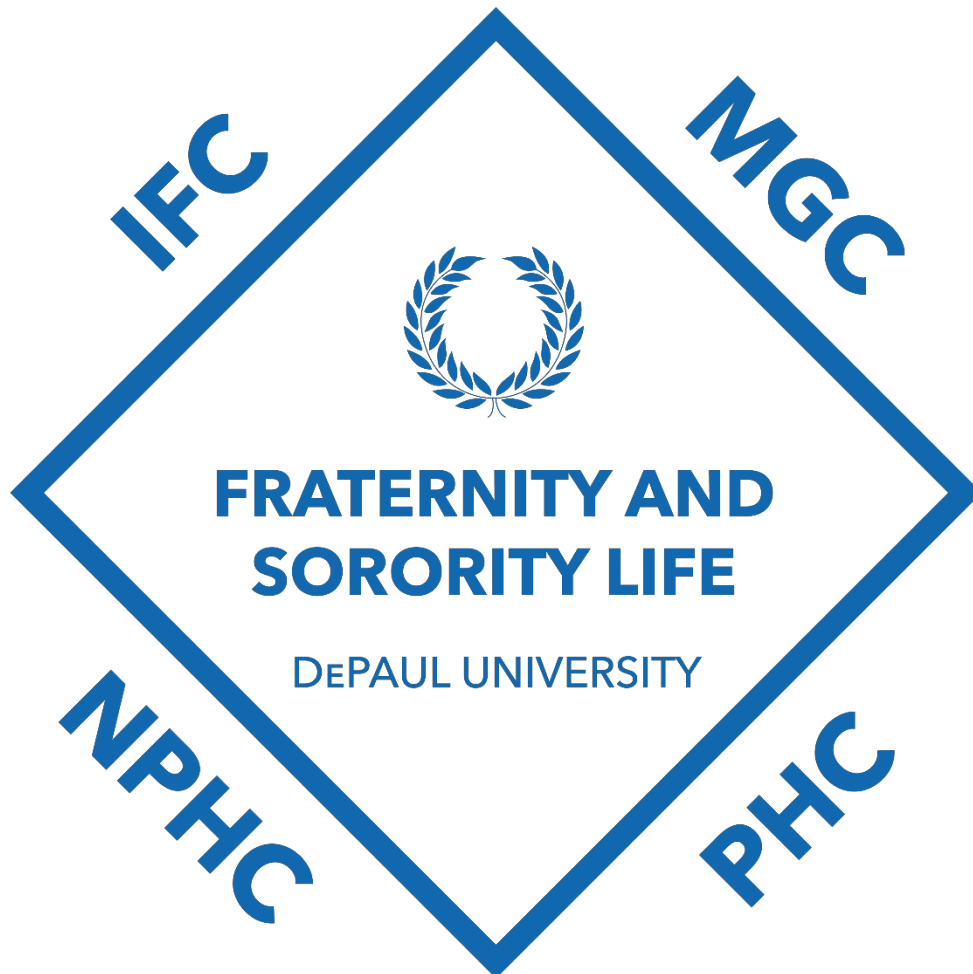


DePaul University

Fraternity and Sorority Life

Policy and Resource Guide



Updated: December 2023

Overview

The purpose of this document is to represent the guidelines, procedures and policies governing the relationship between DePaul University and its values-based fraternities and sororities. The document is intended to create a framework, within which fraternities and sororities should operate in order to be consistent with their values and university policies. Questions on any policy can be directed to the respective staff member below. **Please note** that this Policy and Resource Guide is used in conjunction with the Student Organization Handbook, Code of Student Responsibility, and University policies and procedures.

