Guidebook for Student Organizations at LSUS
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Congratulations on becoming a registered Student Organization at LSU Shreveport! This guidebook has been assembled to help walk you through the policies and procedures associated with your organization's campus-related functions.

Registration of a student organization does not imply control of, support for or agreement with the organization's purposes, goals or philosophy. Participation in student organizations is voluntary.

For official university rules and regulations, consult the Student Conduct Code, university policy statements and permanent memoranda. Information included is subject to change. Student organizations should consult the university website for updates on policies and procedures, and always consult with the appropriate university personnel when clarification is needed.

Different Types of Organizations

The University Center staff maintains current information on each registered student organization, its officers or authorized representatives, its purpose and its advisor. A student interested in contacting an organization can find that information by contacting the UC staff. Each year a list of current organizations is published giving the names of the groups according to nine categories.

- **Academic/Professional:** Academic and professional organizations provide an opportunity for individuals to discuss and share information related to a specific academic field, topic or interest. These organizations offer a network between students with a common interest.

- **Governing:** Governing organizations are primarily involved in coordinating campus activities and supporting the function of campus-wide populations. These governing bodies serve as representatives for the student body.

- **Greek:** Greek life is composed of social fraternal or sorority organizations. Social fraternal organizations are composed of all male members. Social sorority organizations are composed of all female members. Both social organizations encourage academic achievement, leadership and community service. Membership is by invitation only, but recruitment is open to all students.

- **Honorary:** Honorary organizations recognize high levels of academic achievement and generally require a demonstrated interest in a particular career or academic discipline. Organizations may also recognize achievement in leadership or community service.

- **Religious:** Religious organizations assist in the spiritual development, instruction and fellowship of students.
**WELCOME**

- **Service:** Service organizations focus on outreach efforts for the campus as well as community projects. Service organizations are a way to give back to the community and gain experience in your field.

- **Special Interest:** Special interest organizations encourage students to discuss and share information regarding a particular area of interest.

- **Sport:** Sport organizations encourage participation in sport activities. They also aid in the development of skills, knowledge and support of a particular sport or leisure activity.
BENEFITS OF BECOMING A REGISTERED STUDENT ORGANIZATION

A registered student organization has the privilege of using on-campus facilities, raising funds, sponsoring speakers and public performances and distributing literature. Other benefits include:

- The official registration by Louisiana State University in Shreveport and the privilege of associating itself as a registered student organization at LSUS.
- Use of the University Center's meeting rooms free of charge (restrictions apply) and use of the facilities, most of which are discounted for student organizations.
- Inclusion in the student activities' database, which serves as a resource center for those seeking involvement in student organizations.
- The stability of a written constitution (and bylaws).
- A full-time faculty/staff advisor available for counsel and support.
- A free mailbox for the registered student organization in the University Center.
- Invitations to join in the Week of Welcome, Fall Fest, Welcome Back Bash, Spring Fling or other organization events.
- Information on events on campus and how to sponsor, fund and seek additional funds for your events.
- Access to the Leadership Resource Library, which contains leadership resource materials, icebreakers, programming and activities magazines in the University Center Office.
- Membership and representation on the Student Organization Council.
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The purpose of the Student Organizations Council is:

- To provide experiences designed to develop the leadership skills of individuals in student organizations.
- To serve as liaison among member organizations and the University;
- To provide a forum for communication among student organizations on campus.
- To provide an opportunity for organizations to coordinate campus activities.
- To foster the continued growth of student organizations.
- To provide a forum for leadership development and training.

SOC meetings will be held on the first Friday of every month during the fall and spring semesters. Meetings take place at 11 a.m. in the University Center. Meeting locations will be announced via email and campus advertisements.

Good Standing

- If an organization fulfills all of the registration requirements and attends the required SOC meetings, good standing will be attained. Only organizations who have good standing may request Student Activities Board co-programming and reserve rooms at the LSUS University Center for no charge.

Warning/Probation

- When an organization misses one SOC meeting once it has registered, it is placed on probation. A written warning is issued to an organization, both to the advisor and SOC representative. While on probation, an organization may not reserve UC space free of charge or request co-programming from the Student Activities Board.

- An organization which has been placed on probation must attend all SOC meetings for the rest of the semester to be removed from probation.
IMPORTANT CONTACTS

Angel Martin
Director of Student Activities & Recreational Sports
UC 230
318-797-5393
angel.martin@lsus.edu

Lauren Wood
Assistant Director of Student Activities & Recreational Sports
UC 231
318-797-5393
lauren.wood@lsus.edu

Aaron Suckle – UC Reservations
Director of UC Operations and Student Program Services
UC 232
318-797-5393

Nathan Dunams – HPE Reservations
HPE Facilities Coordinator
HPE 107
318-798-4145
nathan.dunams@lsus.edu

Cheryl Irvin – Other Campus Reservations
Continuing Education
TC 133
318-797-5311
cheryl.irvin@lsus.edu

Laura Perdue – Fundraising Communication
Executive Director of the LSUS Foundation
AD 262
318-797-5054
laura.perdue@lsus.edu

Bill Wolfe – Travel
Director of Human Resource Management
ADM 109
318-797-5279
bill.wolfe@lsus.edu

Brook Rinaudo – Media
Director of Media and Public Relations
ADM 276
318-797-5108
brooke.rinaudo@lsus.edu

Steve Sittenauf – Food Service
Director of The Port
UC Port
318-797-5181
steve.sittenauf@lsus.edu

Campus Police
318-455-5497

After Hours Facilities Services
318-797-5007

Student Government Association
318-797-5342
REGISTERING AS A STUDENT ORGANIZATION

To become registered with LSUS an organization must:

- Fill out and submit a current registration form (must be updated annually).
- Have a minimum of 10 members that are registered LSUS students with a cumulative GPA of 2.0.
- Have a full-time faculty or staff advisor.
- File a copy of the organization’s current constitution on file with the Student Activities Office.
- Have a representative attend all regularly scheduled Student Organizations Council (SOC) meetings. Student Organizations Council meetings are held the first Friday of every month at 11 a.m. in the UC Theater.
- Participate in one festival per year: Week of Welcome Fair, Fall Fest, Welcome Back Bash or Spring Fling.
- Limit group membership to students, faculty and staff at LSUS.
- Agree to conduct organization affairs in accordance with institutional regulations.

The following information should be included in the constitution:


- Name of the organization
- Its Object (Purpose)
- Members
- Officers
- Meetings
- Executive Board (if needed)
- Committees
- Parliamentary authority to be followed by the organization
- Amendments (prescribing procedure for making changes to the constitution)
- Registration Renewal

It is possible that the particular nature of an organization may require additional basic rules that should be added to the above list for that organization.
Re-Registering as a Student Organization

Every registered student organization must re-register by the first Friday in October and any time any of the officers or advisor(s) change. The steps to re-register an organization are as follows:

- Obtain the registration forms from the University Center Office or online
- Update the authorized officers or representatives form
- Ensure that the authorized officers or representatives form is signed by the president and advisor

Failure to return the forms by the deadline results in the organization's loss of privileges to use university facilities until the registration form is completed.

Deadline to be a registered LSUS Student Organization for this year is the first Friday in October. Registered status will last until the next year’s registration deadline.

