
STUDENT
Organization
HANDBOOK

LOYOLA UNIVERSITY NEW ORLEANS

TABLE OF CONTENTS

<i>I. Preface</i>	5
Section 1: Registered Student Organizations	5
Section 2: Overview of the Student Organization Handbook	5
<i>II. Introduction</i>	5
Section 1: Overview of the Department of Student Life and Ministry	5
Section 2: Overview of the Student Government Association	6
<i>III. Student Organization Recognition and Privileges</i>	7
Section 1: Definition of a Registered Student Organization	7
Section 2: Rights, Responsibilities, and Policies	8
Section 3: Registered Student Organization Expectations and Requirements	9
Section 4: Officers and Memberships	10
Section 5: The Role of an Advisor	11
Section 6: Relationship with National/International Organizations	14
Section 7: Inactive Organizations	14
Section 8: Non-Recognized Student Organizations	15
<i>IV. Chartering and Renewal Process</i>	15
Section 1: Chartering a Registered Student Organization	15
Section 2: Annual Organization Registration Renewal	16
<i>V. Event Registration and Planning</i>	17
Section 1: Event Registration	17
Section 2: Planning the Event	17
Section 3: Selecting A Date for the Event	18
Section 4: Selecting a Space for the Event – Danna Student Center, Classrooms Peace Quad, Residential Quad, Manresa Den, Ignatius Chapel	19
Section 5: Reserving Space for the Event – Nunemaker Auditorium, Roussel Hall, Library Rooms	19
Section 6: Rain Location	20
Section 7: Media Equipment	20
Section 8: Stage, Trash Cans, Electrical, & Water	20
Section 9: Amplified Sound & Outdoor Performances	21

Section 10: Catering	21
Section 11: Risk Management	21
Section 12: Event Planning Timeline	23
Section 13: Flyer Policy	25
Section 14: Decorations Policy	27
Section 15: Event with Alcohol Policy	27
VI. Student Organization Travel Policy	29
Section 1: Travel and Overnight Stays	29
Section 2: Travel/Overnight Stay Coordinator	30
Section 3: Travel/Overnight Information Form and Release Forms	30
Section 4: Requirements for University Vehicle Use	30
Section 5: Reserving a University Van	31
Section 6: Safety Issues when using a Vehicle	32
Section 7: Accident Procedure	32
VII. Student Organization Funding	34
Section 1: Membership Dues	34
Section 2: Student Government Allocations	34
Section 3: Co-Sponsorships	34
Section 4: Fundraising and Solicitation	35
VIII. Contracts and Paying for Organization Events	37
Section 1: Payments for Organization Events	37
Section 2: Contracts	38
Section 3: Sales Tax	38
Section 4: Approved Vendors	38
IX. Managing Organizational Funds	38
Section 1: On-Campus Account	39
Section 2: Off-Campus Account	39
Section 3: Insufficient Funds	39
Section 4: Overdrawn Accounts	39
X. Campus Policies	39
Section 1: Non-Discrimination Policy	40
Section 2: Hazing Policy	40

Section 3: Freedom of Expression and Inquiry	41
Section 4: Guidelines for Campaign Related Activities	42
Section 5: Demonstration Policy	44
Section 6: Sexual Misconduct, Discrimination, and Harassment Policy and Guidelines	44
Section 7: Bias Response	44
Section 8: Medical Amnesty Policy	44
Section 9: Bystander Intervention	45
Section 10: The Family Educational Rights and Privacy Act (FERPA)	45
Section 11: Statement of Disability	46
Section 12: Financial Disclosure	46
XI. Violations of University Regulations and Policies	47
XII. Disputes, Complaints, and Violation of University Policies	47
XIII. Student Organization Handbook Contact	47

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 across cultures, 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 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
- HowIConnect Administration and Training
- Event Registration
- Social Host Training
- Student Organization Travel
- Allocations Processing
- Student Organization Advisor Support

Contact Us:

Department of Student Life and Ministry
Danna Student Center, Lower Level

Phone: (504) 865-3622

Web address: www.loyno.edu/studentinvolvement

Email: 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 Loyola University New Orleans.
- 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 senate.
- Budget and allocate the revenue from student fees for student services and organizations.

SGA oversees the following Registered Student Organization procedures, resources, and activities:

- Chartering application process in collaboration with Student Life and Ministry.
- Allocations requests and approvals.