FSL Contact Information

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Suite 201
Chicago, IL 60614

Phone: +1 (773) 325-7361

Email: fsl@depaul.edu

Instagram: @depaulfsl

Website: go.depaul.edu/FSL
<https://dehub.depaul.edu/fsl/home/>

Name	Position	Councils/Areas Served	Email
Mary Osbourne, M.A.	Associate Director, Student Involvement	<ul style="list-style-type: none">● Order of Omega	mosbour1@depaul.edu
Patrick Rezek, M.Ed.	Assistant Director, Fraternity Sorority Life & Civic Engagement	<ul style="list-style-type: none">● Multicultural Greek (MGC)● Panhellenic Council (PHC)	prezek@depaul.edu
Tito Castañeda	Coordinator, Student Organizations and FSL	<ul style="list-style-type: none">● Interfraternity Council (IFC)● National Pan-Hellenic Council (NPHC)	acastael@depaul.edu
Kate Dybas	FSL Specialist, Student Involvement	<ul style="list-style-type: none">● Multicultural Greek (MGC)● Panhellenic Council (PHC)● Interfraternity Council (IFC)● National Pan-Hellenic Council (NPHC)	Fsl@depaul.edu

FSL Expectations Checklist

Expectation	Due Date*	Information
REPORTING:		
<i>FSL Quarterly Report</i>	<ul style="list-style-type: none"> ● Fall: November 21st ● Winter: March 22nd ● Spring: June 14th 	<p>Link: https://cglink.me/2cC/s37</p> <p>Failure to complete the FSL Quarterly Report will result in the chapter not receiving their Grade Report for the Quarter until the FSL Quarterly Report has been completed and submitted on DeHUB.</p>
OPERATIONS:		
<i>Meet with Council Advisor</i>	<ul style="list-style-type: none"> ● (Suggested) once per Quarter 	<ul style="list-style-type: none"> ● MGC, PHC: Patrick Rezek ● IFC, NPHC: Tito Castañeda
<i>Chapter Roster Updates</i>	<ul style="list-style-type: none"> ● Fall: November 21st ● Winter: March 22nd ● Spring: June 14th 	New and/or returning members must be added to DeHUB prior to the end of the Quarter.
<i>Organization Recognition</i>	<ul style="list-style-type: none"> ● May 1st – September 1st 	<p>Complete student organization annual recognition on DeHUB.</p> <ul style="list-style-type: none"> ● Tutorial: Watch Tutorial Here
<i>Events with Alcohol Training</i>	Training must be completed prior to registering the first event with alcohol following the officer's election.	<p>Chapter President, Risk Management Officer, and ANY Officer(s) planning any event with alcohol are required to complete the training once per officer term. Officers must request access to the DeHUB training through their FSL Council Advisor.</p> <ul style="list-style-type: none"> ● Each officer must receive a 18/20 or higher on the quiz to be considered complete.
<i>Fraternity and Sorority Life FERPA release waiver</i>	<ul style="list-style-type: none"> ● Fall: November 21st ● Winter: March 22nd ● Spring: June 14th 	<p>Must be completed by all FSL members. If FERPA waivers are not completed by the deadline provided, grades cannot be released to the chapter, however <i>their GPA will still be calculated into the chapter's Quarter and cumulative GPA totals.</i></p> <ul style="list-style-type: none"> ● Link: https://cglink.me/2cC/s36
EVENT REGISTRATION:		
<i>Event Registration (without alcohol)</i>	Registration must be completed 2 weeks in advance of the event date.	All events must be registered on the chapter's DeHUB page no less than two weeks in advance of the event date.**
<i>Event Registration (with alcohol)</i>	<p>Registration must be completed 2 weeks in advance of the event date.</p> <ul style="list-style-type: none"> ● Chapter officers must schedule a risk 	<p>All Events with Alcohol must be registered on the chapter's DeHUB page no less than two weeks in advance of the event date.</p> <p>The following items are required when</p>

