



ILLINOIS **TECH**

CAMPUS LIFE

# HAWK HANDBOOK

Your guide to a successful student organization!

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## Introduction

The Office of Campus Life is excited to have you join us on your student involvement journey here at Illinois Tech. We invite you to engage with us through organizational involvement, participating in student events, and developing as a leader while here at Illinois Tech. The information in this handbook should serve as a resource to help all student organizations succeed and reach your goals.

It is recommended that all student leaders review this handbook on a regular basis to access the most up to date information regarding student organization policies. Inside this handbook you will find a comprehensive guide to succeeding as a student organization, applying for and spending funds, planning and marketing events on campus, and traveling on behalf of the university.

## Mission

The Office of Campus Life engages, supports and develops the Illinois Tech community through rich co-curricular experiences.

## Values

The Office of Campus Life is committed to:

- Social justice
- Accountability
- Innovation
- Student success
- Collaboration and community engagement
- Student involvement

## Learning Goals

By engaging with the Office of Campus Life, students will

- Examine their own personal identities and values.
- Be able to identify their responsibility, both social and personal, and apply that within their communities.
- Be able to identify areas of difference and appreciate others for their unique contributions.

## Mission of Student Affairs

The Division of Student Affairs fosters the development of students by promoting educational and social growth while reinforcing the importance of personal responsibility for life long success.

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## Involvement at Illinois Tech

Being a part of a student organization is a unique experience that allows you to have the potential to grow as a leader, student, and member of the Illinois Tech community. Involvement in student organizations looks different for each organization - as is established in their constitution.

Each student organization is required to have at least a President and a Treasurer, as well as a non-voting advisor. All organizations must also have a standing membership of ten general body members. Additional positions can be added or created as the organizations feels fit, as long as it is within the constitution that is on file in HawkLink with the Office of Campus Life.

### Leadership Guidelines

Presidents and Treasurers of student organizations must be in good academic and judicial standing with the university. Good academic standing means you are not on academic probation. Good judicial standing means you do not have any probation through Community Standards.

In assuming a leadership position and listing yourself on HawkLink, you grant Campus Life the permission to check your academic and judicial standing. These standings will be verified once a semester by the Director of Campus Life, after the grades have been posted for the previous semester. Depending on the severity of a judicial issue, the Office of Campus Life may remove an individual from a leadership position as seen necessary.

If at any time you wish to appeal a removal decision, you may contact the Director of Campus Life to set up a meeting.

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## Student Organization Guidelines

### HawkLink

HawkLink is our online student involvement portal. This website provides students and staff the opportunity to connect with student organizations. All students and staff can log into HawkLink using your IIT username and password.

HawkLink is your primary resources for having a successful student organization experience. All Campus Life communication will go through HawkLink – if you choose to turn off your account notifications, you are responsible for checking the HawkLink portal on a continuous basis for and notifications.

HawkLink is how you spend any funding your organization has, how you register any events you have on campus, and how you notify Campus Life of who your executive board roster is. You should keep your roster updated throughout the year to enable your members to receive the correct updates from Campus Life.

### Student Organization Registration

In order to access any resources or be officially recognized as a student organization, you must re-register each academic year. Registration for the academic year is held annually from April 1 – May 15. If your organization misses this, there is a grace period registration from September 1 to September 11. If you miss the September registration, your organization will be seen as inactive and would have to go through the New Student Organization process if you decided to come back to campus.

When registering, Campus Life asks you to look at your constitution. Please make sure you check for the following items:

- Executive board members must be current students in good academic and behavioral standing with the university
- Your advisor cannot be a voting member
- You have a dissolution clause
- You have a non-discrimination clause

### Student Organization Recognition

In order to be recognized as a student organization, you must follow these steps:

- Register
- Have an updated roster that includes a President, Treasurer and one non-voting advisor
- Have a roster that has at least 10 members
- Attend LEAD @ Tech once a semester (required for both President and Treasurer)



## Student Organization Recognition: LEAD @ Tech

To be an officially recognized student organization at Illinois Tech (and VanderCook), student organization Presidents and Treasurers are required to attend a once-a-semester workshop that covers the main functions and duties of their positions. LEAD @ Tech includes sessions on student organization finances, elections, travel policies/procedures, and day to day operations. LEAD @ Tech occurs the Sunday before classes. Make-up sessions for LEAD at Tech are offered throughout the semester during the lunch common hours.

## Student Organization Resources

All student organizations have access to the following resources:

- Ability to apply for funding through Finance Board
- Participate in the Involvement Fair each semester
- Reserve space on campus (using your organization's HawkLink event form)
- Access to a printing account
- Dedicated storage space (located in the basement of the MTCC)
- Poster making supplies (located in the Office of Campus Life)
- Cutlery and paper plates for meeting food (located in the BOG)
- Various card and board games (located in the BOG)
- Fax machine or scanner for organization business (contact Campus Life for access)