Contact Us:

Student Government Association

Danna Student Center, Lower Level

Email: 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 are originated 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 the Department of Student Life and Ministry and Student Government Association.
- 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, Loyola students as members, one of whom is willing to 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, City, and University laws and policies.
- Be a non-profit group.
- Does not operate in any business or commercial capacity.
- Creates and maintains a HowlConnect account.
- 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 who 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 programs and initiatives are in line with Loyola's Jesuit mission. For more information on advisor responsibilities, 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 student organizations, 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. Registered Student Organizations in good standing with the Department of 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 the Registered Student Organization Handbook, Student Organization Advisor Guide, and the [University's Student Conduct Code](#). 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.
- Solicitation of membership on campus under the organization's name.
- Listing of the organization 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.
- Access to programming supplies provided and approved by the Student Government Association and the Department of Student Life and Ministry.
- 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 the Student Life and Ministry Organization Fairs and other programs focused on campus engagement.
- Solicitation of funds (fundraising) under the organization's name, subject to the approval of the Department of Student Life and Ministry. This includes but is not limited to: scholarship, fundraising, endorsements, advertising or promotional items such as t-shirts using the University name and logo.
- Access to the Department of Student Life and Ministry services, such as student 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 organization'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 and not an official component of the University.
- The organization may not act on behalf of Loyola University New Orleans.
- The organization may not enter into any contractual obligation in the name of Loyola University New Orleans.

- Any organization that financially obligates itself, whether through a member or officer for services, merchandise or facilities does so in the name of the organization and its members. The University is not responsible in any way for debts incurred by an organization.
- Participation in the activities of the student organization is voluntary and all attendant risks are assumed solely by the organization, its officers, members and non-member participants.
- The University reserves the right to determine the appropriate time, place, content, and manner for conducting activities, and posting and distribution of materials on its campuses.
- 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 Student Code of Conduct](#) and will not be tolerated.
- Registration is a privilege that may be withdrawn for violation of university policies, procedures, student conduct code, and state, local and federal laws. Any violation of these policies should be reported immediately to the Department of Student Life and Ministry, 504-865-3622.

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 Department of Student Life and Ministry documentation in a timely manner.
- Regularly plan events for the campus and work closely with Student Life and Ministry in the coordination of these events. The University may deny or restrict activities. Officers of student organizations are responsible for assuring compliance with procedures and policies as outlined in the [Student Code of Conduct](#) and Student Organization Handbook.
- **Submit an Event Registration Form (ERF) for any program that is sponsored by a student organization. *ERFs must be submitted AT LEAST 14 days prior to the event date.***
- Disclose the purpose of their organization 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 in good academic and social standing with the university and hold at least a 2.5 GPA.
- 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 student organization for the financial enrichment of any officer, 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) he/she is acting as a member of the organization, with or without official sanction, rather than as an individual student; b) an event is held, officially or unofficially, in the name of the organization; 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 the Department of Student Life and Ministry within 10 business days of changes in the organization's status during the academic year (e.g., status, advisors, officers, phone number, web address, constitution and/or by-law changes). The organization should also update their HowlConnect portal to reflect these changes.
- 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 organizations whose aims are primarily religious. When an organization, 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, sex, national origin, sexual orientation or physical ability. All registered organizations shall be in compliance with Federal regulations pertaining to non-discrimination on the basis of sex education programs, as outlined in Title IX. Membership of an RSO shall be restricted to Loyola University New Orleans students unless the Department of Student Life and Ministry has granted special approval.

The officers of RSOs 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 GPA at the time of their election or appointment and throughout their terms of office. It is the responsibility of the President of the RSO to keep their organization'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.

Responsibility of Membership:

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

- An individual is acting as a member of the organization, 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 organization;
- 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 the Department of Student Life and Ministry and/or the Student Conduct Office.

Section 5: The Role of an Advisor

Advisors are crucial in supporting the activities of registered student organizations and in encouraging the holistic development of students.