	management meeting with their FSL council advisor no later than 7 business days prior to the event with alcohol.	registering events with alcohol: <ul style="list-style-type: none"> • Chapters are required to have liquor liability insurance to host events with alcohol. • Venue Insurance <ul style="list-style-type: none"> ○ Venue’s Liquor Liability Insurance ○ Venue’s Certificate of Insurance
FSL RECRUITMENT/INTAKE:		
<i>Step 1: Pre-Joining Process</i>	Must be submitted 2 weeks prior to the first recruitment event or informational session.	Link: https://cglink.me/2cC/s38
<i>Step 2: Membership Education Process</i>	Must be submitted 1 week prior to inviting members to join your organization or participate in your education process.	Link: https://cglink.me/2cC/s79
<i>Step 3: New/Aspiring/Associate Member Roster</i>	Must be submitted within 24 hours of aspirants, associate members, or new members accepting your invitation to join.	Link: https://cglink.me/2cC/s1131
<i>Step 4: Inducted/Initiated Member Roster</i>	Must be submitted within 24 hours of new members or Neos being inducted or initiated into your organization.	Link: https://cglink.me/2cC/s1640
<i>FSL 101</i>	Must be completed within 10 academic weeks of the neo or new member’s initiation date (provided in FSL Step 2).	Required for all newly initiated/inducted members. <ul style="list-style-type: none"> • Notice: Chapters with neos or new members who fail to complete FSL 101 within the allotted time frame will forfeit the chapter’s eligibility for FSL Chapter of the Year. Additionally, chapters will be unable to host events and make space reservations on campus until FSL 101 has been completed by all neos and new members.

All dates are subject to change

** All events apart from Chapter Meetings must be registered and approved in DeHUB.

STUDENT INVOLVEMENT REQUIREMENTS

1. After your chapter transitions officers, the new President and Treasurer will need to attend a **Funding Workshop** (SAF-B/ CAF-B) to maintain eligibility to receive Student Activity Fee

funding. More information can be found here: <https://dehub.depaul.edu/osi/funding-resources/>

2. Chapters must maintain an accurate and up to date DeHUB profile with the Office of Student Involvement.
3. Student organizations must participate fully in and complete all required **Educational Programming** from the Office of Student Involvement. This includes but is not limited to:
 - a. DeHUB Registration Training
4. DeHUB is our online database that stores all student organization information. This database should be the source for all internal and external information regarding your organization and is the primary source of information for any student looking to join an organization on campus.
5. **Off-Campus Events & Travel**
 - a. **Pre-Travel Itinerary Form**
 - i. Chapters wishing to travel for any of the following reasons must submit a Student Organization Pre-Travel Itinerary Form and follow the necessary procedures outlined in this policy to ensure its compliance with the university.
 - Competition/Match/Tournament
 - Conference or Workshop
 - Formal or Semi-Formal
 - Retreat
 - b. **Driver Certification**
 - i. All drivers who will be driving university vehicles or who will be driving students in personal or rental vehicles for university business must participate in a driver certification process facilitated by Environmental Health & Safety. The driver certification process is initiated by filling out a “Driver Certification Request Form” available on the Environmental Health & Safety website.
 - c. **Travel Waivers**
 - i. Travel waivers allow the University to communicate the responsibilities, rights, and risks associated with certain student travel. Travel Waivers are required when any non-local travel is being conducted for university business. Non-local travel is travel outside the Chicagoland area (Cook, DuPage, Kane, Lake, McHenry and Will counties) whether traveling 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 clarification on when these might be required, please see the table below.

NOTE: Please visit pages 27-28 of the Student Organization Handbook for more information on this policy.

FSL REQUIREMENTS

1. Chapters must submit the **FSL Quarterly Report** at the end of each academic Quarter. The Quarterly Report allows the FSL staff to learn more about chapter operations, use data to advocate for the needs of the community, celebrate the accomplishments of each chapter, and receive feedback on ways to

make the community stronger.

- a. Be prepared to submit the following information:
 - i. Roster information/updates
 - ii. Officer information/updates
 - iii. Inter/National Risk Management Policies documents
 - iv. Community Service Hours
 - v. Advisor information/updates
 - vi. Educational Programs (hosted, attended)
 - vii. Philanthropy (\$ raised)
 - viii. Awards Received

NOTE: Failure to complete the **FSL Quarterly Report** will result in the chapter not receiving their Grade Report for the Quarter until the FSL Quarterly Report has been completed and submitted on DeHUB.

