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Mission

Office of Student Involvement
The Office of Student Involvement fosters student learning and success by providing opportunities for engagement through a variety of campus activities and organizations, holistic and intentional advising of student leaders, and the development of purposeful and mutually beneficial partnerships across the University and city of Chicago to maximize access and resources to a rich DePaul campus experience.

Division of Student Affairs
The mission of the Division of Student Affairs at DePaul University is to foster student learning and success through quality programs, strategic partnerships and relationships that inspire transformative learning, promote socially responsible leadership, and build community in accordance with DePaul’s Catholic, Vincentian and urban mission and identity.

Introduction

The purpose of this guide is to provide student leaders with answers to and guidance on frequently asked questions about student organization policies and procedures at DePaul University. Your involvement with a student organization will enhance and help you navigate your DePaul student experience through experiential learning opportunities you will have and share with your peers.

As a student leader, it is your responsibility to ensure your organization is aware of the student organization policies and acts in an appropriate manner when managing your organization’s resources. Managing a budget, delegation, time management, and setting and accomplishing SMART goals (i.e. Specific, Measurable, Attainable, Realistic, Timely) are just a few of the life skills you will practice as a result of your student organization involvement.

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Socially Responsible Leadership

Since socially responsible leadership is the framework that guides your work and interactions with the DePaul community, you have an impact on the overall development of a student’s holistic experience. At DePaul, five broad categories have emerged as central to our understanding of socially responsible leadership:

**Self-Understanding & Personal Integrity**
Socially responsible leaders have achieved a sense of self-authorship or personal agency. They critically assess and actively discern how their personal gifts, talents, resources, and abilities might best contribute to the broader human community. They articulate and live with a sense of authenticity, purpose, and ethical integrity. They maintain an appreciation for the transcendent dimension of human life and seek ongoing personal and spiritual development and growth. They understand their personal values within the context of deeper cultural, historical, and philosophical/theological roots.

**Taking Seriously the Perspective of Others**
Socially responsible leaders engage and listen compassionately to alternative and diverse perspectives and people. Rooted in the spirit of the Vincentian tradition, they have a particularly keen recognition and appreciation for the sacred dignity of each human person, especially those who are poor or marginalized. They demonstrate the ability to work in a team or a community of people and to interact and communicate effectively with diverse others in a variety of social situations.

**Contribute to a Larger Community**
Socially responsible leaders articulate, actively reflect upon, and live a commitment in their life and work to contribute to a community beyond themselves – locally, nationally and/or globally. Their sense of purpose, mission, and vocation extends to consider the broader social and environmental implications of their decisions and actions. They actively participate in civic and political processes and demonstrate an ability to think systemically about social problems and opportunities in light of some normative understanding of the just society.

**Knowledge and Intellectual Competence**
Socially responsible leaders have the ability to think critically. They actively seek historical and contextual knowledge relevant to the concrete situations they experience or confront. They show the ability to apply knowledge from their expertise or discipline of study to their particular life experiences and social situations in fruitful ways and in dialogue with other perspectives and disciplines. In addition, they seek to integrate and synthesize knowledge from a variety of sources and perspectives.

**Striving for Excellence**
Socially responsible leaders sustain long-term commitments worthy of their attention over a lifetime or career. They consistently strive for self-improvement and higher standards, and through their actions and words they effectively inspire others to do the same. They exercise ethical decision-making and leadership by developing creative and innovative responses to both emerging and persistent human and societal questions. They are lifelong learners who pursue and work for an ever-renewed vision of the common good.

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DePaul University’s Guiding Principles on Speech and Expression

We are a University
DePaul is committed to fostering a community that welcomes open discourse. We believe that intellectual inquiry is enriched immeasurably by robust debate and exposure to differing points of view. By remaining open to a broad range of ideas and opinions, we foster mutual understanding, test our beliefs, and create the most effective conditions for seeking knowledge.

We are a Vincentian University
DePaul’s mission is built upon the Vincentian ideal of universal dignity in which each person is invaluable and worthy of respect as a member of the human family. That dignity depends in no small measure upon each individual’s freedom and opportunity as a speaker to give voice to their beliefs, and upon each individual’s freedom and opportunity as a listener to choose whether and how to respond. We believe that human interaction should always be conducted with civility and mutual respect. We believe that views and beliefs can be tested — should be tested — as part of the intellectual mission that we serve, but always in furtherance of the goals of education, intellectual enrichment, and preparation for citizenship.

We are a Community
As a Vincentian university, DePaul aspires to be a community of speakers and listeners marked by compassion and mutual respect, a community in which we never lose sight of the potential effects, both beneficial and harmful, of our words and of our expressive conduct. Members of our community have rights and responsibilities. DePaul affirms the right of speakers to voice their viewpoints, even at the risk of controversy. DePaul also insists that all speakers remember that the right of expression carries with it the equally important responsibility to exercise that right with a conscientious respect for human dignity. We accept that there is a distinction between being provocative and being hurtful. Speech whose primary purpose is to wound is inconsistent with our Vincentian and Catholic values. The University community must meet these situations by reasserting our fundamental values and by fostering educational opportunities, where appropriate.

We are Committed to an Ongoing Discussion about Speech and Expression
DePaul is dedicated to engaging diligently and proactively in discussions concerning the many difficult issues raised by speech and expression in a university community with diverse beliefs and values. No set of guiding principles or policies can ever do justice to the range and difficulty of these issues. These Guiding Principles, while not policy, are intended to serve as a framework for those ongoing and challenging discussions.

Several University policies and procedures set forth specific standards for conduct in a variety of circumstances that could involve speech and expression. Community members are encouraged to consult sources such as the University Policies and Procedures website for further information on specific policies.

Approved by Rev. Dennis H. Holtschneider, C.M.: 1/13/2009
Involvement at DePaul University

DePaul University and the Office of Student Involvement recognize that learning is accomplished beyond the classroom through involvement in student organizations. In light of this, the University supports and encourages students to organize and participate in student-led organizations. DePaul provides engagement opportunities for students with organizations that serve their professional, entertainment, honorary, departmental, cultural, spiritual, political, fraternal, service or recreational interests, consistent with the mission of the University.

Membership and Leadership within a Student Organization

A student may participate as a member in any co-curricular activity offered by the University if they are currently enrolled for credit at DePaul. To serve in a leadership role within a student organization, they must meet the additional criteria detailed below:

The basic requirement for student organization leadership is current enrollment for credit at DePaul and good standing with the University, both before seeking a leadership opportunity and during their terms of office. Maintenance of a 2.0 GPA minimum (cumulative) is an expectation for serving in a leadership role in a student organization, unless a higher GPA requirement is stated in the organization’s constitution.

Individual student organizations may impose special eligibility requirements which would be binding on student participants or organization leadership. Unless specifically authorized otherwise by the Office of Student Involvement, these requirements must be in accord with university policies, including with respect to nondiscrimination on the basis of any characteristic outlined in DePaul’s Anti-Discrimination and Anti-Harassment Policy and Procedures.

Grade Requests Policy

All students registered in a student organization will need to accept in their personal OrgSync profile that they give permission for a staff member to check their cumulative grade point average. Student Education Record information will be handled in accordance with DePaul's FERPA Compliance policy.

