

2011-2012

Office of Student Life  
Illinois Institute of Technology

# STUDENT ORGANIZATION

*hawk handbook*

McCormick Tribune Campus Center, 206-208

[student.life@iit.edu](mailto:student.life@iit.edu)

# IIT OFFICE OF STUDENT LIFE

## WELCOME AND INTRODUCTION

The college years are rich with opportunities and experiences for every student. Within the Office of Student Life, we are excited to work with you and your student organization as we partner to enrich campus life.

The student organization community at IIT is focused on giving students the chance to learn both inside and outside of the classroom. Programming on campus offers a vital resource to the IIT community; organizations have a great impact.

We recognize and support the value of an active student community on campus, and commit our support to the success of each organization. An abundance of resources and support are available to every group. This handbook will serve as a guide to introducing you to important policies and procedures, as well as hints, tips and tricks for making the most of your experience.

In an effort to provide more personal customer service, the Office of Student Life has distributed organizations among the three professional staff members on our team. Each staff member acts as a liaison to approximately 40 organizations. You are encouraged to work closely with your Student Life contact to plan programs and work towards organizational goals.

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Again, we look forward to working with and supporting your organization in any way possible. We hope you find the resources included within this guide helpful. Here's to a great year!

*- Erin, Alex and Tricia*  
IIT Office of Student Life 2011-2012

hawk handbook - TABLE OF CONTENTS

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<b>STUDENT ORGANIZATION BASICS .....</b>	<b>1</b>
Recognition .....	1
Registration .....	1
Officer and Member Eligibility .....	2
Advisors .....	2
Student Organization Levels .....	3
Level I .....	4
Level II .....	5
Level III .....	6
Holding .....	7
New Student Organizations .....	8
Office Spaces .....	9
Resources .....	10
General .....	10
Student Involvement Fair .....	11
Hawk-Eye Workshops .....	11
Social Media .....	13
Posting Regulations .....	13
Table Reservations .....	16
<b>STUDENT ORGANIZATION FINANCE .....</b>	<b>17</b>
Student Organization Accounting .....	17
Main Accounts .....	17
Student Organization Funding .....	18
Student Activity Fund .....	18
Other Funding Sources .....	19
Dean of Students Funding .....	19

Payment .....	20
Disbursement of Funds .....	20
Payment Methods .....	20
Payment Deadlines .....	20
Payment Types .....	21
Financial Mismanagement .....	22
Incomplete Paperwork .....	22
Missed Deadline .....	22
Failure to Receive Approval .....	22
Budgeting for Events .....	23
Public Safety .....	23
Venue .....	23
Personnel .....	23
Performers .....	23
Prizes .....	24
Budgeting for Travel .....	25
Conference/Competition Registration .....	25
Transportation .....	25
Hotel .....	25
Food .....	25
Capital Items .....	26
Ticket Sales .....	27
Ticket Policy .....	27
Ticket Rates .....	27
Cash Handling .....	28
Cash, Fundraising and Collections .....	28
Sales Procedures .....	28
Fundraising and Philanthropy .....	29
Charity Selection .....	29
Ethics of Fundraising and Charity .....	30
Food and Fundraising .....	30
Student Organization Travel .....	31
Transportation .....	32

Hotel .....	33
Behavioral Agreements.....	33
<b>PROGRAMMING GUIDELINES .....</b>	<b>34</b>
Planning.....	34
Basics .....	34
Details .....	35
Timelines .....	36
Partnering .....	36
Impact .....	37
Powerful Programs .....	38
<b>RISK MANAGEMENT .....</b>	<b>39</b>
Food and Alcohol .....	39
Catering and Food Sales .....	39
Alcohol Policy for Events .....	40
Alcohol Service Form .....	40
Greek Social Events .....	40
Training for Intervention ProcedureS (TIPS) .....	41
Fraternal Information Programming Group (FIPG) Guidelines .....	42
Alcohol and Drugs .....	42
Hazing .....	43
Sexual Abuse and Harassment .....	43
Education .....	43
Certificates of Insurance .....	43
Campus Safety Resources .....	44
Public Safety .....	44
General Counsel .....	44

<b>JUDICIAL STANDARDS</b> .....	<b>45</b>
Disciplinary Procedures .....	45
Hazing Statement.....	46
Sanctions .....	46
<b>ADVISOR RESOURCES</b> .....	<b>47</b>
What is an Advisor? .....	47
Minimum Expectations .....	48
Going Above and Beyond .....	49
Advisor Do’s and Don’ts .....	50
<b>CAMPUS RESOURCES</b> .....	<b>51</b>
Access Card and Parking Services .....	51
Athletics .....	51
Bookstore .....	51
Campus and Conference Centers .....	52
Career Management Center .....	52
Center for Disability Resources.....	52
Dean of Students, Office of .....	53
Dining Services .....	53
Facilities Maintenance Management .....	53
Housing and Residential Services .....	53
Leadership Academy .....	54
Office and Postal Services .....	54
Orientation and Parent Programs, Office of .....	54
Spiritual Life and Service Learning, Office of .....	55
Public Safety .....	55
Shimer College .....	55
Student Center for Diversity and Inclusion .....	56
Student Counseling Services .....	56
Student Health Services .....	56
Vandercook College of Music .....	56

<b>FORMS</b> .....	<b>57</b>
Alcohol Service Form, Dean of Students .....	58
Behavioral Contract .....	59
Care of Facilities Agreement .....	60
Constitution and Bylaws Sample .....	61
Contract Worksheet .....	66
Disbursement of Funds .....	67
Document Checklist for Payment .....	68
Event Co-sponsorship Agreement .....	69
Financial Account Request .....	71
Fundraising and Donation Worksheet .....	72
Gift Purchase Order Form .....	74
Level I Student Organization Worksheet .....	76
Level II Student Organization Worksheet .....	77
Level III Student Organization Worksheet .....	78
New Student Organization Interest Form .....	79
Organization Event Registration .....	81
Request to Serve or Sell Food on Campus .....	82
Roster Sample .....	84
Social Event Registration .....	85
Ticket Sales Form .....	86
Travel Cover Sheet .....	88
W9 Form - Federal .....	89
Web and Email Account Request .....	93

## STUDENT ORGANIZATION BASICS

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With over 100 student organizations at IIT, there is ample opportunity for every student to be involved. The Office of Student Life encourages students to seek out ways to enhance the college experience; numerous research studies show that students who are involved not only enjoy college more, but their grades are higher and they are more likely to receive job offers upon graduation than non-involved students. Life outside the classroom does have its benefits!

This section of the Hawk Handbook will explain basic student organization functions, including important procedures and resources. Read carefully—you can greatly improve your group with a few simple tips!

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### ☆ STUDENT ORGANIZATION RECOGNITION

Each year, student organizations are required to complete a yearly registration with the Office of Student Life in order to be considered a recognized student group. For returning organizations, registration may be done at any time; however, you must be registered in order to access resources such as SAF funding, the EMS registration system, Student Life materials or to apply for space in the Student Involvement Fair. If you are a new student group, or if you have failed to register for more than one calendar year, please refer to the *New Organizations* portion of this handbook.

***HAWK HINT:** Student Life suggests you register your organization by August 15 of each year in order to have full access to all resources!*

### REGISTRATION

#### Online Form

A link to the registration form is available at [www.iit.edu/student\\_life](http://www.iit.edu/student_life). When completing the online document, you will need the following in order to submit:

- President's full name, A-number and e-mail address
- Treasurer's full name, A-number and e-mail address
- One additional executive member full name, A-number and e-mail address

During the registration process, you will be prompted to select a category for your organization. The Office of Student Life has identified eight categories for this purpose and reserves the right to approve or change selections as appropriate.

- *Arts and Media*: Activities and membership focus on fine arts, performance, print, and media and/or they are student-operated entities which publish or broadcast on a regular basis.
- *Community Service*: Activities and membership involve primarily activities and/or development through service opportunities.
- *Cultural*: Activities and membership center on but are not limited to a particular culture, ethnicity, sexuality, gender, or race.
- *Faith and Spiritual*: Activities and membership involve primarily activities and/or development through spiritual life opportunities.
- *Fraternity/Sorority*: Activities and membership center on the fraternity and sorority system. These organizations are governed by the Greek Council.
- *Hobby and Special Interest*: Activities and membership center on a personal, social, or otherwise uncategorized interest.
- *International/National Societies*: Activities and membership link to student-operated groups that are part of a larger international/national group. Groups include honor societies, professional societies, and academic societies.
- *Student Services*: Activities and membership serve as an outlet for the IIT student body to work towards the betterment of the campus community through programming and as a means for students to voice opinion.

### **Additional Documentation**

Along with the online registration form, student organizations are required to turn in the following paperwork. These items must be emailed to [student.life@iit.edu](mailto:student.life@iit.edu) within **10 business days** of submitting the online form.

- An updated roster of membership (example available in the *Forms* section) with at least 10 active members listed
- An electronic and editable copy of your organization's current constitution and a national/international organization constitution, if applicable.

### **OFFICER AND MEMBER ELIGIBILITY**

IIT, Vandercook and Shimer College students are eligible for membership in student organizations on the Main Campus. Student organization officers must be regularly enrolled full-time students in good academic standing. The Office of Student Life reserves the right to request leadership changes should officers not meet these standards. General membership is open to all full-time and part-time students.

### **ADVISORS**

Every student organization is required to list at least one advisor during the registration process. Advisors are expected to be IIT faculty or staff members familiar with and supportive of the mission and vision of the student organization with which they are affiliated. For more advisor information, please see the *Advisor Resources* section of this handbook.

☆ **STUDENT ORGANIZATION LEVELS**

Student Organizations at the Illinois Institute of Technology will be evaluated via the following criteria on an academic year basis (August-May). The level system is designed to motivate and involve organizations throughout the campus community, while presenting a clear and precise methodology for organization recognition.

Level assignments are in effect annually; organizations may apply for an upgrade in status once per academic year if warranted—contact your Student Life liaison for information on status changes. Organizations found in violation of a basic requirement or who have otherwise violated IIT Student Handbook policies may be downgraded as necessary throughout the academic year.

There are three level levels for student organizations at IIT. Additionally, an organization may be classified as **developing** while involved in the new organization process, or on **hold** when found in violation of Student Life policies.

Organization Status	Explanation
<b>Developing</b>	Organization is involved in the startup process. Group is not yet fully recognized by Student Life and the Student Government Association.
<b>Level I</b>	Organization exemplifies involvement, accountability and service to campus. Consistently delivers high quantity and high quality programming efforts. Utilizes Student Life resources often. Fully partners with and supports campus initiatives and works collegially with other organizations.
<b>Level II</b>	Organization demonstrates success in most areas of involvement, accountability and service to campus. Delivers moderately spaced and well-received programs. Utilizes Student Life resources on an occasional basis.
<b>Level III</b>	Organization shows occasional success in areas of involvement, accountability and service to campus. Programs few or very small events on campus. Rarely utilizes Student Life resources.
<b>Holding</b>	Organization is on warning or probation due to mismanagement of finances, members or policies.

**HAWK HINT:** Student Organizations in Level I receive greater benefits due to their campus involvement. The more you put in to IIT, the more you get back!

## **LEVEL I ORGANIZATIONS**

*Please see the "Level I Organization Worksheet" in the Forms section of this manual for more detail.*

### **Requirements**

- Renewing organizations complete online registration by August 15 annually
- New organizations complete online registration within 14 days of OSL/SGA approval
- Unless a requirement of a national/international organization, membership is open to any registered student
- Updates governing documents on file with Student Life annually
- Advised by full-time faculty or staff member on any IIT campus
- Submits required documents by designated deadlines
- Maintains complete financial records for all expenses
- Attends Finance 101 & 201 Hawk-Eye Workshops
- Advised by a professional staff member within Student Affairs OR advisor attends Student Life advising workshop
- Attends five Hawk-Eye Workshops per academic year (in addition to Finance 101/102)
- Holds at least 8 events or meetings each semester
- President or designated executive meets once semesterly with Student Life liaison
- Good standing with Office of Student Life and respective governing council

### **Benefits**

- Name and contact information on Student Life website
- Mailbox in Student Life
- Web and email account
- Ability to open and maintain internal funding account
- Material resources in Student Life
- Daily assistance from Student Life professional staff
- Eligible to apply for office space within Student Life suite
- May apply for annual funding via a main account from Student Affairs
- May apply for funding from the Student Activity Fund via Finance Board
- Able to utilize online ticket sales system for up to 10 events each semester
- Priority space given at Involvement Fair
- Ability to co-sponsor one event semesterly with Student Life
- Access to Campus and Conference Centers reservation system
- Consideration for annual student organization awards

## **LEVEL II ORGANIZATIONS**

*Please see the "Level II Organization Worksheet" in the Forms section of this manual for more detail.*

### **Requirements**

- Renewing organizations complete online registration by August 15 annually
- New organizations complete online registration within 14 days of OSL/SGA approval
- Unless a requirement of a national/international organization, membership is open to any registered student
- Updates governing documents on file with Student Life annually
- Advised by full-time faculty or staff member on any IIT campus
- Submits required documents by designated deadlines
- Maintains complete financial records for all expenses
- Attends Finance 101 & 201 Hawk-Eye Workshops
- Attends at least three Hawk-Eye Workshops annually (in addition to Finance 101/102)
- Holds at least 4 events or meetings each semester
- President or designated executive meets once annually with Student Life liaison
- Good standing with Office of Student Life and respective governing council

### **Benefits**

- Name and contact information on Student Life website
- Mailbox in Student Life
- Web and email account
- Ability to open and maintain internal funding account
- Material resources in Student Life
- Daily assistance from Student Life professional staff
- Eligible to apply for office space within Student Life suite
- May apply for funding from the Student Activity Fund via Finance Board
- Able to utilize online ticket sales system for up to 4 events each semester
- Access to Campus and Conference Centers reservation system

## **LEVEL III ORGANIZATIONS**

*Please see the "Level III Organization Worksheet" in the Forms section of this manual for more detail.*

### **Requirements**

- Renewing organizations complete online registration by August 15 annually
- New organizations complete online registration within 14 days of OSL/SGA approval
- Unless a requirement of a national/international organization, membership is open to any registered student
- Updates governing documents on file with Student Life annually
- Advised by full-time faculty or staff member on any IIT campus
- Submits required documents by designated deadlines
- Maintains complete financial records for all expenses
- Attends Finance 101 & 201 Hawk-Eye Workshops
- Attends one Hawk-Eye Workshop annually (in addition to Finance 101/102)
- Holds fewer than 3 events or meetings each semester
- Does not maintain a financial account within Office of Student Life

### **Benefits**

- Name and contact information on Student Life website
- Mailbox in Student Life
- Web and email account
- Ability to open and maintain internal funding account
- Material resources in Student Life
- Daily assistance from Student Life professional staff
- May apply for funding from the Student Activity Fund via Finance Board
- Access to Campus and Conference Centers reservation system

## **HOLDING ORGANIZATIONS**

### **Requirements**

- Renewing organizations complete online registration by August 15 annually
- New organizations complete online registration within 14 days of OSL/SGA approval
- Unless a requirement of a national/international organization, membership is open to any registered student
- Updates governing documents on file with Student Life annually
- Advised by full-time faculty or staff member on any IIT campus
- Submits required documents by designated deadlines
- Maintains complete financial records for all expenses
- Attends Finance 101 & 201 Hawk-Eye Workshops
- Meets requirements of imposed sanctioning letter within requested timeline

### **Benefits**

- Name and contact information on Student Life website
- Mailbox in Student Life
- Web and email account
- Ability to open and maintain internal funding account
- Material resources in Student Life
- Daily assistance from Student Life professional staff
- May not apply for any funding, either from Student Affairs or Finance Board
- Ineligible to hold events for members outside of the organization
- Unable to reserve space via Campus and Conference Centers reservation system
- Other rules as deemed fit in status notice of organization

## ☆ NEW STUDENT ORGANIZATIONS

Each year, approximately 15-20 new groups form on IIT's campus. In order to ensure all organizations start off on the strongest level possible, the Office of Student Life requires that all organizations seeking recognition on campus undergo a formal process to gain recognition.

### RECOGNITION OF NEW ORGANIZATIONS

- **Step One: Research**
  - Research your potential student organization. Is there a group on campus that already meets your needs?
- **Step Two: Interest Form**
  - If you cannot find a group similar to the one you wish to create, complete the "New Student Organization Interest Form", found in the *Forms* section of this guide.
- **Step Three: Introductory Email**
  - Within 10 business days of submitting the "New Student Organization Interest Form", you will receive an email from the Office of Student Life requesting an introductory meeting. You must reply to this email within 30 days in order to stay active in the process.
- **Step Four: Introductory Meeting**
  - Meet with the Office of Student Life. At your introductory meeting, Student Life will review registered student organization expectations and policies. We'll also discuss the recognition process and any questions you might have.
- **Step Five: Governing Documents**
  - At your introductory meeting, you were given a guide to create a constitution and set of bylaws for your group—this is your first set of Student Organization Homework! You'll have 30 days from your introductory meeting to return a completed set of documents for your student organization (if applicable, you will need to submit the National/International organization's constitution and bylaws as well).
- **Step Six: Follow-Up Email**
  - Once we've received and reviewed your constitution and bylaws, Student Life will email you for a follow-up meeting. Reply to this email within 30 days in order to stay active in the process.
- **Step Seven: OSL/SGA Meeting**
  - This time, we'll discuss your governing documents and your vision for the organizations with a member of the Student Government Association. If there are edits to be made, we'll recommend them to you. Return your final documents within 30 days of this meeting to stay active in the process.
- **Step Eight: OSL Recommendation**
  - Once you have returned all of your documents and completed all of your meetings within the timeline, the Office of Student Life will submit a letter to the Student Government Association recommending your organization for either full approval or further development.
- **Step Nine: SGA Meeting**
  - The IIT 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 approving or denying your student organization.
- **Step Ten: Registration**
  - Once approved, you will receive a final email from Student Life including information on registration and expectations. You will need to meet with your Student Life liaison at least once during your first semester. Congratulations on joining our community!

**HAWK HINT:** At any time if a potential student organization does not meet the above deadlines, they will revert back to Step Two in the process, including submission of the New Organization Interest Form.

## ☆ STUDENT ORGANIZATION OFFICE SPACE

### OFFICE SPACE ALLOCATION

All Level I and II student organizations are encouraged to apply for office space within the Student Life suite of the McCormick Tribune Campus Center.

In order to be considered for office space during the academic year, student organizations are required to complete an online office space application. The application is available each summer, however, only organizations registered for the upcoming academic year are eligible for space allocation.

Organizations who have applied for space by the set deadline by the Office of Student Life will be considered based upon the merit of the application and their indicated need for space. Organizations in good standing and who show evidence of programming at least 4 campus events per semester will be given preference.

It is our goal to make the allocation process as fair and consistent as possible, while recognizing that is isn't possible to offer space to all organizations that may be deserving. Organizations receiving space will be required to complete additional paperwork regarding space and key usage.

### OFFICE AND KEY USE POLICY

Organizations receiving space are expected to maintain their offices in support of programmatic and practical needs. The following expectations govern use of student organization office space.