2. Chapter President, Risk Management Officer, and ANY Officer(s) planning any event with alcohol are required to complete the Events with Alcohol training once per officer term. Each time new officers are selected for these positions, they are required to complete this training.
 - a. Officers must request access to the DeHUB training through their FSL Council Advisor.
 - b. Each officer must receive an 18/20 or higher on the quiz to be considered complete.
3. Chapters must complete and submit the **FSL Steps for Intake/Recruitment (Steps 1, 2, 3, and 4)** found on DeHUB by their designated deadlines. These forms are used to gather information about intake, recruitment, and the new membership education process.
 - a. **Step 1** includes notification that the chapter is conducting recruitment or intake, recruitment process start date or first informational date, date membership invitations will be extended, recruitment plans or informationals schedule, officer and advisor contact, and acknowledgement that chapter events must be registered 2 weeks in advance.
 - b. **Step 2** includes education start date, education plan, initiation date, new member presentation/probate date, officer and advisor contact information.
 - c. **Step 3** includes a place to upload your new/aspirant/associate member roster with names, emails, and DePaul ID numbers.
 - d. **Step 4** includes a place to upload your initiated neo or new member roster with names, emails, and DePaul ID numbers.
4. Chapters are required to have all Neos and New Members complete **FSL 101**. This is a set of learning modules for all newly initiated members in our DePaul FSL community.

NOTE: Chapters with members who fail to complete FSL 101 education within the allotted time frame (10 academic weeks from their initiation date) will forfeit the chapter's eligibility for FSL Chapter of the Year. Additionally, chapters will be unable to host events and make space reservations on campus until FSL 101 has been completed by all neos and new members.
5. All chapter members are required to sign the Fraternity and Sorority Life **FERPA** release waiver.
6. All new member information must be submitted online through DeHUB. New members must be added to the chapter's DeHUB group within **three days** of initiation.
7. Chapters must always have an up-to-date Certificate of Insurance (COI) on file with the university. This is required in the FSL Quarterly Report each Quarter. If the COI expires the chapter must request a new one from their inter/national organization.
 - a. Chapters must provide proof that the Chapter and/or the Chapter's Inter/National Organization

carries an insurance policy in the amounts of at least \$1 million general liability and \$2 million aggregate, as well as a certificate of insurance listing DePaul University as an additional insured on that policy.

8. Chapter Presidents are strongly encouraged to schedule and meet with their assigned FSL Council Advisor at least once per Quarter.
9. Hazing Policy
 - a. All fraternity and sorority events, programs, activities, and socials must adhere to all regulations and any national and DePaul policies. Failure to do so can result in a referral to the Dean of Students Office and the appropriate council judicial board.
10. FSL chapters and establishing FSL organizations must participate fully in and complete all required **Educational Programming** from Fraternity and Sorority Life. This includes but is not limited to:
 - a. Executive Board Training
 - b. FSL 101
 - c. Events with Alcohol Training

NOTE: If training is not completed by the deadlines, on-campus space reservation privileges will be suspended until the requirement has been met.

EVENT REGISTRATION REQUIREMENTS

All events in the FSL community at DePaul University must be submitted for approval through DeHUB before the event occurs.

Registering an Event:

1. Fraternity and Sorority Life wants to see that your event is congruent with the values and mission of our Catholic, Vincentian institution, the mission and vision of your organization, and that reasonable measures have been taken to reduce risk related to the event. Some events may require the students involved in planning, to meet with multiple campus constituents to help ensure that the event is well-planned.
2. All events, activities, and meetings planned by fraternities and sororities, whether on or off campus, must be registered on the chapter's DeHUB page no later than **2 weeks prior to the event date**.
 - a. **PLEASE NOTE:** Just because an event is submitted in DeHUB **does not** mean that the event has been approved. All events must be approved by Fraternity and Sorority Life staff before the event takes place. A confirmation of approval is sent via email from Campus Groups (DeHUB) to the event requestor.
3. Event Registration Process
 - a. **Log-in** to DeHUB.
 - b. From your chapter's dashboard, click 'events'.
 - c. Click 'create event'.
 - d. Complete the information requested.
 - i. If you have any questions or concerns, please contact the FSL staff at fsl@depaul.edu and we can assist you with event registration.
 - ii. **NOTE:** Your event may require contacting and communicating with several different offices/departments on campus. The earlier you submit your event, the more likely it is that any problems can be solved, and your event can be approved.

