

**DEPAUL  
UNIVERSITY**  
**DIVISION OF STUDENT AFFAIRS**  
*Office of Student Involvement*



**Student Organization Handbook**

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## Information on the Office of Student Involvement

### Mission

The Office of Student Involvement fosters student learning and success by providing opportunities for engagement through a variety of campus activities and organizations, holistic and intentional advising of student leaders, and the development of purposeful and mutually beneficial partnerships across the University and city of Chicago to maximize access and resources to a rich DePaul campus experience.

**Vision:** We are here to make good things happen for our students.

**Values:** Teamwork, Fun, Inclusion, Learning and Students

### OSI Locations and Hours

Lincoln Park Student Center 2250 N. Sheffield, Suite 201  
Chicago, IL 60614  
Tel: (773) 325-7361  
Fax: (773) 325-7359

Monday-Thursday | 9 am – 10 pm Friday | 9 am – 5 pm  
Saturday | Closed Sunday | 3 pm – 7 pm

### Connect with Us:

Facebook: [DePaul University Office of Student Involvement](#) Twitter: [@dpuinvolvement](#)

DEHUB [dehub.depaul.edu](http://dehub.depaul.edu)

Office Manager: [involvement@depaul.edu](mailto:involvement@depaul.edu)

Student Organization and Leadership Specialists: [studentorgs@depaul.edu](mailto:studentorgs@depaul.edu) Website: [studentaffairs.depaul.edu/involvement](http://studentaffairs.depaul.edu/involvement)

## Division of Student Affairs

The Division of Student Affairs at DePaul University delivers programs and services that foster student success, build community and contribute to the development of the whole student.

## **Introduction**

The purpose of this guide is to provide student leaders with answers to and guidance on frequently asked questions about student organization policies and procedures at DePaul University. Your involvement with a student organization will enhance and help you navigate your DePaul student experience through experiential learning opportunities you will have and share with your peers.

As a student leader, it is your responsibility to ensure your organization is aware of the student organization policies and acts in an appropriate manner when managing your organization's resources. Managing a budget, delegation, time management, and setting and accomplishing SMART goals (i.e. Specific, Measurable, Attainable, Realistic, Timely) are just a few of the life skills you will practice through your student organization involvement. We are excited to offer a training series to assist you in your continued development of these skills.

## **DePaul University's Guiding Principles on Speech and Expression We are a University**

DePaul is committed to fostering a community that welcomes open discourse. We believe that intellectual inquiry is enriched immeasurably by robust debate and exposure to differing points of view. By remaining open to a broad range of ideas and opinions, we foster mutual understanding, test our beliefs, and create the most effective conditions for seeking knowledge.

### **We are a Vincentian University**

DePaul's mission is built upon the Vincentian ideal of universal dignity in which each person is invaluable and worthy of respect as a member of the human family. That dignity depends in no small measure upon each individual's freedom and opportunity as a speaker to give voice to their beliefs, and upon each individual's freedom and opportunity as a listener to choose whether and how to respond. We believe that human interaction should always be conducted with civility and mutual respect. We believe that views and beliefs can be tested – should be tested – as part of the intellectual mission that we serve, but always in furtherance of the goals of education, intellectual enrichment, and preparation for citizenship.

### **We are a Community**

As a Vincentian university, DePaul aspires to be a community of speakers and listeners marked by compassion and mutual respect, a community in which we never lose sight of the potential effects, both beneficial and harmful, of our words and of our expressive conduct. Members of our community have rights and responsibilities. DePaul affirms the right of speakers to voice their viewpoints, even at the risk of controversy. DePaul also insists that all speakers remember that the right of expression carries with it the equally important responsibility to exercise that right with a conscientious respect for human dignity. We accept that there is a distinction between being provocative and being hurtful. Speech whose primary purpose is to wound is inconsistent with our Vincentian and Catholic values. The University community must meet these situations by reasserting our fundamental values and by fostering educational opportunities, where appropriate.

### **We are Committed to an Ongoing Discussion about Speech and Expression**

DePaul is dedicated to engaging diligently and proactively in discussions concerning the many difficult issues raised by speech and expression in a university community with diverse beliefs and values. No set

of guiding principles or policies can ever do justice to the range and difficulty of these issues. These Guiding Principles, while not policy, are intended to serve as a framework for those ongoing and challenging discussions.

Several University policies and procedures set forth specific standards for conduct in a variety of circumstances that could involve speech and expression. Community members are encouraged to consult sources such as the University Policies and Procedures website for further information on specific policies.

*Approved by Rev. Dennis H. Holtschneider, C.M.: 1/13/2009*

## **DePaul Annual Events**

Here at DePaul University, several organizations and campus departments have coordinated campus-wide programs in which student organizations can participate. In fact, it is the support of the student organizations that ensure the success of these programs. The Office of Student Involvement would like to continually encourage student organizations to show their support for these traditional programs and make them proud of DePaul.

### **Welcome Week | Fall Quarter**

### **Family Weekend/Alumni Weekend | Fall Quarter**

### **Ugly Sweater Party | Fall Quarter**

### **Midnight Breakfast | Fall Quarter**

### **Winter Welcome Week | Winter Quarter**

### **Blue Demon Week | Winter Quarter**

Taking place during the winter quarter, the DePaul Activities Board (DAB) celebrates the return of the basketball teams with a week of celebratory events, culminating with a campus-wide dance.

### **Fraternity and Sorority Week | Spring Quarter**

This week of events is designed to unite the fraternities and sororities here at DePaul. All chapters are assigned teams and each team participates in several events throughout the week which include a service event, educational speaker, stroll competition, and talent show. It is an opportunity for the fraternity and sorority community to come together and enjoy a week celebrating their achievements. The week comes to an end at the Annual Fraternity and Sorority Life Awards Celebration where chapters are honored and our Fraternity and Sorority Life Week Winner is recognized.

### **FEST | Spring Quarter**

FEST is a concert held on the Quad and has quickly become a highly anticipated tradition. Students have a chance to cast their vote for who they want to perform on the main stage and at After Hours, a post-FEST concert held indoors. Past performers include Wiz Khalifa, Lupe Fiasco, and Big Sean. FEST is organized and executed by the DePaul Activities Board (DAB).

## **Involvement at DePaul University**

DePaul University and the Office of Student Involvement recognize that learning is accomplished beyond the classroom through involvement in student organizations. In light of this, the University supports and encourages students to organize and participate in student-led organizations. DePaul provides engagement opportunities for students with organizations that serve their professional, entertainment, honorary, departmental, cultural, spiritual, political, fraternal, service, leadership development or recreational interests, consistent with the mission of the University.

### **Membership and Leadership within a Student Organization**

A student may participate as a member in any co-curricular activity offered by the University if they are currently enrolled for credit at DePaul. To serve in a leadership role within a student organization, they must meet the additional criteria detailed below:

The basic requirement for student organization leadership is current enrollment for credit at DePaul and good standing with the University, both before seeking a leadership opportunity and during their terms of office. Maintenance of a 2.0 GPA minimum (cumulative) is an expectation for serving in a leadership role in a student organization, unless a higher GPA requirement is stated in the organization's constitution.

Individual student organizations may impose special eligibility requirements which would be binding on student participants or organization leadership. Unless specifically authorized otherwise by the Office of Student Involvement, these requirements must be in accord with university policies, including with respect to nondiscrimination on the basis of any characteristic outlined in [DePaul's Anti-Discrimination and Anti-Harassment Policy and Procedures](#).

### **Grade Requests Policy**

All students registered in a student organization will need to accept in their personal DeHub profile that they give permission for a staff member to check their cumulative grade point average. Student Education Record information will be handled in accordance with DePaul's [FERPA Compliance policy](#).

### **Advisor Selection**

All student organizations are required to have and maintain an advisor who meets the following criteria in order to be approved as a registered student organization:

- An advisor is any current staff or full-time current faculty member of DePaul University who is willing to support your organization in a volunteer capacity by donating their time, effort, and advice.
- This individual will serve as a resource and assist the student organization in navigating policies and procedures of the University.
- Advisors serve as a liaison to the Office of Student Involvement in this volunteer role and therefore must promote and support the development of the members in a student organization according to the [Code of Student Responsibility](#).
- The advisor must complete an advisor confirmation request on DEHUB during each annual registration/renewal process between April and September.



