WELCOME STUDENT LEADERS

Dear Student Leaders,

Thank you for choosing to be a part of the Columbia College Chicago community by getting involved with our student organizations.

We are here to support your efforts with involvement as well as leadership development as a vital part of your liberal education. Being a part of a student organization during your college career is an extremely rewarding and beneficial experience for your development. We hope you will challenge yourself throughout this process while we create the platform to support you.

Here’s to a wonderful year together!

Stephaine Villanova, she/her/hers
Coordinator of Student Organizations
Columbia College Chicago

Photo from: The Mosaic Theatre Collective
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**Chapter 1**

**STUDENT ORGANIZATIONS & LEADERSHIP (SOL)**

*Our Mission*

The mission of the Student Organizations and Leadership (SOL) office is to promote student involvement and leadership development as a vital part of a liberal education. Through efforts to empower students as aware and purposeful citizens, we create quality learning experiences outside of the classroom that build engagement and connection to the life and culture of Columbia College Chicago and the immediate and global community.

**STUDENT LIFE- 754 S. WABASH, 2ND FLOOR**

Student Life is made up of Student Organizations and Leadership (SOL), Student Activities, the Makerspace, and Wellness, Athletics, & Recreation. is where everything happens. It is a student-centered space that serves as a centralized location for programming, student organizations and sport clubs.

**THE LOFT- 754 S. WABASH, 2ND FLOOR**

The Loft is where everything happens. It is a student-centered space that serves as a centralized location for student organizations and sport clubs. The Loft is the student organizations’ home away from home; where they can host meetings, events, workshops, tabling, and obtain access to resources such as laptops, lockers, popcorn machine and A/V equipment, and more!

**DISCLAIMER**

*The policies & information explained in this handbook are subject to change throughout the academic year. Student organization/executive board, members, and advisors should keep in communication with the Student Organizations and Leadership office to ensure you have the most up-to-date information. Student organizations and sports clubs must abide by and are held accountable for the information in this handbook.*
The Student Life Advisory Board consists of organizations that function to help empower students and student organizations to get engaged and have their voices heard around campus. They include:

**Student Organization Council**  
www.colum.edu/soc  
SocPresident@colum.edu  
312.369.6656

The Student Organization Council (SOC) is dedicated to building a stronger campus community by supporting and providing resources to student organizations. SOC is comprised of one member of each recognized student organization (SOC representative) and three executive officers. The executive officers include the Chairperson, Community Director and Finance Director. SOC is advised by the Coordinator of Student Organizations.

**SOC meets the first Wednesday of each month at 5 p.m. in the Student Center.**

**Student Government Association**  
www.colum.edu/sga  
SGAPresident@colum.edu  
312.369.6657

The Student Government Association (SGA) of Columbia College Chicago is a group of elected student representatives that serve as a liaison between students and the faculty, staff, and administration to ensure the welfare of Columbia’s unique and diverse community. Through leadership and strong representation, SGA strives to provide students with opportunities to grow academically, artistically, professionally, and personally. SGA is comprised of five executive officers and thirty-five elected senators, each representing the needs of students in specific departments and the student body at large. SGA is advised by the Coordinator of Student Leadership.

**SGA meets every Tuesday at 5 p.m. in the Student Center.**
The Student Athletic Association (SAA) provides support and resources to sports and fitness clubs. They organize recreational competitive sports and activities in the form of intramurals and tournaments. The executive board of the Student Athletic Association meets on a weekly basis and the general assembly (Captains and representatives of the Renegades) meet once a month at the Student Center. SAA is advised by the Coordinator of Fitness, Athletics and Recreation.

**SAA meets the first Friday of each month at 12 p.m. in the Student Center.**

The Student Programming Board (SPB) works to enhance and unify the college community by planning diverse, quality programs including social, cultural, and educational events. Members are responsible for every step of the way, from booking talent and contract negotiation, to technical production and publicity. SPB is advised by the Assistant Director of Student Activities.

**SPB meets every Monday at 5 p.m. in the Student Center.**
WHAT IS A STUDENT ORGANIZATION?

A student organization is a group of students who unite to promote and celebrate a common interest. Columbia College honors student organizations for their uniqueness, perspective, creativity, and excellence in the execution of their mission and goals, and awards them official recognition through the Student Organizations Council. All members of a student organization are responsible for complying with the information contained in this handbook. Organization officers are urged to work with their members to ensure that all policies and procedures are understood and observed. Student organizations will be held accountable for observing all policies and procedures found in this handbook. Failure to comply with all policies and procedures may result in the loss of recognition by the student organization or other disciplinary actions.

RECOGNIZED STUDENT ORGANIZATIONS

A recognized student organization is one that has been recognized by the Student Organizations and Leadership office and maintains all institutional guidelines for student organizations set forth in this handbook.

UNRECOGNIZED STUDENT ORGANIZATIONS

An unrecognized student organization is one that did not complete a Recognition Packet within the specified deadlines. They also have not met the training criteria through the Student Organization Council (SOC) to maintain recognition.

SORORITIES AND FRATERNITIES POLICY

Columbia College Chicago does not officially recognize fraternities and sororities. However, Columbia students are free to join and participate in Greek Life independently.

STUDENT ORGANIZATIONS

Student Organizations and Leadership encourages students to get involved on campus. Not only can it be a rewarding experience, but it can also help you grow your leadership skills, all the while developing long lasting friendships. One way of getting involved is by joining or starting a Student Organization. There are a variety of student organizations to join:
• Academic and pre-professional organizations
• Arts, music, and performance based
• Faith, religious, and spiritual-based
• Publications, communications, and media
• Political action and advocacy
• Cultural and identity-based organizations
• Special interest groups

Note: A faculty or staff member cannot create a student organization nor should they be generated solely from an outside organization.

GUIDELINES FOR STUDENT ORGANIZATIONS

The key to the success of a student organization lies in its student involvement and leadership. Being a recognized student organization is a privilege and carries with it the responsibility to uphold the values of Columbia College Chicago. Each recognized student organization has an obligation to adhere to the following guidelines:

• Membership for student organizations is only open to currently enrolled Columbia College Chicago students.
• Must have a minimum of 3 executive board members.
• Must have and maintain a minimum of 5 active members in order to be recognized. This includes executive board members.
• Student organizations will not discriminate on the basis of race, religion, color, creed, veteran status, national origin, sex, gender identity or expression, sexual orientation, age, marital status, disability or status.
• All executive board members must maintain a 2.5 cumulative GPA.
• Must have a Columbia College faculty/staff to serve as the advisor.
• Must complete and submit a recognition packet annually.
• Must file and keep current their membership roster and constitution, update any changes with the Student Organization Council.
• Changes in the roster must be submitted immediately. This can be done online by submitting the Update to Recognition form on the Student Organizations and Leadership Forms Page: https://students.colum.edu/student-leadership/student-org-forms.php
• The SOC representative and one other representative of each student organization must attend and complete the student organization trainings through the Student Organization Council and the office of Student Organizations and Leadership.
• Each organization must comply with all regulations of Columbia College, as set forth in the Student Handbook and the Student Code of Conduct, and the laws of the State of Illinois. Any student organization that does not abide by the policies stated in this Handbook and all regulations of Columbia College Chicago are subject to discipline and loss of recognition.
• One member of each organization is required to attend the SOC monthly meetings held the first Wednesday of each month at 5pm in the Student Center. One missed
meeting per semester may result in suspended funding for the current semester and two missed meetings per semester may result in loss of recognition.

- One person shall not hold more than two executive board positions at the same time. This includes SLAB, student organizations, and sports clubs.
- Each organization shall be advised and supported by the Student Organization Council and office for Student Organizations and Leadership.

