
STUDENT

Organization

HANDBOOK

LOYOLA UNIVERSITY NEW ORLEANS

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I. Preface

Section 1: Registered Student Organizations (RSOs)

RSOs are one of the most rewarding ways that a student can become involved in the Loyola community. Your participation will help you to enhance leadership skills, develop an appreciation of difference, and create a holistic collegiate experience.

Section 2: Overview of the Student Organization Handbook

The Student Organization Handbook serves as a resource to help guide student organization leaders in the management and administration of Registered Student Organizations (RSOs) at Loyola. This handbook includes pertinent information about policies, procedures, and resources that affect organizations, advisors, student members and their operations within the University. In addition, Student Life and Ministry (SLM) provides a "[Student Organization Advisor Guide](#)," which provides detailed information about advisors' responsibilities and expectations.

II. Introduction

Section 1: Overview of the Department of Student Life and Ministry

The Department of Student Life and Ministry is committed to providing learning opportunities, which fortify our Jesuit identity and students' educational experiences. We empower and partner with students to create a vibrant and pluralistic campus community through: leadership opportunities that foster integrity and collaboration; reflective practice that deepens self-knowledge and faith formation, and high quality programs that spark curiosity, community-building, and inspire contemplative action. Student Life and Ministry fortifies the mission of Loyola by educating the whole student, encouraging meaningful and accountable citizenship, and promoting interaction within a diverse and global society.

The Department of Student Life and Ministry oversees the following Registered Student Organization procedures, resources, and activities:

- Chartering and Renewal Application Process
- Student Organization Handbook
- Student Organization Fairs and Workshops
- HowlConnect Administration and Training
- Event Registration
- Leadership Development Opportunities
- Student Organization Travel
- Allocations Process
- Student Organization Advisor Support

Contact Us:

Department of Student Life and Ministry

Danna Student Center, Lower Level

Phone: (504)865-3622 or Text: (504)386-5900

Web address: <https://studentaffairs.loyno.edu/student-life-ministry>

E-mail: getinvolved@loyno.edu
HowlConnect: [Student Life and Ministry](#)
Facebook: [@LoynoSLM](#)
Instagram: [@Loyno_SLM](#)

Section 2: Overview of the Student Government Association

The Student Government Association (SGA) is established to promote student welfare, establish an effective and representative student leadership body, encourage a clear and continuous exchange of ideas between students and administration, and assume the fullest powers and responsibilities of self-government.

The purpose of SGA is to:

- Act as principal representative voice of the student body to the University.
- Protect student rights and articulate responsibilities.
- Exist as an autonomous entity and operate in the form and standing of a university department. In doing so, it assists in the establishment, formation, and application of institutional policy and procedure.
- Aid in the academic and social development of students at the University.
- Provide services which are deemed useful and necessary to the student body.
- Grant charter recognition to student organizations upon review of the RSO's application and a vote by the Senate.
- Budget and allocate the revenue from student fees for student services and RSOs.

SGA oversees the following RSO procedures, resources, and activities:

- Chartering application process in collaboration with Student Life and Ministry.
- Allocations requests and approvals.
- Low-level RSO mediations and conflicts to be reviewed by the SGA Court of Review.

Contact Us:

Student Government Association
Danna Student Center, Lower Level
E-mail: sga@loyno.edu
HowlConnect: [Student Government Association](#)
Facebook: [@LoynoSGA](#)
Instagram: [@Loyno_SGA](#)

III. Student Organization Recognition and Privileges

Section 1: Definition of a Registered Student Organization

Registered Student Organizations (RSOs) are formally recognized by the University and originate out of student interest. RSOs are formed by currently enrolled students sharing a common goal or interest and have properly completed the necessary forms on time and agree to adhere to guidelines established by the University. RSOs regularly contribute to the campus community by hosting activities and/or opportunities for students to engage beyond the classroom. The Department of Student Life and Ministry and the Student Government Association grant the institutional recognition of an organization through a

chartering application process. An RSO at Loyola University New Orleans is defined as any student organization that meets the following criteria:

- Is chartered through SLM and SGA.
- Open to all students without regard to age, color, disability, gender, gender expression, national origin, race, religion, sexual orientation, and veteran's status as a condition for university recognition. (**Note:** Social fraternities and sororities may select members based on gender. In addition, religious qualifications may be required by organizations whose aims are primarily religious. To learn more, visit [Section 1: Non-Discrimination Policy](#) under *Campus Policies* in this handbook).
- Aligns with the Jesuit mission and values.
- Identifies at least 5 currently enrolled, full-time, Loyola students, who are in good standing at the university, as members. One member must fulfill the requirement of being the President/primary contact. (*Fraternities and Sororities that fall under the National Pan-Hellenic Council are exempt from this requirement*).
- Abides by Federal, State, and City laws and University policies.
- Be a non-profit group.
- Does not operate in any business or commercial capacity.
- Creates and maintains a HowlConnect account. For step by step instructions on how to utilize Howlconnect, please review our HowlConnect Guide [here](#).
- Creates, maintains, and abides by a constitution.
- Meets all requirements as outlined in this handbook.
- Follows all guidelines stated in the [Student Code of Conduct](#).
- Has an advisor who is a full-time, faculty/staff member of the University and not on sabbatical leave. If the individual plans to be absent for an extended period of time, it is their duty to assist the organization in finding a proxy. The advisor accepts responsibility for keeping informed about the activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. In addition, the advisor verifies that the organization's initiatives are in line with Loyola's Jesuit mission. For more information, please review the "[Student Organization Advisor Guide](#)."
- Annually renews the organization, and is approved by the Department of Student Life and Ministry, through the HowlConnect Renewal application.

Section 2: Rights, Responsibilities, and Policies

Loyola University New Orleans is a private, Jesuit, Catholic institution, committed to the educational and spiritual traditions of the Society of Jesus and the development of the whole person. Thus, all RSO, events and activities must align with the mission and goals of the University: a commitment to academic excellence, the education of people of compassion and competence, and to inspire students to learn, lead, and serve in a diverse and changing world. RSO in good standing with Student Life and Ministry and Loyola University New Orleans are accorded certain rights, privileges and benefits. Organizations have the responsibility for demonstrating an understanding, and compliance with university policies and procedures as they pertain to this Registered Student Organization Handbook, [Student Organization Advisor Guide](#), and the [University's Student Code of Conduct](#). Organization Registration does not imply the university's endorsement of the actions, behaviors, or activities of a student organization and its members.

Privileges, Limitations and Expectations of Registered Organizations

All Registered Student Organizations have the following privileges:

- Ability to reserve University facilities in accordance with all applicable policies for meetings and activities.
- Access to an organizational email address through the university. A RSO can request an email address by following the below steps.
 - Select what you prefer for the email address, as well as the display name.
 - Give that information to your RSO's advisor and ask them to request the email address account by contacting Information Technology.
 - The advisor should login to the account, set up recovery information, and reset the password.
 - You will need to get the account information, including the password, from your advisor.
- A professional staff member from Student Life and Ministry can attend a RSO meeting to present on the following topics: HowIConnect/Corq, leadership development, faith and spirituality, equity and inclusion, q-advocacy, event planning, etc. In addition, the University Counseling Center is available to present to RSOs on conflict resolution, balance, anxiety management, sexual assault response, healthy relationships, supporting students in distress, and more. SLM or the UCC can work with the RSO to tailor the presentation to fit the members' needs. Please complete the [Student Life and Ministry Presentation Request Form](#) to schedule a workshop.
- Solicitation of membership on campus under the RSO's name.
- Listing of the RSO in official publications of the University.
- Use of campus bulletin boards, tabling, plasma screens and other designated posting areas.
- Access to campus services such as audio-visual equipment, campus mail, etc.
- Expertise of a faculty/staff advisor.
- Ability to apply for allocations through the Student Government Association.
- Right to actively promote the goals, purpose, identity, programs, and activities of the organization as they align with the Jesuit mission and university policy.
- Eligibility to participate in SLM Organization Fairs and other programs focused on campus engagement.
- Solicitation of funds (fundraising) under the RSO's name, subject to the approval of Student Life and Ministry. This includes but is not limited to: scholarship, fundraising, endorsements, advertising or promotional items using the University name and logo.
- Access to SLM services, such as organizational workshops and resources.
- Access to request a campus mailbox in Student Life and Ministry.
- The use of the University's name in conjunction with that of the RSO's official purposes and business, i.e., the Chess Club at Loyola University New Orleans.

All Registered Student Organizations have the following limitations:

- The organization is a "registered" group, not an official component of the University.
- The RSO may not act on behalf of Loyola University New Orleans.
- The RSO may not enter into a contractual obligation in Loyola University's name.
- Any RSO that financially obligates itself, whether through a member or officer for services, merchandise or facilities does so in the name of the RSO and its members. The University is not responsible in any way for debts incurred by an organization.

- Participation in the activities of the RSO is voluntary and all attendant risks are assumed solely by the RSO, its officers, members and non-member participants.
- The University reserves the right to determine the appropriate time, place, content, and manner for activities and as posting/distribution of materials on its campuses.
- Expression that is indecent, grossly obscene, or discriminatory on matters such as race, gender, gender expression, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, genetic information, military status or any other legally protected classification is inconsistent with the [University Student Code of Conduct](#) and will not be tolerated.
- Registration is a privilege that may be withdrawn for violation of university policies, procedures, Student Code of Conduct, and state, local and federal laws. Any violation of these policies should be reported immediately to Student Life and Ministry.

Section 3: Registered Student Organizations Expectations and Requirements

All Registered Student Organizations are expected to:

- Conduct all activities in a manner consistent with the educational mission of the University and its Jesuit values.
- Submit all Student Life and Ministry documentation in a timely manner.
- Regularly plan events for the campus and work closely with SLM in the coordination of these events. The University may deny or restrict activities. Officers of RSOs are responsible for assuring compliance with procedures and policies as outlined in the [Student Code of Conduct](#) and Student Organization Handbook.
- **Create and submit an event in HowlConnect for any in person or virtual, on or off campus program that is sponsored by a RSO. This must be completed at LEAST 14 days prior to the event date.** RSOs are prohibited from hosting online and in person events when classes are not in session without special approval from the Student Life and Ministry. In addition, when the university has transitioned to online operations as an emergency response (i.e. weather, pandemic, etc...), RSOs will be notified via email whether they may host any in-person or virtual events.
- Disclose the purpose of their RSO and operate in accordance with its stated purpose and constitution.
- Refrain from the use of deceptive recruitment practices and the use of coercion.
- Maintain student officers that are in good standing (not on academic or disciplinary probation as determined by the Office of Student Affairs) and have a minimum of a 2.5 cumulative GPA at the time of their election or appointment and throughout their position term. Student leaders must not have had a conduct violation in the semester prior to and throughout their term. This applies to RSO officers, members of SGA and select positions within SLM.
- Be composed of members that are fully compliant with university vaccination requirements.
- Refrain from advocating, inciting or participating in any material interference or physical disruption of the University.
- Use dues, membership fees and other fundraising for the benefit of the organization.
- Refrain from using the RSO for the financial benefit of a member or external affiliate.

- Refrain from directly or indirectly using University resources for the express benefit of external affiliates.
- Accept responsibility for a member's or group's behavior when a) they are acting as a member of the RSO, with or without official sanction, rather than as an individual student; b) an event is held, officially or unofficially, in the name of the RSO; or c) the association between, or the action of the individual(s) is under circumstances which draw attention to the organization rather than to themselves as individuals.
- Notify Student Life and Ministry within 10 business days of changes in the RSO's status (e.g. status, advisors, officers, phone number, web address, constitution and/or by-law changes). The organization can do this by updating their HowlConnect portal to reflect these changes. For step by step instructions on how to utilize Howlconnect, please review our HowlConnect Guide [here](#).
- Adhere to University regulations and local, state and federal laws.

Section 4: Officers and Memberships

RSOs should be open to all Loyola University New Orleans students without regard to age, color, disability, gender, gender expression, national origin, race, religion, sexual orientation, and veteran's status. RSOs with a 501C IRS Code may exclude membership based on gender. Religious qualifications may be required by RSOs whose aims are primarily religious. When an RSO, whether national or local, has a selective membership (i.e., honor and recognition societies, or professional, service and social groups) the selection of members must be made without reference to race, creed, gender, gender expression, national origin, sexual orientation or physical ability. All RSOs shall be in compliance with Federal regulations pertaining to non-discrimination on the basis of sex education programs, as outlined in [Title IX](#). All RSOs shall also be in compliance with the University's [Discrimination and Harassment Policy](#). Membership of an RSO shall be restricted to Loyola University New Orleans students (An exception to this is granted to joint Tulane/Loyola NPHC chapters). To participate in student activities, students/RSOs must be in good standing with the University. Students/RSOs on conduct reprimand are still considered in good standing. Students/RSOs on disciplinary probation, suspension, or who have been dismissed or had their charters revoked are not in good standing with the University. In addition, all students (both leadership and members) must be compliant with vaccination requirements in order to participate in any university activities.

The officers of RSOs, members of the SGA, and select leadership positions within SLM must be in good standing (not on academic or disciplinary probation as determined by the Office of Student Affairs) and have a minimum of a 2.5 cumulative GPA at the time of their election or appointment and throughout their position term. These student leaders must not have had a conduct violation in the previous semester to their term as well as throughout their term. It is the responsibility of the RSO President to keep their RSO's HowlConnect portal up to date. This includes, but is not limited to, verifying that all individuals in the portal are current members, the constitution is up to date, and contact information is accurate. For instructions on how to utilize Howlconnect, please review our HowlConnect Guide [here](#).

Responsibility of Membership:

The responsibility of a RSO for the behavior of its members and guests extends to familiarizing them with Loyola policies and procedures as they pertain to their conduct. A RSO can be held responsible for the individual and collective conduct of members associated with the RSO. An RSO assumes responsibility for members' behavior when:

- An individual is acting as a member of the RSO, with or without official sanction, rather than as an individual student;
- An event is held or sponsored, officially or unofficially, in the name of the RSO;
- The conduct and action of individuals are in the name of the organization;
- The conduct, by its nature and upon review of the circumstances, is deemed to be an organizational offense by Student Life and Ministry or the Student Conduct Office.

Section 5: The Role of an Advisor

Advisors are crucial in supporting the activities of RSOs and in encouraging the holistic development of students.

Responsibilities of the Advisor

The advisor will:

- Offer guidance to the RSO to make sure the group is following proper procedures and policies. Advisors are asked to refer to this handbook and the [Student Organization Advisor Guide](#) as well as maintain regular communication with Student Life and Ministry. In addition, the advisor should verify that the RSO's initiatives are in line with Loyola's Jesuit mission.
- Be knowledgeable of and help members adhere to the RSO's history, purpose and constitution.
- Guide the group in setting realistic goals & objectives, that include educational & personal development.
- Review annually advisor's responsibilities and expectations with the RSO. Have a conversation with the organization and agree on a set of expectations for one another from the onset, possibly even writing a list as a binding agreement.
- Maintain communication to stay well-informed about the workings of the RSO.
- Verify that the RSO's members are enrolled students. Confirm that student leaders are in good standing with the University (academically and behaviorally), and that they have not had a conduct violation the semester prior and throughout their term.
- Report to the Behavior Intervention Team (BIT) any student who may be experiencing any significant stressors, such as: Academic Difficulty, Alcohol or Drug Abuse, Changed Mood/Appearance, Disordered Eating, Excessive Absence from Class, Family Emergency, Family Illness, Financial Aid Concern, Grief and/or Loss, Injury/Illness, Missing Student, Personal Wellness, Relationship or Roommate Concern, Retention Concern, Self-injurious behavior, Social Adjustment or Involvement, Student Death, Suicide Ideation, Threat to Others, Housing/Food/Transportation Insecurity and Unusual Behavior. BIT will then coordinate University resources to assist the student. To report a student, click [here](#). NOTE: As a part of this process, BIT works hard to maintain confidentiality. As a result, if you submit a report, BIT doesn't generally report back or communicate with you about the details of how the committee will be working with individual students.