Failure to Register Events:

1. Failure to register events by the necessary deadline or hosting events that have not been approved by FSL staff on DeHUB, will be penalized following the below procedure:
 - a. The **first offense** will result in a written warning being issued to the Chapter President and Chapter Advisor.
 - i. The President must schedule and meet with their FSL Council Advisor within 1 week of the notification.
 - b. The **second offense** will result in a written notification to the Chapter President and Chapter Advisor and all subsequent space reservations on campus will be canceled for the remainder of the Quarter. Space reservations on campus may only resume the following Quarter.
 - i. In the event that the chapter is currently without a chapter/graduate advisor, the inter/national headquarters (administrative office) will be notified.

Requirements for Hosting an Event with Alcohol:

1. Fraternity and Sorority Life staff work hard to ensure the success and safety of every event that student organizations wish to host or sponsor. Below is an outline of what is required to have an event with alcohol approved through Fraternity and Sorority Life. It is expected that this process is followed explicitly, or immediate and swift actions will affect your organization's ability to host events with alcohol.
 - a. **2 weeks prior to the event with alcohol:**
 - i. The event with alcohol needs to be registered and submitted on the chapter's DeHUB event page.
 - ii. The chapter's President and Risk Manager(s) will need to schedule and meet with their FSL Council Advisor, no later than 7 business days prior to the event with alcohol, to discuss the event with alcohol and develop a risk management plan.
 - iii. Any other relevant Inter/National paperwork and/or policies regarding events with alcohol including but not limited to crisis management plan, events with alcohol plans/templates, etc. must be submitted.
 - iv. These rules apply to all events, even when/if the due date for the DeHUB registration form falls prior to the start of the Quarter, or during a university holiday/break.
 - b. **Before the Event Starts:**
 - i. The following are required after the event has been approved on DeHUB by FSL:
 1. The outline of the risk management plan and chapter expectations must be articulated to all sober monitors, chapter members, and guests (if applicable).
 2. Upload a list of all attendees (members and guests) to the '*Events with Alcohol: Pre-Event Guest List*' form in the Fraternity and Sorority Life group page on DeHUB **24 hours prior to the start of the event.**
 - c. **After the Event Ends:**
 - i. Upload a list of all attendees (members and guests) to the '*Events with Alcohol: Post-Event Attendance List*' form in the Fraternity and Sorority Life group page on DeHUB **24 hours following the completion of the event.**

RISK MANAGEMENT GUIDELINES

Inter/National Organization Risk Management Policies:

1. All Fraternities and Sororities must submit the Risk Management Policies of their respective Inter/National Organization each Quarter via the FSL Quarterly Report. Failure to complete the **FSL**

Quarterly Report will result in the chapter not receiving their Grade Report for the Quarter until the FSL Quarterly Report has been completed and submitted on DeHUB.

- a. In addition to a Inter/National Risk Management Policies document, chapters who wish to host events with alcohol must also submit the following:
 - i. Any other relevant Inter/National paperwork and/or policies regarding events with alcohol including but not limited to: crisis management plan, events with alcohol plans/templates, etc.

Events with Alcohol:

1. The minimum risk management guidelines for all registered Fraternities and Sororities on campus will be the DePaul University Fraternity and Sorority Life Policy and Resource Guide and the DePaul University Code of Student Responsibility. All Fraternities and Sororities must adhere to these policies as well as those listed in the Student Organization Handbook.
2. Events with Alcohol Training Asynchronous virtual training that must be completed by all Chapter Presidents, Risk Management Officer, and ANY officer planning an event with alcohol prior to the first event with alcohol following their election. The officers only need to complete this training once during their officer term. Each officer must receive an 18/20 or higher on the quiz to be considered complete.
3. Chapters/establishing chapters proposing to hold events with alcohol must be in good standing with the University and their Inter/National organization. In addition, chapters/establishing chapters are required to have liquor liability insurance.
4. All events with alcohol must be registered on DeHUB two weeks prior to the event.
5. The chapter's President and Risk Manager(s) will need to schedule and meet with their FSL Council Advisor, no later than 7 business days prior to the event with alcohol, to discuss the event with alcohol and develop a risk management plan. This meeting is to be requested and scheduled by the chapter officers.
6. Upload a list of all attendees (members and guests) to the '*Events with Alcohol: Pre-Event Guest List*' form in the Fraternity and Sorority Life group page on DeHUB **24 hours prior to the start of the event** and a list of all attendees (members and guests) to the '*Events with Alcohol: Post-Event Attendance List*' form in the Fraternity and Sorority Life group page on DeHUB **24 hours following the completion of the event**.
 - a. DePaul University prohibits recognized Fraternities and Sororities from OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity/sorority, without specific invitation, where alcohol is present, are prohibited.
7. All events with alcohol are required to be at third party venues.
 - a. Third party venues are required to have an updated liquor license.
 - b. Under no circumstance will "bring your own beer/alcohol" (BYOB) events be allowed. A BYOB function is defined as a social gathering or event on or in any individual's apartment or college owned property, or a third party venue that allows guests to bring their own alcohol (i.e. trolley, BYOB restaurants), where the following criteria are met: the presence of members of fraternities/sororities and the presence of alcohol.
8. All Recruitment/Intake activities and new member education activities associated with any chapter will be non-alcoholic. No recruitment/intake activities associated with any chapter may be held at or with a tavern or alcohol distributor as defined in this policy.

9. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on a tavern's property as defined above for fundraising purposes. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

Hazing Policy:

1. DePaul University Student Code of Responsibility
 - a. DePaul prohibits hazing, as defined under applicable laws. Hazing includes, but is not limited to, any action taken or situation created to produce mental or physical discomfort, embarrassment, ridicule or endangerment of a student or group of students for the purpose of initiation into, affiliation with, or admission to, or as a condition for continued membership in a group, team, club or other organization. Falsely leading an individual or individuals to believe that they will be inducted/initiated by participating in particular activities may also be considered hazing. Accepting the activity on the part of a new member or individual does not excuse sponsorship.
 - b. Examples of hazing include, but are not limited to: use/abuse of alcohol, paddling in any form, creation of excess fatigue, physical and psychological shocks, and morally degrading or humiliating games and activities. Other activities and requirements that should be planned with care to avoid hazing include wearing apparel or accessories, scavenger hunts/treasure hunts, and road trips.
2. FSL Hazing Policy
 - a. No chapter, establishing chapter, student or alum shall conduct nor condone hazing activities.
 - b. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:
 - i. "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

RECRUITMENT/INTAKE

8-Week Membership Policy:

1. Chapters are required to notify the Fraternity and Sorority advisor the start and end date of the intake/recruitment process. Step 1, Step 2, Step 3, and Step 4 forms can be found on DeHUB on the FSL group page. Start and end dates for intake are the first and last day of classes, respectively.

2. Any new member or associate members who will not be accepted as a full member of the chapter must be notified at least 72 hours before initiation. By the end of the Quarter, any new member/associate member to be accepted as a full member must be initiated with all rights and privileges associated with being a full member of the organization.
3. New members must be added to chapter DeHUB **within 3 days** of being initiated.
4. New member activities are defined as events related to education for induction/initiation.
5. DePaul University is supportive of recruitment 365, however, it should not include initiation or distribution of invitations for membership except during specified times. Intake/recruitment can only take place in an 8 week process.
6. Intake/ Recruitment cannot take place outside of each academic Quarter (Fall, Winter, and Spring).

Membership: Recruitment/Intake Roster:

1. Chapters must notify the Fraternity and Sorority Advisor if they intend to have intake/recruitment. This information must be provided through DeHUB **FSL Intake/Recruitment Step 1 form**. This form must be **completed two weeks before** the intake/recruitment process starts.
2. Once you have identified men/women who you would like to invite for membership, you will need to use the **FSL Intake/New Member Education Step 2 form** to upload intake/new member education plan, initiation date, new member presentation date, and contact information. This form must be **completed 3 days prior** to inviting members to join your organization.
3. Once you have identified men/women who you would like to invite for membership, you will need to use the **FSL Intake/Recruitment Step 3 New/Aspiring/Associate Member Roster** to upload an excel file with names, DPU IDs, and emails of all aspirants, associate members, and/or new members. This form must be **completed within 24 hours of** inviting members to join your organization.
4. Once you have initiated men/women into membership, you will need to use the **FSL Intake/Recruitment Step 4 Inducted/Initiated Member Roster** to upload an excel file with names, DPU IDs, and emails of all neos/new members. This form must be **completed within 24 hours of** new members or neos being inducted or initiated into your organization.
5. **FSL 101** must be completed by all neos/new members.
6. The chapter must complete the Membership Updates portion of the **FSL Quarterly Report**. This is meant to report any members (initiated or new) that have left the organization, whether through membership termination, graduation, or depledging over the past term, so as to have accurate roster records. And/or who were not active for the Quarter because of specific circumstances such as study abroad, internship in another state, or made inactive on the inter/national organization roster.