**RECOGNITION PACKET**

All student organizations must complete an online Recognition Packet at every academic year in order to gain/maintain recognition status. Columbia College Chicago does not recognize organized groups of students that have not registered with the Student Organizations and Leadership office. The Recognition Packet can be found on our Forms Page: [https://students.colum.edu/student-leadership/student-org-forms.php](https://students.colum.edu/student-leadership/student-org-forms.php).

**RECOGNITION FORM TIMELINE**

Students have 3 opportunities to submit a Recognition packet each academic year.
1st = The first day of classes until the **third Friday in October for the fall semester**.
2nd = The first day of classes until the **first Friday in March for the spring semester**.
3rd = The first week of April until the **second week in June** for the following academic year.

*Note: This timeframe allows you to begin the next academic year as a recognized student organization.*

**NEW ORGANIZATIONS: RECOGNITION PROCESS**

Creating a new student organization is very easy. All you need to do is:
1. Make an appointment with the Student Organization Council to talk about your interests and get assistance with creating learning objectives/outcomes.
2. Have a total of 5 students who want to be members of your organization.
3. Find a faculty or staff advisor for your organization at Columbia College Chicago that is willing to support your group and advise you.
4. Complete and submit a Recognition Packet to the Student Organizations and Leadership office. This form requires the following information.
   a. Executive board information including name, email, oasis number, and title.
   b. Member roster including name, email, and oasis number. Follow the example in this handbook.
   c. Faculty/Staff name, email and department information. The advisor should provide your organization with a letter stating they agree to advise your group for the academic year. Follow the example in this handbook.
   d. Marketing statement that will be used on our web page and app to promote your group.
   e. Constitution – Follow the example in this handbook.
f. Budget/Calendar- you should submit a projected budget and calendar of events for the upcoming academic year or semester. Follow the example in this handbook.

5. Attend the Student Organization Training (annually).

**RETURNING ORGANIZATIONS: RECOGNITION PROCESS**

Returning student organizations must submit a Recognition Form Packet annually online by the **second week in June** in order to recognize the organization for the following academic year and be eligible for a table at Convocation.

*The recognition packet for returning student organizations should also follow the above outline.* The information should be updated each academic year and maintained throughout the year.

If the Recognition Packet is not received and/or is not submitted accurately (i.e. missing content) **by the second week in June**, your organization will not be recognized or eligible for a table at Convocation.

The organization’s president and SOC representative or other executive board member will be required to attend the student organization training to **complete the recognition process annually**.

After the Recognition Packet is submitted, the Student Organization Coordinator will contact student organizations to provide a status on their approval during the spring and fall semesters. During the summer you will be notified before the start of the academic year.

**REACTIVATING A STUDENT ORGANIZATION**

If there are no continuing members or advisor, SOL will inform the previous officers and advisor that a new student is attempting to reactivate the organization. If the previous members and advisor confirm they have no intent on reactivating the organization, or they do not respond within five (5) business days of notification, you will have the opportunity to lead the organization. However, if the previous members express intent to reactivate the organization, it will remain under the leadership of the former students.

**CONSTITUTION**

A good constitution should contain the basic elements of how your organization functions. It should have only fundamental information, be sustainable and difficult to amend. The items that are subject to frequent revision should be placed in the by-laws. The bylaws contain all the standing rules of the organization. The following is the suggested structure for organizations’ constitutions.
1. Organization Name
2. Mission & Purpose
   a) What is the mission of the organization?
   b) What services will the organization provide?
   c) How will members benefit from the organization? What will members learn, do, or create?
   d) How will the organization influence the Columbia College Chicago community?
3. Membership Criteria
   a) Define who is eligible for membership such as: GPA minimums, dues, attendance at meetings, etc.
   b) Define the membership categories including the rights and voting privileges of each.
   c) Include an Affirmative Action/Non-Discriminatory Statement
      i. For example: “We, members of (the organization’s name), will not discriminate on the basis of race, religion, color, creed, veteran status, national origin, sex, gender identity or expression, sexual orientation, age, marital status, disability or status due to the receipt of public assistance.”
   d) Include a Drugs and Alcohol Use Policy
      i. For example: “The members of, (the organization’s name), agree to comply with Columbia College policies governing organizational use of alcohol and other drugs.”
   e) State the removal process from membership, such as: grounds for removal, procedure for removal, vote required and appeal process.
4. Election and Voting Procedures
   a) When will the elections held and who will call for the election?
   b) Define the nomination procedure (Self nomination, nomination committee, or by application?).
   c) Define the election procedure (Secret ballot, a show of hands, verbal? Are digital votes allowed?).
   d) State when the new officers will begin their term.
5. Officers of the Organization
   a) Specify the qualifications for becoming an officer (Do the individuals need to be members of the organization for a certain amount of time? Is there leadership criteria used?).
   b) State the various officer positions and the responsibilities of each office. Include the SOC Representative role and responsibility.
      1. Section 5 - Duties of the SOC Representatives
         The SOC representatives will act as the liaison between the SOC and (Student Org Name). The SOC rep or the alternate will attend the monthly meeting the first Wednesday of each month. If the SOC rep does not attend a meeting, they will be given a written warning for the first missed meeting. With each following missed meeting, the SOC representative and (Student Org Name) must accept any repercussions, including probation, loss of funding, and suspension of recognition.
c) Define the procedure for filing vacated offices (Will there be a special election? Will your organization use an ascending order, appointment, or interview process?).

d) Define the procedure for removal from office (Who initiates it, what is the vote required, and what is the recall procedure?).

e) Explain the appeal process for removal (Does the appeal need to be in written form? Is there a time period? Who receives the appeal?).

6. **Definition of a quorum**
   a) Define what the quorum for the organization will be (Will the organization need 2/3 of the members present or 1/2 plus one? Will a quorum be necessary to carry on business?).

7. **Constitution Amendment Process**
   a) State the procedures for proposing amendments (Written or verbalized?). Establish the length of time between notification and voting on the amendment (Will the amendment be read at two consecutive meetings before a vote can be taken?).
   b) State how many votes are needed for ratification. This should be difficult. (i.e.- At least two-thirds vote, three-fourths vote of actual membership, half of those attended plus one, etc.).
   c) Must include a section that any amendment approved by the membership must be in compliance with College policy.
   d) State how the constitution goes into effect.
      i. For example: “These bylaws may be altered or amended by a majority vote of the members of the organization either in person or at a scheduled meeting; provided that: Notice of the proposed change, and the meeting at which it is to be considered, has been given to all executive board and general members.”

8. **Organization Advisor**
   a) Define the role of the advisor.
   b) Define the duration of term and criteria for selection of advisor.
   c) Define the criteria for changing the advisor.
   d) Define the appeal process for advisor if removed.

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**Advisor Role**

All student organizations are required to have an advisor who is a current Columbia College Chicago faculty or staff member. Advisors are a critical resource to your organization. It is important to find an advisor that you have a close relationship with or one that has an active interest in the purpose, mission, and learning objectives of your organization. Ask faculty or staff members you know if they are interested. If you need assistance with this process, the Student Organizations & Leadership office is here to help.
To maintain a mutual understanding of the advisor roles, below is a list of potential advisor responsibilities. It is very important to share these with any potential advisors to help them understand what this role will consist of before signing on as the official advisor.

**Advisor Responsibilities**

An advisor’s responsibilities can include, but are not limited to the following:

1. Maintain open communication with the Coordinator of Student Organizations.
2. Assisting in the development of the organization and its members.
3. Attending as many organizational meetings and functions as possible.
4. Meeting with organization officers or membership to discuss the progress and direction of the group.
5. Being available to the officers and members.
6. Attending any program/event that requires a building extension or extra security.
7. Submitting building extension or extra security forms.
8. Be familiar with Columbia policies, resources, procedures and the Student Organization Handbook. Remain knowledgeable about the organization and its mission, as well as the officers and members.
9. Assist the organization in its attempts to fulfill their goals.
10. Providing guidance to the organization on goal setting, program planning, collaboration, time management, and problem solving.
11. Assisting student orgs with proper interpretation of institutional and departmental policies and procedures.
12. Mediating interpersonal conflicts that may arise.
13. Reviewing and approving all forms submitted by the organization.
14. Advise organization(s) regarding programming, usage of facilities, budget operation, fiscal responsibilities, and other policies and procedures.
15. Be aware of and involved in the planning of student organization’s major activities.
16. Attend major organization events such as conference travel, concerts, workshops, etc.
17. Be available for questions and consultation with the department of Student Life.
18. Advisors should not advise more than two groups at a time. We strongly encourage that an advisor only advises one group to make sure they can provide the needed support.

