

STUDENT ORGANIZATION HANDBOOK ★ 2010 -2011

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Chicago, IL 60605
www.colum.edu/engagement

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Student Engagement

STUDENT ENGAGEMENT MISSION

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

WHAT THIS HANDBOOK WILL DO FOR YOU

This handbook is intended to be a tool for all recognized student organizations at Columbia College Chicago. It includes helpful information for executive officers, organization members, and advisors about the guidelines, procedures and operations that you must follow as a student organization at Columbia College Chicago. By using the information in this handbook, you will make your job easier and help ensure a successful year for your organization.

If at any time you have questions about any of the information provided, please stop by the Loft, we'll be happy to help!

The Loft

The Loft is where everything happens. It is a student centered space that serves as a centralized location for student organizations and sport clubs. The Loft is the student organizations' home away from home where they can host meetings, events, and activities, and have access to resources like laptops, meeting spaces, lockers, a supply center, and A/V equipment.

The Loft also houses Student Engagement, and the Student Life Advisory Board organizations which include the Student Organizations Council (SOC), the Student Government Association (SGA), the Fitness Athletics and Recreation (FAR) Board, the Residence Hall Association (RHA) and the Student Programming Board (SPB).

Stop by the Loft anytime to ask questions or just to look around and enjoy the comfy couches and bean bags!

Meet the Student Life Advisory Board

The Student Life Advisory Board consists of organizations that function to help empower other students and other student organizations to get engaged and to get their voices heard around the college. They include:

Student Government Association

www.colum.edu/sga

sga@colum.edu

312.369.6657

The Student Government Association (SGA) of Columbia College Chicago is a group of elected student representatives that serve as a liaison between students and the faculty, staff, and administration to ensure the welfare of Columbia's unique and diverse community. Through leadership and strong representation, SGA strives to provide students with opportunities to grow academically, artistically, professionally, and personally.

SGA is comprised of five executive officers and 34 elected senators, each representing the needs of students in specific departments and the student body at large. The SGA is advised by the Director of Student Engagement.

The SGA meets every Tuesday at 5 p.m. in The Loft.

Student Organizations Council

www.colum.edu/soc
soc@colum.edu
312.639.6656

The Student Organizations Council (SOC) is dedicated to building a stronger campus community by supporting and providing resources to student organizations to help accomplish their organizational goals, while providing students with opportunities to grow personally, professionally, and artistically. SOC provides various leadership opportunities that encourage communication and collaboration amongst student organizations and campus departments.

SOC is comprised of one member of each recognized student organization (SOC representative) and three executive officers. The member of the organization is named the SOC Representative and the executive officers are the Chairperson, the Community Director and the Finance Director. SOC is advised by the Assistant Director of Student Engagement.

All recognized student organizations are required to have a SOC Representative attend all SOC meetings. If an SOC rep misses more than 1 meeting per semester, that organization's funding will be suspended for the current semester.

The SOC meets the first Wednesday of each month at 5 p.m. in The Loft.

Fitness, Athletics and Recreation Board

www.colum.edu/renegades
athletics@colum.edu
312.369.6920

The Fitness, Athletics and Recreation (FAR) Board provides support and resources to sport clubs. The FAR Board is comprised of four executive officers who provide an operational structure to club sports, and assist them with marketing and fundraising efforts.

The FAR board meets every Monday at 5 p.m. in the Loft.

Student Programming Board

www.colum.edu/spb
spb@colum.edu
312.369.7838

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

The SPB meets every Monday at 5 p.m. in The Loft.

Residence Hall Association

www.colum.edu/residencelife
residencelife@colum.edu
312.369.7803

The Residence Hall Association (RHA) plans events, conducts programs, and represents the interests of students living in Columbia's residence halls. Members of RHA have a say in what activities take place and how their programming monies are spent, and the group gives feedback to the Residence Life administration. Contact Residence Life for meeting times and locations.

Student Organizations

What is a Student Organization?

A student organization is a group of Columbia College Chicago students who unite to promote and celebrate a common interest. Columbia College honors student organizations for their uniqueness, perspective, creativity, challenge, and excellence in the execution of their mission and goals, and awards them official recognition through Student Engagement.

All members of a student organization are responsible for complying with the information contained in this Handbook. Organization officers are urged to work with their colleagues to ensure that all policies and procedures are understood and observed. Student organizations will be held accountable for observing all policies and procedures.

found herein. Failure to comply with all policies and procedures may result in the loss of recognition by the student organization or other disciplinary action.

Institutional Guidelines for Student Organizations

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

- 1 Membership to student organizations is only open to currently enrolled Columbia College Chicago students.
- 2 Must have a minimum of 3 executive board members.
- 3 Must have and maintain a minimum of ten (10) members in order to have recognition.
- 4 Student organizations will not discriminate on the basis of race, religion, color, creed, sexual orientation, veteran status, disability, or status due to receipt of public assistance.
- 5 All executive office members must maintain a 2.5 cumulative GPA and all general members must maintain a 2.0 cumulative GPA.
- 6 Must have a faculty/staff advisor.
- 7 Must complete and submit a recognition packet each year.
- 8 Must file and keep current their membership roster and constitution.
- 9 Changes in the roster must be submitted immediately to Student Engagement.
- 10 The president and at least one additional executive board member of all student organizations must attend an annual student organization training.
- 11 Each organization must comply with all regulations of Columbia College, as set forth in the Student Handbook and the Student Code of Conduct, and the laws of the State of Illinois.
- 12 Any student organization that does not abide by the policies stated in this handbook and all regulations of Columbia College are subject to discipline and loss of recognition.

Recognition Process

All student organizations must complete an online Recognition Packet at <http://www.colum.edu/students/Engagement/Forms/> every year in order to gain/maintain recognition status. Columbia College Chicago does not recognize organized groups of students that have not registered with Student Engagement or are not coordinated by a Columbia College department. The following recognition guidelines have been established for existing student organizations and new student organizations.

New Organizations

Creating a new student organization is very easy. All you need to do is:

1. Make an appointment with Student Engagement to talk about your interests.
2. Find ten students who want to be a member of your organization.
3. Find a faculty or staff advisor for your organization.
4. Complete and submit a Recognition Packet to Student Engagement.
5. Attend a Student Organization Training.

Recognition Packets for new student organizations are due from the first day of classes until the last Friday in October, for the Fall semester, and from the first day of classes until the first Friday in March for the Spring semester.

Once your organization has been recognized, make sure to follow the recognition process for Returning Organizations.

Returning Organizations

Returning student organizations must submit a Recognition Packet online at <http://www.colum.edu/students/Engagement/Forms/> by the third Friday in April in order to activate the organization for the following academic year.

