

REGISTERED STUDENT ORGANIZATION

RESOURCE GUIDE

2017-18

FOR LEADERSHIP
CENTER
AND INVOLVEMENT



Dear Student Leaders,

On behalf of Campus and Student Life and the outstanding team in the Center for the Leadership for Involvement I want to be the first to welcome you to the Resource Guide for Recognized Student Organizations!

About the Resource Guide:

The RSO Resource Guide was designed and written by Center for Leadership and Involvement staff in partnership with student organization leaders to give you the necessary tools to manage your student organization. Our staff is committed to advising you in the personal leadership development, organizational and financial management and the logistical aspects involved with running a successful student organization as well as providing leadership opportunities for you and your membership. Please use the RSO Resource Guide as a tool in the development and management of your student organization. Our Advisors', including our amazing Peer Advisors doors are always open, and we are eager to help you achieve every success in your activities.

About the Center for Leadership and Involvement:

The Center for Leadership and Involvement, as part of Campus and Student Life, encourages student involvement, leadership development, and community building at the University of Chicago and provides learning opportunities for all students, while enhancing the unique culture of the University. The Center for Leadership and Involvement serves you, your organization, and the University of Chicago community by:

- Advising over 400 Recognized Student Organizations (RSOs)
- Promoting financial literacy for RSOs and financial competency for student leaders
- Developing a comprehensive package of leadership development programs for students
- Providing meeting, rehearsal, conference, and event space and planning in Bartlett Hall, Mandel Hall, and the Reynolds Club
- Scheduling classrooms in Harper Memorial Library and Stuart Hall on evenings and weekends helping create inclusive spaces on campus that promote a sense of community
- Making reservations for space on the Quadrangles

We look forward to working with your student group this year to create a community of student leaders who work together to create a dynamic and vibrant student life. Thank you for all your contributions to enriching the lives of students at University of Chicago!



Sarah K. Cunningham
Executive Director of Leadership, Involvement & Student Life Centers and
Assistant Dean of Students in the University

TABLE OF CONTENTS

► GENERAL INFORMATION.....	5
Benefits of Being a Recognized Student Organization	6
Responsibilities of a Student Organization	6
Student Organization Advising at UChicago	7
Your RSO Advisor	9
Blueprint	10
Other Electronic Resources	11
Storage and Office Spaces	11
Copying and Printing	12
Maintaining Your RSO Status	13
RSO Newsletter	13
► FACILITIES & SCHEDULING.....	15
Center for Leadership and Involvement Facilities	16
Booking Space	16
Regularly Scheduled Meeting Space and Room Lottery ...	17
Audio Visual Services	18
Center for Leadership and Involvement Room Options ...	19
Office of Event Services	20
5710 Woodlawn Room Options	20
Other On-Campus Room Options	21
► POLICIES.....	23
Posting	24
Hazing Policy	25
Outdoor Events On Campus	26
Protest and Demonstration Policy	27
Alcohol Policy	28
Contracts and Third Party Agreements	30
Showing Films	30
Student Travel Policy	31
Driving for Your Student Organization	32
University Vehicle Policy.....	32
Drone Policy.....	34

► MONEY.....	35
Introduction to your RSO Financial Account	36
Blueprint Finance Module	36
Obtaining Financial Resources	36
Alumni Outreach and Fundraising Guidelines	37
Student Government Funding	38
Transaction Reports	41
Reviewing Balances	41
Reviewing Transactions	41
Spending Money	41
Digital Documentation Acceptability	43
Required Documentation for Expenses	44
Reimbursements	44
Purchase Orders	45
Payments	45
Entering Contracts for Your RSO	46
Transfers/JEs - Payments to Departments	46
Travel Expenses	47
Purchasing Food	49
► APPENDICES.....	52
SGFC Deadlines	53
SGFC Guidelines	54
SGFC Cost Guide	57
Getting Funding 101	59
Student Organization Debt Reduction Program	60
Event Services (Reynolds Club & Bartlett Hall)	63
Logan Center RSO Resources	67
Glossary	75
Staff Directory	77

GENERAL INFORMATION

BENEFITS OF BEING A RECOGNIZED STUDENT ORGANIZATION

The University of Chicago dedicates an office to supporting your organization: the Center for Leadership and Involvement. Here you will find a full complement of advising staff (including professional staff members and peer advisors), as well as a host of facility managers, events professionals, and financial advisors who are happy to assist you.

When your student organization is recognized through the Center for Leadership and Involvement, it becomes eligible for numerous benefits, including a Blueprint page for your organization, the ability to hold events on-campus, free or reduced cost access to many of the University's facilities, eligibility for Student Fee funding through Student Government, access to the Student Organization Catering Fund (administered by UChicago Dining), and use of the University's tax exemption.

RSO Community Values Statement

We are committed to building the human and institutional infrastructures that will promote our individual and collective growth. The vitality of our community depends on the safe and respectful environment that each of us has a role in sustaining. In order to foster this environment, we must ensure that all students feel supported to contribute their voice in academic and social environments. In order to have productive dialogue, we must always respect one another's differing perspectives. The rigorous critical inquiry and pursuit of excellence that distinguishes the University of Chicago emerge from our common core values:

Respect: We affirm the dignity of all individuals and strive to uphold a just community in which discrimination and hate are not tolerated. We value the differences and commonalities that bring us together as a community and we strive for civility in all interactions.

Accessibility: We are from diverse backgrounds, and carry distinct needs. We have a shared responsibility to ensure that every student is given avenues for participation and the resources necessary for success.

Active Inclusivity: Each of us has a responsibility to ensure that throughout extracurricular life, all students are engaged, supported, and respectful of different communities in order to fully participate.

Through embracing these values in our daily lives, we foster an environment of trust, cooperation, and lively inquiry - and advance a commitment to cultivating community traditions and supporting learning outside the classroom.

RESPONSIBILITIES OF A RECOGNIZED STUDENT ORGANIZATION

Along with the benefits of being recognized by the University of Chicago, your recognized student organization (RSO) status also comes with many responsibilities. The Center for Leadership and Involvement is here to help you manage these responsibilities as you develop your plans and programs for the year and beyond.

Community Responsibilities

- Your organization holds a very visible and often powerful position in the campus community as an RSO. The University expects you to use this platform thoughtfully, and to be respectful of fellow students, other departments programs, and organizations, the University community at large, and the University's world-class reputation.
- RSOs may not discriminate against any potential members on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or other factors irrelevant to participation in the programs of the University.
- RSOs are responsible for ensuring that their organization is in compliance with the University's Hazing Policy (See page 25).
- RSOs are required to comply with all University policies included in this publication, those listed on the Center for Leadership and Involvement website, and the contents of the Student Manual. It is your responsibility as an RSO leader to be familiar with all policies and to ensure that your organization is in compliance.

Administrative Responsibilities

- Every RSO is required to complete an annual registration process in order to maintain an “Active” status and remain eligible for the RSO benefits and services described here. Registration includes completing a spring registration form in Blueprint, sending leaders to required fall training programs, and meeting with your Center for Leadership and Involvement advisor.
- RSOs must consistently provide accurate contact information and rosters in Blueprint and make a timely effort to meet with Center for Leadership and Involvement and Campus and Student Life staff upon request.
- RSOs are expected to be fiscally responsible and develop programs that stay within their budgets.

STUDENT ORGANIZATION ADVISING AT UCHICAGO

A central component of the Center for Leadership and Involvement’s mission is our commitment of providing accessible, thoughtful advising. As a student leader, you have access to an entire team of advisors as well as content experts in the larger University community who are dedicated to helping you achieve your goals.

The Needs-Based Advising Model

Implemented in the fall of 2013, the needs-based model provides training and support for RSOs that is tailored to the nature of the activities, events, and/or programs that it organizes and presents. The new model makes this shift from content based advising to holistic student development advising by focusing on RSO needs. Organizations will be sorted and advised based on their place on a needs spectrum rather than a generalization about the content of their programs.

Needs Classifications

RED	ORANGE	GREEN	BLUE	PURPLE
<ul style="list-style-type: none">• Emergent RSOs• New to campus• Trained and advised by staff as cohort• Need assessed and reassigned after one year	<ul style="list-style-type: none">• Mostly transactional support needed• Supported by team of Peer Advisor Staff• Access to extended drop-in advising hours• Annual online training	<ul style="list-style-type: none">• Plan several events per year• Navigating campus and creating networks is key• Assigned professional staff advisor• Annual in-person training	<ul style="list-style-type: none">• Frequent programming• Complex organization• Assigned professional staff advisor• Annual in-person training	<ul style="list-style-type: none">• High impact, community-building organizations• Significant financial & risk management considerations• Assigned professional staff advisor• Extensive annual in-person training

These designations are not a hierarchy, nor are they intended to serve as a ladder for your RSO to climb. Each organization will naturally settle into a section as it goes about achieving its goals and reaching its audience. Your categorization helps us understand how to best support you and what kind of training to provide for you. Your designation is not used publicly to confer status or define access to resources. If you are curious as to your RSOs color designation, you can check the “Profile” section of your Blueprint page.

Building a Cohort of Emergent RSOs: New RSOs present a unique set of developmental needs that must be addressed to ensure the lasting foundation necessary for future growth and retention. Inclusion into this cohort of emergent groups allows the Center for Leadership and Involvement to pay special attention to group orientation, establishment of RSO missions, and development of governing documents. This annual community of RSOs will provide opportunities for collaboration, peer to peer dialogue, and a support network during this critical phase.

Developing a Team of Peer Advisors: Organizations at one end of the needs spectrum may not need a designated staff advisor to meet their specific needs. These organizations may require mostly procedural or transactional advisement that can be accommodated by a team of peer advisors, trained through the Center for Leadership and Involvement. These advisors will be “on duty” during peak times in the Advising Center and can be accessed by all RSOs. This team will provide an invaluable leadership development experience for seasoned student leaders looking to give back to the RSO community on campus.

Tailored Training and Resources for All RSOs: The needs-based model allows the Center for Leadership and Involvement staff to hone in on the exact resources and training that is appropriate for each organization based on their position on the needs spectrum. Required student leader training is a series of targeted training sessions that engage students on the level that resonates with them.

The Role of Student Organization Advisors

All RSOs are completely student-run organizations. Leadership positions and voting are limited to currently registered students, and students are the primary decision makers. The role of advisors is to challenge and support organizations with group development, decision-making, policy interpretation, and the student-led execution of student-initiated ideas.

The Different Types of Advisors

Student organizations can find support from a number of different sources. Each type of advisor can be extremely useful in very different ways. Your assigned RSO advisor (or the team of Peer Advisors) is one of your most valuable resources and you are expected to remain in contact with them. They can be helpful in understanding how you can use each of your other advisors to best support your organization.

RSO Advisors: Your organization may have an assigned staff advisor through the Center for Leadership and Involvement, UCSC, or Athletics. This is your primary advisor, one of your most valuable resources. The RSO Advisor can discuss the goals of your organization, the status of your financial account, and assist with a number of developmental and operational issues. In addition, RSO Advisors are required to approve any contracts or legal agreements for your RSO (see page 30) as well as certain financial transactions. They're also happy to just have a chat with you about what you're working on. Keeping in regular contact with your Advisor is a great way to help ensure success. (For a full list of advisors, see page 9)

Peer Advisors: Some organizations are assigned to our team of peer advisors. These experienced student leaders are here to provide you with easy access to support for all of your organizational needs. They will hold office hours in the Reynolds Club to assist you on a walk-in basis or online. They work closely with the Center for Leadership and Involvement staff to make sure you always have access to consistent, accurate and effective support.

Faculty Advisors: The Center for Leadership and Involvement provides generalist RSO Advisors who can assist you with organizational issues like fundraising, finance, goal setting, and organizational management. For many organizations, there is also a great opportunity to find a faculty member on campus who is an expert in the particular area of interest explored by their organization. A faculty or staff expert can be a powerful ally in developing the content of your program.

Off-Campus Advising: Your organization may be affiliated with a parent organization, national headquarters, or work closely with outside organizations. There can be many benefits to developing relationships with organizations that have significant experience and expertise. There can, however, be times when an outside organization may not have the best advice for the University of Chicago or may over-reach and infringe on your student-run nature. Your RSO Advisor is here to help to make sure that you are getting sound advice and have a healthy relationship with outside organizations. Always keep them in the loop!

TIP: STARTING STRONG

More than anything, a new RSO should reach out and ask questions. Even though your organization is new, in many ways you are not reinventing the wheel, so reach out to people who may have encountered issues like yours in the past. It is also a great idea to meet other RSO leaders because collaborating will pool your resources, potentially increase your chances for things like SGFC funding, and will increase your exposure on campus.

- Wendy Gonzales, former chair of COUP
Currently a Sales Communication Specialist at Google

YOUR RSO ADVISOR

Each RSO is assigned to either a specific RSO Advisor or our team of Peer Advisors based on its placement in the Need-Based Advising model. You can find your advisor assignment in your profile on Blueprint, or, if you have an assigned advisor, on your roster.

Brian Bock

Assistant Athletic Director, Intramurals
Recreation & Sports Clubs
Ratner Athletic Center 141
(773) 702-4658
bockb@uchicago.edu

Jimmy Brown

Director of the Center for Leadership and
Involvement
Reynolds Club 001A
(773) 702-3343
jimbrown@uchicago.edu

Derek Bundy

Assistant Director,
Community Development & Operations
Reynolds Club 004
(773) 834-8252
dcbundy@uchicago.edu

Sarah Cunningham

Executive Director of Leadership, Involvement, and
Student Life Centers and Assistant Dean of
Students in the University
Reynolds Club 204
(773) 834-0861
scunningham@uchicago.edu

Nick Currie

Assistant Director for Student
Leadership & Advising
University Community Service Center
5525 S. Ellis Ave, Suite 160
(773) 795-6451
ncurrie@uchicago.edu

Tempris Daniels

Student Involvement Advisor
Reynolds Club 016
(773) 702-4547
tedaniels@uchicago.edu

Carrie Grogan

Assistant Director, Student Leadership
Development
Reynolds Club 016
(773) 834-5506
groganc@uchicago.edu

Jennifer Kennedy

Director of Community Development and
Operations, Reynolds Club Student Life
Center
Reynolds Club 203
(773) 702-4658
jenken@uchicago.edu

Jeff Nilsen

Assistant Director, Student Involvement
Reynolds Club 016
(773) 834-3429
jnilsen2@uchicago.edu

Casey Talbot

Student Involvement Advisor
Reynolds Club 016
(773) 834-2781
ctalbot@uchicago.edu

RESOURCE: PEER ADVISORS

This team of experienced student leaders works closely with the CLI to offer support and advising to many RSOs. They hold regular office hours in the Advising Center (Reynolds Club 016) and can be reached online via email and chat at uchicagopeeradvisors@gmail.com

BLUEPRINT

Blueprint is the online involvement platform for the University of Chicago. Blueprint, used at the most basic level, is where interested students or potential collaborators find out who you are and how to get in touch with you, but Blueprint offers so much more. If you take advantage of the many features of Blueprint it can become a virtual student activities fair, a powerful communication tool, your organization's historian and archive, and even your financial toolkit.



blueprint.uchicago.edu

Increased Visibility

No longer do you need to struggle to get your name out: Blueprint puts your organization and events in a centrally accessible location for all of campus to see. You get a customizable homepage, integration with your social media pages, a wall, and the ability to submit news stories to the campus ticker for all users. By using Interests, your organization and events will be recommended directly to students whose Interests match your RSO's. Make sure to set your Interests in the "Manage" section of your RSO page!

Events and the Virtual Flyerboard

Blueprint allows you to create events and attach flyer images that will be posted on the virtual flyerboard for students to see. You can also use the system to invite students, collect RSVPs, add events directly to your Google Calendar or iCal, and much more.

TIP: SHOW OFF YOUR FULL MEMBERSHIP

You can invite people to join your page by using the "Invite" option in your Roster. Be sure to add all of your current members and invite everyone who signed up for your listhost at the Student Activities Fair!

Membership Management and Elections

Blueprint makes it easy to manage your roster and keep in touch with your members. Students will be able to join your organization through Blueprint and can even be assigned customized officer positions. Once your roster has been built, you can even use the Elections feature in Blueprint to manage voting for your officer positions for the next year.

Communications

Blueprint allows you to communicate with your membership through the Messaging feature in your roster. You can easily send messages to your entire organization, certain position holders, or specific types of members. Your page also contains a wall where members can post messages to the group. These posts will show up on your RSO home page, but will also be collected on the home page for each of your individual members when they log in to Blueprint.

Electronic Account Access

Blueprint provides RSO Presidents and Treasurers with online access to transaction information and account balances. Additionally, we have developed the ability for RSOs to submit payment or reimbursement requests and SGFC budgets online through Blueprint. For more information please visit the Financial section of our website or page 36 in this guide.

Electronic File Storage and Group History

Blueprint offers storage for you to create photo and document archives that will easily transition as new members join your group - no more passing down passwords to other online storage accounts. You can use this storage privately to share important documents between officers, to store documents for easy access by your members, and can even open specific albums and documents to the whole campus so they can learn more about your club.

You can always visit Blueprint's organization page on Blueprint for access to news, tips, and FAQs.

TIP: ACCESSING BLUEPRINT FEATURES

By default, your Primary Contact, President and Treasurer have full access to your Blueprint page. You can give other officer positions access to individual features and sections with just a few clicks. To create positions or add access, select "Manage Positions" in your Roster.

OTHER ELECTRONIC RESOURCES

Web Pages

IT Services maintains a server for student group websites. A website can be a great way to publicize your group on- or off-campus, or to share your accomplishments with others around the world.

To request or access a site, visit **leadership.uchicago.edu/computing**

Electronic Mailing Lists

RSOs can use mailing lists to announce events and/or discuss projects and issues. Be forewarned, though, that not everyone may appreciate discussions, unorganized emails, or high email volume over the primary mailing list. Create a separate list for those interested in discussions of internal conversations (e.g. board members, active members).

To create a new list, go to **lists.uchicago.edu**

NOTE: You can also use Blueprint for these types of communications! Just open the Messaging feature inside the Roster menu.

Student Events Calendar

RSOs may submit information about their events to the Student Events Calendar at **stuff.uchicago.edu**. This calendar can be viewed online by the University community as well as the public. The calendar is distributed to all students via a weekly email and experts are posted on the Center for Leadership and Involvement website. You can also submit your events to other calendars at the same time (e.g. the Arts calendar).

NOTE: You can see a digest of the calendar on the Center for Leadership and Involvement website.

STORAGE AND OFFICE SPACE

RSO Offices and Storage

RSOs can apply for a storage unit of office space in the Reynolds Club or Ida Noyes Hall. Space is very limited and applications are accepted on an annual basis.

To apply for space, complete the Office/Storage application in Blueprint during the Spring Registration process (details on page 13)

Office Keys: Your Primary Contact should request keys through Blueprint at the same time they request your access to the Student Activities Center (see above). Once a key request has been approved the Community Development and Operations office (RC 006) will contact each individual to come pick up their keys. A \$20.00 refundable deposit is required to check out a key.

Storage Space Keys: Please visit the Community Development and Operations office (RC 006) during business hours to check out keys for your storage spaces in the Reynolds Club. Up to two members of your group may check out a key. A \$20.00 refundable deposit is required.