Responsibilities of the Advisor

The advisor will:

- Offer guidance to the registered student organization 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 the Department of Student Life and Ministry. In addition, the advisor should verify that the organization's programs and initiatives are in line with Loyola's Jesuit mission.
- Be knowledgeable of and help members adhere to the organization'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 registered student organization. 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 regular communication to stay aware and well-informed about what is happening with the student organization.
- Verify that the organization's members are enrolled students. Confirm that executive board members are in good academic standing with the university and have a 2.5 GPA.
- 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/Involvement, Student Death, Suicide Ideation, Threat to Others, and Unusual Behavior. BIT will then coordinate University resources to assist the student. To report a student, visit: https://cm.maxient.com/reportingform.php?LoyolaUnivNO&layout_id=2

- Serve as a “Campus Security Authority.” In holding this position, you are required by federal law (Clery) to report the occurrence of certain criminal offenses. To learn more about your role as a Campus Security Authority, visit <http://finance.loyno.edu/police/csa>
- Report Title IX violations, including the names of involved parties, immediately to the Title IX Deputy Coordinator. All University 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 they can omit the involved parties’ names at the request of the victim. To report, visit: https://cm.maxient.com/reportingform.php?LoyolaUnivNO&layout_id=8
- Filing 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, visit: https://cm.maxient.com/reportingform.php?LoyolaUnivNO&layout_id=7
- Assist officers with procedural matters. Encourage the officers to maintain accurate records.
- Be visible and establish a regular attendance schedule for organizational and/or executive board meetings.
- Be present for any organization event where attendance is over 50 individuals or programs that are controversial in nature.
- Help the organization justify expenditures of students’ time, abilities, energy, and funds. If soliciting funds (fundraising), the RSO should submit for approval to the Department of Student Life and Ministry. This includes but is not limited to: scholarship, fundraising, endorsements, advertising or promotional items, such as t-shirts using the University name and logo.
- Advise and consult organization officers on budgets and other financial affairs. All advisors should become familiar with their registered student organization’s fiscal account number and current balance. All organizational bank accounts must be maintained under the name of the university staff or faculty advisor.
- Co-sign, with the Director of Student Life and Ministry, all contracts involving the registered student organization.
- Assist the registered student organization in constructing an agreement when co-sponsoring an event with another organization.
- Be responsible for ensuring that organization events are paid for in a timely manner. Please consult the Department of Student Life and Ministry, 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 email 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.
- Encourage students to plan programs that are beneficial to students and inclusive.
- Provide constructive feedback and assist organization in evaluating programs and events.
- Keep official records, club paraphernalia, etc.during the summer and between changeovers of officers.
- Recommend group to cancel any 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 Department of Student Life and Ministry when the advisor role comes to a close.

The Responsibilities of Student Organizations 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, as well as 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 structure or policy of the organization and before agreeing to any major projects.
- Showing respect and value for the advisor whom the organization 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 organizational meeting or events to discuss any disagreements or areas of concerns and offer suggestions on how to resolve the situation.

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

Section 6: Relationship with National/International Organizations

Organizations 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, policies, documentation and training by their national headquarters and/or the Department of Student Life and Ministry. These organizations can contact the Department of Student Life and Ministry for more information.

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 the Department of Student Life and Ministry to complete the renewal process and re-activate the organization.

If an organization is inactive for more than four consecutive semesters, the organization will have to complete the new organization chartering process if they wish to be an RSO on campus.

Section 8: Non-Recognized Student Organizations

A student is prohibited from affiliating and promoting non-recognized student organizations, suspended organizations or organizations whose charters have been revoked. 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.

IV. Chartering and Renewal Process

Section 1: Chartering a Registered Student Organization

Any group of five or more Loyola students desiring to establish an organization may apply to become a Registered Student Organization with the Department of Student Life and Ministry and the Student Government Association. Sororities and Fraternities interested in chartering on campus should first contact the Assistant Director of Fraternity and Sorority Life to submit an expansion application.

The process for chartering an RSO is listed below:

Step 1: Search the list of student organizations on HowlConnect to determine if a similar organization exists.

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" at the top 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, CWID, and Loyola email address).
- Electronic copy of the proposed organization constitution – see a sample constitution on the Student Life and Ministry website under the Student Orgs section.
- 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 advisor for the academic year.

Step 3: Set up a meeting with the Director of Student Life and Ministry as well as the SGA Vice President to discuss the proposed organization and review the chartering process. During this time, the New Registered Student Organization 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 Student Government Association 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 HowIConnect. 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 August 31st. 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 constitution
- Organization roster
- Profile and welcome message
- Assigning new President and other necessary officers as administrators

Reminders about renewal will be sent to RSO Presidents via email each spring and summer.