## Student Organization Advisor

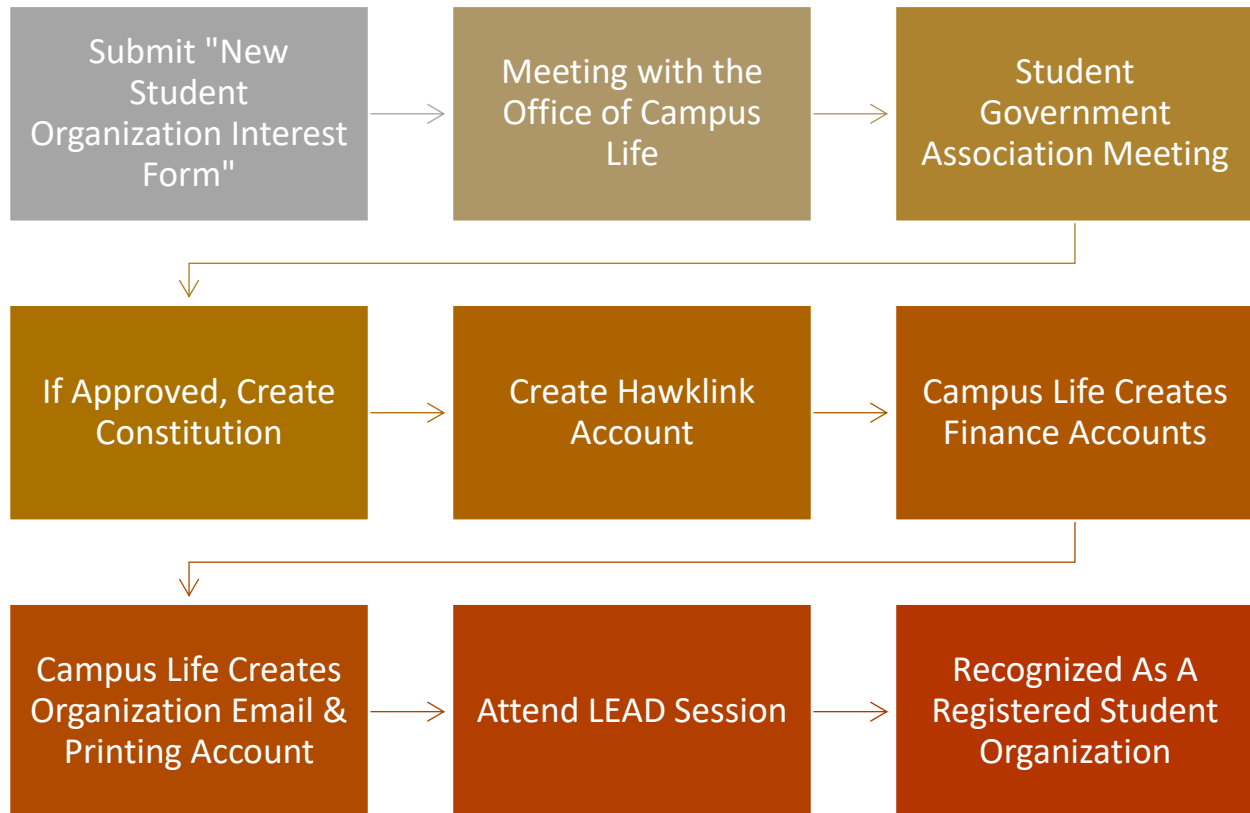
Every student organization is required to list at least one advisor during the registration process. Advisors are expected to be Illinois Tech faculty or staff members familiar with and supportive of the mission and vision of the student organization with which they are affiliated. Remember, in your constitution it must state that your advisor cannot vote.

If you are currently looking for an advisor, please reach out to your Campus Life liaison for assistance in finding one. We also suggest you reach out to a few of your favorite professors or staff members at Illinois Tech to see if they would like to be involved.

Please keep in mind: Campus Life staff are *not* permitted to be your advisor (unless otherwise stated.)

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## New Student Organization



### *Research*

Research your potential student organization. Is there a group on campus that already meets your needs? If there is please reach out to them to collaborate with the organization before proceeding to the next step.

### *Interest form*

If you have not found a group with a similar mission as your proposed organization, go to Campus Life's HawkLink page, under FORMS you will locate the New Student Organization Interest Form.

### *Introductory email and meeting*

Within 10 business days of submitting the New Student Organization Interest Form, you will receive an email from the Office of Campus Life requesting an introductory meeting with Office of Campus Life. At your introductory meeting, Campus Life will review

registered student organization expectations and policies. We will also discuss the recognition process and any questions you might have.

#### *SGA meeting*

The Student Government Association will request your organization be present at a senate meeting. At this meeting, SGA members may have questions for you before voting on the status of your application. SGA will then vote on preapproving or denying your student organization.

#### *Governing documents*

After your senate preapproval you will be given a guide to create a constitution and set of bylaws for your group from the Office of Campus Life—this is your first set of Student Organization Homework! You will have 30 days from your Senate preapproval to return a completed set of documents for your student organization to the Office of Campus Life. If applicable, you will need to submit the National/International organization's constitution and bylaws as well.

#### *Attend Lead @ Tech and meet Campus Life*

The Office of Campus Life will provide you the upcoming LEAD @ Tech session that your President and Treasurer need to attend. You will have thirty days from the preapproval of your organization by SGA to complete the LEAD at Tech session. If you do not, your organization will be put into the 'frozen' status. LEAD @ Tech is offered once a month at the lunch hour.

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## Standards of Involvement

### Guidelines

Illinois Tech expects student organizations, including fraternities and sororities, and their respective members to accept both personal and group responsibility for meeting standards of good conduct. Organizations are expected to conduct their business in an honest, ethical fashion and to cooperate with Illinois Tech officials as requested. Officers must accept responsibility for control of organization events and ensure proper behavior of students and guests in attendance. Organizations will be held responsible for damages to Illinois Tech property and/or equipment resulting from their use. Organizations are expected to follow all Illinois Tech and SGA/Finance Board procedures, rules and policies as well as all applicable laws of city, state and federal governments.

Anyone may initiate a complaint against a student organization. A complaint may be filed at [www.iit.edu/incidentreport](http://www.iit.edu/incidentreport) and can also take the form of an Illinois Tech Department of Public Safety incident report regarding inappropriate behavior or misconduct. Disciplinary action may be taken against organizations for failure to follow any of the procedures, rules or policies delineated in the Student Handbook and violations of the Code of Conduct. Such action may also be taken against organizations that no longer are fulfilling the purpose upon which their recognition was based.

In it's discretion, the Office of Student Affairs or Office of Campus Life may process infractions that either deems to be minor. If the organization wishes to appeal the decision of the Office of Student Affairs or Office of Campus Life with respect to such infractions, or if the infraction is deemed not to be minor, a judicial hearing will be conducted before a Campus Judicial Board in accordance with hearing procedures established under the Code of Conduct, provided that no student or faculty/staff may be selected to serve on the Campus Judicial Board if he or she is a member or advisor of the group(s) involved in the infraction.