Advisor Selection

All student organizations are required to have and maintain an advisor who meets the following criteria in order to be approved as a registered student organization:

- An advisor is any current staff or full-time current faculty member of DePaul University who is willing to support your organization in a volunteer capacity by donating their time, effort, and advice.
- This individual will serve as a resource and assist the student organization in navigating policies and procedures of the University.
- Advisors serve as a liaison to the Office of Student Involvement in this volunteer role and therefore must promote and support the development of the members in a student organization according to the Code of Student Responsibility.
- The advisor must complete an advisor confirmation request on OrgSync during each annual registration/renewal process between April and September.

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Student Organization Standards of Involvement and Accountability

Student Organizations are expected to abide by all University policies, including the policies in the Code of Student Responsibility and in this Guide (such as the Standards of Involvement). In addition to students being held responsible for their actions, including in their role as an officer of a group, a group or organization may be held responsible for the actions and behaviors of its members and guests. The decision to hold a group or organization responsible as a whole is ultimately determined by examining all the circumstances of a situation and by taking into account factors including, but not limited to, whether the actions:

1. Were committed by one or more officers or authorized representatives acting in the scope of their organizational capacities;
2. Involved, were committed by, or were condoned by (actively or passively) a significant number of organization members, alumni, or guests;
3. Occurred at or in connection with an activity or event funded, sponsored, publicized, advertised, or communicated about by the organization;
4. Occurred at a location over which the organization had control at the time of the action;
5. Occurred at or in connection with an activity or event that reasonable people would associate with the organization;
6. Should have been foreseen by the organization or its officers, but reasonable precautions against such actions were not taken;
7. Were the result of a policy or practice of the organization;
8. Would be attributable to the organization under the organization’s own policies (including local or national risk management guidelines); or
9. Were taken by individuals who, but for their affiliation with the organization, would not have been involved in the incident.

Or whether:
1. One or more officers or members of an organization fail to report knowledge or information about a violation to, or otherwise fail to cooperate with, appropriate University or emergency officials; or
2. The organization, or any member acting on its behalf, fails to satisfactorily complete the terms of any disciplinary sanction or outcome.

The Office of Student Involvement will work in conjunction with the Dean of Students Office regarding any Student Conduct Process involving a student organization or an individual’s actions related to their participation in a student organization.

The following standards of involvement have been established within DePaul University and the Office of Student Involvement:
1. Must demonstrate Vincentian values of diversity, pluralism, socially responsible leadership, mission and service.
2. Unless specifically authorized otherwise by the Office of Student Involvement, requirements for membership or leadership must be in accord with university policies, including with respect to nondiscrimination on the basis of any characteristic protected by DePaul’s Anti-Discrimination and Anti-Harassment Policy and Procedures.
3. Must maintain the minimum requirement of 4 members.
4. Must abide by federal, state and city laws both on and off campus.
5. Must abide by university policies and adhere to the Code of Student Responsibility and University procedures.
6. Must have a faculty/staff advisor that is employed by the University.
7. Must create, maintain and update OrgSync profile each academic year.
8. Must develop and maintain a constitution that includes all elements required by the Office of Student Involvement.
9. Must complete all steps of the Student Involvement Registration Process.
10. Must use financial and physical resources in a responsible manner in accordance to the Code of Student Responsibility and University policies.
11. Must exercise good judgment in planning and promoting activities in accordance with University policies and stated expectations, including regarding time, place, and manner.

In addition to the information detailed in Information About Conduct Sanctions, the following includes information about conduct sanctions for student organizations and conduct sanctions as applied to student organizations.

Educational Project – Student organizations will be responsible for creating and implementing an educational program or workshop that will educate and benefit the DePaul community to prevent future occurrences.

University Probation – University probation is a written statement to the student organization indicating that the student organization’s behavior is of such a nature as to jeopardize continued recognition at the University. University probation can be for a specified period of time or for as long as the student organization is active. Any behavioral infraction during the probationary period may cause the student organization to be removed from the University.

Suspension – A suspended student organization must carry out a total and immediate separation from the University for a required period of time and/or until particular conditions for reactivation is met. Suspension may include various prohibitions regarding a student organization’s ability to be on University property or participate in University activities.

Restriction – Restrictions upon a student organization’s University privileges may be imposed for a set period of time. These restrictions may include, but are not limited to, denial of the right to represent the University in any way, access to facilities or individuals, parking privileges, and/or participation in co-curricular activities.

Restitution – A student organization that damages University property may be required to pay actual repair or replacement costs. Failure to pay may result in withholding access of University resources and/or additional conduct sanctions.

Deactivation or Dismissal of Student Organization – Dismissal constitutes a permanent and immediate separation from the University. The imposition of this sanction shall be permanently noted on the student organization’s registration and is a permanent bar to its recognition at DePaul University. Dismissal may include various prohibitions regarding a student organization’s ability to be on University property or participate in University activities.
OrgSync & Student Organization Registration

OrgSync
OrgSync is our online student engagement tool that provides opportunities for students to connect and engage student leaders, student organizations, faculty, and staff. All students have an OrgSync account which can be accessed through orgsync.depaul.edu using their Campus Connect username and password. OrgSync should be utilized as the main means to manage the operational needs of student organizations and its members. All student organization communication from the Office of Student Involvement is done through OrgSync. If students do not have their account notifications set up to receive this information via email, it is the student’s responsibility to check OrgSync for all messages and notifications.

All student organizations are expected to update their officers on OrgSync each academic year or when there is a change in leadership. The roster should remain updated throughout the year. Please make sure to grant officers of your organization administrative access in OrgSync. If you need assistance granting access, contact a Student Involvement Ambassador at studentorgs@depaul.edu.

Student Organization Registration
Registration for an academic year begins in April (e.g. Registration for 2016-2017 began in April 2016). Each new and renewing organization must complete this process annually beginning in April to become or remain a registered student organization. Registration and renewal for new and returning student organizations will be open from late April until late September. Registration will re-open for a brief period in January.

Each spring quarter, student organization leaders are expected to attend the annual student organization conference, OrgConnect. During this one-day event, students will learn how to properly transition officers, effectively utilize OrgSync, and become eligible for SAF-B funds for the upcoming academic year while networking with other student leaders. While all student leaders are encouraged to attend, we strongly suggest that your organization’s current and/or transitioning president and treasurer attend OrgConnect so they can complete the SAF-B workshop requirement for the upcoming year.

During the fall, winter, and spring quarters, Student Involvement Ambassadors are happy to assist you with registration questions and connect you to helpful resources, including but not limited to our OrgSync video tutorials. If you have any questions, please reach out to the Student Involvement Ambassadors for more information or to set up a one-on-one consultation.

There are over 325 registered student organizations at DePaul! We support efforts for students to find their place within the community and excel in co-curricular learning environments. If there is not currently a student organization that represents your specific interest or passion, we encourage you to reach out to a Student Involvement Ambassador to explore alternate and/or additional options. If it is determined that creating a new student organization is the best plan of action, a Student Involvement Ambassador will be happy to walk you through that process.

Registration Requirements
Before completing the online registration process to become a student organization, ensure that you have first reached out to a Student Involvement Ambassador at studentorgs@depaul.edu to set up a
meeting. They can help you better understand the reasons for and benefits from registering. At your meeting, they can walk you through the online registration process via OrgSync. It will expedite the process if you know exactly what is required for organization registration, including but not limited to:

- A roster of least four members that includes students’ first name, last name, and student ID.
- Approval from your DePaul advisor via OrgSync.
- An approved constitution that includes the name of the organization, a nondiscrimination clause, list of officers and their respective duties, elections process, and amendment clause. A sample constitution can be found on the registration form as well as under the Files tab of your organization’s portal on OrgSync.
- A completed registration quiz (included as part of the registration form on OrgSync) to provide further training on commonly used OSI resources like funding, contracts, and flyer posting.