V. Event Registration and Planning

Section 1: Event Registration

Events and programs can be the hallmark for Registered Student Organizations. With more than 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.

Registered student organizations must register all events with Student Life and Ministry through the Event Registration Form. The Event Registration Form is a one-stop event registration tool including room reservations, campus notification, security detail, and physical plant resources. Event Registration Forms must be submitted at least 14 days prior to the event day. In addition, student organizations may not place event requests more than one month in advance.

Organizations can register their events through the student organization's HowlConnect portal. Select the "Events" tab from the toolbar and then select the "Create an Event" button. For any questions regarding event space requests, please contact Ms. Stacy Lewis-Goins at smlewis@loyno.edu

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?
- What is the budget for the event?
- How is the organization going to fund the event?
- What other RSOs, campus departments, or community organizations could collaborate on the event?

Blood Drives

If your organization wishes to host a blood drive, you must coordinate with the Department of 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 you would like to show a film on campus, please refer to the *Want to Show a Movie? Learn about the Purchasing Rights of Films* document in the Student Life and Ministry HowIConnect portal. For any additional questions, please contact [JaQuille Collins](#).

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 HowIConnect and University calendars.
- 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 prepared.

Please note that RSOs are prohibited from hosting any events during 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.

Section 4: Selecting a Space for the Event – Danna Student Center, Classrooms, Peace Quad, and Residential Quad

In the Event Registration Form RSOs can request to reserve: Danna Student Center rooms, classrooms, the Peace Quad, the Residential Quad, Ignatius Chapel and the Manresa Den. 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. If a diagram is needed, please contact Student Life and Ministry. 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

Gallery A – 29' x 16'

- Reception style: 25 People
- Lecture style: 30 People
- Conference style: 15 People

Gallery B – 27' x 15'4"

- Reception style: 25 People
- Lecture style: 25 People

Due to the large number of events occurring in the Danna Student Center, it may be necessary to rent additional tables and/or chairs for some room configurations. Ordering the rentals along with the associated charges is the responsibility of the event organizer.

- Conference style: 15 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

Manresa Den

- Living Room style: 20 people

Ignatius Chapel

- Lecture style: 200 people

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

Nunemaker and Roussel Hall: To request these spaces, contact **Jeffrey Zielinski** at jzielin@loyno.edu or (504) 865-2148. Student organizations must provide the following information with your reservation request for Nunemaker or Roussel Hall:

- Student name and contact information
- Registered Student Organization 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. Contact Mr. Zielinski with any questions regarding these costs.

Monroe Library Meeting Rooms: Rooms in the library can be requested through the *Library Room Request Form*. This form can be found on the Monroe Library website at: http://library.loyno.edu/services/media/library_room

University Sports Complex: Space in the University Sports Complex can be requested by completing the Reservation Request Form found at: <http://studentaffairs.loyno.edu/sports/reservation-request>

Section 6: Rain Location

It is recommended that when reserving an outdoor location such as the Peace Quad or Residential Quad, 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 Quads:

- Media Cart (includes laptop, projector, & speaker)
- Speakers
- Screens
- Corded microphones
- Mic Stand
- Easel (Comes with Easel pad and markers)

When completing the *Event Registration Form*, please select which equipment you would like to use during your event. In addition to the equipment listed above, media equipment may be reserved through the Media Services in Monroe Library http://library.loyno.edu/help/forms/equipment_request.php.

Organizations are responsible for any media equipment used. **If any items are lost or damaged, the organization is responsible for the repair or replacement of the equipment.**

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

You can request the following resources through your Event Registration Form. ***Please note Event Registration Forms must be submitted at least 14 days prior to the event.***

- **Stage:** The stage is available for use in the Residential Quad and the Peace Quad. If your event requires that the stage be set-up/breakdown after 2:30PM, Monday - Friday or any time during the weekend, your organization 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 room/quad.

- **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.
- **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.

Section 9: Amplified Sound & Outdoor Performances

Amplified sound is permitted in the Peace Quad and Residential Quad during the following times:

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

Organizations and departments seeking to have events that involve amplified sound must indicate this when completing the Event Registration Form. This includes events in which the organization 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. Student Life and Ministry has a decibel meter to measure sound level if needed. If asked by Student Life and Ministry 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. The Department of Student Life and Ministry reserves the right to determine what is considered amplified sound or outdoor performances.