- Serve as a “[Campus Security Authority](#).” In holding this position, the advisor is required by law to report the occurrence of certain criminal offenses, like Title IX.
- Report [Title IX violations](#), including the names of involved parties, immediately to the Title IX Coordinator. All employees, other than counselors, pastors, and those employees legally regarded as confidential sources must report violations, including sexual and gender-based harassment, assault and violence. Private sources, like trained advocates from the Women’s Resource Center, must also report violations, but can omit the parties’ names at the request of the victim. To report, click [here](#).
- File a [Bias Incident Report](#), if you witness an act of discrimination, harassment, intimidation, or violence motivated by prejudice against a person’s race, color, sex, national origin, age, religion, gender identity, transgender status, sexual orientation, ethnicity, disability status, marital status, citizenship status, or any other characteristic, prohibited by applicable law. The University will respond appropriately and in keeping with the law. To complete a report, click [here](#).
- Assist officers with procedural matters and maintaining accurate records.
- Be visible and establish a regular attendance schedule for RSO and/or executive board meetings.
- Attend at least one RSO program per semester.
- Be present for any RSO event where attendance is over 50 individuals or programs that are controversial in nature.
- Help the RSO justify expenditures of students’ time, abilities, energy, and funds. If soliciting funds (fundraising), the RSO must submit for approval to Student Life and Ministry. This includes but is not limited to: scholarship, fundraising, endorsements, advertising or promotional items using the University name and logo.
- Consult RSO officers on budgets and other financial affairs. All advisors should be familiar with their RSO’s fiscal account number and current balance. All RSO bank accounts must be maintained under the name of the university staff/faculty advisor.
- Cosign with the Assistant Vice President of Student Life and Ministry all contracts involving the RSO.
- Assist the RSO in constructing an agreement when co-sponsoring an initiative with another entity.
- Be responsible for ensuring that RSO initiatives are paid for in a timely manner. Consult [SLM](#), [Financial Affairs](#) and [Purchasing](#) if you need assistance.
- Participate in the review of official correspondence before it is sent out to the public. This includes, but is not limited to: electronic correspondence (such as e-mail and website), brochures, banners, fliers, event exhibits and program scripts.
- Provide continuity to the group by communicating the executive team and members roles and responsibilities and assist with the transition of officers each year.
- Guide students in adhering to policy, specifically in regards to hosting events with alcohol and organization travel.
- Encourage students to plan programs that are beneficial to students and inclusive.
- Provide constructive feedback and assist the RSO in evaluating programs.
- Keep official records, club paraphernalia, etc.during the summer and between changeovers of officers.
- Recommend the RSO to cancel activities that are inadequately planned, violate policies or are unsafe.

- Be available, especially in emergency situations.
- Be aware of the various roles advisors have: clarifier, mediator, counselor, consultant, educator, facilitator, friend, mentor, role model, information source, etc., and model the art of leadership.
- Notify the SLM immediately when the advisor role comes to a close.

The Responsibilities of RSOs to the Advisor include, but are not limited to:

- Notifying the advisor of all meetings, activities, programs, and problems.
- Providing copies of meeting minutes in a timely manner.
- Meeting regularly with the advisor to discuss organizational matters.
- Submitting a current roster that lists executive board members and general members. The advisor, with assistance from the Office of Student Affairs, is responsible for checking gpa and conduct status with this information.
- Providing a proposed calendar of meetings and events to their advisor at the beginning of each semester.
- Consulting the advisor prior to making significant changes to the RSO structure or policy and before agreeing to any major projects.
- Showing respect and value for the advisor whom the RSO has chosen to serve as a guide and mentor.
- Not making any commitments on the advisor's behalf without their consent.
- Understanding that although the advisor has no vote, they should be allowed speaking privileges.
- Remembering that the responsibility for the success or failure of a group project rests ultimately with the group, not the advisor.
- Meeting with the advisor outside of RSO meetings or events to discuss any areas of concerns and determine a plan on how to resolve the situation.

Advisor Liability:

Loyola faculty and staff, as well as fraternity and sorority alumni and club sport coaches, who agree to serve as advisors for a RSO assume the potential risk of legal liability for actions of the RSO. While no specific statement can be made regarding an advisor's liability for a RSO, proven negligence is typically the basis for a judgment against a person serving in such a capacity. Legal action is rarely taken against an advisor; however, individuals should be made aware of the risks involved when serving in an advisory capacity. Advisors should adhere to University policies and procedures and should be well-informed concerning the plans, behavior, and actions of the RSO and/or members in order to reduce the potential for legal action to be taken.

Please visit the [Student Organization Advisor Guide](#) for more information on advisors' responsibilities and expectations.

Section 6: Relationship with National/International Organizations

RSOs that have a relationship with a "parent" or national/international organization must present documentation regarding their affiliation when registering/re-registering. National organizations, sororities and fraternities as well as Club Sports teams require additional

procedures, documentation and training by their national headquarters and/or SLM. These RSOs can review Appendix A and B for information about requirements.

Section 7: Inactive Organizations

RSOs that have not completed the renewal process by the deadline for a designated semester will be deemed inactive immediately. Inactive status means that the organization will no longer be able to utilize any of the privileges of an RSO. Inactive organizations must contact Student Life and Ministry to complete the renewal process and re-activate the organization. If an RSO is inactive for more than four consecutive semesters, the organization will have to complete the new organization chartering process.

Section 8: Non-Recognized Student Organizations

A student is prohibited from affiliating and promoting non-recognized student organizations. Unrecognized organizations do not receive support or oversight from the University. In addition, unrecognized groups do not receive University training and/or education on risk management. Because these groups are unrecognized, they do not have faculty or staff advisors to mentor members and oversee the organization. Lastly, these organizations are prohibited from reserving space on campus and receiving funding from the university.

A group that is unrecognized could have this status due to one of the following situations:

- The group has never sought recognition.
- The group sought recognition and was denied.
- The group was recognized at one point in time and was either voluntarily unrecognized or unrecognized by the university for a variety of potential reasons, including, but not limited to, conduct issues and/or hazing.

Organizations that have been suspended must adhere to the stated conditions of the suspension or face additional delay of reinstatement or possible permanent loss of registration. Loss of registration is an action by the University indicating a total and permanent separation of the group from the University. This includes total prohibition for the organization and its members or supporters to conduct any activity on the campuses of the University or at off-campus University associated events that in any way promote the goals, purposes, identity, programs, or activities of the organization.

The safety of our students is everyone's top priority at Loyola University New Orleans. As such, Loyola University New Orleans does not sanction the activities of unrecognized organizations, and students are prohibited from affiliating and promoting non-recognized student organizations. Students are also prohibited from promoting the goals, purposes, identity, programs, or activities of suspended organizations or organizations who are not chartered.

If students choose to join an unrecognized group, they could be putting themselves at risk. Therefore, students, departments, club/intramural sports, RSOs, and other organizations should avoid joining or collaborating with any unrecognized group. Joining unrecognized organizations and/or participating in activities of unrecognized organizations is considered

a policy violation and could result in sanctioning up to and including suspension from the university. If you are concerned about dangerous club activity, please contact the Department of Student Life and Ministry at getinvolved@loyno.edu or 504-865-3622 and/or the Office of Student Affairs at studentaffairs@loyno.edu or 504-865-3428.

IV. Chartering and Renewal Process

Section 1: Chartering a Registered Student Organization

Any group of five or more Loyola students, in good standing with the university, desiring to establish an organization may apply to become a Registered Student Organization with Student Life and Ministry and the Student Government Association. Sororities and Fraternities interested in chartering must review the university's expansion guidelines [here](#) and submit an application.

The process for chartering an RSO is listed below:

Step 1: Search the list of RSOs on HowIConnect to determine if a similar organization exists. If a similar organization exists, the request for a new RSO will not be approved.

Step 2: Request to register your organization via HowIConnect by completing the online registration form.

- Log-in to HowIConnect with your email username and password
- Click "Organizations" via the menu button at the top left of the screen
- Click "Register an Organization"

You will need the following information to complete the form:

- Electronic copy of the proposed membership roster (students' first and last names, CWIDs, and Loyola email addresses).
- Electronic copy of the proposed organization constitution – see a sample constitution on the [Student Life and Ministry HowIConnect page](#) under "Documents" and "Start A Student Organization."
- Proposed advisor name and contact information. This advisor must review Loyola's "[Student Organization Advisor's Guide](#)" and agree to serve as the organization's *fad* for the academic year.

Step 3: Set up a meeting with the SGA Vice President to discuss the proposed organization and review the chartering process. During this time, the chartering application will be reviewed for completion of all required materials as well as verification of the organization's alignment with the Jesuit values and university policies.

Step 4: Next, the SGA Vice President will forward the chartering application to the Student Government Association Senate for review.

Step 5: Representatives from the proposed organization will be invited to a SGA Senate meeting to speak on the organization's behalf and answer questions from the Senators. Questions that may be used to determine whether an organization should be recognized include, but are not limited to:

- What is the purpose of your proposed organization?
- Describe the activities of the proposed organization.
- How does your organization live out the Jesuit mission and values?
- How will your organization meet a need of students that is currently not being met?
- What is the organizational structure of your organization?
- Is this organization open to all students?
- How do you plan to recruit students into the proposed organization? Describe the expressed interest in the organization at this point.
- How do you plan to sustain the proposed organization financially?

After meeting with the Student Government Association Senate, a decision on the chartering of the organization will be made and the organization will be notified. If the proposed organization is approved, the Department of Student Life and Ministry will approve the RSO's Chartering application on HowlConnect. If the proposed organization is not approved, the organization must wait one calendar year before re-applying.

Section 2: Annual Organization Registration Renewal

Registered Student Organizations are required to renew registration annually through HowlConnect by **September 19, 2022**. Missing this registration renewal deadline will result in a freeze of all RSO privileges. Organizations that allow their registration to lapse are denied all rights and privileges accorded RSOs and can not operate at the University.

Renewal is completed by updating the organization's HowlConnect portal in preparation for the coming academic year. This includes updating the following information:

- Officer contact information
- Advisor contact information
- Organization contact information
- Organization constitution
- Organization roster
- Profile and welcome message
- Meeting dates and time
- Membership process
- Club Sports as well as Fraternities and Sororities are required to submit additional paperwork. See Appendix A and B.

Reminders about renewal will be sent to RSO Presidents via email each year.

V. Event Registration and Planning

Section 1: Event Registration

Events and programs can be the hallmark for RSOs. With over 100 RSOs, Loyola University New Orleans provides a vibrant, diverse, and robust series of events. There is a lot of hard work and dedication required to make any event successful. It is the responsibility of every RSO to fully understand all event policies and requirements.

Student organizations must register all events, including virtual, off and on campus events, with Student Life and Ministry. This is achieved by creating and submitting an event in HowlConnect. For virtual events, by creating an event in HowlConnect, the organization will be able to market the event and share with potential participants how to access the program online. For on-ground programming, creating an event in HowlConnect is a one-stop registration tool that will guide you through reserving a room, security detail, physical plant resources and more. In order to create an inclusive environment for all students, on-ground programming should have a virtual component whenever possible to allow students who are unable to attend in-person to participate. **RSOs must create an event in HowlConnect at least 14 days prior to the event day. HowlConnect events must be created for all virtual and in person programs, both on and off campus.** RSOs are prohibited from hosting events in private residences (an exception is provided to FSL chapters who may host alcohol free, sisterhood or brother programs at private residences). RSOs are prohibited from hosting online and in person events when classes are not in session without special approval from the Student Life and Ministry. The final permitted programming date for any given semester is the last day of classes of the fall and spring semesters. Lastly, when the university has transitioned to online operations as an emergency response (i.e. weather, pandemic, etc...), RSOs will be notified via email whether they may host any in-person or virtual events. Lastly, when planning events, COVID safety guidelines should follow the community levels shared by the [University's Public Health team](#).

RSOs must register their events through their HowlConnect portal. Select the “Events” tab from the toolbar and then select the “Create an Event” button. For instructions on how to create an event in HowlConnect, please [click here](#).

Section 2: Planning the Event

As you begin the planning process you should consider the following questions:

- What is the purpose of the event?
- How does the event fit with the mission, purpose, and values of the organization?
- Who is the target audience for the event?
- Where will this event take place? On-ground or Virtual? If your event is on-ground, could there be an online component so that your event can reach more participants, especially those students who for health or ability reasons can not attend.
- What is the budget for the event? Do we have the funds to host this program in case SGA denies or does not fully grant the funds requested?
- What other RSOs, departments or entities could collaborate on the event?
- Is the program accessible to all students? (*Visit Section 11: Statement of Disability for more information.*)

Blood Drives

If your RSO wishes to host a blood drive, you must coordinate with Student Life and Ministry. Based on experience, the RSO should be prepared to have 50 – 75 donors to hold a blood drive. Blood Drives may only take place every 8 weeks on-campus.

Film Screenings

If your RSO would like to show a film, please refer to the *Want to Show a Movie? Learn about the Purchasing Rights of Films* document in the [Student Life and Ministry HowlConnect portal](#).

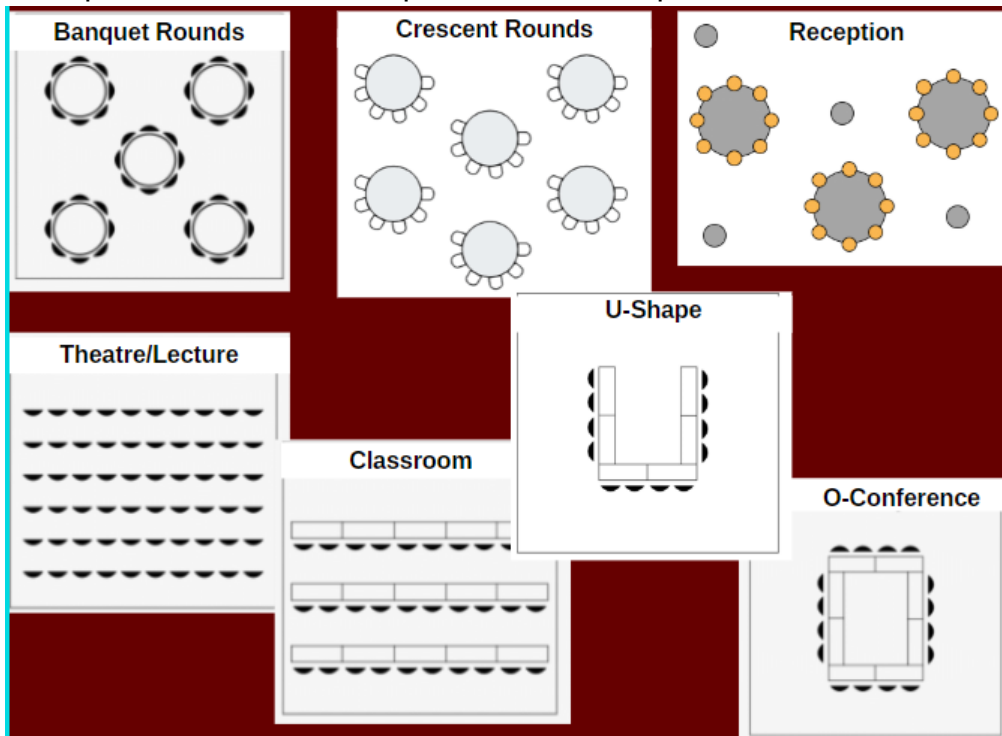
Section 3: Selecting a Date for the Event

When selecting a date for your event it is helpful to consider the following:

- What other events are happening on campus that day? Check the [HowlConnect](#) and [University calendars](#).
- Check the [academic calendar](#) to verify that your event will not occur during a break.
- Consider other large events or activities happening around New Orleans. Large festivals or parades may deter people from attending your event.
- What is the best time, day and space for the event? Consider attendees that may need accommodations.
- Is this an open event? (Open to the general public, students from other universities, etc.) If so, police detail is required.
- When requesting a room, always have a backup date or room prepared. If your event is outside, don't forget to reserve a rain location.

