up options are included in the Event Request Form. Events requiring anything outside of the standard set ups should meet with their Student Life Liaison to discuss.

#### Recurring Events Policy

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.

- *Residence Life* allows for 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.
- *Conference Services* allows for no more than 2 per week lasting no longer than 4 hours total, able to request 8 weeks at a time.
- *Classroom Scheduling* allows for no more than 2 per week lasting no longer than 4 hours total.
- *Student Life Building* allows for no more than 16 recurrences to be scheduled at a time.

### RSO Event Cancellation Policy

In the event that 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 week's 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 Violations

Use of University facilities is a privilege. RSOs utilizing the spaces are responsible for the facility. Failure to abide by any policies or guidelines for each space will be reported by the facilities staff to Student Life. These violations 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 capacities

### Disciplinary Process

At the time of registration, the president, treasurer and advisor will be provided with a Facilities Usage Agreement, link to the RSO Handbook, as well as any additional guidelines and policies. Failure to comply with policies & guidelines will result in the following at minimum:

- **First Incident** a formal written warning to organization officers and advisor.
- **Second Incident** will result in loss of privilege for the remaining of the semester.
- **Third Incident** will result in loss of privileged for a minimum of 1 semester.

\*Specific privilege that will be taken away will be determined based on violation.

\*\**Depending on the severity of the incident, Student Life may take additional measures.*

### After Hours Policy

Registered Student Organization may submit requests for events to occur outside of normal operating hours, ending no later than 3 am, with the exception of Dances 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. Only certain spaces can be requested for such events:

- SLB Gym
- LRH Great Room

## Dance/Party/Large Event Policy

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.

### Definition:

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 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.

Factors considered in determining whether this event meets the classification of a DPLG, include but are not limited to:

- Expected attendance of 100 or more
- The extent to which the event has been publicized off campus
- Amplified music
- The type of activities taking place
- Location
- The number of non-UIS guests

In order to minimize risk, all RSOs hosting a DPLG must have their space confirmed and have met with their Student Life Liaison no later than 3 weeks prior to the event with all required documents turn in no later than 2 weeks before the event for approval. 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 (available for reference in the appendix or online at [www.uis.edu/studentlife](http://www.uis.edu/studentlife)). If the sponsoring RSO has not met with their liaison 3 weeks prior to the event, their space reservation will be cancelled.

### *Responsibilities of RSOs for Dances*

Assign 2 RSO members (hereafter referred to as event coordinators) who will be present throughout the event. One will be stationed at check-in/registration and one will be in charge of monitoring the event facility. The event coordinators must be identified at the start of the dance to the advisor, Student Life building manager and Police officer on duty (as applicable). Additionally, the event coordinators must be sober and available during the entire scheduled event hours.

- The desk entrance must be staffed at all times by one of the two event coordinators and the advisor (when not conducting rounds).
- They must check University I-Cards prior to allowing participants to enter.
- UIS students may bring two guests to a DPLG and must sign in each guest with the guests name and host name.
- UIS students must show IDs and guests must show IDs. The event coordinator responsible for check-in must write guests name, institution name (for college students) or home address (for non-college students) and phone number on a sign in sheet and confirm that ID name and name on admission sheet match.

- Prohibit persons from taking beverage containers inside the facility.
- The dance area must be lit either by stage lighting or sufficient decorative lighting – to be determined by officers and advisor.
- Prohibit persons from entering if the facility has reached capacity.
- Clean the facility to ensure that it is ready for the next event.
- Address any illegal behavior or violations of campus policy including but not limited to: open containers, illegal drugs, indecent exposure and violence. If event coordinators feel threatened in addressing these concerns they should be immediately reported to the police officer on duty, advisor and Student Life building manager.

**\*\*Note Students who appear to be inebriated will not be allowed into the event.**

#### *Responsibilities of Advisor/Staff on Duty*

- To assist event coordinators in enforcing the above policies.
- To conduct rounds every 30-45 minutes within the DPLG facility.
- If the organization is charging participants, to observe both event coordinators in counting money.
- To conduct rounds with the police officer the last hour of the DPLG. When the advisor is doing rounds the Student Life building manager will be at the check-in table in place of the advisor.
- Advisor or RSO members in charge must pick up the card swipe machine and related materials from the Student Life building manager and bring them to the check-in table.