**Advisor Travel Expectations**

Expectations of advisors during travel include:

1. If a student organization is traveling outside of the Chicago metropolitan area, an advisor must be in attendance. If the advisor cannot attend, the organization MUST secure another faculty/staff member.
2. Provide the contact information needed to the office of Student Organizations and Leadership & the Dean of Students.
3. Inform the Student Organizations office and the Dean of Students of any emergencies that occur.
4. Make sure to have copies of travel waivers and emergency contact information.
5. Have contact information for all attendees.
6. Confirm arrival/departure of attendees.
7. Advisor check-in daily with attendees.

**ADVISOR LETTER EXAMPLE**

Department  
Address  
Phone/Email  

Student Organization Council  
Columbia College Chicago  
754 S. Wabash 2nd Floor  
Chicago, IL 60605  

Date Submitted  
Re: Faculty Advisor Letter for the *Student Organization Name*  

To Student Organization Council Advisor:  

This letter is to inform the SOC that I have agreed to serve as the faculty/staff advisor for the *Student Organization Name*, for the 2019 – 2020 academic year.  

[You may add any additional information, as you feel necessary. i.e.-How long you have advised this group, how long you have been with Columbia, what you hope the group will accomplish this year, anything else you think is significant information.]  

Thank you,  
*Advisor Name*  
*Title*  
*Contact information*  

*(Please note that this is an example and should be used as such. Each advisor letter may differ)*

**MARKETING STATEMENT**

Each student organization should come up with their own marketing statement that will be submitted with the annual Recognition Packet. This marketing statement can be your mission statement or a little bio about the group. This statement will be used to describe your group on the official Columbia website.

**Example 1: Audio Drama Club**  
What happens when you put voiceover artists, sound designers, and writers in one room? You get Audio Drama! The Audio Drama Club is a wonderful place to network, learn about
sound, writing for the ear, and voice acting. Use your skills, talents and desires to help create original radio plays in a student collaborative environment. Bring your imagination! Every Friday, from 3:30pm-6:30pm on the 7th floor of 33 Ida B Wells Drive.

**CALENDAR & BUDGET FOR EVENTS**

Each student organization is required to submit a Calendar and Budget with their Recognition Packet! This should be a tentative schedule and a tentative budget plan for the upcoming year. We understand that not all the details will be finalized, but the submitted documents should be as detailed as possible.

*Example 1 (College Democrats ~ 2017-2018 Calendar & Budget)*

**Calendar and Budget**

The following list of dates is a rough outline of our fall/spring semesters. We will host 2 meetings a month, usually on Tuesday evenings. One meeting will be a discussion/debate led by the Vice President that will be part education on the issues and part discussion to follow. The other meeting of the month will be something “special”—perhaps a guest speaker, screening a film, a phone banking/ “action” event, a field trip, an event/fundraiser on campus, etc. Anticipated costs are in **RED**.

**SEPTEMBER**
- Convocation
  - ~$50 on giveaways/printing for small flyer advertisements
- Discuss/Debate: Tuition-free college; raising the minimum wage
- Local government guest speaker and/or tour city hall. Emphasis of city politics.

**OCTOBER**
- Discuss/Debate: Gun control/conceal and carry laws
- LGBTQ Fundraiser night
  - ~$100 on supplies/event prep for fundraiser

**NOVEMBER**
- Discuss/Debate: Government/election reform: How can we make politics “cleaner”
- Springfield, IL state capitol trip
  - ~$200 on transportation costs (Amtrak). This wouldn’t be an overnight stay.

**DECEMBER**
- Discuss/Debate: Immigration: how do we be allies and de-stigmatize?
- IL Governor Candidate guest speaker

**JANUARY**
- Block Party, welcoming new members
  - ~$50 on organization marketing for new members

**FEBRUARY**
- Discuss/Debate: Homeland security: how do we react to tragedies and terrorism; where to go next.
- Galentine’s Day Fundraiser (2nd Annual 😊)
~$100, supplies and event prep for fundraiser

**MARCH**
- Discuss/Debate: Social politics: how do discussions of race, genders, sexual orientations, etc. play into our political system?
- Voter registration drive for IL Governor/IL Governor Primary election get-out-the-vote

**APRIL**
- Discuss/Debate: Environment: what is the state of our planet, what are YOU doing to be green, what can we do, and where do we go from here?
- College Democrats of IL Convention (location TBD)
  ~$200, car rental. If this is like last year, the food, hotel, and registration fee was covered by the hosting university!

**MAY**
- Elections and Manifest!

*Total anticipated budget: $700*

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Photo from: Black Student Union

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**Chapter**

3
BENEFITS TO RECOGNIZED STUDENT ORGANIZATIONS

ACCESS TO CAMPUS FACILITIES

There are many spaces on campus that can be reserved free of charge for your organization to host activities, meetings, and events. The information below will tell you the facilities that you can access and how to reserve them.

EVENT SCHEDULER

You or your advisor can access the Event Scheduler at www.colum.edu/space to make room reservation. Requests must be submitted at least 2 weeks in advance from the date the room is needed. Remember rooms are reserved on a first come, first serve basis.

The Event Scheduler can be used to reserve space from the Department of Exhibition and Performance Spaces (DEPS). DEPS oversees reservations for many spaces on campus. Please see the Student Event Planners Manual for further details.

You must reserve a DEPS Space and submit a Student Organization Proposal for your event. You will be contacted by DEPS to discuss availability and tech needs. For more information please visit www.colum.edu/DEPS

Note: Student Orgs cannot reserve more than 2 of the DEPS Spaces per semester. During the summer you will need your advisor to make space reservations.

THE LOFT

The Loft is now located at 754 S Wabash Ave, on the 2nd Floor of the new Student Center in the back southwest corner. To reserve a space within the Loft, email Leadership@colum.edu or see the Loft Assistants in Student Life to complete a reservation.

THE FITNESS CENTER

Fitness Center in the Student Center is located on the third floor of 754 S. Wabash Avenue. There are two activity rooms inside the Fitness Center that can be reserved through emailing studentcenter@colum.edu or contacting Lauren Napolitano, Assistant Director for Events and Programming in the Student Center.

STUDENT CENTER
The Student Center is the central “hub” for campus and will give students a place to gather, collaborate, and get involved. There are a variety of meeting rooms and practice spaces throughout the building, and a large event space on the 5th floor.

Important Note: Most meeting rooms and spaces are available to reserve through EMS. However, to reserve the 5th floor event space, 3rd floor Screening Room, or other spaces not listed on EMS, please email studentcenter@colum.edu or contact Lauren Napolitano, Assistant Director for Events and Programming in the Student Center.

Additionally, for available equipment or technical specifications, please reach out to studentcenter@colum.edu.

Regular hours for events at the Student Center will be 8:00 a.m. - 10:00 p.m. However, this will be subject to change for special events.

Printing

Printing Request
Xerox can provide you with a variety of options for your printing job. The following is a list of options available to your organization: Color print, B/W print, stapling, variety of paper sizes, collating. To request a copying job from Xerox, submit your .jpg or .pdf of the file (formatted to the size you want) to be printed to the Student Organization Council at: https://stucomm.wufoo.com/forms/m7p1q1/

Submit your request no later than 10 business days from the day you need the materials or intend to promote an event/activity. Please specify the quantity, desired options from the list above, and the date you need the job to be completed by.