## Student Organization Standards of Involvement and Accountability

Student Organizations are expected to abide by all [University policies](#), including the policies in the [Code of Student Responsibility](#), [Student Centers Policy Manual](#) and in this Guide (such as the Standards of Involvement). Be sure to review these policies to insure compliance. In addition to students being held responsible for their actions, including in their role as an officer of a group, a group or organization may be held responsible for the actions and behaviors of its members and guests. The decision to hold a group or organization responsible as a whole is ultimately determined by examining all the circumstances of a situation and by taking into account factors including, but not limited to, whether the actions:

1. Were committed by one or more officers or authorized representatives acting in the scope of their organizational capacities;
2. Involved, were committed by, or were condoned by (actively or passively) a significant number of organization members, alumni, or guests;
3. Occurred at or in connection with an activity or event funded, sponsored, publicized, advertised, or communicated about by the organization;
4. Occurred at a location over which the organization had control at the time of the action;
5. Occurred at or in connection with an activity or event that reasonable people would associate with the organization;
6. Should have been foreseen by the organization or its officers, but reasonable precautions against such actions were not taken;
7. Were the result of a policy or practice of the organization;
8. Would be attributable to the organization under the organization's own policies (including local or national risk management guidelines); or
9. Were taken by individuals who, but for their affiliation with the organization, would not have been involved in the incident.

Or whether:

1. One or more officers or members of an organization fail to report knowledge or information about a violation to, or otherwise fail to cooperate with, appropriate University or emergency officials; or
2. The organization, or any member acting on its behalf, fails to satisfactorily complete the terms of any disciplinary sanction or outcome.

The Office of Student Involvement will work in conjunction with the Dean of Students Office regarding any [Student Conduct Process](#) involving a student organization or an individual's actions related to their participation in a student organization. For more information, please refer to the [Student Organizations Policies in the Code of Responsibility](#).

The following **standards of involvement** have been established within DePaul University and the Office of Student Involvement:

1. Must demonstrate Vincentian values of diversity, pluralism, socially responsible leadership, mission and service.
2. Unless specifically authorized otherwise by the Office of Student Involvement, requirements for membership or leadership must be in accord with university policies, including with respect to

nondiscrimination on the basis of any characteristic protected by [DePaul's Anti-Discrimination and Anti-Harassment Policy and Procedures](#).

3. Must maintain the minimum requirement of four members.
4. Must abide by federal, state and city laws both on and off campus.
5. Must abide by university policies and adhere to the [Code of Student Responsibility](#) and University procedures.
6. Must have a faculty/staff advisor that is employed by the University.
7. Must have executive officers. Must have a president and treasurer who will serve as your main contacts with the University.
8. Must create, maintain and update DeHub profile each academic year.
9. Must develop and maintain a constitution that includes all elements required by the Office of Student Involvement.
10. Must complete all steps of the Student Involvement Registration Process.
11. Must use financial and physical resources in a responsible manner in accordance to the [Code of Student Responsibility](#) and University policies.
12. Must exercise good judgment in planning and promoting activities in accordance with University policies and stated expectations, including regarding time, place, and manner.

In addition to the information detailed in [Information About Conduct Sanctions](#), the following includes information about conduct sanctions for student organizations and conduct sanctions as applied to student organizations.

**Educational Project** – Student organizations will be responsible for creating and implementing an educational program or workshop that will educate and benefit the DePaul community to prevent future occurrences.

**University Probation** – University probation is a written statement to the student organization indicating that the student organization’s behavior is of such a nature as to jeopardize continued recognition at the University. University probation can be for a specified period of time or for as long as the student organization is active. Any behavioral infraction during the probationary period may cause the student organization to be removed from the University.

**Suspension** – A suspended student organization must carry out a total and immediate separation from the University for a required period of time and/or until particular conditions for reactivation is met.

Suspension may include various prohibitions regarding a student organization’s ability to be on University property or participate in University activities.

**Restriction** – Restrictions upon a student organization’s University privileges may be imposed for a set period of time. These restrictions may include, but are not limited to, denial of the right to represent the University in any way, access to facilities or individuals, parking privileges, and/or participation in cocurricular activities.

**Restitution** – A student organization that damages University property may be required to pay actual repair or replacement costs. Failure to pay may result in withholding access of University resources and/or additional conduct sanctions.

**Deactivation or Dismissal of Student Organization** – Dismissal constitutes a permanent and immediate separation from the University. The imposition of this sanction shall be permanently noted on the student organization's registration and is a permanent bar to its recognition at DePaul University. Dismissal may include various prohibitions regarding a student organization's ability to be on University property or participate in University activities.

## **DeHub & Student Organization Registration**

DeHub is our online student engagement tool that provides opportunities for students to connect and engage student leaders, student organizations, faculty, and staff. All students have an DeHub account that can be accessed through [dehub.depaul.edu](http://dehub.depaul.edu) using their Campus Connect username and password. DeHub should be utilized as the main means to manage the operational needs of student organizations and its members. All student organization communication from the Office of Student Involvement is done through DeHub and annual emails. If students do not have their account notifications set up to receive this information via email, it is the student's responsibility to check DeHub for all messages and notifications.

All student organizations are expected to update their officers on DeHub each academic year or when there is a change in leadership. The roster should remain updated throughout the year. Please make sure to grant officers of your organization administrative access in DeHub. If you need assistance granting access, contact a Student Organization Specialist at [studentorgs@depaul.edu](mailto:studentorgs@depaul.edu).

### **Student Organization Registration**

Registration for an academic year begins in May (e.g. Registration for 2018-2019 begins in May 2018) Each new and renewing organization must complete this process annually beginning in May to become or remain a registered student organization. Registration and renewal for new and returning student organizations will be open year round. The Office of Student Involvement is the only university entity that can officially approve a student organization. DePaul University has no affiliation with student groups that are not registered student organizations.

During the fall, winter, and spring quarters, OSI's Student Organization Specialist is happy to assist you with registration questions and connect you to helpful resources, including but not limited to our DEHUB video tutorials. If you have any questions, please reach out to the Student Organization and Leadership Specialist ([studentorgs@depaul.edu](mailto:studentorgs@depaul.edu)) for more information or to set up a one-on-one consultation.

### **Registration Requirements**

There are over 350 registered student organizations at DePaul! We support efforts for students to find their place within the community and excel in co-curricular learning environments. If there is not currently a student organization that represents your specific interest or passion, we encourage you to reach out to a SOLS to explore alternate and/or additional options. If it is determined that creating a new student organization is the best plan of action, a SOLS will be happy to walk you through that process.

Before completing the online registration process to become a student organization, you have the opportunity to reach out to a SOLS at [studentorgs@depaul.edu](mailto:studentorgs@depaul.edu) to set up a meeting. They can help you better understand the reasons for and benefits from registering. At your meeting, they can walk you

through the online registration process via DeHub. It will expedite the process if you know exactly what is required for organization registration, including but not limited to:

- A roster of least four members that includes students’ first name, last name, and student ID.
- Approval from your DePaul advisor via DeHub.
- An approved constitution that includes the name of the organization, the nondiscrimination clause, list of officers and their respective duties, elections process, and amendment clause. A sample constitution can be found on DeHub.
- A completed registration quiz (included as part of the registration form on DeHub) to provide further training on commonly used OSI resources like funding, contracts, and flyer posting.

The Office of Student Involvement is the only university entity that can officially approve a student organization. DePaul University has no affiliation with student groups that are not registered student organizations.

### Continued Recognition

Each year, all student organizations are required to renew their organization’s portal to remain a registered student organization for the upcoming academic year. Students will receive updated information regarding this via email and DeHub. Completed student organization registration for the upcoming year is a prerequisite to reserving an involvement fair table. If the Office of Student Involvement determines that an organization is ineligible for registration, the organization and advisor will be notified through DeHub. The organization shall remain unregistered until the proper steps are taken to re/activate the organization’s profile.

For more information regarding your organization’s status, please contact a Student Organization Specialist at [studentorgs@depaul.edu](mailto:studentorgs@depaul.edu).

### Group Types

Group Types	Office Affiliation	Benefits, Requirements
Club Sports	Campus Recreation	Ability to use Club Sports funding
Cultural Organizations		Ability to use Cultural Allocation Board funding
Fraternity & Sorority Life Groups	Office of Student Involvement	
Religious Diversity Groups	Office of Religious Diversity	
DePaul Community Services Associations		

### Constitutional Requirements

For assistance in ensuring your student organization constitution has all required components prior to registration, please contact [studentorgs@depaul.edu](mailto:studentorgs@depaul.edu). If your constitution is missing any components, you will be notified in the registration process.

### Fiscal Account Policy

## **Contract Policy**

All contracts for registered organizations **MUST** be reviewed and signed by Student Affairs. Students and Advisors **MAY NOT** sign ANY contracts or invoices. Contracts should be submitted on DeHub through the Contract Submission Form. The contract submission form must be completed at least 21 days before your event. If you turn in your signed contract late, your event may be cancelled and/or your organization may have future contract privileges suspended or revoked. The Office of Student Involvement will return a signed contract to your organization. It will be your responsibility to provide to the vendor.