#### *Responsibilities of Campus Police*

- Be stationed at registration/check in area and assist event coordinators 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 canes, sticks, or other potential weapons unless needed to accommodate a disability.
- Address any illegal behavior or violations of campus policy including but not limited to: open containers, illegal drugs, indecent exposure and violence.
- Assist event coordinators in evacuating facility at the conclusion of the event and to monitor the parking lot after the conclusion of an event.
- 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 Dances/Parties*

Due to personnel limitations, no more than one DPLG requiring police officers may be held per night. No more than 2 DPLGs requiring police officers may be held per weekend. DPLGs shall end no later than 1:00am.

### *Clean Up*

The venue must be returned to its former state, and must be as clean as it was prior to the event

Failure to clean up following the event may result in additional charges assessed to the student organization and may impact future use of the space (*see Disciplinary Process*).

### *It is Further Understood that:*

Alcohol is not permitted at any Student Life event, including DPLGs.

If admission is charged, the price of admission and policy for charging admission must be established in advance of the dance and clearly posted at the location of sales on the evening of each DPLG. Policy and procedures must be consistently applied and may not be altered during the event.

Infractions of any Student Life or University policy may result in immediate termination of the DPLG and may result in suspension of privileges for the sponsoring organization including suspension of privileges for up to one calendar year and/or other disciplinary action.

### Student Life Sound Crew

The Student Life Office has various levels of sound equipment that is available for RSOs to utilize. Portable speakers and a medium grade PA system are available for RSOs to reserve, check out and use for their events at no cost. The organization is responsible for the condition of the equipment used.

There is a larger sound system that is available for events at a nominal fee, a Student Life Sound Crew member will deliver, set-up and run the sound board and speakers for the event. A minimum of 3 weeks' notice is required so that Student Life can schedule adequate staffing for the event. Non-crew members are not allowed to adjust the sound board or move the speakers without specific instructions from the crew member present. To request the Sound Crew and Large Sound System, complete the "Sound Crew Request Form" on UISConnection at least 3 weeks in advance of the event.

### Motion Picture Copyright Information

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 films studio. If your RSO is interested in screening a film, you will need to contact your Student Life Liaison to inquire about availability and pricing.

### Student Organization Alcohol Policy

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

## Public Events

Registered Student Organizations who advertise their event to the general public (outside of the UIS Community) must have an advisor present at the event.

## Public Displays on Campus

Students/Registered Student Organizations are free to gather for events on the UIS campus and to display various equipment/symbols/decorations etc. in conjunction with their events. However, no items are allowed to remain as a display at the conclusion of an event unless a member of the student organization remains with the items for the duration of the display. In addition, no holes may be dug in the ground or drilled into the wall for the purpose of such displays. Any item displayed at a student organization event must be on a stand or platform, or freestanding on the ground. Items cannot be draped or placed on campus benches, as that would interfere with the intended usage of those items.

## 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 a request using the student organization space request form on UISConnection. Requests must include the following information:

- Description of drive/collection
- Name and contact information of student organization or department.
- Name of organization receiving donations.
- Start and ending date of collection (normal approval timeline is two weeks)
- Locations desired for events

Additionally, the group should understand the following university expectations:

- Collection drives will normally be limited to no more than two weeks unless approval for additional time is granted.
- 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 department should clearly display the contents, for whom the event benefits, and contact information for the collection chairperson
- Note: Any items not retrieved at the conclusion of collection will be treated as abandoned property.

## Food Policies for Registered Student Organizations

### Catering

The 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.

Upon Space confirmation for the planned event, a group should contact the Catering Department at least 10 business days prior to event regarding all services: Randy Williams at [rwill6@uis.edu](mailto:rwill6@uis.edu) or 217-206-7741. Details to include in the discussion:

- 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.)
- Menu
- CFOAP (organization ledger 9 account number)

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.

Food provided by UIS Catering will be charged back to your student organization's account.

### Food Sales

RSOs will identify in their UISConnection 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).
  - a. 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 in order for their event to be approved.

***Please note that events involving food sales cannot be held for more than 2 days in a week.***

## Finances

### Fundraising

Registered Student Organizations must register all fundraising activities with the Student Life Office at least two (2) weeks prior to the scheduled activity. 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. Any funds collected using University property, facilities, and/or services MUST be deposited within 24 hours, if the fundraising event is taking place over multiple days, funds must still be deposited within 24 hours of each day they are fundraising. (See *Taxes* section for information regarding funds donated).