### Sanctions

Sanctions for infractions may include, but are not limited to, one or more of the following:

*Conduct warning:* An official written notification that an organization's behavior is in violation of Illinois Tech regulations or standards, which also clarifies expected behavior in the future. This sanction may or may not carry with it conditions or restrictions of privileges.

*Conduct probation:* The intent of Conduct Probation is for an organization to correct its behavior and return to good standing within the Illinois Tech community. Certain restrictions and/or educational sanctions may also apply to this form of probation. Conduct Probation is to be designated to remain in effect for a specified duration.

*Restitution:* An organization is required to make monetary restitution for theft of or damage to Illinois Tech property or to that of a member of the Illinois Tech community, or for expenses incurred as a result of the organization's actions.

*Fines:* Illinois Tech reserves the right to assess against an organization a fine for misconduct. The amount of any fine will be determined based on the severity of the infraction(s), whether the organization has been found responsible for prior infractions, and the need for deterrence of future infractions.

*Suspension of event privileges:* An organization may not sponsor or partner in any event involving alcohol on or off campus. Any proposed event involving guests in affiliation with the organization, with or without alcohol, must receive approval from the Dean of Students at least three business days in advance. Guests are defined as any non-member of the organization; new members, initiated members and organization alumni are not considered guests. Suspension of Event Privileges may be modified to include additional types of events (off-campus programming, etc.)

*Mandatory educational programming:* An organization may be required to attend, as a whole or in part, educational programming assigned by the Office of Student Affairs. An organization may also be required to host and to facilitate its own programming under this sanction.

*Substance free housing:* An organization may not operate a facility where members are allowed to possess or consume alcohol or legal but controlled substances. Any combination of substance revocations may be assigned, dependent upon the offense.

*Revocation of charter:* An organization may be fully unrecognized by Illinois Tech, resulting in the complete severing of all ties as a registered organization or recognized fraternity or sorority organization. Thereafter, the organization may not function as an organization; maintain or recruit members; host or co-host any activity, event or program; use any Illinois Tech property or facility; use the Illinois Tech name, any associated name or suggest any affiliation with Illinois Tech; or operate any facility on or off campus in relation to Illinois Tech or for members of the Illinois Tech community.

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## Finances

### Finance Board

Finance Board is a branch of the Student Government Association and is led by the Finance Board Chair, a position voted on during Student Government Association elections held annually in the spring. Finance board rules and policies can be found in the finance board [guidelines](#).

### *Hearings*

Finance Board holds three hearings each semester; these typically fall in September, October, November, February, March and April. The third hearing of each semester is for the next semester, to allow organizations to begin planning their events and projects in advance. Funding received is only good for that semester; Campus Life will empty accounts of money one week following the end of the semester.

### *Types of funding*

Operations – organizations can request up to \$40 per hearing in printing funds. To access this funding once you receive it, you'll need to either print using office services or put in a Purchase Request to have the money added to your student organization printing account. Organizations may also request funding for other operational costs, which could include organization dues.

Programming – organizations can request funding to hold events on or off campus, sell tickets, build projects, or any other program/event costs. These costs could include food, speaker fees, audio/visual needs, personnel charges, tickets, etc.

Conference/Competition – organizations can request funding to send students to conferences and competitions. These costs can include registration (group or individual), transportation and hotel. All conferences or competitions must be asked for no less than 8 weeks prior to the conference to be able to be heard.

Capital – organizations can request to buy larger items to be used by all student organizations. Examples of capital items could be projector, paper cutter, etc. These items must be able to be accessed by all students, so storage in an individual lab space is not an option for capital items.

### *Spending your funding*

Once you receive money from finance board, you'll need to work with Campus Life to spend your money. All office and university policies must be followed when spending your funding, so please work with Campus Life before planning events, contracting speakers, or making any promises regarding your funding.

## Type of Accounts

Organization financial accounts on HawkLink fall into a few different categories.

### *Fall/Spring SAF*

SAF funds are awarded based on proposals submitted to the SGA Finance Board. The Office of Campus Life is charged with ensuring funds from these accounts are spent within the stipulations given by Finance Board to the organization (viewable on HawkLink). These accounts are cleared to zero at the end of each semester. The funds in the SAF account covers events that occur in the the specific semester only. Special exceptions can be made for conference purchases that need to be done over the summer.

### *100000*

Not every organization will have a 100000 account. These are funded by the Dean of Students based on their campus impact. The funds in an organization's 100000 account do not have to be spent following stipulations from Finance Board.

### *Main Account/800000*

The funds in a main account (or sometimes called a 800000 account) come from donations, organization generated revenue, and other sources. The funds in an organization's main account do not have to be spent following stipulations from Finance Board. If your organization does now have an 800000 account, you can work with the Office of Campus Life to create one. In order to open an account, an initial deposit is required (cash or check).

All accounts, regardless where money originates, are held by the university and must be spent according to university financial guidelines.

## Tax-Exempt Policy

Illinois Institute of Technology is a tax-exempt institution. As a student organization at Illinois Tech, you are eligible to take advantage of this in some cases. You can access a copy of the tax exempt letter on the Campus Life HawkLink page.

Tax exemption is at the discretion of the vendor and is not a guarantee. This does not waive taxes outside of Illinois, nor does it waive the Chicago entertainment tax.

## Paying Vendors

When possible, we prefer to pay a vendor directly. There are a variety of ways we can pay a vendor.

### *IDR*

When paying other departments on campus (Office Services, Bookstore, Idea Shop, etc.), we pay using an IDR. To get an IDR, put in a Purchase Request with the invoice showing the total that is owed and what we paid for. You will be able to pick the IDR up from the One Stop within one business day of submitting the Purchase Request.