Organizations will:

- Responsibly keep track of all keys. Lost or damaged keys will incur a \$250 per key charge.
- Monitor the use and functionality of members in the office space.
- Remove all food and beverage from the office when leaving. Sealed bags and cans are permissible, but no open or opened food or beverage should be left in the office when it is unattended.
- Store sealed foods higher than floor level.
- Keep food garbage in offices to a minimum; use trash receptacles outside of the office whenever possible.
- Move trash cans outside of your office at the end of each day if there is trash that needs to be removed at night. The cleaning staff does not have keys to the office space.
- Move boxes or large items away from glass walls. When possible, move large items or extra items to the Student Life storage area (meet with your OSL liaison to discuss storage availability).
- Push in chairs.
- Keep shelves neat and orderly.
- Request cleaning supplies from Student Life staff to clean the space if necessary, or visit the Campus Information Center in the MTCC to request cleaning assistance for bigger cleaning issues.
- Use only approved furniture in the offices.
- Affix posters to walls using poster putty and not scotch tape or other tapes.
- Mark large items clearly for garbage with a sign. Place oversized garbage next to a trash can.
- Report broken or damaged fixtures, furnishings, or equipment to the Campus Information Center.
- Promptly address the requests of CCC or Student Life staff in regards to the use, cleanliness and functioning of the office.

☆ RESOURCES FOR REGISTERED ORGANIZATIONS

Resource	Definition
<b>A-Frames</b>	Student Life owns six A-Frame poster holders for exclusive use within the MTCC. Level I-III and developing organizations may visit Student Life to reserve up to 4 A-Frame portions for event advertisement, for a period of time not to exceed 10 business days. Only posters measuring 24" x 36" will be accepted for posting. Office of Student Affairs posters take precedence over student organization posters and Student Life reserves the right to alter the posting schedule as such. All posters must adhere to the IIT Posting Policy.
<b>Art Supplies</b>	Poster paper, Texas markers, glue, glitter and other various art supplies are available for use in the OSL. Organizations should ask a staff member for access to supplies as needed.
<b>Basement Storage</b>	Level I-III and developing organizations may apply to store large or rarely used items in the basement of the MTCC. Space will be awarded based upon organization level, availability and type of item requested to be stored. Once granted, in order to access your storage space, visit Student Life during regular business hours. The storage application form is available online; ask your OSL liaison for access.
<b>Capital Items</b>	Items purchased with Student Activity Fund proceeds are available for organization use via a check-out system in the OSL. Sample items include digital cameras, camping equipment and outdoor recreation items. A full list is available at the end of this section.
<b>EMS Account</b>	At least two Level I-III organization officers per group are granted access to the Virtual EMS reservation system, managed by Campus and Conference Centers. Organizations may utilize the system to reserve space within Main Campus for programmatic use. Space reservations are typically free; however, A/V, catering or other miscellaneous requests will carry a cost. The online system can be accessed at <a href="http://ccc.iit.edu">http://ccc.iit.edu</a>
<b>Electronic Media Boards</b>	Electronic message boards are located throughout campus for advertisement of events and programs. Slides must be submitted in landscape Power Point format and are required to adhere to the IIT Posting Policy. Ads may be submitted via email to: <a href="mailto:student.life@iit.edu">student.life@iit.edu</a> , <a href="mailto:housing@iit.edu">housing@iit.edu</a> , <a href="mailto:library@iit.edu">library@iit.edu</a> .
<b>Fax Machine</b>	A fax machine is available in the OSL for Level I-III organizational use; incoming and outgoing faxes within the US are free. Only Student Life staff may operate the fax machine.
<b>Mail</b>	All Level I-III organizations will be assigned a mailbox within Student Life. Organizations are expected to check their mailbox at least once weekly to stay informed. If you are expecting mail, it should be addressed to: <i>YOUR ORGANIZATION, c/o Student Life</i> <i>3201 S State St, MTCC 206-208</i> <i>Chicago IL 60616</i>

<b>Main Account</b>	Student organizations may open a dedicated financial account with IIT by completing a short form and depositing at least \$50. IIT organization accounts may only be utilized for student organization operational supplies, programs or events. Monies from organization accounts can be spent through the OSL by completing a Disbursement of Funds form. The account opening form is available in the <i>Forms</i> section of this manual.
<b>Office Supplies</b>	Basic office supplies are available in Student Life for the general use of student organizations. Organizations should ask a staff member for access to supplies as needed.
<b>Web/Email Account</b>	All organizations are eligible for an "iit.edu" email address and webspace through the IIT domain. Organizations who choose not to adopt an "iit.edu" address are still required to supply contact information for electronic media. Accounts should be checked at least once per week. The web and email form is available in the <i>Forms</i> section of this manual.

## STUDENT INVOLVEMENT FAIR

The Student Involvement Fair is held once per semester, typically the first or second Wednesday of classes. All Level I-III and Developing organizations are invited to participate in the Involvement Fair as a means to inform, recruit and engage new and returning members. Space assignments at the fair are in the form of shared tables between at least two student organizations. Participating groups are expected to assign at least one representative to the table for the duration of the event, and they must check in and check out with Student Life staff as appropriate. OSL provides space, tables and limited A/V equipment as available. Invitations to participate in the fair, as well as registration information, are sent out via electronic mail within the four weeks prior to the start of each semester.

## HAWK-EYE WORKSHOPS

Student Life offers a series of workshops for students and organizations each semester. Held weekly, these workshops offer students unique insight to leadership, engagement and involvement on campus. A complete calendar of workshops is available in the Office of Student Life or online.

In order to spend Main Account, SAF or Dean of Students Funding, one member must attend the **Frustration Free Financing: Finance 101** workshop and every treasurer, Chief Financial Officer, or other member directly responsible to spending money must attend the **Organization Money Mogul: Finance 201** workshop. In addition to Finance 101 and 201, each organization level has requirements. Each academic year, the following guidelines are required in order for groups to maintain their current status:

- Level I organizations must attend at least five (5) Hawk-Eye Workshops
- Level II organizations must attend at least at least three (3) Hawk-Eye Workshops
- Level III organizations must attend at least at least one (1) Hawk-Eye Workshop

In order to receive credit for all workshops, you must sign in (in-person) or complete the accompanying quiz (online.) Many of our workshops are now online. Please visit the Office of Student Life website or portal for the links to these workshops. If you attend a workshop face to face and sign in, you have received credit for attending. If you attend a workshop online, you must complete the accompanying quiz and receive a satisfactory score (above an 80%).

## WORKSHOP SUMMARIES

- **The Nuts & Bolts of IIT: How Do I?**
  - This workshop will provide you with the tools and resources you need to succeed as a student organization. The most common questions will be answered in this workshop; participants will get an overview of IIT policies, procedures and the Student Organization handbook.
  
- **Frustration Free Financing: Finance 101**
  - This workshop is designed for programmers, new treasurers, and those not familiar with the finance process. This workshop will walk participants through the basics of the organizational finance process. In order for organizations to spend Main Account, SAF or Dean of Students Funding, at least one member (besides the organization's treasurer) must attend this workshop.
  
- **Organization Money Mogul: Finance 201**
  - As the treasurer, all financial paperwork is your responsibility! This workshop will guide participants through the more detailed aspects of finance. In order for organizations to spend Main Account, SAF or Dean of Students Funding, the treasurer must attend this workshop.
  
- **Power Programming**
  - This workshop will give attendees the vital programming techniques needed to host a successful program on or off campus. Topics covered include all aspects of program planning, from visualization, funding, finding a venue, and executing the event successfully.
  
- **Maintaining Membership & Recruitment: Developing your Flock**
  - The only way to keep the flock flying is to keep them happy! In this workshop, you will be introduced to thoughtful recruitment, retention and publicity strategies. Through these strategies, participants will improve the visibility and effectiveness of their student organizations.
  
- **ASK US: A Forum with the Office of Student Life**
  - These special forums are designed for you to give direct feedback and get answers to the questions you have for the professional staff of the Office of Student Life.
  
- **Transition: So you won the election – Now what?**
  - Brand new to an organization's executive board? Leaving your top dog status behind? In this workshop, we will discuss how to successfully transition out of or into a new position in a way that ties up loose ends and opens new doors.
  
- **Public Speaking**
  - Students will have the opportunity to participate in an interactive public speaking workshop. The workshop will give guidelines for topic selection, discuss how to prepare a speech, and give you the opportunity to overcome your nerves by doing impromptu public speaking in an open setting.
  
- **Training for Intervention ProcedureS (TIPS)**
  - TIPS provides students with the knowledge and confidence necessary to reduce high-risk drinking behavior among their peers. For more information regarding TIPS, please see the Risk Management section of this handbook.

## **SOCIAL MEDIA**

Student Life recognizes the importance of social media applications on and around the IIT campus. Student Life maintains the following social media presences:

- Facebook: <http://www.facebook.com/iitstudentlife>
- Twitter: @iitstudentlife - #iitstudentlife - #illinoistechlife
- Google +: <http://gplus.to/iitosl>

We encourage you to follow us in any or all of the above mediums for updates on our initiatives. OSL encourages student organizations to create their own social media presence for use as a virtual connection to others.

## **☆ POSTING ON CAMPUS**

Illinois Institute of Technology provides various posting fixtures and locations that may be used to advertise organizations, programs, events and services of interest to the University community. The following policies apply to all parties wishing to advertise on the Illinois Institute of Technology Main Campus. Any party wishing to advertise on the IIT Main Campus is solely responsible for the content of its advertisement. IIT in no way endorses or approves the content of the advertisement or the program or services that a posting promotes.

Organizations wishing to post paper advertisements on campus should visit the Office of Student Life for approval. Student Life will accept 15 copies of any general advertisement under 11" x 17". Copies will be distributed as follows:

- 9 copies will be distributed for posting within Housing and Residential Services facilities
- 2 copies will be distributed for posting within the McCormick Tribune Campus Center
- 1 copy will be distributed for posting at the outdoor bulletin board located on the Quad
- 1 copy will be distributed for posting at Vandercook College of Music
- 1 copy will be distributed for posting at Shimer College
- 1 copy will be kept on file in the Office of Student Life

A copy of the IIT posting policy follows this section.

## IIT POSTING POLICY

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/Student Life. Additionally, student organization election materials are subject to these general regulations, as well as any election rules of the Office of Student 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; A-Frames 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/Student Life. Banners for posting in the MTCC Commons or Center Court may be hung only by the Campus & Conference Centers 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. Advertisements related to alcohol will only be accepted from Sodexo, and only in relation to the Bog. Said advertisements will only be allowed in MTCC Center Court and within Hermann Hall. No other organization, department or outside party may refer to, mention or advertise alcohol in any form. This includes, but is not limited to: websites, Facebook postings and e-mail messages sponsored by IIT student organizations. Refer to the Web and Email Policy of the IIT Student Handbook for more information.

**Sanctions:**

Any party violating this policy for the first time will receive a warning. A party violating this policy for the second time may result in a possible fine of at least \$25. Each subsequent violation may result in a possible fine of at least \$50. Any violation may be subject to additional penalty as determined by the Office of the Dean of Students.

**Implementation:**

Questions, complaints, reports of violations, or appeals regarding the policy should be directed to the Office of the Dean of Students.

## TABLE RESERVATIONS

Level I-III Student Organizations may reserve table space around the McCormick Tribune Campus Center for advertisement or event publicity through the CCC Reservations system. Contact [reservations@iit.edu](mailto:reservations@iit.edu) for assistance.

Housing & Residential Services accepts applications from registered student organizations to reserve tables in residence hall lobby areas to advertise events. Requests will be reserved on weekdays when the university is open. Reservations can be made 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 HRS 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 have access to the residence halls or be signed in as a visitor.
- One table and two chairs will be provided for use.
- 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.

Reservation requests may be made through the online form linked to [www.iit.edu/housing](http://www.iit.edu/housing).

## STUDENT ORGANIZATION FINANCE

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Finance can be one of the more confusing and cumbersome parts of operating a student organization. This section is devoted entirely to making the payment process more easily understood; it offers you the definitions and resources required to successfully handle your organization's money matters. While there is a large volume of information, don't let it overwhelm you—once you get the hang of it, you'll be the money mogul of your organization in no time!

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### ☆ STUDENT ORGANIZATION ACCOUNTING

#### MAIN ACCOUNTS

Every student organization has the opportunity to open their own financial account (hereafter referred to as a **main account**) with the Office of Student Life. Additionally, if you are a Level I-III organization, you have the ability to apply for funding via the Student Activity Fund (SAF) from Finance Board.

**Main accounts** for student organizations may hold any sponsorship money, donations, member dues, or other type of funds you may have. Your main account is solely dedicated to your group, and allows you the opportunity to fund giveaways, offer programming, hold events during the summer and fund conferences. Funding in your main account may only be spent through the Office of Student Life and may not be used for any reason other than organizational use.

Each organization with a main account is expected to maintain detailed financial records of deposits and payments. Balances may be verified with the Office of Student Life as needed, however, you should provide your OSL liaison with documentation of your current projected balance in order to receive record assistance.

If your organization does not currently operate a main account, please refer to the *Forms* section of this manual for the "Financial Account Request" form. Once you have the form completed, visit the Office of Student Life with an opening deposit of at least \$50 to complete the process.

**HAWK HINT:** *student organizations MAY NOT hold money in an off-campus bank account. As an IIT affiliated student organization, you must utilize an on-campus main account for all of your financial transactions.*

## ☆ FUNDING

### STUDENT ACTIVITY FUND (SAF)

Student organizations must propose to Finance Board, a branch of the Student Government Association, in order to receive Student Activity Fee funding. IIT's Finance Board meets three times each semester to allocate funds for operational costs, conference and competition expenses, programming costs and capital item purchases. In order to be eligible to receive funding, you must be a Level I-III organization and follow the finance board process.

Each semester, at least one member of your student organization must attend the Finance Board workshop—don't forget to sign-in in order to receive credit! Workshop schedules are posted around campus, as well as the online Finance Board calendar (<http://fb.iit.edu>). After attending the Finance Board workshop, set up a meeting with your student Finance Board representative to present and review your budget and proposal. Your Finance Board representative will be able to offer advice on the proposal process and can answer any questions you may have about allocations.

Following the meeting with your Finance Board representative, you will need to submit your proposal online. If Finance Board has questions about your proposal, they may request your presence during a hearing. If this is the case, you will receive an email with your designated hearing time. Send at least one responsible member familiar with your proposal to the hearing—they'll need to be able to answer questions from the group and may be asked to provide information in addition to your initial submission. If you do not receive an email request from Finance Board, you are not required to be present for a hearing.

Once Finance Board has concluded, decision letters will be sent out within 5 business days of the hearing. Upon receiving a confirmation of funding via your decision letter, you may contact the Office of Student Life to initiate the spending process. If you are denied funding and/or disagree with the decision of Finance Board, you may appeal to the Student Government Association Judicial Board by visiting <http://www.probationrock.com/jboard/index.php>.

**HAWK HINT:** The Office of Student Life has no control over Finance Board decisions.

Student Life professional staff members are happy to advise your organization regarding finance, but have no ability to change the allocation results of any hearing.

## OTHER FUNDING

Student organizations may receive sponsorships, donations, hold fundraisers or collect member dues. No matter the source, all money collected on behalf of a student organization must be turned into the Office of Student Life for deposit.

All charitable sponsorships and donations to student organizations must be submitted in an envelope (with postmark, if applicable) with a letter of intent, explaining the donation. Sponsorships and donations will be processed through Institutional Advancement and then deposited in the student organization account.

For more information regarding fundraising and donation collection, please see page 28 of this manual.

## DEAN OF STUDENTS FUNDING

The Dean of Students funds a small number of organizations based on their campus impact. Level I organizations may apply for funding from the Dean's office in the spring semester of each year. If you are a Level I organization interested in Dean of Students funding, contact your Student Life liaison for an application.

## ☆ PAYMENT

The Office of Student Life will facilitate payment for every transaction your student organization initiates. Main account, SAF and Dean of Students funding can only be spent through Student Life.

## DISBURSEMENT OF FUNDS

The Disbursement of Funds (DOF) form is required for every financial transaction a student organization makes. This form must be completed by the treasurer or other responsible member and submitted with the appropriate documentation in order to be processed. Keep in mind the unique timelines that apply to each payment type. If your organization fails to meet the deadline for payment as set forth in the DOF, you may place your event or program in jeopardy.

Refer to the chart on the next page when making decisions about the type of payment you wish to facilitate. Certain types of purchases require prior approval—it is your responsibility to solicit the approval of your Student Life liaison before making a purchase that falls into any of these categories.

**HAWK HINT:** *Students may NEVER sign contracts on behalf of IIT or your student organization. Doing so effectively makes you the responsible party for payment and execution of the event. Student Life WILL NOT honor or assist organizations with contracts that have been signed by anyone other than an OSL professional staff member.*

## PAYMENT METHODS

	P-Card	Check Request	IDR	Reimbursement
<b>Amount</b>				
\$0 - \$150.00	X	X	X	Only with prior approval
\$150.01 - \$999.99	X	X	X	
\$1000+		X	X	
<b>Vendor Type</b>				
Performers		X		
Hotel		X		
Transportation		X		
Store (e.g. Target, Dominicks)	X <i>(online only)</i>			Only with prior approval
Online store (e.g. Amazon)	X	X		
<b>On Campus</b>				
Sodexo			X	
Bookstore			X	
Office Services			X	
7-11 Store	X			Only with prior approval

## PAYMENT DEADLINES

	\$0 – 150.00	\$150.01 - \$500.00	\$500.01 - \$999.99	\$1000+
<b>Purchasing Card Application</b>	10 business days	10 business days	10 business days	Not Applicable
<b>Check Request</b>	15 business days	15 business days	30 business days	30 business days
<b>IDR</b>	1 business day	1 business day	1 business day	1 business day
<b>Reimbursement</b>	10 business days*	Not Applicable	Not Applicable	Not Applicable
	* Prior approval required			

## PAYMENT TYPES

- **Purchasing Card**

The Office of Student Life holds a credit card that student organizations may apply to use.

If you wish to pay for an item via credit card, you are required to apply at least ten days before you need the items to be purchased. To apply, please visit [www.tinyurl.com/oslpcard](http://www.tinyurl.com/oslpcard) and fill the form out entirely.

After completing the form, you will need to submit a Disbursement of Funds form with a print out of your cart or an invoice for the items to be purchased. You will receive a notification within 10 days of form submission informing you of approval or denial of your purchase.

- **Check Request**

The most commonly-used form of payment to vendors is by check.

In order to pay a vendor an amount under \$500, simply provide a completed Disbursement of Funds form and a numbered invoice, at least 15 business days before payment is due.

In order to pay a vendor any amount over \$500.01, provide a completed Disbursement of Funds form, a numbered invoice, a W-9, and a vendor application at least 30 days before payment is due. If the vendor is bringing any item or activity to campus, a Certificate of Insurance must also be submitted.

- **Interdivisional Request (IDR)**

To pay another department on IIT's campus, an Interdivisional Request (IDR) is used.

To obtain an IDR, you must provide a Disbursement of Funds form and attach a handwritten or typed quote from the department at least 5 days prior to the payment due date. Bring your completed paperwork to an OSL professional staff member to complete the payment process.