### 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 and the possession of a tax-exemption or 501(c)3. 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. Raffle licenses cost \$25 or 1% of the total prizes being awarded (*see section on Taxes*).

### Petty Cash/Cash Bag

To request petty cash/cash bag 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 petty cash/cash bag 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 cash box will have \$25 in change (organization selects denominations on the request form). Student custodian must present iCard 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 petty cash/cash bag to the Bursars office.

### 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

*Such as Square, Venmo, or University Merchant Card Services*

Due to limitations on RSO Fundraiser accounts, online card applications such as Square, Venmo and Paypal cannot be linked directly to the account. Therefore RSOs are not permitted to use these sources for payment.

RSOs are also 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.

### 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

collected to the Student Leadership Center. A Student Life staff member will assist you in preparing the deposit.

## Using RSO Accounts

### 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. Discuss purchase with organization, set a budget, and ensure funding is available.
2. Purchase the items with personal funds.
3. Complete a RSO Disbursement Voucher (found online at <https://www.uis.edu/studentlife/organizations/forms/> ) with the student member who paid for the purchase listed as the Payee.
4. Bring original receipts with completed Disbursement Voucher to the Student Leadership Center.
5. Funds will be Direct Deposited into the students account the University has on file. ***(Please note that reimbursements can take up to 4 weeks to be deposited)***

### 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 CFOAP in the following format:

4-90 \_\_\_\_ - 626000-xxxxxx – 199000 You can obtain your organizations 4 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. 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 Donations

An organization engaging in philanthropic activities must register the event via UISConnection. Once the event is approved the Registered Student Organization should work with their Student Life Liaison to obtain a vendor number for the charity they are collecting funds for. Once the event has occurred, funds should be deposited into the organizations ledger 9 account, and a disbursement voucher completed with a typed letter of donation for the specified charity/organization to the Student Leadership Center.

The letter must include:

- Name and address of the organization/charity to receive the donation
- Name of the RSO donating the funds
- Name, dates and description of the events that raised these funds
- Amount of money generated for donation

- Signature of president and treasurer of the sponsoring organization.

## SOFA

Registered Student Organizations are able to request a portion of student fees to be utilized for their events and programs through the Student Organization Funding Association (SOFA). RSOs are able to request funding for supplies, events and travel. SOFA funds do have restrictions and requirements that can be found in the SOFA bylaws, available on their website.

Requests are due on select Fridays (available on the SOFA Website) by **5pm** (strictly enforced), and 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. In order 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.

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

1. Meeting with your Student Life Liaison to complete online purchases with a university credit card.
2. Internal expenses – On Campus services where you provide your account number to the service provider.
3. Reimbursement
4. Contract/Vendor Payment – Complete RSO Disbursement Voucher

Once all expenses are incurred or accounted for, the RSO completes a **SOFA Expenditure Form** and submits it with all receipts to the Student Leadership Center. The approved SOFA funds will then be transferred into the organizations ledger 9 account.

## Marketing

A key component of an organization or event being a success is marketing; creating awareness about the events, meetings and existence of the organization. Student Life has many resources available to aid you in marketing your organization and your events.

### 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 9am, every faculty, staff and student receives an email regarding various events, opportunities, and announcements. In order to have your event posted in Campus Announcements, please work with your Faculty/Staff advisor

#### *How to Submit your Announcement*

1. Send your Event Information (Date, time, location, and short description) to your RSO Advisor.

2. Your Advisor should email the information along with any images/attachments to [CampusAnnouncements@uis.edu](mailto: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 words 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”

#### Student Life Calendar

Registered Student organizations that submit a space request for their event/meeting will be automatically included in the online calendar unless they specify that the event/meeting is not to be published. The event description that is included in the space request will be the event description that will be put on the online calendar entry. Events submitted as “Public” or “Students and Staff” will be published. Event submitted as “Organization Only” or “Invitation Only” will not be published.

#### 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 Department Use Only.

#### 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](mailto:studentlife@uis.edu)

## Window Paint

If an RSO wishes to paint windows in LRH, FRH or TRAC they may do so with permission from Residence Life or Campus Recreation (dependent on the location). 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 as long as you chalk in an area that rain can wash it away (i.e. do no chalk under overhangs or heavily wooded areas, as these have to 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.

## RSO Online Presence

Registered Student Organizations may create their own distribution lists of member emails and send out their own email reminders. Through UISConnection, RSOs can create email lists and/or utilize the messaging system. They may also create their own Social media. Through UISConnection, Organizations can upload pictures, create news items, and invite people to their events.