Samples of the following registration documents are provided:
- Registration form
- Roster
- Model Constitution
DATE: ______________________________

THIS FORM MUST BE COMPLETELY FILLED OUT FOR YOUR ORGANIZATION TO BE CONSIDERED AN ACTIVE REGISTERED ORGANIZATION! Organizations MUST BE activated every year to receive funding and benefits! Registration Deadline: the first Friday in October.

EVERY ORGANIZATION MUST ALSO SUBMIT A CONSTITUTION TO THE UNIVERSITY CENTER OFFICE.

All organizations have a mail box in the University Center Office. Pick up your mail frequently! Your organization mailing address is: (Organization Name) One University Place Shreveport, LA 71115.

ORGANIZATION NAME (as it appears on the official Constitution):
______________________________________________

*Note: Organization names should be structured (name of organization) at LSUS, not LSUS (name of organization). Correct example: English Club at LSUS.

________________________________________________________________________________________________________

Total number of members: ____________ (See roster)

Usual Meeting:
Day: _________________________         Time:  __________________         Place: ________________________________

Fees/Dues:
Local: ____________/year or semester         National: ________________/year or semester

Organization web address (if applicable): _______________________________________________________________________________

Leadership:
(Print complete local mailing information)

President: ____________________________________________________________________________________________________________
Email ____________________________ Phone: ________________________________

Vice President: ________________________________________________________________________________________________________
Email ____________________________ Phone: ________________________________

Secretary: ____________________________________________________________________________________________________________
Email ____________________________ Phone: ________________________________

Treasurer: ____________________________________________________________________________________________________________
Email ____________________________ Phone: ________________________________

Advisor/ Coach (if Sports Club): _________________________________________________________________________________________
Email ____________________________ Phone: ________________________________

Department ___________________________________________________________________________________________________________

Student Organization Council Representative
Email ____________________________ Phone: ________________________________

Completing this form acknowledges understanding of and agreement to the Conditions of Recognition which you have received with your recognition packet. It is understood that violation of any University policy, including the Student Code of Conduct, may be cause for withdrawal of registration and recognition by LSUS. This also acknowledges that you have read and agree to follow the guidelines stated in the LSUS Student Handbook. It further acknowledges the right of the university to release the above information about your organization unless otherwise arranged.

ADVISOR'S SIGNATURE ____________________________________________________________________   DATE:  _________________

PRESIDENT'S SIGNATURE __________________________________________________________________    DATE:  _________________
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MODEL STUDENT ORGANIZATION CONSTITUTION

Article I. Purpose
Section 1.01 The purpose of the ___________________________ is:
(a) to serve as a forum for …,
(b) to promote the growth of …,
(c) to foster the continued interest in …,
(d) to provide experiences designed to develop the skills of …,
(e) to provide members with an opportunity to …,
(f) to serve the university community in the following ways

Article II. Officers
Section 2.01 Officers of the _________________________ shall be:
(a) President
(b) Vice President
(c) Secretary
(d) Treasurer

Section 2.02 Qualifications: To be eligible to hold any office a person must:
(a) be currently enrolled at LSU Shreveport,
(b) have a minimum 2.0 overall GPA,
(c) not be on any disciplinary or scholastic probation,
(d) have completed thirty (30) semester hours at LSU Shreveport,
(e) have been an active member of the organization at least one semester.

Section 2.03 Duties:
(a) The President shall:
   (i) preside over all meetings,
   (ii) set agendas,
   (iii) appoint committees and designate a chairperson,
   (iv) call and preside over meeting of the Executive Board,
   (v) vote in meetings to decide ties,
   (vi) serve as representative for the organization at all University events.

(b) The Vice President shall:
   (i) assume the duties of the president in his or her absence,
   (ii) serve as an ex-officer member of committees,
   (iii) other duties as agreed upon by founding members.

(c) The Secretary shall:
   (i) take minutes of the meetings,
   (ii) maintain current attendance records,
   (iii) maintain a roster of the organization,
   (iv) distribute all publicity for meetings and events of the organization.

(d) The Treasurer shall:
   (i) be responsible for all organization funds,
   (ii) maintain a record of all financial expenditures of the organization,
   (iii) present a financial report at each meeting.
Article III.  Elections

Section 3.01  Elections of Officers

(a) Nominations for officers shall take place at the regularly scheduled November meeting.
(b) Elections of officers shall take place at the regularly scheduled December meeting.
(c) Election of officers and other positions will be determined by a simple majority of those eligible and voting.
   (i) Describe procedure for run-off, if required.
   (ii) Do you want to allow for absentee ballots?
(d) Officers shall be elected in the following order: President, Vice President, Secretary, and Treasurer.
(e) Officers shall be elected in the following order: President, Vice President, Secretary, and Treasurer.
(f) Elections shall be secret ballots to be tallied by the advisor.
(g) Term of office shall run from January 1 to December 31.
(h) In the event a vacancy occurs in office, that vacancy shall be filled by special election at the next regularly scheduled meeting. Nominations will be made from the floor. Voting shall occur as Article III, Section One, paragraphs C, D, and E.

Section 3.02  Removal from office

(a) Any officer failing to carry out his/her duties as set forth in the Constitution may be removed from office by the following impeachment proceedings:
   (i) Agreement by two of the remaining officers that the “accused” officer has failed to carry out his/her responsibilities.
   (ii) Notification of members at least 48 hours in advance that a vote on the “accused” officer’s impeachment will be on the agenda at the next regularly scheduled meeting.
   (iii) Procedure during Impeachment Proceedings:
      1) Presiding official will be chosen by a majority vote of the organization. Presiding official cannot be a current officer.
      2) Prosecuting officers will present reasons that the “accused” officer should be removed from office.
      3) The “accused” officer will have an opportunity to respond to the charges.
      4) The presiding official will call for a vote of the members present and in good standing. The advisor will tally the results. Removal from office requires a 2/3 vote.
(b) The president may remove a committee member or chairperson for failure to carry out the responsibilities of the office.

Section 3.03  Election of Committee Members

(a) Nominations and elections of committee members shall take place at the last regularly scheduled meeting of the fall semester. Committee members shall serve from January 1 to December 31.
(b) Elections shall be closed ballots to be tallied by the advisor. A simple majority vote of those eligible and voting will determine the winner.
(c) In the event a vacancy occurs on the committee, that vacancy shall be filled by special election at the next regularly scheduled meeting.

Article IV.  Membership

Section 4.01  Membership in the organization is open to any LSU Shreveport student, faculty, or staff member regardless of race, color, religion, sex, national origin, disability, marital status or sexual preference.

Section 4.02  Members must maintain a 2.0 GPA to participate in organization activities, etc.

Article V.  Committees

Section 5.01  Standing committees of the ______________ are as follows.
   (a) (Describe purpose and membership of committees and procedures to be followed in committee meetings.)

Section 5.02  Special committees that have a specific purpose may be formed at the pleasure of the Executive Board.
Article VI. Meetings
Section 6.01 The first meeting of each semester shall be ______________.
Section 6.02 The membership shall set the regular meeting schedule and publish it one semester in advance.
Section 6.03 Special meetings may be called by the President by giving 48 hours’ notice in writing to the membership.
Section 6.04 Meeting will be governed by Robert’s Rules of Order.

Article VII. Quorum and Voting Procedures
Section 7.01 A quorum for the organization to conduct business at any meeting shall be one-half of the members in good standing.
Section 7.02 Each member in good standing shall have one vote.
Section 7.03 Proxy votes and absentee ballots shall not be allowed.
Section 7.04 A voting percentage of 50% + one (1) of members in attendance shall be required to pass an issue with the exception of amendments to the constitution.