- **Reimbursement**

If no other option for payment exists, Student Life may grant permission for you to purchase an item and be repaid.

With appropriate planning, 99% of purchases can be made directly by Student Life, therefore eliminating the need for you to spend any money out of pocket. For this reason, reimbursements are rarely used.

## ☆ FINANCIAL MISMANAGEMENT

Handling money can be scary—however, it is your duty as an organization member to ethically and responsibly manage the funding you receive. Should your organization fail to meet the requirements set forth by Student Life, there are repercussions for your actions. A sample of these is laid out below; you can also refer to the *Judicial Standards* section of this handbook for more information.

### INCOMPLETE DISBURSEMENT OF FUNDS FORM

If a DOF is submitted with incorrect or incomplete information, the form will be returned to the student organization Office of Student Life mailbox with a note indicating the information requested. It is the student organization responsibility to check your mailbox on a regular basis and complete and resubmit the DOF.

### MISSED DEADLINE

- **Purchasing Card:** Requests to use the purchasing card received less than 10 business days prior to purchase date will result in a verbal warning for the first offense and a written warning for the second; however, the request will still be evaluated. If the request can be accommodated, the order will be placed in 10 business days. If the request cannot be accommodated, the request will be denied. Subsequent missed deadlines will result in more serious sanctions.
- **Reimbursement:** Pre-approved reimbursements submitted later than 10 business days after an event, will result in verbal warning for the first offense and a written warning for the second. Subsequent missed deadlines will result in more serious sanctions and may result in cancelled reimbursements.
- **Check Request:** Requests for checks received later than 15 days (up to \$500) or 30 days (more than \$500) prior to an event will result in a verbal warning for the first offense and a written warning for the second. Your organization will be responsible for contacting the vendor in question to verify their payment terms; if your vendor is unwilling to accept payment past the original due date, the check request will be cancelled. If your vendor is willing to accept late payment, Student Life will continue the payment process. Subsequent missed deadlines will result in more serious sanctions.

### FAILURE TO RECEIVE APPROVAL

- **Reimbursements:** Any cost requested for which pre-approval was not granted will not be processed. Student organizations who spend money without approval will receive a written warning for the first offense and probation for the second.
- **Contracts:** Executed contracts by anyone other than OSL professional staff will not be honored or paid for by IIT. Organizations who sign contracts on IIT's behalf will be placed on probation automatically.

## ☆ BUDGETING FOR EVENTS

When creating a budget for an event, there are often many surprise costs to consider. No matter how small or large the event, there are typically hidden costs to consider. Please review the following general costs in order to determine your budget.

### **PUBLIC SAFETY**

IIT Public Safety is responsible for security of students, faculty, staff and their guests. In certain situations, Student Life may require your organization to hire Public Safety officers to ensure your event is held safely. Following are a few situations where IITPSD are required to be present—if you are ever unsure about the need to have a public safety officer in attendance, ask your Office of Student Life liaison.

- Any on-campus event with more than 100 attendees requires IITPSD. A general rule of one officer per one hundred guests is advised.
- Any event where alcohol will be served requires IITPSD. Exact officer counts will be determined by Student Life based on your exact event.
- Any event concluding after 11pm requires IITPSD. Exact officer counts will be determined by Student Life based on your exact event.
- Any event being held outdoors after dusk or before dawn on campus requires IITPSD. Exact officer counts will be determined by Student Life based on your exact event.
- Any event with valuable equipment, prizes or high-security risk individuals requires IITPSD. Exact officer counts will be determined by Student Life based on your exact event.

### **VENUE**

When selecting your venue, make sure you understand all aspects of the space. Consider your audio/visual needs, lighting, stage, electricity, and the geographic location itself. If you will need to pay for additional items to make the venue fit your needs, be sure to receive an estimate of these costs before committing to a purchase.

### **PERSONNEL**

If you have audio/visual needs, you may be required to have an audio visual technician work your event. If you have catering, you may be required to have a server work your event. When working with vendors, make sure that you ask if they require personnel to be in attendance. If so, discuss the cost of labor as well as any additional requirements they may have for staffing.

### **PERFORMERS**

When budgeting for a performer, make sure to read the contract and rider. The contract may indicate a flat fee, but the rider may require additional food, rooms, or more specific audio/visual requirements. Make sure to include enough money in your budget to accommodate all of the additional requirements your performer may need. IIT will not book transportation or hotel accommodations for performers; if your vendor requests this, ask that they create an “all-inclusive” contract that includes these terms.

## PRIZES

Student organizations occasionally offer event guests the opportunity to win prizes or gifts for attendance at an event or for support of a cause. If you are interested in purchasing rewards for your guests, Student Life can assist you with the following types of items:

- **Bookstore Gift Cards:** Ranging from restaurants to gaming websites, the IIT Bookstore offers a number of gift cards for purchase. Visit the Office of Student Life to view a comprehensive and up-to-date list of the gift cards in stock; once you've made your choices, complete a DOF and "Gift Card Purchase" form. Student Life will purchase and distribute the gift cards on your behalf.
- **Gold and Silver Movie Passes:** Award your guests with a night (or day!) at the movies. IIT's Campus and Conference Centers sell AMC Gold Passes (\$8) and AMC Silver Passes (\$7). Just complete a DOF and "Gift Card Purchase" form and indicate the number and type of tickets you'd like. Student Life will purchase and distribute tickets on your behalf.
- **Tech Cash:** Allow your guests to do laundry, buy books or a cup of coffee! Student organizations can offer tech cash in any denomination to current students via their HawkCard. Just complete a DOF and "Gift Card Purchase" form and indicate the denomination of your award. Student Life will have the appropriate amount of Tech Cash loaded onto your winner's HawkCard.
- **BOG Gifts:** Give away a fun night in the Bog! Options include pre-paid Billiards or Bowling punch cards. Just complete a DOF and "Gift Card Purchase" form and indicate the number and type of cards you'd like. Student Life will purchase and distribute gifts on your behalf.
- **IIT Dining Services Gift Cards:** Everyone loves free food! These gift cards can be purchased in increments of \$2 or \$5 and are good at Center Court, Center Court Late Night, Global Grounds, UnCommon Corner, Commons, Pritzker Club, Einstein's, the Bog and 10 West. These purchases must be arranged 1 week in advance; complete a DOF and "Gift Card Purchase" form and indicate the denomination of your award. Student Life will purchase and distribute gifts on your behalf.

*HAWK HINT: Offering incentives to guests is a great way to get new faces at your event, however be sure there is something else to keep their attention other than a prize! Make your event meaningful—the gift will just be an added bonus!*

## ☆ BUDGETING FOR TRAVEL

Traveling is a complex financial situation. Student Life works closely with organizations who wish to travel on official business. Organizations must adhere to the IIT Travel Policy—please refer to the *Travel* section of this handbook for more information. All travel paperwork is due at a minimum of six weeks prior to anticipated departure.

### CONFERENCE/COMPETITION REGISTRATION

Most events offer special student rates. If you don't notice the option, ask. When putting together a budget, make sure to include the accurate registration rate.

### TRANSPORTATION

Dependent upon your destination, there may be more than one transportation option. If your event is local, you can use public transportation and incur no additional cost. However, if you are traveling outside of the Chicagoland area, you will most likely need to secure another form of transportation.

- Airfare
  - When budgeting for airfare, make sure to base your numbers off of Group Travel, and not the cheap option you may find on the internet.
- Coach/charter bus
  - Consider booking bus travel with another local college or University if traveling to a conference within driving distance.
- Rental cars
  - When budgeting for rental cars, make sure to include an estimate for gas, as you will have to pay for gas.
- Personal cars
  - When budgeting for using your personal cars, please refer to the current IRS mileage reimbursement amount.

### HOTELS

As a non-profit institution, IIT does not have to pay most taxes; however this does not apply to hotel taxes. When making a reservation at a hotel, make sure to include the taxes in the total cost. Additionally, ensure that you budget for enough rooms based on your group size. Some hotels limit the number of students that can stay in one room; however you should never have more than four students in one hotel room.

### FOOD

If your budget allows, you can also allocate a certain amount of money per day for meals. Many student organization budgets cannot handle this expense, as this can get quite costly. However, if you have the funding available, it is a valuable asset to members when traveling.

## ☆ CAPITAL ITEMS

Capital items are purchases made from the Student Activity Fund that serve a broad purpose for more than one student organization. These items are purchased from the SAF and maintained by the Office of Student Life for organizational use. If you wish to check out a capital item, visit Student Life to make a reservation and review the available items.

### LIST OF CAPITAL ITEMS

Badminton Rackets	Flip Video Camera (3)
Banquet/Food Service Materials	Grill Accessories
Basketball Set	Helium Tank
Bean Bag Chairs	Lacrosse Equipment
Bingo Set	Ladderball Game
Board Games	Laptop
Button Maker	Outdoor Games
Chess Clocks (13)	Paddles and Life vests
Digital Camera (2)	Poker Chips
Dodgeballs	Safety Cones
Dry Erase Board	Safety Equipment
DVD Player	Speaker System
Extension Cords	Video Projector (2)
EZ-Up Tent	Volleyball Game
Fencing Gear	Wrestling Mats

### PURCHASING CAPITAL ITEMS

If your organization is interested in purchasing an item not listed above, you may apply for SAF funding. If approved, Student Life will purchase the item and add it to the list of available items. When budgeting for items to be shipped to IIT, make sure you budget for shipping. Shipping costs increase as the item gets larger; be sure to check shipping online as well as check around for other free or discounted shipping options.

## ☆ TICKET SALES

All ticket sales are managed and operated by the Office of Student Life. Sales are exclusively offered via an online system. The online system allows a large number of students to apply for tickets to events ranging from sporting, cultural or social outings. Tickets are allocated either via a lottery or first-come, first-serve basis, dependent upon the organization's preference and Student Life recommendation.

### TICKET SALES POLICY

Student organizations wishing to sell tickets for any reason must fully complete the "Ticket Sales Application" (available in the *Forms* appendix) and return it at least 5 business days prior to the first ticket on-sale date. Additional notes for ticket sales are as follows:

- At time of form submission, the full ticket allotment must be surrendered in an envelope labeled with the organization name, event title and date.
- New ticket sales go live at 1:00pm Monday through Friday only.
- Organizations are responsible for all marketing as well as distribution of the ticket sales link.
- Ticket sales using the lottery system will remain open for a period of two hours. Each entry during that time period will receive a number, and selections will be made via a random-number generator.
- Ticket sales using the first-come, first-serve system will remain open until a waitlist of at least 50% of the total number of students is secured.
- All students will be notified of their ticket status via email within 1 business day of form completion. Event tickets are non-transferrable and non-refundable.
- Tickets remaining at the completion of the pick-up window will be re-allocated to students on the waiting list.

### TICKET SALE RATES

If your event is SAF funded, please refer to your Finance Board decision letter for the mandated ticket price stipulation.

If the event is not SAF funded, please work with your Office of Student Life liaison to discuss an appropriate ticket price based on the per-person cost of your event.

If the event is SAF funded, all proceeds will be returned to the SAF. If the event is not SAF funded, the proceeds will be deposited into an IIT student organization account for future use by your organization.

## ☆ CASH HANDLING

Organizations may not handle cash without permission from Student Life. In order to obtain permission, a completed “Cash, Fundraising and Collections Application” must be turned in to Student Life at least 5 business days prior to any event.

### CASH, FUNDRAISING AND COLLECTIONS POLICY

- A “Cash, Fundraising and Collections Application” must be turned in to Student Life at least 5 business days prior to any event.
- If needed, Student Life will provide an empty cash box for fundraising use. Organizations must indicate their intent to use a cash box on the “Cash, Fundraising and Collections Application” 5 business days in advance of an event in order to reserve. **Cash banks will not be provided.**
- Any money collected **MUST** be deposited into a student organization main account through the Office of Student Life after EVERY collection.
- Lunch hour collections must be turned in to an OSL professional staff member by 2:00 p.m. on the day of sale.
- Dinner hour sale money must be turned in to an OSL professional staff member by 10:00 a.m. the day following the sale.
- A tracking list of items sold or donations collected must be maintained by the student organization.
- The tracking list must match the total amount of funds returned to the OSL at each deposit.

### SALES PROCEDURES

- Student organization completes and returns the Fundraising and Collections Application at least 5 business days prior to event date.
- Student organization must also attach proof of space reservation for bridge space in the MTCC.
- Student Life will review the form and approve or deny the application.
- Once application is approved, an OSL professional staff member and student organization representative will meet to discuss items, length of sales, and deposit policy.
- On each day of event, student organization signs out empty cash box from OSL.
- Items are sold/funds are raised and cash box, with deposit, is turned in following the timeline:
  - Funds due by 2pm SAME DAY for lunchtime events
  - Funds due by 10am FOLLOWING DAY evening/dinner events
- Deposit sheets are kept in student organization main account folder in the OSL.

HAWK HINT: Organizations who neglect to follow this policy or who have discrepancies in their returns may face judicial action. Always keep track of your members and money—avoid an upsetting situation!

## ☆ FUNDRAISING AND PHILANTHROPY

Fundraising is exactly that – the act of raising funds for a specific group or purpose. Many student organizations hold fundraisers for their organizations. In this case, this money is deposited into an account for their organization to spend. Other student organizations hold fundraisers for charities. In these cases, the money is deposited into an IIT account and a check is cut to the charity or organization. Please use the following guidelines as you begin your fundraising efforts.

### CHARITY SELECTION

Many student organizations hold events where the proceeds are donated to a charity. As you plan your fundraiser, please keep these guidelines in mind when selecting a charity to donate your proceeds to. If at any time you have questions, please feel free to contact us.

- Clarify your values
  - Why are you making this donation?
  - What is important to your student organization?
  - Why this fundraiser?
- Find an established charity
  - Avoid charities created *specifically* to deal with a new crisis.
  - Use a watchdog website to verify the 501 (c) (3) status and that your chosen charity is a registered, public charity.
    - Suggested resources are [www.charitynavigator.com](http://www.charitynavigator.com) or [www.guidestar.org](http://www.guidestar.org)
  - When in doubt, ask for the charity’s letter of determination or official listing (if a faith-based organization).
- Compare charities
  - Shop around for the “best buy”.
  - Make sure the charity of your choice does what you are looking for, and does so in a cost-effective way.
  - Make sure that your donation will make as big an impact as possible.
- Things to avoid
  - Avoid charities that do not share information about their programs or finances with you.
  - Avoid charities not listed on charity websites.
  - Avoid charities that make you uncomfortable, or that are vague in their promotional materials.
- Processing your donation
  - Once you have selected your charity, please bring the following information to the Office of Student Life at least five business days prior to your fundraiser
    - Cash, Fundraising and Collections Application
    - Disbursement of Funds Form (indicating a Check Request for the donation)
    - Contact information for your selected charity
      - Name of Contact Person
      - Name of Charity
      - Mailing Address
      - City, State, Zip Code
      - Phone and Fax Numbers

- Email Address
- Letter (with all of above contact information) stating:
  - Why you are donating to this charity
  - What the fundraiser is that you will be donating

Adapted from Coffman, S. E. (2005). *Tips for choosing a charity: A donor's 10-step guide for giving wisely*. Philanthropic Research, Inc. [www.guidestar.org](http://www.guidestar.org). Last updated June 6, 2011.

## **CASH BOXES**

The Office of Student Life supplies cash boxes for student organization reservation. Cash boxes are supplied free of charge and do not include change or a till of any amount. To reserve an empty cash box, you must complete the Fundraising & Bridge Sales form 5 business days before your fundraiser. You will receive an email within 2 business days of form submission notifying you of the availability of a cash box.

If you wish to collect money during the lunch hour, you may pick up your cash box at 11:00am; you must return it no later than 2:00pm. If you wish to collect money during the dinner hour, you may pick up your cash box can at 4:00pm; you must return it no later than 10:00am the following morning. Student organizations should count the returning funds at each collection and provide Student Life with a balance upon returning each box.

## **ETHICS OF FUNDRAISING AND CHARITY**

When fundraising, you must be open and honest. Those who are donating to your cause, your organization, or your chosen charity deserve openness on the part of your organization. Keep in mind that while people may be supportive of your cause, they may not always be able to financially support you. A few quick tips:

- If you are selling/distributing food, you must list the ingredients in all food items.
- If the proceeds of your fundraiser are going to a specific charity, you should provide information about that charity, including why you selected that charity.
- If the proceeds of your fundraiser are going to your organization, be honest about what you plan on using the money for.

Organizations may not directly use any cash or funds collected without depositing into an account. It is unethical and illegal to use donations for a cause for any reason other than that originally stated.

## **FOOD AND FUNDRAISING**

Fundraising can take many different forms. One of the most common forms of fundraising involves food. We encourage student organizations to partner with local restaurants in their fundraising efforts, but there are some stipulations and requirements when serving food. Organizations wishing to sell food items (including home baked goods or items donated from local businesses) will need to acquire a signed "Request to Serve or Sell Food on Campus" waiver if you will be serving non-Sodexo food on campus (in the MTCC or Hermann Hall.) You will first need to obtain a signature of an Office of Student Life staff member. You will then need to meet with the Campus and Conference Centers Director. A copy of this form is available in the *Forms* section of this manual

## ☆ STUDENT ORGANIZATION TRAVEL

IIT seeks to promote safe travel to events and activities occurring beyond the boundaries of the University by students and recognized student organizations. The IIT Student Travel Policy applies to recognized student organization travel both where the travel is sponsored by IIT and in cases where the travel is independent of sponsorship but where the organization travels with support of one or more recognized student organizations. Travel beyond the boundaries of the IIT campus but within Cook County is considered a field trip and is not subject to the Student Travel Policy.

University sponsored student travel must be approved in advance by an appropriate administrator. Where student organizations are involved, this administrator is the Office of the Dean of Students. The student organization must prepare and provide a Travel Summary, as well as a "Travel Cover Sheet", to the Dean of Students/Student Life not less than forty-five (45) days prior to the date of the proposed travel. The Travel Summary, signed by the appropriate administrator, must be submitted to the Office of Student Life no later than thirty (30) days before the scheduled trip. The Travel Summary form is available online:

[http://iit.edu/student\\_affairs/handbook/information\\_and\\_regulations/student\\_travel\\_form.shtml](http://iit.edu/student_affairs/handbook/information_and_regulations/student_travel_form.shtml)

Travel will not be approved if the trip is viewed as one that poses a safety, security or health risk to the travelers. Travel will not be approved if a U.S. State Department Travel Warning is in effect, or if a mandatory evacuation order is in place. Travel will not be approved if students are on academic or disciplinary probation, or on leave from the University.

Student organization travel must be consistent with the organization's mission statement and constitution on file with the Office of Student Life. Travel must be planned so as not to create an undue interference with academic responsibilities. All students traveling must complete and submit a Risk and Release Waiver of Liability Agreement and a Behavioral Contract (Waiver available in Student Life; Behavioral Contract available in the *Forms* section of this guide) no later than fifteen (15) days before the scheduled trip.

Unless otherwise explicitly approved, all University sponsored student travel must be chaperoned by a faculty or staff member. If approval to travel without such chaperone is granted, then a student officer from the student organization must accompany the trip. A student may not lead University sponsored student travel to a location that is under a travel warning. IIT will view this student officer as the party responsible for the trip. The responsible party must carry a copy of emergency contact information for all students participating in the trip, as well as relevant IIT contact numbers.