If the Recognition Packet is not received by the third Friday in April, your organization will not be recognized. You will have another opportunity to recognize your organization at the beginning of the Fall semester.

Recognition Packets will be accepted from the first day of classes until the last Friday in September. Student organizations will be contacted by Student Engagement within ten (10) business days from the date that the Recognition Packet was submitted to provide a status on their approval.

If the Recognition Packet is not received by the fall deadline, your organization will not be considered recognized for the fall semester. You will have another opportunity to recognize your organization at the beginning of the Spring semester.

Student organizations will be contacted by Student Engagement within ten (10) business days from the date that the Recognition Packet was submitted to provide a status on their approval.

The organization's president and at least one additional executive board member (more are welcome) will be required to attend the student organization retreat and training to complete the recognition process.

Please note: If you are a previous member of the organization or your advisor is the previous advisor of the organization, you may proceed with the recognition process.

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

Student Organization Status

RECOGNIZED STUDENT ORGANIZATIONS

A recognized student organization is one that has been recognized by Student Engagement and maintains all Institutional Guidelines for student organizations.

UNRECOGNIZED STUDENT ORGANIZATIONS

An unrecognized student organization is one that did not complete a Recognition Packet within the specified deadlines.

ARCHIVED STUDENT ORGANIZATION

An archived student organization is one that has gone unrecognized for more than two consecutive semesters. An organization cannot be recognized once it receives archived status; however, students may use the organization's information on file to apply as a new student organization.

Student Organization Advisors

All student organizations are required to have an advisor. The advisor must be a current Columbia College Chicago faculty or staff member. Student Engagement can help you connect with potential faculty or staff advisors for your organization. Advisors are extremely important resources to your organization.

It is important to find an advisor that you have a close relationship with or one that has an active interest in the purpose and mission of your organization. Ask faculty or staff members you know if they are interested; odds are that if they cannot serve in the advisor role, they know of someone who can.

Advisor Roles

The advisor of an organization can serve in a number of roles. They can include:

- Being a mentor.
- Being a sounding board for new ideas.
- Supporting the group, and the individuals in the group.
- Knowledge of policies which may affect the organizations programs.
- Encouraging a diverse approach to leadership, membership, and programming.
- Connecting the organization with various campus resources.
- Understanding the rules and regulations of the College and Student Engagement and how they pertain to the organization.
- Facilitating learning by encouraging the student to tackle tough issues and learn from their experiences.
- Encouraging effective communication and interpersonal relationship skills.
- Providing a broad perspective on issues and problems by sharing experiences and expertise.
- Mediating group and individual conflicts when requested.
- Stimulating creativity and motivation.
- Recognizing student leaders.

Student organization leaders should meet regularly with their advisors, and they should invite the advisor to organization meetings, executive board meetings, and programs/events. Have a conversation with your advisor to determine how active he/she will be with the student organization and executive board.

Advisor Responsibilities

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

- Assisting in the development of the organization and its members.
- Interpreting institutional policies and regulations.
- Providing financial and budgetary advice and insuring that Institutional policies and procedures are followed.
- Signing or co-signing appropriate forms when necessary.
- Attending as many organizational meetings and functions as possible.
- Meeting with organization officers or membership to discuss the progress and direction of the group.
- Being available to the officers and members.
- Attending any program/event that requires a building extension.

Benefits to Recognized Student Organizations

Access to Campus Facilities

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

R25

This is Columbia's Master Schedule. You or your advisor can access R25 through Columbia's website to check room availability and make room reservations. R25 requests must be submitted at least 48 hours in advance from the date the room is needed.

R25 CANNOT be used to reserve space from the Department of Exhibition and Performance Spaces (DEPS) or to reserve space in the Loft.

Classrooms

Most of the classrooms are available when classes are not taking place and can be reserved through R25.

Lobbies

The Lobbies in the following buildings can be reserved on R25.

- 33 E. Congress - 1 location by elevators
- 623 S. Wabash - 3 student organization stations
- 600 S. Michigan - 1 location by Ferguson entrance
- 618 S. Michigan - 1 location in lobby behind security
- 916 S. Wabash - 1 location south of security
- 1104 S. Wabash – 1 location by Glass Curtain Gallery

The Loft

The Loft has three spaces that can be reserved by your organization. The lounge area that can be used to accommodate large groups during events and activities, meeting tables and a conference room that can accommodate smaller groups. To reserve a space in the Loft, see the front desk to complete a Loft Reservation Form..

Department for Exhibition and Performance Spaces

The Department of Exhibition and Performance Spaces (DEPS) is the student centers and galleries of Columbia College Chicago. They oversee reservations for the following spaces.

- Performance/Event Only
 - Quincy Wong – 623 S. Wabash, first floor
 - Conaway Center – 1104 S. Wabash, first floor
 - Stage 2 – 618 S Michigan, 2nd floor
- Exhibition Only
 - C33 – 33 E. Congress, first floor
 - The Arcade - 618 S Michigan, 2nd floor
 - Hokin Gallery – 623 S. Wabash, first floor
 - Glass Curtain Gallery – 1104 S Wabash, first floor
- Student Organization Meetings Only
 - The Underground Café – 600 S. Michigan, lower level

You, MUST submit a DEPS Space Reservation Form with a Student Organization Proposal to Student Engagement one month in advance. If the proposal is approved, you will be contacted by DEPS to discuss availability and tech needs.

Please note that there is a limit of **only two events per semester in performance spaces.**

Photocopying

There are two photocopying services available to your organization:

1. Xerox

Xerox can provide you with a variety of options for your printing job. The following is a list of options available to your organization through:

Color print B/W print Stapling Variety of paper sizes Collating

To request a copying job from Xerox, email a .jpg or .pdf of the file (formatted to the size you want) to be printed to the respective organization:

Student Organization Council at soc@colum.edu
Fitness Athletics and Recreation at athletics@colum.edu

Submit your request no later than ten business days from the day when you need the materials. In the body of the email, specify the quantity and desired options from the list above. Also include the date you would like the job and whether you would like to pick it up from Xerox or have it delivered to the Loft. An email will be sent to the organization's loop account when the materials are ready for pick up.

2. Student Engagement

Student Engagement can provide you with up to 50 B/W copies in a wide variety of 8.5x11 color paper. To request a copying job from Student Engagement, submit a Copy Request and a B/W hard copy of the material to be copied to Student Engagement at least 48 business hours in advance from the time when you need the materials. An email will be sent to the organization's loop account when the materials are ready for pick up. Request for more than 50 copies must be submitted to Xerox.

Laptops

The Loft has thirty laptops (Mac and PC) that you can check out to use for your homework, your meetings, or simply browse the web. You can check out a laptop at the Loft front desk. Make sure to have your Columbia Student ID and Driver's License or State ID.