**Continued Recognition**

Each year, all student organizations are required to renew their organization’s portal to remain a registered student organization for the upcoming academic year. Students will receive updated information regarding this process at the annual student organization conference, OrgConnect, which is held in late April of each year. They will have until September 30 to complete the renewal process before being disabled on OrgSync and considered unregistered by the University. Student organization registration for the upcoming year is a prerequisite to reserving an involvement fair table. If the Office of Student Involvement determines that an organization is ineligible for registration, the organization and advisor will be notified through OrgSync. The organization shall remain unregistered until the proper steps are taken to re/activate the organization’s profile.

For more information regarding your organization’s status, please contact a Student Involvement Ambassador at studentorgs@depaul.edu.

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Student Organization Resources

All registered student organizations have access to the following resources:

- Funding Requests
  - Student Activity Fee-Board Funding for undergraduate organizations (SAF-B)
  - Graduate Organization Funding (GOF-B)
- Fall Involvement Fair participation
- Free Pepsi soft drinks for events
- Promotional tables
- Promotional walls
- Mailboxes
- Conference room space for meetings (Lincoln Park Campus only)
- Printing of flyers and posters for a minimal fee
- Media cart (Loop Campus - DePaul Gallery only)
- Office of Student Involvement storage space (Lincoln Park Campus only)
- ID card-swipe*
- Two-way radio set*
- Portable speaker with microphone*
- Bingo roller and numbers*
- Kickball set*
- Wiffleball set*
- Slingshot game*
- Board Games*
- Tug-of-war rope*
- Prize wheel*
- Large buckets*
- Sidewalk chalk *
- Art supplies in the Office of Student Involvement
- Fax machine (please contact the Office Manager)
- Educational workshops (please contact a Student Involvement Ambassador)

*These resources must be requested through OrgSync by completing the OSI Resources Request Form (under the forms section on your organization portal). To learn more contact the office manager at the Office of Student Involvement at involvement@depaul.edu.
Student Organization Finances

The Student Activity Fee Board (SAF-B)
The major funding source for student organizations is the Student Activity Fee. Each quarter all full-time undergraduates pay $25 that is held in a fund available to all registered undergraduate student organizations. Organizations may apply for money from the Student Activity Fee to help offset financial expenses for programs and events that enhance the student experience at DePaul.

Once your organization has completed the registration process with the Office of Student Involvement, your student organization’s president and treasurer are REQUIRED to attend a SAF-B workshop to become eligible to apply for funding from the SAF-B source. Student organizations must be in good standing with the Office of Student Involvement to receive funding. For graduate student organizations, please refer to the graduate organization funding section. If you have questions regarding where to start your application for funding, please go to the SAF-B page on OrgSync.

SAF-B Request Application Steps
1. Your student organization must be a registered student organization for the current academic year by the Office of Student Involvement.
2. You are required to attend a SAF-B workshop. A listing of dates can be found on the OrgSync Events calendar.
3. Ensure that your request is more than $1000 and that you are requesting funding for an expense/program that is within the time frame listed below.
4. Fill out the SAF-B application (available on OrgSync). Only the first 20 complete applications will be accepted. Access to SAF-B applications will only be granted to the president and treasurer of an organization and must have attended a SAF-B workshop.
5. Submit your application in OrgSync.
6. The Student Activity Fee Board will review your application the Friday following the application deadline. The funding allocated to your organization will be uploaded to your OrgSync application. Refer to the comments section for an explanation of funding. In this notification you will find further information about payment processing and procedures for reimbursement. Please make sure to read thoroughly.

Award Letters
Student organizations that have been approved for funds are given award letters. The award letter includes information about how to proceed once funding is awarded. The awarded amounts appear on the application itself in the “approved amount” section. The award letter also includes deadlines of when receipts/invoices need to be turned in, as well as information about contracts. Please make sure to read this information carefully.

All funding applications are due by 5 pm on the application deadline date. Events less than one month away from a hearing date are not eligible for funding. Please note: Only 20 complete applications are accepted per monthly hearing on a first-come, first-served basis, so complete the application in its entirety and submit it by the deadline.

SAF-B Discretionary Funding
For requests that are less than $1000, your organization must complete all SAF-B application procedures, but will not have to attend a hearing. By reducing the requirement to attend a hearing for less costly programs, more hearing slots are open to afford more organization applications overall.
1. Ensure that your request is $1000 or less and that you are requesting funding for an expense/program that is within the timeframe listed on the Discretionary Funding Dates and Deadlines.

2. Complete the SAF-B application and budget planner (This is the same process for organizations applying for SAF-B funds over $1000.)

3. Submit your application and budget planner by 5 pm on the Discretionary Funding deadline on OrgSync.

4. The SAF-B Discretionary Committee (Two advisors, one Student Government Association chair and a rotating general SAF-B member) will review your application the Friday following the application deadline. The funding allocated to your organization and an explanation of funding will be uploaded to your original SAF-B application on OrgSync.

Reimbursements
Reimbursements can be submitted to the Office of Student Involvement for expenses that have been awarded through SAF-B and for funds in an organization’s on-campus account. To request a reimbursement, please fill out the payment processing form found in OrgSync. This must be filled out with all documents (original receipts, invoices, etc.) prior to submitting it to the Business Coordinator. You will be responsible for reading the award letter to know the dates of when receipts/invoices should be given to the Business Coordinator. If you miss the deadline, you will NOT be reimbursed and you will be responsible for all invoices. In other words, your award letter will be null and void. Reimbursements and invoices will be paid 30 days from when accounts payable receives the paperwork. Because of the numerous reimbursements and invoices that come in to the Office of Student Involvement, please allow 10 business days for the Business Coordinator to complete the paperwork. All receipts must be original, not copied.

The receipt should show the following:
- Vendor
- Amount
- Date
- Items Purchased

All food purchases (catering or from a store) must have a notation indicating the business purpose and a list of names taking part in the event. The person who makes the purchase will be the person reimbursed. If what is turned in is only a confirmation of the purchase, you will need to show proof of purchase (i.e., canceled check, bank statement, credit card bill, etc.).

Payments
Vendor payments are made in a number of ways. If you have an invoice from a vendor, please bring it to the Office of Student Involvement so that paperwork can be processed. This ensures that the vendor will receive payment by university check. Please note that DePaul’s payment terms are NET 30, so a vendor will receive payment 30 days after the service has been completed. If the purchase can be made online, please make an appointment with the Business Coordinator in the Office of Student Involvement, and the purchase can be made with the University’s credit card. Any payments over $2,500 must have a purchase order, which must be requested prior to the goods or services being rendered. Only the Business Coordinator in the Office of Student Involvement can request purchase orders for items over $2,500.
University Funding Policies
Student fees will only be allocated to registered undergraduate student organizations. Student organizations that are considered out of date/not fully registered on OrgSync for the current academic year or not in good standing for are not eligible to utilize university funding.