Section 10: Catering

All food and refreshments for events held inside the Danna Student Center 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 organization's event is serving alcohol, the organization must follow the university's alcohol policy. If the event is on campus, the organization 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: <https://loyno.catertrax.com/>
- 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 about catering or to design a custom menu for your event, contact Loyola Dining Services at (504)865-3198 or catering@loyno.edu

Section 11: Risk Management

Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants. Here are a few things that your organization 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 organization and talents and skills within the organization to assess the capability of the group to manage risks.
- Hiring a third-party vendor or contractor.
- Purchasing additional liability insurance.
- Preparing liability waivers, if necessary.
- 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.
- 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 organization or to a specific event sponsored by the organization you advise, please contact the Director 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 product at your event?
- Do you have the appropriate food handling licenses?
- 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 van certified?

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.

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. 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. In addition, if parking for outside guests is needed, please note this on your event registration form. Student Life and Ministry 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 student organization submits their Event Registration Form, the content will be reviewed to determine if a counselor needs to be present.

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 organization 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 organization progress? Does it serve/help 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 an organization(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. Both parties should agree to the terms and the presidents and advisors of both organizations should sign off on these terms.
- Create event checklist with due dates and the people responsible.

Two-three months in Advance

- Contract performer **NOTE:** The advisor must co-sign, with the Director of Student Life and Ministry, all contracts involving the registered student organization.
- 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 HowIConnect portal.
- Order supplies.

One Month in Advance

- Reserve locations/venues. The earlier the organization submits their event request through HowIConnect, the more likely you’ll get your first choice.
- Reserve a rain location for outdoor events.
- Start promotion for event. The registered student organization can contact Student Life and Ministry to assist in reserving a window, access banner making materials, publishing a slide on the Danna Student Center televisions and much more! To rent chalk to promote your event, to paint the windows in the Danna Student Center, to check out board games or to reserve Iggy, complete the [Student Organization Resource Form](#).
- Confirm catering.
- Arrange for performer payment.

- Arrange all technical considerations
 - Sound, lighting, special needs (projectors, etc.), furniture, etc.
 - Facilities can provide an outdoor 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 Center Counselor may need to be in attendance. You will be notified of this once the organization has submitted their event registration form.
- Create 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.
- Make sure the performer/speaker is introduced at the beginning and thanked at the end of the program.
- Keep the event on schedule.
- Clean-up following the performance.
- Inventory equipment, decorations, etc. and assess damage for repairs and 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 performer/speaker along with photos from the event.

Section 13: Flyer Policy

All marketing for events should be up at least 5 days before your event.

Below are a couple of ways Student Life and Ministry can help you promote your event.

Danna Center Bulletin Boards: Up to 2 flyers can be posted in the Danna Center. Please bring your flyers to the Department of Student Life and Ministry (Danna Center, Lower Level) to be approved, stamped and posted. Flyers may only be posted by Student Life and Ministry staff.

All flyers must be sponsored by a recognized student organization or University department. The flyer must include the following:

- Name of organization or department
- Date, time, and location of event
- Contact information (email, phone number or website)

If any of these items are missing from the flyer, you will be asked to correct the flyer, otherwise it will not be approved or posted.

Flyers can be posted on any of the 4 boards within the Danna Student Center. Flyers hung outside of the boards will be removed and the student organization or department may forfeit their posting privileges. All signs and flyers written in a foreign language must contain a translation in English. Flyers may be posted on bulletin boards only. Posting on doors, windows, walls, etc. is not permitted.

Flyers may remain on the boards for up to ten (10) business days or the day after the event, whichever comes first. Recommended flyer size is 8 1/2" x 11", and not to exceed 11" x 17". Flyers advertising alcohol related events or events that do not reflect the values of the university are not allowed and will not be approved. This includes materials that are obscene, vulgar, libelous, or a form of harassment. No person may remove a sign posted in accordance with this policy without permission from the student or organization that posted the sign or the University official who authorized the sign to be posted.

Outside of the Danna Student Center, bulletin boards are under the jurisdiction of the college, department, or office that maintains it. A student or organization must submit a request to the appropriate college, department, or administrative official for permission to use a bulletin board.