Article VIII. Faculty Advisor
Section 8.01 The faculty advisor will be chosen by the membership for his/her interest in promoting the purpose of the club and willingness to be actively involved in providing guidance to club officers.
Section 8.02 The advisor must be either an LSU Shreveport faculty or staff member.
Section 8.03 The advisor will meet regularly with club executives to discuss plans, policies and activities.
Section 8.04 The faculty advisor is to serve as financial advisor to the club and must approve the expenditures of and oversees the reporting of all “University” generated funds.

Article IX. Club Finances
Section 9.01 Dues will be set by the membership at the first meeting of the school year and will be payable in: (describe method of payment, installments, amount of dues, whether or not a non-current member is in good standing with the organization, where the dues will be held i.e. bank or University account, etc.).
Section 9.02 The organization shall maintain a checking account at Campus Federal Credit Union. It will require two different officers’ signatures to withdrawal funds from this account. The current president, vice president, secretary and treasurer’s signatures must be on file with the credit union. The change of authorized signatures should be effective January 1 of the new year. Funds may be disbursed from this account at the discretion of the organization or in amounts no greater than $100 at the discretion of the president.
Section 9.03 The treasurer shall maintain the organization’s financial records in good order and shall take monthly reports to membership regarding it financial standing. The treasurer shall report any financial problem immediately to the organization executives and advisor.
Section 9.04 The organization’s executives, the advisor or a majority of the membership may ask for an independent audit of organization funds at any time. That audit will be conducted by person or persons selected by the organization executives and advisor within one week of the request.

Article X. Ratification and Amendments
Section 10.01 The constitution shall be approved by 2/3 of the voting members of the organization at a regularly scheduled meeting with quorum present.
Section 10.02 Amendments to the constitution must be presented in writing to the membership at a regularly scheduled meeting.
Section 10.03 Amendments to the constitution must be approved by 2/3 of the voting members of the organization at the next regularly scheduled meeting with a quorum present.
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LSUS Honor Societies are organizations that recognize students who excel academically or as leaders among their peers, often within a specific academic discipline. Many honor societies invite students to become members based on the scholastic rank) and/or grade point averages of those students, either overall, or for classes taken within the discipline for which the honor society provides recognition. As a result, honor societies are different from student organizations and will be considered a registered honor society at LSUS when the below registration policies are complete.

Registration Requirements of Student Honor Societies:

- Each honor society must meet the requirements of registration:
  - An honor society must complete and turn in a registration form to the Student Activities Office in the University Center by the second Student Organizations Council (SOC) meeting of the year. (First Friday in October)
  - An honor society must list its current student members.
  - An honor society must have a full-time faculty or staff advisor.
  - An honor society must have 2 copies of its current National Honor Society’s constitution on file in the Student Activities Office, a hard copy and an electronic copy.
- Once the honor society has fulfilled all of the registration requirements, it is considered a registered honor society and is entitled to the benefits a registered organization is offered.
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ADVISOR REQUIREMENTS

The Advisor of a Student Organization at LSUS is encouraged to:

- Clarify his/her role as advisor to the group members as he/she sees it; once understood, there should be fewer problems due to misunderstanding regarding roles and responsibilities.
- Be aware of and follow university policies that govern registered student organizations.
- Encourage and assist the group in setting organization goals and activities.
- Be available to the officers of the organization for consultation.
- Encourage the officers to maintain accurate records.
- Stay up-to-date on what is occurring within the organization.
- Assist the officers in understanding their duties and organizing programs.
- Advise and consult organization officers on budgets and other financial affairs.
- Attend a Student Organization Council training meeting on an annual basis.
- Promote involvement and discussion.
- Attend meetings as often as possible.
- Promote diversity within the organization.
- Teach the art of leadership.
- Help bridge the year-to-year change in officers.
- Maintain objectivity in group decisions, activities or goals.
- Provide continuity to the organization's policies, programs and traditions.
- Have a genuine interest in and concern for students and their growth.
LSUS WEBPAGE

Student organizations desiring a website may create and fund their own, separate from the LSUS site. LSUS student organizations interested in providing relevant information for posting on LSUS’s Student Organizations website, www.lsus.edu/student organizations, may submit a webpage content form to the Student Activities Office. Student Organizations are also encouraged to submit photos of group activities or members, meeting minutes, upcoming events and an electronic constitution to be displayed on the webpage.

A sample of the Student Organization Webpage content form is provided.
Page intentionally left blank
Date: ________________________________

Title of Organization: ____________________________________________________________

Purpose of Organization: ______________________________________________________________________________________
________________________________________________________________________________________________________

President: __________________________________________________________________________________________________

Phone: ________________________________ Email: ___________________________________________

Vice President: ________________________________ Email: ___________________________________________

Secretary: ____________________________________ Email: ___________________________________________

Treasurer: ____________________________________ Email: ___________________________________________

SOC Representative: ___________________________ Email: ___________________________________________

Advisor: __________________________________________Department: _____________________________

Phone: ________________________________ Email: ___________________________________________

Meeting Times & Places: ______________________________________________________________________________________

Membership Requirements: ___________________________________________________________________________________

New Members Accepted: ______________________________________________________________________________________

Dues: ___________________________________________________________________________________________________

Activities: __________________________________________________________________________________________________

Organization’s Website Link (If the organization has one): __________________________________________________________

Please e-mail the following information to studentact@lsus.edu

Constitution and Bylaws
Upcoming or Current Club Activities
Announcements
Pictures of Officers
Meeting Minutes

The information will appear on the LSUS Student Organizations website: www.lsus.edu/studentorganizations.
The Media and Public Relations Office promotes, protects and regulates the university's name and identifying marks. These marks include the name, logos, seal and all identifying marks, symbols and slogans associated with LSUS. Prior written permission is required through the Media and Public Relations Office for use of the university's name or marks for anything other than official university purposes. The following applies to student groups and organizations.

A registered student organization may use the university name in its title, publications or letterhead to show its status as a registered student organization at LSUS, but may not use the name in a manner as to create confusion between it as an organization and the university itself nor in a manner that would in any way constitute an endorsement, approval or underwriting of any organization, product, activity, service or contract by Louisiana State University in Shreveport. The general rule is that the university name cannot precede the name of the organization. Examples include: **Permissible: Pilot Club at Louisiana State University in Shreveport, Pilot Club at LSUS.** Not Permissible: Louisiana State University in Shreveport Pilot Club, LSUS Pilot Club. If a sport club uses the word "team" within its title, it may only do so when the words "sport club" precedes the word "team" in order to separate sport clubs from athletic teams: Permissible: Pilot Sport Club Team at Louisiana State University in Shreveport. Not Permissible: LSUS Pilot Team. The correct reference to LSUS is by Louisiana State University in Shreveport or LSUS. "Louisiana State" is **not** acceptable.

Registered student organizations or club teams may **not** use the university seal or logos on letterheads, business cards or other identifying materials. A sport club team may, however, utilize a university mark as part of its uniform, provided the item is not issued or made available by sale or otherwise to anyone other than team members. Registered student organizations may receive permission to utilize a university mark for special use, such as a commemorative item that is for members use only. Contact the Media and Public Relations Office for review of such proposed use.