All Xerox requests must include the Columbia College Chicago logo or SOC logo, if using SOC funding. All logos can be found on our forms page: https://students.colum.edu/student-leadership/student-org-forms.php.

All printing jobs will be delivered to the Student Life office upon completion. An email will be sent to the organization’s loop account when the materials are ready for pick up.

Student Organizations and Leadership
The office can provide you with up to 50 B/W copies in a wide variety of 8.5x11 color/white paper. To request copies from Student Organizations and Leadership, email a request to Leadership@colum.edu ~ along with the file and specific details needed to complete the print request.

These requests should be 10 business days before you need them and/or before the event is happening to ensure the proper amount of time for printing and marketing.
An email will be sent to the organization’s loop account when the materials are ready for pick up. *Requests exceeding 50 copies must be submitted to Xerox.

**Graphic Design Services**

Student Communications offers free graphic design services to recognized student organizations. To request a design (poster, logo, or palm card) please submit your request online no later than 30 days from the day you need it (that does not include printing time, you will want to add 10 business days for printing through Xerox). *Design requests that require brochures, booklets, vendor printing, oversize prints, etc. will take more than 30 days. Please email Student Communications for approximate time needed. Student Communications is located on the 3rd Floor of the Student Center at 754 S. Wabash Avenue.

**Makerspace**

The Makerspace (formerly known as the Workroom) is a multi-purpose construction, fabrication and resource space open to all students. Your organization can utilize the Makerspace for creative advice, construction space, and logistical support. Need to make a giant, flashy sign to attract attention to your latest programming initiative? Want to build a giant Twister mat for an event? Makerspace can provide tools, space, a limited amount of supplies, and design help.

The Makerspace does NOT build your work for you. The Makerspace will teach you construction techniques, provide space, resources, and guide your planning process as needed. While there are limited supplies on hand, if needed, student organizations may apply for SOC funding to purchase more of their own materials.

All groups planning on using the Makerspace must meet with Makerspace staff prior to the start of any projects! Email makerspace@colum.edu or stop by during open hours to setup a brief meeting to discuss how your organization plans on utilizing the space.

The Makerspace is now located on the second floor of the student center, 754 S. Wabash Avenue. Hours of operation are from 9am-7pm Monday- Friday and from 12pm-7pm on Saturday.

**Buttons**

Recognized Student Organizations can produce up to 150 buttons per semester (a maximum of 300 buttons per academic year) using the Makerspace’s button making supplies. After 300 buttons have been made, the organization can still use the button making machines if they bring in their own button-making supplies within reason.
• Supplies can be purchased at [www.americanbuttonmachines.com](http://www.americanbuttonmachines.com). The organization should consult the Makerspace staff prior to purchase to ensure the correct button size and shape is purchased.

• You must make an appointment to use the button-making machine one week prior via email by emailing [makerspace@colum.edu](mailto:makerspace@colum.edu).

• The email should clearly state the name of the organization, a point of contact for the organization, a description including how many buttons the organization is planning to make and for what purpose, and a potential date for the organization's members to come into the Makerspace.

*Note: If a Student Organization requires the use of all their allotted 300 buttons at one time, please provide an additional 2-week notice. The Makerspace would like to ensure the appropriate amount of button making supplies are available for the organization.*

**Lockers**

The Student Organizations and Leadership office has several lockers that student organizations can reserve for the fall and spring semesters. Lockers are available on a first come, first served basis with a limit of two lockers per student organization and can be requested anytime during the year. Please stop by Student Life on the second floor of the Student Center (754 S. Wabash Avenue) to fill out a locker agreement form with the Loft Assistants. Questions can be emailed to [Leadership@colum.edu](mailto:Leadership@colum.edu).

**Equipment**

The Student Organizations and Leadership office has a variety of free equipment that can be checked out to your organization for use during approved events.

Equipment is available for reservation Monday-Friday from 9AM-7PM. Reservations must be either included in your Loft event request or directly emailed to the Loft Assistants at: [Leadership@colum.edu](mailto:Leadership@colum.edu). Reservations for equipment must be submitted with event requests via email 2 weeks before the event date. All equipment must be returned to the Loft one hour before closing.

Organizations returning un-cleaned equipment will incur a $25 cleaning fee. The student organization borrowing the equipment assumes all liability for the care and operation of the loaned equipment and will be responsible for reimbursement for any damages incurred. A member of your organization must be operating the equipment at all times.

• Popcorn machine – can only be used on-campus. Requires a permit if you are not pre-making the popcorn in the Loft. Includes popcorn, flavoring, and popcorn bags.

• Cotton Candy Machine - can only be used on-campus. Includes cotton candy mix, cones, and bags.
- Portable Sound System – can only be used on-campus. Includes mixer, microphone, speaker, and mixer stands.
- LCD Projector – can only be used in the Loft. Includes VGA cable.

**LAPTOPS**

The Student Organizations and Leadership has several laptops (MAC), Surfaces (Microsoft), and iPads that you can check out to use to track attendance at an event, do homework, or hold meetings. You can check out a laptop with the Loft Assistant in the office of Student Life. You must have your Columbia Student ID to check out this technology.

Photo from: Chinese Students and Scholars Association

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Chapter
Recognized student organizations are members of the Columbia College community. As a member of this community, your organization inherits both benefits and responsibilities. The Columbia College Chicago Student Code of Conduct explains the behavioral expectations for both students and student organizations.

Columbia’s Code of Conduct is a positive guide to the creation of a community that encourages the personal and intellectual development of each person, and secondly, a list of behaviors that would interfere with the important work of the college community. Each student is expected to be familiar with and adhere to the policies of the college as stated in the Student Code of Conduct.

In addition, it is understood that students assume responsibility for the behavior of their guests on campus. Students are expected to share information regarding college policies with their guests and to ensure that their guests’ behavior conforms to the college's expectations.

The Dean of Students and Student Organizations and Leadership will adjudicate violations of the Code by student organizations. Student organizations may be held accountable for a violation of the Student Code of Conduct when its members or guests commit an offense. If it is alleged that a student organization or any one of its members have failed to comply with institutional policies or procedures, the College may conduct an investigation and render sanctions as it deems necessary including, but not limited to, suspension or recognition revocation. A student organization that is suspended or loses recognition will lose all privileges and benefits granted to student organizations. Student Organizations should take reasonable steps to prevent infractions of college policies. Such steps include a clear establishment of standards, meetings with members regarding the policies, and documenting when violations occur.
Failure to comply with the guidelines and policies listed in this handbook may result in the following sanctions. These sanctions below are not listed in order, as these will be enforced on a case-by-case situation depending on the violation. The sanctions will be used to hold organizations accountable to the policies set forth in this handbook and the Student Code of Conduct.

**Written Warning:**
A student organization receives a formal written notice stating that there was a violation of the Student Organization Handbook.

**Probation:**
A student organization receives a formal written notice stating that your organization is not in good standing with the College. Presence at events and certain student organization privileges may be restricted.

**Loss of Privileges:**
A student organization loses access to student organization privileges for a specific time including, but not limited to, funding, space, presence at events, and access to fundraising account.

**Suspension:**
A student organization loses its official recognition for a specified period of time.

**Educational Sanctions:**
A student organization may be asked to complete educational sanctions including but not limited to, workshops, presentations, programs, reports, and community service.

**Restitution:**
A student organization is required to provide compensation for loss, damage, or injury as a result of the violation.

**Sanctioned Events on Campus**

When a recognized student organization hosts an event on campus and has submitted the Student Organization Proposal required to the Student Organization Council and has received approval, this event is considered a sanctioned event on campus.