RESOURCE: STUDENT ACTIVITIES CENTER (RC 001)

Open Monday-Friday, 9:00 AM - 6:00 PM

The Student Activities Center, located in the lower level of the Reynolds Club (RC 001), is a space dedicated to students. In addition to providing a wide variety of resources for RSOs, the Student Activities Center is intended as a gathering place for all students to be able to meet, relax, study, or create. The Student Activities Center is managed by full-time staff members of the Center for Leadership and Involvement and is staffed by a team of student workers. Some of the services offered in the Student Activities Center include:

- **RSO Mailboxes:** Your RSO can use the Reynolds club address to receive mail and packages.
- **Advertising Supplies:** Banner paper, markers, and chalk are available for creative marketing.
- **AV Equipment:** A digital camera, HD camcorder, and two-way radios are available to be checked out by RSOs.
- **Faxing:** Send and receive faxes at (773) 702-7718
- **Use of the RSO Computer Lab:** The lab offers scanning, printing, and Adobe CS 5.5 design software that includes Photoshop, Illustrator, and InDesign, as well as the Microsoft Office Suite
- **Photocopiers:** Your RSO can print or copy using our two Xerox machines (see cost below). We offer free colored paper for flyers.

To contact the Student Activities Center Staff, please email us at studentactivitiescenter@gmail.com or call us at (773) 702-8787.

COPYING AND PRINTING

Copy Codes and the Student Activities Center

As an RSO you are assigned a copy code that is used to copy and print documents at the Student Activities Center. Your President, Treasurer, and Primary Contact can retrieve your copy code from Blueprint at any time by opening the “Edit Profile” button under your group logo and scrolling down to the Copy Code field.

RESOURCE: PRINTERS

- 50% price reduction on color copies
- Two copiers/printers now available in lab
- Scan-to-USB functionality added

The Student Activities Center offers RSOs \$0.09 letter-sized copies (\$0.18 for double-sided or tabloid copies) that are charged directly to your RSO account. Color copies are also available for \$0.25 per page (\$0.50 for double-sided or tabloid copies). We have a selection of colored papers that are available for free as you make your flyers and documents, and we offer 100% recycled white copy paper in letter and tabloid sizes.

FedEx Office

Your RSO has an account with FedEx Office for larger print jobs.

1. Take your job to FedEx. You will need your FedEx account number, available under “Edit Profile” on your RSO’s Blueprint page.
2. Submit the order confirmation from FedEx with a Purchase Request for a Purchase Order (see page 45)
3. Once the Purchase Order is issued, FedEx will complete your job for you.
4. Turn in the invoice FedEx gives you with your completed job to the Financial Office (RC 003)

Other Printing Options

For other printing needs, you should choose an approved vendor and pay with a Purchase Order. With the exception of photocopies, printing is not a reimbursable expense. See page 44 for more information.

MAINTAINING YOUR RSO STATUS

Every RSO is required to complete an annual Registration process in order to maintain “Active” status and remain eligible for services offered through the Center for Leadership and Involvement and the University.

The steps of Registration are outlined below. Keep an eye out for additional details in the RSO Newsletter

1. Spring Registration in Blueprint

In the Spring, your RSO will be required to re-register in Blueprint, sharing pertinent information about the upcoming year. The individual completing the registration will become your new Primary Contact and should be prepared to update the Roster for the new year, make any changes to your purpose statement, share goals and challenges for the upcoming year, revise your bylaws, as well as apply for resources like the Fall Room Lottery (see page 17) and the Office and Storage Application (see page 11).

2. Complete Required Trainings

In order to make sure you have the information and tools you need to effectively manage your organization, the Center for Leadership and Involvement provides training in the form of conferences and workshops for student organizations. The specific training components required for your organization to maintain RSO status are based on your placement in the Needs-Based Advising Model (page 7).

Orange Organizations: Your RSO must complete the online training component of Annual Registration in Spring Quarter.

Green, Blue and Purple Organizations: Leaders must participate in the Student Organization Academy & Registration (SOAR) Program held during the second week of Fall Quarter.

3. Meet with Your RSO Advisor (If Requested)

Your advisor may contact you about scheduling a required meeting for your RSO as part of Registration. Whether or not this meeting is required may be based on several factors, including the scope of your budget and programs, whether or not you have new leadership, how closely you have worked with your Advisor in the past, and how thoroughly you completed Registration forms during the previous Spring. Keep in mind that we are always more than happy to meet with you, even if it's not required for Registration.

RSO NEWSLETTER

The RSO Newsletter is a key communication from the Center for Leadership and Involvement to RSO leaders. Distributed every month to your Primary Contact, President, and Treasurer, the newsletter contains important deadlines and opportunities. Your RSO is responsible for the information included in the newsletter, so make sure to watch for it and share with your members as you think would be helpful. Any member of your RSO can elect to receive the newsletter by signing up for the “rsonewsletter” listhost at lists.uchicago.edu.

TIP: STAY IN THE KNOW

The RSO Newsletter goes out every month to the contacts you list in Blueprint. It is a key communication tool for your organization to find out about events, opportunities, and resources being offered by the Center for Leadership and Involvement as well as important deadlines for RSO leaders. Don't miss out! Be sure to keep your contacts updated.

FACILITIES & SCHEDULING

CENTER FOR LEADERSHIP AND INVOLVEMENT FACILITIES

Center for Leadership and Involvement Managed Facilities

The Reynolds Club
5706 S. University Avenue

Mandel Hall
1131 E. 57th Street

Other Center for Leadership and Involvement Administered Event Spaces

- Bartlett Hall
- Harper Memorial Library classrooms
- Stuart Hall classrooms
- The Quadrangles

Center for Leadership and Involvement Event Services

- Assistance with logistics and planning
- Procurement of furniture, linens, and audio/visual equipment
- References to caterers

You can review the individual spaces available for rental through the Center for Leadership and Involvement on our website, or in the chart included in on page 19 of this guide.

BOOKING SPACE

Booking Online

Browse for space options, check availability, and book events via the online reservation system at:
leadershipsched.uchicago.edu

Try the “Browse for Space” option and then click “Filter” in the top right corner to search by date.

Booking with Staff Assistance

For bookings in the Reynolds Club, Barlett, Harper/Stuart, and the Quads:

Center for Leadership and Involvement
Community Development & Operations
Reynolds Club Room 006
(773) 834-0858
rcsched@lists.uchicago.edu

For bookings in Mandel Hall:

Mandel Hall
mandelsched@lists.uchicago.edu

TIPS: ACCESS, CONFIRMATION, & QUESTIONS

- Make sure you have secured and confirmed your location before advertising your event.
- Please don't hesitate to contact the Community Development and Operations staff. They can help you determine how to best use your selected location to the advantage of your event.

REGULARLY SCHEDULED MEETING SPACE & ROOM LOTTERY

The Center for Leadership and Involvement (CLI) and the Office of Event Services (OES) hold a quarterly RSO room lottery for space in the Reynolds Club, Ida Noyes Hall, Bartlett, Harper, and Stuart. The lottery system was designed to distribute the use of rooms in these buildings for regular meetings and practices as fairly as possible. A lottery is held during the 8th week of each Fall, Winter and Spring Quarter to allocate space for the following quarter. Summer and Fall requests are both submitted during the Spring Quarter lottery in May. In order to enter the lottery, your RSO must be currently active, have completed all relevant registrations, and you must be a current student at the University.

Performance RSO Lottery

In order to secure dance or other practice space for performance activities in either the Bartlett Arts Rehearsal Space or the Ida Noyes Dance Room, you must complete a Performance RSO Lottery Form, available on the CLI Blueprint page during 8th Week. These forms are due by email to rcsched@lists.uchicago.edu or oessched@lists.uchicago.edu by 5:00 PM on the Friday of 8th Week. Three selection rounds will take place for the applicable quarter, and will count towards the three rounds of the regular lottery - that is, if you group enters the Performance RSO Lottery first round, you will not be eligible for the first round of the other lottery, and requests will be entered into the second round, and so on. No group may obtain more than 3 two-hour slots per quarter during this lottery; for additional space you will need to wait until after the lottery has been completed.

Room Lottery

To request any other space managed by the CLI or under OES control (see pages 20 and 21), you will need to locate the appropriate Room Request Form either on Blueprint (for CLI spaces) or oes.uchicago.edu (for OES spaces) during 8th Week. Forms must be submitted by email and are due by 5:00 PM on the Friday of 8th Week. Late forms will not be entered into the lottery.

RSOs must fill out a separate request form for each weekly meeting time each quarter. If you fill out more than one request form, please indicate the order of importance for the requests. Requests marked with higher importance are placed in earlier rounds of the lottery, giving them a greater chance of receiving their first choice (see below). You may not submit more than three request forms for a single quarter. If you participated in one or more rounds of the Performance RSO Lottery, you may not enter those rounds of the regular lottery.

The results will be emailed to each RSO leader when the entire lottery has been completed. Do not assume that you will receive your top choices, or that you will receive the same space you have received in the past. Additionally, please note that some of the dates you receive may be placed on the Waiting List, meaning that there is another event scheduled for that time, but your group will receive the space if that event is cancelled. Please wait for lottery results before publicizing meetings.

Every group is responsible for contacting the relevant scheduling office to arrange for any necessary furniture, AV, or other equipment. If you need assistance from the Community Development and Operations staff, advance permission and arrangements are necessary and may incur charges.

Lottery FAQs

What if I have multiple room requests? If your RSO meets more than once a week, you must fill out a separate request form for each day you intend to meet. In CLI spaces, RSOs may not meet more than three times per week. If your RSO has two kinds of regularly scheduled meetings (e.g. executive committee meetings and large group meetings), you must fill out a separate request form for each type of meeting. Finally, if you turn in multiple requests, you should prioritize them (e.e. Monday meetings are a higher priority than Wednesday meetings).

What happens to my request to my request after I submit it? We divide the requests into multiple rounds of room allocation in order to accomodate multiple requests from many groups. For instance, if you turn in a request for Monday night meetings and a request for Wednesday night meetings, your two requests will be entered into seperate rounds of the lottery according to the priority that you assign them. Requests placed in the first round are assigned a random number and processed in order of those numbers. If the first choice is available when a form is processed, the request receives that choice. If not, each alternative chocie is considered in the order of preference until one is available. Once the first round is over, the second round is processed in the same way, and then the third round.

What if I have a special once-a-year event that I'd like to book early? If your RSO is planning a special event that occurs only once a year, you don't need to wait until lottery time to make a reservation, we take reservations up to a year in advance. But please note: (1) If your RSO is having a once-a-year performance for which you need rehearsal space, we can reserve only the performance date - we cannot reserve the rehearsal dates before the lottery. You should enter your rehearsal requests into the lottery the quarter before you plan to start practicing, and (2) You can only reserve on date/space per quarter before the lottery. If you have any questions, please talk to your Advisor or contac the CLI Community Development and Operations Office.

AUDIO VISUAL SERVICES

Center for Leadership and Involvement Audio Visual Services

We offer more than just rooms...

The Reynolds Club and Mandel Hall each own sound equipment, video projection equipment, and lighting equipment that can help make your event as big and as exciting as you want it to be. We allow you to use much of our equipment free of charge. Some items may come with a small rental fee. If you need some equipment that we don't own, we work with several vendors from whom we can rent equipment.

All you need to do is ask.

We are happy to provide equipment, and, in some cases, we'll have staff on hand to help you set it up. We do require some advance notice in order to accomodate equipment needs. Generally, the more advance the notice we have, the better we can serve you! Advance notice allows us to check our inventory and to make sure that what you need will be available when you need it. For example, if you're requesting a single mic for a poetry reading in Hallowed Grounds, but we've already told the Hard Rock/Heavy Metal Club that they can crank up our sound system in Hutchinson Courtyard, advance notice of your needs will allow us to tell you about a potential conflict before the day of your event.

Remember to include AV in your budget.

If your event isn't focused on music amplification (in other words, if you're planning a lecture, not a dance or a concert), you might forget that you need a sound system. For example, if you need to make anouncements to a crowd of 200 in Hutch Commons during a study break, you will probably want to reserve one of our sound systems. keep this need in mind when planning your budget. If you aren't sure what kind of equipment you might need or exactly how much it will cost, please don't hesistate to call us and ask.

We don't stop at AV!

We can rent any number of party items, ranging from table linens to chafing dishes to cotton candy machines. We won't discourage you from using what you already own or what you can find in your average party store and sometimes it can save you money to go that route! But if you need specialty items that you can't find, renting through us might be the way to go.

NOTE: Reynolds Club A/V equipment is only available in the Reynolds Club, Bartlett, or the Quads. A/V for other services can come from IT services or an off-campus vendor.

IT Services Audio Visual Services

Audio Visual Equipment Lending and Rental

Audio Visual Services, located on Harper Quad in Stuart Hall 004 (lower level of Stuart Hall, across from the Stuart Café), is a campus-wide media resource that provides audio-visual equipment for registrar-scheduled courses, supports over 50 registrar-scheduled media classrooms, loans AV equipment for use in classes, rents AV equipment to members of the campus community, provides assistive technologies for events and classes, and consults with groups on a broad spectrum of AV and assistive technology and media topics.

AVS stocks a wide range of portable video and audio gear and can provide training on any piece of equipment upon request. In addition, AVS has a full complement of digital video and photography equipment available for check-out. Reservations for equipment rental requests must be made in advance and may require a fee.

To rent, contact Audio Visual Services

Stuart 004

avs@lists.uchicago.edu

(773) 834-4499

itservices.uchicago.edu/services/audiovisual

CENTER FOR LEADERSHIP AND INVOLVEMENT ROOM OPTIONS

Reynolds Club

Room	Best for...	Capacity	Hours Available
Hutchinson Commons	Receptions and study breaks (Notify in advance for furniture reset)	320	Monday -Thursday: 8:00 PM to 12:00 AM Friday: 3:00 PM to 12:00 AM Saturday: 8:00 PM to 12:00 AM Sunday: 9:00 AM to 12:00 AM
Hutchinson Courtyard	Receptions and study breaks	N/A	8:00 AM to 12:00 AM (Amplification 12:00 PM to 1:00 PM and after 5:00 PM)
McCormick Tribune Lounge	Receptions, speakers and study breaks	100	Monday-Friday: 5:00pm-12:00am Saturday & Sunday: 8:00am-12:00am
South Lounge	Meetings, small receptions, and study breaks	40	Monday - Saturday: 8:00 AM to 12:00 AM Sunday: 9:00 AM to 12:00 AM
Reynolds Club Marketplace; Cobb and Bartlett Hall tables	Fundraising and sales	N/A	Monday-Friday: 8:00 AM to 5:00 PM

Bartlett Hall

Room	Best for...	Capacity	Hours Available
Bartlett Lounge (Trophy Room)	Small receptions, study breaks, meetings	25 (seated), 50 (standing)	Monday - Saturday: 8:00 AM to 10:00 PM Sunday: 9:00 AM to 11:00 PM
Bartlett Arts Rehearsal Space (BARS)	Theater and dance (no food or drink)	60 (whole), 25 each (split)	Monday & Wednesday: 7:00 PM to 11:00 PM Friday - Sunday: 5:00 PM to 11:00 PM

To Reserve Space in the Reynolds Club or Bartlett Hall

Go online to leadershipsched.uchicago.edu or email rcsched@lists.uchicago.edu

Mandel Hall

Room	Best for...	Capacity	Hours Available
Mandel Hall	Large performances	768 (default; up to 882 available, fees apply)	8:00 AM - 12:00 AM

To Reserve Space in Mandel Hall

Go online to leadershipsched.uchicago.edu or email mandelsched@lists.uchicago.edu

OFFICE OF EVENT SERVICES ROOM OPTIONS

The Office of Event Services manages event services at the International House and Ida Noyes Hall. Rooms at Ida Noyes Hall are free for RSOs and can be booked online at leadershipsched.uchicago.edu or by emailing stet@lists.uchicago.edu. RSOs should also work with the Office of Event Services for events in the International hours. Please note that RSOs do incur room fees for space at I-House.

Ida Noyes Hall

Room	Special Features	Capacity
Cloister Club	Kitchen access	250 (sit-down reception); 300 (stand-up reception, theater style)
First Floor Lounge	Kitchen access	80 (sit-down reception); 100 (stand-up reception, theater style)
First Floor Library	Kitchen access	100
Max Palevsky Cinema	Air conditioning	310 (upper level); 173 (lower level)
East Lounge (Second Floor)	None	80
West Lounge (Second Floor)	None	100
Meeting Room 117	Air conditioning	10
Third Floor Theater	Kitchen access	140 (sit-down reception); 200 (stand-up reception, theater style)
Dance Room	Built-in sound system, Marley floors, mirrors	100

5710 S. WOODLAWN

Located at 5710 S. Woodlawn Ave., the Center for Identity + Inclusion (CI+I) is home to the Office of Multicultural Student Affairs (OMSA), LGBTQ Student Life, and Student Support Services. CI+I is a student-centered space designed to enhance the overall campus experience for students of color, students who identify as LGBTQ, and students who are first generation, low income, and/or undocumented. CI+I supports the exploration of various identities and their intersections, strives to increase knowledge and awareness of different worldviews to strengthen cultural competencies, and creates opportunities to engage in challenging conversations in hopes of advancing a more equitable society.

University of Chicago students, staff, faculty may reserve space for meetings and programs that are consistent with the mission/vision of CI+I. For more information, or to view the rental guidelines and complete an online request form, please visit inclusion.uchicago.edu. Space requests take up to 7 business days for processing. Normal business hours are Monday through Thursday 9:00 AM to 10:00 PM, and Friday 9:00 AM to 5:00 PM. For more information, call 773.702.5710.

OTHER ON-CAMPUS SCHEDULING OPTIONS

Building	Room	Capacity	A/V	Fees	Contact
BSLC	Class-rooms, lecture halls	20 - 224	Yes	Fees vary	Don Churilla, (773) 702-2978, dwchuril@bsd.uchicago.edu
Classics	CL 110	30-75	No	No	Elizabeth Fritz, (773) 702-8512, bdfritz@uchicago.edu
Cobb	Class-rooms and film studies center	10-102	Yes	No	Contact CLI at (773)-834-0858 or leadershipsched.uchicago.edu
Goodspeed	Fulton Re-cital Hall	125	Limited	\$200 for 4 hours, plus \$100 for Hall Manager	Paige Lucas, (773) 702-9075, paigelu@uchicago.edu
Harper	Class-rooms, lecture halls	18-96	Yes	Not during normal business hours	Contact CLI at (773) 834-0858 or leadershipsched@uchicago.edu
Kent	Class-rooms, lecture halls	25-174	Yes	Fees possible	Contact CLI at (773) 834-0858 or leadershipsched@uchicago.edu
Law School	Limited availability	15-186	Varies	Fees vary	Lucienne Anne Goodman, (773) 834-0858, lgoodman@uchicago.edu
Logan Center	Class-rooms, theaters, studios, galleries	15-474	Varies	Fees vary	Kevin Gunnerson, (773) 834-7788, loganops@uchicago.edu
Pick Hall	Lounge	30-72	Yes	No	David Coleman, (773) 702-8797, dscolema@uchicago.edu
Rockefeller Memorial Chapel	Auditorium, lower level	1500 (approx.)	Sound; No A/V	Approx. \$100; fees possible	Jigna Shah, (773) 834-1885, jigna@uchicago.edu rockefeller.uchicago.edu
Smart Museum	Lobby, galleries, courtyard	175 (max. 40 on Thursdays)	PA System available for rent	Thursday 5:30-7:30 PM free; other nights \$675 for 3 hours	Sarah Polacheck, (773) 612-1536, spolacheck@uchicago.edu
Social Sciences	Classrooms (weekdays after 5), Tea Room	30-150	Yes	No	Classrooms: Darlene Long, (773) 702-8799, dslong@uchicago.edu Tea Room: David Coleman (see Pick Entry)
Stuart Hall	Lecture halls, lounge, class-rooms	15-90	Yes	Not during normal business hours	Contact CLI at (773) 834-0858 or leadershipsched@uchicago.edu
Swift Hall	Bond Chapel, class-rooms	175, 10-60	Varies	Yes (for chapel, rooms free)	Joanne Dowells, (773) 702-8200, j-dowells@uchicago.edu (for Chapel: (773) 834-8538)

POLICIES

POSTING POLICY

The University Community may publicize their events in designated areas through several methods. The form and content of the publicity will not be restricted, unless it is libelous, obscene, incites riot or other unlawful action. The publicity may not include any suggestions of the availability of alcohol. All publicity outside of the Reynolds Club must state clearly the name of the organization or department, and, if applicable, event date, time and location. Violation of the publicity policy will result in consequences ranging from a pentaly fine to suspension of the student organization. Complaints and questions must be directed to the Center for Leadership and Involvement at the Student Activities Center (RC 001, (773) 702-8787).