Lockers

The Loft has forty lockers that are granted to student organization for the fall and spring semesters. Lockers are available in a first come, first served basis and can be requested anytime during the year. To reserve a locker, the organization member must submit a Locker Use Agreement to the Loft front desk.

Workstations

The Loft has twenty one student organizations stations that each have a desk, office chair, and a desktop computer. The workstations are open to all students, however recognized organizations can reserve one for the entire academic year. In order to reserve a workstation, the organizations must decorate the one that they choose and reserve it with the Loft front desk.

Check it Out!

Student Engagement has as a wide range of equipment that can be checked out to your organization **for use during approved events**. Most items are free, but a few have a nominal fee that must be paid from your organizations fundraised account.

Equipment is available Monday through Friday starting at 10 a.m. and reservations are made on a first come first served basis. All equipment must be returned to the Loft one hour before closing. Contact the Loft for official business hours. Organizations returning un-cleaned equipment will incur a \$25 cleaning fee.

- Popcorn machine – Rental fee is \$20, can only be used on-campus. Includes popcorn, flavoring, and pop corn boxes.
- Cotton Candy Machine - Rental fee is \$20, can only be used on-campus. Includes cotton candy mix, cones, and bags.
- Portable Sound System – Free to check out, can only be used in the Loft. Includes mixer, microphone, speaker, and mixer stands.
- LCD Projector – Free to check out, can only be used in the Loft. Includes VGA cable.
- Xbox 360 and Wii Systems – Free to check out, can only be used at the Loft. Games not included
- Flip Cameras-Free to check out

The student organization borrowing the equipment assumes all liability for the care and operation of the loaned equipment and will be responsible for reimbursement for any damages incurred. A member of your organization must be operating the equipment at all times.

To reserve equipment, contact the Loft to check out the equipment availability, then submit an Equipment Rental Agreement to Student Engagement at the same time that you submit a Student Organization Proposal for your activity.

Buttons

If you would like to make buttons, they must be for your organization or one of your org events/programs. Prior to button making, the content must be submitted and approved by Student Engagement. If you would like a copy of the button template, please e-mail engagement@colum.edu or soc@colum.edu.

Tara's Corner

Want to be more creative with your organization's programming, marketing, and decorations? Well, we have just the answer for you. Come and check out Tara's Corner! It's packed with colorful paper, glue, glitter, feather, scissors, tape, buttons, poster board, markers, balloons and many other supplies that will put a smile on your face. Tara's corner is exclusively for student organizations to use for their activities and programs. In order to use the supplies you must sign in at the Student Engagement front desk with your name, organization, and the project that you will be working on. You will be expected to clean up after yourself and return all supplies to their appropriate location. Supplies cannot be removed from Student Engagement.

Financial Information

General Financial Information

- Full funding for your organization is never guaranteed. No student organization is entitled to funding by virtue of being recognized.
- All student organizations are expected to fundraise to support their activities.
- Sport clubs are expected to be financially self-sustaining.
- Student organizations and sports clubs may seek financial support from their respective boards.
- All rentals must be in your advisor's name, or the name of a member of your organization. Rentals cannot be made in the name of Student Engagement or any staff from Student Engagement.

Maximum Funding Allowance

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

Items That Will Not Be Funded

Funding will not be provided for the following items:

- Alcoholic Beverages
- Food, except when in compliance with the Food and Refreshments Funding Policy
- Any amounts labeled "miscellaneous"
- Support for non-Columbia students

Suggested Donations

Student organization receiving funding and/or support for any activity through the student activity fee CANNOT charge students for admission or participation in an activity. You may, however, request suggested donations. Failure to adhere to this policy may result in funding and/or suspension of your organization.

Fundraising Policy

Student organizations do not have a minimum amount of money that they are required to fundraise, except for sport clubs and student organizations that intend to travel.

All fundraising activities must be proposed to Student Engagement by submitting a Student Organization Proposal no less than five business days before the proposed date of the fundraising activity, and must be approved by the Director of Student Engagement. Please see the Student Organization Proposal section of this handbook for additional details.

Permission for fundraising activities may be granted if all the following conditions are met:

1. The student organization is either selling the item itself or agrees to sponsor the sale or solicitation.
2. The proceeds from the fundraiser will support the mission of the sponsoring organization.
3. The proceeds from the fundraiser are not to be used for entrepreneurial purposes.
4. The student organization submits all necessary documents requesting permission to conduct the fundraising activity.

Dues charged to members of sport clubs are handled in the same manner as fundraised money. Dues must be collected before a student athlete is allowed to participate in the club league or tournament.

Money raised must be deposited with Student Engagement no later than five (5) business days from the completion of your fundraising activity. Failure to deposit funds within this timeline will result in disciplinary action. You may access your fundraising money through a Student Organization Proposal or a Reimbursement Claim. Please see the Student Organization Proposal section of this handbook for additional details.

If an organization would like to make a donation, they must use their fundraised monies.

Please Note: An activity is only considered fundraising if a profit is made. If your organization receives \$500 to hold an activity and only makes \$300 off the event, that is not fundraising – you lost money. For an event that costs \$500, fundraising is any money you make over \$500.

Accessing Your Fundraising Dollars

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

Additional Funding Opportunities

Student Government Association

Complete a Student Organization Proposal and submit it to the SGA office with supporting documentation. Once the Student Organization Proposal is received, it will be reviewed by the SGA Finance Committee and, if endorsed, it will be presented at the following Senate meeting.

- a. If you are requesting more than \$200, you are required to present your SOP to SGA Finance Committee and the Senate to answer any questions that may arise. You will be contacted by SGA to schedule times for your presentations.

With a 2/3 majority vote by the Senate, the funds will be granted. You will be contacted with a response on the outcome of the SOP within five (5) business days from the day that it was reviewed.

- b. If you are requesting less than \$200, you are not required to present your SOP to the SGA. You will be contacted with a response on the outcome of the SOP within five (5) business days from the day that it was reviewed.

Food and Refreshments Funding Policy

The following guidelines govern the allocation of funds for food items.

Student Engagement may approve the allocation of funds for food items when the student organization is hosting a meeting for the purpose of increasing awareness of its mission and recruiting new members. This allocation can only be awarded once a year and cannot exceed \$300.

Student Engagement may allocate funds for food items if the student organization is hosting an event where food is an integral part of the purpose of the event and there is an educational context to serving and providing food at the event. This allocation can only be awarded once a year and cannot exceed \$300.

Reimbursement Claims

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

1. SOC – Applies to student organizations

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

Once you are pre-approved, you may proceed with your expenses. To receive the reimbursement, complete and submit a Reimbursement Claim to Student Engagement **no later than ten (10) business days** from the day the expense was made. All original receipts must be attached to the Reimbursement Claim and you must also attach a copy of the pre-approved SOP.