## **On-Campus Organization Accounts**

If you wish to create an on-campus account, you must be an active and registered student organization. You can request an on-campus organization account by submitting an "Account Request Form" found in DeHub and submitted through DeHub. Please allow five business days from the date of submission for request to be reviewed. A member of the Office of Student Involvement will reach out to the person making the request on behalf of the student organization to request a deposit. Once the deposit is made an account will be formally established. Student organizations may deposit funds collected (membership dues, sales of organization's items such as t-shirts or pins, fundraising collection, etc.) into their university account. Cash, checks or money orders may be submitted. Please bring any funds that need to be deposited to the Office of Student Involvement's LPC (Student Center 201).

## **External Bank (Off-Campus) Accounts**

The Office of Student Involvement **highly discourages student organizations from having off-campus bank accounts** and holds no responsibility for an organization's off-campus bank account.

Off-campus bank accounts for student organizations may not have the word "DePaul" at the beginning of their account name, even if the student organization name begins with "DePaul." For example, you **CAN** put Bowling Club at DePaul. You **CANNOT** put DePaul Bowling Club. Learning resolutions will be administered if the Office of Student Involvement learns that a violation of this rule has occurred.

Student organizations that choose to have an off-campus bank account are reminded that charitable donations to DePaul University, including in support of a student organization, may not be deposited in an off-campus bank account. Any charitable donations to the University must be deposited in a university-managed account in order to be eligible for a charitable donations receipt from the University. Student organizations may not represent that any funds given to a student organization for deposit in an off-campus bank account will qualify as a charitable donation.

## **Tax-Exempt Purchase Policy**

DePaul is organized and operates exclusively for educational purposes. As such, some purchases made by DePaul can qualify as a tax-exempt purchase, where Illinois (or WI, FL, NY) state sales tax is waived. Registered student organizations are viewed as part of the University. Thus, as a registered student organization, when paying a vendor for a good or service directly through your university account or through SAF-B or the Cultural Allocation Board. The organization can inquire about utilizing DePaul's tax exempt status by contacting the Office of Student Involvement. If requested, a letter can be sent directly to the vendor for tax exemption consideration. Please note, purchases made for individuals or organizations with off campus accounts are **NOT** eligible to utilize DePaul's tax-exempt status. Additionally, tax exemption is at the discretion of the vendor; it is not a guarantee with all purchases. Other than state sales tax, tax exemption does not waive financial responsibility for city, hotel or entertainment (amusement) taxes.

## Advisor Responsibilities & Best Practices

### Responsibilities of Student Organization Advisors:

The advisor may work with the student organization, but not direct its activities. Although the advisor's role is not regulatory or disciplinary, the advisor has a responsibility to both DePaul and the student organization to keep their best interests in mind. At times, the advisor may need to remind the student organization of University policies and guidelines to avoid violations. The advisor may also work with the organization's officers to establish and maintain internal student organization standards and regulations for conduct. It is recommended that these standards and regulations be incorporated into the organization's constitution. Student organization advisors serve in a voluntary role. More information about the requirements for employees who chose to volunteer their time at the University can be found in the Time Reporting policy located under the University Policies.

1. The advisor should uphold the best interests of DePaul's Mission and Values, as well as the student organization's mission and goals as stated in their constitution and DeHub registration form.
2. Advisors serve as a liaison to the Office of Student Involvement in this volunteer role and therefore must promote and support the development of the members in a student organization according to the [Code of Student Responsibility](#).
3. The advisor must complete an advisor confirmation request on DeHub. This request confirms that the advisor is a staff member or full-time faculty member at DePaul, has reviewed the group's constitution, and agrees to serve in the advisor role for the organization.
4. Throughout the year, the advisor will receive notification via email whenever the student organization updates their portal on DeHub. **Advisors have the option to either approve or deny these updates in conjunction with the Office of Student Involvement.**
5. The advisor may provide continuity within the student organization and should be familiar with the student organization's history and constitution.
6. The advisor will keep abreast of all financial procedures and contractual agreements by communicating with Student Involvement.
7. The advisor should see that the student organization and its officers know where policies are listed, what the policies are, why they exist, and the channels to be followed for changes, revisions, or exceptions to policies.

### Policy on Adjunct Faculty Serving as Advisors:

Any adjunct faculty member who has taught for at least three years, and has taught 6 courses or 24 credit hours over the three-year period and, as of the first day of Fall Quarter, is teaching or is scheduled to teach in the academic year is eligible to become an advisor for any active student organization during the same academic year.

### Best Practices for Student Organization Advisors

- The advisor may help students find balance between their academics and their co-curricular activities. Student leaders often have the tendency to burn the candle at both ends and will overextend themselves. The advisor has a unique opportunity to remind students of their academic obligations and personal needs.
- The advisor may discourage dominance of the student organization by any one individual

and can encourage quieter students to take initiative.

- The advisor may encourage each individual to participate in and plan student organization events. Some students, if not effectively encouraged, will not reach their potential as a student organization member or leader. Being a member of a student organization can provide students with valuable interpersonal and/or leadership skills, but these will not develop to their highest potential if the student is not actively involved.
- The advisor may assist the student organization in developing realistic goals for the academic year. This will contribute to the education and personal development of the students involved.
- The advisor may be aware of major events and activities of the student organization and inform the student organization of University policies and guidelines that may affect these programs.
- The advisor may assist the student organization in evaluation. This includes evaluating individual programs as well as doing a complete evaluation at the end of the academic year. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.
- The advisor may encourage students to accept responsibility for specific roles within the student organization. The advisor should help them realize the importance of these roles. From officer positions to committee members, each student should feel invested in and accountable for their specific role(s).

### **Student Organization Advisors as Campus Security Authorities (CSAs)**

- The Jeanne Clery Disclosure for Campus Security and Campus Crime Act identifies and defines Campus Security Authorities (CSAs) as university faculty and staff members with “significant responsibility” for student and campus activities. Some examples of CSAs could include Public Safety officers, deans, directors, department heads, athletic coaches, student organization advisors, residence hall staff, and student affairs staff. A letter is sent annually to individuals identified as CSAs reminding them of their responsibilities.
- All crimes reported to CSAs will be reported to Public Safety in a timely manner. If a crime reported to a CSA is a threat to the community, the CSA must promptly report this information to Public Safety as soon as possible.
- More information about an advisor's responsibilities as a University employee under the Crime Reporting and Clery Act Compliance policy can be found [here](#).

### **Why Advise?**

Simply put, advisors influence students' lives! Advising provides the unique opportunity to contribute to the growth and development of students through organizational involvement. As an advisor, you have the opportunity to work with students within the organization as they learn, grow, and develop as student organization members and leaders. An advisor's goal should be to create an environment that will promote the education of the whole student and develop socially responsible leaders. Faculty and staff members have the ability to:

- Make a difference in students' lives and increase student retention
- Learn from students
- See students implement what has been taught in the classroom
- Create a sense of belonging at DePaul University
- Find satisfaction in seeing student leaders build character, trust, self-confidence, and responsibility
- Observe the student organization becoming a successful and integral part of the DePaul community

- Facilitate learning through a co-curricular experience

**Withdrawal of Advisorship**

Since this is a volunteer position, advisors may choose to depart from their role at any time. If the student organization advisor is no longer able continue their involvement in this capacity, it is the advisor's responsibility to notify the student organization and Office of Student Involvement of this change. All student organizations are required to have and maintain an advisor and in the case of an advisor's withdrawal, that organization must find a replacement in order to stay active for the current academic year.



## Student Organization Resources

All registered student organizations have access to a variety of resources, including:

- Funding Requests
- Student Activity Fee-Board Funding for undergraduate organizations (SAF-B)
- Graduate Organization Funding ([GOF](#))
- Cultural Allocation Board
- Club Sport Funding Board
- Fall Involvement Fair participation
- Free Pepsi soft drinks for events
- Promotional tables
- Mailboxes
- Conference room space for meetings (Lincoln Park Campus only)
- Printing of flyers and posters for a minimal fee
- Media cart (Loop Campus - DePaul Gallery only)
- ID card-swipe\*
- Two-way radio set\*
- Portable speaker with microphone\*
- Bingo roller and numbers\*
- Kickball set\*
- Wiffleball set\*
- Slingshot game\*
- Board Games\*
- Tug-of-war rope\*
- Prize wheel\*
- Large buckets\*
- Art supplies in the Office of Student Involvement
- Fax machine (please contact the Office Manager)
- Educational workshops (please contact a [Student Organization and Leadership Specialist](#))

\*These resources must be requested through DeHub by completing the OSI Resources Request Form (under the forms section on your organization portal). To learn more contact the office manager at the Office of Student Involvement at [involvement@depaul.edu](mailto:involvement@depaul.edu).