Section 4: Selecting a Space for the Event – Danna Student Center, Classrooms, Outdoor Space and Ignatius Chapel

By creating an event in HowlConnect, RSOs can request to reserve: Danna Student Center rooms, classrooms, the Peace Quad, the Residential Quad, Monroe Quad, Palm Court, Dittman Circle, and Ignatius Chapel. All room set-up information must be detailed in the form. Please make use of the additional information field to detail any special set-up. See below for examples of room set ups for the Danna Student Center.



Due to the large number of events occurring in the Danna Student Center, it may be necessary to rent tables and/or chairs for some room configurations. Ordering the rentals along with the associated charges is the responsibility of the event organizer. The university has a list of preferred vendors including Chaps Party Rentals, Perrier Rentals, and Fleur de Lis Event Rentals. Rooms must be returned to their original appearance after the completion of a program (ex. trash placed in trash cans, tables/chairs in original set up, chalk/dry erase boards cleared, etc...). If the room is not returned to its original set up, the reserving party may be prohibited from hosting future programs in the space.

Below are the dimensions and capacities of the rooms available in the Danna Student Center. When requesting a room, please select a space that is appropriate for the size and type of the event.

Audubon Room – 56’8” x 62’6”

- Reception style: 250 People
- Lecture style: 150 People
- Banquet style: 81 People

Octavia Room – 21’ x 43’2”

- Reception style: 60 People
- Lecture style: 60 People
- Conference style: 30 People

Claiborne Room – 28’ x 24’6”

- Reception style: 30 People
- Lecture style: 50 People
- Conference style: 25 people

Art Gallery

- Lecture style: 75 people

Freret Room

- Banquet for 40

Satchmo’s Lounge – 3,475 sq ft.

- No custom setup

St. Charles Room – 83’6” x 47’

- Reception style: 500 People
- Lecture style: 250 People
- Banquet style: 180 People

Ignatius Chapel

- Lecture style: 200 people

Outdoor Tables: Once you have made your reservation for an outdoor table/chair(s) and it has been confirmed, visit Havoc’s Helpdesk, next to the Student Life and Ministry suite in the lower level of the Danna Student Center, to pick up your outdoor table/chair(s). You must have your Loyola ID to check out the table/chair(s). Your ID will be returned once you have returned the table/chair. Please note that the table/chair will be examined for damages before and after. If any damages are found, the person/RSO will be responsible for covering costs.

Ignatius Chapel Reservations: Ignatius Chapel is available for weddings, baptisms and other religious services. Any liturgies or offerings that take place in the chapel must be approved by Student Life and Ministry. Please contact [Ken Weber](#), Associate Director of Ministry, for questions.

- In general, the chapel may be reserved for prayer, worship, or other spiritual programs and events. Other events are typically prohibited, but requests may be submitted for review.
- All parties using the chapel shall be responsible for restoring it to the condition in which they found it, including, but not limited to, chairs and all furniture in their original positions, linens free of debris and any wrinkling, carpet free of any debris (vacuumed, if necessary). It is recommended that

a picture of the chapel be taken before any event, to be used as a record when restoring the chapel after the event.

- All furniture in the chapel is sacred. No piece of furniture (except the congregation chairs) is to be used for any reason outside of Catholic Mass, unless explicit permission has been granted by the Associate Director of Ministry. If "utility" furniture is required (e.g., folding tables), they are to be requested at the time of the initial request to use the chapel.
- For information about the chapel and guidelines, click [here](#).

Section 5: Reserving Space for the Event – Nunemaker Auditorium, Roussel Hall, Library Rooms, University Sports Complex

Nunemaker and Roussel Hall: To request these spaces, please click [here](#). RSOs must provide the following information with the reservation request:

- Student name and contact information
- RSO name
- Advisor name and contact information
- Title and description of event
- Date of event
- Start and end time of event
- Expected attendance
- Technical requirement

Please be aware that, depending on the needs of your event, there may be costs associated with using the performance halls. If you would like to apply for a fee waiver for your RSO to use the space, please click [here](#).

Monroe Library Meeting Rooms: Rooms in the library can be requested through the [Library Room Request Form](#). Rooms in the library should be reserved only for meetings/events academic in nature. It should not be reserved for RSO meetings or general social programming.

University Sports Complex: Space in the University Sports Complex can be requested. Please visit the [USC website](#) for more information.

Section 6: Rain Location

It is recommended that when reserving an outdoor location, you should also reserve an indoor rain location. If weather or outdoor space conditions are determined unsuitable and you do not have a rain location, your event may be subject to cancellation.

Section 7: Media Equipment

Student Life and Ministry offers the following media equipment for events held in the Danna Student Center or outdoor spaces:

In the Danna Student Center:

- Media Cart (includes laptop, projector, & speaker)
- Speakers
- Clickers
- Projector screens
- Corded and wireless microphones
- Mic Stand
- Easel (Comes with easel pad and markers)

In the Outdoor Quads:

- Speakers
- Corded and wireless microphones
- Mic Stand

When creating an event on HowlConnect, select which equipment you would like to use during your event. In addition to the equipment listed above, media equipment may be reserved through [Media Services](#) in Monroe Library.

RSOs are responsible for any media equipment used. ***If any items are lost or damaged, the RSO is responsible for the repair or replacement of the equipment. Please note that for outdoor events, you will need to visit the Student Life and Ministry suite to check out and return any equipment. Please ensure to bring your Loyola ID to check out the equipment.***

Section 8: Stage, Trash Cans, Electrical, & Water

RSOs can request the following when they create an event in HowlConnect.

- **Stage:** The outdoor stage is **only** available for use in the Residential Quad and the Peace Quad. An indoor stage is available for programs in the St. Charles room. In order to be approved to utilize the indoor stage, the St. Charles room must be free of reservations the day before and day after your event so that staff has time to set up and break down. If your event requires that the stage be set-up/breakdown after 2:30PM, Monday - Friday or any time during the weekend, your RSO will be responsible for any overtime expense.
- **Extra trash cans:** If you expect that your event will produce more trash than the existing receptacles can accommodate, please request extra trash cans to be placed in the space.
- **Electrical:** If your event is in the Peace Quad or Residential Quad and power is needed, an outlet can be brought to your event location. Electricity is available on site in the Monroe Quad and Palm Court. Please be advised that if utilizing the Sculpture Garden or Dittman Circle, electricity is unavailable.

- **Water:** If your event is in the Peace Quad, Residential Quad, or Mercy Lot and water is needed, a hose can be brought to your event. Please note that if utilizing any other outdoor space, access to water is unavailable.
- **Lighting:** If hosting an event in the Residential Quad in the evening, you can request that the outdoor lighting be turned on prior to your event.

Section 9: Amplified Sound & Outdoor Performances

Amplified sound is permitted in the Danna Student Center and outdoor spaces during the following times:

- **Danna Student Center:** 10:00AM - 10:00PM (Monday - Thursday), Friday and Saturday 10:00AM - 2:00AM and 12:00PM - 10:00PM Sunday
- **Residential Quad:** 10:00AM - 10:00PM (Monday - Friday) and 12:00PM - 10:00PM (Saturday and Sunday)
- **Peace Quad and other Outdoor Spaces:** 12:30PM - 2:00PM (Tuesday and Thursday), 3:30PM - 10:00PM (Friday) and 12:00PM - 10:00PM (Saturday and Sunday).

RSOs and departments seeking to have events that involve amplified sound must indicate this when creating an event on HowlConnect. This includes events in which the RSO will not be using equipment provided by Student Life and Ministry, such as a DJ that provides their own equipment.

The amplified sound level cannot exceed 85 decibels. SLM has a decibel meter to measure sound level if needed. If asked by a SLM staff to lower the sound level, you must do so immediately and without question. Failure to do so could result in the cancellation of your event. SLM reserves the right to determine what is considered amplified sound or outdoor performances. All music must be clean edited music without profane or lewd lyrics. Profane or lewd lyrics include, but are not limited to, explicit versions of songs, strong profanity, music with hatred aimed at any protected class or instances of violence.

Section 10: Catering

All food and refreshments for open events held inside the Danna Student Center (with the exception of bake sales) must be arranged through Loyola Dining Services (Sodexo). ***All catering orders should be made at least 10 business days before your event.*** In addition, if an RSO's event is serving alcohol, the RSO must follow the university's alcohol policy. If the event is on campus, the RSO must use Sodexo Dining as the third party vendor in serving alcohol, whether the event is in the Danna Student Center or not.

To make your catering reservation:

- Create a [Customer Log-In](#)
- Log-in and create a new order or manage existing orders.
- After an order has been placed, you will receive a request via email to approve your order.

Loyola Dining Services can provide catering for events outside of the Danna Student Center, but it is not required. For questions, contact Loyola Dining Services at (504) 865-3198 or catering@loyno.edu

Note: Groups are responsible for the clean up of all spills and messes if they bring outside food and beverages into event spaces.

Section 11: Risk Management

Any activity undertaken by a RSO may contain an element of risk. The term “risk” refers to the potential loss, damage, or danger associated with a decision or event. Part of the responsibility of any RSO is to minimize risks. Although there is no way to completely eliminate risk and legal liability associated with a program, there are ways to reduce risk and provide a safer environment for participants. Here are a few things that your RSO can do to identify and reduce risk:

Identify risks involved in the event. These could include physical risks (such as an event with physical activity) and liability risks (such as events involving alcohol, minors, or travel). Identify options for reducing risks, this could include, but is not limited to:

- Identifying resources outside of the RSO and skills within the RSO to assess the capability of the group to manage risks.
- Hiring a third-party vendor or contractor.
- Purchasing additional liability insurance.
- Preparing liability waivers. Waivers can provide documentation that a student understands the risks inherent in an activity. While possession of a signed waiver may dissuade someone from pursuing legal action, it will not protect the organizers from any possible responsibility. Although the usage of “Liability Release and Assumption of Risks” Waivers are intended to exempt the organizers from any liability that may come from the risky aspects of an activity, these waiver forms DO NOT hold the power to exempt the RSO, the University, or the students from the liability. These waivers can be completed according to the RSO’s specific needs and should be kept on file by the advisor for a minimum of two years.
- Providing advanced training.
- Assuming a ‘worst case scenario’ and preparing for it by creating a Risk Reduction Plan. This plan should be communicated to everyone involved, inside and outside of the organization.
- Communicating with everyone involved (officers, members, advisors, participants, facilities, and departments). For programs that involve heightened risk or a distressing subject, University Police and/or a counselor from the University Counseling Center may need to be present.
- Abiding by guidelines in the [Student Code of Conduct](#).
- Canceling the event if the conditions are dangerous or the group is not prepared to assume full responsibility for the risk involved.
- If you have concerns about a situation unique to your RSO, please contact [Dale O’Neill, PhD](#), Assistant Vice President of Student Life and Ministry, who can assist.

This section offers a checklist in order to mitigate potential risks for your organization when planning events.

External Activities:

- Are you contracting with a service from a non-university entity?
- Is this an open event? (Open to the general public, students from other universities, etc.)

Food/Alcohol:

- Will you be serving or handling any type of food at your event?
- Do you have the appropriate food handling licenses? If you are preparing food, have you consulted with SLM about safe food handling and restrictions?
- Will alcohol be served at your event? If so, please review the [Event with Alcohol Policy](#) in this handbook.

Safety:

- Does your event involve any type of physical activity?
- Are you using an assumption of risk/waiver, medical release, and emergency contact form?
- Is anyone under the age of 18 involved with your event?

Transportation:

- Will your event involve any transportation or travel?
Does this event constitute using a University vehicle?
- If driving a University vehicle, are all potential drivers officially certified with LUPD?

Institutional Guidelines:

- Have you reviewed your budget and purchasing guidelines as it relates to this event?
- Are you using a university logo or trademark in association with your event? If so, you will need to verify that you are abiding by university policies. Click [here](#) to view the university branding guidelines.

Loyola University Police Department:

Security detail is required if your event meets any of the following criteria:

- There will be 50 or more people attending.
- The public or non-Loyola students will be invited.
- Alcohol will be served.
- There is a controversial speaker or topic.
- Money will be collected

There is a minimum booking requirement of 1 officer for 3 hours, even if your event is less than three hours. The rate for each officer is \$35.00 per hour. If your submission is late, the rate increases to \$45.00 per hour. LUPD reserves the

right to select the number of officers needed for any event. While we understand it can be difficult to estimate exact numbers of attendees, if the variance is significant and additional detail officers must be brought in during the course of the event the hourly rate will double, and if no additional officers are available the event is subject to cancellation. To learn more about securing detail, please click [here](#). In addition, if parking for outside guests is needed, please note this on your event registration form. SLM staff will connect you to LUPD's Parking Services.

Mental Health Counselor:

For events that address subject matters that are triggering or controversial, a university mental health counselor may be required to be in attendance. When the RSO submits their Event Registration, the content will be reviewed to determine if a counselor needs to be present.

The goal of risk management is to identify, control, and minimize the negative impacts to your RSO and participants. Due to the nature of RSO activities, certain types of risk are more prevalent than others. For more information on any activity, assessing potential risk for your RSO, or risk management in general, contact [Dale O'Neill, PhD](#), Assistant Vice President of Student Life and Ministry.

Section 12: Event Planning Timeline

This timeline in no way suggests that each of the tasks included need to be completed in preparation for each and every event that you plan. It can, and should, be modified to fit each program. Also, some items can be completed before their deadline. This timeline is only a guide to get your RSO better prepared to host more well-organized events.

One Semester in Advance

- Survey students: Do you have a target audience? Use event evaluations from prior events for ideas.
- Determine the audience: campus only, open to the general public, all ages, families, etc...
- Choose events: Does it meet your purpose? Will it help your RSO progress? Does it serve your target audience?
- Check other calendars for conflicts.
- Contact agent/performers: Collect all necessary information, but make no commitments.
- Consider liabilities and risks associated with the event.
- Identify possible co-sponsors. Once a RSO(s), department(s), or off campus entity has agreed to be a co-sponsor, it is critical to have in writing the terms of the co-sponsorship. All parties must agree to the terms and the RSO presidents and advisors should sign off on these terms.
- Create an event checklist with due dates and the people responsible.

