

**SAINT LOUIS UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION**

**Student Organization Handbook  
2015-2016**



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## **Important Terms and Acronyms**

**SGA** – Student Government Association

**SIC** – Student Involvement Center

**ComSO** – Committee for Student Organizations

**“University”** – This will always refer to Saint Louis University in this handbook

**CSO** – Chartered Student Organization

**ProbSO** – Probationary Student Organization

**PSO** – Prospective Student Organization

**ESO** – Endorsed Student Organization

**BSC** – Bush Student Center

**CCC** – Cross Cultural Center

**SAF** – Student Activity Fee

## **A Letter from the Vice President for Student Organizations...**

Dear Student Leader,

Thank you for your dedication to the Saint Louis University Community! I am extremely excited to have this opportunity to work with all of you for the betterment of our community. I hope that this handbook provides you with valuable information to help your organization foster the university's mission and project growth for the future.



This handbook is designed as a reference guide for all student leaders. It will provide basic information that is necessary for all student leaders to be aware of. Many of the questions you may have can be answered in this handbook. If you have more specific questions, feel free to reach out to me!

As the year progresses and we become more established in our roles, I hope that you continue to challenge yourself and your organization by bringing new ideas, projects, events, and people to your organization and to the SLU community. If you find yourself needing help with any of these, I would be more than happy to do so. I am here as a resource to all of *you* and I invite you to utilize that.

Again, I am looking forward to an amazing year and I am grateful to have this opportunity to work with each and every one of you. Please do not hesitate to reach out to me if you have any questions or concerns throughout the year.

Thanks,

Mike Degnan  
Vice President for Student Organizations  
Saint Louis University Student Government Association  
[sga.stuorgs@slu.edu](mailto:sga.stuorgs@slu.edu)

## **University Mission**

**The Mission of Saint Louis University** is the pursuit of truth for the greater glory of God and for the service of humanity. The University seeks excellence in the fulfillment of its corporate purposes of teaching, research and community service. It is dedicated to leadership in the continuing quest for understanding of God's creation, and for the discovery, dissemination and integration of the values, knowledge and skills required to transform society in the spirit of the Gospels. As a Catholic, Jesuit University, the pursuit is motivated by the inspiration and values of the Judeo-Christian tradition and is guided by the spiritual and intellectual ideals of the Society of Jesus.

### **In support of this mission the University:**

- Encourages and supports innovative scholarship and effective teaching in all fields of the humanities, the natural, health and medical sciences, the social sciences, the law, business, aviation, and technology.
- Enables an academic environment which values and promotes free, active and original intellectual inquiry among its faculty and students.
- Maintains and encourages programs which link the University and its resources to its local, national, and international communities in support of efforts to alleviate ignorance, poverty, injustice, and hunger, to extend compassionate care to the ill and needy, and to maintain and improve the quality of life for all persons.
- Strives continuously to seek means to build upon its Catholic, Jesuit identity, and to promote activities which apply that intellectual and ethical heritage to work for the good of society as a whole.
- Welcomes students, faculty and staff from all racial, ethnic and religious backgrounds and beliefs and creates a sense of community which facilitates their development as men and women for others.
- Nurtures within its community an understanding of and commitment to the promotion of faith and justice in the spirit of the Gospels.
- Wisely allocates its resources to maintain efficiency and effectiveness in attaining its mission and goals.

***All Student Organizations are expected to abide by and promote the Mission of Saint Louis University***

## **Student Involvement Center**

The Student Involvement Center at Saint Louis University provides a comprehensive set of co-curricular services designed to enhance the students' opportunities for a holistic education, promoting their intellectual, ethical, spiritual, physical, emotional, and professional development. These programs and activities help students acquire a sense of belonging, develop lifelong friendships, acquire a multicultural perspective, and practice leadership and teamwork skills. Thus, student involvement is an integral part of the University's educational mission as it seeks to combine campus life and the classroom into a seamless learning experience.

BSC Suite 319  
(314) 977-2805

Hours of Operation:  
Mon.-Thurs.: 8:30 a.m.—7:00 p.m.  
Friday: 8:30 a.m.—5:00 p.m.

Dedicated to making college a learning experience both inside and outside of the classroom, the Student Involvement Center staff is committed to facilitating student involvement at Saint Louis University. Through active participation in the diverse co-curricular opportunities that exist at Saint Louis University - including fraternities and sororities, student governing boards, programming boards, media organizations and special interest groups -- students are encouraged to follow their interests and further develop leadership and interpersonal skills.

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Website: <http://involvement.slu.edu>

# **Student Government Association**

The Student Government Association (SGA) is the official voice of every student at Saint Louis University. As such, SGA is charged with chartering and maintaining all chartered student organizations.

SGA is composed of three bodies: the Executive Branch, the Legislative Branch, and the Judicial Branch. The Student Senate meets every Wednesday night in the Senate Chambers (BSC 256) at 5:00 PM. Meetings are open to the public. If you have any individual concerns, please contact your senator. A complete listing of senators and their contact information can be found on the SGA Website, [sga.slu.edu](http://sga.slu.edu).

Office: SGA Suite, BSC 243

Generic Email: [sga@slu.edu](mailto:sga@slu.edu)

## President

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## Vice President of Academic Affairs

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# **Types of Student Organizations**

There are a variety of different types of student organizations here at SLU. Below is a brief description of the different types. More information on each of these types can be found further in this handbook.

## **Chartered Student Organization (CSO)**

CSOs are organizations that have an official charter under the Student Government Association. These organizations have the ability to book space, apply for funding through the Annual Funding Cycle, maintain a SLU Groups page, and numerous other things. In order to maintain their charter, CSOs must maintain good standing with SGA and the SIC.

## **Probationary Student Organization (ProbSO)**

ProbSOs are organizations that are currently in the chartering process to become a CSO. They will remain in this status for 4-6 months, or at the discretion of the Committee for Student Organizations. During this time, ProbSOs have the ability to operate a SLU Groups page, book space on campus for internal meetings, and utilize the various resources provided by SGA and the SIC. ProbSOs are not guaranteed CSO status at the end of their probationary period.

## **Prospective Student Organization (PSO)**

PSOs are organizations that are interested in entering the chartering process to become a CSO. They have reached out to the VP for Student Organizations to express their interest in doing so.

## **Endorsed Student Organizations**

ESOs are organizations that do NOT wish to enter the chartering process, but wish to temporarily gain some of the resources available to CSOs. ESOs have the ability to book space on campus, maintain a SLU Groups page, and access the resources available from SGA and the SIC. They do NOT have the ability to apply for funds through the Annual Funding Cycle. ESOs are required to present to ComSO annually to keep their status.

# **Chartered Student Organizations (CSOs)**

## **What is a CSO?**

A CSO must meet the following requirements in order to have full CSO status every year. Any CSO of SLU shall retain status on campus according to the following guidelines; failure to meet a requirement will result in possible de-charter or sanctions as determined by the Vice President for Student Organizations, the Committee for Student Organizations, or Senate.

1. CSOs shall be defined as a group of Saint Louis University students joined together in the pursuit of a common purpose that consistent with the University's institutional mission. Student Organizations are open to all students without regard to sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, pregnancy, or any other characteristic protected by law.
2. CSOs should have a minimum of 4 executive board members and a total minimum of 10 members.
3. CSOs must be able to provide events and meetings to show that their organization is open to ALL SLU students. If the CSO only caters to a certain population and there are requirements to join the organization then exemptions can ONLY be made through the VP for Student Organizations, the Student Involvement Staff, and the Committee for Student Organizations.
4. CSO leaders and members MUST be an enrolled-student at Saint Louis University. Additionally, every CSO Executive board member MUST be in good standing with the university (academic: minimum GPA requirement 2.5 for executive members).
5. CSO executive board and membership can include both undergraduate and graduate/professional students. However, a CSO cannot only consist of graduate/professional students.
6. All CSOs must have at least one advisor. This advisor must be a full time staff or faculty member of LSU that understands the logistics of the organization and is willing to be a support system for the CSO (please see the "Advisor Guidelines" section of the handbook for more information).
  - For Club Sports or any sort of team sport, the instructor may not be the advisor of the organization unless excused by the Vice President for Student Organizations and the Committee for Student Organizations.

## **Inclusivity**

Every student organization chartered by the University is expected to be free to select its membership upon the basis of individual merit. Any student organization that selects its membership upon the bases of restrictive clauses such as race, color, sex, age, national origin, religion, sexual orientation, disability, or veteran status will be considered operating in conflict with University policy.