## Event Planning

The Office of Student Involvement is a great resource to assist you in planning events. There is much to consider regarding how best to use space, what vendors to hire, and even how to negotiate price. Feel free to visit the Office of Student Involvement and contact your [SOLS](#) for help. Additional information is available within the [Student Centers Policy Manual](#).

For specific guidelines on bake sales, auctions, raffles, and gifts see the [Fundraising Events and Activities Policy](#). For specific guidelines regarding events with alcohol see the [Alcohol Policy on page 28](#).

## **Reserving Space through Student Centers**

Meeting and event space is available on the Lincoln Park Campus or at the Loop Student Center/Conference Service facilities. Be sure to review the policies in the [Student Centers Policy Manual](#).

### **Lincoln Park Campus**

Rooms can be reserved in the following locations through Student Centers in Lincoln Park:

- The Student Center Building (all three floors)
- Quad
- Cortelyou Commons
- Munroe Hall (weekdays only)

Find more information about reserving spaces on the Lincoln Park campus [through the Student Centers website \(studentcenter.depaul.edu\)](#), by contacting (773) 325-7346, or emailing [studentcenters@depaul.edu](mailto:studentcenters@depaul.edu).

### **Loop Campus**

Rooms can be reserved in the following locations through Student Centers and Conference Services in the Loop:

- DePaul Center
- Lewis Center
- Daley/14E Building

To reserve space in the Loop, please contact Conference Services and Loop Student Center. You can email your request to [confservices@depaul.edu](mailto:confservices@depaul.edu) or by contacting (312) 362-8624. You can find more information about available spaces in the Loop by visiting <http://offices.depaul.edu/studentcenters/event-management/Pages/default.aspx>.

### **Online Room Reservation**

In order to request a room, you must first have an account through the [Student Centers EMS Event](#) website. You must be the event-planning representative for a registered student organization in order to be eligible for an account. The person(s) and/or organizations making the request will assume full responsibility for any abuse of property and actions of participants.

You will need to view a presentation found on the [Student Centers website](#) and submit your name, organization, email and phone number to [studentcenters@depaul.edu](mailto:studentcenters@depaul.edu). Once you have submitted that information, a web user account will be issued to you within one to two business days. If for some reason you do not receive your account information in two business days, please send a follow-up email to [studentcenters@depaul.edu](mailto:studentcenters@depaul.edu).

For policies and procedures regarding use of spaces that fall under the purview of Student Centers (see those outlined above on page 18 for both the Loop and Lincoln Park campuses) be sure to review the [Student Centers Policy Manual](#). The following topics and considerations outlined within the Manual will be helpful as you plan and conduct a successful event. You can review all of these policies by visiting the [Student Centers Website](#) and the [Student Centers Policy Manual](#):

- Cancellations
- No Shows
- Time Restraints

- Extending Building Hours (early open/late close)
- Late Night Events
- Rental Charges and Event Responsibility
- Decorations and Clean-up
- Event Security
- Audio Visual Needs
- Casino Nights and Events Involving Gambling
- Activities Involving Food
- Bake Sales

### **Academic Spaces (Classroom and Lecture Rooms)**

To reserve an academic building, classroom, lecture room, or lab at Lincoln Park Campus, fill out the online form at [rooms.depaul.edu](https://rooms.depaul.edu).

No special events, meetings or other non-course gatherings will be assigned rooms until two weeks after the start of the quarter for which you are reserving space. The only exceptions to this rule are requests for weeknights after 9 pm and Sundays anytime. DePaul courses are given priority for all rooms.

### **Solicitation Policy**

In-person credit card, bank (Wintrust is exempt), and phone network (AT&T is exempt) solicitation is prohibited on university property. Companies wishing to post informational material on university bulletin boards may do so within campus guidelines and should contact the Office of Student Involvement. Student groups are not permitted to sponsor any of the above on campus as part of their fundraising events.

### **Scavenger Hunt Policy**

Campus-wide scavenger hunts, hide-and-seek item events, and similar type events must be approved by the Associate Vice President for Student Affairs. Following approval from the AVP for Student Affairs, the organizing group must receive approval from each individual location that items may be hidden in for hide-and-seek item events.

### **Promotional/Vendor Table Policy**

Student organizations that intend to sponsor an off-campus organization must receive written permission from the Office of Student Involvement before a promo table can be reserved. Please contact the Office of Student Involvement at least 14 days before submitting your request. If approved, representation from the DePaul student organization must be at the table with the external organization at all times. If the student organization leaves the table, the student organization will be charged \$150 (standard rate) for the day. Along with the cost, penalties will consequently follow.

### **Film/Movie Policy**

The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a movie carries with it the right to show the movie outside the home. Student organizations must secure a public performance license to show copyrighted movies on campus. The three companies to receive the license and the film are:

- Swank Motion Pictures, Inc.; [swank.com](http://swank.com); (800) 876-5577
- Criterion Pictures; [criterionpicusa.com](http://criterionpicusa.com); (800) 890-9494
- Motion Picture Licensing Corporation (MPLC); [mplc.com](http://mplc.com); (800) 462-8855

The Office of Student Involvement will only approve flyers, promo walls or promo tables advertising a public showing of a copyrighted movie if the student organization provides a secured license from one of the above companies, or if the student organization can demonstrate that it is in the process of securing the license from one of the above companies. The license will also allow you to reserve space with Student Centers. Without this documentation, Student Centers cannot hold the space for you. Please submit a copy of your license through DeHub by filling out the Movie License Form.

## Food Policies

### Activities Involving Food

If a student organization's event is to be held on DePaul property (Lincoln Park and/or the Loop Campus), all food and beverages must be catered through Chartwells, the University food service for any purchases over \$250. Student organizations are able to use outside vendors for on campus events pending they keep costs below \$250.

For on campus catering requests, student organizations must register an account with Chartwells through [depaul.catertrax.com](http://depaul.catertrax.com) in order to place a food order. Food must be ordered at least 72 hours in advance of the event. When requesting food from an outside vendor, please contact Chartwells for specific ordering details. **Note: If the organization has received SAF-B funding, please do not use personal funds to pay for the food ordered.**

If the student organization's event is not on DePaul University property, food does not have to be ordered from Chartwells. The use of an outside food vendor is acceptable. However, the group must still contact the Office of Student Involvement to ensure that proper procedures are followed to pay for the food ordered. You can find more on the [Chartwells website](#).

### Consumption Contests

Food or beverage consumption contests are not permitted as they can pose a threat to the well-being of students. The Office of Student Involvement encourages students to avoid activities that involve risk to self or others, taking reckless action that results in physical harm to any person, or taking any action that creates a substantial risk of physical harm to any person (as noted in the [Code of Student Responsibility](#)).

## Alcohol Policies

Alcoholic beverages may not be served at events sponsored by student organizations without authorization from Student Affairs. Unless specific risk management mechanisms are in place, authorization will generally not be given to any student organization that is hosting an event at which students under 21 will, or could be, present. Notification of such authorization will be sent to the student organization itself, the organization's moderator/advisor, the building director and the Public Safety Office.

Please refer to the [Code of Student Responsibility](#) to see this policy in its entirety.

### Graduate and Law Student Organizations

Authorization for on- or off-campus events with alcohol are shared in the forms section of DeHub for graduate and law student organizations only. These On- and Off-Campus Student Organization Alcohol Permission Request Forms must be completed and submitted a minimum of five (5) business days prior to your event. If you have any questions regarding your request, please contact Student Affairs at 773-325-4852.

## **Fraternity and Sorority Life**

Fraternity and Sorority Life student organizations will be prompted to complete the Fraternity and Sorority Life: Event Registration form upon registering their events in DeHub. This form must be completed at least two weeks prior to the date of the event with alcohol. Liquor liability insurance is required for Fraternity and Sorority Life student organizations to hold events with alcohol, and you will be required to upload a copy onto the DeHub event registration form. Once submitted, a risk management meeting will be required with a professional staff member in the Office of Student Involvement. This meeting must occur one week prior to your event with alcohol. Please note: Events with alcohol cannot occur on campus

## **Marketing Materials & Resources**

### **Marketing Policies**

There are a number of ways your student organization can advertise on the Lincoln Park (LPC) and Loop campuses. These include:

- Large Posters/Oversized Banners (No larger than 40" wide x 60" high OR 60" wide x 40" high)\***See stipulations below for hanging large posters/oversized banners**
- Flyers (up to 11x17)
- Bulletin boards located in a variety of buildings on both campuses
- Digital boards located in a variety of buildings on both campuses
- Table tents for tables in the dining centers of the Student Center (LPC) and the DePaul Center, Floor 11 (Loop)
- Handbills (half or quarter sheet promotional print material)
- Chalking (permitted only at LPC)
- Promotional tables located on the of the DePaul University Student Center, Floors one and two (LPC) and the DePaul Center, Floor 11 (Loop)

### **Flyers**

Materials for posting on campus must be approved and registered with the Office of Student Involvement at either the Lincoln Park Student Center, Suite 201 (LPC) or DePaul Center Suite 11027 (Loop). A copy of all promotional materials will be kept on file and date stamped for timely removal. Materials may be posted for up to 14 days. All materials will be removed the day after the event or after exceeding your 14-day posting allowance.