To pay offices including Event Services, Catering and the Office of Technology Services, a different type of internal transaction is used. Submit your invoice as a Purchase Request and we will process the payment. Nothing is needed from you once you submit your Purchase Request.

### *Credit card*

For transactions under \$1,500, a university credit card is the preferred method. To pay with credit card we need the information (website, phone number, order form, etc.) on how to pay, along with an invoice. If we need additional paperwork, we will notify you.

### *Check to a person or company*

If we are paying a person directly, they will be paid with a check. When paying a person, we must have a contract or agreement regarding the purpose of the payment. We will need an invoice and a W-9. If we are paying them more than \$500, we will also require a vendor application form.

If we are paying a company and the amount is over \$1,500, they must be paid with a check. We will need an invoice, a W-9 and a vendor application form.

### *Payment to a student*

If a student does work for an event or a student organization, they have to be paid through Illinois Tech payroll and taxed as a student employee would. You'll need a contract or agreement regarding the purpose of the payment, as well as an invoice.

### *Wire transfers*

Campus Life can pay other companies utilizing a wire transfer if there are no other options, however, this option can take up to two weeks to be processed. You will need to submit the bank information, a quote, a W-9 and a vendor application, along with correspondence that shows this is the only payment method they can accept. If we are responsible for paying the bank fees, please make sure this is indicated on the quote. Your organization will also be charged a \$50 transaction fee from our bank for this transaction, so please budget accordingly.

### *Bus companies*

When contracting a bus for a student organization trip, you will need to receive a copy of their Liability Insurance with Illinois Tech listed as an additional insured. You'll also need a contract, an invoice, and a bus rider. All of these documents must be uploaded to your Purchase Request no less than two weeks prior to your trip.



### *Printing accounts*

All student organizations are eligible to have a printing account. As of Spring 2018, all organizations going through the new student organization process will automatically have one created.

To add funds to your printing account, you need to submit a Purchase Request. The payee will be OTS, and you need to give us the username ONLY of your printing account. The process can take up to a week, so please plan ahead!

### **Reimbursements**

In general, Campus Life does not process reimbursements. Please use the other payment types in lieu of asking for a reimbursement.

### *Reimbursement to a student*

While rare, reimbursements are occasionally granted to students. If you received written permission from Campus Life regarding a reimbursement, you can submit a Purchase Request with your mailing address, your A number, and the receipts for whatever it was you purchased. Receipts must be clear, show what was purchased and from where, and not have any alcohol on them. Hand written receipts, receipts with alcohol on them, or purchases that were not previously approved cannot be accepted.

### **eBay**

Purchases cannot be completed for any online auction site where bidding occurs. This includes (but is not limited to) eBay. This also includes using the Buy It Now feature on eBay.

### **Prize Policy**

Student Organizations (assuming you have funding) are able to have prizes at events.

Gift cards, Tech Cash, and gift certificates are all viewed the same as cash, and cannot be given as prizes by student organizations. A popular solution is to offer up to a certain dollar amount in 'Amazon Prime Wishlist Credit.' This allows the winner of the prize to select how they would like to spend the dollar amount awarded to them - this would be submitted as a PR by the student organization on the winner's behalf, with the winner's link to a wishlist included.

All prizes, including the prizes from Amazon wishlists, must be ordered by and sent directly to the Office of Campus Life. When the prizes arrive, we will contact the student organization, who will then label the prizes with the name and A Number of the winner. The student organization will then notify the winner their prizes are available for pickup in the One Stop. The winner will need to fill out a form acknowledging they have received a prize from the university.

## Additional Costs to Consider

### *Shipping costs*

While many websites offer free shipping, not all websites do. When submitting requests for online orders, please make sure to calculate estimates of shipping costs.

Campus Life does have an Amazon prime account, but if your item is not amazon prime or if you are ordering using Amazon pantry, there will be shipping costs that your organization will be responsible for paying.

### *Tip and delivery costs*

When ordering food to be delivered to campus, your organization is responsible for tipping your delivery driver and paying for any applicable delivery fees. Campus Life has an Instacart account with free delivery, but only if your order from each store is over \$35. If your order falls below this, you will incur a delivery fee in addition to the tip for your driver.

### *Taxes*

While Illinois Tech is a tax-exempt institution, there are certain taxes that your organization may still have to pay. These include any taxes outside of the state of Illinois, taxes from online orders (including food orders), all hotel taxes, and any entertainment taxes.

### *International orders*

When purchasing from an international vendor, your organization may be charged a currency exchange fee if the company requires payment in something other than United States dollars.

### *Wire transfers*

All wire transfers will incur one \$50 fee per transfer. This is in addition to any bank fees you may be required to pay for the order. For more details on wire transfers, please read [this section](#).

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## Events

Campus Life is here to help your organization plan events, both on and off campus! We know the event planning process can be overwhelming – we encourage you to reach out to us with any questions you may have!

### Space reservations on campus

Any space on campus, including public spaces and outdoor locations, must be reserved through the proper channels. All student organization space requests must be submitted at a minimum of two weeks in advance in order to successfully plan your event.

To reserve a space on campus, you will submit an Event form on your organization's HawkLink page. This form will guide you through a set of questions required in order to successfully reserve your space. If any of these questions are not answered satisfactorily, Campus Life will deny your form and ask you to resubmit it.

When you first submit a HawkLink event form, check to make sure your event form notifications are on. If we have questions regarding your form, we will comment within HawkLink and expect you to comment in return.

### *HawkLink reservation exceptions*

While all events are required to be registered as events on HawkLink, there are a few spaces on campus that Campus Life is not permitted to reserve. See below for a list of those spaces, and how to confirm those spaces.