Discrimination of any form is not tolerated. This includes potential members seeking membership in the CSO and is not granted membership because of the aforementioned traits. CSOs may not discriminate against any SLU Student wanting to join their CSO.

Every student organization must submit a copy of its Constitution and By-Laws to the Student Government Association on SLU Groups and must specify the methods by which members are selected, realizing that it is free to select members upon the basis of individual merit.

## **Rights of CSOs**

CSOs that are on good standing with SGA have access to certain privileges and rights. The Vice President for Student Organizations, the Committee for Student Organizations, and Senate reserves the right to remove rights from CSOs at any given time if they do not abide by the expectations and policies of SGA and the University. Any questions or concerns should be addressed to the Vice President for Student Organizations.

1. Ability to apply for funds generated by the Student Activity Fee through the Annual Funding Cycle.
2. Ability to appeal the finance committee's funding recommendation in front of Senate during the first and second appeals process.
3. Ability to reserve University facilities or services for meetings and events through Event Services.
4. Ability to apply for Spot Funding.
5. Ability to use and manage a SLU Groups page.
6. Ability to request a SLU email address through IT Services.
7. Ability to advertise fliers or other publicity materials on campus approved by the Student Involvement Center.
8. Ability to create and maintain social media pages under the CSOs approved name.
9. Ability to table during the fall and winter tabling fairs (SLU Fair).
10. Ability to attend the fall and spring leadership workshops sponsored by the Vice President for Student Organizations.
11. Ability to utilize the Vice President for Student Organizations and the Committee for Student Organizations as resources whenever needed.

## **Responsibilities of CSOs**

In order to have access to the aforementioned Rights of CSOs, CSOs must be in good standing with SGA. By completing the following responsibilities, CSOs can remain on good standing with SGA and will retain all of their privileges.

1. Abide by the mission of the University in every and all actions conducted by the CSO.
2. Abide by all policies of the Universities as stated in the Student Handbook and other University policy.
3. Update all contact information via SLU Groups. All contact to CSOs from the Vice President for Student Organizations, the Committee for Student Organizations, and the Student Involvement Center will be performed using the provided contact info on SLU Groups.
4. Have all of the following information on SLU Groups:
  - Updated constitution/bylaws
  - Document with all executive board contact information
  - Advisor agreement and contact information
  - Updated roster.
5. Attend the MANDATORY Leadership Workshops conducted by the Vice President for Student Organizations and ComSO.
  - The Leaders of the Pack workshop will take place in the fall
  - The Leadership Transitions workshop will take place in the spring
6. Attend the mandatory financial workshops conducted by the Finance Committee.
7. Go through a CSO Check-in if requested by ComSO.
8. Fill out the "Intent to Return" form to ensure your charter remains valid for the upcoming year.
9. Have new executive board elected by March 1<sup>st</sup>.
10. Notify the Vice President for Student Organizations of any changes in organizational leadership immediately after they occur.

## **CSO Check-ins**

CSO Check-ins are a way for the Committee for Student Organizations and the Vice President for Student Organizations to stay in continuous contact with CSOs. At any point during the year, CSOs can be asked to perform a Check-in with a ComSO representative or the Vice President for Student Organizations. CSOs can also request CSO Check-ins if they have any questions or concerns regarding their organization throughout the year. All CSOs will be asked to perform a check-in at least every two years.

### **What to expect during a CSO Check-in**

First and foremost, it is important to note that CSO Check-Ins are NOT a form of punishment. It is simply a way for ComSO and the Vice President for Student Organizations to stay connected with all CSOs. Below are some things to expect during a CSO Check-in:

1. Make sure at least two thirds of your executive board is in attendance.
2. Be prepared to provide a brief explanation of what your organization is currently doing and how it relates to your mission statement.
3. Highlight to the ComSO representative your accomplishments. We love hearing them!
4. If you are having any problems/issues, this is the time to bring them up. ComSO representatives are trained to help you address and fix these issues.
5. If you have any questions or concerns related to ComSO, SGA, or anything related to the University, this is the time to ask! We will do our best to answer all of your questions.

# **Probationary Student Organizations (ProbSOs)**

## **What is a ProbSO?**

Probationary Student Organizations (ProbSOs) are organizations that are in the 4-6 month probationary period and are seeking to become a CSO. In the majority of cases, student organizations complete a 6-month probationary period. A 4 or 5 month period can be granted if the Vice President for Student Organizations and the Committee for Student Organizations deem appropriate.

The probationary period is a time for your organization to grow and work out the logistics of your group. Additionally, it is a time to show ComSO, SGA, and the SLU community that you are an effective organization that is needed on SLU's campus. *Remember there is a HUGE difference between a structured organization and a group of students with a similar interest.*

Here are some questions to consider while undergoing the probationary period:

1. Do you fill a particular niche here at SLU? If there are organizations that may be similar, how are you different from them?
2. How has your organization grown in size during the probationary period?
3. How is your organization sustainable? Do you see yourself at SLU in 2, 5, or even 10 years?
4. If I wasn't a part of your organization, how do your mission and activities benefit me as a SLU student?
5. How can you effectively collaborate with existing CSOs on campus?
6. What is your motivation for becoming chartered?

## **Rights of ProbSOs**

Because ProbSOs are seeking to become chartered, they are allowed certain rights in order to support their growth throughout the process. These rights are only provided during the probationary period. If your organization is not granted full charter status and is currently a ProbSO, these rights no longer apply to your organization, as you are now a Prospective Student Organization. Below is a list of these rights:

1. Ability to temporarily operate a SLU Groups page.
2. Ability to reserve University facilities through SLU Groups and Event Services.
3. Ability to hold events, fundraisers, and collaborations.
4. Ability to advertise fliers or other publicity materials on campus approved by the Student Involvement Center.
5. Ability to utilize the Vice President for Student Organizations and ComSO for any help or questions.
6. Ability to create and maintain social media pages in the ProbSO's approved name.

## **Responsibilities of ProbSOs**

ProbSOs are responsible for actively pursuing their charter. It is their responsibility to uphold the following responsibilities in order to stay on track to become chartered. Below is a list of these responsibilities:

1. Contact the Vice President for Student Organizations two weeks prior to the end of the probationary period. Failure to do so will result in the probationary period being terminated and your organization restarting the process.
2. Keep note of all events, fundraisers and collaborations.
3. Track organization membership and work to expand membership to as many students as possible.
4. Be PROACTIVE. If you have issues, reach out for help! ComSO appreciates it.
5. Submit all necessary documents to move on to apply for charter

## **Endorsed Student Organizations (ESOs)**

Endorsed Student Organizations are organizations that do NOT wish to enter the chartering process, but wish to temporarily gain some of the resources available to CSOs. This is a great opportunity for organizations that wish to hold “movements”, put on a single event, or do not want to exist for a long period of time.

ESOs are held to the same standard as CSOs. As such, they must abide by the following requirements:

1. ESOs shall be defined as a group of Saint Louis University students joined together in the pursuit of a common purpose that consistent with the University’s institutional mission. Student Organizations are open to all students without regard to sex, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, pregnancy, or any other characteristic protected by law.
2. ESOs should have a minimum of 5 members
3. ESOs must be able to provide events and meetings to show that their organization is open to ALL SLU students. If the ESO only caters to a certain population and there are requirements to join the organization then exemptions can ONLY be made through the VP for Student Organizations, the Student Involvement Staff, and the Committee for Student Organizations.
4. ESO leaders and members MUST be an enrolled-student at Saint Louis University. Additionally, every ESO Executive board member MUST be in good standing with the university (academic: minimum GPA requirement 2.5 for executive members).
5. All ESOs must have at least one advisor. This advisor must be a full time staff or faculty member of SLU that understands the logistics of the organization and is willing to be a support system for the ESO (please see the “Advisor Guidelines” section of the handbook for more information).
6. ESOs are required to present for endorsement on an annual basis. If they do not request to be re-endorsed, their endorsement will be dismissed.
7. ESOs can NOT apply for charter. If they wish to become a CSO, they must start the chartering process from the beginning and lose their status.

## **Rights of ESOs**

Since ESOs have not gone through the chartering process, they do not hold as many rights as CSOs. The Vice President for Student Organizations, the Committee for Student Organizations, and Senate reserve the right to remove rights from ESOs at any given time if they do not abide by the expectations and policies of SGA and the University. Any questions or concerns should be addressed to the Vice President for Student Organizations.