Two-three months in Advance

- Contract performer. **NOTE:** The advisor must co-sign, with Dale O'Neill, PhD, [Assistant Vice President of Student Life and Ministry](#), all contracts involving the RSO.
- Submit a SGA Allocations request. ***This must be submitted 31 days prior to the event.*** For directions on how to submit an allocation request, review the "SGA Allocations Guidelines" file in the [Student Government Association's HowlConnect portal](#).
- Order supplies.

One Month in Advance

- Reserve locations. The earlier the RSO submits their event request through HowlConnect, the more likely you'll get your first choice.
- Reserve a rain location for outdoor events.
- Start promotion for the event. RSOs can reserve a window, access banner making materials in SLM, publish a slide on the Danna Student Center televisions and much more! To chalk to promote your event, to paint the windows in the Danna Student Center, to check out board games/thermometers/card swipes or to reserve Iggy, please select all items to be reserved in the "Custom Fields" section of the Event Registration Form in the organization's HowlConnect portal. To request that your flier be published on the DSC televisions, click [here](#).
- Confirm catering.
- Arrange for performer payment.
- Arrange for all technical and facility considerations.
 - Sound, lighting, special needs (projectors, etc.), furniture, etc.
 - Stage, trash cans, electrical and access to a water spout.
- If LUPD detail or parking is needed, the RSO can request these on their event registration form.
- Depending on the event topic, a university mental health counselor may need to be in attendance. You will be notified of this once the RSO has submitted their event registration form.
- Create a staffing document for the day of the event which includes who is doing every task for the entire day.

Two Weeks in Advance

- Distribute promotional materials/advertising.
- Pick up supplies.
- Confirm all details with Student Life and Ministry, University Police, Physical Plant, University Counseling Center, and Parking Services.

Day of the Event

- Get to the location of the event early!
- Place signs and decorate.
- Make sure greeters are present to greet guests.
- Introduce the performer at the beginning and thank them at the end.

- Keep the event on schedule.
- Clean-up following the performance.
- Inventory equipment, decor, etc; assess damage and items for reordering.

Post-Event

- Return all rented or borrowed equipment.
- Remove all advertising.
- Turn in receipts.
- The RSO should work with the advisor to make deposits immediately.
- Restock/reorder supplies if necessary.
- Thank members, volunteers, partners, etc.
- Send thank-you notes to the performer along with photos from the event.

Section 13: Posting & Advertisement Policy

SLM encourages students, RSOs and departments to promote their programs. This policy outlines the guidelines for advertisements on campus.

Campus-Wide Flyer Guidelines:

- All flyers must contain the name of the entity sponsoring the initiative.
- Contact information (number, e-mail or web address) must be visible.
- All event flyers must contain the program title with date, time, and location.
- Recommended flyer size is 8 1/2" x 11", and not to exceed 11" x 17".
- Materials can be posted for no more than two weeks. It is the responsibility of the student/RSO/department to remove flyers after two weeks. If the materials are not removed, then SLM will remove them.
- Posted materials are limited to two items per activity, per posting location.
- Flyers will be displayed on a first come, first served basis.
- **Flyers may be posted on bulletin boards only.** Posting on doors, windows, walls, trash cans, columns, elevator interiors, tables, chairs, bathroom stalls or mirrors, etc. is not permitted. **Any flyer that is posted on a surface other than a bulletin board will be removed and the sponsoring entity may forfeit their posting privileges. Repeat offenders may be referred to the Student Conduct Office.**
- If the university logo or trademark is associated with your event, please verify that you are following the [university branding guidelines](#).
- Outside entities may post flyers or posters on bulletin boards if approved and space permits, but RSOs and department postings will take precedent. All outside organizations must adhere to all policy guidelines.
- **Tips for Accessible Flyers:**
 - Select an easily legible font (Arial, Verdana, Comic Sans, Trebuchet, and Calibri).
 - Use a large font (13/14) and adequate spacing.
 - Be aware of contrast and color blindness. Black on white is a preferred contrast.

- Provide a text version of your flyer via email for individuals who are blind.

Posting Locations:

Danna Student Center Bulletin Boards: Please bring flyers to Havoc's Help Desk next to the Student Life and Ministry suite (Danna Student Center, Lower Level) to be approved, stamped and posted. Flyers in the Danna Student Center may only be posted by SLM staff. Flyers can be posted on any of the three bulletin boards located in the hallway across from the courtyard in the Danna Student Center. Only two flyers per program are permitted at once. Any flyer that is expired or posted without a stamp of approval from Student Life and Ministry in the Danna Student Center will be removed. Student Life and Ministry will print flyers for posting in the DSC for RSOs upon request.

Academic Buildings: Bulletin boards are under the jurisdiction of the college, department, or office that maintains it. Groups are responsible for posting their own flyers on bulletin boards in academic buildings. Only two flyers per event or program are permitted at one time at each location.

Residential Halls: Additional flyers can be posted on the bulletin boards located in each residential hall. Groups must take flyers to the Residential Life office located on the first floor of Biever Hall. All posters must be approved with a stamp by the Residential Life office. Fliers can also be submitted to ResLife@loyno.edu and must be submitted at least 10 business days in advance of the program or event.

Banner & Window Space Guidelines:

- Banner spaces include the three large bulletin boards between the Post Office and the food court.
- Window spaces include the windows that line the entrance to the courtyard and two windows located by the Courtyard entrance.
- RSOs may request window or banner space in their event submission found in HowIConnect.
- Banner or window space can be reserved for a maximum of ten days per RSO/department once per month.
- The RSO/department reserving the space is responsible for both the posting and removal of the banner for their scheduled dates.
- Window paint is available in Student Life and Ministry for use by RSOs. Window paint will be removed by facilities after the reservation ends.

Chalking:

- Chalking is only permitted on sidewalks where rain would remove the chalk. No chalking is allowed on any surfaces other than sidewalks (ex: buildings). Chalking is not allowed closer than 6 ft in front of an entrance.
- RSOs may request to chalk on campus in their event submission found in HowIConnect. After approval, chalk can be checked out from the Student Life & Ministry suite.

Danna Center TV Screens:

- To advertise on the DSC TV screens, submit the [Danna Student Center TV Ad Form](#). This form can be found on the Student Life and Ministry page, under the Forms tab in HowlConnect.
- Ads are updated each week.
- ***DSC TV Ad submissions can only be submitted by RSOs and departments and must be in relation to university sponsored events. Third party entities may utilize the screens only in conjunction with reserving space for an event in the building.***
- The submitter is limited to three uploaded pictures per event and/or three uploads per submitter.
- It is the responsibility of the submitter to ensure that the uploaded file(s) meets all of the formatting requirements below. Ads will not be posted if not in the proper format. All files must:
 - be in JPEG format
 - not exceed a resolution of 1920x1080
 - not exceed 20MB
 - have a landscape orientation

Advertising Guidelines (For flyers, windows, banners, DSC TV slides and chalking):

- Advertisements may not be displayed if they contain:
 - Reference to the use, sale or possession of alcohol or illegal product or substances or activities at an event.
 - Offensive language or images and/or graphic illustrations.
 - Language or graphic illustrations that dehumanize individuals based on race, age, color, sex, gender, gender expression, religion, sexual orientation, national or ethnic origin, disability or any characteristic protected by law.
 - Information that violates local, state, federal law or university policy.
 - Material directed to incite or produce imminent lawless action and likely to incite or produce such action.
 - Material that is obscene, vulgar, libelous, a form of harassment or otherwise not in line with the Jesuit values.
- All advertisements written in a foreign language must contain a translation in English (ADA 2003).
- No person may remove advertisements in accordance with this policy without permission from the sponsoring entity or SLM.
- Solicitation is defined as any activity that seeks to make contact with students, faculty and/or staff to collect information, sell items, or gain support. Solicitation applies to a wide range of activities that may include: advertising, selling, petitioning, campaigning, distributing flyers, product orientation, and surveying residents by telephone, mail, e-mail, or in person. All groups, whether on campus or off campus, must gain approval

by Student Life and Ministry to solicit. The sponsoring entity is expected to understand and adhere to all established University policies.

- At the heart of Loyola's mission as a Jesuit institution is ensuring that students, staff, faculty, and guests feel welcomed and supported on campus. Advertisements that contain words or phrases that may be triggering to individuals or groups (i.e. mental health issues, suicide, domestic violence or abuse, abortion, etc.) may be subject to removal.

To file a complaint, please contact [Dale O'Neill, PhD](#), Assistant Vice President of Student Life and Ministry. After the complaint has been filed, the Student Affairs Leadership Team will review for a decision.

Section 14: Decorations Policy

RSOs are responsible for and will be charged for any decorations that stain, alter, or otherwise damage property.

- This includes rooms, walls, walkways, hallways, residential hall rooms, etc. Damages include, but are not limited to nail holes, hooks, decals, tape marks, and stickers.
- A student or RSO will be charged if disturbing or moving attached or permanently fixed furniture, decorations, foliage, etc.
- **Painter's tape is the only adhesive approved to be used.**
- **Helium filled balloons and glitter are not allowed in the Danna Student Center. No exceptions will be made.**

RSOs are responsible for all clean-up related to decorations.

Section 15: Events With Alcohol Policy

Overview

- Events with alcohol must be registered with the Student Life and Ministry. After creating and submitting the event in HowIConnect, the RSO will be contacted to schedule a meeting and review the logistics of the event. No liquor may be sold or served at any time or under any circumstance by a RSO without prior approval by Student Life and Ministry.
- RSOs hosting Events with Alcohol must have two members attend a Social Host Training sponsored by Student Life and Ministry within the same semester as their event.
- Events with alcohol are permitted between Thursday 4:00 pm and Sunday 5:00pm. RSOs are prohibited from hosting any events with alcohol during online operations, University breaks, holidays, finals, or the summer. The final permitted programming date for any given semester is the last day of classes of the fall and spring semesters.
- All guests entering the event must be at least 18 years of age and must provide a valid ID as proof to security upon being admitted.
- Attendees who are 21 and over must be given a second distinguishable wristband (different from transportation wristband) upon showing proof of legal drinking age.

- RSOs are prohibited from serving or selling alcohol to minors or purchasing alcohol for minors, and the RSO must take reasonable precautions to prevent underage consumption of alcohol.
- RSOs are responsible for the behavior of members and guests during events with alcohol.

Event with Alcohol Registration

- **All RSO events with alcohol held on or off campus must be registered with Student Life and Ministry at least 14 days prior to the event.** Registration must be completed by submitting an event in HowlConnect. For step by step instructions in navigating HowlConnect, please review the HowlConnect Guide [here](#).
- RSOs, when creating an event in HowlConnect, must check the box indicating that alcohol will be present and follow the subsequent prompts in order to comply with the Event with Alcohol Policy.
- Failure to register the event with alcohol or provide necessary documentation will result in cancellation of the event.
- For on and off campus events with alcohol, proof of security coverage (for on campus events, LUPD, and for off campus events either LUPD/private security) must be received by the SLM at least two weeks in advance of the event. If LUPD/private security cancels prior to or does not show for an event, the RSO will not be permitted to hold the event. RSOs must verify that security will be provided for the duration of the event.
 - o At least 1 licensed security guard or police officer is required for the event with a minimum of 1 guard/officer for every 50 people in attendance. RSOs may contact LUPD to see if any officers are available to serve as security for an off-campus event with alcohol. LUPD will determine if they can work the event. Private security may also be used for an off-campus event with alcohol.
 - o LUPD/private security must examine photo identification and place wristbands on guests 21 years of age and older. LUPD/private security must also control entrances and exits at the event. LUPD/private security must monitor behavior of event attendees and respond to issues when needed. For example, LUPD/private security may contact 911, LUPD headquarters, or local law enforcement if a medical emergency or criminal behavior occurs.
- **RSOs are required to submit the set guest list (including legal names and birthdates of all attendees) and venue liquor license on HowlConnect at least 24 hours prior to the event.** Failure to submit the required documents by the deadline will result in the cancellation of the event.
- A copy of the organization's insurance must be uploaded to HowlConnect when creating and submitting an event.

Alcohol Guidelines

- No alcohol may be purchased with RSO funds, SGA allocations or with a university bank account.
- RSOs are prohibited from hosting fundraising events with alcohol.
- No RSO shall sell alcoholic beverages. Events must have a cash bar where attendees who are over the age of 21 can purchase a beverage(s). “Open bar” events are strictly prohibited.
- RSOs must provide food and non-alcoholic beverages when alcohol is present at an event.
- Promotion and advertising materials may not include alcohol related messaging.

Off Campus Events with Alcohol

- Off campus events with alcohol must be held at a venue that is within a 25-mile radius of Loyola University New Orleans Main Campus and that is properly licensed by the proper local and state authority to serve alcohol.
- Chartered bus transportation using a University approved vendor must be provided by the RSO for off-campus events with alcohol. ***Any requests to use transportation other than an approved University chartered bus must be approved by Student Life and Ministry at least 14 days prior to the event.*** University vehicles may not be used for events with alcohol.
- All RSO members and guests that will be attending are required to take the provided transportation to and from the event.
- On campus events must follow all applicable campus policies as outlined by the [Student Code of Conduct](#) and the RSO Event with Alcohol policies.

On Campus Events with Alcohol

- For on campus events with alcohol, Loyola Dining Services is the only approved provider to sell and serve alcohol.
- All on campus events with alcohol must have a LUPD officer(s) present.

Event Monitors

- For both off and on campus events, the RSO must identify one Non-Drinking Event Monitor for every 25 guests that must remain sober throughout the event.
- The Non-Drinking Event Monitor must be an active/initiated member of the RSO. New members are not allowed to be Non-Drinking Event Monitors.
- For off campus events with alcohol, at least one Non-Drinking Event Monitor should be present on each transportation vehicle utilized to transport guests to and from the event.
- RSOs must indicate the names of the Non-Drinking Event Monitors when creating the event in HowlConnect.

VI. Student Organization Travel Policy

Section 1: Travel and Overnight Stays

Loyola University New Orleans recognizes that RSOs travel or have overnight stays for many purposes including retreats, conferences, and competitions. While travel/overnight stays can be extremely beneficial to advancing the mission of the RSO, it is important to remember that it can be a high-risk activity that requires adequate proactive planning and preparation. Proper planning can mitigate many of the risks often associated with travel. The safe travel of students to and from activities is the goal of this policy.

This policy applies to currently enrolled undergraduate or graduate student members of RSOs participating in organization activities that take place more than 25 miles from Loyola University New Orleans or is an overnight activity (these overnight activities may be in New Orleans). Students must be compliant with vaccination requirements in order to participate in any travel or overnight stay. If a student is unvaccinated, they must test prior to any overnights in congregated settings or travel and provide documentation to the university. Loyola University New Orleans does not encourage RSOs to travel outside of the United States unless it is deemed necessary for an educational or service-related purpose. Permission must be obtained from the [University Risk Manager](#) for any international travel. In addition, if utilizing airbnb, vrbo or a similar website, the student/student organization must adhere to the university's travel rental policy. Information concerning this and other travel policies can be found [here](#).

Section 2: Travel/Overnight Stay Coordinator

RSOs that will include any travel/overnight stay in their organization activities such as retreats, conferences, and competitions must appoint one authorized representative of the RSO to serve as the Travel/Overnight Stay Coordinator.