Please review the following list for additional rules regarding funding:

- Student organizations or individuals may not request student fees as a reimbursement for any program or event that has taken place prior to funding approval.
- Full-time employees of the University, who are currently enrolled as students, cannot serve in a student leadership position which can in any way cause a direct conflict of interest to their university-affiliated position.
- Student fees will not be allocated for a direct contribution to a specific philanthropic organization/event, personal reason, political or religious agenda. For example, an organization cannot request that $200 be directly donated to the Salvation Army.
- Student fees will not be allocated to directly support an individual’s academic needs (e.g., tuition/fees, textbooks, etc.).
- Student fees may be allocated to any student organization for events (e.g., convention, conference, seminar, etc.) held away from the University if the attendance at the events shows a direct impact upon DePaul students.
- Student fees may not be used to purchase attire for general members of student organizations.
- SAF-B and the Office of Student Involvement hold the right to deny any funding that is not deemed fit to DePaul’s mission and values.

Officers of any organization found to be knowingly violating any of the above policies will be subject to appropriate disciplinary action as outlined in the code of student responsibility and will be referred to the Dean of Students Office. DePaul University and the Office of Student Involvement reserve the right to amend these guidelines at any time. For the most recent guidelines, always consult with the Office of Student Involvement.

Fiscal Account Policy

On-Campus Organization Accounts
If you wish to create an on-campus account, you must be an active and registered student organization. You can request an on-campus organization account by submitting an “Account Request Form” found in OrgSync and submitted through OrgSync. Please allow five business days from the date of submission for request to be reviewed. The Office of Student Involvement Business Coordinator will notify the person making the request on behalf of the student organization once the account has been established. Student organizations may deposit funds collected (membership dues, sales of organization’s items such as t-shirts or pins, fundraising collection, etc.) into their university account. Cash, checks or money orders may be submitted. Please bring any funds that need to be deposited to the Office of Student Involvement’s LPC (Student Center 201) or Loop (DePaul Center 11027) office.

External Bank (Off-Campus) Accounts
The Office of Student Involvement holds no responsibility for an organization’s off-campus bank account. Off-campus bank accounts for student organizations may not have the word "DePaul" at the beginning of their account name, even if the student organization name beings with "DePaul." For example, you CAN put Bowling Club at DePaul. You CANNOT put DePaul Bowling Club. Learning resolutions will be administered if the Office of Student Involvement learns that a violation of this rule has occurred.
Tax-Exempt Purchase Policy

DePaul is organized and operates exclusively for educational purposes. As such, some purchases made by DePaul can qualify as a tax-exempt purchase, where Illinois (or WI, FL, NY) state sales tax is waived. Registered student organizations are viewed as part of the University. Thus, as a registered student organization, when paying a vendor for a good or service directly through your university account or through SAF-B or Center for Intercultural Programs funding, the organization can inquire about utilizing DePaul’s tax exempt status by contacting the Office of Student Involvement’s Business Coordinator. If requested, a letter can be sent directly to the vendor for tax exemption consideration. Please note, purchases made for individuals or organizations with off campus accounts are NOT eligible to utilize DePaul’s tax-exempt status. Additionally, tax exemption is at the discretion of the vendor; it is not a guarantee with all purchases. Other than state sales tax, tax exemption does not waive financial responsibility for city, hotel or entertainment (amusement) taxes.
Contracts

Student organizations must use DePaul’s standard performance and vendor contract(s) when working with all performers and vendors. Please review the following policies and procedures regarding contracts. Failure to comply with the policies, procedures and expectations of the Office of Student Involvement will result in the loss of organizational status or privileges. See the sanctions listed below. This can also be found on our website. All contracts must be signed by both parties before the event takes place. Please inform all vendors that DePaul’s payment terms are Net 30, so they will be mailed a check 30 days after the event takes place.

Vendor Agreement – Process a vendor agreement when your organization is ordering goods or services such as staging/ lighting, equipment rental or provision of a service.

Performance Agreement – Process a performance agreement when your organization is bringing someone onto campus such as a speaker, performer, DJ or when a talent is being showcased.

Student Organization Contract Policies and Guidelines
You must use the standard contract provided by the Office of Student Involvement. If you plan to use another contract, you must speak with the Business Coordinator before getting the contract signed by the vendor. All contracts for registered organizations must be brought to the Business Coordinator to be reviewed and signed by the Associate Vice President for Student Affairs. This can take up to 10 business days. Students and advisors may not sign any contracts. As a courtesy, please make sure your advisor is informed about the event. Additional policies apply to fraternities and sororities. Please see the Program Coordinator for Fraternity & Sorority Life for details.

Step-by-Step Contract Guidelines:
1. A student organization representative should go to OrgSync and download the standard performance and/or vendor contracts.
2. The student organization is responsible for having the vendor sign one copy of the contract.
3. Student Organization submits the signed contracts and any additional documents to OrgSync. To submit a contract fill out the contract submission form in OrgSync. Under no circumstances may a student or an advisor sign a contract of ANY amount or make any oral contractual promises.
4. Contracts must be submitted no less than 21 days before the event. Please make sure that your contract is completely filled out, has all supporting documentation, if applicable, and is submitted on time. The Office of Student Involvement will not accept contracts that are incomplete or late. Student organizations that do not turn in contracts to the Office of Student Involvement on time will be sanctioned.

For registered organizations that are contracting on their own behalf (i.e.—DePaul is not involved in the transaction), they need to make clear to the party with whom they are contracting that DePaul is not a party to the transaction.

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Events

The Office of Student Involvement is a great resource to assist you in planning events. There is much to consider regarding how best to use space, what vendors to hire, and even how to negotiate price. Feel free to visit the Office of Student Involvement and contact your Student Involvement Ambassadors for help. Additional information can be retrieved from the Student Centers Policy Manual.

For specific guidelines on bake sales, auctions, raffles, and gifts see the Fundraising Policy. For specific guidelines regarding events with alcohol see the Alcohol Policy.

Reserving Space through Student Centers
Meeting and event space is available on the Lincoln Park Campus or at the Loop Student Center/Conference Service facilities.

Lincoln Park Campus
Rooms can be reserved in the following locations through Student Centers in Lincoln Park:

- The Student Center Building (all three floors)
- Quad
- Cortelyou Commons
- Munroe Hall (weekdays only)

Find more information about reserving spaces on the Lincoln Park campus through the Student Centers website (studentcenter.depaul.edu), by contacting (773) 325-7346, or emailing studentcenters@depaul.edu.

Loop Campus
Rooms can be reserved in the following locations through Student Centers and Conference Services in the Loop:

- DePaul Center
- Lewis Center
- Daley/14E Building

To reserve space in the Loop, please contact Conference Services and Loop Student Center. You can email your request to confservices@depaul.edu or by contacting (312) 362-8624. You can find more information about available spaces in the Loop by visiting http://offices.depaul.edu/student-centers/event-management/Pages/default.aspx.

Online Room Reservation
In order to request a room, you must first have an account through the Student Centers EMS Event website. You must be the event planning representative for a registered student organization in order to be eligible for an account. The person(s) and/or organizations making the request will assume full responsibility for any abuse of property and actions of participants.

You will need to view a presentation found on the Student Centers website and submit your name, organization, email and phone number to studentcenters@depaul.edu. Once you have submitted that information, a web user account will be issued to you within one to two business days. If for some reason you do not receive your account information in two business days, please send a follow-up email to studentcenters@depaul.edu.
**Cancellations**
When canceling a reservation, the Student Centers/Conference Services office must receive written notice at least three business days prior to the event. Repeated cancellations in less than three business days of an event will negatively affect your standing and may result in suspension or loss of reservation privileges in the Student Center and Conference Services facilities. For Lincoln Park Student Center cancellations please email studentcenters@depaul.edu. For cancellations at the Loop Student Center and Conference Services please email confservices@depaul.edu.