To request to have an organizations UIS email account set up and/or a Student Organization webpage, please contact your Student Life Liaison for assistance. Registered Student Organization are responsible for designing and updating their own pages and for notifying Student Life about which users should have permissions for their email accounts and websites.

## Campus Channel Advertising

You can advertise your organizations events on the UIS Campus Channel by sending Cody Pope ([cpope6@uis.edu](mailto:cpope6@uis.edu)) your graphics or photos.

## 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.

## 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 Angela Try, Public Relations Specialist, [atry2@uis.edu](mailto:atry2@uis.edu). Images must be 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 are able to 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](mailto:studentunion@uis.edu) for more information.



# Addendum

## COVID-19 Guidelines

Please note that the guidelines below have been developed as a result of COVID-19. All guidelines listed below supersede any policies and guidelines listed above. If a student organization has any questions relating to COVID-19 guidelines or the policies above, they should contact their Student Life liaison via email.

Appendix A: COVID-19 RSO Guidelines

Appendix B: Phase 4 Event Locations

Appendix C: Phase 4 Event Request Timeline

## RSO Event Types for Fall 2020

- **Virtual Events:** Event is held in an online platform where attendees will utilize a link to attend the event.
- **\*Blended Events:** Event is held both on-ground in a physical space on campus as well as online platform through live streaming or providing a recording post event.
- **\*On Ground Event:** Event is held only in an on-ground physical space on campus.

*\*All events held on ground in a physical space on campus must comply with the COVID-19 safety regulations provided by the Student Life Office.*

## RSO COVID-19 Matrix

This document is a draft and serves the purpose of outlining the specific safety guidelines to be applied within each phase for various RSO events, programs and meetings. What is included is contingent on the regulations set forth by the State of Illinois, U of I system and UIS.

	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Restored
<b>IL &amp; UIS Guidelines</b>	<p>Gatherings of 10 or fewer people are allowed</p> <p>Face Coverings are required</p> <p>6ft Physical Distancing is required</p>	<p>Gatherings of 50 or fewer people are allowed (50% of the capacity)</p> <p>Face Coverings are required</p> <p>6ft Physical Distancing is required</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>
<p><b>RSO Meetings</b></p> <ul style="list-style-type: none"> <li>• <b>Informational meetings</b></li> <li>• <b>General business meetings</b></li> <li>• <b>Bible Studies</b></li> </ul> <p><b>RSO Social Events</b></p> <ul style="list-style-type: none"> <li>• <b>Game/Activity Nights</b></li> <li>• <b>Probates/Step Shows</b></li> <li>• <b>Movie Nights</b></li> <li>• <b>Worship Service</b></li> </ul> <p><b>Large Gatherings</b></p>	<p>All RSO associated events in this section should take place in a virtual format (i.e. zoom, Microsoft teams, social media platform, etc.)</p>	<ul style="list-style-type: none"> <li>• Restricted to 50% capacity of the space/maximum of 50 whichever is lower.</li> <li>• Face coverings are required.</li> <li>• 6ft physical distancing required.</li> <li>• Modified and limited set-ups to support physical distancing.</li> <li>• Blended/virtual option for participation encouraged when possible.</li> <li>• Mobile check-in attendance tracking on UISConnection is required.</li> <li>• Food - UIS Catering COVID-19 Menu available. Off campus food not permitted.</li> </ul>	<p>All RSO associated events in this section can continue with new safety guidance and procedures in place.</p>

<b>RSO Tabling</b> <ul style="list-style-type: none"> <li>• <b>Informational Tables</b></li> <li>• <b>Educational Tables</b></li> </ul>	Not permitted	<ul style="list-style-type: none"> <li>• Tabling outside strongly encouraged.</li> <li>• Face coverings are required.</li> <li>• 6ft physical distancing required.</li> <li>• One (1) representative from the organization present at the table at a time.</li> <li>• Mobile check-in attendance tracking on UISConnection is required.</li> <li>• If handing out items (pamphlet, t-shirt, etc.), the organization representative should plan to hand out items using gloves or regularly sanitizing their hands.</li> <li>• If collecting information from people in the form of a sign up, it is recommended that this is done electronically.</li> </ul>	RSO informational and educational tables can continue with new safety guidance and procedures in place.
<b>RSO Parties</b>	Not permitted	<ul style="list-style-type: none"> <li>• Parties not permitted</li> </ul>	RSO Parties can resume with new safety guidance and procedures in place.
<b>RSO Physical Activities</b> <ul style="list-style-type: none"> <li>• <b>Dance/Step Practices</b></li> <li>• <b>Choir Practice</b></li> </ul>	If possible, any dance or step practices should be conducted in a virtual format (i.e. zoom, Microsoft teams, etc.)	<ul style="list-style-type: none"> <li>• Utilization of outdoor space is highly encouraged.</li> <li>• Face coverings are required.</li> <li>• 6ft physical distancing is required.</li> <li>• Mobile check-in attendance tracking on UISConnection is required.</li> </ul>	All physical activities can resume with new safety guidance and procedures in place.