This Coordinator will serve the following roles:

- **Submit the [Travel Information Form](#) on HowIConnect at least 14 days in advance of the travel dates.**
- Review activities of the RSO and identify any potential risks that would need to be communicated to Student Life and Ministry.
- Serve as the liaison to Student Life and Ministry on travel-related communication and planning.

Section 3: Travel/Overnight Information Form and Release Forms

To adequately prepare for domestic travel, the following steps are required:

1. Travel/Overnight Stay Coordinator obtains Medical Release and Informed Consent Forms from SLM and distributes to all members traveling.
2. Each student traveling completes and signs a Medical Release and Informed Consent Form.
3. The Coordinator collects all completed and signed forms and scans each into one document.
4. The Coordinator completes Travel/Overnight Information Form on HowIConnect including uploading the Medical Release and Informed Consent electronic document.

Following submission the Organization Advisor and SLM professional staff member will provide necessary approvals and notify the Travel Coordinator.

Section 4: Driver Requirements for University Vehicle Use

When a personal vehicle must be used for organization travel, the driver assumes all liability associated with the trip including damage to the vehicle. Those authorized to drive a vehicle on university business will possess a valid driver's license. They will be conscientious and courteous drivers. They will be cautious and will understand the importance of driving safely. They will conduct themselves as representatives of Loyola and will honestly report any accident or damage that may occur involving a vehicle under their care and control. They will be evaluated on an on-going basis to assure they maintain a safe driving record.

Driver Authorization

No one is permitted to drive a University vehicle, or any other vehicle on University business, without authorization. Authorization to drive a vehicle may be obtained by submitting a completed [Driver Authorization Request Form](#) and completing the required training. The driver and the RSO advisor/supervisor's name must be submitted on this form.

Approval is granted for one calendar year, after this time the driver may be removed from the approved drivers database. Renewal of driving privileges is not automatic, however most permanent employees will be renewed each year. A list of the authorized drivers is sent to our automobile insurer on an ongoing basis. Each name is entered into the Motor Vehicle Registry in order to identify high-risk drivers. If it is determined that an individual has a poor driving record, they will be notified and may be suspended from driving Loyola vehicles. Records of authorized drivers will be retained in the Risk Management office.

The following criteria are used in considering authorization:

- No major violations in 3 years (major violations include, but are not limited to DUI, vehicular homicide, reckless driving, drugs, leaving the scene)
- Maximum of 2 moving violations in the last 3 years with one at-fault accident
- Maximum of 3 moving violations in the last 3 years with no at-fault accidents
- Maximum of 2 at-fault accidents in the last 3 years with no moving violations

Section 5: Reserving a University Van

All drivers must fill out a [Driver Authorization Request Form](#) (at least 14 days prior to departure), pass the required Online Driver Safety Courses, and possess a valid driver's license before being allowed to operate a university van. Once authorized, the individual does not need to complete the authorization process again until the following year. Upon return, the interior of the van(s) must be cleaned and the van(s) must be in the same condition as before departure

(interior and exterior). Gas in the van(s) must also be refilled upon return. The individual who made the reservation will be held responsible for any damage to the van(s).

Reserving a University Van through Student Life and Ministry

1. Van rental is restricted to RSOs at Loyola University. Please note that the van rental is based on availability.
2. Travel is restricted to 150 miles from campus.
3. ***Van reservations can be made by filling out a [Van Reservation Request Form](#) at least 1 week prior to departure.*** Once the reservation is confirmed, a fee of \$50.00 per day must be made to Student Life and Ministry, account number 216610-3072. Reservations will be made on a first come/first serve basis according to a priority list determined by SLM.
4. To pick up and return the keys, you must schedule a walk through appointment with Raven Evans, Administrative Assistant for Student Life and Ministry. Email her at rmevans@loyno.edu or use this [link to schedule an appointment with her](#). The keys can be picked up and returned Monday - Friday between the hours of 9 AM - 4 PM.

Section 6: Safety Issues when using a Vehicle

- No alcoholic beverages, illegal drugs, or controlled substances are to be used or consumed by the driver or any passenger at any time while in possession of University-owned, leased, or rented vehicles, including personal vehicles used on University business.
- Drivers must use good judgment in the use of phones and navigation systems while operating a vehicle. Phones should only be used in conjunction with hands-free devices. Text-based messaging should only be used after the vehicle has been safely parked.
- Use of seat belts is required for all persons occupying the vehicle. It is the driver's responsibility to ensure that all persons are properly secured before the vehicle is put in motion.
- Smoking is not permitted in University-owned, leased, or rented vehicles.
- Hazardous materials must not be transported in University-owned, leased, or rented vehicles unless approved by the University Risk Manager.
- Vehicles must be locked at all times when not occupied.
- The driver is required to obey all state and federal traffic laws pertaining to the safe operation of a vehicle. The driver is personally liable for any fines, traffic or parking violations received. All moving violations must be reported to Risk Management and Student Life and Ministry by the driver.

Section 7: Accident Procedure

Each off campus accident must be reported to the police as soon as it occurs. In all cases, however, each accident must be reported to the [University Risk Manager](#) (ext. 3141) and the [Student Life and Ministry](#) (ext. 3622) within 24 hours. Each accident, however minor, must also be recorded by the completion of the Report of Accident form at the scene of the accident. This form should be

located in the glove box of every University-owned vehicle. The completed form is to be sent to the University Risk Manager.

Do not hesitate to call the police. They will usually respond even if the accident involves only property damage. While the police may not make a determination of responsibility, they will at least document the obvious facts. The police will ask you for evidence of liability insurance. This information can be found on the Louisiana Auto Insurance Identification Card which should also be located in the glove box of every Loyola vehicle. If a police report is written it must be submitted to Student Life and Ministry. If you or the occupants of your vehicle sustain injury, however minor, have an examination by Student Health Services, a personal physician, or in the emergency room of a nearby hospital.

However responsible you may feel for the accident, do not admit to liability. Such an admission will seriously compromise the ability of your insurer to defend any ensuing claim, particularly because Louisiana has comparative negligence laws, and very often neither party is 100 percent at fault. It is usually not in your best interest to accept an offer to settle from the other party in the accident without involving the insurance carriers. Such offers are usually withdrawn when the amount of the damage is determined, and can only lead to complications.

The driver will be held personally responsible for all costs of the accident if the driver is found to be operating the vehicle in a reckless manner due to the use of alcohol, illegal drugs, and/or controlled substances. The University has the right to require drug/alcohol testing in the event of an accident caused by a student. The driver or the RSO will be charged the insurance collision deductible if there is damage to the Loyola vehicle.

VII. Student Organization Funding

All RSOs are encouraged and expected to make every possible effort to become financially self-supporting. This includes revenue sources such as:

- Membership dues
- Student Government Association Allocations
- Fundraisers
- Charging admission to events

Any RSO that financially obligates itself, whether through a member or officer, for services, merchandise, or a facility, does so in the name of the RSO and its members. The University is not responsible for debts incurred by a RSO.

RSOs handling money may have an on or off campus bank account. These accounts must be maintained under the name of the university staff or faculty advisor. For more information about on-campus accounts, review the document under the SLM HowIConnect portal called "[Everything You Need to Know about On Campus Bank Accounts](#)." RSOs are responsible for maintaining records of revenues and expenses. **RSOs may not use Venmo or other money apps to**

receive or send money. If a RSO would like to set up a website to accept credit card payments through the university, please contact [Student Life and Ministry](#).

Section 1: Membership Dues

Membership dues are collected from members for use by the RSO. These dues are in exchange for services, opportunities, or materials provided by the RSO. Membership dues may also be required for individual students to belong to a national or local organization, professional association, honorary society, or similar. When collecting membership dues, be sure to work closely with your advisor and deposit all funds into your organizational bank account. RSOs should establish the cost of membership dues in the organization constitution and reevaluate on an annual basis.

Section 2: Student Government Allocations

All Loyola University New Orleans students pay a student activity fee. From this fee, SGA grants budget allocations to RSOs through the Allocations Request Process. RSOs are able to request allocations funding as long as the RSO has two members attend an Organizational Summit annually and is in good standing with the University. Each semester, Student Life and Ministry along with SGA hosts Student Organizational Summits to explain various policies and resources as well as review the SGA allocations process. In order to receive allocations, each RSO is required to have two members participate in a summit at least once a year. ***All allocations requests must be submitted through HowIConnect no later than a month before the event or travel.*** Please reference the Allocations Guidelines in the [Student Government Association's HowIConnect portal](#) for detailed instructions on the types of allocations requests, timeline, and the request process.

Section 3: Co-Sponsorships

With over 100 RSOs and numerous departments on campus, there are plenty of opportunities for co-sponsorship. Co-sponsorship is an excellent way to produce more effective programming or initiatives, and when used appropriately decreases the stress of planning. The key is to start looking for co-sponsors early and to enthusiastically "sell" the program or idea to potential co-sponsors.

Once a RSO(s) or department(s) has agreed to be a co-sponsor, it is critical to have in writing the terms of the co-sponsorship. Both parties must agree to the terms and the leadership of each entity must sign the agreement. This will specifically define what is expected from each co-sponsor, reduce confusion, and help keep the experience positive. Off-campus sponsorship can also be a successful way to produce an initiative. In this case, the RSO is still ultimately responsible for the initiative. Usually, this type of co-sponsorship is in the form of money or products. Again, a letter defining the terms of the co-sponsorship should be drafted and signed by the parties involved. Please speak with your advisor prior to accepting co-sponsorship with an outside entity.

In considering co-sponsorship, ask your RSO the following questions:

- Does the program meet the goals/mission of your RSO or the campus?
- Do you have the time, money, and energy to put into making this a successful initiative?
- What is this other group really looking for from us? Is it financial support? Time? People?
- How will our RSO benefit from this program?

Do not feel obligated to accept co-sponsorship. If the program does not meet the needs of the RSO or is too time-consuming, politely decline the offer in a timely manner. If you were seeking co-sponsorship you would want the same respect.

Section 4: Fundraising

Fundraising can help meet the financial needs of your student organization. Only registered student organizations or departments may sponsor a fundraising activity. Proper planning, implementation and enthusiasm go a long way in getting the University community involved and willing to donate to your student organization. RSOs may solicit funds or conduct sales or other fundraising projects on campus only if approved in advance by the Department of Student Life and Ministry and University Advancement. In general, only those sales or projects that are in line with the purpose of the organization or which offer to the campus a service not otherwise available are approved. RSOs may not give away alcohol or bar tabs as prizes in fundraisers. The sponsoring organization is expected to understand and adhere to all established University policies governing student organizational activities including the University's gift acceptance policy found [here](#).

With adequate notice (a minimum of 10 weeks prior to your event), the Office of University Advancement can provide mailing/contact lists for special events and other mailings. RSOs should consult with institutional advancement when planning all events (including banquets, fundraisers, competitions, etc.) to ensure coordination and avoid conflicts with other university activities.

When working with alumni for fundraising events, please alert the [Office of Alumni Engagement](#). This includes alumni judging, mentoring, or speaking to a student organization, or otherwise collaborating with students on or off campus.

Planning a Fundraiser

1. Identify organizational expenses that must be covered and set a realistic goal for the fundraiser that is higher than the expenses, yet possible to attain.

2. Determine what the fundraising activity will be:
 - Recall fundraising activities from the past. What worked?
 - Organize the logistics of the fundraiser.
 - Be sure to stay within the guidelines and regulations of this handbook and other governing documents of the University.
 - Gain approval from the Department of Student Life and Ministry by creating an event in HowIConnect. SLM will approve or contact the organization with follow up questions or concerns.
 - Determine your target group: students, the community, etc...
 - Plan and implement marketing plan.
3. Consider corporate sponsorship. Some businesses may be able to offer donations from their company that you can raffle off or sell.
4. Thank supporters with a tangible reminder of how they contributed (certificate of appreciation, letter from the president, etc...).
5. Evaluate the event for the organization to reference in the future.

Fundraising Ideas:

- Bake sale
- Candy sale during holiday time
- Flower sale for special occasions
- Carnivals with pie throwing, dunking booths, etc.
- Talent show
- Car washes
- Social events
- T-Shirt sales
- Rummage sale

Raffles & Lotteries

Registered Student Organizations wishing to conduct a raffle must obtain a Charitable Gaming License through the State of Louisiana Office of Charitable Gaming and produce a copy of this license to the Department of Student Life and Ministry prior to the scheduled raffle. To do this, the organization must:

- Go to the [State of Louisiana Office of Charitable Gaming](#) website and complete the Charitable Gaming Form. NOTE: The organization should use Loyola University's Student Life and Ministry address on the application.
- Email the completed form to ocg@la.gov
- If approved, the organization will receive notification typically within 10 days.
- Submit a copy of this approval to Student Life and Ministry.

Poker tournaments, lotteries, and similar games of chance are considered gambling and are regulated by the state. The state and the Code of Student Conduct prohibit gambling in violation of law.

Solicitations

Solicitation is defined as any activity that seeks to make contact with students, faculty and/or staff to collect information, sell items, or gain support. Solicitation applies to a wide range of activities that may include: advertising, selling, petitioning, campaigning, distributing flyers, product orientation, and surveying residents by telephone, mail, e-mail, or in person. All groups, whether on-campus or off-campus, must gain approval by the Department of Student Life and Ministry in order to solicit. The sponsoring organization is expected to understand and adhere to all established University policies governing student organizational activities.

Donations

All gifts to RSOs must be processed through the [Office of University Advancement](#), Campus box 909, Greenville Hall, 7214 St. Charles Ave., New Orleans, LA 70118.

- Any solicitation to alumni for gifts must be approved by Institutional Advancement.
- Any solicitations to corporations or foundations for grants must be approved by the [Office of Grants and Sponsored Programs](#), 504-865-3084.
- Any gift received from alumni, businesses, firms, friends, parents, etc... that is not the direct cost of a received benefit may be recorded as a donation. (i.e. If you charge a ticket price of \$50 for a meal that costs \$30, then \$20 is recorded as a donation to your organization or Loyola.)
- Sponsorships and “In-kind” donations must also be recorded. In-kind donations include gift certificates, donated items and unreimbursed expenses paid by a donor in support of your organization.

VIII. Contracts and Paying for Organization Events

Section 1: Payments for Organization Events

If you need assistance, *at least two weeks prior to your event*, schedule a meeting(s) with Student Life and Ministry to discuss proper payment methods. RSO’s who have been awarded allocations **MUST** schedule a meeting with [Raven Evans](#), SLM Administrative Assistant, to procure purchases. SLM reserves the right to make substitutions if the items can’t be received in time for the event. All purchases, utilizing “2 accounts” (i.e. Student Government accounts) must adhere to University Purchasing guidelines, including the following:

- Any tangible personal property item over \$250 needs to be done via purchase order (not credit card).
- All purchases over \$2500 need to have 3 written quotes.
- Staples is the vendor for office supplies (not Amazon).
- Amazon purchases must be ordered ten (10) days prior to the event.

- Payment of services can not be reimbursed to the student or organization. Student/student organizations(s) may not contract with a vendor and pay out of pocket for services with the goal of getting reimbursed.
- You should review any purchase request with your student organization advisor before scheduling a meeting with Raven Evans, SLM Administrative Assistant.
- Student Organizations will be responsible for picking up Sam's Club Orders, instructions on date and time to pick up will be coordinated with Raven Evans, Administrative Assistant.