2. FAR Board– Applies to sports clubs

In order to be reimbursed by the FAR Board, **you must be pre-approved** to make the expenses by submitting a Student Organization Proposal. Please see the Student Organization Proposal of this handbook for additional details.

Once you are pre-approved, you may proceed with your expenses. To receive the reimbursement you must complete and submit a Reimbursement Claim to Fitness, Athletics and Recreation **no later than ten (10) business days** from the day the expense was made. All original receipts must be attached to the Reimbursement Claim and you must also attach a copy of the pre-approved SOP.

3. Organization's Fundraising – Applies to student organizations and sports

In order to be reimbursed from your organization's fundraising account, you must complete and submit a Reimbursement Claim **no later than ten (10) business days** from the day the expense was made. Student organizations must submit all claims to Student Engagement, and club sports must submit all claims to Fitness, Athletics and Recreation.

All original receipts must be attached to the Reimbursement Claim and you must also attach a copy of the pre-approved Student Organization Proposal. It is your responsibility to ensure that the organization has enough funds to cover the expenses. Student Engagement will not be responsible for any expenses that exceed the organization's fundraising balance.

Student Organization Proposal

The Student Organization Proposal (SOP) is the form that you will complete and submit to Student Engagement anytime that you request support for your organization. This form allows you to provide us with all the information that we need to know about your event including expenses, space requests, payment options, etc. The SOP is to be completed online at <http://www.colum.edu/students/Engagement/Forms/>. You will need to upload any attachments.

The SOP process is very fast and simple when done correctly. A SOP is considered complete and accurate when all the information required on the form is provided, and all necessary documentation is attached. The following general guidelines and procedures outline the SOP process.

Student Organization Proposal General Guidelines

1. All SOP's must be submitted no less than fifteen business days in advance from the date of your activity. This timeline does not apply for travel requests; see the Travel Guidelines section of this Handbook for additional details.
2. All SOP's must be submitted with supporting attachments.
3. SOC will then review the SOP.. If any information is missing, the proposal will not be accepted and SOC will notify you of the missing documentation.
4. All SOP's are reviewed by their respective boards within five (5) business days from the date that it was submitted.
 - b. Requesting Funds from SOC
 - a. If you are requesting more than \$150, you are required to present your SOP to the SOC. Finance Committee. You will be contacted by the SOC within three (3) business days from the day your SOP was accepted to schedule a time for your presentation.
 - b. If you are requesting less than \$150, you are not required to present your SOP to the SOC.
 - c. Requesting Funds from FAR -
 - a. If you are requesting more than \$150, you are required to present your SOP to the FAR Board. You will be contacted by FAR within three (3) business days from the day your SOP was accepted to schedule a time for your presentation.
 - b. If you are requesting less than \$150, you are not required to present your SOP to FAR.
5. Once the respective board reviews your SOP, it is reviewed by the Director of Student Engagement.
6. You will be contacted with a response on the outcome of the SOP within five (5) business days from the day that it was reviewed by the respective board.
7. Check requests need to allow four to six weeks for the Accounting office to issue and release the check.
8. SOP's that are late or incomplete will not be reviewed.

Requesting Funds to Purchase Items

1. Complete all sections of the Student Organization Proposal.
2. Attach an official quote from each vendor. Each quote must list the items that you intend to purchase, their individual prices, and any added fees.
3. Submit the proposal and follow the Proposal General Guidelines listed above.

Requesting Funds to Pay for a Service (Performer, Band, Speaker, Etc.)

1. Complete all sections of the Student Organization Proposal.
2. Attach a price quote from the performer, band, speaker, etc. The quote must include all details agreed by both parties and must clearly state:
 - a. Name and address
 - b. Date, time, and location
 - c. Services to be provided. Include riders
 - d. Payment amount and payment due date
 - e. Who is receiving the payment, i.e. performer, agent, etc.
3. Submit the quote with the proposal and follow the Proposal General Guidelines listed above.
4. Please see the Contracts section of this handbook for additional details.

Requesting Funds to Pay for Rentals

1. Complete all sections of the Student Organization Proposal.
2. Attach a copy of the vendor's proposed contract. The contract must include all details agreed by both parties. You are not authorized to sign the contract.
3. Submit the proposal and follow the Proposal General Guidelines listed above.
4. Please see the Contracts section of this handbook for additional details.

Requesting Pre-Approval to Get Reimbursed

1. Complete all sections of the Student Organization Proposal.
2. Under payment method, check the reimbursement box and indicate the total amount.
3. Attach an official quote from each vendor. Each quote must list the items that you intend to purchase and their individual prices.
4. Submit the proposal and follow the Proposal General Guidelines listed above.
5. Please see the Reimbursement section of this handbook for additional details.

Requesting Permission to Do a Fundraising Activity

1. Complete all sections of the Student Organization Proposal.
2. The Student Organization Proposals must be accompanied with a letter directed to the Director of Student Engagement, requesting permission to fundraise.

3. Submit the proposal and follow the Proposal General Guidelines listed above.
4. The Student Organization Proposal and letter will be reviewed by Student Engagement.
5. Please see the Fundraising section of this handbook for additional details.

Student Organization Travel

The following travel guidelines do not apply to sports clubs. For sport club travel guidelines contact the Coordinator of Fitness, Athletics and Recreation.

Student Engagement values and supports the importance of student travel experiences. If your student organization is considering travel, you must first meet with the Coordinator of Student Engagement to discuss the trip details and receive the Coordinator's endorsement. Be prepared to discuss the following information:

- A description of the trip including location and timelines.
- How this trip supports the mission of your organization and how it will improve your service to the organization.
- The names of students and advisors interested.
- An itemized budget outlining the total cost of the trip.
- Sources of funding for trip's expenses.
- Supporting documentation including, but not limited to, program conference, hotel and transportation costs.

Once you have received the Coordinator's endorsement, complete and submit a Travel Request to Student Engagement by following the Travel Request general guidelines below.