Any travel undertaken without submission of a complete and accurate travel summary or not in accordance with an approved travel summary may result in individual and/or organizational discipline as outlined in the IIT Student Handbook and Office of Student Life student organization handbook. All travel participants are expected to comply with the standards set forth in these handbooks.

To view the travel policy in full, please visit:

[http://www.iit.edu/general\\_counsel/policies/pdfs/procedure\\_q8\\_student\\_travel\\_policy.pdf](http://www.iit.edu/general_counsel/policies/pdfs/procedure_q8_student_travel_policy.pdf)

## TRANSPORTATION

In order to use funds disbursed by the Office of Student Life to pay for transportation, the following guidelines must be followed.

- **AIRFARE**

Airfare for more than 10 students will be reserved through Group Sales & Contracts at either Southwest Airlines or Delta Airlines. In order for the Travel Cover Sheet to be complete, a list of student names, CWID numbers, birth dates and gender must be submitted in addition to the information on the Travel Cover Sheet. All documentation for air travel involving more than 10 students must be submitted no later than 45 days prior to departure.

Airfare for less than 10 students will be reserved through Foremost Travel. In order for the Travel Cover Sheet to be complete, a list of student names, CWID numbers, birth dates and gender must be submitted in addition to the information on the Travel Cover Sheet. All documentation for air travel involving less than 10 students must be submitted no later than 45 days prior to departure.

Student Life cannot process reimbursements for air travel. If you believe your organization may need a reimbursement, please contact your Office of Student Life liaison prior to purchasing your airfare.

*HAWK HINT: Airline tickets purchased for an organization and not used may result in automatic probation.*

- **RENTAL VEHICLES**

Renting a car for travel is the responsibility of the driver; this transaction requires pre-approval on the DOF as a reimbursement. Upon return from travel, you will be reimbursed for the rental of the car and gas. Receipts must be provided within 10 business days of your return.

A map showing the distance from IIT to the final destination must be provided before departing. A copy of the approved driver's license must be on file with Student Life. Any student wishing to drive a rental car on IIT student organization business must be listed on IIT's insurance. To gain insurance approval, you must be at least 21 years of age and have an acceptable driving record; in order to verify these requirements, you may visit the Office of the General Counsel and complete the application for a driving record check at least 15 business days prior to departure.

If you receive approval to be a driver on IIT's insurance, please send the confirmation email from General Counsel to your Office of Student Life liaison. If proof of insurance is not provided within 2 business days of departure, you will not be able to travel in a rental car. Likewise, if you fail the driving check, you will not be able to travel in a rental car.

*HAWK HINT: Vehicles that hold more than 12 passengers are not allowed. Additionally, any vehicle requiring specialized permits are ineligible for student travel.*

- **PERSONAL VEHICLES**

Students wishing to travel in their own car on IIT business do not require IIT's insurance coverage. Current, valid proof of insurance must be submitted to Student Life to gain travel approval.

This transaction requires pre-approval on the DOF as a reimbursement. A map showing the distance from IIT to the final destination must be provided before departing on the trip. Upon return from travel, you will be reimbursed based upon the current IRS standard for mileage calculated from the map submitted prior to travel. Receipts must be provided within 10 business days of your return.

- **MOTORCOACH OR BUS TRAVEL**

Students wishing to travel via motorcoach or bus are encouraged to partner with local institutions in order to maximize capacity and reduce cost. Payments for motorcoach and bus travel will be made via check.

The Office of Student Life partners with several local bus companies for student travel. Requests for a charter or coach bus rental must be received at least six weeks prior to departure. Please visit the section on preferred vendors for a list of companies to contact.

- **HOTEL ACCOMMODATIONS**

Hotel reservations can be prepaid by the Office of Student Life. Information regarding the hotel of choice must be submitted with the Travel Cover Sheet no later than 45 days prior to departure. In all cases, Student Life will attempt to place groups in their desired location; however, due to space availability, groups may be placed in alternate hotels.

Student Life cannot process reimbursements for hotel accommodations. If you believe your organization may need a reimbursement, please contact your Office of Student Life liaison prior to reserving any rooms.

## **BEHAVIORAL CONTRACTS**

Students traveling on official IIT business are expected to maintain a reputation for excellence and high standards. In an effort to ensure complete cooperation and reinforce professionalism, all students traveling on IIT business are required to complete a Student Organization Travel Behavior Contract. This contract can be found in the *Forms* section of this handbook.

## **TRAVEL COVER SHEET**

Formerly the Conference Cover Sheet, the Travel Cover Sheet is required to be completed in full 45 days prior to any travel. This travel can include conferences and competitions, but is open to any travel that students will be doing on behalf of a student organization. Please see the *Forms* section for the Travel Cover Sheet.

## PROGRAMMING GUIDELINES

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One of the most impactful ways a student organization can make an impression at IIT is by offering programs and events for a variety of constituents: student members, the IIT or Chicago community.

Student Life encourages organizations to plan events that both fulfill group goals and appeal to the student population. Goals for programming might include recruitment of new members, education about a specific issue or celebration of a milestone.

There are three basic tenets of programming: planning, partnering and power. This section will explore programming guidelines and explain each tenet in detail.

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### ☆ PLANNING A PROGRAM

#### THE BASICS

Start by thinking big: you can always whittle your idea down from something very abstract. Once you have a basic premise, use this section to get started.

- Event planning can be jump-started by answering a few quick questions:
  - WHAT is the goal of your event?
    - Education, celebration, recruitment, planning, networking... endless options!
  - WHO is your target audience?
    - Students, faculty, staff, alumni, family, guests, others?
  - WHEN is the best time to hold the event?
    - Fall, Spring, day, night, etc.
  - WHERE is your ideal space?
    - On-campus, off-campus, indoors, outside, etc.
  - HOW will you pay for your event?
    - SAF funding, organization account, ticket sales, fundraising, etc.
- Once you've answered the above questions, take one more minute to evaluate the feasibility of your event
  - Is the event likely to draw your target audience in?
  - Are there risks you haven't considered that might require special attention?
  - Do you know the approximate total cost of all things associated with your event?
  - If your ideal event can't happen, what is the best case scenario?
  - Play Devil's Advocate: what are some of the likely pitfalls you'll encounter?
- Think about the best way to get the biggest bang for your buck
  - Ask OSL staff for tips on vendors who offer student discounts
  - Search for online coupons and deals for items

## THE DETAILS

Now that you've gotten the basic premise of your event flushed out, it's time to consider some of the more difficult details of programming. Keep in mind that not all of these areas will apply to your program specifically. For each area, you should work with your OSL liaison to be sure that all requirements are met at least 4 weeks in advance of your event.

- Risk Management/Security
  - Will there be more than 100 people in attendance at your event? If so, you may be required to hire Public Safety to manage your event.
  - Are you traveling off campus? Your attendees may need to sign waivers based on the type of transportation you choose.
  - Are you hiring a company to provide a novelty service? Waivers are typically required for rides, thrill events or any item involving inherent risk.
  - Are you planning to have alcohol present at your event? If so, keep in mind that you are required to review and comply with the Alcohol Policy and/or Fraternity/Sorority Alcohol Policy in order to hold your event.
- Staffing/Volunteers
  - Who will manage your event? If you plan on having members assist you, be sure that you are clear about each person's role and expectations.
  - Do you need an OSL staff member's assistance at the event? You'll need to clear professional staff availability at least 4 weeks in advance in order to ensure their presence.
  - What is the schedule? Write out what person is doing what task each hour and make sure there are copies available. Meet with volunteers in advance to discuss timing.
- Admission
  - Is your event ticketed? If so, you'll need to work with the OSL to set up a ticket sales plan at least 4 weeks prior to your event. Student organizations may not handle cash or sell tickets on their own.
  - Are there limits on the number of guests? Post the maximum capacity at the entrance of the event so that attendees understand the limits.
  - Who is allowed at the event? If an event is open to students only, you'll need someone responsible for verifying HawkCard IDs. If an event is open to guests, a guest list should be established and checked at the door.
- Food
  - Will you be serving food to guests? If so, consider some common dietary needs—vegetarian, gluten-free, lactose-free and kosher meals are often needed.
  - What is your overall food budget? Is food the goal or a complement to your program?
  - Did you know that bottled water is not available for catering on campus? In an effort to remain sustainable, Campus Catering offers cambros of water for use instead of individual servings.
- Transportation
  - Do you need to travel off campus? The CTA (via the U-Pass) is the easiest option for traveling. If you require bus, motorcoach, rental cars, train or airfare for travel, you will need to work with Student Life at least 4 weeks prior to the event.
- Publicity
  - How will you advertise your event? Consider a multi-layered publicity plan—utilize print, media, electronic and in-person methods of advertising. Remember that all publicity should adhere to the IIT Posting Policy.

## TIMELINES

Timing is one of the most important pieces of the puzzle when it comes to creating a successful program. Student Life recommends using the following standards when planning your event.

- 3 months/90 days from event: Research, budget, propose for Finance Board funding (if needed)
- 2 months/60 days from event: Meet with your OSL liaison and advisor, publicize, turn in all DOFs and requested paperwork, request ticket sales (if needed)
- 1 month/30 days from event: Meet with your OSL liaison and advisor, publicize, verify all finances are in order
- 3 weeks/21 days from event: Publicize heavily, ticket sale (if needed), inventory items and purchases
- 2 weeks/14 days from event: Publicize heavily, meet with your OSL liaison and advisor, confirm all places, people, food, vendors and any other items, meet with volunteers, create site plan and schedule
- 1 week before/7 days from event: Confirm any last minute details
- Day of: Direct, disburse, debrief, HAVE FUN!

## ☆ PARTNERING

Taking the opportunity to stretch your resources out means more than just being fiscally responsible. Consider the idea of partnering with any number of other groups or people in unique ways to make your program more successful.

- Other Organizations – Think of organizations who might be interested in supporting the same type of event or idea that you have. A complete list of organizations is always available from Student Life.
- Campus Departments – Is there a department at IIT that would directly correlate with your mission? Even if not, is there a way that you can make your event better by using departmental resources to assist?
  - Common Resources
    - Student Affairs: general student programming and outreach
    - Student Life: general student programming and outreach
    - Housing and Residential Services: programming geared towards campus residents
    - Student Health Services: programming related to health and physical well-being
    - Student Counseling Services: programming related to health and mental well-being
    - Campus and Conference Centers: general student programming and outreach
    - Student Center for Diversity and Inclusion: programming geared towards unique cultural populations
    - International Center: programming related to International students
    - Academic Units: programming related to a specific field of study at IIT
    - Athletics and Intramurals: programming geared towards sports or physical fitness

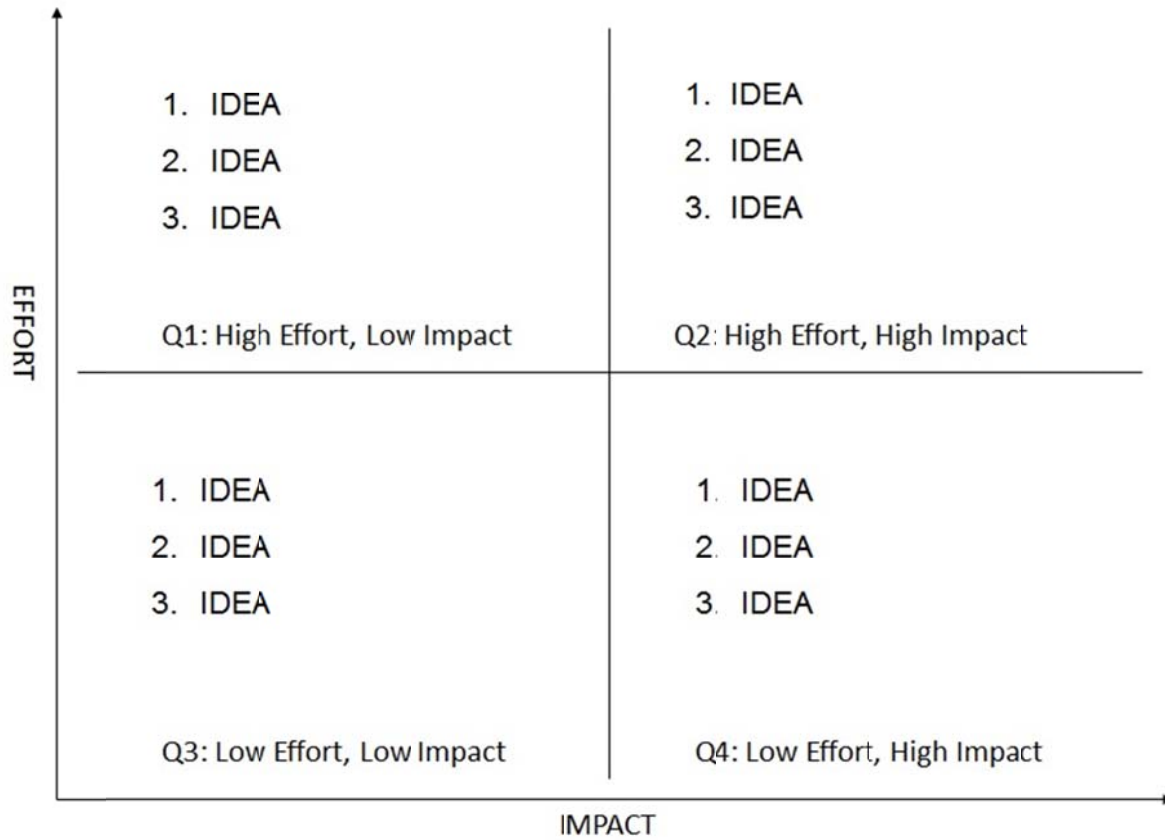
- Spiritual Life and Service Learning – programming related to spirituality or community service
- Non-IIT Groups – Being in the city of Chicago, there is likely another group that closely aligns with your mission and vision. Reach out to other college campuses or organizations that you feel might be of help—a simple internet search will turn up lots of leads!
- Examples
  - I’m planning a... ski trip.
    - Possible partners include student organizations focused on athletics, IIT Athletics and Intramurals, Chicago-area ski groups.
  - I’m planning a... speaker on nuclear energy.
    - Possible partners include student organizations interested in engineering or energy, Academic Units, Office of Sustainability, Chicago-area energy coalitions.
  - I’m planning a... religious celebration.
    - Possible partners include other student organizations affiliated with your religious beliefs, the Office of Spirituality and Service Learning, Chicago-area churches or religious groups.

## ☆ **IMPACT**

Take a moment to consider your program, its impact, and the amount of effort that you and your organization are putting in. It is important to balance your needs and desires with the outcome of the event itself; don’t stress yourself out by spinning your wheels!

Review the graph on the next page—organizations are encouraged to seek out events that fall into Quadrant 4. These programs are ideal because they require low effort on your part, but result in a high impact to the target population. Stay away from programs in Quadrant 1 – using a lot of your energy to make a small difference is not efficient or practical.

## POWERFUL PROGRAMMING



**HAWK HINT:** Programs that fall into Quadrant 4 are your best bet—they include a lot of bang for your proverbial buck!

# IIT OFFICE OF STUDENT LIFE

## RISK MANAGEMENT

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Every student organization assumes risk when planning events, inviting outside guests to campus or even serving food. In order to help navigate these situations, Student Life works closely with the Office of the Dean of Students and Office of General Counsel to create policies and procedures designed to eliminate as much risk as possible.

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### ☆ FOOD AND ALCOHOL

IIT's exclusive campus catering vendor is Sodexo. All events held on campus should utilize Sodexo for all food and beverage needs. Campus Catering can tailor menus and service to meet the need of almost any organization. If you have a unique food item that you feel Sodexo cannot provide, please contact your Office of Student Life advisor.

In accordance with IIT Policy, no alcoholic beverages may be purchased through student organization funds nor may the purchase of the same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

If a student organization wishes to serve alcohol at an event, they should consult Student Life at least 30 business days in advance. Please note that all alcohol service must be in compliance with the state of Illinois laws and all university and student organization policies. No alcohol will be served to anyone under the legal drinking age of twenty-one. No alcohol will be served to anyone who appears to be intoxicated.

### CATERING AND FOOD SALES

Student organizations wishing to utilize an outside caterer, hold bake sales or sell other food items must complete a "Request to Serve or Sell Food on Campus" form (available in the *Forms* section of this manual) and receive written approval from the Director of the CCC and the Director of Student Life. If food items are approved for a fundraiser, the food must be prepackaged, individually wrapped items approved by IIT with ingredients clearly listed.

Before any person or organization operates a temporary food service establishment where food is served or sold, approval must be secured. The following documents from the business you will be utilizing to provide your food are also required:

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

## **STUDENT ORGANIZATION ALCOHOL POLICY**

At all times student organizations must follow FIPG rules, as set forth below, the IIT Code of Conduct, and state and local laws with regard to alcohol consumption at their events. In an event that a registered student organization is planning to host an event where alcohol will be served they must abide by the following regulations.

- Student organizations planning to host events where alcohol will be served must complete an Alcohol Beverage Service form at least 10 business days prior to the event and before advertising the event or signing a contract indicating that alcohol will be served. This form is available in the Office of the Dean of Students. Registration of the event does not constitute university approval.
- A complete guest list will need to be submitted to the Office of Student Life within 48 hours of the event.
- The sale and use of alcoholic beverages must be in compliance with state and local laws as well as university policies and regulations.
- Food and nonalcoholic beverages must be available when alcohol is served.
- All events must have a full time faculty, staff, or Public Safety officer responsible for ensuring adherence to university policies. If the event is on campus, a Public Safety officer must be present. This person must be present for the duration of the time alcohol will be served.
- All events must officially end by 1:30 a.m, or at the official building closing time of the campus facility being used, whichever comes first.
- Consumption of alcohol and/or possession of open containers of alcohol are prohibited by university property, whether in university buildings or on university grounds, unless authorized by the proper filing of an Alcohol Beverage Service Form with the Dean of Students Office.
- Additional requirements are in effect for events hosted in Hermann Union Building. Arrangements for these events must be made through the HUB Conference Center (312.567.3075).

## **ALCOHOL SERVICE FORM**

Student Organizations must complete the Dean of Students Alcohol Service Form (found in the *Forms* section of this guide) when interested in serving alcohol at an event on IIT property. No alcohol service can occur without the completion of this form in its entirety. Copies of this form will be retained by the Dean of Students Office, IIT Catering Services, Student Life, IIT CCC office and the hosting group. This form is due 10 business days before the event.

## **GREEK SOCIAL EVENTS**

By nature of their residency, fraternities and sororities at IIT are governed by additional policies. A social event registration form must be completed by a fraternity/sorority if they are planning to hold an event with alcohol in their chapter home. Social event registration forms must be submitted to the Office of Student Life no less than 5 days prior to the event. The event information will be forwarded to Public Safety. Social event registration forms can be located in the Office of Student Life and in the Forms section of this manual. The following guidelines relate to fraternity and sorority social events.

- Chapters must identify a bar monitor, that is not a current IIT undergraduate, and have them approved by the Office of Student Life and be present throughout the party or event. All bar monitors must, at a minimum, have gone through TIPS or other similar training.