The BOG, evening hours on Thursday, Friday and Saturday

Contact Union Board at [bogevents@ubiit.org](mailto:bogevents@ubiit.org)

Keating Sports Center, any spaces

Contact Facility Rental Manager Usha Gilmore at [ugilmore@iit.edu](mailto:ugilmore@iit.edu)

Galvin Library, any spaces

Contact the Library at [library@iit.edu](mailto:library@iit.edu)

Residence & Greek Life, any spaces

Visit the Residence & Greek Life HawkLink page and fill out the Residence Hall Space Reservation Request.

### *Canceling an event*

While we hope it never happens, we know that things come up and you may need to cancel an event. If this happens, you must notify Campus Life in writing immediately. Your organization may still have charges to pay, depending on the timeline of your cancelation. To cancel an event, email [campus.life@iit.edu](mailto:campus.life@iit.edu) AND [studentreservations@iit.edu](mailto:studentreservations@iit.edu) along with any Purchase Request numbers.

### *Reserving space in Residence & Greek Life*

Residence and Greek Life accepts applications from registered student organizations to reserve tables in residence hall lobby areas to advertise events. Reservations can be made on weekdays when the university is open, for times up to 2 hours per day. Upon review, an email to confirm or deny the request will be sent to the person who submitted the form.

This application must be completed and received by Residence and Greek Life at least 72 hours in advance.

The student requesting space must be an on-campus resident representing a registered student organization at IIT.

Individuals staffing the table must be a resident of on-campus housing or be signed in as a guest of the requestor.

One table and two chairs will be permitted. Tables must be provided by the student organization. You may reserve tables from the Office of Campus Life by contacting [studentreservations@iit.edu](mailto:studentreservations@iit.edu).

Individuals staffing the table may not act in a manner that is considered disruptive, aggressive, or harassing (as determined by residence hall staff)

All group members and guests are to follow requests made by residence hall staff.

Completed applications are not to be considered a guarantee of the reservation until a residence hall staff member approves the reservation.

Residence hall public areas are primarily intended for the use of residents of the building. Reservation requests will be considered in relation to the overall availability of the space in the building for residents. This reservation does not permit the exclusive use of this space by your organization. Although your group may be using the space, residents may continue to use this space.

Student organizations are responsible for ensuring that no damage occurs to the facility and table during the course of an event. Damaged facilities or equipment will be repaired at the expense of the student organization, and may result in judicial action.

It is the responsibility of the student organization to clean up the table and surrounding space after usage. All loose trash must be placed in trash receptacles. A charge to cover all the labor costs to restore the area will be assessed if this obligation is not met. All other Residence & Greek Life policies must be upheld. See Residence & Greek Life Handbook for more information.

Requests should be submitted to the Residence Hall Director of the desired building. Contact information can be found at <http://web.iit.edu/housing>.

### **Personnel requirements**

As much as possible, we try to keep costs down on student organization events. There are some cases where you are required to have personnel. See below for some examples, but note that each reservation is handled on a case-by-case basis.

#### *Public safety*

You may be required to have a public safety officer at your event if:

- Your event will have more non-IIT students than IIT students
- Your event has people under the age of 18 that are not affiliated with IIT
- Your event has more than 100 people in attendance
- Your event has a bar

### *Audio/Visual technician*

You may be required to have an AV tech at your event if:

- You have additional AV in any building
- You have a performer with a Technical Rider
- You are using AV in the BOG

### *Extended Hours Staffing*

You will be required to have additional staffing if your event is outside of the posted building event hours.

### *Production Staffing*

You may be required to have additional staffing at your event if:

- You have a big set up
- You have an event very close to another event in the same space
- You need a stage

### *Janitorial*

You may be required to have janitorial at your event if you have food.

## **Events with Companies or Speakers**

If a student organization will be hosting an outside company or person on Illinois Tech's campus, they must work with Campus Life at least two weeks in advance of their event to ensure that all paperwork is complete. All Certificate of Insurance, vendor and payment paperwork, and risk and release waivers must be submitted (as appropriate based on the event and vendor.) To guarantee payment on the day of the vendor's visit to campus, you should begin this process at least four weeks in advance.

Any external visitor to campus (Audio/Visual company, rental company, speaker at a general body meeting, performer, etc.) must have a contract, even if no money will be exchanged. Campus Life must receive a copy of this contract when you book your space in order to make sure we can meet the requirements.

Student organizations in violation of this policy will face judicial action and may see their student organization privileges revoked.

## **Food at On-campus Events**

Sodexo is the approved on-campus caterer. If you are holding an event in the MTCC or Hermann Hall, including The BOG, you must work with Sodexo. To place your order, you can contact them at [catering@iit.edu](mailto:catering@iit.edu).

If you are holding an event in any other location, you are welcome to use outside restaurants or caterers. At any point, Campus Life may need a copy of the following documents:

- City of Chicago Business License
- City of Chicago Sanitation Certificate
- Catering Rider
- A copy of the Businesses Liability Insurance of at least \$1,000,000

Your Purchase Request's for any non-Sodexo food must be submitted a minimum of one week before your event. If you are using an outside caterer (not a restaurant), this must be submitted a minimum of two weeks before your event. Payment to caterers can only be made via university check, so make sure your caterer is okay with this before submitting any contracts to be signed for payment.

### Food-based Events and Fundraisers

A common fundraiser on Illinois Tech's campus is when student organizations make and serve food the community. While we encourage this, we caution you to pay attention to some health concerns that may arise with these types of fundraisers.

Food that needs to be temperature controlled may only be sold as a fundraiser if you have the procedures in place to maintain adequate temperatures. This includes using chafing dishes and sterno fuel to keep things hot, ice or insulated jugs to keep things cool, and ensuring that you have a sink and soap nearby. Please note: a bathroom sink does not work, so you will need to borrow and set up a sink from Campus Life if this applies to your fundraiser.

If your fundraiser will be held in the MTCC or Hermann Hall, you must complete a "Request to Serve or Sell Food on Campus" form and receive written approval from the Director of Campus Life and the Director of IIT Dining. Please bring this form to Campus Life three weeks prior to your fundraiser in order to begin this process.