1. All Travel Requests must be submitted **no less than two months** in advance from the date of travel.
2. Complete all sections of the Travel Request.
3. The Coordinator of Student Engagement reviews all Travel Requests. If any information is missing, the Travel Request will not be accepted.
4. All Travel Request are reviewed by their respective board within five (5) business days from the date that it was submitted.
 - a. Requesting Travel Funds from SOC - If you are requesting more than \$150, you are required to present your proposal to the SOC. You will be contacted by the SOC within three (3) business days from the day you submitted the proposal to schedule a time when you will present to the SOC Finance Committee. If you are requesting less than \$150, you are not required to present your proposal to the SOC Finance Committee.
 - b. Requesting Travel Funds from FAR – This option only applies to sport clubs. If you are requesting more than \$150, you are required to present your proposal to the FAR Board. You will be contacted by the FAR Board within three (3) business days from the day you submitted the proposal to schedule a time when you will present to the FAR Board. If you are requesting less than \$150, you are not required to present your proposal to the FAR Board.
5. Once the respective board reviews your Travel Request, it is reviewed by the Director of Student Engagement.
6. You will be contacted with a response on the outcome of the Travel Request within five (5) business days from the day that the Travel Request was reviewed by the respective board.
7. Check requests need to allow four to six weeks for the Accounting office to issue and release the check.
8. Travel Requests that are late or incomplete will not be reviewed.
9. SOC and FAR funding cannot be used to pay for advisor travel. These expenses must be paid with the organization's fundraising monies or by the advisor.
10. SOC and FAR will not fund a single student travel experiences.

Responsibilities of Student Organizations

All Registered Student Organizations are required to comply with all University policies, procedures and guidelines as outlined in the Student Code of Conduct and the Student Organization Handbook. Additionally, all student organizations must comply with all guidelines set forth by Student Engagement.

Student Organization Compliance with the Student Code of Conduct

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

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

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

Violations of the Code by student organizations will be adjudicated by the Dean of Students and Student Engagement. Student organizations may be held accountable for a violation of the Student Code of Conduct when its members or guests commit an offense. If it is alleged that a student organization or its members have failed to comply with institutional policies or procedures, the College may conduct an investigation and render sanctions as it deems necessary including, but not limited to, suspension or the revocation of recognition. A student organization that is suspended or loses recognition loses all privileges and benefits granted to student organizations.

You should take reasonable steps to prevent infractions of college policies. Such steps include a clear establishment of standards, meetings with your members regarding the policies, and established and documented enforcement of standards when violations occur.

Contracts

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

Once you have been granted funding for the service provider (performer, band, speaker, etc) you must complete a Student Engagement contract. Please allow four to six weeks for a check to be issued.

Student organizations must work closely with Student Engagement to be certain that each party clearly understands all terms of the agreement and that all portions of the contract are executed. Standard contracts are available through Student Engagement.

Finalized contracts must be submitted to Student Engagement with an SOP. Please see the SOP section of this handbook for additional details. Contracts that are extensive and/or include travel and lodging arrangements should be submitted in advance. Most services provided through a contract will receive payment in the form of a check, please plan accordingly.

Students and advisors are not allowed to sign contracts. Only Student Engagement staff is authorized to sign contracts for student organizations. Signing a contract may be ground for judicial referral and a loss of privileges for your student organization. Furthermore, students and advisors that have signed contracts on behalf of a student organization may be personally financially liable for the agreement to which they have committed.

Films, Videos and DVDs

Federal law restricts how copyrighted materials may be used. Videos and DVD's purchased or rented by an individual or a student organization are for personal use only. Public performances are not allowed under the law, hence the warning notice at the beginning of all videos or DVDs that are restricted in this way. Only classes may show films on campus without creating a public performance.

In order to show a film on campus you must obtain a Public Performance License from the film's distributor prior to the screening. There is generally a fee for the license, and fees can be substantial depending on the film, size of the audience, and number of showings. Showing a film free of charge does not mean that you do not need a license and it does not affect the license cost.

If you are interested in showing a film on campus, set up a meeting with the Coordinator of Student Engagement to discuss how you can get film information and pricing.

For additional information on copy right law, visit http://www.mpa.org/Public_Performance.asp

Marketing and Branding

There is a wide range of marketing options that you can use to advertise your organization. The most common ways are:

Columbia College Calendar of Events: The main calendar of Columbia College can be viewed through Columbia's home page. Follow the next steps to submit your event:

- Visit <http://www.colum.edu/Events/index.php>
- Click on "See Full Events Calendar"
- Click "Submit an event"
- Fill out all applicable fields.

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

Posting: Have you seen all the posting boards around campus? These are all designated areas where you can post information about your events. You do not need to get permission to post information. Inappropriate content is not permitted. And remember... your organization is responsible for removing promotional materials after the event takes place.

Lobbies: Designated lobbies areas that can be reserved for fundraising, recruiting, promoting and etc...Please see the Access to Campus Facilities section of the handbook for a complete list of lobbies.

Columbia on Facebook: CCC's official community on Facebook Only your Facebook friends can see your profile. The application only pulls three things from your profile: Your name, your profile photo, and your friend list. This is done so that your friends that go to CCC are visible to you in the application, and you are visible to them. CCC does not have access to your photo albums, status updates, or any other activity of yours in Facebook.

- Visit <http://www.colum.edu/>
- Click on Student tab at the top left of the page
- Click on the Facebook link
- Enter your Columbia College Chicago e-mail.

Tally Ho: Have you seen the small calendar posted inside of the elevators? This nifty calendar is the Tally Ho and by adding your event to the Columbia calendar you're also ensuring it will show up in the Tally Ho signs in the elevator.

The Loop: By adding your event to the Columbia calendar you're also ensuring it will show up in the Student Loop.

Chalking: This one you can't do. It is against Chicago city ordinance to chalk on sidewalks outside of Columbia buildings. Groups found in violation of this ordinance may be asked to wash it away immediately and are subject to sanctions.

Email :

- Put your contacts to use! Set up an automatic reply on your general organization e-mail address so that you can connect with members and prospects, and let them know you care about their participation.
- Send out reminders emails 2 weeks out, 1 week out, 1 day out, and day of event.

YouTube, Twitter, Flickr, Blogs

Flyers, posters, and handouts:

- Email flyer/poster/handout in PDF form to SOC for approval with the quantity requested.
- Can be openly posted throughout campus
- If you would like to post in the Resident Halls, contact Res Life located 731 S. Plymouth – Drop Off

When you are designing posters and handouts advertising your organization

- **Logo Placement**
 - Make sure that in addition to having an eye-catching design, people can see clearly which organization it is.
 - Be sure to add Columbia's logo
http://www.colum.edu/Administrative_offices/cps/Identity/index.php
- **Multiple Designs**
 - Create more than one design. Don't put them up at the same time, use the second design later so that it catches attention and feels fresh.