Banner & Window Space: Banner spaces include the 3 large bulletin boards near Tsunami Sushi and the Post Office. Window spaces include the windows that line the entrance to the Courtyard and 2 windows located by the Starbucks Courtyard entrance. Student organizations may request Window or Banner Space on the [Student Organization Resource Form](#). Banner or Window space can be reserved for a maximum of 10 days per group/department once per month. The student organization reserving the space is responsible for both the posting and removal of the banner for their scheduled dates. Window paint will be removed by facilities after the reservations ends.

Danna Center TV Screens: Advertise your event on the screens by submitting a Danna Student Center TV Ad Form. The form can be found on the Student Life and Ministry page, under the Forms tab in HowIConnect. Ads are updated each week.

All files must:

- be in JPEG format
- not exceed a resolution of 1920X1080
- not exceed 20MB
- have a landscape orientation

Submitter is limited to 3 uploaded pictures per event and/or 3 uploads per submitter. It is the responsibility of the submitter to ensure that the uploaded file(s) meets all of the requirements above . Ads will not be posted if they are not in the proper format. Please allow 24 hours for your ad to be posted.

Section 14: Decorations Policy

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

- This includes on-campus 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 student organization will be charged if disturbing or moving attached or permanently fixed furniture, decorations, foliage, etc.
- Balloons and glitter are not allowed in the Danna Student Center. No exceptions will be made. Painter's tape is the only adhesive approved to be used in the Danna Student Center.

Student Organizations are responsible for all clean-up related to decorations or event information posted.

Section 15: Event With Alcohol Policy

Overview

- Events with alcohol must be registered with the Department of Student Life and Ministry. No liquor may be sold or served at any time or under any circumstance by an RSO without prior approval by the Department of Student Life and Ministry.
- Events with alcohol are permitted between Thursday 4:00 pm and Sunday 5:00pm. RSOs are prohibited from hosting any events with alcohol during 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 or older and must provide proof of age upon entering as checked by security with a valid ID and/or university ID.
- Attendees who are 21 and over should 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 organization 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 the Department of Student Life and Ministry at least 14 days prior to the event.** Registration must be completed via the Event Registration Form on HowlConnect.
- When hosting an event or activity with alcohol RSOs must check the box on the Event Registration Form indicating 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 or private security) must be received by the Student Life and Ministry at least two weeks in advance of the event. If LUPD/private security cancels prior to or does not show for an event, the organization will not be permitted to hold the 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.
- **RSOs are required to submit the set guest list (including name/birthdate 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 assigned deadline will result in the cancellation of the event.

- Security is required for all off campus events with alcohol. Student Organizations must verify with the venue that security will be provided for the duration of the event.
 - a. 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.
 - b. 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 in the event of a medical emergency or criminal behavior/activities.
- 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 company 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.
- A copy of the organization's insurance must be submitted with the event form.

On Campus Events with Alcohol

- For on campus events with alcohol, the Loyola Dining Services has the appropriate licenses to sell and serve alcohol at University events and is the only approved provider.
- On campus events with alcohol must follow all applicable campus policies as outlined by the Student Code of Conduct and the RSO Event with Alcohol policies.
- All on campus events with alcohol must have 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 and have attended Social Host Training sponsored by the Department of Student Life and Ministry. New members are not allowed to serve as 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 on the Event Registration Form.

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, competitions, and social events. While travel/overnight stays can be extremely beneficial to advancing the mission of the organization, 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 events and activities is the goal of this policy.

This policy applies to currently enrolled undergraduate or graduate student members of RSOs participating in organization events or activities that take place more than 25 miles from Loyola University New Orleans main campus or is an overnight activity (these overnight activities may be in New Orleans). 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 Office of Risk Management for any international travel.

Section 2: Travel/Overnight Stay Coordinator

RSOs that will include any travel/overnight stay in their organization activities such as retreats, conferences, competitions, and social events 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/Overnight Stay Information Form on HowIConnect at least 14 days in advance of the travel dates.***
- Review activities of the organization 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 the Department of Student Life and Ministry 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 HowlConnect including uploading the Medical Release and Informed Consent electronic document.