If the organization does not present for re-endorsement, their rights are immediately dismissed for the following year. The following is a list of rights provided to ESOs:

1. Ability to reserve University facilities or services for meetings and events through Event Services.
2. Ability to use and manage a SLU Groups page.
3. Ability to request a SLU email address through IT Services.
4. Ability to advertise fliers or other publicity materials on campus approved by the Student Involvement Center.
5. Ability to create and maintain social media pages in the ESOs approved name.
6. Ability to utilize the Vice President for Student Organizations and the Committee for Student Organizations as resources whenever needed.

## **Responsibilities of ESOs**

In order to have access to the aforementioned Rights of ESOs, ESOs must be in good standing with SGA. By completing the following responsibilities, ESOs can remain on good standing with SGA and will retain all of their rights and privileges.

1. Abide by the mission of the University in every and all actions conducted by the ESO.
2. Abide by all policies of the Universities as stated in the Student Handbook and other University policy.
3. Update all contact information via SLU Groups. All contact to ESOs from the Vice President for Student Organizations, the Committee for Student Organizations, and the Student Involvement Center will be performed using the provided contact info on SLU Groups.
4. Have all of the following information on SLU Groups:
  - Document with all executive board contact information
  - Advisor agreement and contact information
  - Updated roster
5. Have new executive board elected by the re-endorsement presentation.
6. Arrange to present to ComSO if the ESO wishes to retain its endorsement status for the following year.
7. Notify the Vice President for Student Organizations of any changes in organizational leadership immediately after they occur.

# **Prospective Student Organizations (PSOs)**

## **What is a PSO?**

Prospective Student Organizations (PSOs) are organizations that wish to either enter the chartering process or become an Endorsed Student Organization. They have contacted the Vice President for Student Organizations and are currently deciding what is the best course of action for their organization to take.

Before deciding what is best for your organization, here are some questions to consider:

1. What is the end goal for your organization?
2. Does your organization already exist in some fashion here at SLU, whether that be a CSO or University department?
3. What does your organization bring to SLU that isn't here already?
4. How will you effectively gain student involvement?
5. Do you have enough time to effectively run a student organization and go through the chartering process?
6. Are you a group of friends with a similar interest? Or are you seeking to become a functioning organization?

## **Rights of PSOs**

Because PSOs have not entered the chartering or endorsement process, the rights of PSOs are very limited. While it is a challenge to function without many of the rights available to other organizations, it is certainly not impossible. Below is a list of rights available to PSOs:

1. Ability to collaborate with CSOs to put on events.
2. Ability to utilize the Vice President for Student Organizations and ComSO for any help or questions.
3. Ability to operate social media pages. These pages can NOT have any reference to Saint Louis University, SLU, or any affiliated mark.

## **Responsibilities of PSOs**

PSOs are expected to actively pursue becoming chartered or endorsed. It is their responsibility to stay on top of the process in order to stay on track. Below is a list of PSO responsibilities:

1. Stay in constant contact with the Vice President for Student Organizations regarding the status and progress of your organization.
2. Keep note of all events, fundraisers, and collaborations.
3. Track organization membership and work to expand membership to as many students as possible.
4. Be PROACTIVE. If you have issues, reach out for help! ComSO appreciates it.
5. Submit all necessary documents to move on to apply for probationary status/endorsement.

# Chartering/Endorsement Process and Guidelines

## Chartering Process

The chartering process to become a CSO is not an easy process. Students wishing to enter the process should be wholeheartedly committed to their Prospective Student Organization and willing to put forth a significant amount of time and energy for the betterment of their organization. It is important to note that the role of the Vice President for Student Organizations is to act as a *guide* through the process. He or she does not have deciding power as you progress through the process; that is reserved for the Committee for Student Organizations and Senate. Below is an overview of the chartering process:

1. PSO expresses their interest to enter the chartering process to the Vice President for Student Organizations.
2. PSO sets up a meeting with the Vice President for Student Organizations to discuss the basic idea of their organization. VP will provide feedback regarding their organization and advise them on whether they should move forward or not.
3. If the PSO decides to move forward, they will reach out to the Vice President for Student Organizations to set up a time to present to ComSO. Before presenting, PSOs must have the following items/requirements completed and sent to the VP:
  - Constitution/Bylaws. Examples of these can be found on the SGA website under the “CSO Resources” tab.
  - Advisor Agreement. Blank agreements can be found on the SGA website under the “CSO Resources” tab. Advisors are required to be full time faculty or staff of the University.
  - Executive Board Contact Information. A document of all executive board member positions and contact information must be sent to the VP.
  - PowerPoint Presentation. The PowerPoint presentation that the PSO will be using during their presentation to ComSO must be sent to the VP. More information on what should be included in the presentation can be found in the “ComSO Presentation Guide” section of the handbook
  - At least 10 students who have expressed interest in joining the organization
4. Once the above items have been sent to the Vice President for Student Organizations, the PSO will present for **probationary status**.

- If ComSO votes yes, the PSO will immediately be granted probationary status and become a Probationary Student Organization (ProbSO).
  - If ComSO votes no, the PSO will not be granted probationary status. PSOs can appeal the decision to the VP; however, it is strongly recommended that they take the time to address the concerns of ComSO before doing so.
5. The organization will begin their six-month probationary period. During this time, ProbSOs should show growth as an organization and prove that they are ready to become a CSO. More information on expectations of ProbSOs can be found in the “Probationary Student Organization” section of the handbook.
  6. Two weeks prior to the end of the ProbSOs probationary period, the organization will reach out to the Vice President for Student Organizations to request to present to ComSO for full charter status
    - ***If an organization fails to reach out to the VP, their probationary status will be revoked and they will have to start the entire process over again.***
    - If you do not feel your organization is ready to present for full charter, communicate this with the VP and accommodations can be made at the discretion of the VP.
  7. After submitting the request to present, the ProbSO will present to ComSO for **full charter status**.
    - If ComSO votes yet, the ProbSO will be notified within 2 weeks of the decision and will continue through the process
    - If ComSO votes no, your organization will not be granted full charter status.
  8. The Vice President for Student Organizations will submit a request to the Director of the Student Involvement Center on behalf of the organization.
    - If it is approved, the ProbSO will be notified within 2 weeks and will continue through the process.
    - If it is not approved, your organization will not be granted full charter status.
  9. The Vice President for Student Organizations will set a date for the organization to present to Senate for full charter status.
    - If Senate votes yes, the organization will immediately be granted full charter status and become an official Chartered Student Organization (CSO).
    - If Senate votes no, your organization will not be granted full charter status.

## Endorsement Process

The Endorsement Process is the process to become an Endorsed Student Organization (ESO). This process is not as extensive as the chartering process. However, ESOs do not have the same rights as CSOs. A complete list of rights available to ESOs can be found in the “Rights of ESO” section of the handbook. It is important to note that the role of the Vice President for Student Organizations is to act as a *guide* through the process. He or she does not have deciding power as you progress through the process; that is reserved for the Committee for Student Organizations and Senate. Below is an overview of the endorsement process:

1. PSO expresses their interest to enter the endorsement process to the Vice President for Student Organizations.
2. PSO sets up a meeting with the Vice President for Student Organizations to discuss the basic idea of their organization. VP will provide feedback regarding their organization and advise them on whether they should move forward or not.
3. If the PSO decides to move forward, they will reach out to the Vice President for Student Organizations to set up a time to present to ComSO. Before presenting, PSOs must have the following items/requirements completed and sent to the VP:
  - Description of executive board members and responsibilities.
  - Advisor Contract. Blank agreements can be found on the SGA website under the “CSO Information” tab. Advisors are required to be full time faculty or staff of the University.
  - Executive Board Contact Information. A document of all executive board member positions and contact information must be sent to the VP.
  - PowerPoint Presentation. The PowerPoint presentation that the PSO will be using during their presentation to ComSO must be sent to the VP. More information on what should be included in the presentation can be found in the “ComSO Presentation Guide” section of the handbook.
  - At least 5 students who have expressed interest in joining the organization.
4. Once the above materials have been sent to the Vice President for Student Organizations, the PSO will present for endorsement.

5. The PSO will present to ComSO for **Endorsement Status**.
  - If ComSO votes yes, the organization will immediately be granted endorsement status.
  - If ComSO votes no, the PSO will not be granted endorsement status. PSOs can appeal the decision; however, it is strongly recommended that they take the time to address the concerns of ComSO before doing so.
6. The newly formed ESO will meet with a representative from the Student Involvement Center.
7. The ESO will request to present again to ComSO on an annual basis to retain the endorsement status for the following year.
  - Endorsement is not guaranteed from year to year. ESOs are expected to bring new ideas and initiatives from year to year if they are presenting to be re-endorsed.