When you are making person to person connections

- **Know your Mission**
 - Be able to say what you do in about 5-7 sentences.
 - Think of an elevator pitch. Most elevator rides aren't that long so you want to be able to pitch your org and meeting info quickly.
 - Make sure all of your members can describe what you do in a consistent manner.
- **Create Annual Events**
 - This will help people understand what you do and to build awareness.
- **Always be open to talking to people about your Org**
 - You think your organization is great, so always be willing to tell people why.
- **Use Social Networks**
 - Facebook, Twitter, Flickr. All great ways to show and tell people who your organization is and the great things you are doing. Every organization gets a page here
http://www.colum.edu/students/Engagement/SOC/Student_Organizations.php

When you are branding for an event

- **Logo Placement**
 - Make sure people know that is your organization that is in charge of event.
 - Give your organization top billing in your posters.
 - Make sure that in addition to having an eye-catching design; people can see clearly which organization it is.
 - Be sure to add Columbia's logo
http://www.colum.edu/Administrative_offices/cps/Identity/index.php
 - If you are receiving support from SOC, use the SOC and student activity fee logo.
 - Make sure that in few seconds someone could look at the flyer/poster and know where and when the event is.
 - Give them contact information.
- **Multiple Designs**
 - Create more than one design.
 - Don't put them up at the same time, use the second design later so that it catches attention and feels fresh.
 - Use a teaser flyer for big events.
 - Use handouts.

- **Poster vs. Flyers**
 - An 11x17 poster is not always better than an 8.5x11 flyer. A 5x7 postcard is something you can keep in your pockets and it gives potential audiences/members something they can take home to remind them.
- **Design Choices: Think about what colors you are going to have at the event and incorporated those in to any marketing you can.**
 - Be sure your marketing materials reflect the tone and feel of your event (think, colors, textures, etc.)
- **Remember the Your Resources: Use the Calendar!**
 - You can have your events listed on Tally Ho, Student Engagement Newsletter, Columbia Chronicle, and The Loop.

Responsible Marketing

Think green! Be smart in determining quantity of printed materials. Think of saving both the environment and tuition dollars. Be smarter in marketing choices. Challenge yourself! Think about capacity of the space, and desired attendance. Think about free ways to market!

Be Honest! Don't say there will food/ famous artists/ free entry if there won't be. Also, tell students when you think there will be limited capacity, and if they will need a student ID to enter.

Think critically about the content of your posters, name of event, etc.

Don't use shock marketing, offensive words, explicit images to shock people into paying attention to your organization. Create marketing materials that you would be proud to put in your portfolio.

Ask your Org!

What resources do I want to use?

Who am I trying to reach?

What print materials/promotional giveaways do we need to market?

What is the best use of these promotional items?

How will we determine if our plan is working?

Ask you peers!

What works for you?

Who designs your logo/poster?

What do you think of my work?

Useful Phone Numbers

The Loft	6924
Campus Security	1111
Student Organizations Council	6656
Student Government Association	6657
Student Programming Board	7838
Renegades	6917
Residence Hall Association	7803
Fitness Center	6920

Useful Links

Student Engagement
www.colum.edu/engagement

Fitness, Athletics and Recreation
www.colum.edu/fitness

Student Organizations
www.colum.edu/studentorganizations

Department of Exhibition and Performance Spaces
www.colum.edu/deps

Manifest
www.colum.edu/manifest

R25
www.colum.edu/space

Safety and Security
www.colum.edu/security

Student Code of Conduct
www.colum.edu/codeofconduct

Student Handbook
www.colum.edu/informer

Student Organization Handbook and all the forms you need
www.colum.edu/studentorgforms

Constitution Guidelines

A good constitution should contain the basic elements of how your organization functions. It should have only fundamental information and should be made difficult to amend. The items which are subject to frequent revision should be placed in the by-laws. The by-laws contain all the standing rules of the organization. The following is the suggested structure for organizations.

- 1. Name of the organization and date of submission**
- 2. Purpose of the organization**
 - A. What services will the organization provide?
 - B. What are the members supposed to learn or get out of the services or actions?
 - C. What will be the impact of the organization at Columbia College Chicago?
- 3. Membership of the organization**
 - A. Define who is eligible for membership
 - B. You must include an Affirmative Action Statement: "We, members of (the organization's name), will not discriminate on the basis of race, religion, color, creed, veteran status, national origin, sex, sexual orientation, age, marital status, disability or status due to the receipt of public assistance."
 - C. You must also include the statement regarding organizational use of drugs and alcohol. "The members of, (the organization's name), agree to comply with Columbia College policies governing organizational use of alcohol and other drugs."
 - D. Incorporate the criteria for membership, including GPA, dues, attendance at meetings, etc.
 - E. Define the membership categories including the rights and voting privileges of each.
 - F. State the removal process from membership, such as: grounds for removal, procedure for removal, vote required and appeal process.
- 4. Election and voting procedures for the organization**
 - A. Decide when the elections are to be held and who will call for the election.
 - B. Define the nomination procedure. (Will it be self nomination, filing, nominating committee, or by application?)
 - D. Define the election procedure. (Will the vote be taken by secret ballot, show of hands, or verbal?)
 - E. State when the new officers will begin their term. (Will it be in the spring or fall semester?)
- 5. Officers of the organization**
 - A. Specify the qualifications for becoming an officer. (Do the individuals need to be members of the organization for a certain amount of time? Is there a GPA requirement? Are there leadership criteria? Used?)
 - B. State the various officer positions and the responsibilities of each office.
 - C. State the terms of the office.
 - D. Define the procedure for filling vacated offices. (Will there be a special election? Will your organization use an ascending order, appointment or interview process?)
 - E. Define the procedure for removal from office. (Who initiates it, what is the vote required and what is the recall procedure?)
 - F. Explain the appeal process for removal. (Does the appeal need to be in written form? Is there a time period? Who receives the appeal?)
- 6. Definition of a quorum**

- A. Define what the quorum for the organization will be. (Will the organization need 2/3 of the members present or 1/2 plus one? Will a quorum be necessary to carry on business?)
- 7. How can you change the constitution?**
- A. State the procedures for proposing amendments. (Are the amendments to be typed or verbalized). Establish the length of time between notification and voting on the amendment. (Will the amendment be read at two consecutive meetings before a vote can be taken?)
- B. Should be difficult, usually at least two-thirds or three-fourths vote of actual membership.
- C. Must include a section that any amendment approved by the membership must be in compliance with College policy.
- 8. Provision for disbursing unused funds if organization is disestablished**
- A. State the procedure for proposing amendments.
- B. Establish the length of time between notification and voting on the amendment. (Will the amendment be read at two consecutive meetings before a vote can be taken?)
- C. Should be difficult; usually requiring at least two-thirds or three-fourths vote of actual membership.
- D. Must include a section that any amendment approved by the membership must be in compliance with University policy.
- 9. Advisor of the organization**
- A. Define the role of the advisor.
- B. Define the duration of term and criteria for selection of advisor.
- C. Define the criteria for changing the advisor.
- D. Define the appeal process for advisor if removed
- 10. State how the constitution goes into effect**

Forms

**Columbia College Chicago
Agreement between Student Engagement
and Independent Contractor**

This agreement is made and entered this _____ day of _____, 20____, between Student Engagement, located at 916 S. Wabash, 4th Floor, Chicago, IL, 60605, and _____, hereinafter referred to as the Independent Contractor.