In order to preserve DePaul University community standards and ensure the aesthetic quality of the campuses, the following guidelines are provided:

- Materials are limited to a maximum size of 11x17 inches.
- Materials are limited to 15 copies with original Office of Student Involvement approval stamp per campus. Residential Education's front office in Centennial Hall will approve additional copies for each of the residence halls at the Lincoln Park Campus.
- Materials are limited to one per bulletin board.
- Materials must display the name of the sponsoring department or organization.
- Materials must be appropriate in content. For example, materials must not be abusive or demeaning, encourage the sale or use of alcohol, promote or facilitate any aspect of substance abuse, or encourage specific illegal acts.

- Regardless of location, flyers hung on campus by student organizations must display an original Office of Student Involvement approval stamp or they are subject to removal.
- Materials promoting an event that is funded in whole or in part by SAF-B, must include the [SAF-B logo](#) found on DEHUB.

#### **\*Large Poster/Oversized Banner Stipulations**

- Banners must advertise a student organization event or student organization meeting.
- Banners may be hung for no more than two weeks.
- Banners should not be larger than 40" wide x 60" high OR 60" wide x 40" high.
- Banners must clearly display the sponsoring organization for an event, meeting or gathering.
- All banners must be in compliance with DePaul University's [Display of Materials Policy](#).

#### **Locations**

Posters/flyers approved by the Office of Student Involvement are only permitted for display on the following boards:

- Lincoln Park Campus Student Center
- Schmidt Academic Center (Floor 1 only)
- Loop Campus Lewis Floors 10-16
- Loop Campus DePaul Center Floors 5-11

Boards outside of these locations are managed by individual departments within the University and permission should be sought prior to posting. Materials for posting in residence halls must be approved and stamped in the Residential Education Central Office located in Centennial Hall, Lincoln Park Campus (2345 N. Sheffield Avenue). The Residential Education Staff will distribute the flyers to the halls for posting.

#### **Table Tents**

Table tents can be made from a sheet up to 8.5x11 folded into any form for placement on tables in the University dining centers, with a maximum of one per table. Table tents should be free standing. One copy is necessary for approval by the Office of Student Involvement. Student Centers will clear them at their own discretion.

#### **Handbills**

Handbills may be handed out anywhere on campus but cannot disrupt the flow of pedestrian traffic, especially in or near campus buildings.

#### **Chalking**

Please refer to the [Student Center Policies](#) for more information regarding chalking. Chalking is permitted on the sidewalks on the Lincoln Park campus only. No chalking is permitted on any vertical locations including sides of buildings, etc. All chalking must indicate the date, time, location and sponsor of the event. Chalking must be in a location where the advertising can be reached by rain; therefore, no chalking is permitted under an area where there is an overhang. Any chalking placed in unauthorized locations will be removed by facility services and the cost of the removal may be charged back to the responsible party. Messages may not contain profanity or may not abuse, assail, intimidate, demean, victimize, or have the effect of creating a hostile environment for any person based or group of people on any of the [protected characteristics in DePaul's Anti-Discrimination and Anti-Harassment Policy and Procedures](#).

### **Promotional Tables**

There are six-foot tables that can be reserved on a first come, first served basis to promote upcoming events. The table cannot be reserved on behalf of an external vendor. Tables must be reserved one week in advance by submitting the Promotional Table Request Form on DeHub. Additional regulations and expectations are found on the form itself.

### **T-Shirts and Other Memorabilia Policy**

All registered student organizations should consult with the Office of Student Involvement when purchasing t-shirts or other memorabilia when using the University name, logo, emblem, etc. to ensure that the necessary procedures are followed.

### **Printing/Photocopying**

Student Organizations can print one copy for free, but are charged for each additional copy made. Student organizations are billed quarterly for these services.

## **Additional Advertising for Student Organization Events**

The Office of Student Involvement has developed several methods to advertise student organization events. Please use the contacts below for any avenue your organization wishes to utilize.

### **DEHUB**

Create an event and select “Share on the Organizations & Departments Calendar.” Please contact our [Student Involvement Ambassadors](#) for assistance with DeHub.

### **Channel 4**

Located in all DePaul residence halls. [channel4@depaul.edu](mailto:channel4@depaul.edu)

### **Radio DePaul**

(773) 325-7341

[radio.depaul.edu](http://radio.depaul.edu) <mailto:radiodepaulmusicdirector@gmail.com>

### **The DePaulia**

Student organizations receive a 40% discount. Student organizations that submit their requests through

[DEHUB](#) receive an additional discount. (773) 325-2283

[thedepaulia.com](http://thedepaulia.com) [depauliabusiness@gmail.com](mailto:depauliabusiness@gmail.com)

### **Student Centers**

LPC Student Center Video Channel (773) 325-7346

## Website Guidelines

Only registered student organizations with the Office of Student Involvement are allowed to have DePaul student organization websites and these websites are available within DeHub. The websites may not be used for individual students, class projects or non-DePaul students or entities. The text and graphic content of the website is solely the responsibility of the student organization. All website content must be in accordance with University policies and procedures. Student organizations are encouraged to use their good judgment and to critically review what is posted on their websites. If an organization's website is found to violate any University policy, the website will be taken off the DEHUB servers.

### Other website rules and requirements include:

- Links to resources outside of DePaul servers must not violate DePaul policies and guidelines.
- The use of website space for promoting or advertising commercial goods or services, soliciting customers or investors, and selling and distributing illegal goods or services is strictly prohibited.
- DeHub websites are not eligible for redirects but can be visited by anyone publicly by a URL address provided by DeHub.
- Student organization websites must follow Office of Student Involvement, Information Services and DePaul policies and guidelines.
- Websites are to be used for the sole purpose of communicating information about the student organization.
- The student organization may not password-protect the Web page, its content or its files in such a way that DePaul is unable to remove the Web page.
- The webmaster is responsible for passing along all policies, passwords, etc. to the next webmaster.
- The content of the website should be current, accurate and regularly updated. If content is not updated after 15 months, the Office of Student Involvement has the authority to remove the website.
- Website navigation should be easy to follow.
- All websites require sitemaps.

### Email Resource Account Requests

Student organizations are able to request an email resource account for their group. This process begins with the [Email Resource Account Request](#) form on DeHub to provide the necessary student, advisor, and organization information. Once this is complete, the advisor will need to complete a [ServiceNow](#) request through



## **Additional Policies**

### **Guest Speaker Policy**

DePaul encourages its registered student organizations to sponsor guest speakers whose presentation will contribute to the role of the University as a forum for intellectual discussion, debate, investigation and/or artistic expression. Speakers provide an opportunity for students to hear and discuss opposing viewpoints on a wide range of issues. It should be understood that providing a forum in no way implies university approval or endorsement of the views expressed by the sponsored speaker. This statement must be included in all publications and advertising of the event.

### **Procedures for Student Organization Speaker Review**

Affirming the vision, values and mission of DePaul University expressed in the DePaul University Mission Statement and the Guiding Principles on Speech and Expression, DePaul is committed to fostering an educational community that welcomes free and open discourse.

Standing in the Catholic, Vincentian, and American university traditions, free and open discourse at DePaul has a unique character. Among other things, speech and discourse have, as their end, the pursuit of truth, the search for the common good, the broadening of perspectives, and the amelioration of injustice, as well as the deepening of mutual respect, understanding, and solidarity among all people and cultures.

Speakers provide an opportunity for students to hear and discuss opposing viewpoints on a wide range of topics. As such, DePaul encourages student organizations to plan, promote, and engage in thoughtful, respectful and challenging dialogue, including through guest speakers. It should be understood that providing a forum in no way implies university approval or endorsement of the views expressed by the sponsored speaker.

In order to facilitate registered student organizations bringing speakers who are not members of the DePaul community to campus, DePaul has implemented the process detailed below. All student organizations seeking to invite a speaker to campus must use this process. This process will be annually reviewed by Student Affairs.

For purposes of this process, a speaker is someone from outside the DePaul community whom a registered student organization has invited to speak on-campus to a group beyond just the members of the student organization on-campus.

In other words, this process does not apply to:

- Speakers from within the DePaul community.
- Faculty, academic units, or university units or groups other than registered student organizations who are bringing speakers to campus.
- Student organizations who are planning off-campus events.
- Student organizations who are planning speakers intended only for their registered group members.