Postings (Flyers and Announcements)

Anonymous posting is allowed in the Reynolds Club only. These postings must be dated and will be removed two weeks after posting.

Posting must be placed only on designated bulletin boards, no more than one posting per event. The posting should not cover current postings belonging to other organizations or individuals. Individuals should only remove others' postings if the date of the event has passed. The Center for Leadership and Involvement monitors the bulletin boards in the Reynolds Club and Bartlett Hall only. If a member of the University community has any concerns about postings on campus, please contact the Center for Leadership and Involvement at the Student Activities Center (RC 001, (773) 802-8787).

Chalking

Chalking to publicize events is allowed only on campus sidewalks that can be washed out by rain. Water-soluble chalk must be used, and no spray chalk is allowed. Only RSOs, University Departments, and other official groups at the University of Chicago may chalk on campus sidewalks. If a member of the University community objects to chalking on a campus sidewalk, please contact the Center for Leadership and Involvement at the Student Activities Center (RC 001, (773) 802-8787).

Banners

Campus groups may post banners in the Reynolds Club, on the walls and main arches of Mitchell Tower (but not over windows, doors, or on the woodwork). Use the rolls of masking tape available from the Student Activities Center to post your banners, and remove banners carefully so as not to damage the walls or architecture of Mitchell Tower. A maximum of one six-foot banner per group may be posted. Banners with no event dates must be removes after 2 weeks of posting the banner.

Approval for banners in other campus locations must be obtained form the appropriate office of building management. Banners and/or signs in the outdoor areas are to be erected only by University Departments or RSOs and the schedule of their display must be approved by the Director of the Center for Leadership and Involvement or his or her designee.

Solicitation and Distribution of Handbills and Leaflets

Any handbills or leaflets must clearly state the name of the organization or individual. Policies on solicitation and distribution of handbills and leaflets vary by building. Door to door soliciting is prohibited in dormitories without the consent of the Director of Undergraduate Housing.

Online Calendar and Blueprint Flyerboard

To post your event online, log on to stuff.uchicago.edu or events.uchicago.edu. Be sure to select the calendar called "Proposed Student Events" and any other categories you feel your event fits into. Creating a Blueprint event with an uploaded flyer image will automatically add your event into the online flyerboard in Blueprint.

Table Tents in Dining Locations

The Office of Undergraduate Student Housing must approve table tents for the two residential dining commons (Bartlett and South Campus) and the Center for Leadership and Involvement (RC 003) must approve the table tents for the C-Shop and Hutchinson Commons. All requests must be submitted a minimum of 5 days prior to the posting date. Only one table tent per table is allowed for a display of at most 5 days. Unapproved table tents will be removed. Table tent advertisement must be for campus events ONLY. All table tents must have the name of the sponsoring student group.

Violation of the publicity policy will result in consequences ranging from a penalty fine to suspension of the student organization. Complaints against student organizations should be directed to the Student Activities Center.

Posting in Housing

The only posters/flyers authorized to be posted on in-House bulletin boards or elsewhere within a House (other than those posted for House or Hall business) are those approved by an RSO, provided they state clearly the organization or department's name and event date, time, and location (if applicable). A maximum of one posting is allowed per bulletin board and should not cover postings belonging to another organization. Each House has at least one bulletin board that is reserved for the Resident Staff of the House and RSOs may not post their posters/flyers on those boards. There are additional areas where posters/flyers may not be posted in residence halls/Houses: inside stairwells, inside elevators or on elevator doors, or on any student room doors unless approved by the residents of that room. Posters/flyers may not be hung using duct tape, nails, tacks, glue or any semi-permanent or permanent adhesive. Damages that result from the posting of posters/flyers will be billed to the organization that sponsored the event. RSOs are asked to remove their posters/flyers from the residence halls/Houses after their event has occurred. Flyers and announcements may neither advertise nor refer to the availability of alcohol at a specified event. If a poster contains obscene language and/or pictures, or if a poster is deemed to be offensive to a particular group or individual, the poster may be removed.

HAZING POLICY

The University of Chicago prohibits hazing and it is illegal in the state of Illinois. A person commits hazing when he or she knowingly requires a student or other person at the University to perform any act, on or off University property, for the purpose of induction, admission, or membership into any group, team, organization, or society associated with or connected to the University if the act is not sanctioned or authorized by the University and results in harm to any person or could reasonably be foreseen to result in such harm. A person's willingness to participate in an act of hazing does not justify or excuse the act, or fall outside of this policy. Examples of hazing are included below. These examples are intended to be illustrative and not all-inclusive:

- Creation of physical or mental exhaustion or fatigue;
- Forced consumption of alcohol or other intoxicants;
- Physical and mental shocks;
- Paddling;
- Physically or psychologically dangerous or risky activities;
- Coercive, degrading, or humiliating games and activities;
- Appropriation of public or private property;
- Physical harm;

Any student or group that commits hazing will be subject to discipline under the Housing Disciplinary System or the germane Student Disciplinary System, as appropriate. A staff member, post-doctoral researcher, academic employee, or anyone with a visiting appointment who commits hazing will be subject to discipline using the applicable disciplinary processes. In addition, because hazing is a crime under Illinois law, the State's Attorney may bring criminal charges against any person responsible for hazing.

Any person with knowledge of hazing is expected to communicate promptly with the Office of the Dean of Students in the University, the Office of the Provost, the University of Chicago Police Department, or University Human Resource Services. Reports may also be made by using the University's Behavioral Intervention hotline at (800) 971-4317

OUTDOOR EVENTS ON CAMPUS

Access to University Property

Many outdoor areas and a few buildings on campus are, in a general sense and during normal business hours, “open to the public.” However, the entire campus and all University-owned buildings are private property. The University thus restricts access to some building and outdoor areas during business hours, and restricts access to all buildings and some outdoor areas during non-business hours. In addition, from time to time, the University exercises its right to deny individuals access to all or some University property, normally after an individualizing determination has been made that a person(s) engaged in criminal activity, suspicious activity, or behavior that is or is likely to be threatening, violent or disruptive to University operations and activities.

All events and activities planned to take place out-of-doors on campus must be approved in advance by the Center for Leadership and Involvement (773-834-0858; leadership.uchicago.edu). A University Department and/or RSO must sponsor all outdoor events. Requests must be submitted at least 48 hours before the start of the event so that appropriate offices can be informed. The person in charge of the event(s) should submit a written request to reserve the quadrangle space, including the date, time, location; number of people expected to attend; whether food, alcohol and/or non-alcoholic beverages will be served; the playing of music, or other amplified sound, and set-up arrangements. (If alcohol will be served at an event, additional policies and approvals apply. See the University Alcohol Policy.) Additional information may be requested from the sponsor about the proposed event. Event organizers must be present for the duration of the event. All banners, tables, signs, and other paraphernalia used, as well as all trash generated by the event, must be removed when the event concludes.

Alcoholic Beverages

Alcohol is not allowed at events that have not received the appropriate alcohol approval. University officials or agents of the University have the authority to prohibit attendees from bringing alcoholic beverages to any University event and require appropriate identification for dispensing alcohol at events that have received approval. Unauthorized beverages may be confiscated by the official.

Cosponsorship

Any event produced in conjunction with an outside organization or firm (whether paid or not) may require special contractual and/or insurance arrangements. The sponsor of any event should inform the Center for Leadership and Involvement and the sponsor must make the necessary advance arrangements with the Office of Risk Management.

Noise Levels

To minimize the disruption of academic and administrative activities, music, amplified sound, or other loud noise is permitted generally only on weekends and between 12:00 and 1:00 PM and after 5:00 PM on weekdays. Even during approved hours, all noise should be kept at a reasonable level and University officials may require event organizers to change the volume to a specified lower level, or turn off the amplifiers all together if the activity is taking place at or near Medical Center buildings. The City of Chicago does not permit the use of amplified sound on private property between the hours of 10:00 PM and 8:00 AM. Student organizations should make timely and appropriate arrangements with their RSO advisor. Protestors and demonstrators, however, may not use amplified sound indoors. Their organizers also may need to obtain a permit from the City of Chicago and should consult the Center for Leadership and Involvement. Banners and/or signs are to be erected only by University Departments or RSOs and the schedule of their display must be approved by the Director of the Center for Leadership and Involvement or his or her designee.

Equipment Construction

The erection or construction of any structure (i.e. tents, stages, signs) requires the approval of the Senior Director for Student Life or his or her designee and consultation with the Environmental Health and Safety Office and Facilities Services

Special Circumstances

Any outdoor event or display which involves special circumstances, such as the duration over an extended period of time, student sleep-overs, large attendance, possibility of demonstration, or late-night/early-morning events will require special permission of the Senior Director of Student Life, or his or her designee, in advance of the event.

For events where a large crowd is expected or where there is a potential for the attendance of persons with views that differ from the views held by event organizers, student organizations should provide the contact information of their RSO advisor and departments should provide the contact information for an appropriate full-time staff member in their department in advance of the event. That staff member may be required to attend. Contact information should be provided to the Associate Director of Community Development in the Center for Leadership and Involvement.

PROTEST AND DEMONSTRATION POLICY

The primary function of the University is to discover and disseminate knowledge by means of research and teaching. To fulfill this function, a free interchange of ideas is necessary not only within the University, but also within the larger society. At the University of Chicago, freedom of expression is vital to our shared goal of the pursuit of knowledge. Such freedom comes with the responsibility to welcome and promote this freedom for all, even in disagreement or opposition.

The right to freedom of expression at the University includes peaceful protests and orderly demonstrations. At the same time, the University has long recognized that the right to protest and demonstrate does not include the right to engage in conduct that disrupts the University's operations or endangers the safety of others. University Statute 21 states:

"Disruptive Conduct. Conduct of members of the University disruptive of the operations of the University, including interference with instruction, research, administrative operations, freedom of association, and meetings, is prohibited and subject to disciplinary action."

The Dean on Call

The Dean-on-Call will work actively to preserve an environment of spirited and open discourse and debate, allowing for the opportunity to have all participants contribute to intellectual exchange and full participation in the event.

Building Occupancy

For a protest or demonstration, attention must be paid to occupancy limits and general safety of the University community in the space used. Please see Building Occupancy Limits and Access.

Placards, Banners and Signs

Placards, banners, and signs are generally allowed but may not be dangerous for others or impede the participation of others in the life of the University. If the use of placards, banners and signs is deemed to be dangerous or impede the participation of others, University officials will require the individuals carrying the items to move to a different location or to remove their materials. Adherence to building closures is expected of people participating in a protest or demonstration within a University building and University officials will require that protestors or demonstrators leave at the time of building closure.

Advance Arrangements

To further the effectiveness of their event, organizations and other groups of students organizing a protest or demonstration must make the appropriate arrangements with the staff of the Center for Leadership and Involvement and/or their appropriate RSO Advisor. The protest location must be approved in advance by the Center for Leadership and Involvement, and intended movements to other areas of campus or into buildings/offices must be expressed in the initial protest request and explicitly approved in advance. Like all other events or activities at the University, a request to hold a protest or demonstration should be submitted no less than 48 hours before the start of the event when possible and must be approved by the Center for Leadership and Involvement.

The RSO Advisors, together with the Dean-on-Call, will be engaged with student protestors and demonstrators during the event to help assure the event is effective, ensure the participants' safety, and prevent the disruption of the normal functioning of the University. Students are also asked to make appropriate arrangements to acquire city permits for events occurring on city sidewalks and streets adjacent to the University, and must adhere to city ordinances and applicable state and federal law.

Protest and Demonstration Duration

Protests and demonstrations normally are permitted until or unless University officials determine that University operations have been compromised and/or the rights of others have been significantly infringed. Interference with instruction and research are viewed as particularly disruptive to the University.

Policy Application

Application of this policy does not preclude the application of other University policies or regulations as may be warranted by a given situation (i.e. Authority to Direct, University ID Policy, use of the Dean-on-Call program, and University Disciplinary Systems). Furthermore, a protest or demonstration that significantly disrupts the operations of the University or fails to adhere to building closures may lead to arrest and prosecution for violations of City of Chicago ordinances or state and federal statutes.

Counter Protest

A protest, demonstration, or event on campus may invite another form of protest. When these occasions arise, the expression of all parties is important. Please note that a separate protest area may be designated by Campus and Student Life for those persons with views that differ from the views held by the event organizers. In order to ensure the safety of all participants, the University Police Department may require the attendance of one or more officers.

All people participating in protests or demonstrations are expected to provide a form of University issued or government issues identification upon request from a University official.

ALCOHOL POLICY

Organizers who serve alcohol at an event take on a great responsibility. Not only must you follow the law, you must also take appropriate precautions to ensure that no one drinks enough to bring harm to themselves or to others. Only moderate consumption of alcohol may take place at events using University facilities or supported by University funds. An alcohol management training course (UCARE training) is required of all groups/parties wishing to serve alcohol at University events. It is essential that you read and understand the University's Alcohol Policy and follow the Center for Leadership and Involvement's guidelines.

University Alcohol Policy

A complete description of the Alcohol Policy is available in the Student Manual of the University Policies and Regulations. A synopsis of that policy follows:

The University prohibits all students and employees from the unlawful manufacture, possession, use, distribution, sale, or purchase of alcohol or illicit drugs on University premises or as part of any University activity. The University allows moderate consumption and/or possession of alcohol on University premises at approved functions by those legally permitted to consume or distribute alcohol. Such functions must comply with all applicable University guidelines.

All members of the University community are responsible for full awareness of the requirements of federal and Illinois statutes and Chicago ordinances concerning the consumption, possession, and sale of alcohol. The University expects each member of the community to be responsible for his or her own conduct and the consequences of that conduct. Illinois law prohibits the consumption or possession of alcohol by persons under the age of 21 and the supplying of alcohol to any person under the age of 21.

Alcoholic beverages may not be served at any event at which undergraduates are present unless prior written approval has been obtained at least one week in advance [Note: RSOs must adhere to guidelines for serving alcohol] from the Center for Leadership and Involvement or the appropriate Dean of Students. For events at which only graduate students over the age of 21 will be present, permission may be granted by your area Dean of Students. Student organizations which plan to serve alcoholic beverages at their functions must have the servers or representatives of the function complete alcohol risk management training (UCARE) offered by the Student Care Center. The Permission to Serve Alcohol form must be completed upon completion of the UCARE class and must additionally be verified by your RSO advisor. Student organizations must complete UCARE training and the Permission to Serve Alcohol form for any event at which they plan to serve alcohol, regardless of the facility to be used. Any group/individual planning to use Center for Leadership and Involvement facilities must complete the Permission to Serve Alcohol Form.

Guidelines for Serving Alcohol for Student Organizations

To request information to serve alcohol at an event, please read and sign the Guidelines and the Event Alcohol Approval Request Form (available as a 2 page PDF at leadership.uchicago.edu/alcohol-policy). Both documents must be filled out and submitted to your RSO advisor or the relevant facilities staff at least two weeks prior to the event.

Permission to serve alcohol will be granted only if the groups have planned their event appropriately, completed UCARE training, and whose event will be enhanced by serving a limited amount of alcohol. The following guidelines must be strictly followed:

- Persons serving alcohol to be served must be at least 21 years old and have completed UCARE training.
- Amounts of alcohol to be served will be determined by the Center for Leadership and Involvement. The amount will be determined by the length of the event and the anticipated number of guests.
- Groups must designate one student and one full-time staff or faculty member to be responsible for the event and present for the entire duration of the event. For large events, additional persons may be required. It is strongly recommended that all responsible parties attend UCARE training, but at least one is required.
- Only beer and wine may be served
- For events where individuals under 21 may be present, University staff or faculty members or their direct designees may have to check identification and serve the alcohol.
- Students will be allowed a maximum of three reasonably sized drinks. Fewer drinks may be allowed depending on the length of the event. The number of drinks consumed must be strictly monitored.
- Appropriate precautions must be taken to ensure that event participants under 21 do not have access to alcoholic beverages.
- Sufficient amounts of non-alcoholic beverages must be available.
- Adequate quantities of non-salty food must be served.
- Consumption of alcoholic beverages will be limited to an approved area, usually a closed room or section of the building. The organization sponsoring the event will be responsible for ensuring that alcohol is consumed only in the designated area and not carried outside of the area or building.
- Individuals are not allowed to bring their own alcohol to the event.
- There may be no reference to the availability of alcohol in any publicity for the event.
- No alcohol may be served during the last half hour of the event.
- If you are requesting Student Government funds to pay for alcohol at an event, the event must be open to all students. You must have written permission before requesting funds.

Forms are available at leadership.uchicago.edu/alcohol-policy

CONTRACTS AND THIRD-PARTY AGREEMENTS

A contract defines an agreement between the University of Chicago and another party providing services. It is a legal and binding document. As a student, you do not have the authority to commit the University to a contract, either verbally or in writing. You should present all contracts to your Center for Leadership and Involvement advisor for a signature on your behalf. Your advisor may need time to work with other University offices before being able to sign a complex contract. Any contract you sign may be your personal liability, and the University may not be able to help you resolve conflict and litigation.

Making a Bid or Offer

A bid or offer may constitute a contract, so it is important to take care to not accidentally enter into an unauthorized agreement. These steps will help you protect yourself when making an offer:

Gather Information: Collect information about the vendors, their availability, costs, and technical requirements (light, sound, etc.)

Review Alternatives: Review the information from each potential vendor you contacted, and decide who you would like to use.

Draft an Offer: In addition to performance fees or honoraria, it is important to consider what travel costs and technical/logistical costs you will be accountable for when selecting your bid amount. You also need to include information about dates you are able to accommodate an event. You should have firm reservations/holds for any locations/dates you offer. At this point your offer is ready for review, but should not be sent to the vendor.

Review with Your Advisor: As a bid or offer may constitute a contract, it is important to send a draft of your bid to your advisor to review BEFORE you send the offer to the vendor. Your advisor will work with you to make sure that nothing in your offer would constitute an obligation you wouldn't be able to deliver.

Make Your Offer: Once your advisor has approved your offer, you are ready to submit it to the vendor.

The Contract

Once an agreement has been reached with the vendor, it is important to put it in writing in the contract. A contract must be signed by all appropriate parties before it can be processed for payment.

Center for Leadership and Involvement Engagement Agreement: If your vendor does not have a standard contract you can use the Center for Leadership and Involvement Engagement Agreement, a generic contract agreement available in the Student Activities Center and on leadership.uchicago.edu. You should complete the information requested on the form and have your vendor sign it. Your RSO advisor will sign on behalf of the University. Your RSO advisor will sign on behalf of the University. Engagement Agreements must be signed no less than 2 weeks in advance. All RSOs with Engagement Agreements over \$1000 must meet with their advisor before payment can be submitted.

Vendor-Provided Contract: If your vendor provides a contract that they use, you should bring it to your RSO advisor. Together you can review any changes that need to be made and discuss any negotiations that will ensue. It is vital that you give your advisor as much time as possible to review a contract that is not the Center for Leadership and Involvement Engagement Agreement. In some cases, contracts may need to be approved by the University's Procurement Office, a process which could take several weeks.

Tax Forms: Your contract may need to be accompanied by special tax forms. For information on these forms, which would need to accompany your contract after it is signed and ready for payment, see page 44.

SHOWING FILMS

If you are planning to show a film for your RSO you will need to purchase the rights for a public screening through a distributor. The only situation in which you will not need to purchase the rights to screen are outlined below.