In consideration of the mutual covenants of the parties herein specified, it is agreed by the parties as follows:

1. Independent Contractor shall perform the following services under this Agreement:

2. The location of the services to be performed shall be:

3. Independent Contractor shall perform the services on the _____ day of _____, 20____, from _____ to _____.

4. Student Engagement agrees to pay the Independent Contractor the all inclusive amount of \$_____ dollars, contingent upon completion of the services.

5. Independent Contractor agrees to hold harmless and indemnify Columbia College Chicago, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs, and liabilities imposed upon or incurred by or asserted against Columbia College Chicago, its officers, agents, trustees, employees including reasonable attorney fees and expenses arising out of the acts of omission of Independent Contractor, its officers, agents or employees under this agreement.

6. If the Independent Contractor must cancel the agreement, the Independent Contractor must notify the Director of Student Engagement at (312) 369-6791 no later than fifteen business day in advance from the date specified in clause 4.

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

8. It is agreed that Student Engagement and Columbia College Chicago will assume no responsibility for any equipment owned by the Independent Contractor, and will assume no responsibility for any damage incurred any equipment owned by the Independent Contractor.

9. If applicable, the following provisions are also included in this agreement:
 - a. It is agreed that the set-up for the event will begin at _____ (time).
 - b. It is agreed that a sound check will take place promptly at _____ (time).

10. It is agreed to that any revisions to this contract must be initialed and dated by both parties.

To be completed by Independent Contractor or Authorized Agent
(PLEASE PRINT OR TYPE ONLY)

Name

Address

City State Zip Code

Social Security Number or FEIN Telephone Number

Signature Date

To be completed by Student Engagement

Director of Student Engagement

Date

FOR OFFICE USE ONLY
Received By: _____
Date: _____
Sent To: _____

CLAIM FOR REIMBURSEMENT

NAME OF ORGANIZATION: _____ Date: _____

Requester Name: _____ OASIS: _____

Requester Address: _____

Phone Number: _____ SSN: _____

Requester Signature: _____

REIMBURSEMENT TOTAL

Fundraising \$ _____ SOC* \$ _____ FAR* \$ _____ SGA* \$ _____

***You must attach a copy of approved Proposal**

Reason for Purchases: _____

Organization's President

_____	_____	_____	_____
Name	Signature	Date	Email

Advisor

_____	_____	_____	_____
Name	Signature	Date	Email

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

Student Engagement will not reimburse:

- I. Gas
- II. Illinois Sales tax
- III. Gratuity that exceed \$5 dollars
- IV. Prescription/Non-Prescription Drugs
- V. Receipts that include alcohol purchases

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

Received by: _____	FOR OFFICE USE ONLY	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Voucher completed by: _____	Date Reviewed: _____		
	Voucher completion date: _____		

COMPLETE A GRID FOR EACH VENDOR

Payee Name _____		FEIN / SSN: _____			
Payee Address _____		Phone: _____			
Delivery Date: _____		Time: _____			
Location: _____		_____			
Qty	Item #	Description	Unit Price	Fees	Total
Columbia College Chicago is a tax exempt institution				Total	

Payee Name _____		FEIN / SSN: _____			
Payee Address _____		Phone: _____			
Delivery Date: _____		Time: _____			
Location: _____		_____			
Qty	Item #	Description	Unit Price	Fees	Total
Columbia College Chicago is a tax exempt institution				Total	

Grand Total

EQUIPMENT RENTAL AGREEMENT

1. NAME OF ORGANIZATION: _____

Name of Event/Activity: _____

Date of Use: _____ Location: _____ Times of Use: _____ To: _____

Person Responsible for Equipment:

Name Phone Email

Organization's President:

Name Phone Email

Advisor

Name Signature Date

2. EQUIPMENT REQUESTED

Check box

POPCORN MACHINE
 COTTON CANDY MACHINE

PORTABLE SOUND SYSTEM
 PROJECTOR

XBOX 360
 NINTENDO Wii

Portable sound system, Projector and Game systems can only be used in the Loft. Popcorn Machine and Cotton Candy Machine are available for events to be held on Columbia's premises. Usage is pending prior agreement by the user to the following terms:

1. Equipment is only available to check out M-Th10 a.m. to 7 p.m., and Friday 10 a.m. to 4 p.m.
2. The undersigned takes full responsibility for any damage to the item checked out that may occur during use and hereby agrees to reimburse Student Engagement for all costs to repair, including parts replacement, damage repair and all shipping.
3. User will advise Student Engagement immediately of any difficulties, damage or malfunction with the items rented at the time of occurrence.
4. User is responsible for making arrangements for any electrical access required to operate equipment.
5. When serving food, distributors must wear gloves and make all other sanitary precautions.
6. Machines must be wiped down and cleaned prior to being returned.
7. Agreement must be printed, signed, dated, and submitted to Student Engagement at the same time that a Student Organization Proposal for the activity is submitted.

AGREED:

Authorized Signatory for User Date

Student Engagement Signature Date

FOR OFFICE USE ONLY

Total Due: _____

Date form submitted: _____
Initials: _____

Date item picked up: _____
Initials: _____

Date item returned: _____
Initials: _____

FOR OFFICE USE ONLY

Received By:

Date:

Initial:

LOFT RESERVATION FORM

1. **NAME OF ORGANIZATION:** _____

Name of Event/Activity: _____

Date of Event: _____ Day of Week: _____ From: _____ To: _____

Person Responsible for Event/Activity:

Name Phone Email

Organization's President:

Name Signature Date Email

Advisor

Name Signature Date Email

2. **LOCATION**

Loft Tables: _____ Loft Lounge: _____ Conference Room: _____

3. **TYPE OF RESERVATION (If you checked the Event/Activity box, please complete section 4)**

Meeting: _____ Event/Activity: _____

4. **PLEASE ATTACH A TYPED DOCUMENT WITH THE INFORMATION BELOW IN THE FOLLOWING ORDER:**

- I. A description of the details and purpose of the event
- II. An explanation of how this event/activity supports the mission of your organization
- III. An explanation of how this event/activity benefits Columbia College students
- IV. An itemized event budget outlining:
 - o The total amount of the event
 - o A detailed outline of all sources of funding, and how all funds will be distributed

5. **BY CLOSING: (Your event/meeting should end before closing time in order for you to adhere to the rules below)**

- Your event/meeting must be ended
- Loft area reserved must be cleaned (any furniture moved must be moved back into its original place)
- All persons must be dismissed

If you do not adhere to these rules, it may affect your organization's ability to make future reservations

LOFT HOURS

Monday-Thursday 9am-8pm

Friday 9am-5pm

LOCKER USE AGREEMENT

Please print information and fill out form **completely**. Return this form to Student Engagement front desk for locker assignment and key. Key must be checked out by a member of a student organization.