Additionally, invited guests other than speakers (musicians, comedians, cultural presentations, etc.) are not included within the scope of this process at this time. Other policies and procedures may apply to these events.

1. Application: Any student organization seeking to invite a speaker to speak on-campus must complete an application through [DeHub](#). Student organizations are encouraged to submit applications for speakers with as much lead time as possible. **At a minimum, applications must generally be submitted no less than one month prior to the initial proposed date.** Applications for events less than one month away will be considered if feasible. The Speaker Review Committee may set forth more detailed procedures regarding the application process and timeline.

The complete Procedures for Student Organization Speaker Review can be found on DeHub.

**What happens if you invite a prominent speaker to campus? What if you would like the media present at your event?** Contact the Office of Student Involvement. We will assist you so that the proper university officials are notified and can aid you in these requests. Please contact our office prior to confirming the speaker's visit.

## Protection of Minor Children Policy

DePaul's [Protection of Minor Children policy](#) requires that all programs involving Minors be registered with Compliance & Risk Management.

To promote the safety and general welfare of Minors, your student organization must register any programs involving minor children at DePaul or programs involving Minors under the authority of the university conducted elsewhere.

If you have not already done so, please take immediate action to ensure compliance with this policy requirement by registering programs on the [Programs & Events with Minor Children website](#).

If you are uncertain as to whether your area has a program with Minors that must be registered as required by the policy, please contact [minorchildren@depaul.edu](mailto:minorchildren@depaul.edu).

## Fundraising Guidelines

For specific guidelines on bake sales, auctions, raffles, and gifts see the [Fundraising Events and Activities Policy](#). Student organizations, as advised and instructed by the Office of Student Involvement, must submit a [Fundraising Event Clearance Form](#) to the Director of Gift Processing for Advancement if they are planning a fundraising event that meets AT LEAST ONE of the following criteria:

- A) The group is planning to mail invitations to Alumni, Corporations and/or Foundations to purchase tickets to attend the event
- B) The group is promoting the event as a formal affair (e.g. a formal sit down dinner) with proceeds supporting the group's efforts
- C) The group will be soliciting individual and/or corporate sponsorship support in the form of cash donations of \$250 per donor or gifts in kind (such as catered food, auction items, apparel) of \$250 or more per donor to underwrite the event
- D) The group is charging an attendance/entrance fee of \$75 per person or more

The [Fundraising Event Clearance Form](#) must be submitted to the Director of Gift Processing of Advancement prior to planning, mailing event invitations and/or publicly announcing the event in any

way. The clearance form is available on the [Office of Development website](#). It must be filled out completely and include, among other details, the purpose of the event, the proposed event budget, how the event will be paid for, the types of invitees that will be invited (e.g. alumni, corporations, etc.) and the Fair Market Value of all benefits returned to attendees in exchange for their payments to attend.

Within 3 to 4 days of receiving a completed clearance form, the Director of Gift Processing will notify the event contact person about whether the event has been approved or declined by the Senior Vice President for Advancement. Incomplete forms will be returned to the event contact person for completion. If the event is approved to take place, the event contact person must then schedule a meeting (or meetings) with the Director of Advancement Meetings & Events and the Director of Gift Processing to plan the event according to the University's standards for conducting fundraising events and legal reporting requirements. The event contact person must also submit a list of invitees to the Director of Advancement Meetings & Events.

**If faculty/staff members or student groups are considering soliciting gifts in kind for an approved event, including auction/raffle items, solicitation forms and donation-tracking forms can be obtained from the Director of Gift Processing. Please see both the [Gift Acceptance & Processing policy](#) and the [Catering Donations Policy](#).**

We advise that all DePaul student groups consult with OSI prior to planning, publicly announcing and/or conducting fundraising events aimed at generating charitable contributions for DePaul, its schools, colleges, programs and/or student groups.

### **Auctions**

Fundraising events in which individuals (including services provided by individuals or time with individuals) are "sold" or "auctioned" are prohibited. This policy does not apply to raffles or auctions of services from commercial vendors.

### **Bake Sale and Food Donation**

Student organizations may hold bake sales, as long as all sanitation guidelines and health regulations are followed. Student organizations need permission from Student Centers if the food is donated. Baked goods must be individually wrapped in clear wrap. The bake sale area must be orderly during the sale period and must be cleaned thoroughly immediately following the bake sale. If the food is donated, there may be tax implications for the donor. Please contact the Office of Advancement as well as Student Centers and be sure to review the [Student Centers Policy Manual](#).

### **PayPal**

The use of PayPal is not supported by the Office of Student Involvement and DePaul University. Student organizations seeking to have money donated to them electronically should work with the Office of Advancement and have funds donated to the student organization through [Gift Processing](#).

## **Casino Night/Gambling Policy**

### **University Gambling Policy**

In accordance with applicable Illinois and federal gambling laws, DePaul prohibits gambling or any form of illegal wagering, bookmaking or unauthorized games or contests of chance on university premises, including but not limited to university housing and/or university sponsored functions including sporting

events. In addition, students shall not knowingly provide information to assist any individual involved in any gambling activities.

### **Student Involvement Casino Night Policy**

A student organization may only host a casino night or an event involving a game of chance (poker, blackjack, roulette, etc.) if the organization is granted approval from the Office of Student Involvement. Student organizations are advised to meet with their Office of Student Involvement liaison at least four months in advance of the planned event. The organization must work in conjunction with the Office of Student Involvement to complete the appropriate paperwork through the State of Illinois. In addition, the Prizes, Gambling Events, and Wagering Policy requires notice to the Controller's office three months prior to the event. If your organization plans to fundraise and/or charge at the door, a charitable gaming license must be obtained from the State of Illinois at least 30 days in advance of the event. There are state limitations as to how many casino nights can be hosted in a given year. The student organization is responsible for the fee associated with obtaining the license, which cannot be funded by SAF-B.

### **Student Center Casino Night Policy**

Be sure to review the [Student Centers Policy Manual](#). No event taking place in a Student Center facility that involves legal gambling, raffles or games of chance may take place unless they have obtained the proper licenses from the City of Chicago and/or State of Illinois. Student groups should work with the Office of Student Involvement to host such events. Gambling includes but is not limited to poker, card games, games of chance, raffles, and betting. You must apply for the license at least 30 days in advance of the date of the event. This only applies to the charitable gaming license for casino events. The raffle license is separate and the University renews this annually. As a student organization, you will still need to inform the Office of Student Involvement about your raffles according to the raffle policy.

## **Off-Campus Events & Travel**

Student organizations may sponsor an event off campus for its members. Events held off campus may be covered by the University's insurance policies. If the student organization holds an event off campus at a third party location, that party may request that DePaul issue a certificate of insurance (at no cost). The [Office of Compliance and Risk Management](#) can submit these requests to our insurer upon request if the event is a covered event. Consult with the Coordinator for Student Organizations in OSI if you need a certificate of insurance.

### **University Vehicle, Driver, and Travel Safety Policy**

See the [University Vehicle, Driver and Travel Safety Policy](#) for specific requirements and considerations. DePaul University does not accept responsibility for, nor does insurance coverage extend to, any travel program not authorized by the University. The use of the name DePaul University in connection with anything other than an authorized travel program is strictly prohibited. This policy explains the responsibilities and requirements related to vehicles owned, rented or leased by the University; explains the responsibilities and qualifications for drivers of vehicles owned, rented or leased by the University and drivers who are driving their personal vehicles for university business and events; and explains the responsibilities and requirements for sponsoring travel for university business and events. DePaul University does not have DePaul owned vehicles for student organizations to lease or rent. All vehicles used for travel must either be rented from an outside vendor or be your personal vehicle. Please visit the following website to view car rental vendors that offer [DePaul Demon Discounts](#).

## **Driver Qualifications**

**All drivers who will be driving students in personal vehicles for university business must meet the following qualifications:**

1. Have a valid state issued driver's license.
2. Have no more than two at-fault accidents/violations within the last three years.
3. Have no DUI or DWI convictions within the last five years.
4. Be at least 21 years old. Drivers who are 18-20 years old may, under certain circumstances and subject to discretion of the Office of Risk Management and Environmental Health and Safety, be allowed to drive for local travel.

## **Driver Certification**

Additionally, all drivers who will be driving university vehicles or who will be driving students in personal vehicles for university business must participate in a driver certification process maintained by the Office of Environmental Health and Safety. The driver certification process is initiated by filling out a "Motor Vehicle Form" available on the [Environmental Health and Safety website](#).

This driver certification process will include a check of the driver's driving record (with a charge back to the department that has requested that the driver go through the driver certification process) and an online driver-training program. Drivers will be notified within four to five business days if they successfully completed the driver certification process. In order to remain certified, employees must successfully complete the driver certification process every three years and students must successfully complete the driver certification process annually. Additionally, drivers who are in a vehicle accident while driving a university vehicle will be required to repeat the driver certification process. Student organizations are responsible for ensuring that drivers who are driving university vehicles or who are driving students in personal vehicles for university business for, or related to, that department have successfully completed the driver certification process.