## Advisor Guidelines and Expectations

All CSOs and ESOs are required to have at least one advisor as per expectations. The advisor **MUST** be a full-time faculty or staff member (cannot be graduate assistants, part-time faculty, cannot be the coach/instructor for club sports/team sports, etc.).

To the Advisor (s):

As an advisor to a student organization, there are many responsibilities and expectations in ensuring that the organization is being guided in the proper direction fostering growth and living SLU's mission. Once you have agreed to advise a student organization, please understand that this is a commitment to support the organization's growth and overall performance to the best of your abilities. Here are general tips and guidelines to help your organization continue to grow successfully and be sustainable:

1. Understand and be passionate about the purpose of the organization.
2. Let the students take initiative in the projects, financing, and events. Only give advice when needed since these are student-led organizations.
3. Approve and monitor events that the organization registers through SLU Groups.
4. Be a resource to the executive board members and give your input as a professional to complete certain projects, resolve conflicts, and execute events in an appropriate manner.
5. Prior to the Fall of the Academic Year ensure that the executive board have all requirements completed:
  - a. Remain in consistent contact with the executive board members and remind them that they **MUST** attend the Leaders of the Pack Workshop hosted at the beginning of every Fall Semester (this is crucial, failure to sign-up or attend will result in bad standing with SGA).
  - b. Update member roster, executive board roster, primary contact, and advisor information on SLU Groups.
  - c. Check and upload most recent/updated constitution under "Documents" on SLU Groups.
  - d. Make sure a list of all executive board names, positions, and contact information is uploaded under "Documents" as well.
  - e. Check to see if an advisor agreement is uploaded. If one is not in existence or if advisor changes please upload a new one under Documents. Contracts can be found at [www.sga.slu.edu/csos](http://www.sga.slu.edu/csos).
  - f. Make sure that your organization went through CSO Check-Ins with a ComSO representative!
6. Prior to the Spring Semester, ensure that the executive board have all requirements completed:

- a. Before the start of the second semester, please remind the executive board to make sure they have registered for the Leadership Transitions Workshop (this is the second mandatory SGA event that all CSOs must attend).
- b. Be a liaison between the old and new executive boards and ensure that the new executive board members have been fully transitioned.

Again, thank you for all that you do for these organizations! Without your help, student organizations on campus would not be as successful as they would be without advisors. Your dedication is appreciated by SGA and the entire student body!

**Note:** Because of previous conflicts, it is absolutely crucial that the advisor just advises and not run the student organization. Allow the students to plan events, make financial decisions, and solve problems in order to create an effective organization. The advisor is mainly there to give input and approve events deemed appropriate. The advisor may not be able to allocate the funds of the organization. If deemed necessary by the CSO or the Vice President for Student Organizations, advisors can be removed from their role. Additionally, it must be stressed that if club sports or sport teams can have an advisor that is NOT their coach or instructor.

## Presenting to ComSO

Regardless of if you are entering the chartering or endorsement process, at some point you are going to have to present to ComSO. Below are some guidelines on what to expect and what to include in your presentation.

1. Please keep your presentation under 8 minutes long.
2. Make sure at least three members of the executive board are in attendance.
3. Make sure to tell us the responsibilities of each executive board member.
4. Explain the mission of your organization and how this mission relates to the mission of the University.
5. Include a brief history of your organization and what you have accomplished thus far.
6. Show ComSO how you are different than any other student organization on campus. If there are groups that you believe may be similar but not the same, tell us which groups these are and explain how you are different.
7. Explain how your organization is sustainable. Where do you see your organization in 2,5 or even 10 years? (CSOs only)
8. Tell ComSO why you wish to become chartered or endorsed.

You are more than welcome to include any other information you feel is relevant, as long as you are under the 8-minute time limit. If you have any questions, feel free to contact the Vice President for Student Organizations at [sga.stuorgs@slu.edu](mailto:sga.stuorgs@slu.edu).

# **Finance Information**

## **Student Activity Fee**

The Student Activity Fee was implemented into every student's tuition to fund student organizations on campus. The Student Government Association allocates these funds to organizations that show exemplary success, collaboration, and understanding of living SLU's mission within the organization. Undergraduate students pay a larger amount into the student activity fee, which gives undergraduates the benefit of being the larger population of student organizations on campus under SGA. Graduate and professional students are encouraged to begin the process to have organizations chartered; however, majority of involvement must be undergraduates.

Below is a breakdown of the fees per semester for each student:

Undergraduate - \$55.00

Medical - \$ 30.00

Law - \$ 30.00

Graduate - \$ 30.00

20% of medical, law, and graduate SAF goes to Student Government Association  
80% goes to other departments such as the Simon Rec Center and other services on Campus.

## **Types of Funding**

The Student Activity Fee is broken up into four different types of SGA funding:

1. Annual Funding
2. Spot Funding
3. New Charter Funding

This handbook will highlight Annual Funding and Spot Funding, as these are the two most common forms of funding used by CSOs. As New Charter Funding requests are not as common and typically not applicable to most CSOs, this type of funding will not be discussed beyond this section.

New Charter Funding is available to a CSO immediately after it is chartered, as groups are ineligible to apply for Annual Funding during their probationary period. Within four weeks of the CSO receiving full-charter status, that CSO may submit an annual budget to the Finance Committee for funding consideration. The Annual Funding Directives for the current fiscal year will be used as the basis of funding for these requests, rather than the Spot Funding Directives. After a recommendation is determined by the Finance Committee, the budget will be approved by the Senate.

## **Annual Funding**

Annual Funding accounts for over 95% of all available funds, and every CSO has the right to participate in the Annual Funding process. This occurs once per year and is the preferred and most efficient method for SGA to allocate funds, as it allows the Finance Committee to review every CSO's budget and make funding allocations with a broader perspective.

### **Annual Funding Timeline**

Here is a timeline of when the Annual Funding process generally occurs (subject to change each year):

- **Early February:** Annual Funding Kickoff Meeting (mandatory)
- **February:** SLU Groups open for budget submissions
- **Early March:** Annual budgets due via SLU Groups
- **March/April:** Annual Funding Hearings
- **April:** First and Second Appeals (optional)

### **Requirements to Apply for Funding**

The following conditions must be met *prior* to submitting an annual budget in order for a CSO to be eligible to submit an Annual Funding request:

1. The CSO must attend an Annual Funding kickoff meeting
2. A CSO must hold elections, unless its elections are bound by a higher organization (as approved by the Vice President for Student Organizations and the Student Involvement Center).
3. Contact information for the CSO's future executive board must be updated on SLU Groups

If a CSO fails to meet any of these conditions, that CSO will be ineligible to apply for Annual Funding.

## **Submitting an Annual Budget**

Members of both the current and future executive board should collaborate in planning for the upcoming year and in developing an appropriate budget based on historical costs. This ensures a smooth transition and a more responsible distribution of funding. The budget template is available for download on SLU Groups under the Finance tab.

If a CSO is aware of an event in which it would like to participate during the upcoming year, but is unable to specify costs for reasons *beyond that CSO's ability to plan or foresee*, then the item should be listed in the annual budget as a \$0 request to make that event eligible for Spot Funding during the upcoming year. SLU Groups is the only method of submitting a budget. Therefore, it is essential that every CSO has a SLU Groups account or contacts [sga.stuorgs@slu.edu](mailto:sga.stuorgs@slu.edu) to create an account. A walk-thru on how to submit an annual budget via SLU Groups is available at [sga.slu.edu/finance](http://sga.slu.edu/finance).

## **Annual Funding Hearings**

After you have submitted your annual budget, it is recommended that you sign up for a meeting with the Finance Committee for an Annual Funding Hearing. While these hearings are not required, your student organization will not be eligible to appeal the Finance Committee's decision if you do not attend a hearing. Also, as the Finance Committee seeks to gather as much information as possible, without additional explanation of line items requested, you are much less likely to receive funding for them. Therefore, it is the recommendation of the Finance Committee that every CSO attends an Annual Funding Hearing.

During this hearing, you will have the opportunity to share information about your annual budget that will help the Finance Committee to make its funding recommendation to Senate. This is the opportunity to explain why an event that was funded previously should be funded again or discuss the issues that prevented an event that was funded from being held. Any variations in historical funding should also be discussed during this meeting, including fluctuations in membership that may affect the amount of funding required for the upcoming year.