Following submission the Organization Advisor and professional staff member from Student Life and Ministry 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 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* (found at: <https://secure.loyno.edu/finance/risk/driver-authorization.php>) to the Risk Management office. The driver and the organization advisor must sign 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, he or she 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 the last 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 a driver receives authorization to drive, he/she does not need to repeat this process. Upon return, the interior of the van(s) should be cleaned and the van(s) should 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 Athletics & Wellness

1. **Van reservations can be made by filling out a Van Reservation Request Form online at least 1 week prior to departure.** Reservations will be made on a first come/first serve basis according to a priority list determined by the Athletics & Wellness Department.
2. Van keys can be picked up between the hours of 9:00am and 4:00pm Monday – Friday. If the rental falls on a weekend the keys must be picked up on Friday before 4:00 pm (unless other arrangements are made). Keys must be returned only to the Building Manager on duty to help ensure proper check-in/check-out procedures.
3. A picture of the mileage/gas must be submitted to the Building Manager on duty prior to leaving and upon returning the keys. The van(s) should not be operated if there are any mechanical concerns.

Reserving a University Van through Student Life and Ministry

1. Van rental is restricted to faculty, staff and students of Loyola University.
2. Travel is restricted to 350 miles from campus.
3. **Van reservations can be made by filling out a Van Reservation Request Form and submitting it to a staff member in the Arrupe Suite at least 1 week prior to departure.** Once the reservation is confirmed, a fee of \$50.00 should be made into Student Life and Ministry account number 214090-3072. Reservations will be made on a first come/first serve basis according to a priority list determined by Student Life and Ministry.
4. Van keys can be picked up between the hours of 10:00 a.m. and 7:00 p.m. Monday – Saturday from the Arrupe Suite in Bobet Hall. Keys may also

be returned on Sunday to Student Life and Ministry-Danna Center office. Please make sure to return the keys promptly upon return!

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 mobile phones, computers and navigation systems while operating a vehicle. Mobile 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 should not be transported in University-owned, leased, or rented vehicles unless approved by the Risk Management office in advance.
- Vehicle 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 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 Risk Management office (ext. 3141) and the Department of Student Life and Ministry (ext. 3622) within 24 hours.

Each accident, however minor, must 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 or taken to Risk Management, Box 11, 105 Marquette Hall.

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 the Athletics & Wellness Department or 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 at 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 student organization 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 organization and its members. The University is not responsible in any way for debts incurred by an organization.

RSOs handling money may have an on or off campus bank account. ***RSOs may not use Venmo or other money apps to receive or send money.*** These accounts must be maintained under the name of the university staff or faculty advisor. RSOs are responsible for maintaining records of revenues and expenses.

Section 1: Membership Dues

Membership dues are collected from organization members for use by the RSO. These dues are in exchange for services, opportunities, or materials provided by the student organization. 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. Organizations are able to request allocations funding from the Student Government Association as long as the organization is an RSO, attends an Organizational Summit, and is in good standing with the University. ***All allocations requests must be submitted 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; allocations timeline, and the allocations request process.

Section 3: Co-Sponsorships

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

Once an organization(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 should agree to the terms and the presidents and advisors of both organizations should 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 event. In this case, the RSO is still ultimately responsible for the event. 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 organization.

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

- Does the program meet the goals/mission of your organization or the campus?
- Do you have the time, money, and energy to put into making this a successful event?

- What is this other group really looking for from us? Is it financial support? Time? People?
- How will our student organization 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. Proper planning, implementation and enthusiasm go a long way in getting the University community involved and willing to donate to your student organization.

According to the IRS, RSOs that are strictly educational in nature can fall under Loyola's 501(c) 3 and gifts to these organizations should be given through Institutional Advancement.

- Student organizations may qualify for exemption under IRS 501(c)(3) if they serve exclusively educational purposes in that the organization serves for instruction or training of the individual for the purpose of improving or developing his/her capabilities, even if it offers incidental social or recreational activities. For further detail on what is considered educational by the IRS please consult: Internal Revenue Manual - 7.25.3 Religious, Charitable, Educational, Etc., Organizations (Cont. 1).
- The educational purposes of an RSO that qualifies under IRS 501(c)(3) is reflected by the nature of its programs, the incidental character of its recreational and social activities, and the criteria by which it selects its membership.
- An RSO is not educational if its activities, membership criteria, or other operational aspects reflect purposes that are not exclusively educational.
- The promotion of the arts and of culture is generally recognized as an educational activity.
- The term educational includes the instruction of the public on subjects useful to the individual and beneficial to the community
- Gifts to support external nonprofits are not considered gifts to Loyola and cannot fall under our exemption.