- A complete guest list of attendees who are not current brothers/sisters and chapter alumni must be submitted to the Office of Student Life no less than 48 hours prior to the event.
- Visitors not listed on the approved guest list are not allowed to attend the event. Access to the house must be strictly controlled at all times and those above 21 and are eligible to consume alcohol must be identified on entry and given a wristband or similar marking which must be worn throughout the party.
- An event registration form must be submitted to the Office of Student Life no less than 5 days prior to the event. The event information will be forwarded to Public Safety.
- A Public Safety officer may conduct one random visit during each event for the purpose of walking through the public areas of the event to ensure the following:
  - All event participants are safe;
  - FIPG, state law, and the Code of Conduct are being followed;
  - Participants that are served and consume alcohol are wearing a wristband; and
  - An official bar-monitor is stationed appropriately.
- Fraternities/Sororities agree to not impede, delay or otherwise obstruct the Public Safety officer during the course of such walk through. Officers will also assist the chapter members as appropriate and upon request.
- Public Safety will ask that the event be closed within 30 minutes if any of the above 4 issues are not followed or if they are not allowed access to the event. Failure to close the event in the time specified will be reported by Public Safety and will lead to formal proceedings against the fraternity/sorority. Public Safety is not responsible for the closure of an event, unless invited by the fraternity/sorority to aid them in closure.
- Public Safety may also perform drive-bys or walk-bys between 1:00 a.m. and 1:30 a.m. of any chapter home holding a registered event to monitor safety during the closure of the event. Public Safety will not enter the houses at this time as the purpose is only to monitor the orderly end to the party.
- All events must officially end by 1:30a.m.
- The chapter RA, Risk Management Chair, and one other member of the executive board must be present at all times at the event and alcohol free for the purpose of monitoring the event for compliance with applicable rules.
- The chapter RA, Risk Management Chair, and executive board must annually receive the following training: TIPS, conflict management, conflict resolution, and community building. At least one member of the foregoing group must have attended a training session on each of the foregoing topics prior to an event.
- It is recommended that post- and pre-party reports detailing any actual or potential incidents, problems or violations as well as any other relevant or useful information be kept by all chapters.

### **TRAINING FOR INTERVENTION PROCEDURES (TIPS)**

Training for Intervention Procedures (TIPS) is a three-hour program that helps students make sound choices when faced with difficult decisions about alcohol use. TIPS provides students with the knowledge and confidence necessary to reduce high-risk drinking behavior among their peers.

TIPS is part of the HawkEYE Workshop series for student organizations. TIPS HawkEYE Workshops are offered throughout the semester; however, you must sign-up ahead of time in order to take a class. Please contact your Office of Student Life advisor for this semester's upcoming dates.

## ☆ FRATERNAL INFORMATION AND PROGRAMMING GROUP (FIPG) GUIDELINES

FIPG is organized for the purpose of providing information on risk management issues. These guidelines are specifically set forth for Greek-letter organizations on IIT's campus, however, Student Life expects all registered student organizations to understand and support a safe campus environment through the use of FIPG expectations.

### Alcohol and Drugs

- The possession, sale, use or consumption of alcoholic beverages, while on university grounds or during a student organization event, in any situation sponsored or endorsed by the student organization, or at any event an observer would associate with the student organization, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
- No alcoholic beverages may be purchased through student organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
- Open parties, meaning those with unrestricted access by non-members of the student organization, without specific invitation, where alcohol is present, are prohibited. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- The possession, sale or use of any illegal drugs or controlled substances while on university grounds premises or during a student organization event or at any event that an observer would associate with the student organization is strictly prohibited.
- No student organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a student organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
- No student organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host student organization, groups or organizations.
- All recruitment activities associated with any student organization will be non-alcoholic. No recruitment activities associated with any organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
- No member or new member shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- No alcohol shall be present at new member, activity or ritual of the student organization. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, / "big sister - little sister" events or activities, "family" events or activities and initiation.

## **HAZING**

No student organization, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the student organization house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

## **SEXUAL ABUSE AND HARASSMENT**

The student organization will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on student organization premises or an off-site location which is demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at an organization event as defined in this policy is prohibited.

## **EDUCATION**

Each student organization shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available in the IIT Student handbook.

## **☆ CERTIFICATE OF LIABILITY INSURANCE (COI)**

When planning an event, many times student organizations work with outside vendors (performers, catering companies, entertainment companies, etc.). IIT may require the vendor to provide a Certificate of Liability Insurance (COI) in certain cases. A COI shows evidence of a vendor's insurance that ostensibly protects it and its business partners in the event of an accident. While the certificate itself conveys extensive information about the insurance in force for the named insured, it provides no actual benefit of insurance to the certificate holder (the party receiving the certificate).

To be clear, Certificates of Insurance, in their Description Section, must clearly state:

*Illinois Institute of Technology is named as an additional insured with respect to General Liability. All such coverage shall be primary and not contributory and shall contain a waiver of any rights of subrogation thereunder. The additional insured shall receive thirty (30) days' prior written notice of termination or modification.*

Certificates received without this language will be rejected.

Certificate holder should be listed as: Illinois Institute of Technology

Address should be shown as: Main Building, Room 201; 3300 S. Federal Street; Chicago, IL 60616

## ☆ **CAMPUS SAFETY RESOURCES**

### **IIT PUBLIC SAFETY**

IIT Public Safety is responsible for security of student, faculty, staff and their guests. In certain situations, Student Life may require your organization to hire Public Safety officers to ensure your event is held safely. Following are a few situations where IITPSD are required to be present—if you are ever unsure about the need to have a public safety officer in attendance, ask your Office of Student Life liaison.

- Any on-campus event with more than 100 attendees requires IITPSD. A general rule of one officer per one hundred guests is advised.
- Any event where alcohol will be served requires IITPSD. Exact officer counts will be determined by Student Life based on your exact event.
- Any event concluding after 11pm requires IITPSD. Exact officer counts will be determined by Student Life based on your exact event.
- Any event being held outdoors after dusk or before dawn on campus requires IITPSD. Exact officer counts will be determined by Student Life based on your exact event.
- Any event with valuable equipment, prizes or high-security risk individuals requires IITPSD. Exact officer counts will be determined by Student Life based on your exact event.

### **GENERAL COUNSEL**

The Office of Student Life often times consults with IIT's General Counsel to ensure that student organizations can hold their events and/or travel. This is to ensure the safety of IIT students, faculty, and staff. If you ever have a question on whether or not General Counsel needs to be contacted please contact your Office of Student Life liaison.

# IIT OFFICE OF STUDENT LIFE

## JUDICIAL STANDARDS

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Student organizations are expected to uphold the IIT Code of Conduct at all times, as well as the rules and regulations as outlined in this manual and the IIT Student Handbook. Organizations allegedly in violation of any of the above may be sent through the judicial process; the exact protocol varies based upon the situation. In other situations, sanctioning may be automatic based upon the violation and organizational record.

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## DISCIPLINARY PROCEDURES

The university expects student organization members to accept both personal and group responsibility for meeting recognized standards of good conduct. Organizations are expected to conduct their business in an honest ethical fashion and to cooperate with university 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 university property and/or equipment resulting from their use. Organizations are expected to follow all university and SGA/Finance Board rules and policies as well as all applicable laws of city, state and federal governments.

Anyone may initiate a complaint against a student organization. Additionally, disciplinary actions may be taken against organizations for violations, as stated above, or for organizations that no longer are fulfilling the purpose on which their recognition was based. In its discretion, the Office of Student Life may process infractions that it deems to be minor. If the organization wishes to appeal the decision of the Office of Student 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 the hearing procedures established under the Code of Conduct, provided that no student or faculty/staff may be selected to service on the Campus Judicial Board if he or she is a member or advisor of the groups involved in the infraction. Consistent with the established hearing procedures, the panel will determine the level of organizational responsibility for the violation and decide on appropriate sanctions if it is determined that the organization is responsible. Sanctions for infractions may include, but are not limited to, fines, restitution or revocation of organizational recognition. Decisions rendered by the Campus Judicial Board may be appealed as provided for in the Code of Conduct.

The university reserves the right to hold both individuals and organizations responsible for their actions. A student may be held individually responsible while, concurrently or consecutively, an organization may be held responsible for the same violation. The two processes are separate.

## **HAZING**

Hazing is defined as any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing and/or physical mistreatment of any individual is forbidden; anyone involved in such action is subject to university discipline. All members and prospective members of an organization must be treated in a manner consistent with the educational and ethical objectives of the university. Organizations found guilty of participating in hazing may have their recognition revoked. Any questions regarding activities that may constitute hazing should be directed to the Office of Student Life. All IIT students, faculty, and staff have a responsibility to immediately report any questionable activities to the Office of Student Life and/or the Department of Public Safety.

## **SANCTIONS**

Organizations found in violation of Student Life policies through the internal process may be subject to sanctions similar, but not limited to, those outlined below.

### **WARNING**

Organizations failing to meet expectations as outlined above may first be given a written or verbal warning at the discretion of Student Life staff, dependent upon the severity of the issue.

### **PROBATION**

- Space – abuse or misuse of allocated office space or reserved space through the CCC.
- Resources – misuse of, destruction of or failure to return borrowed items.
- Failure to Comply – verbal or written communication to others in direct conflict with professional staff or organization members or actions that indicate a group's intent to ignore directives of professional staff.
- Misuse of Funds – spending of University funds for any reason other than the original or approved purpose.
- Overspending – organization is placed on probation and cannot spend money until balance is repaid within a defined amount of time. Failure to repay will result in the organization being moved to unrecognized status.
- Cash Handling – failure to comply with Student Life policies regarding fundraising, donations or other approved cash functions will move an organization to probationary status. Missing or inaccurate funding counts may result in organizational suspension.
- Incomplete Paperwork -- documents will be returned to organization (via mailbox in the OSL) and will not be accepted and processed until DOF is complete and all supporting documents are attached.
- Approval of Paperwork – purchases made or contracts signed without prior approval will be handled on a case by case basis but generally are denied and will place the organization on probationary status.
- Deadlines – any individual submitting paperwork past the designated deadline on the DOF will be given a warning; subsequent late paperwork may result in non-payment of invoices or reimbursements.

## ADVISOR RESOURCES

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Congratulations! You have been asked to advise one of the **over 100 student organizations** at the Illinois Institute of Technology, and you probably have some questions. The Office of Student Life has put together some resources to help answer these questions and to guide your time with your student organization.

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### ☆ WHAT IS A STUDENT ORGANIZATION ADVISOR?

An advisor is an expert who gives advice. We don't expect you to be an expert in everything, but if your students didn't think you were an expert in something, they wouldn't have asked you to be their advisor.

As an advisor, you must play many roles. You may be most comfortable in your role as a faculty or staff member at IIT, but keep in mind that we are here to help develop our students and at times, they may need more from you.

You may be asked to be a **mentor**. As someone with knowledge and enthusiasm about your profession, your student organization may look to you for personal development, academic guidance, and support. You may be asked to fill the role of a **team-builder**. By working with the executive board, you can help establish goals for the year, identify strengths and areas of growth, and plan out the next year while developing a team.

You may need to be a **conflict-mediator**. Our students come from different backgrounds, different parts of the world, and with different agendas. It may be necessary to meet with students to discuss their direction, the organization's mission, or how to change their attitude.

You will need to be an **educator**. Keep this in mind in all of your interactions with your students. One of the most difficult actions as an advisor is to do nothing, but you need to allow students to learn from their mistakes and make their own decisions.

As an advisor, you will assume numerous roles, including some that are not mentioned here. A key idea to remember is that you are an advisor, not the leader. You provide guidance, insight and perspective to students as they work on projects, but you should not be doing the work. Students will learn if they are engaged. They make decisions, and they are accountable for those decisions and for the successes and failures of the organization.

## **WHAT ARE THE MINIMUM EXPECTATIONS OF AN ADVISOR AT IIT?**

### **Meet with your organization**

Set up regularly scheduled meetings (at least once a month) with the organization leadership. This will keep you apprised of who they are meeting with, what they have going on, as well as provide you with insight on how the rest of the executive board is handling what they have going on.

### **Have open and constant communication with student leadership**

Staff and faculty schedules are just as busy, if not busier, as student schedules. As an advisor, make sure that you are in communication with the student organization leadership at least once a week and that you are aware of what they are doing every week.

### **Understand financial proposals**

When student organizations propose for Student Activity Fund money each semester from Student Government Association's Finance Board, they need a signature from their faculty or staff advisor. Don't just sign this – understand what they are asking for, where the numbers came from, and make sure they have the documents to support their proposed budget.

### **Ask Questions**

Being an active advisor means being inquisitive. If you don't know something, don't assume that your students have thought about it either. By encouraging dialogue and active participation, your students will know that you care about their organization. You should also ask questions of Student Life-- we're here to answer and help you walk away with the right tools to be the best advisor you can!

### **Remind officers of deadlines**

As events get closer, or finance proposals are due, in mind the goals of the student organization. Remind them if you haven't seen paperwork, or if advertising is not done yet, making sure that they keep at the forefront the policies they have to follow. These can include, but are not limited to, registration as a student organization, constitution revisions, and registration for the semesterly student involvement fair.

### **Understand the Office of Student Life's role with your student organization**

The Office of Student Life is here to be a resource for you and your student organization. Please contact us to identify what resources we can provide you to be successful as an organization advisor.

## **WHAT ARE WAYS I CAN GO ABOVE AND BEYOND AS AN ADVISOR?**

### **Attend the general body meetings**

Most organizations have regularly scheduled general body meetings. This will give you the opportunity to meet students outside of the organization leadership, as well as learn what they have going on.

### **Be aware of organization-sponsored events**

If you hear of an event, make sure that all of the steps have been followed and that the event is in accordance with Office of Student Life programming policies. If you have time, attend these events. Students enjoy spending time with their advisor outside of the typical meeting setting, and this gives you an opportunity to get to know even more students.

### **Attend conferences and competitions with your organization**

In order to travel on behalf of IIT, student organizations need a staff/faculty member to be in attendance. When conferences and competitions arise, make sure that you (or another appropriate faculty/staff attendee) are there every step of the way, from planning to attending.

### **Develop long term plans with the leadership of your organization**

In meeting with the leadership regularly, identify their one, five and ten year plans for the future of the organization. Help them to gather documents to keep their history well documented, and encourage them to pass this documentation on when transitioning new leadership. By doing this, you will foster a sense of stability and continuity in the organization, leading to a successful future of the organization.

### **Nominate student leaders for recognition awards**

The Stryker awards are held every April to recognize deserving students and staff for their contribution to student life each year. If you feel you have an excellent and deserving student leader, consider nominating them for one of these awards.

### **Develop a relationship with Student Life**

Every professional staff member in Student Life works closely with at least 40 student organizations—helping students succeed outside of the classroom is our specialty. Reach out to our staff and ask questions. The more communication that exists between advisors and staff, the easier it is for students to understand how each system works.

## ADVISOR DO'S

- Encourage leaders to utilize the Office of Student Life resources
  - Event planning and program guidance
  - Financial management
  - Email address, website, and office space
  - HawkEYE workshops: Membership, Finances, Officer Transition, Nuts & Bolts, Programming and Open Forums
- Allow your organization to succeed and fail
- Develop clear expectations and clarify the role of everyone involved
- Discover what students want to get out of their position
- Help the student leaders set goals to get where they want to go
- Allow the students to lead the organization and challenge them when necessary
- Assist in assessing student organization effectiveness, impact on campus, and programming efforts
- Be familiar with university policies and OSL guidelines on student organizations
- Provide a strong support system
- ***Have fun!***

## ADVISOR DON'TS

- DON'T do the work for your students
- DON'T encourage behavior that circumvents policies
- DON'T give false information
- DON'T be an advisor in name only

# IIT OFFICE OF STUDENT LIFE

## CAMPUS RESOURCES

Student Life is proud to work closely with many departments and offices across campus. Many of these departments are valuable resources for organizations, as well. Consider working with one of our many partners to create more successful, enriching programs!

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### ACCESS CARD AND PARKING SERVICES (ACaPS)

<b>Location</b>	3241 S. Federal St. Hermann Hall, Room 201 Chicago, IL 60616
<b>Phone</b>	312.567.8968
<b>Fax</b>	312.567.8979
<b>Email</b>	<a href="mailto:parking@iit.edu">parking@iit.edu</a> or <a href="mailto:hawkcard@iit.edu">hawkcard@iit.edu</a>
<b>Website</b>	<a href="http://www.iit.edu/~parking/">http://www.iit.edu/~parking/</a> or <a href="http://www.iit.edu/~hawkcard">http://www.iit.edu/~hawkcard</a>
<b>Notes</b>	ACaPS provides service to students, faculty, staff and guests relating to IDs and parking access. If you plan on having guests drive to campus for an event, this office can assist in procuring parking spaces and passes.

### ATHLETICS

<b>Location</b>	3040 S. Wabash Ave Keating Sports Center Chicago, IL 60616
<b>Phone</b>	312.567.3296
<b>Fax</b>	312.567.7133
<b>Email</b>	Individual coach emails available online.
<b>Website</b>	<a href="http://www.illinoistechathletics.com">www.illinoistechathletics.com</a>
<b>Notes</b>	There are ten varsity athletic teams at IIT and several intramural clubs and activities. Look for ways to co-program with this office!

### BOOKSTORE

<b>Location</b>	3201 S. State St. McCormick Tribune Campus Center Chicago, IL 60616
<b>Phone</b>	312.567.3120
<b>Fax</b>	n/a
<b>Email</b>	
<b>Website</b>	<a href="http://iit.bncollege.com">iit.bncollege.com</a>
<b>Notes</b>	Check out the bookstore for unique IIT gifts and gift cards for your events.

### CAMPUS AND CONFERENCE CENTERS (CCC)

<b>Location</b>	3201 S. State St. McCormick Tribune Campus Center, Suite 106 Chicago, IL 60616
<b>Phone</b>	312.567.3700
<b>Fax</b>	312.567.3701
<b>Email</b>	<a href="mailto:ccc@iit.edu">ccc@iit.edu</a>
<b>Website</b>	<a href="http://ccc.iit.edu">ccc.iit.edu</a>
<b>Notes</b>	Responsible for the maintenance of spaces on campus, the CCC works with organizations to plan events at IIT and will assist with booking all your details! Student organizations event have their own CCC liaison, located in MTCC 214.

### CAREER MANAGEMENT CENTER (CMC)

<b>Location</b>	3241 S. Federal St. Hermann Hall, Suite 113 Chicago, IL 60616
<b>Phone</b>	312.567.6800
<b>Fax</b>	312.567.6801
<b>Email</b>	<a href="mailto:cmc@iit.edu">cmc@iit.edu</a>
<b>Website</b>	<a href="http://cmc.iit.edu">cmc.iit.edu</a>
<b>Notes</b>	The Career Management Center (CMC) is a liaison between our highly diverse talented pool of students and alumni and employers who benefit from their expertise. Look to co-program professional events with this office!