## Funding Directives

Below are the funding directives that were used for fiscal year 2016 (FY16). These directives are the ones that were used to determine all of your current budgets. These directives are subject to change for next year's budgets, but should provide a good starting point for creating budgets.

### Definitions

**Student Activity Fee:** a fee paid by students and allocated by the Student Government Association (SGA) for the betterment of the Saint Louis University (SLU) student body. Any student may apply for these funds through the appropriate form of funding as outlined in the SGA bylaws

- The Fiscal Year of the Student Activity Fee and all dependent budgets is July 1-June 30

**Conference:** A formal event in which schools, organizations, and/or independent parties meet to discuss a particular topic. Only certain conferences are fundable (see: Fundable Conference).

**Fundable Conference:** A conference that provides *unique information* and a *unique experience* to an attending party. A fundable conference must demonstrate one of the following two criteria:

- The obtained information and experience must be used to benefit the SLU student body
- The obtained information and experience must be integral to the leadership operations of the attending CSO throughout the entire Fiscal Year
  - A conference that is necessary for a CSO to maintain its national charter status cannot be funded based solely on its contribution to a CSO's leadership operations for the purpose of the Student Activity Fee Funding

**Internal Event:** an event or trip to which a CSO invites its members, but does not make a sufficient effort to include the entire student body.

- This is based on a presentation to the Finance Committee by the CSO at the time of the request. The presentation shall include an itinerary, a cost-breakdown, and a marketing plan.
- Fundable Conferences, competitions, and tournaments shall not be considered forms of Internal Events for the purpose of Student Activity Fee Funding.

Tournament: An intercollegiate competition in which a berth must be earned by either current or past team activities

- For multiple-venue tournaments, travels may be funded in accordance with all Directives for one venue to be determined at the time of request

Durable Item: A physical item relevant to the operation of the CSO in question that will remain with the CSO for more than one fiscal year

Non-Durable Item: A physical item that is either not relevant to the operation of the CSO in question or will remain with the CSO for one fiscal year or less

- Non-Durable Items do not include line items that are to be expended during an event

### Non-Fundable Items

Please note that these items are restrictions and not entitlements

#### General Items

- Non-Durable Items
- Office supplies
- T-shirts, uniforms, or personal items that do not stay with the organization
- Sports balls, pucks, Frisbees, or any other sporting item used for a similar purpose
- Outside coach or instructor fees and related expenses
- Direct donations to charity
- Indirect donations to charity except by primarily charitable CSOs
- Finance and banking charges
- Gifts of any kind
- Anything in violation of University policy
- Anything alcohol-related
  - Including events held at a venue that makes more than 50% of its revenue from the sale of alcohol
- Production of a regular magazine or newspaper publication without a business plan and revenue generating intent
- Any subscriptions to magazines, periodicals, journals, newspapers, and online services
- More than one professionally-printed banner per CSO academic year
- National dues paid to affiliated or oversight organizations
- Internal events
- Any University department-based activity

- Any academic or religious texts
- International travel for students or guests
  - Except Great Issues Committee speakers
- Airline baggage fees
- Sales tax
- Parking expenses
- Costs related to the development and maintenance of a website
- Any reimbursement for an expense that has already been incurred
- Any items that are deemed to be an undue burden on the Student Activity Fee

#### Food Items

- Food at more than one recruiting event per academic semester
- Food at general meetings
- Food exceeding \$8 per person at any event

#### Travel

- Local transportation (fewer than 50 miles from Saint Louis University – Frost Campus), except for CSOs whose primary mission is local, off-campus service
- Transportation expenses at a travel destination if some form of public transportation is used by the CSO to travel to the destination
- Food expenses
- Parking expenses

#### Tournaments and Competitions

- Non-intercollegiate competitions
- Hosting tournaments or large-scale competitions that do not generate revenues to cover their costs
- National travel expenses
  - Except for national competitions that are eligible for Spot Funding
- National dues

#### Additional Directives

The following Directives will also be applied to Annual Funding decisions.

Failure to meet any of the directives below shall constitute a violation. The Finance Committee may enforce a penalty to a CSO in response to any violation by the CSO in

question during the current or previous Fiscal Year. Penalties may include, but are not limited to, reductions in funding and the freezing of funds.

#### General Directives

- SGA may fund a maximum of one recruitment event per CSO per academic semester. SGA may fund a maximum of \$100 per recruitment event.
- Club Sport CSO members and Competitive CSO members must collectively contribute at least 25% toward their respective operating budgets through dues, donations, sponsorships, and/or fundraising.

#### Events

- If the Student Activity Fee is fully funding an event, students may NOT be charged for admission.
  - Student payments may only be used to break even for an event that is partially funded by the Student Activity Fee.
- If a CSO is allocated \$2400 or more for any event, the CSO must complete the CSO Event Evaluation Form via SLU Groups. All Required field must be completed on the form including, but not limited to, the date the event occurred, number of SLU student attendees, and receipts attachments for all costs associated with the event.
  - Saint Louis University student attendance must be tracked via the SLU groups event page using approved tracking devices available by contacting [sga.cos@slu.edu](mailto:sga.cos@slu.edu)
  - This form should be submitted no later than 5 days following the forecasted date of the event and/or the date that the event occurred.
  - Failing to submit the CSO Event Evaluation Form may disqualify the CSO from funding for that event in the future.

#### Conferences, Competitions, and Tournaments

- SGA may fund a maximum of \$400 per person for a given conference and its associated hotel accommodation expenses and transportation expenses. SGA may fund a maximum of \$2,400 per CSO for conferences and these associated expenses in a given Fiscal Year.
- A CSO must fund at least 40% of its conference, competition, or tournament expenses.
- If a CSO attended a conference in the current Fiscal Year and is seeking to be funded for a conference in the coming Fiscal year, then it must fill out the Conference Review form on the SLU Groups Finance Page. Failure to fill out

the Conference Review Form by the time of Annual Funding may result in no funding for the next requested Fundable Conference.

#### Travel and Accommodation

- A CSO must fund at least 40% of its transportation expenses.
  - National Transportation (350 miles or more from Saint Louis University – Frost Campus): SGA may fund a maximum of \$180 round-trip per person in transportation expenses.
  - Regional Transportation (over 50 miles but fewer than 350 miles from Saint Louis University – Frost Campus): SGA may fund a maximum of \$30 round-trip per person in transportation expenses.
- A CSO must fund at least 40% of its hotel accommodation expenses. SGA may fund a maximum of \$90 per night per hotel room.
  - Student Activity Fee Funding for hotel accommodations shall be calculated at a ratio of four students to one room

#### Zero-Dollar Allocation

- If a CSO is unable to specify a line item of a funding request (i.e. travel costs or registration fees) due to factors outside of its control (i.e. the announcement of a conference's location). Then it may submit a \$0 request for that line item during the Annual Funding Process and make a note of the unforeseeable nature of the line item. When the CSO is able to specify the costs of that line item, it is eligible to apply for Spot Funding, although the CSO is not guaranteed to receive Student Activity Fee Funding for that line item.

#### Annual Funding Hearings

- Each Annual Funding Hearing will be documented by a member of the Finance Committee. At the conclusion of the Hearing, the documentation will be approved and signed by at least one member of both the current and future executive boards of the CSO
  - If there is a perceived discrepancy by the involved parties, this issue must be resolved before Finance Committee recommends funding amounts
- If a CSO requests \$4,000 or more in Student Activity Fee Funding, two members from the current executive board and two members from the next executive board must attend the Annual Funding Hearing.

- If a CSO requests less than \$4,000 in Student Activity Fee Funding, one member from the current executive board and one member from the next executive board must attend the Annual Funding Hearing.
- If a CSO does not meet this directive, the CSO will not be eligible to appeal the Finance Committee's recommendation for funding.

### **Annual Funding Appeals**

After the Finance Committee has returned your annual budget to you via SLU Groups (this typically occurs within 48 hours of the *last* Annual Funding Hearing), your CSO has the ability to appeal the Finance Committee's recommendation, provided that your CSO met with the Finance Committee for an Annual Funding Hearing. All budgets that are not appealed will be passed in their original form on the day of First Appeals.

In order to schedule an appeal, please email [sga.finance@slu.edu](mailto:sga.finance@slu.edu) *within 3 days* of the date that budgets are released. Any requests received after this date may not be honored.