If you are showing the film in a face-to-face teaching activity, it is fair use to do so and you do not need the copyright owner's permission to do so under Section 110 of the Copyright Act. you cannot show a movie for entertainment without getting a license/permission even if you are charging admission.

Under Section 110, all of the following have to be satisfied in order to avoid needing permission of the copyright holder:

1. The movie must be shown by an instructor to students;
2. The instructor and students must be in the same place (i.e., the instructor has to be present in the room);
3. The event must be a teaching activity and not recreation or entertainment;
4. The event must be put on by a nonprofit educational institution (i.e. the University);
5. The event must take place in a classroom or other area used for systematic instructional activity (i.e., not a dorm room);
6. The copy of the movie being shown must have been lawfully made (no bootleg copies)

STUDENT ORGANIZATION TRAVEL POLICY

The University seeks to promote safe travel to events and activities occurring beyond the boundaries of University property by RSOs. As such, the travel policy applies to all RSO travel both in cases where the travel is sponsored by the University and where an individual travels on behalf of, or with the financial support of, an RSO. This Travel Policy also applies to all travel taken by RSOs attending out of town events and programs. Examples of activities that fall under this Policy include, but are not limited to: club sports trips, activities of RSOs, Student Government-funded travel, and in situations where a student or RSO officially represents the University (i.e. academic team competitions, conferences, and other programs).

All student and RSO travel falling within this Policy must meet the following requirements:

- A. RSO travel must be consistent with the organization's mission statement and constitution on file with the Center for Leadership and Involvement. travel must be planned so as not to create and undue interference with academic responsibilities
- B. An individual student or RSO must complete and submit the Travel Registration Form to the Center for Leadership and Involvement no later than 10 business days before the scheduled trip. Please know that the travel form will be reviewed by the RSO advisor, and the RSO will be expected to have a conversation with the advisor about the trip. Also, the travel form must be approved by the advisor before the trip can go forward.
- C. When students are driving for their student organization, whether in personal, rental or University vehicles, all drivers must comply with the University's Vehicle Policy, including meeting minimum driving experience requirements, submitting relevant information and passing a driving background check, following all stated driving regulations, and completing any training requirements communicated by the University.
- D. RSOs must, as part of the travel registration process, supply the Center for Leadership and Involvement with the names, CNet IDs, and cell phone numbers for all students traveling with the organization.
- E. Any trip taken without prior submission and approval of a complete and accurate Travel Registration Form, and/or the Driver Form, or other violations of this policy, may result in individual and/or RSO discipline and RSOs will not be reimbursed for travel expenses

Travel Registration Form: blueprint.uchicago.edu/form/start/34899

Driver Form: blueprint.uchicago.edu/vehicle-policy

DRIVING FOR YOUR STUDENT ORGANIZATION

When driving for your student organization, it is important that you and your passengers remain safe. To this end, the Center for Leadership and Involvement works with the Office of Risk Management to comply with their Student Vehicle Use Program. This program is designed to set expectations for safe driving conditions and to ensure that student drivers met a minimum set of requirements, including having insurance and a responsible driving record.

If you plan to drive on behalf of your student organization, either in your personal car or in a rental car, you must comply with the Student Vehicle Use Program. This involves submitting personal information about your trip and your insurance coverage, as well as submitting a check of your driving record. If you have any moving violations on your driving record you will not be approved to drive for your organization.

Driver Qualifications

- Must be a minimum of 18 years of age or meet rental car company minimum age requirements.
- Possess a valid US driver's license for at least 2 years
- Have more than 2,000 miles driving experience
- Have received no moving violations, convictions, or court-ordered supervision

Applying for Driver Approval

To be approved to drive, you must submit the following to your RSO Advisor at least two weeks before your trip.

If you are driving a rental vehicle, you must submit:

- Student Vehicle Authorization and Acknowledgement Form
- A front and back copy of your valid US Driver's License

If you are driving a personal vehicle, you must submit:

- Vehicle Use Acknowledgement Form
- Student Vehicle Use Authorization Form
- Student Personal Vehicle Use and Agreement Form
- Vehicle Inspection Form
- A front and back copy of your valid US Driver's License
- Proof of insurance

Locating Vehicle Forms: All vehicle forms are available in RC 001 or at student.activities.uchicago.edu/vehicle-policy

UNIVERSITY OF CHICAGO STUDENT VEHICLE POLICY

RSOs and Sports Clubs may rent vehicles (cars and mini-vans) for official University business with the approval of the Center for Leadership and Involvement., the University Community Service Center, or the Athletics Department. Vehicles should be rented from Enterprise locally, or National Car Rental. All approval processes must begin at least two weeks in advance of travel.

Students must recognize that they are participating in a University related activity when traveling. Students must operate the vehicle in a safe, responsible fashion in accordance with all traffic laws, and they must report any accident or traffic citation according to the guidelines established by the University's Office of Risk Management. Misconduct may subject students to student disciplinary proceedings.

Any traffic citation or parking ticket issues is the responsibility of the Driver. The University provides no legal or financial assistance to students who receive such citations. If the University is served with a citation because of the use of the vehicle, the student organization shall reimburse the University for its costs.

Students are reminded when renting a vehicle they do not need to purchase the rental company's insurance policy. The rental vehicle will be covered under the University's insurance policy as long as all appropriate paperwork is completed and the driver has been approved. Students cannot be reimbursed for purchasing insurance from the rental agency.

Students may choose to drive their own vehicles. In these cases, they still must fill out the Student Personal Vehicle Designation and Agreement Form and provide it to their advisor three weeks in advance of their planned travel dates. The car owner is required to carry personal automobile insurance and bears responsibility and liability for all accidents and citations. The University is not responsible for physical damage or liability associated with personal vehicle use.

Driving Rules and Regulations

- Obey all traffic laws and motor vehicle laws.
- Drive responsibly.
- Follow the rules of "On the Road" (see below)
- Assure all vehicle occupants wear seatbelts.
- Drivers shall not pick up or transport family members, hitchhikers, friends, or any other person who is not traveling on university related matters approved by the Center for Leadership and Involvement, UCSC, or the Athletics Department.

For trips over 250 miles, additionally:

- No driver may operate a vehicle for more than three consecutive hours or more than six hours per day.
- No student may ride in a vehicle for more than 16 hours within a 24 hour period on University related matters
- At least one person must be awake in the seat next to the driver at all times
- No driving is allowed between 12:00 AM and 6:00 AM

Rule Violations and Accidents

- All accidents must be immediately reported to the Office of Risk Management as well as the approving office of the trip for investigation.
- All traffic citations must be immediately reported to the approving office

Consequences

- Driver receiving the traffic citation or who is determined to be "at fault" when involved in an accident may no longer drive. This may be determined by the University.
- Organization or activity is responsible for vehicle damage up to the University deductible of \$500.
- Other student disciplinary procedures as appropriate.
- Other non-compliance with this policy as determined by the University will result in a loss of driving privileges.

On the Road

Students are reminded that there are risks associated with travel. If weather conditions are hazardous, it is recommended that students call ahead to their destination point to inquire about cancellations. If events have not been cancelled, students should use good judgment when traveling. If in doubt - DO NOT GO! Students are encouraged to consult the National Weather Service for more information. Students should also check road conditions with state police or department of transportation, which is often available on state websites.

Driver Regulations

- Must have a valid license in their possession.
- Must be alcohol and drug free, including illegal drugs and any prescription or non-prescription drugs that may affect the ability to safely operate a motor vehicle.
- Comply with the Student Vehicle Use Policy.
- Limit use of the vehicle as authorized and may transport only those on University business (no family members, hitchhikers, friends, or anyone else not on official University business).
- Check the vehicle before driving to make sure the lights, brakes, horn and steering are operating properly on University owned or rented vehicles.
- Complete a vehicle inspection for University owned or rented vehicles prior to the use and at the end of your trip.

- Limit occupancy to the number of seatbelts and ensure that each passenger is seat belted before moving the vehicle

Obey all traffic regulations.

- Not operate the vehicle when driving conditions are hazardous (ice, snow, rain, heavy fog).
- Not operate the vehicle if engine, brakes, lights, or steering are not operating properly.
- Not adjust the controls of the radio, tape player, or CD player while driving (these may be played as long as the sound level is low enough to permit the driver to hear a car horn)
- Not to eat, drink, smoke, or use a cellular phone while operating the vehicle.
- Remove keys from the vehicle and lock when unattended.

In Case of Accident or Emergency

- Remain calm and courteous.
- Prevent any additional damage by moving the car from the roadway and turning off the ignition as soon as possible.
- See the injured get prompt medical attention, but do not oblige yourself or the University to medical expenses.
- Records the facts, including the names and addresses of other drivers, witnesses, and vehicle descriptions.
- Give your name and address to the operators of the other vehicles, injured or police before leaving the scene.
- Do not express an opinion as to who was at fault.
- Do not talk about the accident or give a statement to anyone other than the police, the owner of the other vehicle, the rental care company, and the University's insurance representative.

Accident Reporting

- Immediately notify and cooperate fully with the local police (University of Chicago Police in Hyde Park)
- Notify the rental car company or other insurer. Follow the instructions provided in paperwork at time of rental.
- Notify the University's Office of Risk Management by calling (773) 702-1951. There is a 24 hour page number provided at this extension.
- Notify your advisor.

Interim Policy on the Use of Unmanned Aircraft Systems ("Drones")

The use of Unmanned Aircraft Systems ("drones") is primarily regulated by the Federal Aviation Administration, which is currently considering a regulatory framework for drones. Therefore, the University has issued this policy on an interim basis and will modify it as needed consistent with applicable legal developments. The University's goal is to facilitate the use of drones for legitimate research and business purposes and satisfy the University's evolving legal obligations. This policy applies to all commercial and noncommercial users of drones, including but not limited to students, faculty and other academic appointees, staff employees, post-doctoral researchers, contractors, employees of affiliates, volunteers, and visitors.

Until further notice, the use of drones on University property or property owned, leased or controlled by the University without prior written permission from the University Department of Safety and Security is prohibited. Any drone use off University property by students, faculty and other academic appointees, staff employees, post-doctoral researchers, contractors, employees of affiliates, volunteers, or visitors that creates a hazard to University property is also prohibited. In addition, authorized drones must be operated in a way that complies with all applicable federal, state, and local laws and federal guidelines, and does not disrupt University operations or disturb the environment of people in the vicinity. Students, faculty and other academic appointees, staff employees, post-doctoral researchers, contractors, employees of affiliates, volunteers, and visitors who violate this policy will be subject to discipline under the applicable University disciplinary processes, may be held responsible for damages, and may be banned from campus, and may also be subject to fines or other penalties under applicable federal, state, or local law.

MONEY

INTRODUCTION TO YOUR RSO FINANCE ACCOUNT

As a Recognized Student Organization, you receive a University of Chicago financial account and are afforded the benefit of the University's tax-exempt status. Your account is hosted by the University and administered by the Center for Leadership and Involvement. This section of the Guide will provide you with the information you need to successfully manage your RSO's finances.

Your Fiscal Responsibilities

Tax-exempt status and your status as an RSO are contingent upon the fact that all of your organization's funds are housed within the University's financial structures and that your Center for Leadership and Involvement account is your only financial account. Additionally, you must not conduct transactions or hold funds with any third party, including commerce applications such as Venmo, Square, PayPal, EventBrite, or crowd-funding pages.

Any funds raised by your organization are to be deposited into your RSO account as outlined in the Deposits section on page 37. Any expenses should be submitted by your RSO's financial designees through Blueprint at least three full weeks before a check is needed. you will be able to track that status of your payment requests online, through Blueprint.

It is the responsibility of your organization, and your treasurer in particular, to manage your account responsibly, to keep track of your account balance, and to prevent your RSO from developing a deficit, which may impact your ability to continue your program (see RSO Debt Plan). As you fundraise and incur expenses, there are two key sources of account information that you are accountable for: Transactions Reports and the Blueprint Finance Module.

TRANSACTION REPORTS

Each month, your RSO can collect your Transaction Report from the Financial Operations Office (RC 003). This report lists all transactions for the current year, and provides your account balance as of the end of the previous month. These reports are cumulative for the Fiscal Year (July - June) so each report replaces the previous one.

NOTE: Your June Transaction Report contains the final accumulation of data for the year. Save this report because, beginning in July, this transaction data will no longer be available on new reports.

THE BLUEPRINT FINANCE MODULE

Blueprint is a key financial tool for your organization. The Finance Module hosts the electronic submissions of RSO expenses for reimbursement or payment via Purchase Requests, as well as the submission of SGFC budgets and CSF requests via the Funding Request feature. Blueprint will provide you with an online record of all of your submitted Purchase Requests, lists of transactions, as well as your account balance.

NOTE: Blueprint is separate from the University's official accounting system and does not directly interact with your University account. Your treasurer will need to compare the Blueprint data with your Transaction Report regularly and inform the Financial Office of any discrepancies to be corrected. Any unresolved discrepancies between the accounts may limit your ability to access funds.

OBTAINING FUNDING

Ways to Raise Funds

Group-Led Initiatives

- Charging dues
- Fundraisers on campus
- Event ticket sales

NOTE: Make sure you have the capital and member commitments to match the scale of the fundraiser you are planning

Grants/Sponsorships

- Corporate sponsorship
- Private donations
- University Department sponsorship
- Women's Board grants
- Alumni outreach

When soliciting more than \$500, you must work with your advisor. Your advisor can help you build sponsorship plans. Any grant applications must be made through the University.

Student Activity Fee Funding

- Student Government Finance Committee (SGFC)
- Annual Allocations
- Graduate Council
- Community Service Fund

NOTE: Don't rely just on SGFC for funding. The committee rewards diversifying your funding plan. There are a number of regulations surrounding donations and sponsorship so please make sure to discuss any fundraising endeavor with your RSO advisor before taking initial steps!

Depositing Cash and Checks

All income, whether collected through fundraising, donations, or sales, must be deposited into your RSO account (see page 40). Deposit forms and envelopes are available in the Financial Operations Office. you can also work with the financial office to discuss options for credit card payments. Use of online collection systems like PayPal, Eventbrite, or Square are prohibited by the University. Deposits should be turned in only at the following locations:

- Financial Operations Office (RC 003) between 10:00 AM and 5:00 PM
- The after hours dropbox located at RC 003
- The safe in Ida Noyes Hall 106 (see building manager)

Cashboxes: Cashboxes for collecting funds during your event are available to be checked out in RC 003.

Change: If you need change for your cashbox you should have an individual from your group supply the money up front which they can later retrieve before you deposit the funds. Larger bills can be broken into change (bills and coins) in RC 003.

Donations: Donations must be deposited separately from other funds and need to be deposited within 48 hours of receipt. You should clearly mark the deposit envelope "Donation." Cash donations should include the name and address of the donor so that the University can send a letter of acknowledgement to the donor who can then claim the charitable contribution on their taxes. Please note that it can take up to a month for donated funds to appear in your account on Blueprint. Donors may also make donations online through the University's fundraising website.

ALUMNI OUTREACH AND FUNDRAISING GUIDELINES

One of the ways that student organizations can increase the funds available to support their activities is through fundraising. As a Recognized Student Organization, your group has limited ability to approach outside entities for contribution to support your activities using the University's not-for-profit, 501(c)3 status. You can do some fundraising on your own; however, certain fundraising activities require University approval.

The University can work with you to plan your approach and identify groups that you might contact for support. If you would like to pursue outside sources of funding, please talk with your RSO advisor before you approach any prospective donors. We will work with you to secure approval to contact your potential donors and to ensure that you have the greatest chance of success.

Fundraising Activities That You Can Do On Your Own

- Selling program ads or ask local businesses for less than \$500
- Asking local businesses to make in-kind donations (food, supplies, etc.)
- Selling items in the Reynolds Club Marketplace, the Bartlett Lobby, or outside Cobb.

If your group is going to fundraise this way, we suggest:

- Contact your RSO advisor for advice on how to approach the companies.
- Offer local businesses public recognition in exchange for their donation. Companies are more likely to make a gift if they receive recognition on posters, in programs, etc.
- We strongly urge you to send a thank you letter to the business that provides you support. A thank you letter can go a long way to encourage the business to donate in the future.

Fundraising Activities That Require University Approval

- Contacting your group's alumni, friends, and parents to ask for support.
- Asking a company for sponsorship over \$500.
- Applying for grants from foundations.

We Can Help

Your RSO advisor can help you with these fundraising efforts. Working closely with the University's Alumni Relations and Development Office, the College, and the Office of Campus and Student Life, your advisor can:

- Meet with you to discuss your fundraising goals and possible sources of donations.
- Coordinate required approvals and permissions to reach out to possible donors.
- Ensure that gifts to your organization are processed correctly so that the donor receives a University of Chicago receipt for tax purposes.

STUDENT GOVERNMENT FUNDING

Student Government Finance Committee (SGFC)

SGFC is a committee of Student Government that disperses a portion of the Student Activity Fee for RSO use. You can request funds from this committee for an event, project, or even capital improvement. It is best to speak with your advisor about the specifics of your request, but here are some basic tips:

1. Read through the SGFC Guidelines (see appendices or sg.uchicago.edu) to ensure what you are requesting is eligible for funding. Download the funding application and begin to create your budget.
2. When writing your group's SGFC budget request, remember to itemize all expenses and include as much detail as possible. The more detail you provide, the better the committee will be able to understand your needs.
3. Prioritize! Although SGFC does not require you to prioritize items on your budget, you should have a good idea of what is important to the event and what is not. That way, if SGFC cannot fully fund your event, you can help them determine which costs are essential.
4. Be proactive and see if you can raise a good portion of the necessary funds from other sources before you approach SGFC
5. Be prepared to send a representative from your group to discuss your budget with the committee. This person should be as prepared as possible. This includes knowing the group's current account balance, having quotes for all of the items requested, and, sometimes, having price comparisons for an item.
6. Be on time! You cannot request any funds for an event that is happening less than 13 days from the submission deadlines. This is because SGFC makes a recommendation for funding that is then approved by both the College Council and Graduate Council before the allocation is approved. This takes a little time.
7. Be early! You can submit a request far in advance of your event. SGFC funds are given out on a first come, first serve basis, so if you know you are going to need funds for an event later in the year you can apply now if you have the event details prepared.

SGFC meetings take place at 5:00 PM on Tuesdays throughout the quarter. You need to submit your request to your RSO advisor via Blueprint by Wednesday at 12:00 PM the week before the SGFC meeting at which you wish your budget to be considered (see the timeline in the appendices). It is good to submit your budget as soon as possible so that you can incorporate any advisor feedback. You will get an email from the Chair of the SGFC to let you know what time during the committee meeting on Tuesday you will be required to attend.

What Questions Are Typically Asked by the SGFC?

A presentation before the Finance Committee is an opportunity for the Committee to make sure they understand your proposal. You should be prepared to answer the following questions (this list is not all-inclusive):

- What is the event? How many students do you anticipate will attend?
- What does your group do? How does the event further your mission?
- Has this event or a similar event been successfully held in the past?
- How big is your group? Do you have enough volunteers to run this event?
- What is the cost of this event? Where did you obtain your prices and estimate?
- Do you have a co-sponsor? Who? What do you expect your co-sponsor to contribute?
- Have you obtained other funding for your event? Who else have you asked?
- Can you explain your current financial situation?

Please remember:

- No retroactive funding! SGFC will not reimburse groups that have spent money before a budget has been submitted and the SGFC recommendation has been approved by the councils
- No private or closed events! All events must be open to both undergraduate and graduate students who wish to participate. When sponsoring an event using SGFC funds, it is standard to advertise University-wide.

For more information, see the full timetable of SGFC deadlines for the school year and full SGFC guidelines in the appendices.