Any exceptions to the above driver certification requirements must be authorized by the respective university officer and approved by the Office of Environmental Health and Safety.

## **Travel Waiver**

Travel waivers allow the University to communicate the responsibilities, rights, and risks associated with certain student travel. Registration with GE allows the University to accurately keep track of certain student travel in a centralized manner. Registration also helps to improve the safety of those traveling by allowing the University to quickly communicate with students in case of an emergency. Additionally, registration allows the University to track over time the number of students who participate in different activities. Non-local travel is travel outside the Chicagoland area (Cook, DuPage, Kane, Lake, McHenry and Will counties) whether traveling in a university vehicle, a personal vehicle used for university business, or other transportation provided by or arranged by the University (e.g. a chartered or rented vehicle, or public transportation) for university business

## **International Travel**

For international travel, registration gives GE an opportunity to proactively share health and safety information (including emergency procedures) and other resources; and to facilitate the purchase of health insurance, which will be charged to students to DePaul Student Accounts. All student organizations seeking to travel overseas must have a DePaul Support Verification Form signed by the

Vice President for Student Affairs to receive proper authorization for their travel. Once the Support Verification Form has been signed, students must submit the form to the International Programs Office via [email](mailto:travelregistration@depaul.edu) to [travelregistration@depaul.edu](mailto:travelregistration@depaul.edu) or hand delivered to the International Programs Suite 9300, 9<sup>th</sup> Floor, DePaul Center (Loop Campus). Students are also required to register their travel on the [International Programs Office website](#) no less than 30 days prior to departure (and no less than 60 days prior to departure to Travel Warning countries). For any questions regarding the Travel Registration process, please email: [travelregistration@depaul.edu](mailto:travelregistration@depaul.edu). For all other travel, the sponsoring unit is responsible for managing health and safety procedures, including emergency procedures. Travel waivers and registration with Global Engagement (GE) are required as follows.

Location and Duration of Travel	Type of Activity		
	Credit-Based Activities	Co-Curricular or Extra-Curricular Activities	Transfer Activities
Local (any length)	No requirements pursuant to this policy	No requirements pursuant to this policy	No requirements pursuant to this policy
Non-local domestic (day)	Waiver required	Waiver required	No requirements pursuant to this policy
Non-local domestic (overnight)	Registration with GE required - <i>except for internships and clinical activities</i>	Waiver required	No requirements pursuant to this policy
International (any length)	Registration with GE required	Registration with GE required	Registration with GE required

## **Code of Student Responsibility**

The Code of Student Responsibility outlines expectations and standards of behavior for the student community. Student organizations are expected to abide by University policies and procedures, including those in the Code of Student Responsibility. A full description of the Code of Student Responsibility can be found [here](#).

### **Political Campaign Activities**

Solicitation on DePaul University's campus is permitted only with appropriate approval from the University. These policies have been established by the Division of Student Affairs to communicate proper procedures to student organizations and local and national campaigns.

Campaign-based student organizations will not be allowed on campus ("Blue Demons for XXX"). With this, we encourage students seeking to support specific candidates to connect with the general political student organizations.

Approved student organizations (undergraduate, graduate, and law) may table on behalf of one or more candidates. DePaul students must oversee this activity at all times, and groups must remain within their assigned spaces. Solicitation at unauthorized locations around campus – including in residence halls, classroom buildings, and other public areas is prohibited.

The following departments must be notified if a political candidate, elected official (current or former), or candidate's "surrogate" is planning to attend campus: Community and Government Relations, Office of Public Relations and Communications, Public Safety, and Student Centers. The Office of Student Involvement must be notified if a student organization is hosting a person or event. These departments reserve the right to require security to be present to ensure the safety of students and guests. The student organization (or campaign) will be responsible for covering any security-related costs that may be incurred. Additionally, reservation fees will be determined based on the on-campus vs. off-campus sponsorship, intended audience, and other factors.

All student organizations are expected to abide by University policies regarding political campaign activities. A full description of this code can be found [here](#).

### **Usage of University Name, Logo, Emblem**

The DePaul University name, logo, official university seal, athletics Blue Demon symbol, and any other DePaul University symbol are all officially licensed trademarks of DePaul University. For the Blue Demon, you must get permission from Karen Loiacono, Associate Athletics Director for Marketing and Licensing at [kloiacon@depaul.edu](mailto:kloiacon@depaul.edu). For any other DePaul trademark, please email the request to Enrollment Management and Marketing at [broman@depaul.edu](mailto:broman@depaul.edu).

## Student Organization Finance

### The Student Activity Fee Board (SAF-B)

The major funding source for student organizations is the Student Activity Fee. Each quarter all full-time undergraduates pay \$25 that is held in a fund available to all registered undergraduate student organizations. Organizations may apply for money from the Student Activity Fee to help offset financial expenses for programs and events that enhance the student experience at DePaul.

Once your organization has completed the registration process with the Office of Student Involvement, your student organization's president and treasurer are **REQUIRED** to attend a SAF-B workshop to become eligible to apply for funding from the SAF-B source. Student organizations must be in good standing with the Office of Student Involvement to receive funding. For graduate student organizations, please refer to the graduate organization funding section. If you have questions regarding where to start your application for funding, please go to the SAF-B page on DeHub.

### SAF-B Request Application Steps

1. Your student organization must be a registered student organization for the current academic year by the Office of Student Involvement.
2. Presidents and treasurers are required to attend a SAF-B workshop. A listing of dates can be found on the DEHUB SAF-B page.
3. There are two monthly budget periods: hearing funding and discretionary funding. Hearing budget periods are for requests over \$1000 and discretionary budget periods are for requests \$1000 or less. For both categories, events/expenses must occur at least 30 days from the budget period application deadline. Please refer to the SAF-B page (*link*) on DEHUB for application deadlines.
4. Fill out the SAF-B application (available in the organization's portal treasury) Only the first 20 complete applications will be accepted Access to SAF-B applications will only be granted to the president and treasurer of an organization and they must have attended a SAF-B workshop.
5. Submit your application in DEHUB.
6. The Student Activity Fee Board will review your application the Friday following the application deadline. For hearing applications, organization presidents/treasurers are required to attend a hearing with SAF-B the Friday after application deadline. The funding allocated to your organization will be uploaded to your DEHUB application. Refer to the comments section for an explanation of funding. In this notification you will find further information about payment processing and procedures for reimbursement. Please make sure to read thoroughly.
7. Please refer to the SAF-B Guidelines (*link to Guidelines*) and SAF-B page (*link*) on DEHUB for full information on the SAF-B process.

### Award Letters

Student organizations that have been approved for funds are given award letters. The award letter includes information about how to proceed once funding is awarded. The awarded amounts appear on the application itself in the "uploaded documents" section. The award letter also includes deadlines of when receipts/invoices need to be turned in, as well as information about contracts. Please make sure to read this information carefully.

All funding applications are due by 5 pm on the application deadline date. Events less than one month away from a hearing date are not eligible for funding. **Please note: Only 20 complete applications are**



**accepted per monthly hearing on a first-come, first-served basis, so complete the application in its entirety and submit it by the deadline.**

### **SAF-B Discretionary Funding**

For requests that are less than \$1000, your organization must complete all SAF-B application procedures, but will not have to attend a hearing. By reducing the requirement to attend a hearing for less costly programs, more hearing slots are open to afford more organization applications overall.

1. Ensure that your request is \$1000 or less and that you are requesting funding for an expense/program that is within the timeframe listed on the Discretionary Funding Dates and Deadlines on the SAF-B page on DeHub.
2. Complete the SAF-B application and budget planner (This is the same process for organizations applying for SAF-B funds over \$1000.)
3. Submit your application and budget planner by 5 pm on the Discretionary Funding deadline on [SAF-B page](#) on DeHub.
4. The SAF-B Discretionary Committee (Two advisors, one Student Government Association chair and a rotating general SAF-B member) will review your application the Friday following the application deadline. The funding allocated to your organization and an explanation of funding will be uploaded to your original SAF-B application on DEHUB.

### **Payments**

Vendor payments are made in the following ways.

1. Payment Processing Form in DEHUB: You can access this form from your portal in DeHub. If Complete this form and upload the invoice from a vendor. This ensures that the vendor will receive payment by university check. Please note that DePaul's payment terms are NET 30, so a vendor will receive payment 30 days after the service has been completed.
2. If the purchase can be made online, please make an appointment with the a member of the Office of Student Involvement, and the purchase can be made with the University's credit card.
3. Any payments over \$2,500 must have a purchase order, which must be requested prior to the goods or services being rendered. Only the Office of Student Involvement can request purchase orders for items over \$2,500.