When a recognized student organization hosts an event on campus and has not submitted the Student Organization Proposal required to the Student Organization Council, this event is not a sanctioned event. It is therefore a violation and will be adjudicated by Student Organizations and Leadership and or the Dean of Students’ office.
COPYRIGHT: FILMS, VIDEOS AND DVDs

Federal law restricts how copyrighted materials are used. Videos and DVDs purchased or rented by an individual or student organizations are for personal use only. Public performances are not allowed under the law; only classes may show films on-campus without creating a public performance. In order to show a film on campus you must obtain a Public Performance License from the film’s distributor prior to the screening. There is a fee for the license, and fees can be varying depending on the film, the size of the audience, and the number of showings. If you are interested in showing a film on campus, set up a meeting with the Coordinator of Student Organizations to discuss how you can get film information and pricing. For more information on copyright law, visit http://www.mpaa.org/contentprotection/public-performance-law

WORKING WITH THIRD PARTIES, PARTNERSHIPS, OR SPONSORSHIPS

Often, we are approached by a third-party organization or we even approach a third party for sponsorship. If your student organization is looking to partner with a third party organization, you must still submit a Student Organization Proposal (SOP) and have this event approved to be a sanction event on campus. **If you are hosting a partnership with a third party, the event must be planned and hosted by your student organization!** Otherwise, this violates the college policies for having third parties on campus and your event will be cancelled.

Third parties and/or outside vendors are not allowed on campus to support their mission and their goals. Third parties and/or outside vendors are not allowed to host events at spaces that are funded through the Student Activity Fee.

All SOP’s requesting funding must be submitted **no less than 10 business** days in advance from the date of your activity/event. See the full SOP Guidelines on pages 28-29.

CONTRACTS

A contract is a legally binding document that is designed to protect all parties involved in a business partnership. Contracts are required for all performers, DJs, speakers, guest artists, or other activities requiring payment for services rendered- even between student organizations. The purpose of the contract is to clarify the agreement between the parties involved, which usually includes arrival, sound-check, stage time, audio-visual, set-up requirements, and payment.

1. Once funding is granted for the service you must complete a contract, invoice, and a W9 form.
2. Please allow 4 to 6 weeks for a check to be issued.
3. The contract must be submitted to Student Organizations and Leadership at least 5 business days prior to the event.
4. If the contract is submitted after 5 business days, it will not be processed.
5. NEVER SIGN A CONTRACT! Students and advisors are not allowed to sign the contracts. Only Student Organizations and Leadership staff is authorized to sign contracts for student organizations. Signing a contract may be grounds for judicial referral, loss of privileges for your student organization, and you may be held personally financially liable for the agreement to which they have committed.

**EXAMPLE OF A COMPLETED CONTRACT**

**INDEPENDENT CONTRACTOR AGREEMENT**

This Agreement (“Agreement”) is entered into this **25th** day of **January** 2020, between Columbia College Chicago (“College”), an Illinois not-for-profit organization, with offices at 600 South Michigan Avenue, Chicago, Illinois, and Independent Contractor identified below.

IN CONSIDERATION of the mutual promises set forth herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, College hereby engages Independent Contractor to provide Service(s) upon the following terms:

1.0 Independent Contractor Information
1.1 Independent Contractor’s Name: ___Ash Ketchum____________________
1.2 Address: __1234 W. 9th Street, Apt. 44, Chicago, IL 60605____
1.3 Social Security No. or Employer ID: ___333-33-3333____________________
1.4 Phone Number: ___773-333-3333______________________________

2.0 Service Information
2.1 Description of Service: __Guest Speaker for the annual Networking Event for the student organization Pokémon Club__.
2.2 Date(s) of Service: __March, 31 2020__________________________
2.3 Time(s) of Service: ___6:00pm________________________________
2.4 Approximate duration of Service: ___one hour____________________
2.5 Place of Service: __1104 S. Wabash Ave. 1st Floor______________
2.6 If applicable, the following provisions are also included in this agreement:
It is agreed that the set-up for the service(s) will begin at ___5:30____ (time).
It is agreed that a sound check will take place promptly at ___5:45pm___ (time).

3.0 Service Fee: College agrees to pay Independent Contractor $__80______________
(________EIGHTY DOLLARS) for Service as identified in paragraph 2.0 upon completion of service(s).
4.0 Meals, Transportation, and Lodging: Included in service fee.
5.0 Dressing Room: College shall provide a dressing room to Independent Contractor, upon request.
6.0 Promotion of Service: College will provide on-campus promotion of service. Independent Contractor may also promote service at its own expense.
7.0 Merchandising: College shall provide an appropriate location and table for the sale of Independent Contractor’s merchandise. One hundred percent (100%) of receipts shall go to Independent Contractor.
8.0 Recordation of Service: College agrees not to authorize the broadcasting, recording, or reproduction by any means of Independent Contractor’s service(s) without the Independent Contractor’s consent. It is understood and agreed that this is a live service and
that the only recordings that will be made of Independent Contractor’s service(s) will be used solely for archival and educational purposes.

9.0 It is understood and agreed that Columbia College Chicago regulations forbid the use of alcoholic beverages and/or other illegal substances while on College property. Violation of this regulation by the Independent Contractor or any of its associates may result in forfeiture of payment.

10.0 Insurance: College maintains insurance on the place of service. College assumes no responsibility for any property of the Independent Contractor brought in or about the premises, and College is hereby released from all liability for any loss or damage to the property of the Independent Contractor sustained by reason of occupancy of the premises.

11.0 Security: College will provide security during the Service. In the event Independent Contractor desires security guards or other such services, at times other than during the service, at Independent Contractor’s expense, special arrangement may be made with College.

12.0 Force Majeure: In the event that either College or Independent Contractor are unable to fulfill their obligations due to damage or destruction of the place of service by fire, verified disability of Independent Contractor, acts or regulations of public authorities, labor difficulties, civil tumult, strike, epidemic or any unforeseen occurrence rendering the service(s) impossible, neither Independent Contractor or College shall be held legally responsible for any damage arising from the cancellation of the service(s).

13.0 Indemnification: Independent Contractor shall so use the premises as not to endanger any person and Independent Contractor agrees to protect, indemnify, hold harmless and defend College from any liability, damage or expense incurred by reason of injury or injuries sustained by anyone to persons or property or loss of property received, done or occurring in or about the premises, excluding that caused by or resulting from the negligence of College.

14.0 Assignment: This Agreement, and compensation payable under the terms hereof, cannot be assigned or transferred without the mutual written consent of Independent Contractor and College, and contains the complete understanding of the parties respecting the subject matter hereof.

15.0 Relationship: The parties hereto are independent contractors. Nothing in this Agreement shall be understood or construed to create or imply any relationship between the parties in the nature of any joint venture, employer/employee, principal/agent or partnership. Independent Contractor shall not become an employee of College by acting under this Agreement and Independent Contractor shall be responsible for the payment of any taxes and social security contributions owing from the above compensation.

16.0 Modification of Agreement: It is understood and agreed that this Agreement may not be changed, modified or altered, except by mutual agreement of both parties. All changes to the contract for this engagement must be initialed by authorized signatories of both parties OR changes may be implemented via a separate written document signed by both parties.

17.0 Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

18.0 Cancellation Policy: If Independent Contractor cancels service, no payment shall be made to Independent Contractor. If College cancels service, reasonable attempts will be made by both parties to reschedule service; otherwise Independent Contractor will be paid in-full.
Each of the parties hereto have caused this Agreement to be executed by a duly authorized representative as of the date first written above.

Columbia College Chicago  *(Signed by Office)*  Independent Contractor
By:_________________  By:_________________
Date:_______________  Date:_____________

Chapter

5

RECOGNIZED STUDENT ORG FUNDING STRUCTURE

Student Organizations are able to request funding through the Student Organization Council that is allocated annually from the Student Activity Fee. To be eligible to request funding through SOC, your organization must have completed Recognition & Student Organization Training.