New Member Show Policy:

1. Must take place during the intake window of each academic Quarter.
2. Organizations need to notify the Fraternity and Sorority Advisor when they complete the intake notification form (**FSL Recruitment/Intake Step 1**) on DeHUB.
3. Shows cannot be scheduled at the same night of other council or chapter events.
4. No explicit language or revealing attire is to be worn by the new members or other participants.
5. Respect must be shown at all times towards members of the Fraternity and Sorority Life community and those that are in attendance.
6. The DePaul University Code of Student Responsibility must be adhered to at all times.
7. Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.
8. The duration of the presentation show should be **no longer than two hours total**.
9. A member of the Office of Student Involvement must be in attendance at all new member

presentations.

FRATERNITY AND SORORITY LIFE HOUSING

1. Fraternities and Sororities are not allowed to lease or purchase residential property under their local chapter or fraternal corporation.

PROGRAMS AND EVENTS: MARKETING/T-SHIRTS

1. During the recruitment period for both men and women, neither may wear letters for an organization where they do not hold membership. Women may not wear fraternity letters and men may not wear sorority letters for any reason during the recruitment process. Chapters found in violation of this will be referred to their council judicial board.

OFFICE OF STUDENT INVOLVEMENT RESOURCES (OSI)

This is not an exhaustive list. Please refer to the [Student Organization Handbook](#) for more information about OSI and University resources.

Resource	Description	Additional Information
<i>Mailboxes</i>	Located in the Office of Student Involvement Suite 201 (Lincoln Park)	It is suggested that organizations check their mailboxes frequently. Mailboxes will be emptied once every 30 days and at the end of each Quarter. Chapter Presidents will receive an email to retrieve any mail that was collected from the mailbox. <i>In many cases, mail is time-sensitive.</i>

		<i>Therefore, the Office of Student Involvement reserves the right to open any unclaimed mail.</i>
<i>Funding Requests</i>	<p>Please refer to page 30 of the Student Organization Handbook.</p> <ul style="list-style-type: none"> • Student Activity Fee-Board (SAF-B): Funding for undergraduate organizations • Cultural Allocation Board (CAF-B): Funding for cultural organizations 	<p>Current organization presidents and treasurers are both required to attend a SAF-B & CAF-B Funding Workshop during the academic year for which they are requesting funding. If an organization elects a new president/treasurer at any point during the academic year, they must attend a monthly workshop.</p> <p>Link: https://dehub.campusgroups.com/hub/saf-b/</p>
<i>Promotional Tables</i>	<p>Requests must be made one week prior to the first requested promotional table. Refer to the Student Organization Handbook for more information.</p>	<p>Link: https://cglink.me/2cC/s11</p> <p>Please note: <i>A promotional table form submission does not guarantee that your request (or all the dates and times requested) will be approved.</i></p> <ul style="list-style-type: none"> • LPC and Loop requests must be made separately.
SPACE RESERVATIONS		
<i>Lincoln Park Campus</i>	<p>Space reservations for Lincoln Park can be made through Student Centers and Academic Space & Scheduling.</p>	<p>Student Centers Spaces – EMS Academic Spaces – 25 Live</p>
<i>Loop Campus</i>	<p>Space reservations for Loop can be made through Conference Services and Academic Space & Scheduling.</p>	<p>To reserve space on the 8th floor, 11th floor, or DePaul Center Concourse, contact Conference Services. To reserve all other DePaul spaces in the Loop, contact Academic Space and Scheduling</p>
EVENT RESOURCES		
<i>OSI Resource Request Form</i>	<p>This form can be used to request inflatables, games, and items from OSI.</p>	<p>Link: https://cglink.me/2cC/s15</p>
<i>Pre-Travel Itinerary Form</i>	<p>Must be completed 7 days prior to travel.</p>	<p>Link: https://cglink.me/2cC/s1089</p>
<i>Driver Certification</i>	<p>Must be completed 10 business days prior to travel.</p>	<p>Link: https://offices.depaul.edu/environmental-health-and-safety/safety-training/driver-training/Pages/default.aspx</p>
<i>Travel Waiver</i>	<p><u>Travel Waivers</u> are required when any non-local travel is being conducted for university business.</p>	<p>Link: https://cglink.me/2cC/s6</p>