### **Guest Policy** *(applicable to any on-ground or blended events)*

*RSOs are encouraged to seek ways for off campus guests to participate in RSO events and meetings virtually if possible. If necessary, guests for RSO events/meetings are permitted with limitations.*

*Guests shall be defined as any person visiting the UIS campus who is not a student, faculty or staff member.*

*RSOs looking to bring a guest on campus for an event or meeting can invite 1 guest per RSO event. The RSO must provide the following information via the UISConnection Event Request format:*

- *Provide the name and email of the individual(s) they invite to campus in the UISConnection Event Request;*
- *Indicate the reason for the guest's participation in event or meeting and/or their specific role.*

*RSOs will be required to track the attendance of guests using the guest check-in log provided by Student Life and turn that in at the completion of the event by emailing a copy to [studentlife@uis.edu](mailto:studentlife@uis.edu) or attaching it to their UISConnection event submission.*

*Guests are required to abide by visitor guidance outlined on the [Return to the Prairie](#) document (pg. 9).*

# APPENDIX B

## RSO Phase 4 Event Locations

This document serves as a reference for Registered Student Organizations to know what spaces may be available to reserve during COVID-19 for events occurring on-ground. ***Please note that the availability of the spaces listed below are subject to cleaning schedules, set-up needs as well as classroom use.***

Space	Phase 4 Max Capacity	Set-up
Student Union 225 (Glass Conference Room)	5	Board Room
Student Union 228 (Glass Conference Room)	5	Boardroom
SLC Conference Room	6	Boardroom
Student Union Center Ballroom	36	Banquet Squares
	42	Theater/Auditorium
Student Union North Ballroom	14	U-Shape
	15	Hallow Square
Student Life Gym	50	Empty
	30	Hollow Square
	50	Theater/Auditorium
	48	Classroom
TRAC Arena 1, 2, 3 (or Full)	50	As Is
TRAC Multipurpose Room	7	
PAC C/D*	39	Classroom
PAC G*	29	Classroom
PAC H*	20	Classroom
PAC Restaurant	27	
Brookens Auditorium*	19	As is
UHB 2034*	15	Classroom
UHB 2008*	15	Classroom

*\*Only available after 10<sup>th</sup> day of class (subject to change based on class schedule changes)*

# APPENDIX C

## RSO PHASE 4 EVENT REQUEST TIMELINE

<b>EVENT DATES</b> <small>DATE(S) THAT RSO PLANS TO HOST ON-GROUND EVENT</small>	<b>PREFERRED REQUEST WINDOW</b> <small>DATES TO SUBMIT EVENT VIA UISCONNECTION</small>	<b>APPROVAL/DENIAL WINDOW</b> <small>DATES WHEN STUDENT LIFE WILL NOTIFY RSO OF EVENT STATUS</small>
August 23 - August 30	August 3 - August 10	August 10 - August 19
August 31 - September 12	August 10 - August 19	August 20 - August 27
September 13 - October 3	August 9 - August 22	August 23 - September 5
October 4 - October 24	August 23 - September 5	September 6 - September 19
October 25 - November 25	September 13 - September 26	September 27 - October 10
November 30 - December 4	TBD	TBD

*THE DATES ILLUSTRATED ABOVE OUTLINE THE TIMEFRAME IN WHICH AN RSO NEEDS TO SUBMIT THEIR EVENT REQUEST IN UISCONNECTION. PLEASE NOTE THAT THE TIMELINE IS FOR AN RSO REQUESTING PHYSICAL SPACE ON CAMPUS. IF AN RSO IS SUBMITTING AN EVENT REQUEST FOR A VIRTUAL EVENT, THE TIMELINE DOES NOT APPLY.*