For all food-based fundraisers, we strongly encourage you to individually wrap items when possible. You must also have a list of ingredients used clearly listed to ensure the safety of those with food allergies.

Finally, all proceeds from food-based fundraisers following the fundraising policy and must be brought to Campus Life in order to be deposited into a university-held bank account. No reimbursements should be done from the cash you raised until after it has been deposited; this would be done by submitting a reimbursement.

### Event Clean Up

Student organizations are responsible for the clean up of any events you have. If your organization does not clean up appropriately following an event, you may be charged a \$250 cleaning fee.

When holding an event in an academic space, your organization is responsible for removing any trash and cleaning up any spills. Please take the trash out to an exterior garbage can (lobby or outside dumpster) and do not leave any food waste in the classroom.

When painting windows, you are responsible for cleaning your window within 1 business day of the end of your reservation. Campus Life will notify you one time regarding this; failure to comply will see a \$150 cleaning fee assessed to your organization's fundraising account.

## Elections

All student organization elections must follow the election process as outlined in the student organization constitution. Campus Life encourages all students to use the Elections feature of HawkLink. While this is not a requirement, it is a feature free to all student organizations that allows you to run an election to the members of your organization on HawkLink, or to all members on HawkLink. For more details on this process, please click [here](#).

When posting flyers regarding your elections or advertising candidates, please make sure all flyers follow the IIT posting policy. Additionally, slander, libel, and/or forms of negative campaigning that sacrifice the integrity of the election process by defacing campaign materials, or any activity that is deemed disruptive by the Office of Campus Life, is prohibited. Anyone in violation of this policy may face judicial action.

## Film or TV Show Rights

Any showing of a movie or re-showing of a television show outside the privacy of a home setting is considered a public performance; this includes anything showed in a Residence Hall or Greek Chapter Room/Home. The Copyright Law of 1970 requires any public performance screenings to obtain the rights in advance.

Student organizations wishing to screen a film or TV show must work with Campus Life to obtain the rights in advance of their film screening (no less than one week) and must have the rights obtained prior to advertising for the event.

While Netflix, YouTube and Hulu have made films and TV shows much more accessible, the copyright law still applies to films accessed through these websites. Student organization's screening a film without having obtained the rights will be sent to Campus Judicial Board and will be expected to repay the rights to the film, at minimum.

## Poker Nights

Gambling is expressly prohibited in the City of Chicago. Since IIT does not have a Charitable Games Act license, student organizations cannot hold casino or poker events as a fundraiser, or with any type of buy-in. Poker events can be held if there is no exchange of money to play or participate (as a free event.) Campus Life can connect you with rental companies if you are interested in holding this type of event.

## Sponsored events

A sponsored event is defined as event that is booked by one organization but primarily planned and payed for by an external organization (one not affiliated with Campus Life, such as a department, organization outside of Illinois Tech, or a not recognized student organization.) Because of the funding process for student organizations, student organizations are not permitted to host sponsored events.

Organizations found to be violating this policy will face judicial action and may see their student organization privileges revoked.

If an organization you are working with is interested in reserving space on campus, please direct them to Event Services at [events@iit.edu](mailto:events@iit.edu).

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## Contracts

Anytime an outside company or person comes to campus, you must have a speaker agreement/contract. A template can be found on the Campus Life HawkLink page. Once completed, this should be sent to [campus.life@iit.edu](mailto:campus.life@iit.edu) in order for a contract to be generated.

All contracts must be in the name of the Director of Campus Life. To guarantee payment on the day of the vendor's visit to campus, you should begin this process at least four weeks in advance.

Any external visitor to campus (Audio/Visual company, rental company, speaker at a general body meeting, performer, etc.) must have a contract, even if no money will be exchanged. Campus Life must receive a copy of this contract when you book your space in order to make sure we can meet the requirements.

Student organizations in violation of this policy will face judicial action and may see their student organization privileges revoked.

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## Travel

All student organizations are eligible to receive funding to travel for conferences and competitions, but there are restrictions regarding this travel. Please read this section in detail prior to proposing for your trip.

### Traveler Policies

Any student traveling on behalf of the university must be in good academic and judicial standing. In order to check this information, you'll need to submit the Dean of Student's form with all of the traveler information. This will be checked by the Director of Campus Life within one week of the form being submitted. Following this, any students who do not meet the grade or judicial check will be notified and will be removed from the traveling roster for your organization.

Before any purchases can be made, all students traveling must fill out the Travel Behavior Agreement on HawkLink and upload the Risk and Release waiver on this form. Once these forms have been submitted, you will receive notification from the Director of Campus Life that you are able to submit your Purchase Requests.

It is rare that student organizations will be funded in full for a trip. As a traveler, please be aware that you will owe something out of pocket. An estimate can be provided prior to your trip, and the final details will be provided upon your return to campus.

### Transportation Policies

You must follow the below guidelines in order to use your allocation for transportation. Depending on how much funding you receive from finance board, your organization may be required to pay a portion out of pocket for any transportation costs.

#### *Airfare*

All airfare must be reserved through our travel agent. To begin this process, Campus Life will send you an excel document that you need to fill out. On this sheet you will provide student information (legal name, birth date, sex) and departure and arrival information. Once we receive this, we will send you a flight quote. The quote is good for 24 hours – if you do not accept in this amount of time, we lose the tickets and the costs go up.

When confirming airfare, keep in mind the following:

- There may be additional costs for your members if you book on a budget airline (Spirit, Frontier, etc.), so be aware of checked bag or carry on bag prices.
- Layovers can be tricky, so plan accordingly when selecting a flight with a layover.
- Airfare is non-refundable, so if someone decides not to go they will have to pay the full ticket price out of pocket.

Airfare should be booked as early as possible, but no less than one month prior to your trip.

### *Charter buses*

If your organization is renting a charter bus as your transportation, you will need a contract and a bus rider, in addition to a copy of their Certificate of Insurance with Illinois Tech listed as an additional insured.