**Events Held On Campus**
With regard to insurance, events sponsored by student organizations and held on university grounds are treated as a university event. Recognized student organizations are allowed to sponsor external groups to campus only if the mission of the external group is in line with the mission of the campus student organization and the event complies with DePaul’s policies. Fees for use of space will apply.

**No Shows**
In order to accommodate as many requests for events as possible all organizations must honor their confirmed reservations. Student Organizations that fail to use the reserved space, three times within a school year, will be unable to reserve Student Centers/Conference Service space for ten weeks. The ten weeks do not include winter, spring and summer breaks and applies to both Loop and Lincoln Park. Failure to cancel reserved space within the allotted three business day time frame will count as a no show. Pay close attention to the deadlines and policies for using the Student Centers facilities to remain in good standing.

**Time Restraints**
When planning events using university space, please keep the following time restraints in mind:
- Rooms may only be occupied during specific event times.
- The times that a room is available for use vary for each room; please refer to the room specifications and capacities tab in Student Centers EMS Event to confirm the earliest arrival and latest exit.
- Groups exceeding these time limits without prior approval will be charged $100 for any increment of the first hour and $100 for each additional hour.
- The building hours of the Cortelyou Commons are 8 am–10 pm.

**Extending Building Hours (early open/late close)**
If an event requires extended building hours, requests must be made at least 10 working days in advance of event. An operating cost of $100 per hour will be charged to the organization responsible for the event for an early opening. A fee of $100 per hour will be charged to keep the building open late. Fees are not prorated for partial hours.
- Cortelyou Commons events must end by 10 pm.
- Events in the Quad must end by 9 pm
- Events in the Loop must end at 9 pm Monday – Friday and 6 pm on Saturdays
Late Night Event Policy
Late Night Events consist of events that start at or after 9:00pm and/or conclude after 11:00pm including any event that has a DJ and/or dance floor/dance environment that is open to guests outside of DePaul University students, faculty, and staff. This pertains to all student organizations. A student organization representative must meet with both the Office of Student Involvement and the Student Centers to review all late night event policies. This meeting must occur no later than one month before a scheduled late night event.

Rental Charges and Event Responsibility
Please be familiar with the following points regarding rental charges and responsibility when organizing an event:

- There is no charge for use of Student Centers space for internal use by student organizations.
- The sponsoring organization is responsible for all charges, fees and any damage resulting from a member of the organization or from anyone attending the event. The sponsoring organization will be assessed the full replacement cost for any damaged furniture, draperies, carpeting, etc.

Academic Spaces (Classroom and Lecture Rooms)
To reserve an academic building, classroom, lecture room, or lab at Lincoln Park Campus, fill out the online form at rooms.depaul.edu.

No special events, meetings or other non-course gatherings will be assigned rooms until two weeks after the start of the quarter for which you are reserving space. The only exceptions to this rule are requests for weeknights after 9 pm and Sundays anytime. DePaul courses are given priority for all rooms.

Decorations and Clean-up Policy
Immediately following a campus event, all debris must be removed from buildings and grounds by the sponsoring organization. For cases in which the University must provide extra cleaning, the cost of the work will be paid by the organization. Any damage to a building or loss of university-owned material or equipment resulting from the use of a building will also be charged to the responsible organization.

Other notes about decorations and clean up:

- Decorations may not be attached to wood, metal, glass, paint, ceilings, floor or other surfaces, as they scar the finishes of the facility.
- Balloons are not to be used in the Cortelyou Commons or Student Center Room 120.
- No decorations with diameters smaller than two inches may be used. This includes but is not limited to glitter, confetti, beads, marbles, pebbles, etc. A cleanup fee may be assessed if these items are used.
- The use of paint is prohibited in Student Centers facilities.
- Candles, incense and fire are not allowed in any of the Student Centers facilities. No open flames, including candles and incense, will be allowed.
- Meeting Rooms 324, 325 and 380 have permanent furniture. The furniture in these rooms cannot be removed.
- Loop 11th floor Gallery and the DePaul Club have permanent furniture. The furniture in both areas cannot be removed.
- Due to time constraints and compliance issues, the removal of the North Café wall at the Loop must be requested two weeks prior to the scheduled event. Late requests will not be accepted.
Event Security Policy
Student Centers administration or Public Safety may, at their discretion, require security officers to be present at an event in Lincoln Park. This expense is the responsibility of the sponsoring organization, and the sponsoring group must provide a completed and signed budget transfer form to the Student Centers.

- Requests must be made through Student Centers administration 10 working days in advance of the event.
- The sponsor may be required to provide security to check for DePaul ID cards.
- If security requirements are not completed, the event will be cancelled.
- Suggested security ratios of 1:50 to 1:100 are dependent upon a variety of factors including the percentage of DePaul/non-DePaul attendees, whether entry fees/donations are collected at the entrance and the start and end time of the event. Please work with Student Centers regarding your exact situation. For example, contracted security may be required for events in the Student Centers facilities when events have one or more of the following components:
  - Percentage of non-DePaul attendees exceeds 50 percent.
  - Entry fees, admission charges, or donations are collected at the entrance.
  - Start and end time of late night events or events that extend building hours.
  - No on-site presence of organization’s advisor or Student Involvement/Student Affairs staff at event.
  - Equipment or product is stored in a reserved space overnight.

For Loop campus security inquires, contact Conference Services and Loop Student Center office directly (312) 362-8624.

- All late night dance/party event programs or any combination event that includes a late night dance/party will require security.
- All late night events that include a “show” component in the program, including but not limited to fashion show, talent show, cultural show or concert will require security.
- Events where alcohol is served will require security.

Solicitation Policy
In-person credit card, bank (PNC is exempt), and phone network (AT&T is exempt) solicitation is prohibited on university property. Companies wishing to post informational material on university bulletin boards may do so within campus guidelines and should contact the Office of Student Involvement. Student groups are not permitted to sponsor any of the above on campus as part of their fundraising events.

Promotional/Vendor Table Policy
Student organizations that intend to sponsor an off-campus organization must receive written permission from the Office of Student Involvement before a promo table can be reserved. Please contact the Office of Student Involvement at least 14 days before submitting your request. If approved, representation from the DePaul student organization must be at the table with the external organization at all times. If the student organization leaves the table, the student organization will be charged $150 (standard rate) for the day. Along with the cost, penalties will consequently follow.
Audio Visual Policy
When reserving rooms with Student Centers, AV equipment may also be reserved at the time of the request. Review the following list to make sure your requests can be accommodated:

- The use of all AV equipment requires a reservation placed five working days in advance of the event date.
- An AV technician will be available for setup and training on equipment but will not be available for the entire event to operate equipment.
- Lincoln Park - Any special circumstances can be discussed with the AV coordinator at (773) 325-4079.
- Loop – Any special circumstances can be discussed with the Conference Services office at (312) 362-8624.

Film/Movie Policy
The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a movie carries with it the right to show the movie outside the home. Student organizations must secure a public performance license to show copyrighted movies on campus. The three companies to receive the license and the film are:

- Swank Motion Pictures, Inc.; swank.com; (800) 876-5577
- Criterion Pictures; criterionpicusa.com; (800) 890-9494
- Motion Picture Licensing Corporation (MPLC); mplc.com; (800) 462-8855

The Office of Student Involvement will only approve flyers, promo walls or promo tables advertising a public showing of a copyrighted movie if the student organization provides a secured license from one of the above companies, or if the student organization can demonstrate that it is in the process of securing the license from one of the above companies. The license will also allow you to reserve space with Student Centers. Without this documentation, Student Centers cannot hold the space for you. Please submit a copy of your license through OrgSync by filling out the Movie License Form.