### CENTER FOR DISABILITY RESOURCES

<b>Location</b>	3105 S. Dearborn St. Life Sciences Building, Room 218 Chicago, IL 60616
<b>Phone</b>	312.567.5744
<b>Fax</b>	312.567.3493
<b>Email</b>	<a href="mailto:disabilities@iit.edu">disabilities@iit.edu</a>
<b>Website</b>	<a href="http://www.iit.edu/cdr">www.iit.edu/cdr</a>
<b>Notes</b>	Disability Resources provides reasonable accommodations and support services to qualified students, faculty, staff, and guests with disabilities on an individualized case-by-case basis and in accordance with the Americans with Disabilities Act.

## DEAN OF STUDENTS, OFFICE OF

<b>Location</b>	3201 S. State St. McCormick Tribune Campus Center, Suite 209 Chicago, IL 60616
<b>Phone</b>	312.567.3081
<b>Fax</b>	312.567.8917
<b>Email</b>	<a href="mailto:dos@iit.edu">dos@iit.edu</a>
<b>Website</b>	<a href="http://www.iit.edu/student_affairs">www.iit.edu/student_affairs</a>
<b>Notes</b>	The Dean of Students advocates for students across campus by fostering development on an educational, personal, multicultural and social scale.

## DINING SERVICES

<b>Location</b>	3201 S. State St. McCormick Tribune Campus Center Commons Chicago, IL 60616
<b>Phone</b>	312.567.3098
<b>Fax</b>	312.567.3082
<b>Email</b>	<a href="mailto:food@iit.edu">food@iit.edu</a> – For catering, contact <a href="mailto:catering@iit.edu">catering@iit.edu</a>
<b>Website</b>	<a href="http://dining.iit.edu">dining.iit.edu</a>
<b>Notes</b>	Sodexo is IIT's exclusive campus catering vendor and can meet almost any organization's needs. In addition to their regular menu, Sodexo offers a discounted menu for organizations. Ask about it when you place an order!

## FACILITIES MAINTENANCE MANAGEMENT

<b>Location</b>	100 W. 33 <sup>rd</sup> St. Machinery Hall Chicago, IL 60616
<b>Phone</b>	312.537.3343
<b>Fax</b>	312.537.3344
<b>Email</b>	n/a
<b>Website</b>	<a href="http://facilities.iit.edu">facilities.iit.edu</a>
<b>Notes</b>	Facilities can assist with event production as needed—ask OSL for more info.

## HOUSING AND RESIDENTIAL SERVICES (HRS)

<b>Location</b>	3241 S. Wabash Ave McCormick Student Village, Suite 110 Chicago, IL 60616
<b>Phone</b>	312.567.5075
<b>Fax</b>	312.567.5926
<b>Email</b>	<a href="mailto:housing@iit.edu">housing@iit.edu</a>
<b>Website</b>	<a href="http://www.iit.edu/housing">www.iit.edu/housing</a>
<b>Notes</b>	Responsible for all on-campus residents who live in University-operated buildings, HRS empowers residents by providing leadership opportunities and support services that foster community development, academic success, and personal growth. Look for ways to reach out to residents with programming through this office!

## LEADERSHIP ACADEMY

<b>Location</b>	3105 S. Dearborn St. Life Science Building, Room 136 Chicago, IL 60616
<b>Phone</b>	312.567.3945
<b>Fax</b>	312.567.3493
<b>Email</b>	<a href="mailto:leadership.academy@iit.edu">leadership.academy@iit.edu</a>
<b>Website</b>	<a href="http://leadershipacademy.iit.edu">leadershipacademy.iit.edu</a>
<b>Notes</b>	The Leadership Academy invests towards developing students to be true leaders and empower them to inspire the same in others. The Leadership Academy also provides opportunities for interested students to become involved in serving the community at IIT and around Chicago.

## OFFICE AND POSTAL SERVICES

<b>Location</b>	10 W. 33 <sup>rd</sup> St. Perlstein Hall Chicago, IL 60616
<b>Phone</b>	
<b>Fax</b>	
<b>Email</b>	officeservices@iit.edu
<b>Website</b>	officeservices.iit.edu
<b>Notes</b>	Office and Postal Services offer mail and copy resources to the IIT community. Check out their rates for poster printing, flyers and postage!

## ORIENTATION AND PARENT PROGRAMS, OFFICE OF

<b>Location</b>	3201 S. State St. McCormick Tribune Campus Center, Suite 213 Chicago, IL 60616
<b>Phone</b>	312.567.3171
<b>Fax</b>	312.567.8917
<b>Email</b>	<a href="mailto:orientation@iit.edu">orientation@iit.edu</a>
<b>Website</b>	<a href="http://www.iit.edu/orientation">www.iit.edu/orientation</a>
<b>Notes</b>	The Office of Orientation and Parent Programs has been designed to advance interaction and involvement between IIT, families, and students. Becoming an Orientation Leader is a great way to meet new students, and to tell them about your student organization!

## SPIRITUAL LIFE AND SERVICE LEARNING, OFFICE OF

<b>Location</b>	3201 S. State St. McCormick Tribune Campus Center, Suite 212 Chicago, IL 60616
<b>Phone</b>	312.567.3160
<b>Fax</b>	312.567.8917
<b>Email</b>	<a href="mailto:Spiritual.life@iit.edu">Spiritual.life@iit.edu</a> or <a href="mailto:service@iit.edu">service@iit.edu</a>
<b>Website</b>	<a href="http://www.iit.edu/spiritual_life">www.iit.edu/spiritual_life</a>
<b>Notes</b>	Spiritual Life and Service Learning offers faith-based opportunities to students, in addition to community-focused service events. Look for opportunities to program with this office on community events, or to connect with initiatives around the city.

## PUBLIC SAFETY

<b>Location</b>	3300 S. Michigan Ave. Farr Hall Chicago, IL 60616
<b>Phone</b>	312.808.6363 or 312.808-6300 (EMERGENCY ONLY)
<b>Fax</b>	n/a
<b>Email</b>	<a href="mailto:publicsafety@iit.edu">publicsafety@iit.edu</a>
<b>Website</b>	<a href="http://www.iit.edu/public_safety">www.iit.edu/public_safety</a>
<b>Notes</b>	IIT Public Safety is responsible for security of student, faculty staff and their guests on campus. IITPSD provides event coverage and support for student organizations in addition to routine patrols and campus care.

## SHIMER COLLEGE

<b>Location</b>	3424 S. State St. Chicago, IL 60616
<b>Phone</b>	312.235.3500
<b>Fax</b>	312.235.3501
<b>Email</b>	n/a
<b>Website</b>	<a href="http://www.shimer.edu">www.shimer.edu</a>
<b>Notes</b>	As one of the two additional institutions sharing Main Campus, Shimer College focuses on a unique "Great Books" curriculum. Occupying a floor in University Technology Park, Shimer enjoys a great relationship with IIT and students are encouraged to offer joint programming.

### STUDENT CENTER FOR DIVERSITY AND INCLUSION (SCDI)

<b>Location</b>	3201 S. State St. McCormick Tribune Campus Center, Suite 218-220 Chicago, IL 60616
<b>Phone</b>	312.567.5250
<b>Fax</b>	312.567.5114
<b>Email</b>	<a href="mailto:scdi@iit.edu">scdi@iit.edu</a>
<b>Website</b>	<a href="http://www.iit.edu/scdi">www.iit.edu/scdi</a>
<b>Notes</b>	Offering programs and services that address culture, history, policy, values, and belief systems, SCDI is an ally for domestic students of color, women, LGBT, and other diverse populations. Look for ways to work with SCDI when offering events!

### STUDENT COUNSELING CENTER (SCS)

<b>Location</b>	10 W. 35 <sup>th</sup> St. IIT Tower 3 <sup>rd</sup> Fl. Chicago, IL 60616
<b>Phone</b>	312.567.5900
<b>Fax</b>	312.567.5886
<b>Email</b>	n/a
<b>Website</b>	<a href="http://www.iit.edu/counseling_center">www.iit.edu/counseling_center</a>
<b>Notes</b>	Student Counseling provides psychological services and professional counseling to IIT students as well as consultation to faculty and staff. Clinical services include evaluation, time limited psychotherapy, referrals and medication management.

### STUDENT HEALTH SERVICES (SHS)

<b>Location</b>	10 W. 35 <sup>th</sup> St. IIT Tower 3 <sup>rd</sup> Fl. Chicago, IL 60616
<b>Phone</b>	312.567.7550
<b>Fax</b>	312.567.5702
<b>Email</b>	<a href="mailto:student.health@iit.edu">student.health@iit.edu</a>
<b>Website</b>	<a href="http://www.iit.edu/student_health">www.iit.edu/student_health</a>
<b>Notes</b>	Student Health offers services and health evaluations to IIT students. Clinical services include vaccinations, office visits and more. Find ways to partner with this office centered on well-being and physical health.

### VANDERCOOK COLLEGE OF MUSIC

<b>Location</b>	3140 S. Federal St. Chicago, IL 60616
<b>Phone</b>	312.225.6288
<b>Fax</b>	n/a
<b>Email</b>	<a href="mailto:vandercook@vandercook.edu">vandercook@vandercook.edu</a>
<b>Website</b>	<a href="http://www.vandercook.edu">www.vandercook.edu</a>
<b>Notes</b>	As one of the two additional institutions sharing Main Campus, Vandercook College of Music focuses music education. Located on Federal Street, Vandercook enjoys a great relationship with IIT; students are encouraged to offer joint programming.

# IIT OFFICE OF STUDENT LIFE

## FORMS INDEX

Student Life seeks to streamline the student organization experience as much as possible. In an effort to meet this goal, we've included a list of all of our forms below. You'll find paper copies of all non-electronic forms on the subsequent pages; electronic forms are available from your Student Life liaison.

Form
Alcohol Service Form, Dean of Students
Basement Storage Space Application*
Behavioral Contract
Care of Facilities Agreement
Constitution and Bylaws Sample
Contract Worksheet
Disbursement of Funds
Document Checklist for Payment
Event Co-sponsorship Agreement
Financial Account Request
Fundraising and Donation Worksheet
Gift Purchase Order Form
Level I Student Organization Worksheet
Level II Student Organization Worksheet
Level III Student Organization Worksheet
New Student Organization Interest Form
Office Space Application*
Organization Event Registration
Request to Serve or Sell Food on Campus
Roster Sample
Social Event Registration
Student Organization Registration*
Ticket Sales Form
Travel Cover Sheet
Travel Summary*
W9 Form - Federal
Web and Email Account Request

\*Form available online—email [student.life@iit.edu](mailto:student.life@iit.edu) for access, or contact your Student Life liaison.

**ILLINOIS INSTITUTE OF TECHNOLOGY  
STUDENT ORG ALCOHOL SERVICE REQUEST FORM**

Complete this form and forward to the Office of the Dean of Students in MTC 209 (fax 78917). No alcohol service can occur without the completion of this form in its entirety. Copies of this form will be retained by the DOSO, IIT Catering Services, IIT CCC office, OSL, and the hosting group.

**SERVICE INFORMATION**

Check below those who will be present and served alcohol:

- |  |  |
|--|--|
| <input type="checkbox"/> Faculty             | <input type="checkbox"/> Undergraduate students and their guests |
| <input type="checkbox"/> Staff               | <input type="checkbox"/> Other guests (please describe below)    |
| <input type="checkbox"/> Parents of Students | <input type="checkbox"/> Graduate students and their guests      |

**EVENT INFORMATION**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_ Estimate Attendance: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Comments: \_\_\_\_\_

**HOST INFORMATION**

Sponsoring group(s) and individual submitting request

Signature of Person Submitting Request	Title	Date
Address	City	State Zip Phone #

**NOTE:** If the event is on campus and sponsorship is by a student organization, fraternity or sorority, a full-time IIT faculty, staff and/or Public Safety officer must be present for the duration of the time alcohol will be served.

Name of Individual who will be present	Title
Address	City State Zip Phone #

**PROVIDER INFORMATION**

Will IIT-Catering Services be serving the alcohol? Yes  No  If no, please complete the following:

Name of Company	Contact person	Address	Phone#
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**NOTE:** Any vendor providing alcohol service must be licensed and bonded in the State of Illinois.

**ALL ALCOHOL SERVICE MUST BE IN COMPLIANCE WITH THE STATE OF ILLINOIS LAWS AND ALL UNIVERSITY AND STUDENT ORGANIZATION POLICIES. NO ALCOHOL WILL BE SERVED TO ANYONE UNDER THE LEGAL DRINKING AGE OF TWENTY-ONE. NO ALCOHOL WILL BE SERVED TO ANYONE WHO APPEARS TO BE INTOXICATED.**

**RESTRICTIONS (To be filled out by IIT Campus & Conference Centers Office)**

**AUTHORIZATION**

Dean of Students Office	Date	IIT CCC Office	Date
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## STUDENT ORGANIZATION TRAVEL BEHAVIORAL AGREEMENT

I, \_\_\_\_\_, hereby agree to fulfill all the terms listed below as a delegate to the \_\_\_\_\_ (herein referred to as the “event”). I understand that should I fail to meet any of the below requirements, I may be required to reimburse my organization and IIT for any expenses they incurred for my participation in the conference.

1. I understand that, as a representative of Illinois Institute of Technology, I must travel with the delegation unless I have been granted permission otherwise by the Office of Student Life. If I receive permission to travel on my own I understand that IIT, my organization and its affiliates are not responsible for any damages or costs incurred related to my travel.
2. I will attend all pre-conference, on-site, and post conference delegation meetings.
3. I will attend and participate in all aspects of the conference. This includes ALL General Sessions, Meetings and Events as designated.
4. I realize that I am a representative of IIT, and that I have been chosen by my organization to represent it and its interests. As such a representative, I understand that any actions I take at the conference will negatively or positively affect opinions of others about our organization and Illinois Institute of Technology.
5. As a delegate, I will engage in behaviors that are responsible and mature. Intoxication, use of illegal substances, abusive or inappropriate behavior may result in breaking of event, hotel, or IIT delegation rules and may result in dismissal from the delegation and conference. If I am asked to leave by representatives of the event or IIT, I understand that my actions may warrant judicial follow-up by the IIT Dean of Students Office.
6. I will read, understand, and follow all rules set forth by the event itself that are separate from this document.
7. I will submit a conference evaluation to the Office of Student Life within 10 business days of the completion of my travel.
8. I agree to appear before my organization following the conference to explain my participation in the conference and to share information I obtained.

Delegate Signature: \_\_\_\_\_

Professional Staff Witness: \_\_\_\_\_

CWID: \_\_\_\_\_ Date: \_\_\_\_\_

## AGREEMENT FOR THE CARE OF THE FACILITY STUDENT ORGANIZATION OFFICE SPACE

**Student Organization Name:** \_\_\_\_\_

**Student Organization Office Number:** \_\_\_\_\_

**Student Organization Officer:** \_\_\_\_\_

The Student Organization named above agrees to care for the assigned Student Organization office in the McCormick Tribune Campus Center (MTCC). The practical application of the care of these facilities in the MTCC upholds a philosophy about facilities in a campus center. A function of a campus center is to provide clean, orderly, useful facilities that are kept in good order. These well-maintained facilities support the educational and recreational programs that enhance the quality of college life.

We agree to maintain the office in the following practical ways so that the space in the MTCC can support programmatic concerns that enhance the quality of student life. We will:

- Remove all food and beverage from the office when leaving. Sealed bags and cans are permissible, but no open or opened food or beverage should be left in the office when it is unattended.
- Store sealed foods higher than floor level.
- Keep food garbage in offices to a minimum; use trash receptacles outside of the office whenever possible.
- Move your trash can outside of your office at the end of each day if there is trash that needs to be removed at night. The cleaning staff does not have keys to the office space.
- Move boxes or large items away from glass walls. When possible, move large items or extra items to the storage area in the Commons.
- Push in chairs. (This is a simple one, but it goes a long way to making the space look neater.)
- Keep shelved neat and orderly.
- Request cleaning supplies from Student Life staff to clean the space if necessary, or visit the Campus Information Center in the MTCC to request cleaning assistance for bigger cleaning issues.
- Use only approved furniture in the offices.
- Affix posters to walls using poster putty and not scotch tape or other tapes.
- Mark large items clearly for garbage with a sign. Place oversized garbage next to a trash can.
- Report broken or damaged fixtures, furnishings, or equipment to the Campus Information Center.
- Promptly address the requests of CCC or Student Life staff in regards to the use, cleanliness and functioning of the office.

**Student Organization Officer Signature:**

**Date:**

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**Sample Constitution**

Last Revised: \_\_\_/\_\_\_/\_\_\_

**PREAMBLE**

We, the members of this organization, do ordain this the constitution of \_\_\_\_\_, of the Illinois Institute of Technology, Chicago, Illinois, as the constitution for the members of \_\_\_\_\_.

**Article I-Name**

The name of this organization shall be \_\_\_\_\_ hereafter referred to as \_\_\_\_\_.

**Article II-Purpose**

The purpose of this organization shall be to \_\_\_\_\_

**Article III-Membership**

Section 1. Membership shall not be discriminated upon based on race, color, religion, national origin, gender, sexual orientation, age, physical ability, veteran status and/or economic status.

Section 2. The membership of this organization shall consist of \_\_\_\_\_ undergraduate, graduate, Vandercook, and Shimer students.

Section 3. \_\_\_\_\_

**Comment [BK1] :** The purpose of a constitution is to establish the structure by which the organization can function in a smooth and orderly fashion. Topics such as membership, discipline, purpose, officers, etc. must be included, but it is up to each organization to structure itself in these areas. The following is only a sample constitution to be used as a guide.

**Comment [BK2] :** Organization Name for both blanks in this section and the first blank in Article I

**Comment [BK3] :** Organization acronym

**Comment [BK4] :** Promote, organize, manage, direct, assist, recognize, produce, etc. Why do you exist? What is a brief explanation of your goals?

**Comment [BK5] :** This must appear unchanged.

**Comment [BK6] :** Indicate full-time or part-time or both

**Comment [BK7] :** Specify eligibility requirements: GPA, qualifications, selection methods, etc. If voting is required either use Robert's Rules or choose your own voting procedure.

Article IV-Officers

Section 1. The officers of this organization shall be \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

**Comment [BK8] :** Indicate titles such as President, Vice-President, Secretary, Treasurer, etc.

Section 2.

**Comment [BK9] :** Specify eligibility requirements: GPA, qualifications, selection methods, etc. If voting is required either use Robert's Rules or choose your own voting procedure.

Section 3.

Section 4.

Ex: President oversees all interactions within the Executive Board. They should facilitate internal communications between all members of the Executive Board. They should handle all interactions between university administration and the general body of this organization.

**Comment [BK10] :** Specify the length of term

Treasurer oversees all finance and operational components of this organization. This entails record keeping with university budgets as well as obtaining funds from the Student Activities Fund. They should keep close contact with other Executive Board members to maintain a high level of functionality in the organization.

**Comment [BK11] :** Specify with general detail the duties of officers.

Section 5.

Ex: Any member of the Executive Board may be removed from their position if it is determined that they are not fulfilling their defined duties as defined by the Constitution, or if another reason is suitable. Removal from office requires a unanimous vote of the Executive Board minus the officer in question.

**Comment [BK12] :** Specify provisions for removing officers as well as voting procedure.

Section 6.

**Comment [BK13] :** Specify process for replacing officers: nominations, voting, emergency provisions.

Article V-Meetings

Section 1. Regular meetings of this organization shall be held [redacted].