Should an item bearing the registered marks of the university be sold to anyone other than the membership of a registered student organization or sport club team, it becomes a commercial use of the mark and is subject to a license agreement. For example, if the Pilot Club at LSUS decides to use the marks of the university on its uniform, it may do so only subject to approval by the Media and Public Relations Office.
Representing a Student Organization with the University

Only the officers listed on the Authorized Representative Sheet may represent the organization in official relations with the university. Only these members are permitted to make room reservations, schedule events, reserve tables or banner space and conduct other business on behalf of the organization.
This code defines how the university will consider an alleged violation of university regulations by registered student organizations.

Definitions

Registered Student Organizations: Registered student organizations include all organizations that have fulfilled all of the requirements established by the university for official registration and whose membership involves LSUS students. The term "organization" or "student organization" means officially registered student organizations.

University Regulations: The term university regulation is used to include all regulations, rules, resolutions, policies, bylaws, practices and procedures established and promulgated by the Board of Supervisors, the LSU System and the LSUS administration.

Misconduct: The term misconduct is used to include any official or unofficial act or omission by a student organization or its members that is contrary to the provisions of a university regulation and/or a local, state or federal law or regulation.

General Policy

Groups wishing to register with the university must adhere to the requirements for becoming a registered student organization. By becoming a registered organization a group agrees to abide by all university regulations as well as local, state and federal laws.

Conduct Regulations for Student Organizations

Officers and members of student organizations are expected to know and abide by all regulations for student organizations and for students in general.

Some recognized student organizations are affiliated with state, regional, national or international organizations. Many of these governing groups have developed position statements on hazing and other forms of misconduct. The university may report alleged violations of university regulations by student organizations to the organization's governing body or affiliated organizations.
Student Organizations and the Student Conduct Code
The university’s established procedure for considering alleged violations of university regulations by individual students is outlined in the Student Conduct Code. The fact that alleged individual student misconduct grows out of participation in an activity sponsored or engaged in by a registered student organization does not negate the individual student’s accountability under the provisions of the Student Conduct Code. The fact that individual students are held accountable for actions taken while participating in an organization's activity does not negate the accountability of the organization for its actions. Although the administrative procedure of the code is not to be used to hear charges of misconduct against registered student organizations, the university does hold student organizations accountable for acts or omissions taken by the organization that violate the misconduct provisions of the code.

Operating Procedures

Filing a Complaint
Allegations of misconduct by registered student organizations should be made to the director of student activities and recreational sports. Such allegations may be made orally; however, a written statement is preferred. The statement should contain all pertinent information available to the person or persons making the allegation.

Preliminary Investigation
Upon receipt of an allegation of misconduct by a registered student organization, the director of student activities and recreational sports will conduct a preliminary investigation to determine if there is a reasonable basis for the filing of formal charges of misconduct against the student organization. The director of student activities and recreational sports may conduct a personal interview with the person or persons making the allegation, the officers of the student organization deemed relevant to the inquiry by the director of student activities and recreational sports and/or other individuals, including members of the organization who might have pertinent information relating to the alleged misconduct.

Filing of Formal Charges
If the preliminary investigation indicates that there is reasonable cause to believe that misconduct has occurred on the part of a student organization, formal charges will be made on behalf of the university by the director of judicial affairs. These charges will be specifically stated in a letter
addressed to the president of the organization. This letter shall also include a time, date and place for a hearing conference with the Student Affairs Committee. The president of the organization will be contacted by the director of judicial affairs to schedule a prehearing conference.

**Prehearing Conference**
The purpose of the prehearing conference is to determine how the formal charges against the organization are to be considered. The prehearing conference provides an opportunity for the organization to discuss the charges with the director of judicial affairs. The organization must be represented at this conference by one or more of its officers. The faculty advisor and other advisors may attend the prehearing conference in an advisory capacity only; however, one of the student officers must be designated as the official spokesperson for the organization.

**An Administrative Action**
In the event the official spokesperson of the student organization wishes to waive the organization’s right to a formal hearing and is willing to accept the formal charges as being valid, the director of judicial affairs may act on the charge administratively. If an administrative action is desired, a form requesting that the charge against the organization be considered administratively must be signed by the official spokesperson of the organization. After this form is signed, the director of judicial affairs shall have the authority to administratively impose a sanction consistent with the provisions of this policy statement.

**Student Affairs Committee Procedure**
If an organization does not choose to resolve a case with an administrative action, the director of judicial affairs will refer the matter to the Student Affairs Committee for resolution.

The director of judicial affairs will be responsible for presenting the university’s reasons for bringing charges against the organization. Witnesses may be called by the university to testify in support of the charges.

An officer shall be chosen by the organization to serve as spokesperson for the organization in the hearing. An organization may have up to three members attend the hearing. With the exception of the spokesperson, organization members who are to be witnesses shall not be present during any other witnesses' testimonies. The spokesperson may have the assistance of the faculty advisor
and/or one other advisor to assist him or her during the hearing. The spokesperson shall have the right to: be present during all phases of the hearing except the committee's deliberation on procedural and evidentiary matters, findings of fact and potential sanctions; to present evidence and witnesses on behalf of the organization; and to have reasonable cross-examination of witnesses.

Decisions of the Student Affairs Committee on the issue of a violation of university regulations shall be based solely upon the evidence introduced during the hearing. Legal rules of evidence do not apply to hearings under this policy; the Student Affairs Committee may admit and give effect to evidence that possesses probative value and is commonly accepted by reasonable people in the conduct of their affairs. The Student Affairs Committee chair may exclude irrelevant, material, and unduly repetitious evidence. A vote that the charged violation was committed shall be rendered by a committee member only if the member finds that the greater weight of the credible evidence supports a finding of violation. A majority vote of the committee members present shall be required for a finding that a violation was committed.

If the organization is found in violation, the Student Affairs Committee shall, by majority vote, arrive at a sanction that the members consider commensurate with the seriousness of the violation. In arriving at an appropriate sanction, the panel may consider evidence of past violations by the organization as well as any recommendations from the Director of Judicial Affairs.

Penalties
All sanctions imposed on student organizations by the university will be administered by the director of judicial affairs. The following penalties may be assessed singly or to follow consecutively (e.g. a group may have their registration rescinded and be allowed to return to the university on probation at the completion of the time of rescinded registration.) Sanctions assessed will list the length of the probation and/or rescission (unless indefinite), the specific privileges to be forfeited, and any and all other conditions established as a part of the sanction.

- A Letter of University Reprimand - will not include forfeiture of privileges.
- University Probation - may stipulate the forfeiture of specifically listed social and/or other privileges for a period of not less than three months, or more than three calendar years, and may also require specific performance during probation.
- Total Probation - this is the most severe sanction that the university may impose upon a student organization, short of rescinding university registration. Total probation shall be for a
stated period of time not to exceed one calendar year and prohibits the organization from: sponsoring, co-sponsoring or participating in any and all social, intramural, athletic or other similar activities on or off-campus; the solicitation of any new members or pledges; and the initiation of any new members. Total probation may also include the forfeiture of other specifically listed privileges. It may also require specific performance by the organization during the period of probation.

- Rescission of University Registration - this represents the most serious penalty that may be imposed on a registered student organization. It involves the revoking of the university’s registration of the organization for a stated or an indeterminate period of time. If the organization also holds a charter from a national organization or association, the university may also request that the national organization or association revoke the organization’s charter.