Guest Speaker Policy
DePaul encourages its registered student organizations to sponsor guest speakers whose presentation will contribute to the role of the University as a forum for intellectual discussion, debate, investigation and/or artistic expression. Speakers provide an opportunity for students to hear and discuss opposing viewpoints on a wide range of issues. It should be understood that providing a forum in no way implies university approval or endorsement of the views expressed by the sponsored speaker. This statement must be included in all publications and advertising of the event.

What happens if you invite a prominent speaker to campus? What if you would like the media present at your event? Contact the Office of Student Involvement. We will assist you so that the proper university officials are notified and can aid you in these requests. Please contact our office prior to confirming the speaker’s visit.
Off-Campus Events & Travel

Student organizations may sponsor an event off campus for its members. Events held off campus may be covered by the University’s insurance policies. If the student organization holds an event off campus at a third party location, that party may request that DePaul issue a certificate of insurance (at no cost). The Office of Insurance and Loss Prevention can submit these requests to our insurer upon request if the event is a covered event.

University Vehicle, Driver, and Travel Policy
DePaul University does not accept responsibility for, nor does insurance coverage extend to, any travel program not authorized by the University. The use of the name DePaul University in connection with anything other than an authorized travel program is strictly prohibited. This policy explains the responsibilities and requirements related to vehicles owned, rented or leased by the University; explains the responsibilities and qualifications for drivers of vehicles owned, rented or leased by the University and drivers who are driving their personal vehicles for university business and events; and explains the responsibilities and requirements for sponsoring travel for university business and events. DePaul University does not have DePaul owned vehicles for student organizations to lease or rent. All vehicles used for travel must either be rented from an outside vendor or be your personal vehicle. Please visit the following website to view car rental vendors that offer DePaul Demon Discounts.

Driver Qualifications

All drivers who will be driving students in personal vehicles for university business must meet the following qualifications:
1. Have a valid state issued driver’s license.
2. Have no more than two at-fault accidents/violations within the last three years.
3. Have no DUI or DWI convictions within the last five years.
4. Be at least 21 years old. Drivers who are 18-20 years old may, under certain circumstances and subject to discretion of the Office of Risk Management and Environmental Health and Safety, be allowed to drive for local travel.

Driver Certification
Additionally, all drivers who will be driving university vehicles or who will be driving students in personal vehicles for university business must participate in a driver certification process maintained by the Office of Environmental Health and Safety. The driver certification process is initiated by filling out a “Motor Vehicle Form” available on the Environmental Health and Safety website.

This driver certification process will include a check of the driver’s driving record (with a charge back to the department that has requested that the driver go through the driver certification process) and an online driver training program. Drivers will be notified within four to five business days if they successfully completed the driver certification process. In order to remain certified, employees must successfully complete the driver certification process every three years and students must successfully complete the driver certification process annually. Additionally, drivers who are in a vehicle accident while driving a university vehicle will be required to repeat the driver certification process. Student organizations are responsible for ensuring that drivers who are driving university vehicles or who are driving students in personal vehicles for university business for, or related to, that department have successfully completed the driver certification process.
Any exceptions to the above driver certification requirements must be authorized by the respective university officer and approved by the Office of Environmental Health and Safety.

**Required Travel Waivers**
Student passengers and student drivers engaging in non-local travel in a university vehicle, a personal vehicle used for university business, or other transportation provided by or arranged by the University (e.g. a chartered or rented vehicle, or public transportation) for university business must sign a travel waiver found on OrgSync and return in person to the Office of Student Involvement. “Non-local travel” is travel outside the Chicagoland area (Cook, DuPage, Kane, Lake, McHenry and Will counties).

**International Travel**
All student organizations seeking to travel overseas must have a DePaul Support Verification Form signed by the Vice President for Student Affairs to receive proper authorization for their travel. Once the Support Verification Form has been signed, students must submit the form to the International Programs Office via email to travelregistration@depaul.edu or hand delivered to the International Programs Suite 9300, 9th Floor, DePaul Center (Loop Campus). Students are also required to register their travel on the International Programs Office website no less than 30 days prior to departure (and no less than 60 days prior to departure to Travel Warning countries). For any questions regarding the Travel Registration process, please email: travelregistration@depaul.edu.

**Raffle Policy**
The City of Chicago requires a permit to hold a raffle. DePaul obtains this permit, which allows student organizations and departments to legally hold a raffle on campus. If you are selling raffle tickets and prizes are awarded, you must contact the Office of Student Involvement at least two weeks in advance of promoting the raffle on campus. We will need to know the price per raffle ticket and the prizes that will be awarded. For more information, visit generalcounsel.depaul.edu/LegalResources/RaffleInformation.html.

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Casino Night/Gambling Policy

University Gambling Policy
In accordance with applicable Illinois and federal gambling laws, DePaul prohibits gambling or any form of illegal wagering, bookmaking or unauthorized games or contests of chance on university premises, including but not limited to university housing and/or university sponsored functions including sporting events. In addition, students shall not knowingly provide information to assist any individual involved in any gambling activities.

Student Involvement Casino Night Policy
A student organization may only host a casino night or an event involving a game of chance (poker, blackjack, roulette, etc.) if the organization is granted approval from the Office of Student Involvement. Student organizations are advised to meet with their Office of Student Involvement liaison at least four months in advance of the planned event. The organization must work in conjunction with the Office of Student Involvement to complete the appropriate paperwork through the State of Illinois. In addition, the Prizes, Gambling Events, and Wagering Policy requires notice to the Controller’s office three months prior to the event. If your organization plans to fundraise and/or charge at the door, a charitable gaming license must be obtained from the State of Illinois at least 30 days in advance of the event. There are state limitations as to how many casino nights can be hosted in a given year. The student organization is responsible for the fee associated with obtaining the license, which cannot be funded by SAF-B.

Student Center Casino Night Policy
No event taking place in a Student Center facility that involves legal gambling, raffles or games of chance may take place unless they have obtained the proper licenses from the City of Chicago and/or State of Illinois. Student groups should work with the Office of Student Involvement to host such events. Gambling includes but is not limited to poker, card games, games of chance, raffles, and betting. You must apply for the license at least 30 days in advance of the date of the event. This only applies to the charitable gaming license for casino events. The raffle license is separate and the University renews this annually. As a student organization, you will still need to inform the Office of Student Involvement about your raffles according to the raffle policy.

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Food Policy

Activities Involving Food
If a student organization’s event is to be held on DePaul property (Lincoln Park and/or the Loop Campus), all food and beverages must be catered through Chartwells, the University food service. Student organizations must register an account with Chartwells through depaul.catertrax.com in order to place a food order. Food must be ordered at least 72 hours in advance of the event. When requesting food from an outside vendor, please contact Chartwells for specific ordering details. **Note: If the organization has received SAF-B funding, please do not use personal funds to pay for the food ordered.**

If the student organization’s event is not on DePaul University property, food does not have to be ordered from Chartwells. The use of an outside food vendor is acceptable. However, the group must still contact the Office of Student Involvement to ensure that proper procedures are followed to pay for the food ordered. You can find more on the Chartwells website.