### **Reimbursements**

Reimbursements can be submitted to the Office of Student Involvement for expenses that have been awarded through SAF-B and for funds in an organization's on-campus account. To request a reimbursement, please fill out the payment processing form found in DeHub. This must be filled out with all documents (original receipts, invoices, etc.) prior to submitting it to the OSI Reimbursement Process. You will be responsible for reading the award letter to know the dates of when receipts/invoices should be given to the OSI Reimbursement Process. If you miss the deadline, you will NOT be reimbursed and you will be responsible for all invoices. In other words, your award letter will be null and void. Reimbursements and invoices will be paid 30 days from when accounts payable receives the paperwork. Because of the numerous reimbursements and invoices that come in to the Office of Student Involvement, please allow 10 business days for the OSI Reimbursement Process to complete the paperwork. All receipts must be original, not copied. We will accept a photo or screenshot of the receipt if all details are visible.

The receipt should show the following:

- Vendor
- Amount
- Date
- Items Purchased
- Method of Payment
- Purchaser

All food purchases (catering or from a store) must have a notation indicating the business purpose and a list of names taking part in the event. The person who makes the purchase will be the person reimbursed. If what is turned in is only a confirmation of the purchase, you will need to show proof of purchase (i.e., canceled check, bank statement, credit card bill, etc.).

### **University Funding Policies**

Student fees will only be allocated to registered undergraduate student organizations. Student organizations that are considered out of date/not fully registered on DeHub for the current academic year or not in good standing are not eligible to utilize university funding.

### **Cultural Allocation Board**

- This funding is for all approved cultural student organizations and is not a part of the SAF- B funding process.
- Student organizations must submit all proposals by 5pm on proposals and discretionary due dates.
- If a proposal does not meet stated criteria for funding or is incomplete, it will be returned for more information or declined via DeHub. ( if you are missing documents you will have until 9am the day of hearing to submit to Melanie at [MCALLOW4@depaul.edu](mailto:MCALLOW4@depaul.edu))
- The maximum dollar amount that can be requested per proposal request cannot exceed \$3,000.00.
- Cultural Student Organization can only apply for one hearing and one discretionary per quarter (or) two hearings only (or) two discretionary.
- Cultural Student Organizations proposals cannot exceed \$ 3,000.00 per quarter.
- If a cultural student organization chooses to apply for both a hearing and discretionary, a hearing proposal cannot exceed \$2,000.00 and a discretionary proposal cannot exceed \$1,000.00.
- For food requests: Organizations must continue to provide 2 (two) copies of food bids with proposals for food requests over \$300.00. Food requests will not be granted for more than \$1,500.00 per request. Approved funding for food requests will be paid directly to Chart wells on your behalf.
- For events and programs requests: Organizations must provide two quote for all expenses.
- For retreats/conferences the maximum dollar amount that can be requested is up to \$1,500.00 (once a year).
- Student Organizations must use the Allocation Fund Budget Summary and Allocation Fund invoice form when submitting Allocation Fund Proposals via DeHub.
- Approval letters are sent to organizations, appropriate board representative and Adviser (if available) via DEHUB the Wednesday after the funding hearing.
- Cultural Student organization must meet with Michelle Chong no later than 5 days after being awarded funding for all programs, events, retreats and conferences
- If there are surplus funds due to your organization not spending all of it awarded funding, the surplus funds will be reallocated back to the Allocation fund.

- The Cultural Student Organizations Allocation Fund will not fund the following:
- Programs that generate academic credit for those students who participate.
- Financial support for political programs, parties, individual candidates, or direct lobbying efforts.
- Purchase of alcohol.
- Payment of elected or appointed student leaders.
- Purchase of costumes, T-Shirts and similar paraphernalia that will not be used more than once.
- Payment of expenses incurred while attending an outside conference.
- Presents or gifts
- Programs that support war issues.
- Student Organizations that receive funding for programs and events must complete the cultural student organization program evaluation form with budget receipts two weeks after completion.
- Student Organizations participants of conferences and conventions must complete the conference participant evaluation form via DEHUB one weeks after attending the conference or convention.
- **Failure for not successfully completing all requirements stated above can result in not receiving future funding for conferences and conventions.**
- After submitted proposal applications are received by 5:00 p.m. on deadline due date, student organizations will be assigned 5 minute presentation time for single requests and 10 minutes to present proposals for multiple requests to the Cultural Student Organizations Allocation Fund Board. Failure of an organization to attend its specific hearing time shall result in automatic forfeiture of its eligibility for funding. (**Only for Funding Hearings**)

### **Graduate Organization Fund**

The Graduate Organization Fund (GOF) represents a source of financial assistance for graduate organizations to plan events within the DePaul community or attend conferences. DePaul's Office of Student Involvement (OSI) reserves funding for active graduate organizations and manages the process for allocation. It is the goal of OSI to help support DePaul's graduate students in meeting their organizations' mission and purpose during their co-curricular time at DePaul University.

### **GOF Eligibility**

- Complete registration/renewal process with Office of Student Involvement on DeHub
- President and Treasurer must complete the GOF workshop training for the academic year
- Please contact Natalie Stone at [nstone4@depaul.edu](mailto:nstone4@depaul.edu) for training details
- Event/expense must be at least 30 days from when the funding application is submitted

### **GOF Funding Limits**

The overall funding available for graduate organizations per year is limited, and therefore OSI places limits on certain expenses. Graduate organizations may receive:

- Up to \$400 cap on travel per year
- Up to \$400 cap on lodging and registration per year
- Up to \$400 cap on food per year
- Up to \$250 cap on organization dues

### **GOF Funding Restrictions**

Because the Graduate Organization Fund is intended to support programs which impact the student experience, further the University's mission, and adhere to its policies, graduate organizations may not request funding for the following:

- Items that have already been paid for;
- Political candidates or lobbying efforts;
- Contributions to any private business, association, group, or person;
- Contributions to charitable organizations;
- Employment of faculty, staff, advisors or students (other than instructors and coaches);
- Gifts/awards for members or advisors;
- Payments of debts and previous expenditures;
- Purchase of alcohol;
- International travel;
- Individual membership dues;
- Online advertising;
- Websites (organizations can create a free website through DEHUB)
- Food for general body or executive meetings;
- T-Shirts;
- Formals.

### **GOF Application Process**

All graduate organizations must follow the process below when applying for GOF funding. By submitting an application, graduate organizations agree to abide by the guidelines contained herein. Any additional questions and concerns should be directed to the SAF-B Advisor.

- **Applications are accepted on a rolling basis, but the event/expense must be at least 30 days from when the application is submitted.**
- **The GOF funding cycle runs May 1 – April 30, for events/expenses July 1 – June 30.**
- **The final date to apply for funding for the current funding cycle is April 30, for events prior to June 30. Applications submitted after May 1 are for events/expenses for the next funding cycle, beginning July 1.**
- The president or treasurer of the student organization must submit the application using DeHub's budget module.
- Select "Graduate Organization Funding" as the Budget Period.
- Complete the form and upload the required documents:
- Room reservation for on-campus events. The status must read "Confirmed" or "Pending", not "Web Request".
- Two quotes for most line items.
  - Quotes must be in English or a translation must be included.
  - Exceptions to the two quote requirement include: Chartwells, registration fee, gas/mileage, coaches/speakers/performers, DePaul security. Only one quote is required for these items.
- Biographies for anyone they are requesting to bring to campus, including coaches, DJs, speakers/performers, etc.
- Guest Speaker Approval Letter if planning on bringing a guest speaker to campus. The Guest Speaker Approval Form can be found under Forms on DeHub. \*Please note that

the approval board meets monthly, so it is best to submit this guest speaker request at least two months prior to your event.

- An itinerary/agenda for any requests involving travel to a conference, tournament, competition, etc. as well as maps showing roundtrip miles if driving and requesting gas/mileage.

### **Using GOF Funds**

After a graduate organization's request for funds has been approved, an award letter will be uploaded to their funding application. This award letter includes details on payment processing, contracts, and reallocation requests. The student organization and advisor are responsible for maintaining an accurate record of all expenditures.

All expenses must be made after the award letter has been sent to the organization. The president or treasurer can schedule a meeting with the Office of Student Involvement to pay for expenses on the university pro-card. If a student organization makes a purchase on their own, they must submit an original copy of the receipt along with the Payment Processing Form on DEHUB, which must be completed within 30 days of the purchase.

Contracts must be completed at least 21 days prior to the event. Performance/vendor agreements will be uploaded to a student organization's funding application at the time of funding allocations along with the award letter. This agreement must be completed by the performer/vendor, and then uploaded by the student organization into the Contract Submission Form on DeHub.