- **First Appeals:** The first round of appeals will occur on a Saturday following the last Annual Funding Hearing. During this time, your CSO will have the opportunity to explain to the entire Senate why you are appealing the Finance Committee's decision for any line items that were not funded or were only partially funded to a non-agreeable amount. After a brief introduction, there will be an opportunity for Senators to ask questions and debate the appeal. In order for additional funding to be approved, an amendment must be made and passed by the Senate. If no amendments are passed, then the funding bill will be voted on in its original form.
- **Second Appeals:** If your CSO appealed and you are still not satisfied with your annual budget after first appeals, then you will be eligible to appeal a second time during the Wednesday Senate meeting following First Appeals. This meeting will follow a similar format to First Appeals and will allow your CSO to share any information with Senate that was not considered during the first appeal. After the second appeal, your annual budget will be finalized, and no further appeals can be made.

## **Spot Funding**

A portion of the Student Activity Fee is reserved by the Finance Committee for items and events that are beyond the ability of a CSO to plan for at the time that budgets are submitted during the Annual Funding season.

### **Spot Funding Eligibility**

Any CSO that submitted an annual budget is eligible to apply for Spot Funding as soon as it is able to provide costs for an item or event. If a CSO was aware of an event during the time of Annual Funding, but was unable to specify costs for reasons beyond that CSO's control, then the item should be listed in the annual budget as a \$0 request in order for that CSO to be eligible to apply for Spot Funding for that event.

A common event that meets the criteria for unforeseeability and would be eligible for Spot Funding is a national tournament for which a competitive CSO must qualify in order to participate. If a CSO must qualify for nationals based on its performance during the regular season, then the national competition is deemed unforeseeable, and that CSO may apply for Spot Funding once it qualifies for nationals.

An example of events that do not qualify for Spot Funding would be speakers, dances, conferences, or other events that a CSO wishes to hold that *could have been planned for* during the time of Annual Funding. While these events may not have been on the mind of the CSO's executive board during the time of Annual Funding, the event would not qualify for Spot Funding, as the event was foreseeable.

## Process to Apply for Spot Funding

### **Step 1:** Submit a request

- In order to apply for a Spot Funding, please email [sga.finance@slu.edu](mailto:sga.finance@slu.edu) with your request, including a cost breakdown for items requested.

### **Step 2:** Meeting with the Finance Committee

- After the request is received, the Vice President of Finance will arrange a time for you to meet with the Finance Committee. During this meeting, Finance Committee members will ask questions about the request in order to determine Spot Funding eligibility and an appropriate amount of funding to recommend to Senate based on the Spot Funding Directives. After this meeting, the Finance Committee will make its recommendation to Senate, and the Vice President of Finance will email the CSO with the committee's recommendation that day. Please note that this is only a recommendation, and actual funding may vary based on the Senate's debate.

### **Step 3:** Meeting with Senate

- After meeting with the Finance Committee, the CSO will then be invited to the upcoming Wednesday Senate meeting to present its request to the entire Senate. Senators will have the opportunity to ask questions about the request before debating the bill and making a final allocation. Following the Senate's vote, all approved funds will be transferred to the CSO's account.

## **Wellness Funds**

### **Background**

Wellness as defined by Saint Louis University is the condition of good physical, mental, and spiritual health. Every student at the university pays \$90 per semester to institute and promote Wellness initiatives and programs. The Student Government Association receives \$100,000 of the total pool for its own use in promoting student-based Wellness initiatives. Examples of Wellness projects include, but are not limited to, the following:

1. Creation of a campus-wide bike-share program
2. Implementation of monthly blood pressure checks by SLU Medical School students in residence halls
3. Mental health awareness campaign to provide stress relief during finals week.
4. Sustainability campaign to reduce plastic water bottles on campus

### **Eligibility**

SLU students (undergraduate and graduate) are the only eligible applicants and recipients of the Wellness Fee. Students may apply for funding as an individual or group, including Chartered Student Organizations. Each grant is guaranteed for one time and students are eligible to reapply. CSO's cannot receive monies from the Student Activity Fee and from the Wellness Fee for the same initiative. Proposals must fit within the parameters below.

### **Process**

1. Applicant submits proposal to Wellness Committee via [sga.wellness@slu.edu](mailto:sga.wellness@slu.edu)
2. Wellness Committee reviews applicant proposal.
3. If funding is recommended by the Wellness Committee, a bill will be sent to Senate for its approval.
4. If approved by Senate, the monies will be distributed by the Student Involvement Center.
5. Applicant is required to update Wellness Committee with progress reports quarterly within the time-frame of the project.
6. Applicant presents summary of project upon completion to Wellness Committee with metrics.

**Proposals for Wellness Fee Grants can be found on the SGA website ([sga.slu.edu](http://sga.slu.edu)) under "Finance"**

# Events

## **Types of Events**

Events hosted by student organizations encompass a wide range of types. Below is a list of some types of events that can be held and a brief description of each:

**Presenter:** A presenter is an individual who is a current faculty or staff member of the University.

**Speaker:** A speaker is an individual that you wish you to bring to Saint Louis University that is not a member of the SLU community.

**Performer:** A performer is an individual or group who will be performing a dance, musical, comedy, or any other entertainment act.

**Fundraiser:** Any solicitation for in-kind donations or services; the sale of goods and services; profit shares; raffles or prize drawings; and the collection of membership dues and fees.

**Handbilling/Tabling/Stake Signs:** This is an event or effort to further publicize your organization. Handbilling involves giving flyers or other promotional materials to students, tabling involves promoting your organization from a table at a location on campus, and stake signs are items that can be placed on campus to promote your organization.

**Off-Campus event with alcohol:** These are events that are not held on campus and that alcohol will be provided/sold to individuals who are of legal age. More information regarding these events can be found in the “Off-Campus Events with Alcohol” section of this handbook.

## **Event Services**

Any student organization meeting or event held on campus must be registered and scheduled through University Event Services. Policies and procedures pertaining to event registration are included in the following pages of this handbook. University Event Services Staff provide assistance with event planning, including room set-up, audio-visual services, grounds-related needs, etc.

Event Services is located at 321 N. Spring Avenue (behind the Coronado Apartment Complex). Any student is welcome to walk in to discuss their event with an event specialist. You can also contact event services using the information below:

Website: <http://www.slu.edu/events-home>

Email: [events@slu.edu](mailto:events@slu.edu)

Phone: 314-977-MEET

## How to Submit an Event

In order to hold events on campus, student organizations must go through the event submission process. Below is an overview of that process:

1. Event submitted on SLU Groups twenty business days before the event.
  - Student submitting event must have administrative access to their organization's SLU Groups page.
2. SIC will respond back to your request informing you if your event has been approved or not.
  - If your event has been approved, you move on to step 3.
  - If your event has not been approved, you must address the concerns outlined by the SIC before moving on.
3. Once your event has been approved, you need to submit it to Event Services to book space for the event. Submitting an event on SLU Groups does NOT book you the space needed for your event. Events can be submitted via email by emailing the following forms to [events@slu.edu](mailto:events@slu.edu) or forms can be printed and submitted by visiting the Event Services office.
  - Approval Certificate
    - This can be found by clicking on the event in SLU Groups, then selecting "View Certificate"
  - Student Organization Meeting Form/Event Form
    - These can be found on the Event Services website at <http://www.slu.edu/events-home/student-reservations>. The form you submit is dependent upon the type of event you are hosting.
4. Once you have submitted these forms to event services, you should receive a follow-up email from an event specialist either confirming your request or assisting you in finding an available location for your event.
5. Once you receive confirmation of your request, your event has successfully been submitted and booked! Make sure to follow up with Event Services regarding rules/policies about the space you are using.

## **Event Evaluation Form**

The Chartered Student Organization event evaluation form is a mandatory form that needs to be turned in per event that was allocated \$2,400 or more from SGA funds. If your CSO has been granted \$2,400+ for any event, this form must be submitted within 5-6 days after the event. Failure to submit this form may result in reduction of funds for this event in the upcoming fiscal year.

The CSO must check out SGA card readers from the chief-of-staff at [sga.cos@slu.edu](mailto:sga.cos@slu.edu) at least 3 days before your event. There are multiple card readers and this is crucial because you must turn in the attendance sheet of how many SLU students were there with the event evaluation form. The card readers will be scanned through an events tab in your SLU Groups page.

After your event is over, return the card readers and complete the event evaluation form. Additionally, CSOs must submit ALL receipts from any purchases for the event. The event evaluation form can be submitted on the SGA SLU Groups page under "Forms". The form will ask for receipts (the attendance should already be included via SLU Groups). Any questions please refer both to the Vice Presidents of Finance and for Student Organizations: [sga.finance@slu.edu](mailto:sga.finance@slu.edu) and [sga.stuorgs@slu.edu](mailto:sga.stuorgs@slu.edu).