Capital Improvements

Any equipment or resource that you plan to use regularly over a period of at least three years is considered a Capital Improvement. There is a portion of the Student Activities Fee specifically set aside to fund RSO Capital Improvements. The fund is managed by the Student Government Finance Committee. To apply for Capital Improvements funding, submit an SGFC request by the normal SGFC deadline.

Submitting Funding Requests

Applying for the Student Government Finance Committee and the Community Service Fund is accomplished by utilizing the Funding Request feature within the Blueprint Finance Module. The Center for Leadership and Involvement has provided a video tutorial to help walk you through the process, which can be found at leadership.uchicago.edu/page/funding-requests. Your members with access to the Blueprint Finance Module will be able to open the Finance Page within your RSO's Blueprint Page and click the button to create a funding request.

The steps to completing your Funding Request are:



1. Complete the Header

Subject: Your Event or Project Name

Amount: The total amount requested from the committee

Description: A brief description of your event

Account: Select your RSO's account

Category: Select "Allocation"

2. Complete the Additional Information

Event Date: The date of your event or program (must meet committee timeline)

Organization Advisor: Select your Advisor

Committee: Select the committee to which you are applying

Budget Type: Indicate the type of budget you are submitting

3. Upload Your Budget

- You can download the budget worksheet in advance, or you can download it within the Funding Request.
- Please answer all questions thoroughly and provide your detailed, itemized budget.
- Upload your finalized budget worksheet to the Funding Request.
- You can also upload additional supporting documentation (optional).

4. Review

Review criteria that require a conversation with your Advisor before submitting budgets. If you meet any of these, you must work with your advisor in advance of the budget deadline.

5. Confirm

Confirm that you are able to meet all of the conditions for applying

6. Submit

Submit your budget and track its progress in the Finance Module

Once you have submitted your budget it will be reviewed by your Advisor. They may reach out to you with questions, suggestions, or items that you will need to work on with them before applying. Once approved by your Advisor, the budget is routed to the committee who will contact you with a time to present your budget.

Annual Allocations

Annual Allocations (AnnAI) is a funding body made up of Student Government representatives and RSO leaders. This funding body allocates a large amount of the Student Activity Fee for programs and events that are pre-planned for the following year. AnnAI happens mid-Spring Quarter and has several components, such as a meeting with your RSO advisor and a formal budget submission process via the RSOFunding Website. The President, Treasurer, and Primary Contact of each group will receive more information about this during Winter Quarter and early Spring Quarter through the RSO Newsletter and various mailings. Please talk to your advisor for more details.

Community Service Fund (CSF)

Through the University Community Service Center (UCSC), the Community Service Fund (CSF) exists to provide financial resources to support the work of recognized student organizations in partnership with community agencies. All RSOs are eligible to apply for quarterly and/or annual allocations for initiatives that work with community partners, community service efforts, and events that meet community participations standards. For more information, see ucsc.sites.uchicago.edu/page/csf-community-service-fund or contact UCSC at (773) 753-4483.

RESOURCE: RSO FUNDING WEBSITE

The Annual Allocations process is managed through our online funding utility at rsofunding.uchicago.edu. You will be able to review funding policies, timelines, and procedures as the site as well as build and submit your AnnAI budget. The committee uses the site to review and return decisions to you. Stay tuned to the RSO newsletter, the Center for Leadership and Involvement website, and communications from your RSO advisor for details about the AnnAI process and when the site will open for new budget submissions. You can also review your AnnAI budget history, helping you to see what events were funded this year and how past budgets were constructed.

Accessing the Blueprint Finance Module

1. Log in to Blueprint, and navigate to the Action Center. Select the RSO you wish to administer.
2. Open the Finance Module on the menu within your organization's portal and begin to explore your online account access.

By default, your President, Treasurer, and Primary Contact have access to the Finance Module. As will all of the Blueprint features, you can delegate access to other roster positions using the "Manage Positions" function on your Roster.

REVIEWING BALANCES

Within the Finance module, select the Accounts tab, then click on your account name to get details about your balance.

Balance: The amount Blueprint records that you have on account (must be regularly reconciled with the Transaction Report)

Encumbered Funds: The system tracks and totals the requested PR transactions that are approved but not yet completed

Available Funds: A good operating number, your balance less your encumbered funds.

REVIEWING TRANSACTIONS

From your Account page you can select the "Transactions" tab to review a list of all of the activity on your account. This list allows you to review everything that has affected your balance in Blueprint. Here is where you can find transactions not initiated with a Purchase Request: deposits, copy charges, allocations, and departmental transfers. The Center for Leadership and Involvement will upload these transactions on a weekly basis via a system update to help maintain the most up-to-date records for your organization. For assistance interpreting system updates or other transactions, you can consult with the Financial Operations Office.

SPENDING MONEY

Submitting Purchase Requests

With the Blueprint Finance Module, you will submit your transaction requests online using a Purchase Request (PR).

Creating a New Purchase Request

The Center for Leadership and Involvement has created a video to help walk you through the process of creating a Purchase Request, which can be found at leadership.uchicago.edu/page/blueprint-finance-module. From your Blueprint Finance page, you begin a new request by clicking:

"Create Purchase Request"

You will need to complete each field as fully as possible. Instructions for selected fields are included below.

Subject: Must be in the format "Event Name - Event Description."

Amount: Must match the amount listed in the documents attached later, or the request will be denied.

Description: Be thorough! Someone unfamiliar with your organization or program should be able to understand this.

Account: Click the button to select your RSO's account. You should have a single option

Categories: Select the type of payment you are requesting: Reimbursement, Payment, Purchase Order, Advance, or Transfer.

Payee Information: Include the complete name and full address of the payee, including any apartment number. If you are paying an organization or company, use the First Name field for the company name.

Event/Activity Type: Do your best to classify the type of activity for which you incurred the expense

Subject: Always enter the number of people for food and travel expenses. For other expenses, you can put "N/A"

Expense Types: Check the boxes that describe the types of expenses included in the PR. Don't forget to use the info bubbles to get more details about the requirements for that expense type.

Attaching Documentation

For each PR, you will need to attach scanned copies of any necessary documentation (receipts, invoices, tax forms) at the time of submission. This will allow our office to review your documents and advise you on any issues before you make the trip to the Reynolds Club to submit hard-copies of any documents that are required (See Digital Documentation Section).

Upload the appropriate receipts or documentation for your expense to the PR before you submit. Receipt images can be scanned (you can scan in RC 001) or you can submit clear photographs taken on your cell phone. The Center for Leadership and Involvement website, staff, and Resource Guide will help you to determine what documentation is required. Missing documents may lead to a denied/cancelled report - ask if you are not sure.

NOTE: If you have more than three documents to upload, consider putting multiple images into one file and uploading that larger file.

Documentation Requiring Signatures

Contracts and Back-Up Documentation Forms require the signature of your advisor prior to uploading them to a PR. Make sure to visit your advisor for a signature in advance or your PR will be denied.

The Progress of a Purchase Request

Once you've submitted a purchase request it will go through several stages and statuses which you can review at any time in the Purchase Requests tab.

Understanding the PR Workflow

Steps	Create PR	CLI Reviews	Receipts Submitted	Payment Processed	Payment Issued
What?	Add information and electronic documentation	PR is reviewed. You're notified of approval or denial.	You may need to submit hard copies of receipts.	PR receives final review and is processed for payment.	Payment is issued. Pick up any checks requested.
Who?	Treasurer/Designee	Financial Office	Treasurer/Designee	Financial Office	Payee/Designee
Where?	Blueprint Finance Module	Blueprint Message Box	RC 003 Front Desk	Blueprint Finance Module	RC 003 Front Desk

Purchase Request Statuses

Statuses are extremely helpful in understanding your PR's progress. When your PR's status changes you will receive a notification via your Blueprint Message Box. That notification will contain comments to let you know what further action is required from you. For example, you will likely be prompted to submit hard copies of some of your documentation before the request is processed.

Unapproved: Upon submission, all PRs are unapproved. They will remain in this status until all description and documentation are reviewed. Depending on the nature of the expenses this stage will be reviewed by the Financial Operations Office and possibly referred to your RSO Advisor.

Approved: If your PR is thoroughly completed, there are no conflicts with financial policy, you have sufficient funds on account, and your digital documentation is sufficient to satisfy University policy, your report will be approved and move forward for processing. You may receive notification that you need to submit hard copies of some document. See the Digital Documentation Section.

Denied/Cancelled: When a PR is Denied or Canceled you will need to address the problems included in your notification and submit a new Purchase Request. Comments shared in notifications are also archived at the bottom of the PR.

Completed: This status means that your Approved PR has received its final review and has been processed for payment. A check typically takes two weeks from this point to be issued.

NOTE: Do not discard your documentation after you scan it! You may be required to submit the originals later. See the Digital Documentation Section.

Purchase Request Stages

The progress stages in Blueprint are important in helping you understand the status of your Purchase Request. They provide information about who is currently reviewing your request and what action you can expect to see next.

Submission Review: This is the initial stage for all PRs. These requests are waiting for their preliminary review in the Financial Operations Office. From this stage your request will be Approved, Denied, or may be sent to your Advisor.

Advisor Review: Your PR might include items that require review by your advisor such as an expense in excess of the amount of funds you have available in Blueprint, expenses containing alcohol, expenses pertaining to high levels of risk, or unusual expense items. The majority of PRs will be able to skip this stage entirely.

Receipt/Document Submission: This stage is activated for most transactions, and occurs when you have included a type of documentation that requires you to submit hard copies. You will be notified via a Blueprint message if you are required to bring in receipts. A PR in this stage will see no further action until the receipts are submitted. Details about what types of documentation require hard copy submission can be found below.

Finance Office Review: Once your request is Approved and your documentation has been accepted, your PR will move to the Finance Office Review stage. These requests are in the queue for final review and processing. It is still possible that your request could be Cancelled at this point for missing information or documentation.

Closed: This status indicates that the PR will see no further action. This may be because the transaction is finished or because your request needs to be resubmitted. Use the status to help understand this stage: Completed/Closed PRs were successfully processed. Denied/Closed or Cancelled/Closed PRs were not successfully processed.

DIGITAL DOCUMENTATION ACCEPTABILITY

With the Blueprint Finance Module we have attempted to make the process of submitting expenses as seamless and efficient as possible. A big part of this effort is the use of digital documentation. In some instances, the Center for Leadership and Involvement will be able to process your Purchase Requests using the uploaded documentation. We are, however, required to collect physical copies of some types of documentation before we can process your PR. Always retain the original receipt so you can provide them if they are requested. You will receive a notification via Blueprint if you need to submit physical copies of your document. You can also note that when a PR is in the Receipt/Documentation stage, our office is waiting for those receipts.

Acceptable Digital Documentation

When the documentation provided has no original, hard copy format we can accept the uploaded versions. Examples include:

- Invoices
- Emailed Receipts (from online purchases, not scanned receipts)
- Credit Card Statements
- Tax Forms and Contracts (once signed by both your Advisor and the third party)
- Back-Up Documentation Forms (once signed by both your Advisor and the third party)

Hard Copy Receipts Required

When there exists a unique, physical receipt for your transaction you must submit the original copy. Examples include:

- Cash Register Receipts
- Restaurant Receipts
- Handwritten Receipts
- Airline/Train/Taxi Passenger Receipts

NOTE: Your documentation must meet the standards listed on the next page for each expense type, and may include items from both categories. The fact that a documentation type is acceptable electronically does not mean it is necessarily sufficient documentation for the expense.

REQUIRED DOCUMENTATION FOR EXPENSES

It is important to work with your Advisor and Financial Operations when planning for expenses to ensure that you are operating within the University's financial guidelines, that the funding for those expenses has been established, and that the expenses will be approved. Purchase Requests that are missing information or documentation will be denied, and you will need to re-submit them, so please refer to this guid, our website, and Center for Leadership and Involvement staff members if you are unsure about the documentation required.

REIMBURSEMENTS

Reimbursements are the basic transaction for an RSO. An RSO member will make a purchase for the group and then will be compensated via a check from the University. The funds are deducted directly from your Center for Leadership and Involvement account. Don't hesitate to use a Tax Exempt Letter to save a few dollars.

Can You Get Your Money Back?

Only certain types of expenses are reimbursable. Any customized purchases or any individuals/companies you hire to perform services are not reimbursable expenses (they must be paid directly by the University to the individual/group with a University check). The charts below list common expenses and the category into which they fall. Never hesitate to ask your advisor or the financial office if you are unsure if your purchase will be reimbursable.

Reimbursable Expenses	Non-Reimbursable Expenses
Goods: Food, Art Materials, Fabric, Stamps, Office Supplies, Photocopying Certain Fees: Tournament Entry Fees, Conference Registration Fees Travel Expenses: For University Business, no additional guest travel may be reimbursed. Airfare (Coach), Hotel Room Charges, Bus Fare, Cab Fare, Tolls, Mileage, Rental Cars (the insurance is not reimbursable), NOT Chartered Buses	Services: Catering, Engraving, Screen Printing (T-Shirts), Web Design, Printing, Bus Charter, Graphic Design, Lecturing, Coaching, Editing, Producing, CD/ Film Duplication, Banner Making, Musical Performance, DJ Services, Rentals (A/V, wireless cards, linens, equipment, etc.) Prohibited Expenses: Gift cards/certificates

Documentation to Upload

The documentation you are required to upload varies depending on what type of paperwork you have to verify the expense.

WHAT YOU HAVE	WHAT YOU NEED		
	Receipt	Back-Up Documentation Form	Bank Statement
Original printed receipt	Yes	No	No
Handwritten receipt, paid with credit card or check	Yes	No	Yes
Handwritten receipt, paid with cash	Yes	Yes	No
Ticket or Invoice that does not show payment	Yes	Yes (for cash)	Yes (for credit/check)
Online orders	Yes	Yes (for cash)	Yes (for credit/check)

TIPS: AVOIDING REIMBURSEMENT PITFALLS

- Always put the full, legal name of the individual being reimbursed.
- Supply your personal address rather than an office or other campus address.
- Always retain original receipts, you may be prompted to submit the original copies before you can be reimbursed
- Food expenses for fewer than 11 people require the full names of every person who was present.
- Do not pay for any services or rentals. Check previous page for list of what is and is not reimbursable.
- Always have your Center for Leadership and Involvement Advisor sign your Back-Up Documentation Form before you upload it to a PR.

PURCHASE ORDERS

Purchase Orders are formal agreements used to order goods and services directly, so that you do not need to pay out of pocket. The Center for Leadership and Involvement website contains a vendor list that outlines “Purchase Order Vendors,” vendors who can be issued a Purchase Order in lieu of an up-front payment. *Printing should be paid using a purchase order.*

The Process:

1. After selecting a Purchase Order Vendor, call and place your order. make sure to let them know you are from the University of Chicago, the name of your RSO, and that you intend to pay with a Purchase Order.
2. Ask them to fax or email you a quote or invoice (You can use the Financial Operations fax number if you need to - (773) 834-2593. Pick up faxes during business hours from RC 003).
3. Create a Purchase Request in Blueprint and attach the quote/invoice.
4. When the PR is approved and then completed, a PO will be faxed to the company.
5. Once the company receives the PO, they should fill your order.
6. After the goods/services are received/rendered, make sure that an invoice has been supplied to the Financial Office.
7. If you need the Purchase Order on short notice (in the next few days), send an email to rsopinops@gmail.com and include the PR # of the request and the date you need the PO.

TIPS: AVOIDING PURCHASE ORDER PITFALLS

- Please verify that a vendor is on the “Purchase Order Vendors” list before offering them a purchase order.
- While a quote will suffice to issue the Purchase Order, the company will never see payment unless and invoice is provided to the Financial Office. Make sure that you submit invoices you receive to the Financial Office for all Purchase Orders.

PAYMENTS

The University can pay for goods and services directly. These payments can be made to companies/ individuals who expect payment up-front or who are willing to bill you and receive payment later. Keep in mind that it takes at least three weeks to issue these payments, so be sure to plan ahead if the company needs payment up-front.

Documentation to Upload

- **Simple Purchases:** Items that are purchased with no customization or service included require submission of the invoice alone. Tournament and conference entry fees also fall into this category.
- **Rental or Service Payment from a Corporation:** An invoice must be supplied along with the W-9 Form and the Independent Contractor Questionnaire (included in the W-9 packet).
- **Rental or Service Payment from an Individual:** An invoice must be supplied along with the W-9 Form and the Independent Contractor Questionnaire (included in the W-9 packet). In addition to the Questionnaire, the vendor must supply a list of 3 to 5 clients other than the University of Chicago for whom they have provided similar service, including names and contact information.
- **Honorarium or Performer Payment:** An invoice or contract must be supplied along with the W-9 Form and the Independent Contractor Questionnaire (included in the W-9 packet).

- **Paying Foreign Companies:** Service payments to foreign companies require the W-8BEN-E packet instead of the W-9 and may require other complex documentation.
- **Paying Foreign Individuals:** You must speak with your Advisor and the Financial Operations Office before securing any services from a foreign individual, as the law may prohibit the type of payment you are seeking to make.

DOMESTIC PAYMENT TYPE	WHAT YOU NEED			
	Invoice	W-9	Independent Contractor Questionnaire	List of 3-5 Clients
Simple payment	Yes	Only Required for New Vendors	No	No
Rental or service payment (corporation)	Yes	Yes	Yes	No
Rental or service payment (individual)	Yes	Yes	Yes	Yes
Honorarium or performer payment	Yes (or contract*)	Yes	Yes	No

TIPS: AVOIDING PAYMENT PITFALLS

- Printing services cannot be paid in this way unless some other service such as layout or binding is itemized on the invoice. Printing should be paid via a Purchase Order, and a Purchase Order Vendor should be used.
- Invoices must show the company's address in order to be useable for making a payment.
- For any service, you should obtain all the necessary tax forms and documents **before** the service is provided. This is especially important for paying foreign individuals. There are many cases where tax laws prohibit paying foreign individuals, and their US employment eligibility needs to be determined before services are rendered.
- *Any contracts must be signed by your advisor prior to being submitted with a Purchase Request. They must also be countersigned by the individual/company you are entering into the agreement with. If a contract is missing a signature your PR will be denied.

ENTERING CONTRACTS FOR YOUR RSO

Any contracts your RSO seeks to bid for or enter must be signed by your RSO Advisor, and not an RSO leader or member. Important information about the requirements and process for entering contracts can be found on page 30. When using a contract other than the Center for Leadership and Involvement Engagement Agreement, allow extra time for your advisor to review the contract.

TRANSFERS/PAYMENTS TO UNIVERSITY DEPARTMENTS

Electronic transfers can be used to pay for goods and services within the University (including payments to other RSOs).

Documentation to Upload: A quote, confirmation email, or invoice. The expenses should be as itemized as possible unless it is a lump sum transfer of sponsorship.

TIPS: AVOIDING TRANSFER PITFALLS

- Make sure to list the contact person in the service department in the Additional Comments section of the PR so that we can route your payment appropriately.

TRAVEL EXPENSES

Travel expenses can require complex and specific documentation to be reimbursed. Please work with your advisor or the Financial Operations Office to ensure that you are aware of all requirements before committing funds for travel.

All travel expenses require an email from the traveler that provides the 6 pieces of information listed below. Individuals being reimbursed for travel expenses will receive an email from Financial Operations requesting this information. They must respond for their reimbursement to be issued.

1. The dates of travel
2. The destination of travel
3. The purpose of travel
4. The dollar amount of the reimbursement
5. That all expenses were for University business
6. That they will not seek reimbursement from any other source

Student Organization Travel Policy Note

When any students travel on behalf of your organization, it is essential that they comply with the Student Organization Travel Policy, including submitting a Travel Form via Blueprint and speaking with your Advisor. Failure to submit and get approval for travel means that travel expenses cannot be reimbursed. See the Student Organization Travel Policy on page 31.