FINANCIAL EXPECTATIONS

1. Full funding for your organization is never guaranteed.
2. No student organization is entitled to funding by virtue of being recognized.
3. All student organizations are expected to raise the vast majority of funding through sponsorships, fundraising, and/or dues.
4. Student organizations are expected to use their funds gradually throughout the year.
5. Each student organization is eligible to request “up-to” $1,400 annually.
6. Student organizations may seek financial support from the Student Organization Council.

MAXIMUM FUNDING ALLOWANCE

Each year, the office of Student Organizations and Leadership establishes a maximum funding allocation for student organizations. The maximum funding allowance is calculated based on the total funding for the year and the number of student organizations. Your organization may request funding until you receive the established maximum funding allowed. Once you have received this amount, your organization is expected to fund any additional expenses through fundraising efforts.
MAXIMUM FUNDING CONTINUED

The allocation for the 2019-2020 academic year will be distributed as follows:

Student organizations must meet the following expectations to be eligible to request funding after both recognition and student organization training have been completed.

1. Organizations hold at minimum monthly organization meetings.
2. Organizations shall submit a monthly report to SOC.
3. Organizations have one meeting a semester with SOC Community Director or SOC Executive Board to expand their presence on campus through promotions, fundraising, and events.
4. Each organization is encouraged to maintain members while building its community on campus.
5. Two representatives complete the Student Organization Training.
6. One member of each organization is required to attend the SOC monthly meetings held the first Wednesday of each month at 5pm in the Student Center. One missed meeting per semester may result in suspended funding for the current semester and two missed meetings per semester may result in loss of recognition. Representatives must be present for at least 75% of the total meeting time to count for attendance.
7. Organizations are required to participate in at least one college wide event per semester hosted through the Student Organizations and Leadership office.

ITEMS THAT WILL NOT BE FUNDED THROUGH SOC

Funding will not be provided for the following items:

1. T-Shirts within reason (to not exceed $200)
2. Alcoholic Beverages
3. Food exceeding the amount of $600 (see Food Policy on page____)
4. Any amounts labeled “miscellaneous”
5. Support for non-Columbia students
6. Gifts, gift cards, or prizes.

SUGGESTED DONATIONS

Student organizations receiving funding or support for any activity through the student activity fee CANNOT charge students for admission or participation in an activity. You may however, request suggested donations from the general public as well as faculty and staff. Failure to adhere to this policy may result in funding and/or suspension of your organization. Student organizations may charge for admission (non-campus spaces) or
services provided if only fundraising money is used. Please clearly indicate if you are requesting suggested donations on all marketing for your event.

**Bank Accounts**

Recognized student organizations are not permitted to have outside bank accounts to hold funds such as fundraised dollars, donations, and other cash. Upon obtaining recognition from the Student Organizations and Leadership (SOL) office, an account will be established through the Controller’s Office for each student organization and all organization funds and cash must be deposited to that account.

**Crowdfunding & Financial Applications**

Recognized student organizations are not permitted to crowdfund through third party platforms such as GoFundMe, Kickstarter, etc.

Recognized student organizations are not permitted to use money handling/transferring apps such as Venmo, PayPal, Square, Zelle, CashApp, etc.

**Student Org Proposal (SOP)**

The *Student Organization Proposal (SOP)* is the form you will complete and submit any time you request funding for your organization, have a fundraising activity, or to inform us what events/programs your organization is planning. This form allows you to provide all the information that is needed for your event including expenses, space requests, payment options, etc. The SOP must be completed online at [http://students.colum.edu/student-leadership/student-org-forms.php](http://students.colum.edu/student-leadership/student-org-forms.php). You will need to upload your attachments; that explains the breakdown of the expenses or screenshots of an item. The following general guidelines and procedures outline the SOP process.

**Student Org Proposal Guidelines**

1. All SOP’s requesting funding must be submitted **no less than 10 business** days in advance from the date of your activity/event. This timeline does not apply for Professional Development Opportunities.
2. Expense Report: You can now add your items for purchase right into the SOP. If you require additional items than the space provided in the SOP, you can attach an Expense Report.
3. All SOP’s are reviewed by the boards within **five (5) business days** from the date that it was submitted. At which time you should be contacted to set up the next steps for the proposal.
4. If you are requesting funding you will be required to present your SOP at a finance hearing. You will be contacted within two (2) business days from the day your SOP was submitted to schedule a time for your finance hearing.

If you are required to attend a finance hearing, a member of your organization must be present. An advisor may attend in a supporting role. The organization member should be very knowledgeable of the event/program and be prepared to answer the following questions and more.

- What is the budget? What are the event’s expenses – Tech, security and etc. and have these items been requested already?
- How is the organization securing all of their funding?
- What preparations have been done for the event?
- How does the event tie to the mission of the organization?
- How are the members and college community going to benefit from the event?
- What roles do the members play in the planning of the event?
- Who is the target audience and how is the event being marketed?

5. Once the SOC board reviews your SOP, the Student Organization and Leadership professional staff reviews it.

6. You will be contacted with a decision on the outcome of the SOP within 5 business days from the day that it was reviewed by the respective board.

7. For check requests please allow 4 to 6 weeks for the Accounting office to issue and release the check. These checks will not be processed prior to the service requested.

8. Departmental or office budget transfers are not allowed.

9. If you are hiring a band, performer, or anyone for a service please submit a contract after the SOP is approved (for more details see the forms section at the end of this Handbook).

Fundraising Policy

All student groups are encouraged to fundraise. Fundraising is any event that takes place on campus that includes the following:

1. **Selling** - If you are selling an item (food, apparel, paintings, etc.), you must use your own fundraising dollars. Student Organizations and Leadership will not provide funds.

2. **Event** - If you are having an event (party, showcase, dance, exhibit, etc.), you may request funding to offset the cost of the events.

3. Student organizations do not have a minimum amount of money they are required to fundraise. The only exceptions are student organizations that intend to travel outside of the Chicago metropolitan area. This exception also includes organizations that intend to present or attend a conference/workshop, convention or fair.

4. Funds cannot be used for personal gain and must always be consistent with the purpose of the organization/ club’s mission statement.

5. Organizations must get approval through a Student Organization Proposal (SOP).
6. The intended use of funds raised must be posted at the event and be consistent with the stated purpose of the sponsoring student organization.
7. Student organizations are to inform and deposit the money with the Student Organizations and Leadership office within five days of the fundraising activity.
8. If an event is funded (fully or partially) through the Student Activity Fee, you may request for suggested donations from students.
9. All fundraising activities must comply with policies and regulations outlined within the Columbia College Chicago Student Handbook

**Membership Dues**

Student organizations are not allowed to require a membership due as part of joining or participating in the organization. Student organizations may suggest a donation as part of the benefits to belonging to the organization or encourage professional membership dues if the student would like the benefits of being a member of the national or regional chapter for example.

**Fundraising Money can be Spent for the Following**

1. Instructors, speakers, musicians
2. Marketing materials
3. Operational costs, postage, and office supplies
4. Lodging and transportation (hotel, bus, plane, and trains)
5. Literature, films, and educational materials
6. Equipment, if related to the purpose of the organization
7. Conference registration fees
8. Donation to charities but not an individual
9. Event and program needs (catering, decorations, props, etc.)

**Items that cannot be funded through Fundraised Money**

1. Fundraised money on campus shall not be used for any illegal purpose or personal gain.
2. Fundraised money cannot be used to purchase or sell alcohol.
3. Auctions that involve selling, bidding for, or in any way paying for a person is not allowed.
4. The proceeds of fundraised money cannot be used for entrepreneurial purposes.
5. Student organizations cannot start a scholarship with their fundraising money and award it to an individual student. If a student organization would like to donate money to the Scholarship Columbia fund they can and must meet with the Director of Student Organizations and Leadership prior to submitting an SOP.
6. Gambling (cards, dice, dominos, bingo etc.) where money is involved (for monetary gains) is not allowed. Games of chance may only be played with free chips, tokens, prizes, and tickets.
### RETURN ON INVESTMENT

Please Note: An activity is only considered fundraising if a profit is made. For example, if your organization receives $500 to hold an activity and only makes $300 off the event, that is not fundraising.