Consumption Contests
Food or beverage consumption contests are not permitted as they can pose a threat to the well-being of students. The Office of Student Involvement encourages students to avoid activities that involve risk to self or others, taking reckless action that results in physical harm to any person, or taking any action that creates a substantial risk of physical harm to any person (as noted in the Code of Student Responsibility).

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Alcohol Policy

Alcoholic beverages may not be served at events sponsored by student organizations without authorization from the Office of Student Involvement. Unless specific risk management mechanisms are in place, authorization will generally not be given to any student organization that is hosting an event at which students under 21 will, or could be, present. Notification of such authorization will be sent to the student organization itself, the organization's moderator/advisor, the building director and the Public Safety Office.

Please refer to the Code of Student Responsibility to see this policy in its entirety.

Graduate and Law Student Organizations
Authorization for on- or off-campus events with alcohol are shared in the forms section of OrgSync for graduate and law student organizations only. These On- and Off-Campus Student Organization Alcohol Permission Request Forms must be completed and submitted a minimum of five (5) business days prior to your event. If you have any questions regarding your request, please contact the Office of Student Involvement at 773-325-7361.

Fraternity and Sorority Life
Fraternity and Sorority Life student organizations will be prompted to complete the Fraternity and Sorority Life: Event Registration form upon registering their events in OrgSync. This form must be completed at least two weeks prior to the date of the event with alcohol. Liquor liability insurance is required for Fraternity and Sorority Life student organizations to hold events with alcohol, and you will be required to upload a copy onto the OrgSync event registration form. Once submitted, a risk management meeting will be required with a professional staff member in the Office of Student Involvement. This meeting must occur one week prior to your event with alcohol. Please note: Events with alcohol cannot occur on campus.

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Fundraising Guidelines

All DePaul student groups must obtain approval from the Office of Advancement prior to planning, publicly announcing and/or conducting fundraising events aimed at generating charitable contributions for DePaul, its schools, colleges, programs and/or student groups. In addition, a clearance form documenting the cost of the event, the list of invitees and the fair market value of all benefits returned to attendees in exchange for the entrance fee must be submitted to the Office of Advancement prior to sending invitations.

Auctions
Fundraising events in which individuals (including services provided by individuals or time with individuals) are “sold” or “auctioned” are prohibited. This policy does not apply to raffles or auctions of services from commercial vendors.

Bake Sale and Food Donation
Student organizations may hold bake sales, as long as all sanitation guidelines and health regulations are followed. Student organizations need permission from Student Centers if the food is donated. Baked goods must be individually wrapped in clear wrap. The bake sale area must be orderly during the sale period and must be cleaned thoroughly immediately following the bake sale. If the food is donated, there may be tax implications for the donor. Please contact the Office of Advancement as well as Student Centers.

PayPal
The use of PayPal is not supported by the Office of Student Involvement and DePaul University. Student organizations seeking to have money donated to them electronically should work with the Office of Advancement and have funds donated to the student organization through Gift Processing.
Marketing Materials

Marketing Policies
There are a number of ways your student organization can advertise on the Lincoln Park (LPC) and Loop campuses. These include:

- Posters (20x30 or 42x53)
- Flyers (up to 11x17)
- Bulletin boards located in a variety of buildings on both campuses
- Digital boards located in a variety of buildings on both campuses
- Promotional walls located in the DePaul University Student Center (LPC) and the DePaul Center, Floor 11 (Loop) exclusively for the campus community
- Table tents for tables in the dining centers of the Student Center (LPC) and the DePaul Center, Floor 11 (Loop)
- Handbills (half or quarter sheet promotional print material)
- Chalking (permitted only at LPC)
- Promotional tables located on the of the DePaul University Student Center, Floors one and two (LPC) and the DePaul Center, Floor 11 (Loop)

Flyers
Materials for posting on campus must be approved and registered with the Office of Student Involvement at either the Lincoln Park Student Center, Suite 201 (LPC) or DePaul Center Suite 11027 (Loop). A copy of all promotional materials will be kept on file and date stamped for timely removal. Materials may be posted for up to 14 days. All materials will be removed the day after the event or after exceeding your 14 day posting allowance.

In order to preserve DePaul University community standards and ensure the aesthetic quality of the campuses, the following guidelines are provided:

- Materials are limited to a maximum size of 11x17 inches.
- Materials are limited to 15 copies with original Office of Student Involvement approval stamp per campus. Residential Education’s front office in Centennial Hall will approve additional copies for each of the residence halls at the Lincoln Park Campus.
- Materials are limited to one per bulletin board.
- Materials must display the name of the sponsoring department or organization.
- Materials must be appropriate in content. For example, materials must not be abusive or demeaning, encourage the sale or use of alcohol, promote or facilitate any aspect of substance abuse, or encourage specific illegal acts.
- Regardless of location, flyers hung on campus by student organizations must display an original Office of Student Involvement approval stamp or they are subject to removal.
- Materials promoting an event that is funded in whole or in part by SAF-B, must include the SAF-B logo found on OrgSync.

Locations
Posters/flyers approved by the Office of Student Involvement are only permitted for display on the following boards:

- Lincoln Park Campus Student Center
- Schmidt Academic Center (Floor 1 only)
- Loop Campus Lewis Floors 10-16
- Loop Campus DePaul Center Floors 5-11.
Boards outside of these locations are managed by individual departments within the University and permission should be sought prior to posting. Materials for posting in residence halls must be approved and stamped in the Residential Education Central Office located in Centennial Hall, Lincoln Park Campus (2345 N. Sheffield Avenue). The Residential Education Staff will distribute the flyers to the halls for posting.

**Promotional Walls and Glass Case**
Promotional walls are reserved on a Sunday to Saturday cycle. Reservations may be requested by completing the [Promotional Wall Request Form](#) on OrgSync for that entire week or any portion thereof. An organization or department may have one reservation at a time and cannot have reservations for consecutive weeks to accommodate demand. You may not reserve a promotional wall and glass case for the same week.

**Table Tents**
Table tents can be made from a sheet up to 8.5x11 folded into any form for placement on tables in the University dining centers, with a maximum of one per table. Table tents should be free standing. One copy is necessary for approval by the Office of Student Involvement. Student Centers will clear them at their own discretion.

**Handbills**
Handbills may be handed out anywhere on campus but cannot disrupt the flow of pedestrian traffic, especially in or near campus buildings.

**Chalking**
Chalking is permitted on the sidewalks on the Lincoln Park campus only. No chalking is permitted on any vertical locations including sides of buildings, etc. All chalking must indicate the date, time, location and sponsor of the event. Chalking must be in a location where the advertising can be reached by rain; therefore, no chalking is permitted under an area where there is an overhang. Any chalking placed in unauthorized locations will be removed by facility services and the cost of the removal may be charged back to the responsible party. Messages may not contain profanity or may not abuse, assail, intimidate, demean, victimize, or have the effect of creating a hostile environment for any person based or group of people on any of the protected characteristics in [DePaul's Anti-Discrimination and Anti-Harassment Policy and Procedures](#).

Please refer to the [Student Center Policies](#) for more information regarding chalking.

**Promotional Tables**
There are six foot tables that can be reserved on a first come, first served basis to promote upcoming events. The table cannot be reserved on behalf of an external vendor. Tables must be reserved one week in advance by submitting the [Promotional Table Request Form](#) on OrgSync. Additional regulations and expectations are found on the form itself.