Additional Administrative Procedures
There shall be a written record of the substance of the proceedings of all hearings and all other action taken administratively under the provisions of this policy statement. Penalties imposed by the director of judicial affairs or the Student Affairs Committee shall be administered by the director of judicial affairs.

Appeal Procedures
The decision of the Student Affairs Committee shall be final, subject only to the organization’s right of appeal to the dean of students or his/her designee. All appeals must be in writing and should contain the specific bases of the organization’s appeal. Appeals may be requested for the following reasons:

- Procedural errors that substantially affected the outcome of the hearing;
- New information that was not available at the time of the hearing;
- Evidence that the sanction is grossly disproportionate for the violation(s);
- Evidence that it was wholly unreasonable for the Student Affairs Committee to have found that the greater weight of the credible evidence supported a finding of violation.

The organization must present their appeal to the dean of students no later than seven days from the date of the Student Affairs Committee decision. At the same time, the organization must provide a copy of their appeal to the director of judicial affairs who will have seven days from the date of the appeal to provide a response for the dean of students’ consideration. The dean of students will render a decision after considering both the appeal and the response.
Interim Suspension of Activities
When in the sole discretion of the university, an allegation against a student organization gives reasonable cause to believe that the organization represents a threat to the safety, security or welfare of the university community and/or an obstruction to accomplishing the university’s lawful mission, immediate action may be warranted. Under such circumstances, the director of judicial affairs has the authority to temporarily suspend all or some activities of the accused organization until the other provisions of this policy statement are implemented. In the case of Interim Suspension of Activities, the university will make reasonable efforts to implement the procedures outlined above for considering a complaint as quickly as is feasible under the circumstances.
**STUDENT ORGANIZATION FAIRS**

Student Organization fairs are planned during the following events each semester:

- **Fall**: Week of Welcome, Fall Fest
- **Spring**: Welcome Back Bash, Spring Fling
- **Year-Round**: Freshman Orientation

Student Organizations are required to participate in at least one of the following: Week of Welcome, Fall Fest, Welcome Back Bash or Spring Fling. A $15 refundable deposit (cash or check) is required to reserve a table at all fairs except Freshman Orientation. To reserve a table, complete and return a Student Organization Fair Table Request form in the UC Office. To receive a refunded deposit, organizations must be present during the day(s) and time(s) indicated on the request form. Students may retrieve refunded deposit in the UC Office once the event is completed.

As stated in the LSUS policy statement 3.09.01, these events are an exception to the campus food service policy. During this time, organizations are allowed to sell or distribute homemade food and/or beverages without additional insurance coverage.

During certain events, Student Activities provides food and soft drinks free of charge to students with valid ID. Student Organizations are still allowed to sell food and beverages during those times, but revenues may be lower than expected.
ANNUAL REPORTS

Annual reports are submitted to the Student Activities Office one week before the last SOC meeting of the spring semester. They are reviewed by the SOC executive committee. The executive committee consists of the SOC president, vice-president, secretary and the SOC advisor. An annual report lists all of an organization’s activities for the past year, including anything done during the previous spring semester that took place after the annual report’s due date and anything during the summer. The activities are broken down into 3 categories: Campus/University Participation, Campus/University Events, and Community Service.

- **Campus/University Participation**: Any event that is sponsored by the University that an organization can be an active participant. Examples include a booth at Fall Fest, Spring Fling, SOAR events, academic department and other events. Any event an organization co-sponsors with the University qualifies as well.

- **Campus/University Events**: Any act or event that benefits the students at LSUS. This would include guest speakers, social events organized by the organization that are open to all LSUS students, bulletin boards, display cases, websites, trips and donations to the University, such as printer paper for the labs, supplies for the Curriculum Resource Center, etc.

- **Community Service**: Any volunteer service act that benefits the community. Participation in organized charity events and volunteer work are examples of community service. Participation should be by at least 4 members.

Annual reports will be used to help determine the LSUS Outstanding Student Organization of the Year, the Outstanding New Student Organization, of the Year, the Outstanding Community Service Award and the Outstanding Campus Service Award.
ANNUAL SOC AWARDS

There will be a leadership awards banquet at the end of each spring semester. The Student Organizations Council (SOC) will give out the following awards: LSUS Outstanding Student Organization of the Year, Outstanding Campus Participation, Outstanding Community Service, LSUS Outstanding Student Organization Advisor of the Year, and LSUS Outstanding Student Leader of the Year.

Annual reports will be used to help determine the LSUS Outstanding Student Organization of the Year, Outstanding Campus Participation Award, and Outstanding Community Service Award. These awards will be determined by the SOC advisor and his/her graduate assistant based on the point system outlined below.

LSUS Outstanding Organization of the Year

Campus/University Participation: An organization can earn up to a total of 20 points.

- 20 points will be awarded to an organization if it participated in any four of the following: Spring Fling, Week of Welcome, Fall Fest, Student Org. Fair, Rec Sports Event (5 one day events or 1 intramural league).
- 15 points will be awarded to an organization if it participated in any three of the following: Spring Fling, Week of Welcome, Fall Fest, Student Org. Fair, Rec Sports Event (5 one day events or 1 intramural league).
- 10 points will be awarded to an organization if it participated in any two of the following: Spring Fling, Week of Welcome, Fall Fest, Student Org. Fair, Rec Sports Event (5 one day events or 1 intramural league).
- 5 points will be awarded to an organization if it participated in any of the following: Spring Fling, Week of Welcome, Fall Fest, Student Org. Fair, Rec Sports Event (5 one day events or 1 intramural league).
- If an organization did not participate in at least one of the following: WOW Fair, Welcome Back Bash, Spring Fling, Fall Fest, or Homecoming, it is disqualified.
- This includes any act that benefits student life at LSUS. Examples include a booth at WOW Fair, Fall Fest, Spring Fling, Freshman Orientation events, as well as other campus activities. Any event an organization co-sponsors with the University qualifies as well.

Campus/University Events: An organization can earn up to 25 points.

- Only five campus service activities will be considered. If the organization has participated in more than five campus service activities, it will be considered for the Outstanding Campus Service Award.
  - 5 points will be awarded to an organization for each activity.
- This includes any act that benefits student life at LSUS. Examples include guest speakers, social events organized by the organization yet open to all LSUS students, websites and trips. Also included are donations to the University such as printer paper for the labs, supplies for the Curriculum Resource Center, etc.
  
  Campus/University Events must be verifiable. This must be accomplished by attaching documentation of the event, guest speaker, trip, etc. when turning in the annual report. A receipt is needed for any donations to the University.
ANNUAL SOC AWARDS

Community Service: An organization can earn up to a total of 25 points.
- Only five community service activities will be considered. If an organization has participated in more than 5 community service activities, it will be considered for the Outstanding Community Service Award.
  - 5 points will be awarded to an organization for each activity.
- This includes any act that benefits the community outside of LSUS. Participation in organized charity events and volunteer work are examples of community service. Participation must be by more than one person in the organization.

SOC Meeting Attendance: An organization can earn up to a total of 10 points.
- 10 points will be awarded to an organization if a representative of that organization has attended all of the SOC meetings for the academic school year.
- 5 points will be awarded to an organization if a representative of that organization has only missed one SOC meeting for the academic school year.
- If an organization has missed more than two SOC meetings during the academic year, the organization will be disqualified for all awards. (The organization is on probation.)