Comment [BK14] : Monthly, semi-monthly, weekly, semi-weekly, etc.

Section 2.

Ex: Any member of this organization has the right to call for a meeting to be held. The Executive Board must approve of the reason for the meeting before it is communicated to the general body. Two weeks notice is required between when the general body is notified and when the meeting is to occur.

Comment [BK15] : Specify procedure for calling special meetings.

Section 3. Quorum shall consist of [redacted] any regular or special meeting for business to take place.

Comment [BK16] : Specify percentage or proportion of membership.

Article VI-Elections

Section 1. Elections of officers shall be held every [redacted] at [redacted].

Comment [BK17] : Specify either semesterly or yearly

Section 2.

Comment [BK18] : Specify the timing during the school year taking into account that both the end of the semester as well as mid-semester has benefits and difficulties.

Section 3.

Comment [BK19] : Specify who may vote, how votes are collected, proxy voting, etc.

Section 4.

Comment [BK20] : Specify procedure for notifying the elected individual.

Article VII-Executive Authority

Section 1. The executive authority of this organization shall be invested in a [redacted].

Comment [BK21] : Specify the process for transfer of power and transition

Section 2. The [redacted] shall consist of [redacted], [redacted], [redacted].

Comment [BK22] : Board of Directors, Executive Board, Advisory Council, etc. this is just the title.

Section 3.

Comment [BK23] : From above

Section 4.

Comment [BK24] : Specify the officers that make up this executive authority.

Comment [BK25] : Specify the powers of the executive authority as a whole. What are their collective responsibilities to and expectations of the group

Comment [BK26] : Specify how decisions and actions of the executive authority will be communicated to the group.

Article VIII-Advisor(s)

Section 1. There shall be, at least, one advisor who shall be an ex-officio member [redacted] voting privileges.

Comment [BK27] : This must appear unchanged.

Section 2.

Comment [BK28] : Specify with or without

Section 3.

Comment [BK29] : Specify the selection methods for the advisor.

Article IX-Committee(s)

Comment [BK30] : Specify the responsibilities and expectations of the advisor.

Section 1.

Comment [BK31] : Specify a list of standing committees

Section 2.

Comment [BK32] : Specify the composition, appointment, membership, etc. of these committees

Section 3.

Comment [BK33] : Specify the function, powers, duties, etc. of the committees

Section 4.

Comment [BK34] : Specify the process for creating special committees

Article X-Dues

The dues of this organization shall be \$ [redacted] per [redacted] as determined by [redacted].

Comment [BK35] : Specify an amount

Comment [BK36] : Specify the frequency with which dues are collected

Article XI- Amendments

Comment [BK37] : Indicate if this is a requirement of a national organization

Section 1. This constitution may be amended by [redacted] of membership. Amendments must be by vote at a meeting later than when the amendment is proposed.

Comment [BK38] : Specify if Robert's Rules or other voting standard is used.

Section 2.

Comment [BK39] : This is a suggestion based on best practices.

Comment [BK40] : Specify how the membership will be notified of amendments to the constitution.

Article XII-Dissolution

Section 1. Upon the dissolution of this organization, (funds, responsibilities, etc.) shall be handed over to \_\_\_\_\_.

Comment [BK41] : Select a beneficiary of your organization as either another organization, department, or office.

Section 2. All items purchased with university funds shall be returned to the possession of the university.

Comment [BK42] : Must appear unchanged

Section 3. The \_\_\_\_\_ shall be responsible for carrying out these directives.

Comment [BK43] : Executive Authority

Article XIII-Statement of Non-Hazing

This organization will not conspire to engage in hazing, or commit any act that causes, or is likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Comment [BK44] : Must appear unchanged

Article XIV-Statement of Compliance with Campus Regulations

This organization shall comply with all university and campus policies and regulations. This organization shall also comply with all local, state, and federal laws.

Comment [BK45] : Must appear unchanged

# IIT OFFICE OF STUDENT LIFE

## STANDARD CONTRACT WORKSHEET

GENERAL INFORMATION			
Event:		Date(s):	TOTAL Contract Amount:
Organization:		Contact:	
Email:		Phone:	Position
PERFORMER / SERVICE INFORMATION			
1.	Performer/Company Name	_____	
2.	Type of Service/Attraction	_____	
3.	Event Times	Arrival/Load: _____	Sound Check: _____
		Show Start: _____	Show End: _____
4.	Location of Event	Building: _____	Room: _____ Reservation #: _____
5.	Tech Rider?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6.	Sound & Lighting:	<input type="checkbox"/> Artist Responsible	<input type="checkbox"/> IIT Responsible
Tech/Sound/Lighting Needs:			
CONTRACT FEES			
7.	Performance Fee	<input type="checkbox"/> All inclusive Amount: _____	<input type="checkbox"/> Fee plus amenities Amount: _____
8.	AMENITIES		
a.	Travel	<input type="checkbox"/> Artist Provides	<input type="checkbox"/> IIT Provides Amount: _____
		Transportation Type: _____	
b.	Meals	<input type="checkbox"/> Buyout Amount: _____	<input type="checkbox"/> IIT Provides Amount: _____
		*if IIT provides, please attach hospitality rider	
c.	Lodging	<input type="checkbox"/> Artist Responsible <input type="checkbox"/> IIT Responsible	Lodging Dates: _____
	(if IIT responsible)	Type of Room: _____	Hotel: _____
9.	Deposit Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount: _____
10.	TOTAL CONTRACT FEES	Performance + Amenities (travel, meals, lodging)	\$ _____
PAYMENT INFORMATION			
11.	Payee Name	_____	
	Mailing Address	_____	
	City/State/Zip	_____	
	Phone	_____	
	Email	_____	
12.	Additional contact	_____	
	Phone	_____	
<b>Important Information for Vendors and Artists</b> <ul style="list-style-type: none"> <li>▪ A current, signed W-9 is required for all transactions.</li> <li>▪ A numbered invoice must be submitted with this worksheet; the payee information should match the W-9.</li> <li>▪ Certain items, vendors, performers and attractions require a certificate of insurance with IIT named as an additional insured.</li> <li>▪ Payment timelines vary by type and amount.</li> <li>▪ IIT is a not-for-profit institution. State and federal taxes are not allowable expenses.</li> <li>▪ Payment timelines: <ul style="list-style-type: none"> <li>- For an amount under \$500: 10 business days</li> <li>- For an amount over \$500: 15-20 business days</li> </ul> </li> </ul>			

# IIT OFFICE OF STUDENT LIFE

## REQUEST FOR DISBURSEMENT OF FUNDS

Please **fully complete** and **return** this form for all funding requests or access to organizational accounts, including the Student Activity Fund. Supporting documentation as noted must accompany your request to Student Life. Please allow 5-30 business days for payment processing, dependent upon request type. **THIS FORM MUST BE COMPLETED IN FULL IN ORDER TO BE PROCESSED.**

### ORGANIZATION INFORMATION SAF FUNDED? YES NO

**Organization:** \_\_\_\_\_ **Account #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### PURCHASE / PAYEE INFORMATION

Category: <input type="checkbox"/> Capital Item <input type="checkbox"/> Conference/Competition <input type="checkbox"/> Programming <input type="checkbox"/> Operations  Event Date: _____ Description: Include dates, number of attendees, amount, event, etc. _____ _____ TOTAL AMOUNT: _____	Payee Name: _____ Mailing Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____ CWID: _____
---	---

### TYPE OF PAYMENT REQUEST

**IIT IS A NOT-FOR-PROFIT INSTITUTION. STATE AND FEDERAL TAXES, AS WELL AS GRATUITIES, ARE NOT ALLOWABLE EXPENSES. ANY SUBMITTED REQUESTS INCLUDING THESE COSTS WILL BE REDUCED BY THE APPROPRIATE AMOUNT. IF YOUR EVENT REQUIRES A CONTRACT, YOU MUST MEET WITH AN OSL STAFF MEMBER AT LEAST 4 WEEKS PRIOR TO THE EVENT. CONTRACTS SIGNED BY STUDENTS WILL NOT BE PAID BY IIT. FAILURE TO MEET THE REQUIREMENTS FOR EACH PAYMENT TYPE WITHIN THE ALLOTTED TIMELINE MAY RESULT IN NON-PAYMENT.**

- Check Request**
  - Numbered invoice
  - W-9 tax form
  - Artist contract, IIT Contract Worksheet or Performance Agreement required for performances and services rendered
  - Certificate of insurance required for certain events; contact OSL for approval
  - Vendor Application: [http://www.iit.edu/policy\\_procedures/forms/purc\\_vendor\\_application.pdf](http://www.iit.edu/policy_procedures/forms/purc_vendor_application.pdf)
  - TRANSACTION LIMIT: None
  - TIMELINE: If under \$500, 10 business days; if over \$500, 25-30 business days from paperwork completion
  
- Reimbursement**
  - Prior approval required by Student Life professional staff. Staff signature: \_\_\_\_\_
  - Original, itemized receipt and credit card statement, if applicable, must be submitted within 10 business days of event
  - TRANSACTION LIMIT: \$500
  - TIMELINE: If under \$150, 5 business days; if between \$150-\$500, 15-20 business days from paperwork completion
  
- Purchasing Card**
  - OSL Credit Card Application MUST BE completed 10 business days prior to purchase: <http://tinyurl.com/oslpcard>
  - Order form, bill, quote and/or invoice is required after approval from Student Life
  - TRANSACTION LIMIT: \$1000
  - TIMELINE: 10 business days from paperwork completion
  
- IDR for on-campus services**
  - Written quote required for all services
  - TIMELINE: 1 business day from paperwork completion
    - Barnes & Noble Bookstore
    - Campus & Conference Centers / Campus Catering – Reservation #: \_\_\_\_\_
    - Office Services
    - Post Office
    - Other: \_\_\_\_\_

**OFFICE OF STUDENT LIFE USE ONLY**

Received by: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Req #: \_\_\_\_\_ PO/IDR/Trans #: \_\_\_\_\_  
 From Account: \_\_\_\_\_ To Account: \_\_\_\_\_  
 Database Date: \_\_\_\_\_ Entered By: \_\_\_\_\_

# IIT OFFICE OF STUDENT LIFE

## DOCUMENT CHECKLIST FOR A PERFORMER PAYMENT

Please bring all appropriate forms outlined below to the Office of Student Life **before** your event. It is imperative to turn in all necessary documents together and in a timely manner.  
**Please allow 25-30 business days for payment to be processed.**

- Disbursement of Funds Form**
  - Complete the entire form
  - Gain prior approval from a member of the Office of Student Life
  
- Contract Worksheet** (if a contract is not provided by the artist or company)
  - Complete the entire form
  
- Contract from the artist or company** (if standard IIT contract is not being used)
  - To be signed by a member of the Office of Student Life ONLY
  
- Federal W9 form** (must be signed)
  - <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
  
- Invoice detailing the following items:**
  - Date of invoice
  - Invoice number
  - Vendor information (name, mailing address, phone, fax, email)
    - [http://www.iit.edu/policy\\_procedures/forms/purc\\_vendor\\_application.pdf](http://www.iit.edu/policy_procedures/forms/purc_vendor_application.pdf)
  - Services/products provided (itemized costs of individual services/products)
  - Total cost
  
- Certificate of Insurance**
  - Illinois Institute of Technology needs to be named as a certificate holder
  - When do you need a certificate of insurance? ALWAYS!

To be clear: Certificates of Insurance, in their Description Section, must clearly state that:

**“Illinois Institute of Technology is named as an additional insured with respect to General Liability. All such coverage shall be primary and not contributory and shall contain a waiver of any rights of subrogation thereunder. The additional insured shall receive thirty (30) days’ prior written notice of termination or modification.”**

Certificates received without this language will be rejected.

Certificate holder should be listed as: Illinois Institute of Technology

Address should be shown as: Main Building, Room 201; 3300 S. Federal Street; Chicago, IL 60616

## EVENT CO-SPONSORSHIP FORM

Organization 1					
Organization Name					
Contact/Event Planner					
	Email:		Phone:		
President					
	Email:		Phone:		
Treasurer					
	Email:		Phone:		
Organization 2					
Organization Name					
Contact/Event Planner					
	Email:		Phone:		
President					
	Email:		Phone:		
Treasurer					
	Email:		Phone:		
Organization 3					
Organization Name					
Contact/Event Planner					
	Email:		Phone:		
President					
	Email:		Phone:		
Treasurer					
	Email:		Phone:		
Program Information					
Program/Event					
Logistics	Date:		Time:		Location:
Vendor/Performer					
Program Description					

<b>Program Responsibilities</b>			
Total Program Cost			
Contributions	Organization 1	Organization 2	Organization 3
	\$ _____	\$ _____	\$ _____
Tasks	<i>(indicate which organization is responsible for each task)</i>		
Funding Proposal			
Contracts/Paperwork			
Space Reservation			
Catering			
Performer Liaison			
Rider Purchases			
Publicity			
Ticket Sales			
Staffing			
Evaluation			
Other: _____			
Other: _____			
Other: _____			

<b>Co-Sponsorship Agreement</b>	
By signing this document, I verify that my organization intends to collaborate with the undersigned groups in planning an event. I understand that my organization is responsible for the duties included above and will be held accountable for our intended commitment to this program.	
Organization 1	
Signature	
Organization 2	
Signature	
Organization 3	
Signature	

Please return this form to the Office of Student Life once complete. Each organization should retain a copy of this agreement for referral during the planning and execution of the program. Contact [student.life@iit.edu](mailto:student.life@iit.edu) with any questions.

# IIT OFFICE OF STUDENT LIFE

## REQUEST TO OPEN ORGANIZATION FINANCE ACCOUNT

### Organization Information

You are applying to open a financial account with IIT. This account will allow your organization to make deposits of collected funds, as well as to make payments and purchases through the Office of Student Life. Your account will remain valid for the duration of your organization's continued registration with the Office of Student Life. If the organization fails to meet registration requirements or ceases functioning, the Office of Student Life will initiate the account closing process. Please fully complete this form and return to the Office of Student Life, MTCC 206-208.

### Account Authorization

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I understand that any funds deposited into this account can be utilized only for events, programs and purchases related to the functioning of my student organization. I further understand that once funds have been deposited they become property of the University and cannot be refunded; if the account is closed, the money will be transferred to the Student Activity Fund.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE: Account Assignment

Account Number: \_\_\_\_\_

Created by: \_\_\_\_\_

Opening Deposit: \_\_\_\_\_ Date: \_\_\_\_\_

# IIT OFFICE OF STUDENT LIFE

## CASH, FUNDRAISING AND COLLECTIONS APPLICATION



**YOU MUST RECEIVE PERMISSION AT LEAST 5 BUSINESS DAYS IN ADVANCE OF ANY EVENT TO HANDLE CASH FOR ANY REASON.**

### **Fundraising & Collections:**

- Student Life will provide an empty cash box for fundraising use. Organizations must complete a Cash Box Request form 5 business days in advance of an event in order to reserve. **Cash banks will not be provided.**
- Any money collected **MUST** be deposited into a student organization main account through the Office of Student Life after EVERY bridge sale.
- Lunch hour collections must be turned in to an OSL professional staff member by 2:00 p.m. on the day of sale.
- Dinner hour sale money must be turned in to an OSL professional staff member by 10:00 a.m. the day following the sale.
- A tracking list of items sold or donations collected must be maintained by the student organization.
- The tracking list must match the total amount of funds returned to the OSL at each deposit.

### **Bridge Sales Procedures:**

- Student organization completes and returns the Fundraising and Collections Application at least 5 business days prior to event date.
- Student organization must also attach proof of space reservation for bridge space in the MTCC.
- Student Life will review the form and approve or deny the application.
- Once application is approved, an OSL professional staff member and student organization representative will meet to discuss items, length of sales, and deposit policy.
- On each day of event, student organization signs out empty cash box from OSL.
- Items are sold/funds are raised and cash box, with deposit, is turned in following the timeline:
  - Funds due by 2pm SAME DAY for lunchtime events
  - Funds due by 10am FOLLOWING DAY evening/dinner events
- Deposit sheets are kept in student organization main account folder in the OSL.

**ORGANIZATIONS WHO NEGLECT THIS POLICY, FAIL TO DEPOSIT FUNDS OR RETURN FUNDS WITH DISCREPANCIES WILL FACE JUDICIAL ACTION.**

---

**Organization**

---

**Name**

---

**Date**

## FUNDRAISING AND COLLECTIONS APPLICATION

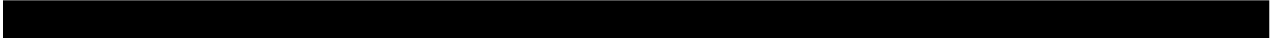
<b>Organization</b>			
<b>Name</b>			
<b>Fundraising Event</b>			
<b>Date(s) of Event</b>			
<b>Time(s) of Event</b>			
<b>Items being Sold</b>			
<b>Is a Cash Box needed?</b>		<b>If yes, indicate when.</b>	
<b>Cost per Item</b>			
<b>Expected Revenue</b>			

## REVENUE DEPOSIT

<b>Date</b>	<b>Name</b>	<b># of Items Sold</b>	<b>Cash Total</b>
10.29.2010	Edward Example	12 @ \$3 ea	\$36.00

# IIT OFFICE OF STUDENT LIFE

## GIFT PURCHASE ORDER FORM



Please fully complete and return this form for all gift card prize requests. Gift cards will be available within **FIVE BUSINESS DAYS** of submission. Form must be submitted within 24 hours of the completion of your event.