You may need to pay for the bus driver's food and lodging while on your trip, so make sure to account for these costs. It is also common practice to tip a charter bus driver, and this would be something your organization would be responsible for paying. Because of the complexity of booking and paying for charter buses, your charter bus needs to be booked no less than one month prior to your trip.

### *Train or bus travel*

If your organization is booking tickets on a train or bus, make sure that you have booked direct tickets and not waitlist tickets. Typically, Amtrak is safe for booking tickets, however, there is a \$10 delivery fee that your organization is responsible for paying. Campus Life does not recommend your organization book using Greyhound, as their seats are first-come, first-seated and refunds are not granted.

Train or bus travel should be submitted no less than one month prior to your trip. Please remember that all contracts should be under the Director of Campus Life's name.

### *Rental cars*

If you decide to rent a car for your travel, this would be processed as a reimbursement. You are responsible for booking and paying for your rental car and any additional fees. Prior to your trip, you will need to be approved to be listed on IIT's insurance. You must be at least 21 years of age, have a United States driver's license and have an acceptable driving record. In order to verify these requirements, you will need to work with Campus Life to complete the appropriate forms. This is a \$37.95 fee per student and is the responsibility of your student organization.

Illinois Tech cannot rent anything larger than a mini-van; 12 or 15 passenger vans will not be approved for funding or a reimbursement.

### *Personal cars*

Students driving their own car do not have to be listed on IIT's insurance, however, they must provide a copy of their own insurance. This would also be processed as a reimbursement.

Following the trip, the student would put in a Purchase Request with a copy of their insurance card and a map that shows the distance from IIT to the final destination. They will be reimbursed the current IRS standard for mileage, which is 54.5 cents per mile as of January 1, 2018.

### *Taxi (including rideshares)*

If your organization has funding to pay for ground transportation to and from your arrival destination, this would be processed as a reimbursement. Please make sure to save all of your receipts.

Upon your return, you can submit a Purchase Request with your receipts and your name listed as the payee and a reimbursement check will be cut and mailed to you.

### Hotels

If your organization has funding to pay for your hotel rooms, we can pay for your room and taxes on the Campus Life credit card. Depending on the amount of funding you have, you may be responsible for a portion of this out of pocket.

Your organization is responsible for booking the hotel. You will have to put the initial hotel rooms on one of your member's credit cards. When you book the hotel, you will need to ask the hotel for a Credit Card Authorization form (CCA). Once you have your reservation confirmation and the CCA, you will submit these as a Purchase Request. Campus Life will process the CCA within one week of your departure, to ensure that the hotel keeps it on file for your travel.

While you are at the hotel, you will be required to put a credit card down for any incidentals. Generally, these are not reimbursable expenses including damages, room service, or parking.

Upon your return, please bring a copy of the receipts you received to Campus Life.

### *Air B n B*

If your organization prefers to use an Air B n B, this is an option but does take more work. Your organization will be responsible for coming into Campus Life and working with us to book the Air B n B. This would be put onto the Campus Life credit card and not processed as a reimbursement. To begin this process, put in a Purchase Request and you will be contacted by Campus Life.

### Travel issues

Prior to your departure, Campus Life will send you one final confirmation email. This will contain all of the information about your trip, as well as details regarding what to do if an emergency arises. The phone number you will be provided is only to be used for emergencies, and not to be shared with any other students.

Emergencies include students being lost or injured, car accidents, or hotel issues. For any minor issues, including students not showing up for the trip, flights being rescheduled, or additional fees incurred, you can contact Campus Life via email or you can wait until you return.

### International travel

If you are planning to travel internationally, you will need to begin this one year prior to your trip. Students will be checked for eligibility in the semester that you travel, but you must begin the process one year in advance.

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## Fundraising

### Guidelines

Fundraising should be tied to your organization's mission: helping to raise funds for a charity, travel to an organization specific event, or an event specifically tied to the work that your organization does on a consistent basis. At the same time, fundraisers should be at the initiative of the student organization, not presented to you from an external organization.

Organizations may not handle cash or collect electronic payments without permission from Campus Life. In order to obtain permission, a completed "Request to Sell" must be turned in to Campus Life at least 5 business days prior to any event. This form is located in the Campus Life forms section on HawkLink. This form also has an area for you to indicate if you would like an online payment option as well, through a service called TouchNet.

Individual fundraisers should go on for no more than 5 days over the course of a calendar month. If needed, Campus Life will provide an empty cash box for fundraising use. Cash banks will not be provided.

Any money collected MUST be deposited into a student organization main account through the Office of Campus Life after EVERY collection. Collections must be turned in the next business day after your fundraiser. Any reimbursements to be done based on fundraisers must be done utilizing a Purchase Request and not through the cash box turned in that day.

### Depositing money

Once your fundraiser has ended, you will turn in the cash and/or checks to the Office of Campus Life. All funds will be deposited into your main account. For online transactions, the Office of Campus Life will deposit the funds from Touchnet into the organization's main account.

If are you requesting a check for a donation, you must submit a PR that includes a W9, a letter stating what the donation is and what it will be used for, and a valid mailing address the check should be sent to.

### Food Fundraisers

Food that has temperature control needs (either hot or cold) may not be re-sold as a fundraiser unless you have procedures in place to maintain adequate temperatures. All other food that is sold should be individually packaged and include a list of ingredients. You also must have a sink present at all times to be able to wash hands, utensils, and maintain hygiene. The Office of Campus Life has a portable sink that can be reserved.

### Electronic donations

Student organizations are not permitted to use Paypal or Square readers to accept electronic donations. Using the Request to Sell form located on Campus Life's HawkLink page, Campus Life can create an online store for you to use to collect funds.