Annual Report Submission: An organization can earn up to a total of 5 points.
- 5 points will be awarded to the organization if it submits its annual report on time. (The annual report is due by the last SOC meeting of the year).
- If an organization’s annual report is submitted after the last SOC meeting of the academic school year, the organization is disqualified.

Annual Report Verification: An organization can earn up to a total of 5 points.
- 5 points will be awarded to the organization if the committee, upon receiving the annual report, finds the report to be accurate, needing no clarification from the organization due to a possible discrepancy.
- No points will be awarded if the committee has to contact the organization for clarification of a possible discrepancy.

Registration: An organization can earn up to a total of 5 points.
- 5 points will be awarded to the organization if the organization's registration form is submitted on time for the academic year. (By the first meeting in October).
- If the organization's registration form is submitted at or after the first SOC meeting of the year, the organization is disqualified.
ANNUAL SOC AWARDS

The organization with the highest total points will be recognized at the Student Leadership and Involvement Awards with the LSUS Outstanding Community Service Award.

**Outstanding Campus Service**

Organizations that have participated in more than five campus service activities during the academic school year will be considered for the Outstanding Campus Service Award.

Base Score: Each organization begins with the score they received in the Campus/University Events category per the LSUS Outstanding Student Organization of the Year Award form.

For each campus service act the organization performed after five the organization will receive 10 points.
- The organization will receive 10 bonus points for 100% member participation.
- The organization will receive 5 bonus points for member participation of at least 50% but less than 100%.
- The maximum number of points for each community service act an organization has participated in is 20 points. The minimum possible is 10 points.

The organization with the highest total points will be recognized at the Student Leadership and Involvement Awards with the LSUS Outstanding Campus Service Award.

The LSUS Outstanding Student Organization Advisor of the Year and LSUS Outstanding Student of the Year will be chosen by a committee of faculty, staff and students.

**LSUS Outstanding Student Organization Advisor of the Year**

The LSUS Outstanding Student Organization Advisor of the Year is chosen by the committee based on nomination forms turned in by students. Students must turn in an LSUS Outstanding Organization Advisor of the Year form which is available in the University Center Office. The LSUS Outstanding Student Organization Advisor of the Year will be recognized for his or her outstanding contributions and service to that organization and the University. The LSUS Outstanding Student Organization Advisor of the Year will be honored at the Student Leadership and Involvement Awards.
**ANNUAL SOC AWARDS**

**Membership Roster Verification:** An organization can earn a total of 5 points.

- 5 points will be awarded to the organization if the committee does not find any discrepancies in the membership roster on the back of the registration form.
- No points will be awarded if the committee finds any discrepancy on the organization’s membership roster on the back of the registration form.

The Categories are totaled as followed:

1. Campus/University Participation  20 points
2. Campus/University Events       25 points
3. Community Service             25 points
4. SOC Meeting attendance        10 points
5. Annual Report Submission      05 points
6. Annual Report Verification    05 points
7. Registration                  05 points
8. Membership Roster Verification 05 points

Total..............................................................100 points

The Organization with the highest total points will be recognized at the Student Leadership and Involvement Awards Banquet as the LSUS Outstanding Student Organization of the Year.

**Outstanding Community Service Award**

Organizations that have actively participated in more than five community service activities over the course of the academic school year will be considered by the committee for the Outstanding Community Service Award.

Base Score: Each organization begins with the score they received in the Community Service category per the LSUS Outstanding Student Organization of the Year Award form.

For each community service act the organization performed after five, the organization will receive 10 points.

- The organization will receive 10 bonus points for 100% member participation.
- The organization will receive 5 bonus points for member participation of at least 50% but less than 100%.
- The maximum number of points for each community service act an organization has participated in is 20 points. The minimum possible is 10 points.
ANNUAL SOC AWARDS

**LSUS Outstanding Student Leader of the Year**

The Outstanding Student Leader of the Year will be selected by committee based on Student Leader of the Year nomination forms turned in by student organization faculty/staff advisors, and students. Forms can be picked up in the University Center Office or online. The Student Leader of the Year Award will recognize the outstanding contributions and service a deserving LSUS student has made to an organization(s) and the University. The LSUS Outstanding Student Leader of the Year will be honored at the Student Leadership and Involvement Awards.

**Samples of the following documents are provided:**

- Annual Report Form
- Outstanding Leader of the Year Nomination Form
- Greek Man/Woman of the Year Nomination Form
- Outstanding Advisor of the Year Nomination Form
All information must be typed or printed neatly in black ink to be completed and turned in to Student Activities in the University Center Office (UC 232) by **FRIDAY, April X, 20XX by 4:30 pm**.

The Annual Report will be used to determine the Student Organization of the Year.

**ORGANIZATION NAME:** _________________________________________________________

**LIST OFFICERS**

President:

Vice President:

Secretary:

Treasurer:

SOC Delegate:

**MEMBERS**

(List or attach a typed list with contact information)

**NAME**

1. 
2. 
3. 
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In the following categories (Campus/University Events, Community Service, and Participation in University Events) list the project and activity engaged in. Also, remember to include the number of members involved, hours contributed, and accomplishments.

### PURPOSE OF ORGANIZATION

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2. 

3. 

### CAMPUS/UNIVERSITY EVENTS

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<tr>
<th>Project/Activity</th>
<th>Number of Members Involved</th>
<th>Hours</th>
<th>Accomplishments</th>
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### COMMUNITY SERVICE

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## PARTICIPATION IN UNIVERSITY EVENTS

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<th>Project/Activity</th>
<th>Number of Members Involved</th>
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Please list your faculty advisor/staff advisor:

Describe how the organization has utilized your advisor (be very specific).

How many general membership meetings has the organization conducted during the 2011-12 academic year?

President

Advisor

Please note that attendance at SOC monthly meetings will also be a factor in determining the Organization of the Year.

**THESE FORMS MUST BE RETURNED TO STUDENT ACTIVITIES IN THE UNIVERSITY CENTER, UC 232, OR EMAILED TO STUDENTACT@LSUS.EDU NO LATER THAN FRIDAY, MARCH 22, 2013 BY 4:30 PM.**

**THE ANNUAL REPORT WILL BE USED TO DETERMINE THE OUTSTANDING STUDENT ORGANIZATION OF THE YEAR, COMMUNITY SERVICE STUDENT ORGANIZATION OF THE YEAR AND CAMPUS SERVICE STUDENT ORGANIZATION OF THE YEAR.**

If more space is needed – use attachments
Page intentionally left blank
Nominee’s Name: 

Club(s): 

Office(s) Held: 

List the reasons why this person should be Outstanding Student Leader of the Year: 

Nominator’s Phone and e-mail:
Page intentionally left blank
Nominee’s Name: 

Club(s): 

Office(s) Held: 

List the reasons why this person should be Outstanding Greek Man/Woman of the Year: 

Nominator’s Phone and e-mail: 

Organization:
**Advisor must currently advise the organization.**

Nominee’s Name: 

Organization: 

Department: 

List the reasons why this person should be Outstanding Advisor of the Year: 

Nominator’s Phone and e-mail: 

Organization Name:
In order to better accommodate organizations seeking Student Activities Board Co-Sponsorship for campus events and create a positive working relationship, ALL ORGANIZATIONS seeking Student Activities Board support must follow the following procedures:

1. The event must not conflict with the Student Activities Board Mission Statement:
   The Student Activities Board, known hereafter as SAB, is a student activities fee-funded organization, established for the purpose of programming and executing a variety of activities to serve the campus community on a regular basis. All SAB programs and services are intended to promote a positive social environment for students, faculty, staff, alumni, and guests of the University. Programs and activities will vary to appeal to as many diverse groups as possible. Activities will consist of entertainment and educational programming.