Paying for the Travel of Others

If the individual seeking reimbursement is not the same as the traveler, and the billing documentation does not show the name of the individual who is seeking reimbursement, a credit card statement will be required to verify that an individual other than the traveler paid for the expenses. Without this statement, we cannot reimburse an individual other than the listed traveler.

Airline Ticket Reimbursement

The Process: Pay for and complete travel.

Documentation to Upload for your PR: You will need to submit the names of all travelers, dates of travel, destination of travel, purpose of travel, and one of the following options:

- If the traveler paid: Passenger receipt showing dollar amount of purchase.
- If someone other than the traveler paid: Passenger receipt showing dollar amount of purchase and a credit card statement that shows the purchaser's name and the charge.

If you do not have all of the documentation for one of these options, you may not be able to be reimbursed.

NOTE: If no one from your RSO can make the airfare purchase, work with your advisor to see what options may be available.

Hotel Reimbursement

The Process: Pay for and complete stay.

Documentation to Upload for your PR: You will need to submit the names of all persons staying in rooms, dates of stay, destination of stay, purpose of travel, and one of the following options:

- If the traveler paid: Original itemized receipt from the hotel that shows payment or bill and credit card statement as proof of payment.
- If someone other than the traveler paid: Original itemized bill from the hotel and a credit card statement if the payee's name is not listed.

Expenses for food, telephone, or other services listed on the hotel bill cannot be reimbursed unless they are explicitly approved by your Advisor.

Rental Vehicles

The Process: Pay for and complete travel. **Do not pay for insurance** on the rental car - it cannot be reimbursed (see Vehicle Policy on page 32).

NOTE: The University is able to issue a Purchase Order to Enterprise Rent-A-Car in Hyde Park (please refer to page 45).

Documentation to Upload for your PR: You will need to submit the names of all travelers, dates of travel, destination of travel, purpose of travel, and a copy of the rental car contract. If the contract does not reflect payment, a credit card or bank statement must also be attached

Gas Expenses

Documentation to Upload for your PR: You will need to submit the names of all travelers, dates of travel, destination of travel, purpose of travel, and, depending on the vehicle used, one of the following:

- For a University-owned vehicle: Submit gas receipts.
- For a rental car: Submit gas receipts along with rental car contract. Even if you are not seeking reimbursement for the contract itself, proof of the rental is required for gas reimbursement. This means if you pay for your rental with a Purchase Order, you will still need to keep a copy of the contract for gas reimbursements.
- For a personal car: Gas for a personal vehicle is not reimbursed by cost. Travel in a personal vehicle is reimbursed by mileage. Submit a route map from a trip planner like Google Maps that shows your route and the number of miles traveled. The mileage will be used with the mileage rate applicable for the date of travel to calculate your reimbursement.

The mileage rate is reviewed frequently and is updated as appropriate. Contact your advisor or Financial Operations Office to determine the current mileage rate.

NOTE: To drive for your RSO, you must register your trip and comply with the Vehicle Policy. Failure to comply with these policies means that driving expenses cannot be reimbursed. For information about getting approved to drive for your RSO, see page 33.

TIPS: AVOIDING TRAVEL EXPENSE PITFALLS

- Travel expenses should be submitted separately from other expenses.
- Food expenses incurred during a trip count as travel expenses.
- All credit card statement to verify travel must show the card holder's name.
- Do not pay for insurance on rental cars, it cannot be reimbursed. Instead see the Driver Approval process on page 33.
- Gas receipts should not be submitted for travel in a personal vehicle. A mileage map should be provided.
- Travel expenses can only be reimbursed for individuals who are on University business. Spouses, children, or friends of students, or invited performers or speakers are not eligible to have their expenses reimbursed by the University, regardless of the funding you might have available.

Purchasing Food for your RSO

There are numerous options for purchasing food for your organization. The earlier in advance that you plan, the more of those options are available to you. This chart should help you understand what food vendors you can utilize on the amount of lead time you have.

	Purchasing Food for your RSO			
What vendors can I use?	Any Vendor	Purchase Order Vendors	The Medici	Any Vendor
Lead Time (Business Days)	<u>Payment Method:</u> University Check	<u>Payment Method:</u> Purchase Order	<u>Payment Method:</u> House Account	<u>Payment Method:</u> Reimbursement
3+ Weeks	✓	✓	✓	✓
1-3 Weeks	✗	✓	✓	✓
2 Days - 1 Week	✗	✗	✓	✓
Same Day	✗	✗	✗	✓



APPENDICES

STUDENT GOVERNMENT FINANCE COMMITTEE DEADLINES 2017-2018

Fall Quarter 2017

Blueprint Submission Deadline	SGFC Meeting	Date your event CANNOT be before
October 18	October 24	October 31
October 25	October 31	November 7
November 1	November 7	November 14
November 8	November 14	November 21
November 15	November 21	November 28
November 22	November 28	December 5

Winter Quarter 2018

Blueprint Submission Deadline	SGFC Meeting	Date your event CANNOT be before
January 3	January 9	January 16
January 10	January 16	January 23
January 17	January 23	January 30
January 24	January 30	February 6
January 31	February 6	February 13
February 7	February 13	February 20
February 14	February 20	February 27
February 21	February 27	March 6
February 28	March 6	March 13

Spring Quarter 2018

Blueprint Submission Deadline	SGFC Meeting	Date your event CANNOT be before
March 21	March 27	April 3
March 28	April 3	April 10
April 4	April 10	April 17
April 11	April 17	April 24
April 18	April 24	May 1
April 25	May 1	May 8
May 2	*May 8	May 15
May 9	*May 15	May 22
May 16	*May 22	May 29
May 23	*May 29	June 5

* Please note that SGFC funds are allocated on a first-come, first-served basis, so, if all of the funds are allocated earlier in Spring Quarter, not all of these dates will be available.

STUDENT GOVERNMENT FINANCE COMMITTEE GUIDELINES

The following Guidelines shall serve to provide a framework within with the Student Government Finance Committee and Recognized Student Organizations may understand the allocation process. They are not By-Laws for the Finance Committee and as such the Finance Committee is not bound by these Guidelines and may or may not follow them as the Committee deems appropriate.

Section I: General Funding Principles

1. All events funded by SGFC must be open to all students, regardless of whether they are members of the requesting organization or not.
2. SGFC highly recommends co-sponsorship, fundraising, corporate support, or other forms of subsidies, and will consider partial funding for such requests. In addition, SGFC encourages multiple RSOs and/or GSEOs to organize an event, whereby each RSO and/or GSEO involved will contribute to the overall cost of the event.
3. SGFC will not fund for discretionary funds, non-specific miscellaneous expenses, emergency cash, petty cash, or non-specific maintenance requests.
4. SGFC will not fund retroactively, nor will SGFC fund for events that will take place before a funding decision is scheduled to be made by the Student Government.
5. SGFC will not fund for debt.
6. SGFC will not fund loans.
7. SGFC will not fund a budget if the RSO's or GSEO's Professional School or Division does not have representation in Student Government in accordance with Student Government By-Laws at the time the budget is submitted.
8. SGFC will generally not fund events for which the sole purpose is to promote other events.
9. SGFC will not fund a budget if it requests funds for an event that harbors little to no programmatic value.
10. SGFC may look at the budget and event history of an RSO or GSEO's when considering a budget. SGFC will never examine budgets or events from previous academic years unless the budget under consideration is for a regularly-held annual event.
11. SGFC requires that organizations spend or earmark any SG-allocated rollover funds in their account before coming to SGFC for funding. SGFC may request that any rollover be reallocated as necessary.
12. If an RSO or GSEO does not spend all the funds allocated to them by SGFC, they may choose to return the surplus. SGFC will look upon this favorably when reviewing future requests from that RSO or GSEO, even if the surplus was returned in a previous academic year.
13. SGFC will generally not fund for events that have been previously funded through Annual Allocations. SGFC will consider funding if new items are needed for an event and if these items were not or could not be foreseen at the time of the Annual Allocations request.

Section II: Submission and Presentation of Budgets

1. SGFC will not hear request for events taking place within 13 days of the date on which the budget is due to the RSO's advisor.
2. Budgets are due via Blueprint to your RSO Advisor by Wednesday at noon. Center for Leadership and Involvement Advisors will approve the budget by Monday at noon and will forward the request to the SGFC.
3. SGFC will meet on a weekly basis on Tuesdays at 5:00 PM.
4. SGFC will send an agenda to the RSO contacts by Monday at 11:59 PM.
5. RSO contacts/representatives are expected to attend the SGFC meeting at their assigned appointment time.
6. Intentions to appeal are due via email to the SGFC Chair 24 hours after the RSO's appointment time. A full description of the appeal is due within 24-72 hours after the SGFC meeting.
 - a. If an appeal is filed within 24 hours, a final decision will be made within one week. If an appeal is filed between 24 and 72 hours, a final decision will be made within two weeks.
 - b. RSOs may choose to speak before the College and Graduate Councils at their scheduled meetings.
 - c. Appeals must be based on and advocate for the original budget and requested amount submitted by and RSO. Any deviations from the original budget require the group to re-apply to the SGFC.
7. If no appeals are filed, RSOs will receive a final decision by Monday following the SGFC meeting they attended.
8. Any allocations will be posted on the Financial Ledger on the Student Government website, along with the minutes from the SGFC meeting.

9. SGFC requires that all budgets be complete, itemized, and include all pertinent information relevant to the request, including, but not limited to, biographical information on speakers and performers, specific price quotes on all items requested, and, when possible, confirmed locations for events.
10. When an event is co-sponsored, representatives from all co-sponsoring RSOs should be present at the SGFC meeting.
11. SGFC may refuse to hear a budget request should the spokesperson for said budget not appear before the SGFC within ten minutes of the spokesperson's scheduled appointment.

Section III: CAT, PCC & Sports Teams Requests

1. Coalition of Academic Teams (CAT) members and Community Service RSOs (CSRSOs) teams may only petition SGFC for funds for recruitment events, on-campus events that do not fall under the scope of CAT and Community Service Fund Allocations, and Capital Improvements.
2. SGFC cannot fund Sports Club or Program Coordinating Council (PCC) groups.

Section IV: Specific Funding Principles

1. SGFC will not fund events that take place in private residences.
2. SGFC will generally consider funding for space reservations provided that the RSO could not reserve and appropriate room free of charge.
3. SGFC will generally consider providing RSOs with fundraising grants, but requires that RSOs submit a fundraising plan as well as an outline for how the raised funds will be used.
 - a. Fundraising grants provided by SGFC are intended for the sole purpose of helping the RSO to become self-sustaining, and requests will be evaluated on that basis. As such, funds raised may be used at the RSO's discretion, provided that they are used to benefit student activities.
 - b. SGFC may request RSOs to inform the Finance Committee of the amount of funds raised and how the raised funds were allocated.
4. SGFC will consider funding individuals to go to conferences or competitions, provided that the RSO can provide a sufficient and details reason as to how it will render substantial benefit to the Student Association.
5. The committee will generally consider funding food and drink for all events if it is not the sole draw of the event and/or it relates to, enhances, or reflects the specific format and/or theme of the event.
 - a. SGFC will consider funding alcoholic beverages only if the requesting organization assumes full liability and meets all necessary regulations and policies established by the University of Chicago and the Center for Leadership and Involvement.
 - b. SGFC will consider other necessary supplies (paper products, cups, etc.) only if a detailed estimate of these expenses is provided by the RSO.
6. Reasonable costs associated with bringing a speaker or performer to campus will be considered.
 - a. SGFC will generally not fund accommodations, meals, or transportation for speakers who live in the Greater Chicago Area.
 - b. SGFC will consider funding the speaker's/entertainer's set fee.
 - c. SGFC will consider funding an accurate estimate of the speaker's/entertainer's airfare.
 - d. SGFC will consider funding a speaker's/entertainer's hotel accommodations.
 - e. SGFC cannot fund honoraria or fees for University of Chicago faculty or employees.
 - f. SGFC will not fund honoraria or fees to University of Chicago students, unless the student is providing a service that would otherwise be performed by hiring outside staff. These services may include, but are not limited to, DJ services and filming a cultural show or lecture).
 - g. SGFC will generally consider funding honoraria or fees for University alumni. However, SGFC encourages RSOs to request University of Chicago alumni to provide programming at the University without charge.
 - h. SGFC will consider funding speaker transportation fees.
7. SGFC requires printed price quotes for all transportation expenses including, but not limited to, airline tickets.
8. SGFC will consider funding gas at the current University rate for groups to pick up speakers, equipment, food, and other supplies.
9. SGFC will generally not fund private transportation costs, such as gas money or parking fees, if public transportation is appropriate and readily available.
10. SGFC will consider funding costumes, dry cleaning, and other costume/clothing costs.
11. SGFC will generally consider funding instructor fees for classes.
12. SGFC will not fund movies to be shown at events unless the organization can present a waiver of rights by the rights-holding organization or unless the organization is purchasing the rights to show the picture from the appropriate organization.

13. SGFC will generally fund decorations if the scale of decorations is deemed reasonable for the size and purpose of the event by SGFC.
14. SGFC will consider funding an advertising budget, but will not fund for ads in campus or local papers.
15. SGFC will not fund newsletters, agendas, calendars, and other intra-organizational items.
16. SGFC will generally consider funding an event at which a fundraiser will occur.
17. SGFC will generally not consider funding giveaways, such as t-shirts or goodie bags.
18. If tickets are sold, all ticket revenue must be applied to the costs of the event.
19. SGFC will not fund donations made to outside organizations.
20. SGFC will consider funding capital improvements. Capital improvements are defined as items with a lifespan of 3-5 years.

Section V: SGFC Guideline Changes

1. These Guidelines shall not be considered a part of the Student Government Assembly By-Laws, nor a set of By-Laws for SGFC.
2. These Guidelines shall be ratified and amended by a majority vote of the Assembly.
3. The SGFC Costs Guide shall not be considered a part of these Guidelines nor the Student Government Assembly By-Laws.
4. The Finance Committee may amend the SGFC Costs Guide by a majority vote.

SGFC COST GUIDE

The following Cost Guide is a general guide to what the Student Government Finance Committee believes is appropriate to spend on assorted items. They are neither By-Laws nor Guidelines for the Finance Committee, but instead exist solely to provide Recognized Student Organization with an understanding as to how the Finance Committee views various items that are frequently requested. The Finance Committee is not bound by these costs and may deviate from this Cost Guide as it sees fit.

General Cost Principles

- SGFC members do understand what certain, frequently requested costs are (i.e. paper plates, dry cleaning, etc.) Please try to keep all requests within reasonable market value.
- SGFC will often look at cost per head when making funding decisions. Certain budgets, by nature of the event, do require higher costs per head, and SGFC will take this into account when making its decisions.
- SGFC will often not fund room reservations because RSOs will be able to reserve a room at no cost in the vast majority of cases. In the event that space cannot be found free of charge because of the event's requirements, such as A/V capabilities, room layout, or capacity, SGFC will consider funding.
- SGFC generally does not fund giveaways, such as t-shirts or goodie bags.
- SGFC will often not fund private transportation costs, such as gas money and parking fees, if public transportation is appropriate and readily available
- SGFC will generally not fund more than \$1000 per academic year per RSO or GSEO for fundraising grants
- SGFC generally does not fund giveaways, such as t-shirts or goodie bags
- SGFC generally will not fund more than 50% of student travel expenses

Frequently Requested Items Available Through CLI

- LCD Projector: \$105
- Lighting System: \$80
- Handheld Microphone: \$10
- Wireless Handheld Microphone: \$55
- Sound System
 - Standard: \$50
 - Deluxe: \$80
 - Passport: \$50
- A/V Technician: \$35/hr
- Facilities Services Custodial: \$35/hr (four hour minimum)

These following are items available to rent free of charge:

- Overhead projector
- Slide projector
- Screen
- VCR
- DVD player
- TV with DVD/VCR
- Bartlett Lounge A/V
- Digital camera

Advertising & Other Printing

- Copies: at current rate for black and white copies in Reynolds Club 001
- Printing for programs, tickets, etc.: \$25-\$50
- Publicity for a small scale event (less than 75 people): \$10-\$25
- Publicity for a medium scale event (75-150 people): \$25-\$75
- Publicity for a large scale event (more than 150 people): \$75-\$150

Food & Drink

- Events providing snacks, dessert, or breakfast: \$2-\$4 per person.
- Events providing lunch: \$4-\$6 per person.
- Events providing dinner: \$6-\$8 per person.

- Cultural shows or other events with specific food requirements: \$8-\$12 per person.

Restaurant Guide

- Be sure to check the Student Government restaurant discount program to see if there is a vendor who will offer you a discount at sg.uchicago.edu/restaurant.
- Below is a list of frequently-used restaurants. Keep in mind that this is NOT a list of restaurants you must use, but instead intended to help you to find a restaurant to order from.
- Domino's
- Rajun Cajun
- Giordano's
- Pockets
- The Snail
- Maravillas
- Noodles Etc.
- The Nile
- Medici
- Siam
- Cedar's

Transportation, Hotel, and Other Non-Honoraria Speaker/Performer Costs

- Hotel Accomodations: \$165 at the Quad Club (In order to book a room at the Quad Club, talk to your Advisor. The Center for Leadership and Involvement has a Quad Club membership your RSO can use)
- Airport-to-Campus Cab Fare:
 - To and from Midway Airport: \$60 (round-trip)
 - To and from O'Hare Airport: \$120 (round-trip)
- Other Non-Airline Transportation Costs: \$75 round-trip
- Airline Tickets: SGFC will not fund first-class tickets.
- There are many discount websites that offer great tickets for low prices. Some to think about are: Orbitz.com, Priceline.com, Kayak.com, Expedia.com
- When arranging a rental car, not that using a Purchase Order with Enterprise in Hyde Park will eliminate the Under-25 Driver Fee

Honoraria and Other Performance Fees

- SGFC cannot fund honoraria or other performance fees to current University faculty or employees.
- SGFC believes that University alumni and past faculty should provide programming to the Student Body as a service to the University Community. For this reason, SGFC strongly encourages RSOs to request that alumni and past faculty speak or perform free of charge. However, if an alum or past faculty member still requires it, SGFC will consider funding their honorarium.
- SGFC will usually not fund honoraria or other speaker/performer fees to students. If, however, the student is providing a service that would otherwise be performed by an outside company, SGFC will consider funding the student's fee. Such services may include, but are not limited to, DJ-ing or filming a cultural show or lecture.

GETTING FUNDING 101

Arts Funding

Several funding opportunities are available for arts related activities through the Logan Center for the Arts. The Student Fine Arts Fund provides grants to student organizations and individual students for student-initiated projects that would not typically receive support from another funding source. Grants of up to \$1,500 are available and priority is given to projects that encourage more students to explore opportunities within the arts, bring together two or more disciplines, or create opportunities for collaboration.

The Student Creativity Grants support students' original ideas for the creation and presentation of projects in the arts. They are most interested in funding projects that create opportunities for collaboration between arts and other disciplines. Grants range between \$1,500 and \$7,500.

For more information, applications, and deadlines, visit the Arts Council website at arts.uchicago.edu/grants.

Community Service Fund (CSF)

Through the University Community Service Center (UCSC), the Community Service Fund (CSF) exists to provide financial resources to support the work of recognized student organizations in partnership with community agencies.

Community service RSOs are eligible to apply for annual or quarterly allocations, and non-community service RSOs are eligible for quarterly funding for initiatives that work with community partners, provide community service in a neighborhood, and meet attendance standards.

See ucsc.sites.uchicago.edu/page/csf-community-service-fund for more information or contact UCSC at (773) 753-4483.

Fundraising & Sponsorship

Don't forget the traditional ways of raising funds, which includes holding fundraisers and seeking sponsorships. Fundraisers may range from having a shirt sale, holding a benefit dinner or reception, or selling ad space on a poster or program. Asking businesses to donate items such as food, beverages, supplies, etc. is also very popular.