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## Marketing

### Posting Policy

All printed materials must be approved following the posting policy listed below. Printed materials can be brought to The One Stop to receive an official stamp during normal operating hours. Without an approval stamp, the printed materials will be taken down and disposed of. Continual inability to adhere to the posting policy can have student organizations be placed into the 'frozen' status.

1. All items for posting including, flyers, posters, table tents, leaflets, handbills or similar material must receive prior approval from the Office of the Dean of Students/Campus Life. Additionally, student organization election materials are subject to these general regulations, as well as any election rules of the Office of Campus Life and/or appropriate governing organization.
2. Advertisements for events sponsored by university departments or organizations and those taking place at IIT have posting priority. Advertisements not directly connected with IIT will be posted only as space permits.
3. An advertisement must include the following information to be considered for posting: name of sponsoring agency, department, organization or individual; contact information in the form of phone or email; date and place of the event or meeting being announced.
4. An advertisement may not cover or block previously posted materials in any way. Regularly updated postings or materials with ongoing information may be removed to create space for specific event postings.
5. Leaflets, handouts and table tent materials will only be approved if they are directly related to IIT departmental or recognized student organization activity.
6. Programs which receive monetary allocation through the Student Activities Fund (SAF) must include "Sponsored by the Student Activities Fund" on all advertisements.
7. General advertisements may not exceed 11" x 17". Exceptions are made for banners and A-Frame posters as stated in guideline 17.
8. Advertisements may only be posted on bulletin boards specifically designed to hold advertisements. These include outdoor bulletin boards and those in the main concourse, classrooms, or lobbies of university buildings.
9. Locked bulletin boards are not available for general advertising.
10. Some bulletin boards located near administrative, academic, or student organization offices are controlled and maintained by those departments or organizations and may not be used for general advertising without their permission.
11. Advertisements may not be posted on walls, chalkboards, windows, doors, light poles, brick, elevators, sidewalks, walkways, bathrooms, trees, fences, other signs, or vehicles. Any advertisement posted improperly will be removed immediately and discarded. The responsible party will be contacted to discuss the violation. Possible fines and further disciplinary action may be taken if appropriate.
12. Regardless of location, overlapping, covering, removing or defacing another posting is not permitted.



13. All postings must be in English or include an English translation.
14. Postings are generally validated through the date of the event or deadline as shown on the posting. If no date is included, the posting will be approved for two weeks.
15. All parties must remove advertisements within 2 working days after the stamped expiration date.
16. Posting of temporary, outdoor directional and informational signs must be approved in advance by IIT Facilities. The sponsoring organization must remove these signs within 1 working day of event.
17. The hanging of banners is permitted only in MTCC Center Court, MTCC Commons and McCormick Student Village; AFrames are utilized only in the MTCC for posters larger than 11x17. All banners and posters must be approved two days in advance by the Office of Dean of Students/Campus Life. Banners for posting in the MTCC Commons or Center Court may be hung only by the Campus Life staff.
18. Postings that restrict opportunity or otherwise discriminate because of race, color, religion, national origin, gender, sexual orientation, age, disability or veteran status are prohibited.
19. Postings considered to be offensive, indecent, or oppressive to others are prohibited.
20. Student organizations may not post or stake anything outdoors. This includes but is not limited to trees, sidewalks, buildings, lawn space etc.
21. Painted windows within the MTCC must be cleaned within two days of an event and are limited to one week. Failure to do so will result in cleaning charges billed to the group.
22. Outdoor displays are limited to one week and should be cleared with Campus Life before anything is put up.
23. Signs may not be hung on trees or poles.

### MTCC Windows

The windows on the bridge of the MTCC are available for student organizations to paint. The paint must be appropriate for the windows, and cleaned up the day following the event it is advertising. The Office of Campus Life has paint your organization can check out, free of charge.

To reserve a window, e-mail [studentreservations@iit.edu](mailto:studentreservations@iit.edu), putting 'MTCC Bridge Window' in the subject line.

### Center Court and Commons - table tents

With approval stamps from the Office of Campus Life, as well as approval from Sodexo, your student organization is able to request to have table tents in Center Court and the Commons. While they may be approved by Campus Life, if Sodexo does not approve the table tents, they are not okay to be placed in any of the dining locations.

### Handouts and giveaways

Any pamphlet, handout with information, or giveaway bearing the organization's and/or IIT's name must be approved by the Office of Campus Life.

### Chalk policy

Creating advertisements with chalk in high traffic areas is a great way to advertise events. The Office of Campus Life has chalk you can check out as a student organization. You must e-mail a drawing and/or printed design to show what it will look like upon completion to [campus.life@iit.edu](mailto:campus.life@iit.edu). Student organizations are responsible for cleaning up all chalk the day following the event they advertised.

### Apparel and Representing the IIT logo

Any shirt, apparel item, or giveaway item must be approved by the Office of Campus Life. All items must fall within the university Graphic Standards, which are detailed by Marketing and Communications here:

[https://web.iit.edu/sites/web/files/departments/marketing-communications/pdf/GraphicStandards\\_August2015rev.pdf](https://web.iit.edu/sites/web/files/departments/marketing-communications/pdf/GraphicStandards_August2015rev.pdf)

### Radio and Newspaper Marketing

To have an event your organization is hosting be advertised by WIIT or Tech News, you will need to work directly with them. The Tech News business manager can be reached at [business@technewsiit.com](mailto:business@technewsiit.com), and the WIIT Station Manager can be reached at [wiiit@iit.edu](mailto:wiiit@iit.edu)

### Rocks

Around campus, there are several rocks that have (and can be) spray painted by your organization to advertise upcoming events. To use these rocks, e-mail [campus.life@iit.edu](mailto:campus.life@iit.edu) what you would like to paint on them, as well as have a mock up of what it would look like. If the message on them is not time-sensitive or specific, it can be left after your organization paints it.

### Illinois Tech Today

Illinois Tech today is a university wide publication that goes out several times a week. Your organization is welcome to submit anything that they feel would benefit the community at their submissions page, listed [here](#).

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