<b>Event</b>			
<b>Organization</b>			
<b>Event Planner Name</b>		<b>Email</b>	
<b>Date of Event</b>		<b>Time of Event</b>	
<b>Winners:</b>	<b>Name</b>	<b>CWID</b>	<b>Email Address</b>

## GIFT OPTIONS

### IIT BOOKSTORE VENDOR CARDS

Vendor	Amount	Quantity	Vendor	Amount	Quantity
Nexon Game	\$10		OG Planet Game	\$10	
Sonic	\$10		Burger King	\$10	
iTunes	\$15		Xbox Live	\$19.99	
Wendy's	\$15		Pizza Hut	\$20	
Panera	\$15		iTunes	\$25	
Payless	\$20		Applebee's	\$25	
Playstation Network	\$20		Lowe's	\$25	
Darden Restaurants	\$25		Regal Movie Card	\$25	
Red Lobster	\$25		Express	\$25	
Yankee Candle	\$25		Buffalo Wild Wings	\$25	
Macy's	\$25		Papa John's	\$25	
Origins	\$25		BP	\$50	
Outback Steakhouse	\$25		Barnes & Noble	Any (specify): ____	
Journey Ed	\$50		Journey Ed	\$100	
Gamestop	\$25				

### IIT CAMPUS OPTIONS

Vendor	Notes	Cost	Quantity
AMC Gold Pass	Good for one admission to all films, including new releases.	\$8	
AMC Silver Pass	Good for one admission to films 14 days past release.	\$7	
TechCash	Must be a current IIT student to receive TechCash; provide A#.	Any (specify): ____	
BOG Bowling	Good towards bowling and shoe rental.	Any (specify): ____	
BOG Billiards	Good towards hourly table rental.	Any (specify): ____	
IIT Dining Services	May be used at any on-campus dining facility.	\$2 / \$5	

# IIT OFFICE OF STUDENT LIFE

## STUDENT ORGANIZATION STATUS WORKSHEET: LEVEL I GROUPS

Organization: \_\_\_\_\_

### Organization Information

Task	Due Date	Date Complete	OSL Initials
Online registration	8.15.2011		
Advisor on file	8.15.2011		
Governing documents on file with OSL	Ongoing		
Submits documentation by deadlines	Ongoing		
Maintains financial records	Ongoing		
Attends Finance 101	Prior to spending		
Attends Finance 102	12.15.2011		
Attends Hawk-Eye 1:	5.15.2012		
Attends Hawk-Eye 2:	5.15.2012		
Attends Hawk-Eye 3:	5.15.2012		
Attends Hawk-Eye 4:	5.15.2012		
Attends Hawk-Eye 5:	5.15.2012		
Evidence of at least 8 programs/events semesterly	12.15.2011 5.15.2012		
President/Executive meets with OSL liaison semesterly	12.15.2011 5.15.2012		

**Additional Notes:**

# IIT OFFICE OF STUDENT LIFE

## STUDENT ORGANIZATION STATUS WORKSHEET: LEVEL II GROUPS

Organization: \_\_\_\_\_

### Organization Information

Task	Due Date	Date Complete	OSL Initials
Online registration	8.15.2011		
Advisor on file	8.15.2011		
Governing documents on file with OSL	Ongoing		
Submits documentation by deadlines	Ongoing		
Maintains financial records	Ongoing		
Attends Finance 101	Prior to spending		
Attends Finance 102	12.15.2011		
Attends Hawk-Eye 1:	5.15.2012		
Attends Hawk-Eye 2:	5.15.2012		
Evidence of at least 4 programs/events semesterly	12.15.2011 5.15.2012		
President/Executive meets with OSL liaison annually	12.15.2011 5.15.2012		

**Additional Notes:**

# IIT OFFICE OF STUDENT LIFE

## STUDENT ORGANIZATION STATUS WORKSHEET: LEVEL III GROUPS

Organization: \_\_\_\_\_

### Organization Information

Task	Due Date	Date Complete	OSL Initials
Online registration	8.15.2011		
Advisor on file	8.15.2011		
Governing documents on file with OSL	Ongoing		
Submits documentation by deadlines	Ongoing		
Maintains financial records	Ongoing		
Attends Finance 101	Prior to spending		
Attends Finance 102	12.15.2011		
Attends Hawk-Eye 1:	5.15.2012		

**Additional Notes:**

# IIT OFFICE OF STUDENT LIFE

## NEW STUDENT ORGANIZATION INTEREST FORM

<b>Organization Name</b>			
<b>Today's Date</b>			
<i>Place a check next to the category that most closely matches your organization's mission.</i>		Arts & Media	Fraternity/Sorority
		Community Service	Hobby & Special Interest
		Cultural	International/National Societies
		Faith & Spiritual	Student Services
<b>Organizational Mission</b>			
<i>Explain the purpose and vision for your new organization.</i>			
<b>Contact Information</b>			
Student Name			
Phone Number			
Email			
Class Year			
Advisor Name			
Advisor Phone Number			
Advisor Email			
Advisor Position			

I understand that by submitting this application, I am initiating the New Student Organization process with the Office of Student Life. Upon completion of all requirements (available in the Student Life Handbook), my organization will be eligible for approval or denial of status by Student Life and the Student Government Association. I understand that it is the organization's responsibility to complete all paperwork, request meetings and fulfill requirements in order to move forward in the process. I understand that if my organization fails to meet the deadlines set forth by Student Life, then I must resubmit all documents and begin the process again.

\_\_\_\_\_  
Student Representative

\_\_\_\_\_  
Advisor

# IIT OFFICE OF STUDENT LIFE

Petitioning Members			
	Name	CWID	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

STUDENT LIFE USE ONLY			
<b>Paperwork</b>	<i>New Student Organization Form and Handbook.</i>		
Collected		Returned	
<b>Email 1</b>	<i>Welcome and set up of meeting 1 – reply must be received within 30 days of sending.</i>		
Sent		Reply Received	
<b>Meeting 1</b>	<i>Initial expectations meeting w/ OSL – materials due within 30 days of meeting.</i>		
Date		Time	
Constitution Received		Constitution Approved	
<b>Email 2</b>	<i>Receipt of constitution, set up of meeting 2 – reply must be received within 30 days of sending.</i>		
Sent		Reply Received	
Constitution Revisions?		Due?	
OSL Recommendation	<i>(approve, more development)</i>		
SGA Status	<i>(approve, deny)</i>		

# IIT OFFICE OF STUDENT LIFE

## ORGANIZATION EVENT REGISTRATION FORM

**DO NOT COMPLETE THIS FORM IF ALCOHOL WILL BE PRESENT AT YOUR EVENT;**

**ANY EVENT INCLUDING ALCOHOL MUST BE SUBMITTED ON A SOCIAL EVENT REGISTRATION FORM.**

Please submit this form to the Office of Student Life no later than 48 hours prior to any organization event. Co-sponsored events must include a form from each responsible organization. At all times university, local, state, federal, and national organization laws, policies, and procedures must be followed. Any questions should be directed to the Office of Student Life at (312) 567-3720.

**EVENT INFORMATION** **CO-SPONSORED?**  YES  NO

**Organization:** \_\_\_\_\_  
**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_  
**Event Location:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**CONTACT INFORMATION**

Individuals listed below are responsible for the health and safety of all guests during the event; they must be present and substance-free at all times.

<b>Event Chair:</b> _____	<b>Email &amp; Phone:</b> _____
<b>President:</b> _____	<b>Email &amp; Phone:</b> _____
<b>Vice President:</b> _____	<b>Email &amp; Phone:</b> _____
<b>Treasurer:</b> _____	<b>Email &amp; Phone:</b> _____

**EVENT DESCRIPTION**

In the case of philanthropy and/or community service events, please follow-up with the Office of Student Life to share how much money is raised or time donated. If your event requires contracts or legal agreements, please submit to the Office of Student Life for approval before signing.

**Event Type**

- Athletics
- Conference
- Educational Program
- Field Trip
- Organizational Development
- Philanthropy/Community Service
  - \$\_\_\_\_\_ raised
  - \_\_\_\_\_ hours/ \_\_\_\_\_ members
- Recruitment
- Retreat
- Social (non-alcohol)
- Other: \_\_\_\_\_

**Expected Attendance: Total guest count** \_\_\_\_\_

- Organization members
- IIT Faculty/Staff
- IIT Alumni
- Outside guests

**Transportation (if off campus)**

- Hired Bus/Coach
- Public Transportation
- Walking
- Other: \_\_\_\_\_

**OFFICE OF STUDENT LIFE USE ONLY**

Form Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ 81  
 Approval: Y \_\_\_\_\_ N \_\_\_\_\_

**Request to Serve or Sell Food on Campus**

**Program Information**

Name of Student group, department, or third party organization:

---

Name of student group member, department member, or individual in charge of the event:

---

Date, time, and on-campus location food will be served/sold:

---

**Food and Food Provider Information**

Before any person or organization operates a temporary food service establishment where food is served or sold, approval must be secured by the Director of Sodexo Dining Services. This form must be submitted with the following documents from the business you will be utilizing to provide your food:

- 1) City of Chicago Business License
- 2) City of Chicago Sanitation Certificate
- 3) A copy of the Business Liability Insurance that is at least \$1,000,000.

Describe the quantity and type of food items to be served/sold at the event:

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Indicate where the food will be purchased:

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Indicate the name, telephone number and contact person of the licensed facility preparing the food or supervising the food preparation and service:

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If the food is to be transported to an on-campus site from a licensed facility, describe the procedures to be used for the storage of "for sale" products. Please contact catering coordinator for specific information about this section.

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If the food requires special temperature control, describe the methods for maintaining the proper temperature.

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## Signatures

You will need to obtain permission from the Campus and Conference Centers. Permission should be obtained no later than 3 weeks prior to the date of the service/sale.

Signature of student group member, department member, or individual in charge of the event:

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Signature of Director of Sodexo Dining Services, Matthew Mueller, Commons, 312-567-5245:

---

Signature of Campus and Conference Centers Director, Kelly Schaefer, MTCC 103, 312-567-3077:

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Signature of Student Life Professional Staff (Erin Gray, Alex Garrett, Patricia Berryhill):

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### For Office Use Only

Received?

- City of Chicago Business License
- City of Chicago Sanitation Certificate
- A copy of the Business Liability Insurance that is at least \$1,000,000
- Signatures

### Notes



# IIT OFFICE OF STUDENT LIFE

## SOCIAL EVENT REGISTRATION FORM

**ONLY COMPLETE THIS FORM IF ALCOHOL WILL BE PRESENT AT YOUR EVENT.**

This form must be submitted to the Office of Student Life no later than 5 business days prior to any social event where alcohol will be present. Co-sponsored events must include a form from each responsible organization. At all times university, local, state, federal, and national organization laws, policies, and procedures must be followed. Any questions should be directed to the Office of Student Life at (312) 567-3720. You will be notified of event approval status within 2 business days of submission. **THIS FORM MUST BE COMPLETED IN FULL IN ORDER TO BE PROCESSED.**

**EVENT INFORMATION** **CO-SPONSORED?**  YES  NO

Please note that co-sponsored event paperwork must be submitted together.

**Organization(s):** \_\_\_\_\_ **President:** \_\_\_\_\_  
**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_  
**Event Location:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**CONTACT INFORMATION**

Individuals listed below are responsible for the health and safety of all guests during the event; they must be present and substance-free at all times. Bar monitors must be approved by the Office of Student Life, must have attended TIPS or other approved alcohol education programming, and cannot be a currently enrolled IIT undergraduate. In addition, at least two individuals who serve in the capacity of Greek Chapter RA, Risk Management Chair and/or another approved Executive Board role must be present to serve as event monitors.

**Event Chair:** \_\_\_\_\_ **Email & Phone:** \_\_\_\_\_  
**Bar Monitor:** \_\_\_\_\_ **Email & Phone:** \_\_\_\_\_  
**Event Monitor 1:** \_\_\_\_\_ **Email & Phone:** \_\_\_\_\_  
**Event Monitor 2:** \_\_\_\_\_ **Email & Phone:** \_\_\_\_\_

**EVENT CONTROL**

**A COMPLETE GUEST LIST OF ATTENDEES, INCLUDING CURRENT MEMBERS, MUST BE SUBMITTED TO THE OFFICE OF STUDENT LIFE 48 HOURS PRIOR TO THE EVENT START TIME. VISITORS NOT ON THE APPROVED GUEST LIST ARE NOT ALLOWED TO ENTER THE EVENT AT ANY TIME. UNLESS OTHERWISE INDICATED, CHAPTER ALUMNI MAY BE EXCLUDED FROM THE GUEST LIST.**

**Event Purpose**

- Theme Party
- Chapter Mixer
- Alumni Event (a guest list including all alumni attendees is required)
- Other: \_\_\_\_\_
- Date Function
- Formal

**Beverage Control Method**

- Bring Your Own Beverage (BYOB)
- Third-Party Vendor
  - Please attach a copy of the vendor's certificate of insurance and service contract.
  - Open bars are prohibited. Cash bar operations must be on a one drink per person basis.

**Age Identification**

- By Bar or Event Monitor (please select one)
  - Wristband
  - Marker
  - Hand stamp
- By Third Party Vendor

**Transportation (if off campus)**

- Hired Bus/Coach
- Public Transportation
- Walking
- Other: \_\_\_\_\_

**REMINDER:** An IIT Public Safety officer will conduct one random visit during each event to ensure proper procedures are being followed and that all participants are safe. Officers will also assist the chapter members as appropriate and upon request. Public Safety will also arrive at each event between 1am and 1:30am to guarantee safety during the closure of the event. IITPSD will not enter the houses at this time (unless otherwise requested or needed) and will only ensure an orderly end to the party. All events must officially end by 1:30am.

**OFFICE OF STUDENT LIFE USE ONLY**

Form Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Initial Approval: Y                      N  
Guest List Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ 85  
Final Approval: Y                      N

## TICKET SALES APPLICATION



### TICKET SALES POLICIES:

- All ticket sales are managed and operated by the Office of Student Life.
- Student Organizations wishing to sell tickets to a sponsored event must **fully complete** and **return this form** no later than **5 business days prior to the ticket on-sale date**.
- The full ticket allotment must accompany this form, in an envelope labeled with the organization name, event title and date.
- All ticket sales will be managed by Student Life staff via an online ticket lottery; in-person or organization managed sales must gain written approval from Student Life Professional Staff.
- Ticket allocations will be made on a first-come, first serve-basis. Students applying after tickets run out will be placed on a waiting list.
- New ticket sales will go live at 1pm, Monday-Friday. Organizations are responsible for all marketing and distribution of the ticket sales link.
- Students who apply for tickets will be notified via email of their sales status within one business day of application.
- Event tickets are non-transferrable and non-refundable.
- Organizations failing to adhere to the ticket sales policy may be subject to revocation of privileges from the Office of Student Life.

### TICKET SALES PROCEDURES:

- Student organization completes *Student Organization Ticket Sales Request* form.
- OSL professional staff member reviews form and approves or denies request.
  - Reasons for denial may include late form, incomplete information, etc.
  - OSL professional staff will email organization contact person with approval or denial statement, copying [student.life@iit.edu](mailto:student.life@iit.edu) on the message.
- Online ticket form is created and shared.
  - *EVENT NAME Ticket Sales* google form is duplicated by OSL and completed with information from *Student Organization Ticket Sales Request* form.
  - Read-only access to spreadsheet is shared with organization contact person via email, as well as the ticket form URL.
  - New ticket sales will go live at 1pm on day of indicated sale by setting form to “accepting responses”.
  - Current ticket sales should be at least be monitored by number available and date 9am, 12pm and 3pm daily.
  - Once an event is sold-out, or the ticket sales close date has been reached, the form will be turned off by unselecting “accepting responses”.
  - Students applying for tickets will be notified within one business day of form closing of their ticket status (allocated/not allocated) based on number available OR ticket close date.
  - Students awarded tickets must pick up their allotment from OSL/designated ticket area between 9am-5pm, Monday-Friday.
    - Must present IIT ID and payment
    - Failure to collect/pay for tickets during window will result in revocation of ticket allocation
    - A waiting list will be established for unclaimed tickets.

#### OSL USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

# TICKET SALES INFORMATION

EVENT INFORMATION	
Event Name	
Event Date	
Event Time	
Event Location	
Additional Information <i>(transportation, attire, etc)</i>	
TICKET INFORMATION	
Ticket Prices	
Total Tickets Available	
# of Tickets per Student	
Ticket On-Sale Date	
Ticket Close Date	
Additional Information <i>(multiple events, ID info, etc)</i>	
ORGANIZATION INFORMATION	
Contact Person	
Email	
Phone	
Account # for Deposit <i>(if the event is SAF funded, write "SAF")</i>	
<p><b>Certification:</b> By signing, I certify that I am a representative of the selling organizations and that I understand the Ticket Sales Policy &amp; Procedures as indicated above.</p>	

# IIT OFFICE OF STUDENT LIFE

## STUDENT ORGANIZATION TRAVEL COVER SHEET

Please **fully complete** and **return** this form to the Office of Student Life **AT LEAST SIX WEEKS PRIOR** to your event; any cover sheets received **less than** six weeks in advance may not be eligible for processing. This form must be accompanied by a TRAVEL SUMMARY form from the Dean of Students.

After approval from Student Life, a finalized cover sheet will be returned to you. Please place the **SIGNED AND APPROVED** conference cover sheet on top of all conference/competition expense-related paperwork. Remember that one Disbursement of Funds (DOF) form must be submitted per student to be reimbursed, and that ALL reimbursements must be turned in at one time, no later than 14 days after your return from the conference.

### EVENT DETAILS



#### Organization Information

- Organization: \_\_\_\_\_
- Contact name and position: \_\_\_\_\_
- Email: \_\_\_\_\_ Phone: \_\_\_\_\_



#### Conference/Competition Information

- Type of event:    Regional (within 150 miles)    National (more than 150 miles)
- Date(s): \_\_\_\_\_
- Name of event: \_\_\_\_\_
- Location: \_\_\_\_\_
- Number of IIT students attending: \_\_\_\_\_
- Sponsoring organization (if applicable): \_\_\_\_\_



#### Lodging Information

- Name of preferred hotel: \_\_\_\_\_
- Address (street, city, state, zip): \_\_\_\_\_
- Reservation dates (check in through check out): \_\_\_\_\_
- Number of rooms needed: \_\_\_\_\_      Number of beds per room: \_\_\_\_\_
- Cost per room, per night: \_\_\_\_\_      Total cost of hotel: \_\_\_\_\_



#### Registration Information

- Registration website: \_\_\_\_\_
- Cost per student: \_\_\_\_\_      Total cost: \_\_\_\_\_
- Payable via:            CHECK            CREDIT CARD\*



#### Transportation Information

- Type of transportation:    GROUND\*            AIR\*
- If ground, please indicate type (rental car, train, bus, etc.): \_\_\_\_\_
- If driving, list name of student who has completed IIT driving check: \_\_\_\_\_
- Departure date, time, route number (if applicable): \_\_\_\_\_
- Cost per student: \_\_\_\_\_      Total cost: \_\_\_\_\_



#### SAF Breakdown

- Finance Board allocation total: \_\_\_\_\_
- Finance Board award date: \_\_\_\_\_
- What portion of expenses will make up the 25% the organization must pay (registration, lodging, transport, etc)?  
\_\_\_\_\_
- How will the 25% be paid? \_\_\_\_\_

\* If only payable by credit card, please note that you MAY need to pay for this out of pocket and get reimbursed. Please keep all receipts and provide a copy of your bank statement, attached to a DOF, in order to be reimbursed.

#### OFFICE OF STUDENT LIFE USE ONLY

Received by: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_

Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

**Limited liability company (LLC).** Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

**Other entities.** Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

**Note.** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

### Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft) or 1-877-IDTHEFT(438-4338).

Visit the IRS website at [www.irs.gov](http://www.irs.gov) to learn more about identity theft and how to reduce your risk.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

# IIT OFFICE OF STUDENT LIFE

## REQUEST TO OPEN ORGANIZATION EMAIL/WEB ACCOUNT

You are applying to open an email and web account with IIT. This account will allow your organization to send and receive messages, as well as create a webpage on the IIT server. Your account will remain valid for the duration of your organization's continued registration with the Office of Student Life. If the organization fails to meet registration requirements or ceases functioning, the Office of Student Life will initiate the account closing process. Please fully complete this form and return to the Office of Student Life, MTCC 206-208.

### Account Information

Organization: \_\_\_\_\_

Desired Account Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I understand that the use of an IIT email and web account is governed by state and federal law, as well as the University computer use policy, as outlined in the IIT Student Handbook and on the OTS website. I understand that IIT has the ability to close my account at anytime for inappropriate use and that my organization can be held judicially liable for any misconduct related to our email/web account.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE: Account Assignment

Assigned Name: \_\_\_\_\_

Created by: \_\_\_\_\_

Date: \_\_\_\_\_