2. Organizations desiring co-sponsorship must submit a written proposal that includes the purpose of the event(s) and a breakdown of the responsibilities of all parties involved (See Attached Co-Sponsorship Form). This proposal must be submitted four (4) weeks prior to the event. Note: Working with a Student Activities Board member to complete the necessary paperwork is highly recommended.

3. Proposals will be presented at weekly Student Activities Board Meetings. Meetings times vary each semester and are announced via campus advertisements. Anyone seeking co-sponsorship with the Board MUST have a representative of their organization present their proposal at a SAB meeting four (4) weeks prior to their event. This allows ample time for the SAB to help plan the event and advertise for it.

4. Co-sponsorship proposals will be voted on at the SAB meeting immediately following receipt of the proposal. In order for a proposal to be approved, it must receive 2/3 vote of the SAB members present at the scheduled meeting. Voting members include each active member present at the meeting. Note: The Board has the ability to approve a proposal as is, offer to co-sponsor if the proposal is adapted, or not approve any portion of a proposal.

5. If co-sponsorship is approved, a copy of the Co-Sponsorship form specifically outlining the terms of the agreement must be signed by all parties involved and placed on file in the LSUS University Center Office. If this paperwork is not completed the approved proposal is null and void. All parties will receive a copy of the final paperwork.
STUDENT ACTIVITIES BOARD CO-SPONSORSHIP

The Student Activities Board looks forward to working with numerous organizations each year in order to provide the LSUS community with well-planned events that reach out to its diverse population. Please contact the Student Activities Board at 797-5393 with any questions you may have regarding how this process or any other process associated with the Student Activities Board works.

A sample of the Student Activities Board Co-Sponsorship Form is provided.
LSU Shreveport
Student Activities Board
CONTRACT FOR PROGRAM CO-SPONSORSHIP

This is a contract for program co-sponsorship dated ______________ between the Student Activities Board (hereinafter referred to as “SAB”) and ______________ (hereinafter referred to as “co-sponsor”). The terms listed in this agreement are binding and should be spelled out clearly. SAB will not be responsible for items not specifically started in this agreement. In order for the co-sponsorship to function effectively, it is important to keep lines of communication open. This co-sponsorship is not final until all parties have signed it. No arrangements should be made in reliance upon this agreement until such time.

The SAB supports the concepts of co-sponsoring events. However, the SAB is not obligated to co-sponsor any specific events or programs, provide equal time in response to previously co-sponsored programs, or co-sponsor events on an ongoing annual basis. The SAB can only make commitments for the time period for which it is appointed to serve. Co-sponsor should be willing to utilize and submit to the programming expertise of the SAB. Failure of the Co-sponsor to complete its responsibilities in a timely manner may result in termination of this agreement with no further responsibility for the project on the part of the SAB.

All advertising and publicity materials associated with a co-sponsored program will clearly list SAB sponsorship in equal size and frequency unless otherwise agreed upon in writing in this document. If it does not, the SAB reserves the right to consider this contract null and void and will accept no responsibility for said program.

☐ PROGRAM INFORMATION

Name of Artist(s) (if applicable): __________________________________________

Description of program: ________________________________________________

____________________________________

Purpose of program: ____________________________________________________

Date: ____________________________    Time: ____________________________    Location: ____________________________

Admission:
LSUS Students ____________________________    LSUS Faculty/Staff ____________________________
General Public ____________________________    Other ____________________________

Tickets available at: ________________________________________________

Revenue Distribution:
SAB ____________________________ %
____________________________________ ____________________________%
____________________________________ ____________________________%

NOTE: If the SAB is to receive revenues, SAB personnel must be hired to work the event and handle the money. SAB will in turn process checks to other revenue receiving entities.
### ENTERTAINMENT COSTS & RESPONSIBLE PARTIES

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### PRODUCTION COSTS & RESPONSIBLE PARTIES

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<td>Other (specify):</td>
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### PUBLICITY COSTS & RESPONSIBLE PARTIES

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☐ PUBLICITY COSTS & RESPONSIBLE PARTIES

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<tr>
<th>Estimated Cost</th>
<th>Person/Organization Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Relations</td>
<td>$</td>
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<tr>
<td>Bulletin Board Posts</td>
<td>$</td>
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<tr>
<td>Other (specify):</td>
<td>$</td>
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</tbody>
</table>

ADDITIONAL PROVISIONS:

☐ SIGNATURES

Signatures below indicate acceptance of this co-sponsorship contract. This contract shall not be deemed fully executed until signed by both parties. No actions should be taken until all signatures have been secured. Neither party shall be bound to the outlined terms until this contract is fully executed.

AGREED TO AND ACCEPTED:
Student Activities Board
LSUS

By: ________________________________
Student Activities Board President

Date: ________________________________

By: ________________________________
Student Activities Board Advisor

Date: ________________________________

AGREED TO AND ACCEPTED:
Organization/Dept ________________________________

By: ________________________________
Organization/Department Representative

Date: ________________________________

By: ________________________________
Organization Advisor/Department Head

Date: ________________________________
Page intentionally left blank
All LSUS registered student organizations can reserve rooms in the University Center for no charge subject to University Center reservation policies. A registered student organization must fill out and turn in a University Center Room Reservations and Event Services form or submit an online request in order to reserve a room.

To reserve rooms or marketing tables in the University Center or space in the University Center Mall:

All REGISTERED LSUS Student Organizations can reserve rooms or marketing tables in the University Center or space in the University Center Mall. In order to do so, all organization must abide by the following guidelines:
- Must be a registered LSUS Student Organization.
- Must not be on probation with the SOC.
- Fill out a the appropriate Room Reservation or Marketing Table Request form for LSUS Registered Student Organizations at least two weeks before the event and return it to the Director of UC Operations and Student Program Services in the UC Office. Once the room, table or space has been reserved, an email will be sent to confirm the reservation.
- The President of the student organization is the point of contact for the Director of UC Operations and Student Program Services for all reservations.

Other charges for extra equipment, an AV tech, etc. may apply.

The following sample documents are provided:
- Room Reservation Form
- Multiple Date Reservation Form
- Marketing Table Request Form
- Banner Request Form
Page intentionally left blank
STUDENT ORGANIZATION
ROOM RESERVATION REQUEST FORM
(All requests must be made by the organization president.)