## Putting on a Successful Event

Below are some tips and pointers on how to put on successful events:

1. Set goals. Have your organization set goals for your event. Whether that be number of people in attendance, money raised, or putting on a great show, it is important to set clear goals to keep everyone on the right track.
2. Allow adequate time to plan the event. Successful events are planned weeks and sometimes even months in advance. Allowing your organization ample time to plan the event will give you more time to plan all the details.
3. Don't plan it alone. Forming a committee or simply getting one other person to help you plan an event can make all the difference. This will also allow you to delegate tasks and obtain multiple perspectives on an issue.
4. Cosponsor events. Events that are cosponsored with other organizations are some of the most successful events on campus. This will allow you to broaden your reach and have more people to help in the planning.
5. Market your event. Effective marketing can make all the difference in the success of your event. There are many resources available to help market your event to other students. A complete list of on-campus publicity resources can be found in the "On-campus Publicity Resources" section of this handbook.
6. Budget your event. Make sure that you are following your budget that was approved by the Finance Committee. All funds that are allotted through SGA cannot be spent on anything other than what was originally allocated. If you wish to request a change in your allocation, contact the VP of Finance at [sga.finance@slu.edu](mailto:sga.finance@slu.edu).
7. If your event is outside, make sure you have a rain location planned in case the weather does not cooperate. Rain locations can be arranged through Event Services.
8. Track attendance. You can easily track attendance by checking out the card readers available through SGA and the SIC. Tracking your attendance is a great way to justify increased funds for future similar events. To book a card reader, contact the SGA Chief of Staff at [sga.cos@slu.edu](mailto:sga.cos@slu.edu) or the SIC at [involvement@slu.edu](mailto:involvement@slu.edu).
9. Document your event. Have someone in charge of taking pictures/videos during the entirety of the event not only for yourself, but to show others how your event went.
10. Utilize the resources available to you! There are many resources that student organizations have access to. If at any point you need help planning your event or have questions, feel free to contact the VP for Student Organizations at [sga.stuorgs@slu.edu](mailto:sga.stuorgs@slu.edu) or the SIC at [involvement@slu.edu](mailto:involvement@slu.edu).

## Off-Campus Events with Alcohol

All events where alcohol will be served must adhere to the following guidelines:

- All alcohol must be provided by a licensed and insured third party vendor.
- Third party vendors must provide proof of insurance with a minimum of \$1,000,000 of general liability insurance, evidenced by a copy of the properly completed certificate of insurance prepared by the insurance provider. The certificate must show that the insurance coverage maintains “off premises liquor liability and non-owned and hired auto coverage”. The certificate must show that the vendor has added the student organization sponsor(s) as “additional insured” or “namely insured” on their insurance coverage for the date of the event. If requested by the University, the Student Organization must be able to provide the above referenced documentation.
- No alcoholic beverages may be served or sold to anyone under 21 years of age.
- Vendors are responsible for: (1) checking identification cards upon entry to the event, (2) refusing service of alcoholic beverages to minors, (3) refusing service to individuals who appear intoxicated, (4) maintaining control of all alcoholic containers present, and (5) collecting all remaining alcohol at the end of the event and removing it from the premises.
- Vendors must also agree that no excess alcohol – opened or unopened – will be given, sold or furnished to the event sponsor(s).
- Student Organization Events are restricted to members of the sponsoring organizations with a predetermined number of guests (generally not to exceed three bona fide personal guests per member.)
- The following events are prohibited: (1) events where the central focus is alcohol, (2) events that promote the use or sale of alcohol, and (3) events that promote over-consumption or rapid consumption of alcohol (e.g. pub crawls, happy hours, party buses, fundraisers that promote the use or sale of alcohol).
- The publicity policies outlined in the University’s Student Organization Policies must be followed. No posters or other forms of publicity advertising or implying the sale or use of alcoholic beverages will be approved.
- The Student Organization and its officers are responsible for ensuring the no one under the age of 21 is served alcoholic beverages and for ensuring that no one under the age of 21 consumes any alcoholic beverages.
- The Student Organization and its officers will be held responsible for all charges and costs incurred in connection with the event.

- The Student Organization and its officers will be held responsible for any property damage that occurs in connection with the event.
- The Student Organization and its officers are responsible for ensuring that no more than three guests per person are in attendance.
- Students who plan or who attend scheduled Student Organization events are responsible for knowing and following the policies and procedures for such events
- Student Organizations may be subject to their national and international organization's alcohol guidelines or policies. At Saint Louis University, Fraternities and Sororities are governed by their appropriate councils, which may have additional specific alcohol guidelines that must be adhered to. Failure by any Student Organization to comply with these additional guidelines from their national and/or international council may result in disciplinary action against the Student Organization by the University.

## **What to Do After an Event**

After putting on an event, there are still a few remaining items that student organizations should complete. Below is a list of those items:

1. If your CSO was allocated over \$2,400 in funds from SGA for this event, be sure to complete the Event Evaluation Form. More information can be found in the “Event Evaluation Form” section of the handbook.
2. Reflect on your event. What went well and what didn’t? Do you think this event is worth holding again? If so, how do you improve?
3. Ensure that all outstanding bills are paid for.
4. Compile all information regarding your event. This information should include how you planned your event, budgets, pictures, attendance, etc. This information will help future executive boards plan similar events and can even come in handy when making your budget.
5. Send out a Survey. Sending out a survey to attendees or even members of your executive board can help you gain a broader scope of opinions and suggestions on how the event went and how to improve.
6. Say Thank You. Make sure to thank everyone that made the event possible. Saying thank you can go a long way when planning for the future.

## **Guest Speaker Policy**

It is understood that sponsorship of guest speakers does not imply approval or endorsement, either by the sponsoring organization or the institution.

No group or person unaffiliated with the Saint Louis University community will be permitted to invite any speaker to address members of the University community, including students, without sponsorship by a recognized student organization or University department.

If your organization plans on hosting a guest speaker on campus, make sure to fill out the appropriate form on SLU Groups. No contracts can be signed between your organization and the speaker without first receiving approval of the SIC.

## **Busch Student Center Building Usage Guidelines**

Use of the Busch Student Center (BSC) is a privilege for the Saint Louis University community and external guests. All university-wide facilities policies are in effect at the BSC. The BSC has additional specific guidelines governing the use of the building, which bind the users and their guests. Failure to abide by any published policy may result in the loss of the use of the BSC for one academic semester.

### **Behavior**

Behavior that disrupts the normal functioning of events and activities or infringes on the privacy, privileges or rights of others is prohibited. This includes, but is not limited to: interfering with the movement of others; impeding the rights of others to enter, use, or leave a facility or activity; or exhibiting conduct that is inconsistent with the normal functioning of a student union or conference facility.

### **Decorations**

Attaching anything to the walls or ceiling with the following materials is prohibited: nails, tacks of any kind, staples, pins, tape of any kind, and material that leaves a sticky residue or damages paint or fabric. Any allowable décor items cannot contain glitter.

### **Signage/Posting**

Easels can be provided, if reserved in advance, for display purposes in seminar rooms. Advertising in common areas is limited to designated posting areas. All postings in the common area must abide by the University's general posting guidelines.

### **Vandalism**

Vandalism or damage to the BSC building or its contents will result in repair or replacement costs to be levied against the department, student organization or individual who reserved the space.

### **Trash**

All litter must be disposed of in proper trash receptacles.

### **Flowers**

Walter Knoll is the exclusive florist for the BSC. All floral goods utilized in the BSC must be obtained from Walter Knoll Florist. Any exceptions to this rule must be obtained in writing directly from Walter Knoll Florist.

**Audiovisual Equipment**

Audiovisual equipment is available for use in the BSC when properly reserved. Please make arrangements for equipment no less than one week prior to your event with Event Services. Audiovisual equipment cannot be removed from the building or tampered with in any manner. No external devices, with the exception of a personal laptop, can be connected to the BSC's equipment without the prior written approval of the audiovisual administrator.

**Smoking**

The BSC is a smoke-free facility.