### ACCESSING YOUR FUNDRAISING DOLLARS

In order to access your organization's fundraising account, your organization must have a recognized status. You can access your organization’s fundraising account by submitting an SOP and indicate that you intend to use fundraised dollars. It is your responsibility to ensure that your organization has enough funds. Please see the Student Organization Proposal section of this handbook for additional details.

### FOOD & REFRESHMENT POLICY

The following guidelines govern the allocation of funds for food or refreshments. Student Organizations and Leadership may allocate funds for food items if the student organization is hosting an event where food is an integral part of the purpose of the event and/or there is an educational context to serving and providing food at the event. Each proposal will be assessed on a case-by-case basis. This allocation cannot exceed $600 for the academic year.

Please be aware of the following regarding the Food and Refreshments Policy:

1. SOC will review each proposal on a case by case basis.
2. The food or refreshments should be an integral part of the event.
3. The allocation is not in addition to the SOC funding provided annually.
4. The event should allow for the recruitment of new members and showcase your organization’s mission and events

### SELLING/DISTRIBUTION FOOD ON CAMPUS

The safety and wellbeing of the Columbia College Chicago community is of the utmost importance. To ensure the health and safety of all participants, home-prepared foods of any kind are prohibited for sale and/or distribution.

Student Organizations are encouraged to work with Columbia College Chicago's food service provider, Aramark, when catering or providing food for the University community.

Food Sales and Distribution Requirements: Any RSO sponsored event that is open to non-members, including Alumni, must follow the below guidelines:
1. DO NOT PREPARE ANY FOOD AT HOME (includes residence halls) – home-prepared foods are strictly prohibited.
2. Food must be purchased or donated by a preferred vendor.
3. Only prepackaged, store bought, or donated items may be sold/distributed.
4. To prevent contamination, it is required that registered student organization representatives serve all food while wearing gloves, whether being distributed or sold. The only exception is when food items are individually wrapped.
5. All baked goods must be from a preferred vendor and must be portioned out for single servings.
6. No eating, drinking or smoking is allowed while engaged in food handling. Wash hands after eating, drinking or smoking before resuming food handling.
7. All food transported must be protected from contamination at all times (use food shields, covers, keep off of the ground, etc.).
8. Provide trash containers and recycle bins positioned conveniently throughout the duration of the event.
9. Cookouts or grilling is prohibited.

**Reimbursement Claims**

There will be occasions when your organization will be authorized to make purchases for an activity and be reimbursed for the expenses. There are two ways in which you can request to get reimbursed.

**SOC (Student Organization Council)**

In order to be reimbursed by SOC, you must be pre-approved to make the expenses by submitting a Student Organization Proposal (SOP) first. Please see the Student Organization Proposal section of this handbook for additional details.

Once you are pre-approved, you may proceed with your expenses. To receive the reimbursement, complete and submit a Claim for Reimbursement form (found in our forms page) to Student Organization Council no later than ten (10) business days from the day the expense was made. All original receipts must be attached to the Claim for Reimbursement form. You cannot be reimbursed for items that were not pre-approved or exceed the approved amount.

**Organization’s Fundraising**

In order to be reimbursed from your organization’s fundraising account, you must complete an SOP at least ten (10) business days in advance and submit a Claim for Reimbursement form no later than ten (10) business days from the day the expense was made.

All original itemized receipts must be attached to the Claim for Reimbursement form. It is your responsibility to ensure that the organization has enough funds to cover the expenses. Student Organization Council will not be responsible for any expenses that exceed the organization’s fundraising balance.
REIMBURSEMENT CLAIMS

CLAIM FOR REIMBURSEMENT

NAME OF ORGANIZATION: ___________________________ Date: ______________ Requester Name: ___________________________

__________________________________________ OASIS: __________________ Requester Address: ____________________________

_________________________ City: __________ State & Zip: ____________________________ SSN: __________________

Requester Signature: ________________________________________________________________

REIMBURSEMENT TOTAL

Fundraising $_______ SOC* $_______ FAR* $_______ SGA* $_______

*You must attach a copy of approved Proposal

Reason for Purchases:
__________________________________________________________________________________________________________________________________________

Organization’s President

Name ___________________________ Signature ___________________________ Date ______________

Advisor

Name ___________________________ Signature ___________________________ Date ______________

You must attach all original receipts. Receipts must be itemized. Credit card signature slips with only the total indicated will not be accepted.

Student Organization Council will not reimburse:

• Gas
• Illinois Sales tax
• Gratuity that exceed $5 dollars
• Prescription/Non-Prescription Drugs
• Receipts that include alcohol purchases

All Claims for Reimbursement must be received by Student Organization Council no later than 10 business days from the day of the expenses.

FOR OFFICE USE ONLY

Received by: ___________________________ Date Reviewed: ______________ □ Approved □ Denied

Voucher completed by: ___________________________ Voucher completion date: ______________

REQUESTING A BUILDING EXTENSION & EXTRA SECURITY

Building extension & extra security forms must be submitted & approved 3 weeks in advance; therefore, your SOP should be submitted at least 6 weeks prior to your event.

Your advisor will need to submit the extra security and/or building extension requests. The Office of Campus Safety and Security will determine the number of guards needed for your event. You will be required to pay all extra security guards. If you know you will need extra security, you and your advisor should schedule a meeting with the Office of Campus Safety and Security prior to submitting your SOP.

If you fail to submit your building extension request three weeks in advance, the Office of Campus Safety and Security may deny your request or charge you an extra fee.

AV Technicians (DEPS Spaces)
The policies and fees for events requiring AV/Tech for the 2018-2019 for DEPS spaces (including Conaway Center and Stage Two):

• Weekdays, 9am - 5pm, free to student sponsored events
• Weekdays, after 5pm $18/hour

Extra Security = $35 hourly per officer

Building Extensions = $144 hourly
• **Weekends, $20/hour**

**There is a 3-hour minimum for all weeknight and weekend tech fees.**
If an event or the need of AV technician is cancelled, a 48-hour notice must be given or event organizers will be charged the three-hour tech minimum fee.
All technical needs must be sent to **Ted Cho**, DEPS Sr. Technical Coordinator (TCho@colum.edu) at least 2 weeks prior to the event date. If less than 2 weeks notice is provided, AV assistance is not guaranteed.

**AV Technicians (Film Row Cinema & 8th Floor of 1104)**
The above information pertains to Film Row Cinema & the 8th Floor of 1104 S. Wabash however, all technical needs must be sent to **Elise Nenia**, Facilities Manager AV Production Specialist (ENenia@colum.edu) at least 2 weeks prior to the event date. If less than 2 weeks’ notice is provided, AV assistance is not guaranteed.