Some fundraising and scholarship activities require University approval, such as asking a company for sponsorship over \$500, applying for grants, or contacting businesses or alumni for a fundraising campaign. You should talk with your RSO Advisor early if you are thinking of pursuing these opportunities. See "Student Organization Alumni Outreach & Fundraising Guidelines" on page 37.

Graduate Council (GC)

The Student Government Graduate Council has limited funds to support RSO activities that are coordinated by graduate student organizations and/or have considerable appeal to graduate students. The Graduate Council meets every other week on Monday evenings where student groups applying for GC funding can present their budget and support materials. Groups should contact GC for instructions on applying for funding. Visit the SG website at sg.uchicago.edu for contact information.

Graduate Schools and Divisions

Each graduate school and division receives a portion of the student activities fee to support graduate student activity. Student groups affiliated with their graduate school or division should contact their Dean of Students for information on the availability of funds and application procedures.

Off Campus Grants

A number of city, state, and federal grants are available for RSOs to apply to. Examples of grants RSOs have applied to include the Illinois Arts Council and National Endowment for the Arts.

Note that when applying for a grant, any application must be issued directly from the University to the grant body and numerous stipulations and rules must be followed, causing the application process to take much time and effort. Plan early when thinking of applying for a grant, and consult your RSO Advisor so that they can assist with getting the University to apply for your grant.

Office of Multicultural Student Affairs (OMSA)

The OMSA Allocation Board provides support to programming efforts by cultural RSOs that are consistent with the mission of OMSA. The Allocation Board consists of students who are actively involved in cultural RSOs and reviews all applications for funding. For more information, contact OMSA at 5710 S. Woodlawn, (773) 834-4672, or omsa@uchicago.edu

Student Government Annual Allocations (AnnAI)

One of SG's funding committees, Annual Allocations occurs each Spring to allocate funds to RSOs for their top priority events and programs already planned for the following year. AnnAI is a companion funding body to SGFC, and each event can only be funded through one or the other.

Student Government Finance Committee (SGFC) & Capital Improvements

SGFC is a committee of Student Government that disperses a certain amount of the Student Activities Fee for RSO use. The committee meets weekly during Quarters to review RSO funding requests. You can request funds from this committee for an event or even a capital improvement. It is best to speak with your RSO advisor about the specifics of your request, but here are some basic tips.

University Department Sponsorships

RSOs can also seek funds from various University offices and departments. Often a department will co-sponsor an RSO event when that event also meets the goals or missions of that department. In addition, some special funds are occasionally available to support new or unique RSO endeavors, including funds from the College. For more information, work with your RSO advisor to identify additional University funding sources.

Women's Board

Each Spring, the University of Chicago Women's board selects projects to fund for the following academic year in the areas of academic research, education, community outreach, and student life. The Women's Board seeks to fund initiatives, large and small, that will yield high impact for students in ways that broadly and explicitly support student life and the overall goals of the University. Groups and offices are encouraged to cooperate and propose joint projects and initiatives that make a lasting impact and could not go forward without their support. Information and a request for proposals are available in early Winter Quarter each year and allocated funds are available in January of the following year.

Don't forget to talk with the RSO Advisor about funding ideas and initiatives!

STUDENT ORGANIZATION DEBT REDUCTION PROGRAM

A healthy financial structure is an important factor in student organization success. Sound fiscal management creates a framework from which organizations can work proactively to accomplish their goals and serve their communities with financially sustainable events and programs. To this end, one of the established responsibilities of a student organization at the University of Chicago is to maintain a positive account balance.

Many organizations on campus, however, have faced challenges related to debt, whether historical or current. They expend considerable energy in an attempt to return to a solid financial footing, energy that could be better used to further their organization's goals. These organizations find it difficult to manage their current budgets, raise new funds, and support new initiatives. Additionally, new leaders of these organizations may feel frustrated and disempowered upon inheriting a financial legacy that constrains their organizational aspirations and operations.

In order to address these challenges, the Center for Leadership and Involvement established the Student Organization Debt Reduction program. Rooted in our increasing focus on fiscal responsibility, this program will serve as a safety net for groups on the cusp of a deficit, a support structure for those organizations working to remove themselves from debt, and a clear map of the above stated requirement for maintaining a positive account balance. On the whole, our Financial Advising initiatives, including the Debt Reduction Program, will allow us to start working more intentionally with groups on developing fundraising plans, best practices for financial management, and fostering financial responsibility.

Support for the Prevention of Student Organization Debt

Increased access to financial tools and training and more robust financial advising are key to helping student organizations avoid incurring debt. These resources will help students make better financial decisions and cope with unforeseen circumstances. It is our goal that these support initiatives will help to prevent student organization debt from being accrued inadvertently.

Financial Tools:

1. The Blueprint Financial Module: For the first time at the University of Chicago, we have online access to expense submission and account management. These tools allow student organizations to better manage their financial standing and obligations.

Financial Training:

1. The Blueprint Financial Module: We have created the first pieces of an online, on-demand training that will help student leaders effectively utilize the new Blueprint Financial Module tools.

2. Financial Training: We will provide additional training components in the fall for student organizations in debt or at-risk, as well as ongoing opportunities for student leaders to get in-depth training on financial issues pertinent to their operations.

Financial Advising

1. Financial Operations Center: With a centralized location for assistance with account/transaction management and financial policy compliance, students have access to the best information in one convenient location. Our financial specialists offer opportunities for one-on-one advising, or consultant advising in conjunction with primary advisors or event advising staff.

2. Advisor Review of Transactions: Within Blueprint, Advisors are automatically integrated into the purchasing process when there is a need to discuss fundraising, ethical fiscal management, or risk assessment. This allows these conversations to happen in a timely manner.

Managing Student Organization Debt

In instances where debt is incurred, perhaps from a calculated risk that didn't work out as planned, organizations will enter a series of Debt Plans providing additional support for developing successful financial planning and fundraising strategies, and transparent expectations for vacating debt. The primary goal in Debt Plans is to work together with organizations to develop sound financial practices and a commitment to fundraising while working within a budget.

Organization who remain in debt over a period of years will move sequentially through the phases of this plan. Any group that meets their obligations and vacates their deficit will be returned to good fiscal standing. However, a return to debt within three fiscal years will return them to the second phase of the debt plan for further development work on sustainable financial strategies.

Student Organization Debt Plans

Debt Plan 1	Groups with new debt at the end of any Academic Quarter
I.	Debt Reduction/Fundraising Plan and meeting with Advisor
II.	Additional Financial Training during Fall, including workshops on Budgeting and Fundraising
III.	All new financial transactions to be approved by Advisor
IV.	Annual Allocations awarded funds available; quarterly/ad hoc funding temporarily unavailable
V.	Failure to recover debt by the end of one year moves the group to Debt Plan 2
This is where a considered financial risk that did not pan out is repaid.	

Debt Plan 2	Debt Plan 1 groups with remaining debt at the end of the year
I.	Monthly meetings with Advisor and quarterly meetings with Advisor and Financial Advising staff
II.	Additional Financial Training during Fall, including workshops on Budgeting and Fundraising
III.	Financial account temporarily frozen
IV.	No SG funding body access until debt is resolved
V.	Failure to vacate the debt after one year in Debt Plan 2 moves the group to Debt Plan 3
Financial Activity is limited to deposits of funds to cover debt.	

Debt Plan 3	Debt Plan 2 groups with remaining debt after one additional year
I.	Monthly meetings with Advisor and quarterly meetings with Advisor and Financial Advising staff
II.	Additional Financial Training during Fall, including workshops on Budgeting and Fundraising
III.	RSO status frozen (no account access, no room reservations, Blueprint page frozen)
IV.	Failure to vacate debt after one year in Debt Plan 3 may lead to forfeiture of RSO status
This is the third year of debt for groups, after which they face closure.	

Any organization with questions about the Debt Reduction Program can reach out to their Advisor or to Arthur Lundberg, the Senior Assistant Director for Administration and Financial Advising.



THE REYNOLDS CLUB & BARTLETT HALL EVENT SERVICES INFORMATION & GUIDELINES

Recognized Student Organizations (RSO)

FEES, SERVICES & BUILDING HOURS

- There is no room rental fee associated with reserving space in the Reynolds Club, the Bartlett Arts Rehearsal Space, or the Bartlett Lounge.
- When requesting the Bartlett Dining Hall, please see guidelines below for additional fees, regulations, and cleaning conditions that apply.
- Other costs may apply to your event, including staffing and audiovisual rental fees. Please see below for further details.
- Reynolds Club building hours during the academic year are:
 - Monday-Saturday: 8:00am-12:00am
 - Sunday: 9:00am-12:00am
- Reynolds Club Summer and Interim period building hours are:
 - Monday- Friday: 8:30am-5:00pm
 - Saturday-Sunday: Closed
- Bartlett Hall venues are available during the academic year:
 - Monday-Saturday: 8:00am-11:00pm
 - Sunday: 9:00am-11:00pm
- Bartlett Hall venues are closed during the Summer and Interim periods.
- When reserving an outdoor location, an indoor location must also be reserved in case of inclement weather.
- Hutchinson Commons and the McCormick-Tribune Lounge are only available during limited hours. Please see <http://leadership.uchicago.edu> for specific times when each space may be reserved.
- The Reynolds Club, with the exception of the South Lounge and Hutchinson Commons, is not air-conditioned. Air conditioning and/or pedestal fans may be available for rental upon request. Please contact the Community Development and Operations office for more information.
- The Reynolds Club is always open to the University community, regardless of other events. It is likely that other events will be occurring in the building at the same time as your own. Please be assured that every effort will be made to ensure that simultaneous events do not interfere with one another.

CANCELLATION POLICY

- All events need to be canceled at least one week prior to the date of the event.

ROOM SET-UP

- The Reynolds Club and Bartlett Hall room reservations come with a standard room set-up. All furniture must remain in the room.
- **Your group is responsible for setting and re-setting the room.** All spaces have a room diagram next to the entrance of the room. Please re-set the room accordingly. With questions, please consult the building manager in the Community Development and Operations office (room 006).
- Please consider set-up and break down times in making your room requests.
- The Reynolds Club inventory of tables and chairs is available for your use. However, there may be other events taking place on the same day of your event. To ensure the use of the Reynolds Club furniture inventory, please contact the Assistant Director for the Reynolds Club and Bartlett Hall with the furniture requests for your reservation if you are expecting 50 people or more. Should there be a need to rent additional items to help facilitate your event, there will be an additional rental charge.
- Please contact the Community Development and Operations office personnel if you need to coordinate anything outside of the standard room sets.

EQUIPMENT AND SERVICES

- Listed below are the fees for the Reynolds Club Audio/Visual Equipment and staffing.
- Groups are responsible for returning all Audio/Visual equipment and rental equipment in the same condition as it was received
- Audiovisual equipment requests should be made at least two (2) business days in advance of the event date.
- Staffing requests should be submitted at least seven (7) business days in advance of the event date. Charges are incurred for a four-hour minimum and are not prorated for portions of an hour.



LCD Projector	\$50.00	Sound System – Standard	\$55.00
Lighting System	\$85.00	Sound System – Deluxe	\$100.00
Mic – Handheld	\$10.00	Sound System – Portable	\$35.00
Mic – Handheld Wireless	\$60.00	Dance Floor	\$55.00
Projector Screen (6' or 8')	FREE	DVD Player	FREE
Custodial Staffing	\$45.00/hr.	TV with VGA/HDMI Inputs	\$20.00
Event Crew Staffing	\$25.00/hr.	External Furniture or A/V Rentals	Cost + 5%

Brief description of the different sound systems you may rent:

- A. **Standard system:** Includes a four channel mixer/amplifier, two speakers with stands, and one microphone with stand. All necessary cords are included with rental. Amplifier can handle up to four microphones.
- B. **Deluxe system:** Identical to system A, except the mixer/amplifier with this system has six channels. The mixer in this system has greater equalization capabilities and has monitor capabilities.
- C. **Portable system:** An [Ion Tailgater Bluetooth](#) portable sound system that includes one microphone, 3.5mm audio input cable, and power cable. May be rented for use outside of the Reynolds Club.

Note: All systems can accommodate an iPod and computer hook up.

LINENS

- The Reynolds Club does not provide linens for any table set-up. You may rent linens and/or skirting of varying sizes by contacting Community Development and Operations office personnel at least one week prior to your event. Rental fees will apply.

STAFFING

- During regular operating hours, the professional staff and/or student building managers are available to service your event.
- For events that occur outside regular operating hours, your group will be assessed a \$25.00-per-hour Building Manager fee. This fee is not prorated for portions of an hour.
- Facilities Services custodial staff can be provided at a fee of \$45.00-per-hour (four hour minimum).
- Event crew staffing can be provided to assist with furniture movement, A/V setup, and general assistance for \$25.00-per-hour (four hour minimum).
- There is an option to hire professional movers to assist with your room set-up. For details and pricing, please enquire with the Community Development and Operations office.

CLEAN-UP & TRASH REMOVAL

- **Your group is responsible for all trash removal after the event.** You may choose to delegate this responsibility to your caterer. The Reynolds Club can provide you with a Catering Guidelines sheet that outlines the clean-up responsibilities of the caterer or group. Alternatively, you may book custodial staffing for your event (see above).
- Your group will be charged a clean-up fee of \$50-\$100 if the clean-up guidelines are not met. This includes cleaning up anything leftover from the caterer or drop-off caterer.

FOOD POLICY

The safety and wellbeing of the University of Chicago community is of the utmost importance. To ensure the health and safety of all University community members all food sold or distributed by Recognized Student Organizations must be provided by a licensed and insured vendor and handled properly by members of the RSO. This policy applies to all RSO events including food sales and distribution as well as at formal RSO events.

This policy applies to all RSOs hosting fundraisers and events in the following locations:

- Reynolds Club
- Bartlett Hall
- The Quads
- Classrooms (including Harper and Stuart)
- All RSO Tables (Reynolds Club Marketplace, Bartlett, Cobb Indoor/Outdoor Tables)

When selling or distributing food the following policies apply:



- All food must be provided by a licensed and insured caterer or food service provider, restaurant, or store.
- No home-made food is allowed to be distributed or sold with the exception of potluck events. Potlucks are undertaken at your own risk and must not have any cost associated with them to participate. All potlucks must be approved by Reynolds Club staff.
- No food preparation is allowed on-site; only assembling or arranging food items is permitted.
- All store-bought food must be pre-packaged; foods purchased in bulk (such as donuts, cookies, or other baked goods) may be portioned and individually wrapped for distribution by an RSO, provided that gloves are worn when handling the food.
- Potentially hazardous foods, defined as any food items that are required to have temperature regulation (hot or cold) to keep safe for human consumption, are prohibited unless monitored by a vendor and approved by Reynolds Club staff.
- To prevent contamination, it is required that RSO representatives serve all food while wearing gloves. The only exception is when foods are individually wrapped.
- No eating, drink, or smoking is allowed while engaged in food handling. Wash hands thoroughly after eating, drinking, or smoking before good handling.
- Consumption of food by customers or event attendees may not take place at the same table or surface where food is being served.
- All food must be properly disposed of and cleaned up at the end of an event.
- All food grilled on-site must be pre-cooked, and may not be cooked from a raw state.

Catering Policy

- The Reynolds Club does not have an in-house catering service. All groups are free to use prepackaged or precooked, store-purchased foods, or the caterer/restaurant of their choice at events. The Reynolds Club Scheduling Office will provide a list of caterers who have worked successfully in our building on numerous occasions upon request.
 - UChicago Dining and Center for Leadership and Involvement jointly offer catering options through the RSO Catering Fund. RSOs may find further information and apply for funding on UChicago Dining's website here: <https://dining.uchicago.edu/page/student-organization-catering-fund-requests>
- All caterers delivering to the University of Chicago campus or serving food on-site at an event must provide a certificate of insurance showing proof of:
 1. General liability insurance in the amount of \$1,000,000*
 2. Worker's compensation coverage

*The general liability coverage of caterers who provide and/or serve alcoholic beverages should indicate that alcoholic beverages are included in the coverage.

GUIDELINES FOR ALCOHOL USE AND APPROVAL AT EVENTS

- Contact your RSO advisor if you are considering serving alcohol at your event.
- You must submit an Alcohol Approval Form to Center for Leadership and Involvement no later than 2 weeks before your event. Forms are available in the Community Development and Operations office. Events in which the majority of attendees is undergraduate students or under the age of 21 will not be granted approval.
- No alcoholic beverages may be sold unless all appropriate required liquor licenses are secured prior to the event and approved by Center for Leadership and Involvement.
- An approved member of the faculty or administration must be present at all times, check legal identification, band and mark students, and serve the alcohol.
- No persons under the age of 21 may be served or allowed to drink alcoholic beverages. Open bars in which guests help themselves to alcoholic beverages are not permitted.
- Only beer and wine are permitted to be served.
- Failure to comply with these rules may result in the immediate shut down of your event and may result in suspension of RSO privileges.
- Please see the University of Chicago's alcohol policy. Copies are available in Reynolds Club Room 006.

PROMOTIONAL TABLES

- Table space is available for reservation on the first floor of the Reynolds Club ("The Marketplace"), the first floor lobby of Bartlett Hall, the first floor east lobby of Cobb Hall, and immediately outside the east entrance to Cobb Hall.
- Table space is assigned on a first-come, first-served basis. Each RSO is permitted to reserve up to 10 dates at a time. **Additional dates may be reserved once the initial 10 dates have been completed.** Switching tables is prohibited, as it may conflict with another reservation.
- All solicitation and vocal advertising of any kind may only take place from behind your assigned table. Approaching individuals or shouting at passers-by to get attention is not allowed. Feel free to display on, around or behind your table. Please do not cover any display cases, banners, windows or doors. There are no overnight storage facilities for consecutive table reservations. Extraneous items left on promotional tables will be removed or thrown away.



THE UNIVERSITY OF
CHICAGO

Campus and Student Life
**Center for Leadership
and Involvement**

- Once a request for tabling space is processed, you will be sent a list of questions regarding the tabling booking. Please note that **until the Community Development and Operations Office receives a response to these questions, the booking is not confirmed.** Once the booking is confirmed, a confirmation will be sent to your group.

SMOKING

- In accordance with state and federal law, smoking is not permitted in University buildings or within 15 feet of an entrance. Groups contracting with the Reynolds Club and Bartlett Hall are responsible for enforcing this policy with their guests.

PIANO TUNING

- The Reynolds Club has an upright piano available for use free of charge in the Bartlett Lounge.
- At your request, a piano tuner will be scheduled to tune the piano at an approximate cost of \$85.00. All requests for piano tuning are appreciated three (3) weeks prior to your event. All piano tuning will be scheduled to take place no more than one week before the event. Use of the piano after it has been tuned will be for the exclusive use of the group requesting the tuning.



Logan Center for the Arts
The University of Chicago
915 East 60th Street
Chicago, IL 60637
T 773.702.ARTS
F 773.834.0864
logan.uchicago.edu

Recognized Student Organizations (RSO) Space Use Guidelines

The Reva and David Logan Center for the Arts creates an environment that catalyzes creative inquiry and supports the artistic practice and scholarship of our students, faculty, and staff, often in partnership with visiting artists and the wider community. Given these broad goals, space use priority is given to **arts related** curricular, co-curricular, and community activities.