Name: _____	Oasis#: _____
Phone #: _____	E-mail: _____
Organization: _____	Position: _____

The following terms and conditions apply to locker use.

1. Lockers will be assigned for the Fall and Spring semesters of the academic year.
2. Lockers must be emptied and the key returned to Student Engagement by the Friday prior to the last week of classes in May.
3. You are responsible for **all** contents of the locker as well as the condition of the locker itself (inside and out). Lockers must be kept free of graffiti or other damage. No permanent markings are allowed inside or outside of locker.
4. Lockers are used at your own risk. Student Engagement and Columbia College Chicago are NOT responsible for the loss of any property kept in the locker.
5. You are not allowed to store the following items in lockers:
 - a. Drugs
 - b. Alcohol
 - c. Stolen property
 - d. Anything that could be used as a weapon
 - e. Anything deemed by the College or police to be a danger
 - f. Anything else illegal to possess
6. Lost or damaged keys will result in a \$25.00 fee.

My signature indicates that I have read, understood, and agreed to the terms and conditions of this agreement:

Signature: _____ Date: _____

COPY REQUEST

FOR OFFICE USE ONLY
Received By: _____
Date: _____
Date Needed: _____

NAME OF ORGANIZATION: _____

Person Responsible for Copy Request:

_____	_____	_____
Name	Phone	Email

2. Copy Type

- Single Sided
- Double Sided(Preferred)
- Stapled
- Collated

Quantity: _____

Color: _____

Additional Details: _____

FOR OFFICE USE ONLY
Processed by: _____
Date emailed: _____
Date Contacted: _____
Received by _____
Print: _____
Signature: _____
Date Received: _____

All Copy Requests must be received by Student Engagement 48 business hours in advance from the time when you need the materials

COPY REQUEST

FOR OFFICE USE ONLY
Received By: _____
Date: _____
Date Needed: _____

NAME OF ORGANIZATION: _____

Person Responsible for Copy Request:

_____	_____	_____
Name	Phone	Email

2. Copy Type

- Single Sided
- Double Sided(Preferred)
- Stapled
- Collated

Quantity: _____

Color: _____

Additional Details: _____

FOR OFFICE USE ONLY
Processed by: _____
Date emailed: _____
Date Contacted: _____
Received by _____
Print: _____
Signature: _____
Date Received: _____

All Copy Requests must be received by Student Engagement 48 business hours in advance from the time when you need the materials

Office of Student Engagement Laptop Loan Program Guidelines

ELIGIBILITY: Laptop computer loans are restricted to current Columbia College Student Organization members. You may not borrow a laptop if you have previously violated the laptop loan agreement. When you borrow a laptop, you will be required to fill out a [Laptop](#) Loan Program Agreement.

LIABILITY: The user agrees to assume any and all legal liability for the cost of repair or replacement in the event of loss due to theft, damage, negligence or misuse. Student Engagement will not assume responsibility for lost files due to viruses, hardware failure and network interruptions.

AVAILABILITY: Laptops are available for loan on a first-come, first-served basis at the Loft. Eligible users MUST present their valid Columbia College Student ID and Valid Driver's License or State ID when requesting a laptop.

USE: Laptops are loaned for use in the Loft only. Laptops should never be left unattended.

LOAN PERIOD: The loan period for laptops is 3 hours. Laptops checked out Monday through Thursday after 4 p.m. are due no later than 7 p.m. Laptops checked out Friday after 1 p.m. are due no later than 4 p.m.

LENDING AGREEMENT: Every occasion that a laptop computer is loaned, the front desk will review the Student Engagement Loan Program guidelines and the Laptop Borrower's Agreement with the borrower.

RENEWALS: Laptops may be renewed if there are additional laptops available for other users at the time of renewal. Renewals must be conducted in-person.

ADVANCE BOOKING: Reservations, holds or advance bookings are not available for laptops.

REPLACEMENT AND DAMAGE FINES: The borrower assumes full financial responsibility for a lost, stolen or damaged laptop. Laptops 24 hours overdue will be assumed lost. Any laptop equipment malfunctions should be reported immediately to the Student Engagement staff. The borrower is responsible for inspecting the laptop computer with the front desk prior to check-out. Replacement fee is \$1,100.

RETURNS: Laptops must be returned in-person to the Loft front desk. Borrowers will be required to wait while the computer is checked to ensure all equipment is intact.

USER FILES: The user is responsible for saving all documents in an external location. Unauthorized files will be deleted from the laptop.

LAPTOP BORROWER'S AGREEMENT

Student Engagement Laptop Loan Program is provided for current Columbia College students. By signing below you are acknowledging that you have received, read, and agree to the Student Engagement Laptop Loan Program Guidelines and to all of the statements outlined within this document.

Please initial each line indicating that you have read and understand the conditions of the Student Engagement Laptop Loan Program.

- _____ I accept full financial responsibility for the laptop computer in the event of loss, damage, theft or other events resulting in my inability to return the laptop computer in the condition at check-out.
- _____ I agree to pay all costs (\$1,100) associated with any damage, loss, or theft of the laptop computer while checked out to me.
- _____ I understand that Columbia College and Student Engagement will use any and all appropriate means to collect amounts owed for fines, damage, loss, or theft of the laptop.
- _____ I will not leave the laptop computer unattended at any time.
- _____ I will not tamper with the hardware, software or any components of the computer.
- _____ I understand that I am not to download any programs, software or media to this computer and that I am not to save any documents to the hard drive of this laptop computer. **All unauthorized files will be deleted.**
- _____ I understand that Student Engagement is not responsible for any loss of personal documents/files due to viruses or other malfunctions or events.
- _____ I understand that this computer is the property of Columbia, it must be returned within the timelines listed in the Student Engagement Laptop Loan Program Guidelines, and must remain within the Loft at all times.
- _____ I have witnessed the inspection of the laptop computer and its components. The laptop appears to be functioning.
- _____ I have received, read and agreed with all of the terms and conditions of the Student Engagement Laptop Loan Program.

Print Borrower's Name

Borrower's Signature

Date

Office Use Only	CC#: _____
Time Checked-Out: _____ AM / PM ()	<small>Staff Initials</small>
Time Laptop Due: _____ AM / PM ()	<small>Staff Initials</small>
Time Checked-In: _____ AM / PM ()	<small>Staff Initials</small>