Section 2: Contracts

The University contract policy establishes the process for Loyola University New Orleans personnel to approve, sign and execute contracts committing the University to performance of any act. **Contracts for RSO events/initiatives, whether allocated through SGA or not, must be signed by the RSO advisor and [Dale O'Neill, PhD](#), Assistant Vice President, Student Life and Ministry.** Be advised, No arrangements for services such as these can be made until the University has obtained the appropriate insurance documents from these vendors.

Common examples of when contracts are used:

- DJs
- Dunk booths
- Petting Zoos
- Speakers
- Musical Performers
- Supplies
- Catering
- T-shirts or other organizational merchandise
- Banners

Section 3: Sales Tax

The University is excluded from paying sales tax to the State of Louisiana, and is only responsible to pay 5% sales tax to the city. The 5% sales tax must be paid on ALL orders, even on orders placed with out of state vendors. When vendors do not bill the University for sales tax, the University pays the amount directly to the City of New Orleans. In these cases, departments are charged for the tax amount directly by the office of Financial Affairs. State sales tax exclusion letters are available on the [Purchasing Department web page](#).

Section 4: Approved Vendors

Vendors are selected for their capability to serve the needs of the University in the most economical and efficient manner possible. Past performance and cooperation are important factors. Vendors must comply with the Equal Opportunity Act (Executive Order 11246 as amended) since it is the policy of the

University to promote the full realization of equal employment opportunity through an Affirmative Action program. They must also comply with other laws and directives as they are issued. The University strives to use small businesses, minority-owned businesses, and women's business enterprises whenever possible. RSOs may only use University Approved Vendors.

All vendors are required to provide a W-9 Tax Form, Insurance forms, and the vendor ID form. Please visit the [Frequently Asked Question for Vendors](#) page for all required documentation.

Note: RSOs and their advisors are responsible for ensuring that events or initiatives are paid for in a timely manner. Please consult [Raven Evans](#) in Student Life and Ministry if you need assistance.

IX. Managing Organizational Funds

As a RSO, you are a representative of Loyola University New Orleans; therefore, you are also bound by the same rules, guidelines, policies and laws that the university must follow. Loyola University New Orleans must maintain compliance with the Payment Card Industry Council (PCI) and therefore takes payment processing of any kind seriously to protect the university, students and community against the exposure and possible theft of personal information.

ALL monies collected (membership dues, food sales, fundraisers, cash collections, etc.) must be deposited directly into the RSO's bank account. No organizational money should ever be deposited into a personal banking account. ***RSOs are prohibited from accepting monies via Paypal, CashApp, Venmo, Square or any other method which requires funds to flow through personal bank accounts.*** If a RSO would like to set up a website to accept credit card payments through the university, please contact [Student Life and Ministry](#).

Section 1: On-Campus Account (8 Accounts)

To open an on-campus account, contact the [Office of Financial Affairs](#), with the purpose of the account/how it will be used; the funding source; and the RSO advisor that will be responsible for the account. Financial Affairs will contact the RSO if additional information is needed. For more information about on-campus accounts and usage, review the document under the SLM HowIConnect portal called "[Everything You Need to Know about On Campus Bank Accounts](#)." Per university policy, alcohol is prohibited from being purchased with funds in these accounts. RSOs should reach out to the [Purchasing Office](#) and [Student Life and Ministry](#) to verify that they are following all purchasing policies.

Section 2: Off-Campus Account

Funds generated without the use of University funds or resources (e.g. dues) may be deposited in a commercial bank account as long as the RSO advisor is a co-signer. Commercial accounts can be listed under the category "non-profit

student organization.” The RSO must apply for a Federal Tax Identification Number (TIN) through the Internal Revenue Service. This TIN is required to establish a commercial bank account. The RSO can not use the TIN of the university.

Section 3: Insufficient Funds

In instances where there are insufficient budget funds to process a request for disbursement, the ordering department will be notified. No disbursement will be made until additional funds are transferred into the account to be charged.

Section 4: Overdrawn Accounts

The University policy prohibits overdrawn accounts. A transfer of funds to cover an overdraft should be submitted immediately upon notification of the overdraft.

X. Campus Policies

Section 1: Discrimination and Harassment Policy

RSOs should be open to all Loyola University New Orleans students without regard to age, color, disability, gender, gender expression, national origin, race, religion, sexual orientation, and veteran’s status. The following organizations are exempt whose primary purpose is as follows:

- a. Social fraternities and sororities may select members based on gender. (See Regulations under [Title IX of the Education Amendments of 1972](#).)
- b. Religious qualifications may be required by organizations whose aims are primarily religious. Religious-based organizations may use beliefs as criteria for selection of membership to the extent outlined in its constitution and by-laws which state that it is affiliated with a specific religion, doctrine, or church and whose primary purpose is to promote and espouse certain beliefs that are religious in nature. Furthermore, a religious-based organization cannot discriminate on the basis of, nor inquire about the religious background or beliefs of students for admission into its meetings.
- c. Academic organizations may limit and/or select members based on academic criteria that may include academic major/minor, GPA, year in school, talent/skills etc. as outlined by the academic department on the local, state or national levels.

If you have any questions about Loyola’s Discrimination and Harassment Policy, the Loyola General Counsel can be reached at (504) 864-7082

Section 2: Hazing Policy

“Hazing” is defined as any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

1. The person knew or should have known that the act endangers the physical health or safety of the other person or causes severe emotional distress.
2. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Consent is not a defense for hazing. For more information, including examples of hazing, please see the Loyola University New Orleans Hazing Policy on the [Student Conduct website](#).

Reporting Hazing

To report hazing, fill out an [incident report](#). This system is monitored Monday through Friday from 8:30 a.m. to 4:45 p.m. If you wish to fill this form out anonymously, simply leave your name out of the report. If you wish to be contacted, please include your name and contact information in the report. *For immediate service or after hours, call University Police at 504-865-3434.*

Section 3: [Freedom of Expression and Inquiry](#)

Loyola University New Orleans is a private, Jesuit, Catholic institution, committed to the educational and spiritual traditions of the Society of Jesus and the development of the whole person. *Thus, all student events and activities should align with the mission and goals of the University.* Accordingly, the University permits members of the University community to assemble and express views on campus subject to this policy, consistent with its mission and commitment to protecting campus community members and the environment in which that mission is experienced. ***RSOs wanting to host a demonstration, must complete the [Campus Demonstration Registration form](#) a minimum of seven business days prior to the event.*** Campus demonstrations and/or protests must be sponsored by a recognized Loyola group or organization. Groups may reserve quads and rooms for a demonstration; however, the use of space is subject to the Vice President of Student Affairs's judgment about the appropriateness of the location for the planned event, availability, applicable usage fees and associated charges.

In keeping with the University’s commitment to promoting free speech and expression, Loyola University New Orleans respects the right of all members of the academic community to explore, discuss, and express opinions, and debate issues publicly in a civil, orderly, and safe manner. *These forms of expression—regardless of the content or viewpoints expressed—are permitted on campus so long as they are orderly, lawful, do not disrupt or interfere with the regular operations or authorized activities of the University, are consistent with the mission and goals of the University and comply with the requirements of this*

policy and all other policies within the [Student Code of Conduct](#), [Faculty Handbook](#), and [Human Resources Manual](#). Expression that is indecent, grossly obscene, or discriminatory on matters such as race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, genetic information, military status, gender or gender identity, or any other legally protected classification is inconsistent with the University's mission and will not be tolerated.

1. The University community holds that those who enjoy these freedoms must also accept responsibility for order and discipline. While Loyola guarantees the right to peaceful and non-disruptive dissent to all the members of its academic community, it cannot and will not permit any actions or activities which are disruptive of its normal operations. Examples include obstructive picketing or obstructive occupation of space and any activity which substantially prevents normal movement of persons, creation of interruptive noise or conduct which interferes with a person's right to speak (including oral, written, or symbolic expressions imposed on an audience or a person), repeated interruption of or substantial interference with a person's normal expectations of quiet for formal campus pursuits (such as education and administrative activities, studying, eating, and sleeping).
2. Immediate suspension of those specific activities judged to be disruptive may be ordered by the President, the Vice President Student Affairs, or their designated representatives whenever it is determined such preventive action is required in order to protect lives or property or to ensure the maintenance of order. The order from a University official to cease all actions which are considered to be disruptive will take the form of a public statement to cease the disruptive activity and to disperse within a specified reasonable time as determined by the University official. If the individuals or groups participating in said demonstration cease their disruptive activity and disperse within the time specified, that fact will be taken into consideration in any disciplinary hearings that may follow the disruptive action.

Section 4: Guidelines for Campaign Related Activities

Loyola University New Orleans is committed to the expression of diverse ideas and opinions and to the discussion and critique of each. Consistent with this commitment, Loyola encourages all students, faculty and staff to be politically active and to support the candidates and causes of their choice. In fact, the University encourages RSOs, faculty and staff to invite speakers to further the discussion of the diverse ideas that make our country, state and city a great place to live. In accordance with Loyola University's policy, all RSOs must seek approval for all events, activities and speakers from Student Life and Ministry.

As a tax-exempt, charitable institution Loyola University is subject to the rules and regulations of the Internal Revenue Code that prohibits the University from 'participating in, or intervening in any political campaign on behalf of (or in opposition to) any candidate for public office.' These guidelines are provided to assist and inform all members of the Loyola community so that they can engage in rational debate without violating Loyola's tax exempt status.

Thus, the following guidelines must be followed:

A. All students, faculty and staff remain free to express their individual and collective political views, provided that they ensure that it is clear they do not speak on behalf of, or for, the University and that their participation in political activity in their individual capacity is separate and apart from their relationship with Loyola University New Orleans.

B. Organizations created solely for the purpose of advocating for the election of a political candidate (i.e. Students for Candidate X) or ballot initiative may not receive funding from the University, including SGA allocations. However, Loyola University does permit students and faculty to organize voluntary political clubs. These clubs are self-supporting and are permitted to exist insofar as they engage in lawful activities and comply with the requirements of this policy and all other policies within the [Student Code of Conduct](#), [Faculty Handbook](#), and [Human Resources Manual](#).

C. Recognized student organizations, that is to say those organizations that receive University funds, may participate in a political campaign on behalf of any candidate for public office as long as their campus-based activities comply with: University policies and procedures, including these guidelines; the RSO clearly identifies itself as a student organization that does not represent the official views of Loyola University New Orleans; and the RSO seeks approval for all events, activities and speakers from Student Life and Ministry.

D. Loyola's name, or logo, is prohibited from appearing on any material that is used in support of a particular candidate, or partisan political cause.

E. Should a candidate for any political office be invited to campus by the University or student group, in his/her capacity as a candidate, candidates from each political view for said office must be invited to appear on campus in a similar setting. However, an elected official may be invited to campus in a non-candidate capacity without any requirement to invite other elected officials, so long as that elected official does not make reference to his/her candidacy and speaks only in his/her non-candidate capacity.

F. Should a candidate appear on campus, a reasonable effort must be made to ensure the event takes the form of an educational speech, or question and answer session, or similar communication in an academic setting and not a political rally.

G. It must be made clear by the host of the event during the introduction of the candidate, and in any and all publicity of said event, that the candidate's appearance does not represent an endorsement of the candidate by Loyola University, and that they were invited by the organization not by the University. The following paragraph can be used as a template for the required disclaimer:

"This event is sponsored by _____. The use of Loyola University New Orleans' facilities for this event does not constitute an endorsement by the University. Loyola University New Orleans does not endorse any candidate, or organization, in connection with this or any other political campaign or election."

H. Any expenses associated with an event that are typically not covered by Loyola University New Orleans, must be billed to the sponsoring organization so that there is no appearance of sponsorship by the University.

I. Absolutely no fundraising for the candidate, party, or partisan political cause, shall take place at any event on campus. This prohibition extends to the posting, or transmission, of campaign related materials over the Internet.

J. At no time shall Loyola University New Orleans use funds, supplies, email lists, directories, copiers, computers, telephones, fax machines, offices, return addresses or other equipment on behalf of, or against, any candidate for public office, political party, or political action committee.

Please note that whether a RSO, or individual, is causing Loyola University New Orleans to participate or intervene, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office depends upon all the facts and circumstances of each case. Please visit the [Office of Student Conduct website](#) for more information.

Section 5: Demonstration Policy

Please see Section IV of the [Student Rights and Freedoms](#) document to review the Demonstration Policy for Loyola University New Orleans.

Section 6: Sexual Misconduct (Title IX) and Discrimination and Harassment Policy and Guidelines

Loyola University New Orleans strives to create and maintain a working and learning environment in which individuals are treated with dignity, decency and respect. For these reasons, Loyola University does not tolerate discrimination or harassment of any kind, including the offenses of rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment, sexual exploitation, sexual verbal abuse, and stalking. The Sexual Misconduct Policy and Guidelines are outlined in Loyola University Title IX policy, found [here](#). The Discrimination and Harassment Policy and Guidelines are outlined [here](#).

Any questions concerning these Policies can be directed to the Office of Student Affairs at 504-865-3428. For immediate assistance, you can call the Loyola University Police Department at 504-865-3434. For a confidential source and/or support, call the University Counseling Center at 504-865-3835.

Section 7: Bias Response

At Loyola, we respect and value our differences, in keeping with our mission to “welcome students of diverse backgrounds and prepare them to lead meaningful lives with and for others.” The University does not tolerate discrimination or harassment of any kind: we implement and enforce the [Loyola University New Orleans Discrimination and Harassment Policy](#), and we educate faculty, staff, and students, to discourage, prevent, correct and, when necessary, sanction acts of discrimination and harassment.

If you witness or experience an act of discrimination, harassment, intimidation, or violence motivated by prejudice against a person’s race, color, sex, national origin, age, religion, gender identity, gender expression, transgender status, sexual orientation, ethnicity, disability status, marital status, citizenship status, or any other characteristic, prohibited by applicable law, please inform the University by filing a [Bias Incident Report](#). The University will respond appropriately and in keeping with the law. If you have questions about Loyola’s Discrimination and Harassment Policy and bias incident reporting process, contact the [Office of Equity and Inclusion](#) at 504-865-2306. In cases of emergency, call the Loyola University Police Department at 504-865-3434.

Section 8: Amnesty Policy

The Amnesty Policy encourages students/RSOs to assist others or themselves, both on and off campus, by calling for medical assistance in instances of excess alcohol and/or drug use. Students/RSOs that seek medical assistance for themselves or another student due to intoxication of alcohol and/or drugs will be exempt from formal conduct charges that are punitive in nature for the mere possession or use of alcohol and/or drugs if the student or student(s) take these actions:

- Call for help - either for yourself or the other student(s). You can reach LUPD at 504-865-3434.
- Wait for help to arrive.
- Cooperate fully once help arrives (e.g. give your name, respond to instructions, go to the hospital if EMTs say it is necessary, etc.)

Loyola may exercise its discretion to impose educational sanctions, which are not punitive in nature, as a required activity intended to engage the student in a positive learning experience related to the student's behavior. Please review the policy in its entirety [here](#).