Space Requests

- Please email all Logan Center space requests to the Logan Operations team at: loganops@uchicago.edu
- For a list of spaces available in Logan Center, visit <http://arts.uchicago.edu/content/facilities-list>, or, to view a current schedule of room reservations, visit rooms.uchicago.edu and then navigate to the Logan Center calendar.
 - Almost all available event and meeting spaces in the Logan Center are free of charge for official RSO activities. Please note that priority is given to arts related RSO activity.
 - There is a \$500 space use fee, plus staffing and technical fees associated with booking the Performance Hall. Depending on the complexity of the event and the number of rehearsals, a student event in the Performance Hall can cost anywhere from \$700-\$2500+.
 - Please see the attached Performance Hall Production Information Sheets to help understand the capabilities of the space and how to estimate your costs.
- RSOs may NOT book space for outside groups' events or promotions. If your RSO is collaborating with an off-campus affiliate to promote a joint venture, such that your event will promote both the RSO and the affiliate, your request will be reviewed by Logan Center staff for approval. Bookings that are collaborated with off-campus affiliates must adhere to the following policies:
 - University students from the hosting organization must be present for the entire event.
 - The event must directly promote the hosting organization's goals in some way.
 - The host organization will be responsible for the affiliates guests, and for ensuring that all guests adhere to all existing policies.

Event Marketing and Box Office

- Once space is confirmed, if your event is open to the public, please submit a calendar listing at event.uchicago.edu, so we may upload it to the Logan Center calendar and help market your event
- To use Box Office services, see the attached forms for the more information and frequently asked questions. Questions? Please contact Josh Johnson by phone at 773.834.7521, or by email at jjohnson897@uchicago.edu.

Room Set-up

- Most spaces in Logan Center are equipped with a standard set-up of tables, chairs, and other room-specific built-in AV. At the conclusion of your event, please re-set the room to the standard configuration.
- If you need assistance with a special set-up for an event, the Operations staff can assist with planning, set-up and breakdown. The Logan Center has tables, chairs, podiums, and other technology available for use. Please email any specific needs to Logan Operations at loganops@uchicago.edu, at least two weeks prior to your event.



Logan Center for the Arts
The University of Chicago
915 East 60th Street
Chicago, IL 60637
T 773.702.ARTS
F 773.834.0864
logan.uchicago.edu

- If your event requires significant alterations to the space such as installing a set, attaching something to the walls, etc., you must meet with the Logan Operations staff prior to the event to discuss how best to use the space and prevent damage. The cost to repair any damage sustained during your use may be assessed to the RSO hosting the event.

Media Center

- Our equipment and facilities are available to University of Chicago students, staff, and faculty for artistic creation and teaching. We support the curricular needs of courses in the arts; individual student and faculty artists, co-curricular and extracurricular arts organizations on campus; and other campus artists with the approval of LMC staff.
- Technical facilities and equipment are available for sound and video recording, amplification and projection, printing, film processing, digital imaging and fabrication, gaming, and more.
- Before reserving equipment for the first time, you must attend a Media Center Orientation. Some advanced equipment may require training in addition to the initial Orientation. For a complete listing of trainings, policies, and procedures, and resources please visit the Logan Center Media Cage (Logan 004) or <http://arts.uchicago.edu/content/training>.
- For technical support, contact the Media Cage at 773.843.7718 or visit the cage. During the regular academic year the cage is open 9am-7pm M-F, 10am-4pm Sa, and 4-8pm Su. Please visit the LMC website for up-to-date summer hours. To book staff to run technical equipment during your event, email your specific needs to Logan Operations at loganops@uchicago.edu.
- Visit <http://arts.uchicago.edu/content/logan-media-center>, or contact loganmediacenter@uchicago.edu for more details.
- If you're interested in event media support outside of the Logan Center, please contact Audio Visual Services at <https://academictech.uchicago.edu/directory/audio-visual-services>

Installation of Artwork

- Most spaces in the Logan Center are not designed to accommodate rotating exhibitions or modifications to walls, floors, etc. Logan Center staff must therefore work with RSOs wishing to install artwork on a case-by-case basis. Send requests to install artwork to loganinstallations@uchicago.edu.
- Students are ultimately responsible for the installation and de-installation of artwork. All works must be removed within 24 hours following the end of the approved display period.
- Logan Center management reserves the right to remove and discard works remaining on display beyond the 24 hours following the approved display period. Contact Greg Redenius, Associate Director of Facilities and Operations at gredeniu@uchicago.edu, immediately if an extension is needed due to extenuating circumstances.
- Installations must never inhibit ingress and egress through doorways or stairwells, especially doors in emergency stairways. Installations using hazardous materials and/or posing a safety threat are subject to immediate removal without notice.

Alcohol Policy

- The Logan Center partners with ORCSA to support occasional availability of alcohol at RSO sponsored events. All RSO's planning to serve alcohol at an event in the Logan Center must follow the RSO alcohol policy. You can view the policy and download the RSO Event Alcohol Approval Request Form via the ORCSA website: <http://studentactivities.uchicago.edu/alcohol-policy>



Logan Center for the Arts
The University of Chicago
915 East 60th Street
Chicago, IL 60637
T 773.702.ARTS
F 773.834.0864
logan.uchicago.edu

Student Logan Art Fund

- Funded by: Logan Center
- Award range: Varies Applications reviewed on a rolling basis
 - As part of the overall goal to encourage active student arts engagement, the Logan Center provides resources such as space, staffing support and limited funding to undergraduate and graduate students and student groups doing work in the Logan Center. These projects and events need to contribute to the overall mission of the Logan Center, as well as have other sources of funding. Applications are reviewed on a rolling basis by a committee of Logan Center staff, graduate and undergraduate art students, and select department representatives.



Logan Center for the Arts
The University of Chicago
915 East 60th Street
Chicago, IL 60637
T 773.702.ARTS
F 773.834.0864
logan.uchicago.edu

LOGAN CENTER CONTACTS FOR ARTS RSOs: WHO WE ARE AND WHAT WE DO

Help with Logan Space Requests and Operations

E-mail loganops@uchicago.edu anytime

Stop by Suite 122, Logan Center, M-F 8:30am-5pm

- Schedule Logan Center space, including music practice rooms and general classrooms
- Assist with event coordination and production, including set-up support, load-in, access control/keys
- Manage Logan Center facilities, including safety, security, custodial, maintenance, Logan Café
- Manage all aspects of the Performance Hall, including technical support
- For assistance after hours and on weekends, call the Welcome Desk at 773.702.7445 or 773.702.7446

Help with Arts Technology and Digital Media:

Main Media Center Contact: loganmediacenter@uchicago.edu, 773.834.7718

- Supports the use of arts technology and digital media by faculty and students and provides classroom technology support
- Oversees the Logan Media Center: digital media classroom, editing suites, production studio, darkroom, 16mm editing facility, HAL (Hack Arts Lab), and equipment cage –
- Oversees training and access privileges for media center equipment, software, editing facilities, and print facilities
- Provides technology and media support for co-curricular engagement (student groups and individual artists) including possible equipment management
- Provides assistance with the printer/copier in Café Logan
- Visit <http://arts.uchicago.edu/content/logan-media-center> for more information

Help with Marketing and Communications:

Ronia Holmes - Interim Associate Director of Communications, roniamh@uchicago.edu, 773.834.0481

- Coordinates and supports Logan Center / UChicago Arts marketing and communications
- Oversees administrations of websites for UChicago Arts, Logan Center, and other arts-related websites
- Administrates UChicago Arts and Logan Center event calendars and the quarterly UChicago Arts Guide
- Coordinates photography, videography, and other documentation

To Participate in Arts Programming with the Logan Center (Inc. ARToculate), Arts Liaisons or Arts Pass Program:

Leigh Fagin – Associate Director of University Arts Engagement, lfagin@uchicago.edu, 773.702.2366

Kate Barutha – University Arts Engagement Manager, kbarutha@uchicago.edu, 773.702.9021

- Provides support to co-curricular groups and individual student artists, including providing support for helping students organize mid-to-large scale arts events in the Logan Center
- Leads student engagement and outreach efforts
- Coordinates collaborative performance based programming
- Provides responsive production support to performance programs in the Logan Center
- Primary liaison for arts RSOs



Logan Center for the Arts
The University of Chicago
915 East 60th Street
Chicago, IL 60637
T 773.702.ARTS
F 773.834.0864
logan.uchicago.edu

To Work with Community Arts Partnerships:

Dominique L. Boyd – Community Arts Program Coordinator, dominiquelboyd@uchicago.edu, 773.702.5146

- Coordinates with RSOs, community organizations, neighborhood schools, and local artists to produce monthly school matinees and Logan Center Family Saturdays
- Provides support for the Logan Center's community partnerships and Arts and Public Life initiative

Emily Lansana – Associate Director of Community Arts Engagement, elansana@uchicago.edu,

- Supports our Arts in Public Life initiatives and ensures that the Logan Center is a community asset through sustained partnerships with community and civic artists and arts organizations
- Manages monthly school and family programming series

To Exhibit Visual Art or to Work on Visual Arts Programming:

Email loganinstallations@uchicago.edu for questions and requests regarding the installation of artwork outside of the Logan Center gallery.

Yesomi Omolu - Exhibitions Curator, yumolu@uchicago.edu, 773.702.6082

Alyssa Brubaker - Exhibitions Coordinator, abrubaker@uchicago.edu, (773) 834 8377

- Manages the Logan Center Gallery and other visual arts displays inside and outside the Logan Center
- Oversees exhibition preparation, installation, etc.
- Coordinates visual arts programming, visiting artists, etc.
- Provides responsive curatorial support to visual arts programs in the Logan Center

To Use the Box Office:

Josh Johnson - Box Office Manager, jjohnson897@uchicago.edu, 773.834.7521

- Coordinates box office support and ticketing services for arts events on campus - available online, in person and by phone.
- Provides onsite box office and will-call services for events in the Logan Center, for an additional cost

For any general questions, ideas, or concerns, feel free to contact:

Leigh Fagin, Associate Director of University Arts Engagement, lfagin@uchicago.edu, 773.702.2366



Logan Center for the Arts
The University of Chicago
915 East 60th Street
Chicago, IL 60637
T 773.702.ARTS
F 773.834.0864
logan.uchicago.edu

Box Office Services for RSO's

STEP 1: Choose the option below that best meets your needs

Option # 1: Advanced Ticket Sales Only

- The box office will sell your tickets during normal business hours (Tues-Sat, 12pm-6pm), in person, online and over the phone.
- Patrons will be able to purchase tickets online (24/7).
- The box office can accept cash, check, Visa, Amex, Discover and MasterCard.
- The box office will provide you with access to reports and patron data as requested.
- Will Call will be printed and compiled for you 2 hours prior to the show by the box office staff.
- During the night of the show, box office can print for you any unsold tickets for you to sell at your event (*after the first 100 tickets printed per event, there will be a \$5 fee for every additional 100 tickets printed.*)
- A final sales report will be provided to you after your event.

Option # 2: Advanced Ticket Sales and Will Call Services (For events at Logan Center)

- The box office will sell your tickets during normal business hours (Tues-Sat, 12pm-6pm), in person, online and over the phone.
- Patrons will be able to purchase tickets online (24/7).
- The box office can accept cash, check, Visa, Amex, Discover and MasterCard.
- The box office will provide you with access to reports and patron data as requested.
- During the night of the show, box office staff will sell your tickets and process Will Call up until show time and a report of final ticket sales will be provided after the event.

Cost for ANY of the above options: 3% of total ticket revenue sold by the Logan Center Box Office (Can be paid after event)

Additional Cost for Option 2: Outside of regular box office hours, there will be a \$12 fee per person/per hour for box office staff. (Can be paid after event)

Option # 3: Ticket Printing Only

- The box office will not sell any of your tickets.
- Your desired number of tickets will be printed for pick up, sales and distribution on your own. Patrons will be able to purchase tickets online (24/7).

Cost for Option 3: \$5 per 100 tickets printed beyond the initial 100 included free of charge.

STEP 2: Fill out the "Ticket Sales Request Form" or "Ticket Printing Request Form" and submit via email to Josh Johnson, Box Office Manager at jjohnson897@uchicago.edu



Logan Center for the Arts
The University of Chicago
915 East 60th Street
Chicago, IL 60637
T 773.702.ARTS
F 773.834.0864
logan.uchicago.edu

Frequently Asked Box Office Questions for RSO's:

What if our event is free?

-We can set up a RSVP event/Free performance in our ticketing system at no cost.

Can we print tickets with the box office without having the box office sell them for us?

-Yes. But anything more than 100 tickets will incur a \$5 fee per 100 tickets printed.

How does my RSO pay the box office fee?

-At the end of your show's run, communicate with Josh Johnson to pay the agreed upon fee by the end of the next business day.

If my RSO is not an Arts organization, can we still use the UChicago Arts Box Office?

-Yes. While the primary focus of the UChicago Arts Box Office is to provide ticketing services for various arts events across campus and in the community, we are able to provide advanced sale" services for non-arts RSO's as well, allowing your organization to provide online ticketing as well as advanced sales over the phone or in person at the box office.

How can I reserve space in the Logan Center for an event?

-Email loganops@uchicago.edu for space reservations, rates and availability.

Where can I find the forms that my RSO needs to fill out?

-The forms can be found online here: <http://arts.uchicago.edu/uchicago-arts-box-office>. You can request them via email by contacting Josh at jjohnson897@uchicago.edu.

Where can I find information on the venues in the Logan Center?

-On the website, in person at the Box Office, or email loganops@uchicago.edu.

Will the box office provide house staff (ushers, house managers) with the 3% fee?

-No. You are responsible for providing ushers and house staff for your event. If you are performing at the Logan Center, you can speak with the Logan Center Operations Staff to inquire about hiring additional Front of House Support for your event.

What kinds of payment does the box office accept?

-The box office accepts cash, checks (Payable to: The University of Chicago), and all four major credit cards.



Logan Center for the Arts
The University of Chicago
915 East 60th Street
Chicago, IL 60637
T 773.702.ARTS
F 773.834.0864
logan.uchicago.edu

What are the box office hours?

Tuesday-Saturday from 12pm-6pm (*open later during performances*).

How far in advance should I get my event information to the box office?

Information is required a minimum of two weeks before the event is to go on sale.
More time is appreciated if possible.

As an RSO, are we required to use the box office?

-No, the box office is a resource available to RSOs, but you can still ticket your own events if you wish.

How do our patrons receive their tickets?

-Typically most RSO's choose "Will Call" for all of their advanced ticket purchases. The box office will provide you with all of the tickets purchased on the day of your event to distribute to your patrons at the door. We are also able to mail tickets to your patrons as well provide they are purchased a minimum of 2 weeks in advance.

-Beginning in 2014/15 we will be able to provide a "Print At Home" ticket option as well.

PLEASE NOTE: with this option, if your event is General Admission seating, you do run the risk of Print At Home tickets fraudulently being printed multiple times.

-The default for RSO events is "Will Call" only. If you wish to take advantage of "Print At Home" or Mail for ticket delivery methods, be sure to inquire about this when submitting your event.

GLOSSARY

This Guide is intended to help you make sense of the terms and acronyms you will come across in your time working with the Center for Leadership and Involvement and the Student Government.

AnnAl: Annual Allocations. This funding body meets once a year in Spring Quarter to allocate Student Activities Fee money to RSOs for the following academic year.

Blueprint: The online involvement platform for UChicago. Here you can find student organizations and events to join.

Building Manager: A student working evenings and weekends in various Center for Leadership and Involvement facilities to help with room reservations, set-ups, etc. You can find them in the Facilities Office (RC 006)

Capital Improvement: An expense for equipment or resources of \$500 or more that will last for at least five years. These are funded by the Capital Improvements Fund administered by SGFC.

CAT: The Coalition of Academic Teams. This is a committee made up of representatives of the academic teams, Student Government and a Center for Leadership and Involvement advisor.

CC: College Council. This council makes up one half of the Student Government Assembly. It is made up of 17 college students from all four years.

Copy Code: This code is required by the photocopiers in the Student Activities Center in order to bill your account directly for copies made. You can request your copy code from the staff in the Student Activities Center if you are the Primary or Secondary Contact for your RSO.

CSF: The Community Service Fund. This is a funding body that will allocate part of the Student Activities Fee toward events that are focused on community service. Any RSO can apply for this funding even if they aren't a CSRSO.

CSRSO: Community Service Recognized Student Organization.

Facilities/Facilities Office: You can visit this office for questions about scheduling/using rooms in the Reynolds Club, Bartlett, Harper, and Stuart as well as holding events on the Quads. The Reynolds Club Facilities Office is located in room 006 in the lower level of the Reynolds Club.

Faculty/Staff Advisor: A faculty or staff person at the University of Chicago who has agreed to sponsor your RSOS and is ideally used as a resources to help shape your mission and goals based on his/her professional expertise.

Finance Module (Blueprint): The finance section of Blueprint available to designated RSO officers where they can view financial account information and request transactions.

GC: Graduate Council. This council makes up half of the Student Government Assembly. It is made up of 17 graduate/professional students from various professional and graduate divisions.

PCC: Program Coordinating Council. Comprised of representatives from the 6 PCC groups: The Council on University Programming (COUP), Doc Films, Fire Escape Films, the Major Activities Board (MAB), University Theatre (UT), and WHPK Radio Station.

PR: Purchase Request. You will use this online form, found in the Blueprint Finance Module, to request reimbursements for items purchased on behalf of your RSO or payments to vendors who are providing goods/ services to your RSO.

RSO: Recognized Student Organization. RSO Advisor: A full-time University Staff member assigned to your organization. This may be a member of the Center for Leadership and Involvement, UCSC, or Athletics. May be referred to as your RSO Advisor.

SAC or 001: The Student Activities Center located in the lower level of the Reynolds Club in office number 001. You can find a lot of great resources in the center that can help you run a successful RSO.

SG: Student Government

SGFC: Student Government Finance Committee. This committee is made up of student government and RSO representatives and allocates part of the Student Activities Fee to RSOs throughout the year.

SOAR: Student Organization Academy and Registration

Transaction Report: A monthly statement that shows the University's official record of your RSOs financial transactions and account balance. This can be picked up monthly from the Finance Office, RC 003.

STAFF DIRECTORY

Jimmy Brown

Director of the Center for Leadership
and Involvement
Reynolds Club 008
(773) 702-3343
jimbrown@uchicago.edu

Derek Bundy

Assistant Director, Community Development
& Operations
Reynolds Club 004
(773) 834-8252
dcbundy@uchicago.edu

Mike Constantino

Campus Business and Operations Manager
Ida Noyes Hall 223
(773) 834-1833
mconstantino@uchicago.edu

Sarah Cunningham

Executive Director of Leadership,
Involvement, and Student Life Centers and
Assistant Dean of Students in the University
Reynolds Club 205
(773) 834-0861
scunningham@uchicago.edu

Rachel Dabertin

Events Coordinator
Reynolds Club 004
773-834-4274
rdabertin@uchicago.edu

Tempris Daniels

Student Involvement Advisor
Reynolds Club 016
(773) 702-4547
tedaniels@uchicago.edu

Regina Filomeno

Fiscal Coordinator for Student Programs
Reynolds Club 003
(773) 702-9555
rfilomeno@uchicago.edu

Carrie Grogan

Assistant Director, Student Leadership
Development
Reynolds Club 016
(773) 834-5506
groganc@uchicago.edu

Jennifer Kennedy

Director of Community Development and
Operations, Reynolds Club Student Life
Center
Reynolds Club 203
(773) 834-6407
jenken@uchicago.edu

Arthur Lundberg

Senior Assistant Director,
Finance and Administration
Reynolds Club 016
(773) 834-0859
lanthrie@uchicago.edu

Jeff Nilsen

Assistant Director, Student Involvement
Reynolds Club 016
(773) 834.3429
jnilsen2@uchicago.edu

Kristy Owens

Mandel Hall Manager
Reynolds Club 016
(773) 702-8511
owensk@uchicago.edu

Melissa Roy

Business Administrator
Reynolds Club 003
(773) 834-0854
mroy@uchicago.edu

Casey Talbot

Student Involvement Advisor
Reynolds Club 016
(773) 834-2781
ctalbot@uchicago.edu