**T-Shirts and Other Memorabilia Policy**
All registered student organizations should consult with the Office of Student Involvement when purchasing t-shirts or other memorabilia when using the University name, logo, emblem, etc. to ensure that the necessary procedures are followed.
**Usage of University Name, Logo, Emblem**
The DePaul University name, logo, official university seal, athletics Blue Demon symbol, and any other DePaul University symbol are all officially licensed trademarks of DePaul University. For the Blue Demon, you must get permission from athletics. For any other DePaul trademark, please email the request to Enrollment Management and Marketing at broman@depaul.edu.

**Printing/Photocopying**
Student Organizations can print one copy for free, but are charged for each additional copy made. Student organizations are billed quarterly for these services.

**Additional Advertising for Student Organization Events**
The Office of Student Involvement has developed several methods to advertise student organization events. Please use the contacts below for any avenue your organization wishes to utilize.

**OrgSync**
Create an event and select “Share on the Organizations & Departments Calendar.” Please contact our Student Involvement Ambassadors for assistance with OrgSync.

**Channel 4**
Located in all DePaul residence halls.
channel4@depaul.edu

**Radio DePaul**
(773) 325-7341
radio.depaul.edu
mailto:radiodepaulmusicdirector@gmail.com

**The DePaulia**
Student organizations receive a 40% discount. Student organizations that submit their requests through OrgSync receive an additional discount.
(773) 325-2283
thedepaulia.com
depauliabusiness@gmail.com

**Student Centers**
LPC Student Center Video Channel
(773) 325-7346

**Website Guidelines**
Only registered student organizations with the Office of Student Involvement are allowed to have DePaul student organization websites. The websites may not be used for individual students, class projects or non-DePaul students or entities. The text and graphic content of the Web page is solely the responsibility of the student organization. All website content must be in accordance with University policies and procedures. Student organizations are encouraged to use their good judgment and to critically review what is posted on their websites. If an organization’s website is found to violate any University policy, the website will be taken off the OrgSync servers.
Other website rules and requirements include:

- Links to resources outside of DePaul servers must not violate DePaul policies and guidelines.
- The use of website space for promoting or advertising commercial goods or services, soliciting customers or investors, and selling and distributing illegal goods or services is strictly prohibited.
- Student organizations may be given one yourorg.depaul.edu Web page, but it is the responsibility of the organization to keep it current. This redirect will only be offered if the organization website is on the Student Involvement servers. OrgSync websites are not eligible for redirects but can be visited by anyone publicly by a URL address provided by OrgSync.
- Student organizations may request a customizable website if they do not want to use the templates provided by OrgSync. Website requests must be completed through the form located on the Office of Student Involvement resources page.
- Student organization websites must follow Office of Student Involvement, Information Services and DePaul policies and guidelines.
- Websites are to be used for the sole purpose of communicating information about the student organization. The student organization must identify one webmaster to make revisions and work with the Office of Student Involvement Web Developer. The organization webmaster is responsible for communicating website updates to the Web Developer.
- The student organization may not password-protect the Web page, its content or its files in such a way that DePaul is unable to remove the Web page.
- The webmaster is responsible for passing along all policies, passwords, etc. to the next webmaster.
- The content of the website should be current, accurate and regularly updated. If content is not updated after 15 months, the Office of Student Involvement has the authority to remove the website.
- All student organization websites hosted on the Office of Student Involvement servers must include an OrgSync and Office of Student Involvement button. Websites created using OrgSync templates do not require these buttons.
- Website navigation should be easy to follow.
- All websites require sitemaps.
- OrgSync is the sole place that rosters should be submitted. Web pages can be a secondary source to provide rosters.
- Customizable templates created through the Office of Student Involvement are allowed to be revised twice per quarter.
DePaul Annual Events

Here at DePaul University, several organizations and campus departments have coordinated campus-wide programs in which student organizations can participate. In fact, it is the support of the student organizations that ensure the success of these programs. The Office of Student Involvement would like to continually encourage student organizations to show their support for these traditional programs and make them proud of DePaul.

Welcome Week | Fall Quarter
New DePaul students are invited to participate in DePaul’s official kick-off to the academic year: Welcome Week and Blue Demon Days. Activities are abundant during this exciting time. Whether you dance, eat, do community service, see a movie or attend Mass, there is something for everyone during Welcome Week.

Involvement Fair | Fall Quarter
This is a student’s first opportunity to get connected with the DePaul community. At the involvement fairs, student organizations, specialty departments and offices, vendors and sponsors showcase how they can contribute to a student’s experience at DePaul. Involvement fairs occur during Fall and Winter quarters.

Blue Demon Week | Winter Quarter
Taking place during the Winter quarter, the DePaul Activities Board (DAB) celebrates the return of the basketball teams with a week of celebratory events, culminating with a campus-wide dance.

OrgConnect—A Conference for Leaders of Student Organizations | Spring Quarter
The Office of Student Involvement’s annual student organization conference, OrgConnect is held at the Lincoln Park Student Center. The goal of this conference is to provide student organizations the basics to become registered and successful for the next academic year.

Fraternity and Sorority Week | Spring Quarter
This week of events is designed to unite the fraternities and sororities here at DePaul. All chapters are assigned teams and each team participates in several events throughout the week which include a service event, educational speaker, stroll competition, and talent show. It is an opportunity for the fraternity and sorority community to come together and enjoy a week celebrating their achievements. The week comes to an end at the Annual Fraternity and Sorority Life Awards Celebration where chapters are honored and our Fraternity and Sorority Life Week Winner is recognized.

FEST | Spring Quarter
FEST is a concert held on the Quad and has quickly become a highly anticipated tradition. Students have a chance to cast their vote for who they want to perform on the main stage and at After Hours, a post-FEST concert held indoors. Past performers include Wiz Khalifa, Lupe Fiasco, and Big Sean. FEST is organized and executed by the DePaul Activities Board (DAB).

Leadership and Involvement Celebration | Spring Quarter
This event recognizes the work and contributions that student leaders and student organizations have made throughout the year to the DePaul community.
The Code of Student Responsibility outlines expectations and standards of behavior for the student community. Student organizations are expected to abide by University policies and procedures, including those in the Code of Student Responsibility. A full description of this code can be found here.

Political Campaign Activities
All student organizations are expected to abide by University policies regarding political campaign activities. A full description of this code can be found here.

Locations and Hours

**Lincoln Park Campus**
Student Center
2250 N. Sheffield, Suite 201
Chicago, IL 60614
Tel: (773) 325-7361
Fax: (773) 325-7359
Monday-Thursday | 9 am – 10 pm
Friday | 9 am – 5 pm
Saturday | Closed
Sunday | 3 pm – 7 pm

**Loop Campus**
DePaul Center
1 E. Jackson Blvd., Suite 11027
Chicago, IL 60604
Tel: (312) 362-5015
Fax: (312) 362-5011
Monday-Thursday | 9 am – 6:30 pm
Friday | 9 am – 5 pm
Saturday | Closed
Sunday | Closed

Connect with Us:
Facebook: DePaul University Office of Student Involvement
Twitter: @dpuinvolvement
Blog: dpuinvolvement.wordpress.com
OrgSync: orgsync.depaul.edu
Office Manager: involvement@depaul.edu
Student Involvement Ambassadors: studentorgs@depaul.edu
Website: studentaffairs.depaul.edu/involvement

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