Section 9: [Bystander Intervention](#)

To encourage a relationship between personal behavior and the quality of campus life, all community members have an affirmative duty to take reasonable action to prevent, stop, or report violations of the [Student Code of Conduct](#). Students are prohibited from:

1. Encouraging or permitting others to engage in misconduct.
2. Failing to confront, prevent, or report misconduct to a University official, which may include intervention, contacting University Police, or submitting an Incident Reporting Form.
3. Failing to remove oneself from a situation in which misconduct is occurring.

To promote community responsibility and bystander intervention, reporting students may be protected by Amnesty. Please review the Bystander Intervention policy in its entirety [here](#).

Section 10: [The Family Educational Rights and Privacy Act \(FERPA\)](#)

In accordance with THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974, the Student Life and Ministry reserves the right to release RSO Registration and Directory Information for public access, (e.g., in person, print publications, in writing, or database). RSOs and their individual members have the right to request that all or any compiled information be maintained for the private and confidential use of Loyola University New Orleans. Objections to public access requests for RSO registration information should be submitted in writing to Student Life and Ministry upon the completion of the RSO Registration Application and Process. You can read more about FERPA [here](#).

Section 11: Statement of Disability

All events sponsored by RSO's should be planned so as to provide complete participation and access to persons with disabilities. This includes the accessibility of university facilities and spaces, as well as the awareness of needs like interpreters, attendants, and transportation needs to any events. If your event has a presentation, here are some tips:

- **Offer handouts, slides, and other material in accessible formats.** Word processing formats are often the most flexible to meet different people's needs. Participants might need material in alternative formats such as large print or braille. If attendees receive the material in advance electronically, they may not need it in hard copy.
- **Ensure slides, handouts, and other electronic material for participants is accessible.** For example, provide alternative text for images and mark up headings.
- **Make media fully accessible — including audio and video used in sessions, and recordings of sessions provided afterwards.** For example, provide captions and/or transcripts as appropriate for audio, and provide audio description for videos as needed.

It is important to list contact information on the event fliers so that individuals with disabilities can request accommodations. When in doubt, discuss circumstances with University personnel or the [Office of Accessible Education](#).

Section 12: Financial Disclosure

Loyola University New Orleans reserves the right to request a financial report and as such, RSOs may be subject to auditing of their financial transactions, expenditures and receipts by the Department of Student Life and Ministry.

XI. Violations of University Regulations and Policies

The [Department of Student Life and Ministry](#) is responsible for monitoring the compliance of RSOs with University regulations and policies. All RSOs associated with Loyola University New Orleans are subject to the disciplinary guidelines outlined in this Handbook and the [Student Code of Conduct](#). A complaint that a RSO has committed an alleged violation or act of misconduct may be filed with the [Office of Student Affairs](#), [Student Conduct Office](#) or the [Department of Student Life and Ministry](#). Any campus or community member may file a complaint against the RSO and/or individual member within the RSO. The Student Conduct Code and this RSO Handbook govern all rights and regulations, including due process, for organizations and individual members.

XII. Disputes, Complaints & Violation of University Policies

In the event of disputes or complaints that may arise among or between members of a RSO, the [Department of Student Life and Ministry](#) professional staff are available to provide assistance in the mediation and resolution of conflicts and disputes that may arise. However, intervention is an option that must be requested by representatives of an organization. For information on filing a dispute or complaint, contact the [Department of Student Life and Ministry](#).

More information on the Student Code of Conduct and violations of the Code are available at the [Office of Student Affairs website](#). The Student Code of Conduct is available [here](#).

XIII. Student Organization Handbook Contact

The Student Organization Handbook is revised on an annual basis. Changes may also be made throughout the academic year if deemed necessary. For questions about or suggestions for the Student Organization Handbook, please contact [Dale O'Neill, PhD](#), Assistant Vice President, Student Life and Ministry.

APPENDIX A: CLUB SPORTS GUIDELINES

OVERVIEW:

Club Sports are overseen by the Department of Student Life and Ministry. A Club Sports program is an integral part of a campus recreation program. It fills the void between intramural sports activities and intercollegiate athletics. Club Sports give the university community an opportunity to participate in highly competitive sport activities, learn new skills, improve skill levels, and enjoy the recreational and social fellowship derived from sports involvement.

REGISTERING OR REACTIVATING A CLUB SPORT:

If you would like to start a club sport that is not currently offered at Loyola, contact [Daniel Harris](#), Assistant Director of Student Life in the Department of Student Life and Ministry. If the club sport has not been on campus before, you will need to go through the process of registering the club sport as a new Registered Student Organization (RSO) with the Student Life and Ministry and SGA. If the club sport has been on campus before, you will need to go through the process of renewing that club sport. If a club sport has been inactive for more than four consecutive semesters, the organization will have to complete the new organization chartering process.

Annual Re-Registration Process:

In addition to the typical renewal process for RSOs, returning Club Sports are required to submit the following information during the re-registration process:

- Liability waivers for all club members.
- Amount of any fees or dues associated with the club sport and if they are due semesterly or yearly.
- Practice times and locations.
- Coaching information including name, phone number, and e-mail address.
 - You will be required to turn in the coaches certificate of insurance and W-9 tax form to Student Life and Ministry before the coach can participate in any university related events such as games, practices, or meetings.

Reactivating an Inactive Club Sport:

Schedule a meeting with [Daniel Harris](#), Assistant Director of Student Life in the Department of Student Life and Ministry to learn about the history of the organization and next steps. If the organization has been inactive for more than two years, the organization must recharter through the Student Government Association and Student Life and Ministry. If the organization has not been

inactive for more than two years, [Daniel Harris](#) in Student Life and Ministry will assist you in renewing the organization.

1. To renew an inactive Club Sport you need at least 5 full-time, Loyola students as members.
2. You will need to schedule a meeting with [Daniel Harris](#) in Student Life and Ministry where you will be expected to have the following information:
 - a. A roster including first name, last name, Loyola email address, CWID, and phone number for each member.
 - b. A constitution, an example can be found [here](#).
 - c. A list of practice times each week and a rough draft of game or meet schedules.
 - d. Contact information for any coach (if needed).
 - e. An estimated budget of cost of equipment.
3. Once you have presented the following material, [Daniel Harris](#) in Student Life and Ministry will inform you within 48 hours if the Club Sport has been approved to be renewed.
4. If renewed, you will need to log into HowIConnect and update the Club Sports' portal. You will gain administrative privileges to do this when your Club Sport has been officially approved.

RECOGNITION AND GOOD STANDING:

Club Sports serve as a learning experience for the members through their involvement in public relations, organization, administration, budgeting and scheduling. The success of the Club Sport depends upon the student leaders of the individual clubs. They should have the initiative and drive to handle club administrative matters and motivate club members to take part in various club activities. Membership and participation in a club sport are free from discrimination based on race, religion, gender, gender expression, sexual orientation, ethnic group, disability or national origin. Each club sport constitution must have a statement to this effect in the *Membership* section of their constitution.

Recognition is the formal process by which the university agrees that a Club Sport may function on campus, enroll members, and identify with the university. Club Sports are expected to maintain consonance of goals and standards with those of the university, disclose principles of the organization and provide mechanisms for accountability. Club Sports may not operate without receiving formal recognition from Student Life and Ministry and the Student Government Association. In addition to the standard guidelines for RSOs, the below are additional requirements for Club Sports. Withdrawal of recognition or other changes in recognition status may result should standards decline as measured by failure to meet the below minimum standards or violation of university guidelines, federal, state, or local law.

In order to maintain recognition and or “good standing” status at the university, the following items must be met/completed:

Club Sports Council: Each year, funds are distributed to the Club Sports Council from SGA. To decide how these funds are used, the Club Sports Council meets monthly during the school year. It is a requirement that each club sport have a member present at these meetings to discuss funding needs, give club updates, and ask any questions. This representative does not need to be the same person every meeting. If a club is unable to have a member present at the Club Sports Council meeting, it is the responsibility of the President from that Club Sport to contact [Daniel Harris](#) in Student Life and Ministry at least 48 hours in advance. If a Club Sport has an unexcused absence, they will be placed on probation. If a Club Sport has two unexcused absences over a semester, they will be inactivated.

Funding Request: Once funds have been approved by the Club Sports Council, the club must submit a funding request through their HowlConnect portal. Funding requests must be completed at least 31 business days in advance.

Recurring President's Meeting: Bi-Weekly, each Club Sports President must meet with [Daniel Harris](#) in Student Life and Ministry to share updates and learn about the happenings within Student Life and Ministry as well as the university.

Injury Protocol: We understand that injuries may happen during practice or when competing in events. If a player has any injury, minor or major, it is the responsibility of the club president or senior most player to email [Daniel Harris](#) in Student Life and Ministry and call/text him, he will provide all Club Sports Presidents with his phone number during their first meeting of the school year.

Leadership and Membership Development:

- ***Title IX:*** Title IX training stems from a federal law that prohibits discrimination on the basis of sex or gender in educational institutions that receive federal funding. Sexual misconduct and sexual harassment are both forms of sex discrimination. Title IX training serves an increasingly important role to prevent sexual misconduct and foster safe, respectful environments for everyone. Each club is required to have at least 3 members, including the President, attend this training each academic year.
- ***Anti-Hazing:*** The training covers Loyola's hazing policy, how to report hazing, and consequences for hazing or failing to report hazing. The training will also discuss various scenarios to determine what actions might constitute hazing. Finally, the training will discuss ways to develop strong team relationships without hazing. Each club is required to have at least 3 members, including the President, attend this training each academic year.
- ***Concussion Protocol:*** This training provides students with important information regarding concussions, including recognizing symptoms and how a concussion affects the body. Each club is required to have at least

3 members, including the President, attend this training each academic year.

- *SGA Organizational Summit:* Each semester, Student Life and Ministry along with SGA hosts this workshop to explain various policies and resources as well as review the SGA allocations process. In order to receive allocations, each RSO is required to have two members participate in a summit every academic year.
- *First Aid Training:* Each club sport will be required to have one member who is First Aid and CPR certified at every practice and competition. If a member is already certified, they can submit their certification to Daniel Harris for their club sport to be exempt from the required training.

Coaching: Each Club Sport is allowed to have a coach that may be a Loyola faculty/staff member or a member of the community. If the coach is a member of the community and will be receiving payment for services, as a result of an approved SGA Allocations request, they must submit a W-9 tax form, a Certificate of Insurance, a [Contract for Professional Services Agreement](#), and an invoice for services to the [Daniel Harris](#) in Student Life and Ministry before they can partake in any meetings, practices, or games with the Club Sport.

Policy Agreement: Each academic year, each member of Club Sports must submit the Policy Agreement form. Here, the member agrees to have read and understand the Loyola University policies surrounding Anti-Hazing, Title IX, Student Engagement, and have no major conduct violations. Each Club Sport member is required to fill out the [Club Sports Policy Agreement Form found here](#).

Membership Policy: All Club Sports members must be a full-time, degree-seeking, undergraduate student at Loyola University New Orleans. To participate in student activities members must be in good standing with the University. Students on conduct reprimand are still considered in good standing. Students on disciplinary probation, suspension, or who have been dismissed or had their charters revoked are not in good standing with the University. In addition, all members must be compliant with vaccination requirements. All individual members must achieve a cumulative GPA of 2.0 every semester to hold a membership in a club sport, with a cumulative 2.5 GPA required to hold leadership positions. Students who fail to meet the cumulative GPA requirement will not be allowed to participate in any club sports activities. Club Sports are not permitted to have any Club Sports sponsored events where drugs and/or alcohol is being distributed. Each club constitution must have a statement to this effect in the Membership section of their constitution.

Damaged Equipment: Club Sports should be advised that they will be held responsible for the cost of any repairs to equipment that become damaged at Loyola University or at a university the Club Sport is completing at. The charges will be billed to the student account's account who caused the damages.

Travel Policy: Each Club Sports President is required to submit a detailed itinerary to Daniel Harris, Assistant Director of Student Life, at least 14 business days before the trip for approval.

Important Dates:

Below are important dates for the 2022-2023 school year.

August

22nd First Day of Classes
25th Rec-ing the Res Quad: Intramural & Club Sports First Look Fair

September

5th Club Sports Council Meeting
TBA Get Involved Fair
19th Re-Registration Deadline
TBA Title IX Training
TBA Hazing Training

October

3th Club Sports Council Meeting
TBA Concussion Protocol Training
TBA First Aid Training
31st Club Sports Council Meeting

November

No Club Sports Meeting

December

No Club Sports Meeting

January

17th First Day of Classes
TBA Spring Org Fair

February

6th Club Sports Council Meeting

March

6th Club Sports Council Meeting

April

3th Club Sports Council Meeting (Last of School Year)
11th-22nd Election of Officials for each Club Sport
29th Election results/Leadership Members for 2023-2024 deadline

APPENDIX B: FRATERNITY AND SORORITY LIFE GUIDELINES

RECOGNITION AND GOOD STANDING:

Recognition is the formal process by which the university agrees that a fraternity or sorority chapter may function on campus, enroll members, and identify with the university. As is the case with university affiliation with any externally incorporated organization, chapters are expected to maintain consonance of goals and standards with those of the university, disclose principles of the organization and provide mechanisms for accountability. Fraternities and Sororities may not operate without receiving formal recognition from the Student Life and Ministry. In addition to the standard guidelines for RSOs at Loyola, the below are additional requirements of chapters of Fraternity and Sorority Life. Withdrawal of recognition or other changes in recognition status may result should standards decline as measured by failure to meet the below minimum standards or violation of university guidelines, federal, state, or local law.

It is expected that each fraternity and sorority has a sponsoring body which is a legal corporation external to the university. Any changes in the status of recognition from the sponsoring agency must be reported to Student Life and Ministry immediately.

If a chapter requests recognition upon completing a disciplinary suspension term, the chapter must develop a Chapter Improvement Plan which outlines all corrective actions that the chapter has taken since the group was suspended. Additional requirements may apply depending on the terms of the suspension at the discretion of Student Life and Ministry and the Student Conduct Office.

In order to maintain recognition and or “good standing” status at the university, the following items must be met/completed:

Greek President’s Meeting: Each month, there will be a Greek Presidents meeting to share important council/chapter, community and university updates. Presidents are required to be in attendance. If the president is unable to attend, they must send a representative in their place.

Recurring President’s Meeting: Bi-weekly, each chapter president must meet with their SLM professional staff advisor to share updates on the chapter and learn about the happenings within SLM and the university. Council presidents must meet with their SLM professional staff advisor on a weekly basis to discuss council goals, proceedings and university updates.

Greek Programming Board: 10% (with a max of 4) of each council must serve on the Greek Programming Board. Councils/Chapters will be contacted by a SLM professional staff member at the beginning of each August to establish the Greek Programming Board for the following school year. All FSL members are encouraged to serve on the programming board. If a member from the general FSL community would like to serve, they are encouraged to email a [SLM professional staff member](#) directly.

Fraternity and Sorority Life Assessment: FSLA focuses on three categories: Cura Personalis, Magis, Serving with and for Others. FSLA occurs each semester. Participation in all categories will determine the final scoring and placement of each chapter. All chapters must participate, unless it is their first semester on campus or only newly initiated members of the chapter remain. Chapters will be placed into a grading bracket: Gold, White, or Maroon.