With adequate notice (a minimum of 10 weeks prior to your event), the Office of Institutional Advancement can provide mailing/contact lists for special events and other mailings. RSOs should consult with institutional advancement when planning all events (including banquets, fund-raisers, 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 Relations. 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.
 - 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. Complete an Event Report form 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. 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

RSOs may solicit funds or conduct sales or other fund-raising projects on campus only if approved in advance by the Department of Student Life and

Ministry. 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.

Donations

All gifts to RSOs must be processed through the Office of Institutional 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 the Department of Student Life and Ministry to discuss proper payment methods for your events.

Section 2: Contracts

Contracts are agreements that create an obligation to do or not to do a particular thing. 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 student organization events, whether allocated through SGA or not, must be signed by the organization advisor and the Department of Student Life and Ministry.**

Common examples of when contracts are used:

- DJs
- 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. Student organization may only use University Approved Vendors.

Note: Student organization advisors are responsible for ensuring that organization events are paid for in a timely manner. Please consult the Offices of Student Life and Ministry, Financial Affairs and Purchasing if you need assistance.

IX. Managing Organizational Funds

As a student organization 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 organization's account. No organizational money should ever be deposited into a personal banking account. ***Student Organizations are prohibited from accepting monies via Paypal, CashApp, Zelle, Venmo, Square or any other method which requires funds to flow through personal bank accounts.***

Section 1: On-Campus Account

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 department/authorizing official that will be responsible for the account. The authorizing official for the on-campus account must be the organization advisor. Financial Affairs will contact the RSO if additional information is needed. Per university policy, alcohol is prohibited from being purchased with funds in these accounts. Student organizations should reach out to the Purchasing Office to verify that they are following all purchasing policy (504-865-2290).

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 student organization advisor is a co-signer. Commercial accounts can be listed under the category "non-profit student organization". The organization must apply for a Federal Tax Identification Number (TIN) through the Internal Revenue Service. The TIN is required to establish a commercial bank account. The organization must not use the TIN of Loyola University New Orleans.

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: Non-Discrimination Policy

Registered Student Organizations 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.

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](#).

Reporting Hazing

To report hazing, fill out an incident report located at <https://cm.maxient.com/reportingform.php?LoyolaUnivNO>. 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, 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.

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 Senior Vice President of Enrollment Management and Student Affairs, and/or the Executive Director of 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 student groups, faculty and staff to invite speakers to campus 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 New Orleans policy, all registered Student Organizations 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. However, Loyola University New Orleans 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 campus-based 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 student organization clearly identifies itself as a student organization that does not represent the official views of Loyola University New Orleans; and the registered Student Organizations 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/informational 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 New Orleans, and that he/she was 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 an organization, or individual, is causing Loyola University New Orleans to participate or intervening, 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.

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, 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 New Orleans 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, Discrimination, and Harassment Policy and Guidelines are outlined in Loyola University New Orleans Title IX policy, found [here](#).

Any questions concerning this Policy can be directed to the Title IX Deputy Coordinator, Dr. Diana Ward, in the Office of Student Affairs. Dr. Ward can be reached at dmward@loyno.edu or at 504-864-7151.

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, 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 Dr. Sybol Anderson, Chief Diversity Officer, in the Office of Diversity & Inclusion, Bobet Hall 110A, at scanders@loyno.edu, or at 504-865-2306.

In cases of emergency, call the Loyola University Police Department at 504-865-3434.

Section 8: Medical Amnesty Policy

The Amnesty Policy encourages students/student organizations 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/student organizations 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, 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 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 Department of 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). Organizations 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 the Department of 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 special needs like interpreters, attendants, and transportation needs to any on-campus events. When in doubt, discuss special circumstances with University personnel or the Office of Accessible Education, 504-865-2900.

Section 12: Financial Disclosure

Loyola University New Orleans reserves the right to request a financial report and as such, Registered Student Organizations 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 student organizations with University regulations and policies. All Registered Student Organizations associated with Loyola University New Orleans are subject to the disciplinary guidelines outlined in the RSO Handbook and the Student Code of Conduct. A complaint that a Registered Student Organization 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 organization and/or individual member within the organization. The Student Conduct Code and 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 Registered Student Organization, 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: <http://studentaffairs.loyno.edu/student-handbook>

XIII. Student Organization Handbook

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 the Director of Student Life and Ministry at 504-865-3622.