## **Posting Policies**

Student Organizations are allowed to post signs, flyers, and other marketing materials in some locations on campus. Below are the posting policies of the University:

### **Getting Permission**

- You must go to the Student Involvement Center to receive approval before any posting can be done. This includes classrooms, bulletin boards, BSC, etc.
- You may take 110 copies to the Office of Residence Life in DuBourg 157; they will be distributed to all residence halls for posting.
- In order to post on trash cans and place stake signs, you must fill out the necessary forms with the Student Involvement Center, found on SLU Groups, and obtain an outdoor posting stamp.

### **General Posting Policies and Regulations**

- The maximum size of any poster is 60" in perimeter and the name of the sponsoring organization must be clearly identified.
- All posters may be displayed for a maximum of two weeks and must be dated with the date on which they may be removed.
- There is no posting on trees, buildings, telephone poles, stairs or sidewalks, on woodwork or on doors.
- Fliers may not be placed on car windshields.

## On-Campus Publicity Resources

### SLU Groups

Free

CSOs can create profiles by logging in to [groups.sluconnection.com](http://groups.sluconnection.com). CSO members can also create profiles. Key features of SLU Groups include the abilities to message all group members, keep track of service hours, create and administer group polls, post CSO events and news to the home page's community board, and monitor finances, all through one online portal.

### www.SLUconnection.com

Free

CSOs may post an event on [www.SLUconnection.com](http://www.SLUconnection.com) by submitting a request via the events tab as well as post stories for the front page.

### Technology Service Center

\$0.05/copy

CSOs may set up an account card to use the copy machine in the Technology Service Center for copying black and white flyers and posters. White and colored papers of different sizes are available. To set up an account, contact David Young in the Student Involvement Center, BSC 319.

### The University News

The University News publishes an issue every Thursday during the academic year with the exception of holiday weeks and provides an excellent way for student organizations to advertise. All advertisements must be submitted by 5 p.m. at least two days in advance of the publication. They may be submitted in TIFF, PDF, JPEG, and GIF formats. Call 314-977-2812 for more information.

### Busch Student Center, Simon Recreation Center, and Residence Hall TV Screens

CSOs can utilize TV screens in the Busch Student Center, Simon Recreation Center, and Residence Halls to advertise events. The slide must be submitted in Power Point format (.ppt or .pptx) via the submission form at <http://www.sluconnection.com/digital-signage-submissions/>. Call the Student Involvement Center at 314-977-2805 for more information.

### Newslink

CSOs can publicize information on the University's Newslink Webpage if it is aimed for the entire University community including faculty and staff. CSOs can submit information at <http://www.slu.edu/newslinks/suggest.html>.

### SGA Mailer

Some events, at the discretion of the Vice President of Internal Affairs, can be publicized in the SGA Mailer sent to all students every Monday. To submit your event or for questions, contact the Vice President of Internal Affairs at [sga.internal@slu.edu](mailto:sga.internal@slu.edu).

## Food Services

Aramark, the current food provider on campus, has many options to provide food for student events. The complete student-catering menu can be found below for the 2015-2016 academic year. For more information, visit [slu.campusdish.com](http://slu.campusdish.com) or contact [caterSLU@slu.edu](mailto:caterSLU@slu.edu).

### breakfast

Assorted Danish \$10.29 / dozen  
 Assorted Muffins \$7.79 / dozen  
 Assorted Donuts \$8.29 / dozen  
 Breakfast Breads (Loaf) \$7.29 / loaf  
 Assorted Bagels & Cream Cheese \$11.99 / dozen

### beverages

Fresh Coffee \$11.99 per gallon  
 Hot Tea Selection \$9.99 per gallon  
 Lemonade \$6.99 per gallon  
 Iced Tea \$6.99 per gallon  
 Assorted Soda \$1.49 each  
 Bottled Water \$1.49 each  
 Hot Chocolate \$9.99 per gallon  
 Hot Apple Cider \$9.99 per gallon  
 Specialty Punch \$9.99 per gallon  
 Assorted Juices \$1.69 per bottle

### boxed lunches

wrapped, sacked and packed to go

The Deli Bag \$7.29 per person  
 Ham and Swiss, Roast Beef and Cheddar, or Turkey and Jack on Sourdough with Chips, Fruit and Canned Soda or Bottled Water  
 The Simple Sack \$6.79 per person  
 Tuna or Chicken Salad served on Sourdough with a Bag of Chips, Fruit and a Can of Soda or Bottled Water  
 The Sub Club \$7.99 per person  
 Ham, Turkey and Bacon with American Cheese on a Hoagie Roll with a Bag of Chips, Fruit and a Can of Soda or Bottled Water

### vegetarian

Tabbouleh \$1.99 per person  
 Falafels \$1.99 per person  
 Red Beans & Rice \$1.99 per person  
 Quinoa Salad \$2.99 per person  
 Tzatziki with Grilled Pita Points \$2.99 per person  
 Asian Vegetable Stir Fry with Tofu \$3.99 per person  
 Black Bean Burger \$1.99 per person  
 Roasted Vegetable Wrap \$1.99 per person  
 Cheese Lasagna with Garlic Bread and Caesar Salad \$4.99 per person

### dinner buffet

Minimum of 10 people

Rotisserie Chicken Dinner \$7.49 per person  
 Rotisserie Chicken with Mashed Potatoes, Gravy Veggies. Served with Rolls and Butter, Brownies or Cookies and Canned Soda

English Style Fish & Chips \$6.99 per person  
 Beer-battered Wild Alaskan Pollack served with Coleslaw, French Fries, Rolls and Butter, Cookies or Brownies and Canned Soda

Classic Cook Out \$5.99 per person  
 Juicy Hamburgers, Fresh Buns, Lettuce, Tomato, Onions, Ketchup and Mustard served with Potato Chips, Cookies or Brownies and Canned Soda

Chili Dog Bar \$2.99 per person  
 Delicious Beef Hot Dogs served with our own Homemade Chili and Assorted Toppings

Taquitos \$1.99 per person  
 Your choice of Chicken or Beef served with Salsa and Sour Cream  
 Add Guacamole \$0.69 per person

The Great Pasta Feast \$5.49 per person  
 Pasta tossed with Marinara, Meat or Alfredo Sauce. Served with Salad and Assorted Dressings, Garlic Bread, Cookies or Brownies and Soda

Super Soup n' Salad Bar \$4.99 per person  
 Garden Fresh Tossed Salad with two Dressings, six Toppings, Rolls and Butter, Soup du Jour and Canned Soda



### reception

Nacho Bar \$3.99 per person  
 Chips, Nacho Cheese, Salsa, Jalapeños and Refried Beans

Go Grande! Nacho Bar \$4.59 per person  
 Add Guacamole, Sour Cream and Chicken or Beef to the Nacho Bar

Chicken Fingers \$2.99 per person  
 Served with your choice of Honey Mustard or BBQ Dipping Sauces

Chicken Wings \$2.99 per person  
 Served with Asian BBQ or Buffalo-style Red-hot Glaze

Fresh Veggie Tray \$2.49 per person  
 Seasonal Vegetables served with Ranch Dressing for dipping

Seasonal Fruit Tray \$2.99 per person  
 The season's best Fruit served with a Yogurt Dipping Sauce

Cheese & Cracker Tray \$2.99 per person  
 An assortment of Domestic Cheeses served with Crackers

Fried Mozzarella Sticks with Marinara \$2.99 per person

Hot Pretzels with Assorted Mustards \$1.79 per person

Meatballs - Italian or BBQ \$2.49 per person



### snacks & sweets

Gourmet Cookies \$7.79 per dozen  
 Brownies \$8.99 per dozen  
 Rice Krispie Treats \$8.49 per dozen  
 Round Cake \$19.99 per dozen  
 1/2 Sheet Cake Serves 30-40 \$22.99 per cake  
 Full Sheet Cake Serves 60-80 \$39.99 per cake  
 Ice Cream Social \$1.49 per person  
 One 3-gallon tub of Vanilla Ice Cream served with five delicious toppings!



### chips & dips

Home-style Potato Chips \$3.99 per pound  
 Our signature Homemade Kettle Chips  
 Tortilla Chips \$3.49 per pound  
 Mini Pretzels \$3.29 per pound  
 Savory Snack Mix \$3.99 per pound  
 Salsa \$3.99 per pound  
 Ranch Dip \$2.99 per pint  
 Onion Dip \$2.99 per pint

### pizza

One Topping Homemade Pizza \$9.99 each  
 Additional topping \$.99 each  
 Fresh, hot and delicious pizza made from scratch. Choose from the following Toppings: Sausage, Pepperoni, Ground Beef, Bacon, Mushrooms, Black Olives, Green Peppers, Onions, Fresh Tomatoes or Jalapeños