- Chapters in the Gold bracket have met the standards of the community and can continue to function as normally.
- Chapters in the White bracket for one semester will meet weekly with their FSL Advisor and create programs/education plans to improve the category in which they fell short.
- Chapters in the Maroon bracket have performed at a level that is under the expectation. A chapter who receives Maroon for one semester will meet weekly with their FSL Advisor and create programs/education plans to improve the category in which they fell short. They will also be placed on Programming Probation, in which they can only host and participate in educational programs. If a chapter is ranked Maroon for two consecutive semesters, they will be on all Event/Programming Probation and their nationals will be notified of their status. At three semesters in Maroon, the chapter will be subject to a Student Affairs Review.
- An internal ranking will be in place to determine priority when developing the calendar, room reservations, etc. This order of chapters will remain between the Chapter and Council Presidents, only to be used when needed.

To learn more about the Fraternity and Sorority Life Assessment, please visit the FSLA Guidelines document in the [Fraternity and Sorority Life HowIConnect portal](#).

Leadership and Membership Development: Following presentations are required each academic year.

- *Anti-Hazing:* All chapter members are required to complete this anti-hazing training. The training covers Loyola's hazing policy, how to report hazing, and consequences for hazing or failing to report hazing. The training will also discuss various scenarios to determine what actions might constitute hazing. Finally, the training will discuss ways to develop a strong brotherhood or sisterhood without hazing. This training must be provided by a Student Affairs professional at Loyola University New Orleans.

- ***Alcohol Awareness and Safety:*** This training provides students with important information related to alcohol and drugs, like how much alcohol is in a standard drink and the signs and symptoms of alcohol poisoning and drug overdose. The training will also review Loyola's amnesty policy. The training will end by discussing support resources on and off campus that are available for free to students who might be struggling with alcohol or drug dependency. The training will also touch on how you can get help for a friend who might be developing a problem with drug or alcohol abuse. This training is required of all chapter members. This training must be provided by a Student Affairs professional at Loyola University New Orleans.
- ***Sexual Misconduct:*** All chapters are required to complete this training. The training covers Loyola's Title IX policy, how to report sexual misconduct, and how investigations into sexual misconduct are conducted. The training will review support resources available to victims/survivors of sexual misconduct. The training also discusses the various safety measures students can put into place to help protect a victim/survivor of sexual misconduct. Finally, the training will discuss ways you can support a friend who experienced sexual misconduct. This training is required of all chapter members. This training must be provided by a Student Affairs professional at Loyola University New Orleans.
- ***Bystander Intervention:*** This training teaches students how to go beyond being a bystander to being an active upstander. The session includes practical discussions of real-life situations and how individuals can act as active bystanders to intervene when something isn't right. This training includes demonstrations, practice, and tips about how to handle resistance when intervening. This training is required of all chapter members. This training must be provided by a Student Affairs professional at Loyola University New Orleans.
- ***Diversity, Equity and Inclusion Training:*** All chapter members must participate in a DEI training that leads members through how they can create an inclusive community for students of diverse backgrounds, identities, and perspectives. Through this training, participants should form a common language around diversity and inclusion concepts, and appreciate the intersectionality of their own identities. This presentation may be provided by a professional staff member at the university, chapter's national headquarters, or a community advocacy organization.
- ***Social Host Training:*** If a chapter would like to have an event with alcohol, they must have two representatives attend and complete the social host training each semester. Chapters are prohibited from hosting events with alcohol prior to this training each semester. It is recommended that the President and Social Chair/Risk Management Chair be in attendance. This training is provided each semester by Student Life and Ministry at Loyola University New Orleans.

Membership Policy: All Fraternity and Sorority Life members must be a full-time, degree-seeking, undergraduate student at Loyola University New Orleans. To participate in student activities members must be in good standing with the University. Students on conduct reprimand are still considered in good standing. Students on disciplinary probation, suspension, or who have been dismissed or had their charters revoked are not in good standing with the University. In addition, all members must be compliant with vaccination requirements. All individual members must achieve a cumulative GPA of 2.5 every semester. If the national/regional organization has a higher GPA requirement, the chapter must follow the higher standard. Students who fail to meet the cumulative GPA requirement will be placed on academic inactive status through Student Life and Ministry and may only participate in events required for membership and sisterhood/brother programs (i.e. meetings, ceremonies, etc...). Individuals on academic inactive status can not participate in social programming. In addition, members on academic inactive status may not hold leadership positions until their GPA has risen.

NOTE: *The Nu Mu chapter of Delta Sigma Theta Sorority Inc. and the Iota Omicron chapter of Zeta Phi Beta Sorority, Inc. are joint chapters between Loyola and Tulane universities. Thus, students from both institutions can hold membership.*

Advisor: Each fraternity and sorority is required to have a graduate or alumni advisor who works closely with the chapter to ensure its progress and success. The names and contact information of any chapter advisors should be reported to Student Life and Ministry.

Fraternity and Sorority Life Relationship Agreement: Each academic year, each fraternity and sorority must agree to the Relationship Statement for Greek-Letter Organizations. Chapters can do this by submitting the Fraternity & Sorority Life Relationship Agreement in HowlConnect during the organization renewal process.

Insurance Policy: All chapters at Loyola are required to have proof of one million dollars of social liability insurance. Loyola University New Orleans must be named the certificate holder on the document. This must upload a copy of this insurance at the beginning of each academic year into HowlConnect.

Policy Agreement: During the potential new member process, each student must agree to adhere to key university policies, such as the Fraternity and Sorority Life Membership Policy, [University Hazing Policy](#), and [Loyola's Discrimination and Harrassment Policy](#). Potential new members do this when submitting the recruitment or intake registration form.

Chapter Closets: In order to keep chapter belongings safe, chapters who have storage space in the Danna Student Center need to submit an access roster to

Student Life and Ministry each semester. This roster must include the first and last names of members who are allowed to check in and out the key to your chapter closet. Please communicate any changes of the access roster with Student Life and Ministry. Chapters must check in and out their closet key at Havoc's Helpdesk for each use. If the closet key is misplaced, the chapter will be charged for its replacement. Chapters are responsible for verifying that their closet is locked at all times. In addition, flammable items are prohibited to be stored in closet space (ex. aerosol cans, lighter fluid, charcoal, etc...). Lastly, chapters must place all items into plastic bins that are stored in the closet due to piping/leaking issues within the Danna Student Center.

RECRUITMENT/INTAKE GUIDELINES AND EXPECTATIONS:

- Recruitment/Interest meetings/events must be submitted to Student Life and Ministry 14 days prior to the event. Chapters can do this by creating an event in HowlConnect and answering the prompts. If needed, the chapter can restrict visibility of the event in HowlConnect to solely the chapter and SLM.
- Alcohol or drugs should not be in any way a part of the recruitment, intake/rush or new member orientation process.
- Prospective members must be informed of financial and other obligations of membership prior to beginning the new member education process.
- Prospective members may withdraw from the new member education process at any time without fear of harassment or ridicule.
- The practice of influencing and/or harassing prospective members from a fraternity or sorority, by a member of another fraternity or sorority, commonly referred to as cross-intake, is prohibited.
- Membership is to be determined locally within the College's nondiscrimination and affirmative action policies, although chapters may restrict based on gender.
- The practice of conducting new member education processes for individuals who are not registered students at Loyola University New Orleans, commonly known as "cross-campus intake", is prohibited. **Note:** Cross-campus intake can be defined in one of two ways:
 - "a fraternity or sorority conducting intake processes for individuals who are not registered students at the host college/university", or
 - "students desiring to found a chapter of a national fraternity or sorority on a college/university campus undergoing the intake process conducted by persons from outside the immediate boundaries of the respective campus."

Recruitment/Intake Process for Potential New Members:

- Before beginning the recruitment/intake process, the student must submit a Recruitment/Intake Registration form. This form allows Student Life and Ministry to check the students' grade point average and student conduct

record at any time and release this information to the chapter leadership, chapter advisor and national representative(s). This form, which releases this information, remains in effect for the duration of membership in their organization.

- Loyola University New Orleans will allow first semester first years to join organizations as long as the chapter's national policy allows the intake/recruitment of those without earned college credits.
- In order to join a chapter, the student must have a 2.5 high school or college cumulative GPA. If an organization's national GPA requirement is higher, that will be enforced for membership.
- All potential new members must be a full-time, degree-seeking, undergraduate student at Loyola University New Orleans. Tulane University students may join the Nu Mu chapter of Delta Sigma Theta Sorority Inc. and Iota Omicron chapter of Zeta Phi Beta Sorority, Inc.
- For NPHC chapters, a Student Affairs professional must attend the information/rush event to present on the Student Code of Conduct. For CPC and IFC chapters, this should occur during the formal recruitment process or early in the new member education process. For the Independent Greek Council (IGC), this should occur early in the new member education process.
- Individual chapters, the Interfraternity Council, National Pan-Hellenic Council, Panhellenic Association, and Independent Greek Council are bound by the same regulations and procedures that are followed by other student organizations, subject to the provisions of Section 86.14 of Title IX of the Education Acts of 1972, and will receive the same benefits as other student groups. Section 86.14 of Title IX of the Education Acts of 1972 allows Greek letter organizations to maintain single sex memberships. This section guarantees that all student groups will receive equal benefits from the university.
- The university discourages the organization or sponsorship by a Greek-letter organization for any student subsidiary group (little sisters, sweethearts, etc.) which does not offer full membership in the parent organization. Any organization choosing to organize or sponsor a subsidiary group will be held responsible for the actions of the group despite any claim or proclamation to the contrary made by the chapter or the national. Greeks are granted single sex membership by law. By organizing a subsidiary group, the organization is in effect saying that it wants the opposite sex involved in the organization without having to grant full membership rights to the subsidiary. This jeopardizes the organization's exemption from the University's sex discrimination policy because the chapter cannot claim to be a single sex organization when members of the opposite sex are involved with the group in an organized manner. As a result, the parent organization is responsible for the actions of the subsidy group, even if the national office of the chapter has a policy which does not recognize subsidiary groups.

- Chapters must update their shared roster with the Department of Student Life and Ministry if any changes in membership occurs within 10 days.

Requirements for the New Member Process:

- Please remember the new member process shall be no longer than six (6) weeks in the fall and eight (8) weeks in the spring. Chapters may have more than one new member class in a semester. However, chapters must have separate dates for initiations and separate timelines.
- Chapters must submit a copy of their New Member Education plans at the beginning of each semester if the chapter is having a new member class.
- As a reminder all education sessions must take place on campus unless prior approval from your organization's headquarters and SLM.

EXPANSION POLICY:

Recognition guidelines have been developed for Greek-letter organizations due to their complex and unique nature. The *Expansion Procedures for Greek-Letter Organizations* allows Loyola University New Orleans to carefully manage the growth of its Greek community and help to ensure a healthy, safe, thriving fraternity/sorority community. Loyola University recognizes that the expansion of Greek-letter organizations involves several parties: the inter/national fraternity or sorority, Governing Council, the University, and in some cases, a student interest group and/or Parent Governing Council. The expansion process, whenever possible, will take into consideration the interests of all parties. It should be noted, however, that the University reserves the right to deny recognition to any group that expresses interest.

This expansion process is intended for organizations affiliated with an Inter/National Organization and is a current member of one of the following governing bodies: National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), National Multicultural Greek Council, Inc. (NMGC), National Association of Latino Fraternal Organization (NALFO), National Asian Pacific Panhellenic Association (NAPA), or North American Interfraternity Conference (NIC). Inter/ National Fraternity and Sorority Headquarters may not solicit or recruit Loyola University New Orleans students to establish interest groups without being approved through the outlined Fraternity/Sorority Expansion Policy.

EXPANSION PROCESS

- The University's Expansion Policy for national fraternities and sororities is administered by Student Life and Ministry in conjunction with one of the four student governing bodies (the Inter-Fraternity Council [IFC], the National Pan-Hellenic Council [NPHC], the Panhellenic Association [PHA], or the Independent Greek Council [IGC]).
- Students at Loyola University cannot begin or start a chapter on their own and no "local" organizations may exist. All recognized fraternal

- organizations must be affiliated with an inter/national office.
- Before any expansion or re-activation may occur an application and various documentation is needed. Please visit [Loyola's Expansion Policy](#) to see a complete listing of documentation required. This policy can be found in the [Fraternity and Sorority Life portal](#) in HowlConnect.
- After the letter of intent to expand and the completed expansion packet is received, SLM will review all documents prior to sending them to the council expansion committee.
- Organizations selected for a campus interview and presentation will be notified and their visit to take place within 2-3 weeks following notification, the interested organization must plan and schedule a formal presentation for the University and the council it will be under the auspices of. If a chapter is a chapter that falls under the auspices of the National Panhellenic Conference, all rules regarding extension will be followed according to the extension policies outlined in the NPC manual for extension. No deviation will occur.
- In order to assure success in the recognition process, each council may only expand by **one new chapter a year** (as opposed to returning from judicial sanctioning) because of University and Council resources, if approved by the council.
- If the outcome of a presentation to one of the four recognized governing councils results in denial by the council of expansion, extension, or re-activation to Loyola University New Orleans the inter/national office may submit a letter of appeal to Dale O'Neill, PhD, Assistant Vice President, Student Life and Ministry. This letter must be received within ten (10) business days of the notification of denial.

POST-EXPANSION GUIDELINES

All newly recognized Greek-letter organizations will assume probationary Fraternity & Sorority Life membership status for two (2) full academic semesters. The following guidelines must be followed during the probationary period:

- The local president must meet with a professional staff member in Student Life and Ministry weekly.
- Groups must adhere to all Loyola University New Orleans Fraternity & Sorority Life policies and procedures, including but not limited to the Relationship Statement for Greek-letter Organizations at Loyola University New Orleans, as well as Membership, Hazing, Discrimination and Harassment policies.
- Groups must have an alumni advisor.
- Groups must comply with all governing laws, policies, and requirements of their Governing Council.
- Groups must adhere to the Loyola University New Orleans Code of Conduct and all applicable federal, state, and local laws.
- Groups must score a "white bracket" or better in the FSL assessment

program each semester during their probationary period. (Not including the first semester the national office will be recruiting/doing intake. That semester will be a semester of education about the program.) If the group does not meet or exceed the “white bracket”, immediate termination of recognition will occur.

After the probationary period expires, a group becomes eligible for full Fraternity & Sorority Life recognition.

POST-PROBATIONARY PERIOD PROCEDURES

The following guidelines must be followed once the probationary period has expired:

- The Governing Council of the probationary group will forward a letter of recommendation to [Dale O’Neill, PhD](#), Assistant Vice President of Student Life and Ministry to express support for, or rejection of, Loyola University New Orleans granting full Greek Life membership to the group. This letter will include specific reasoning for either position.
- Full Loyola University New Orleans Greek Life membership status shall not be confused with the classes of membership outlined in the constitution and bylaws of any Governing Council. “Full Loyola University New Orleans Greek Life membership status” simply means that the group will no longer be on probationary status with the University.
- Student Life and Ministry in conjunction with the Office of Student Conduct will determine if it will or will not recommend that the newly recognized group be granted full Loyola University New Orleans Greek Life membership.
- Since chapters complete an intensive application process to be granted approval to expand to campus, the organization does not have to complete a chartering process by the Student Government Association. However, chapters once expanded to campus do have to complete the re-registration process each year on HowlConnect.
- If a newly recognized group is not granted full membership at the expiration of four (4) academic semesters, said group must meet with the Assistant Vice President of Student Life and Ministry to determine if Greek Life recognition will or will not be revoked.