*Note: An advisor must be present at any event requiring extra security or building extension.*
*Note: Please see the Student Event Planner Manual for further details.*

**STUDENT ORGANIZATION PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

The Student Organizations and Leadership office values professional development opportunities for our student organizations. The following forms of professional development are supported:

1. Presenting or attending conferences or workshops
2. Presenting at an expo, convention, or fair
3. Attending festivals will be on a case by case basis

If your student organization is considering any of these opportunities, you must first meet with the Coordinator of Student Organizations to discuss the details and receive approval. If you fail to meet with the Coordinator of Student Organizations your request will not be accepted. Be prepared to discuss the following information:

- A description of the event including location and timelines.
- How this event supports the mission of your organization and how it will improve your service to the organization.
- The names of students and advisor interested in attending. Attendees must be active members of your student organization and on your current membership roster. Students that are not registered members of your student organization will not be able to seek funding.
- If you are traveling outside a 60-mile radius of Columbia College Chicago you must have a faculty/advisor in attendance.
- If you are traveling within a 60-mile radius of Columbia College Chicago and you are staying overnight or renting a vehicle you must have an advisor in attendance.
- If you are traveling within a 60-mile radius of Columbia College Chicago and not staying over night or renting a vehicle you do not need to have an advisor in attendance.
• An itemized budget outlining the total cost of the event. Meals cannot be included in the total cost of the trip
• All sources of funding for the event’s expenses.
• Supporting documentation including, but not limited to, program, hotel and transportation costs.
• Your organization must cover a minimum of 30% of the total cost
• Each student organization will be required to cover any funds paid by SOC for all cancellations.

Once you have received the Coordinator of Student Organizations endorsement, complete and submit a **Student Organization Proposal (SOP)** by following the Student Organizations Professional Development Opportunities general guidelines below.

1. All proposals must be submitted no less than **one month** in advance from the date of the event or from the last day of classes of the semester.
2. Complete all sections of the proposal.
3. The proposal should also be accompanied with:
   a) The names and OASIS numbers of attendees. If approved, all attendees must complete a travel waiver.
   b) A list of additional sources of funding and what items they will cover.
   c) Supporting documentation including, but not limited to, program, meeting agenda, hotel quote, and transportation cost quotes.
4. All proposals are reviewed by SOC within five (5) business days from the date that it was submitted. You will be required to attend a finance hearing.
5. Once SOC reviews your request, the Student Organizations and Leadership professional staff reviews it.
6. You will be contacted with a decision on the outcome of the request within five (5) business days from the day the request was reviewed.
7. For check requests allow 4 to 6 weeks for the Accounting office to issue and release the check.
8. Proposals that are late or incomplete will not be reviewed.
9. SOC funding cannot be used to pay for advisor travel. These expenses must be paid with the organization’s fundraising money or by the advisor.
10. SOC will not fund a professional development experience for one individual attending alone.
11. If you are submitting an SOP for an event that happens over a break, it must be **submitted two months in advance** and must not be later than the SOP deadline for that semester. A description of the event including location and timelines.

**HOSTING A CONFERENCE ON CAMPUS**

Student Organizations and Leadership will also support professional development opportunities on campus.
The following are guidelines to assist with planning:

• All proposals must be submitted no **less than two months** in advance form the date of the event or from the last day of classes of the semester.
• Complete all sections of the proposal.
• The proposal should also be accompanied with:
  • A list of additional sources of funding and what items they will cover.
  • How will conference tickets be sold and tracked.
  • Supporting documentation including, but not limited to, program, meeting agenda, and hotel quote if applicable.
• An itemized budget outlining the total cost of the event.
• Your organization must cover a minimum of 30% of the total cost.
• SOC will not be able to fund any food items, prizes, or alcohol for any conferences. SOC can assist with offsetting the costs of the event such as (tech fees, supplies, honorariums, hotel stays, and travel costs for guest speakers) All others will be reviewed on a case-by-case basis.

Photo from Art History Association
There is a wide range of marketing options that you can use to advertise your organization. Below is a list of the most common ways on campus that you do to market your org! Remember that marketing is a technique of promoting your org and is your most useful tool to engage the Columbia community!

**Marketing Tools**

**Columbia College Calendar of Events**
Visit [http://www.colum.edu/Events](http://www.colum.edu/Events)
Click “Add an event”

If you do not already have an account, click “Join” to create one. Once you have created an account you will receive an e-mail confirmation. Under “Groups” student organizations will be able to track and update all of their event information.

**Columbia College Chicago App**
Download the Columbia College Chicago app at iTunes or the Google Play Store
The office of Student Organizations and Leadership will upload your student organizations information on this web page when you become recognized. Students can create a personal profile on the app and join your organization as a member/follower. These members will be alerted to any new comments or events that your organization posts.

**The Columbia Chronicle**
The weekly student newspaper is distributed to all Columbia buildings and some areas of the community. To advertise in the Chronicle contact the Advertising Account Representative at (312) 344-8983 or by email at chronicle@colum.edu

**Posting On Campus**
There are designated areas where you can post information about your events. Inappropriate content is not permitted.
If you would like to post in the Residence Halls, visit the Residence Life office on the 2nd floor of 30 East Balbo, they will approve and hang those flyers.
Lobbies
Designated lobbies that can be reserved for fundraising, recruiting, promoting, etc. can be reserved through www.colum.edu/space

In The Loop
Have you seen the highlighted event posters located in every campus elevator? This nifty poster is called “In The Loop”. By adding your event to the Columbia calendar it may show up “In The Loop” and it will show up under your student organizations website through Columbia.

Social Media
Facebook, Instagram, YouTube, Twitter, Snapchat, and Blogs are all great ways to show and tell people who your organization is and the great things you are doing. Every organization gets a page on Localist where students can connect to your social networks as well as the Columbia College Chicago app.

Use popular hashtags and tag Columbia offices and departments to increase your audience. Send out reminder tweets, stories or snaps to remind them to join you!

Chalking
This is only allowed in front of Columbia College Chicago buildings on the sidewalk where the rain can wash it away. It is not allowed on the building itself. If you need chalk our office may be able to provide you with some.

<table>
<thead>
<tr>
<th>BRANDING FOR YOUR EVENT</th>
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<tbody>
<tr>
<td>1. All handouts should at least include the following:</td>
</tr>
<tr>
<td>o Event title</td>
</tr>
<tr>
<td>o Date, location, time</td>
</tr>
<tr>
<td>2. Make sure that in addition to having an eye-catching design; people can see clearly which organization it is.</td>
</tr>
<tr>
<td>3. Be sure to add Columbia’s logo.</td>
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<tr>
<td>4. If you are receiving support from SOC, please use the SOC logo.</td>
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<tr>
<td>5. Give them contact information including e-mail or social media tags.</td>
</tr>
<tr>
<td>6. Poster/Flyer/Handbills: An 11x17 poster is not always better than an 8.5x11 flyer. A 5x7 postcard is something you can keep in your pockets and it gives potential attendees something they can take home to remind them and is great for a save the date.</td>
</tr>
<tr>
<td>7. If you put up flyers please be sure to take them down after the event and put them in the closest recycling bin.</td>
</tr>
<tr>
<td>8. We recommend using digital, natural, and/ or recycled materials for advertising. Be conscious of the quantity of printed materials your student organization uses.</td>
</tr>
</tbody>
</table>
USEFUL PHONE NUMBERS AND LINKS

312-369-XXXX
(1111) Campus Security
(7877) Makerspace
(7803) Student Athletic Association
(6657) Student Government Association
(6924) Student Organizations and Leadership
(6656) Student Organization Council
(6920) Wellness Athletics and Recreation

Student Organizations and Leadership
https://students.colum.edu/student-leadership/

Wellness, Athletics and Recreation
https://students.colum.edu/student-leadership/wellness_and_recreation/

Student Organizations & Sport Teams
https://students.colum.edu/student-leadership/student-organizations.php

Event Scheduler
https://events.colum.edu/

Department of Exhibition and Performance Spaces
https://students.colum.edu/deps/

Safety and Security
https://students.colum.edu/safety/

Manifest
https://manifest.colum.edu/

Student Code of Conduct
http://colum.edu/codeofconduct

Forms & Student Org Handbook
https://students.colum.edu/student-leadership/student-org-forms.php

SUPPORT FROM SOC

The Student Organization Council is a governing student organization that aims to support all other student organizations. Our mission and purpose is to support and provide resources to student organizations from funding to goal setting and everything in between. Email the Soc President; at SocPresident@colum.edu with any questions.