CAMPUS PARTNER RESOURCES

Office	Description	Website & Contact
<i>Health Promotion & Wellness (HPW)</i>	Health Promotion and Wellness (HPW) provides holistic education, support and resources for individuals to establish and sustain long-term, healthy behaviors.	Website: https://offices.depaul.edu/student-affairs/about/departments/Pages/hpw.aspx Contact: hpw@depaul.edu or 773-325-7129
<i>Center for Students with Disabilities (CSD)</i>	The Center for Students with Disabilities (CSD) services are available to students with diverse physical, learning, medical, mental health and sensory disabilities.	Website: https://offices.depaul.edu/student-affairs/about/departments/Pages/csd.aspx Contact: csd@depaul.edu or 773-325-1677
<i>University Counseling & Psychological Services (UCAPS)</i>	UCAPS helps remove barriers to learning by providing accessible psychological and psychiatric assessment, short-term psychotherapy, medication management, consultation and crisis intervention, community referrals, workshops and psychoeducational programming to currently enrolled students.	Website: https://offices.depaul.edu/student-affairs/about/departments/Pages/ucs.aspx#about-sa Contact: (773) 325-7779
<i>Dean of Students Office (DOS)</i>	The Dean of Students Office (DOS) is primarily responsible for meeting the urgent needs of students by providing clear and critical support structures in times of need. Additionally, the department helps develop and maintain community standards in order to facilitate a safe and healthy campus environment for our students.	Website: https://offices.depaul.edu/student-affairs/about/departments/Pages/dos.aspx#contact-sa Contact: deanofstudents@depaul.edu or 773-325-7290
<i>Office of Gender Equity and Title IX (OGE)</i>	Monitors and oversees overall campus-wide implementation of Title IX including training, education, communications and administration of complaint procedures for faculty, staff, students and third parties in the areas of sex discrimination, sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence and stalking.	Website: https://offices.depaul.edu/student-affairs/title-ix/Pages/default.aspx#:~:text=To%20report%20allegations%20of%20sex,titleixcoordinator%40depaul.edu Contact: titleixcoordinator@depaul.edu or 312-362-8970
<i>Office of Multicultural Student Success (OMSS)</i>	The Office of Multicultural Student Success (OMSS) works to improve the retention and graduation rates of students of color and first-generation	Website: https://offices.depaul.edu/student-affairs/about/departments/Pages/omss.aspx Contact: omss@depaul.edu or

	students, students who demonstrate financial need, undocumented students and students with marginalized genders and sexualities.	773.325.7325
<i>Career Center</i>	The Career Center provides career advising, resume and interview assistance, job and internship information, networking opportunities, and additional career readiness resources.	Website: https://resources.depaul.edu/career-center/Pages/default.aspx Contact: career_center@depaul.edu or (773) 325-7431.
<i>Student Centers and Conference Services</i>	Student Centers (Lincoln Park) and Conference Services (Loop) work to provide support with reserving space at DePaul.	Website: https://offices.depaul.edu/student-centers/Pages/default.aspx Contact: Lincoln Park: studentcenters@depaul.edu or 773-325-7346 Loop: confservices@depaul.edu or 312-362-8624
<i>Academic Space and Scheduling</i>	Academic Space and Scheduling provides support in reserving academic spaces; non Conference and Student Centers-operated spaces.	Website: https://offices.depaul.edu/academic-affairs/leadership-resources/space/Pages/default.aspx Contact: (312) 362-8875