1) Organization Information
Organization Name: ____________________________________________

2) Contact Information (President)
Name: ____________________________________ Phone: __________
LSUS Email (required for confirmation): ____________________________

3) Reservation and Event Information
Event Name: ____________________________ Number Attending1: ________
Event Date(s): First Choice __________ Second Choice __________
Room Requested: First Choice __________________ Second Choice ________
[If multiple dates are needed for regular meetings, please attach a multiple date reservation request form(s).]
Reservation Time (includes time for setup/tear down) Event Time (actual event time)
Start Time: _______ End Time: ________ Start Time: _______ End Time: ________
Open to (check all that apply): □ Members Only □ LSUS Community □ Off-Campus
Will you be charging for this event? 1 □ Yes □ No If yes, how much: ________
In advance? □ Yes □ No At the door? □ Yes □ No
Will you be selling any items? 2 □ Yes □ No
Will you have food at your event? □ Yes □ No
Will The Port be catering? □ Yes □ No
If No, where will the food be from? ____________________________
Please describe your event in detail: __________________________________
Please list any additional agreements/services to be performed at your event (i.e. DJ, band, catering/food service):
________________________________________

4) Room Arrangement (choose one)
___ As is ____________________ Classroom ____________________ Empty ____________________
___ Theater Style ____________________ U-Shaped ____________________ Empty Square ____________________
___ Other ____________________ Rounds of 6 ____________________ Rounds of 7 ____________________ Rounds of 8 ____________________
Diagram (please ask for layout) Unknown at this time

5) Audio / Visual Needs (charges may apply)
___ Microphone ____________________ Wireless Lapel Mic ____________________ Wireless Handheld Mic ____________________
___ LCD Projector ____________________ Screen, Portable ____________________ TV / VCR / DVD ____________________
___ A/V Cart ____________________ Computer ____________________ Other ____________________

6) Personnel
___ A/V Tech (charges apply)

1 Security may be required. The need for security at your event will be determined per University Center Security Policies. Charges apply.
2 Insurance may be required as per University Policy Statement 3.25.00.

(Please review and sign page two of this form.)
7) Agreement of Services

A. Deadline for reservations and changes to reservations:
   1. For reservations on Monday, Tuesday, Wednesday, Thursday and/or Friday: 9:00 a.m. two business days preceding.
   2. For reservations on Saturday and Sunday: 9:00 a.m. on the Thursday preceding.
   3. Equipment rentals and changes to reservation details must be finalized by 9:00 a.m. of the business day preceding the event. For events on Saturday and Sunday, equipment rentals and reservation details must be finalized by 2:00 p.m. on the Thursday preceding the event.
   4. Large events require ten (10) business days. Large events to be determined by the Director of UC Operations and Program Services.

B. A reservation request is not a confirmation of space reserved. If you do not receive a confirmation e-mail, please contact the University Center for more information.

C. Rooms requested will be scheduled whenever possible. The University Center reserves the right to assign a different room when necessary.

D. Reserved space will be held for a minimum of thirty (30) minutes from the reservation start time. If at that time a representative has not shown for the reservation booking, the space may be released. See section O for additional information.

E. The University Center can only provide for its customers based upon the information supplied. Therefore, we ask that users be as complete and accurate with the information provided. While every effort will be made to accommodate all requests, the University Center cannot guarantee all requests.

F. Upon approval and once confirmed, meeting rooms will be available for the reserved time only. Room reservations should be specified by the reserving party on the request form.

G. The reserving party is responsible for clean-up and leaving the room in the same condition as the room was at the beginning of the reservation. Damage to rooms or equipment will be billed to the reserving party and must be paid prior to the next scheduled event. In some cases, misuse of rooms and equipment may result in loss of privileges in the University Center.

H. Signs, banners or other decorative items shall NOT be tacked, tacked, glued or otherwise attached to walls, ceilings, columns, tables, etc. unless otherwise approved. Only upon approval of UC Operations personnel shall items be hung. All items that are approved must only be attached with sticky tack or gaffers tape.

I. The University Center charges 20% of gross sales for any items AUTHORIZED to be sold in the University Center. Student organizations may be exempt from this charge upon approval of the Director of UC Operations and Program Services.

J. If you select a caterer other than The Pot, the University Center must receive a Certificate of Liability Insurance from the caterer in the amount of one million dollars no later than ten (10) business days prior to the event. You must inform the University Center if you decide to have your event catered after fulfilling this form.

K. Hours of Operation:
   1. Normal operating hours for the University Center are as follows:
      a. Sunday, Monday, Tuesday, Wednesday and Thursday
      i. 8:00 a.m. to 10:00 p.m.
      b. Friday and Saturday
      i. 8:00 a.m. to 11:00 p.m.
   2. Hours may vary on Friday, Saturday and Sunday depending on events scheduled in the University Center.
   3. Events that may extend past normal operating hours must be approved by the Director of UC Operations and Program Services
      a. Additional hours before or after normal operating hours will be charged in one-hour increments.
      b. Additional hours are $75.00 each.

L. If you or any of your event attendees are disabled and need assistance, please contact our office at least two (2) business days prior to your event.

M. All monies owed for an event must be paid and all reservation details be finalized ten (10) business days prior to the event unless otherwise arranged through the University Center.

N. Cancellations:
   1. All cancellations for events on Monday, Tuesday, Wednesday, Thursday and/or Friday must be made in writing from the organization president at least four (4) hours prior to the scheduled event.
   2. Events that are NOT canceled as per the regulations above may be counted as a “No Show” (see no show policy below).

O. No Show Policy:
   1. Organizations that fail to show up for a reservation booking within thirty (30) of the reservation start time, fail to cancel ahead of time, make reservations past the deadline stated above or use a room or rooms without making a reservation may receive a “no-show” for their reservation booking.
   2. Organizations that receive two no show bookings in one semester will forfeit any future reservations for that semester. This will be evidenced as a “No Show Forfeit.”
   3. During the semester that an organization has a no show forfeit, no additional reservations for the current or any future semesters will be granted.
   4. If at the beginning of the next semester following a no show forfeit, an organization may then begin reserving space in the University Center.

P. Alcohol is strictly prohibited at all student organization events.

Q. The University Center is not responsible for any personal effects or possessions left on the premises.

---

By signing this reservation request form, you agree to the general conditions as stated on this form and the policies of the University Center. Furthermore, you and your organization accept responsibility for any and all expenses incurred. If you have any questions or concerns about your reservation or University Center policies, please contact the University Center. Completing and turning in this form is not a guarantee the requested space will be reserved for your organization.

Signature of Organization President

Date

---

Attention: UC Operations
University Center
LSU Shreveport
One University Place
Shreveport, LA 71115
E-mail: UC@lsus.edu
Telephone: 318.797.5993
Facsimile: 318.798.4103
MULTIPLE DATE REQUEST FORM
(Must be attached to a Room Reservation Request form.)

Organization Name: ____________________________________________________________

Event Name: ________________________________________________________________
Number Attending*: __________________________

Event Date(s): First Choice ___________________ Second Choice ___________________
Room Requested: First Choice ___________________ Second Choice ___________________

Reservation Time (includes time for setup/tear down) Event Time (actual event time)
Start Time: __________ End Time: __________ Start Time: __________ End Time: __________

Event Name: ________________________________________________________________
Number Attending*: __________________________

Event Date(s): First Choice ___________________ Second Choice ___________________
Room Requested: First Choice ___________________ Second Choice ___________________

Reservation Time (includes time for setup/tear down) Event Time (actual event time)
Start Time: __________ End Time: __________ Start Time: __________ End Time: __________

Event Name: ________________________________________________________________
Number Attending*: __________________________

Event Date(s): First Choice ___________________ Second Choice ___________________
Room Requested: First Choice ___________________ Second Choice ___________________

Reservation Time (includes time for setup/tear down) Event Time (actual event time)
Start Time: __________ End Time: __________ Start Time: __________ End Time: __________

Event Name: ________________________________________________________________
Number Attending*: __________________________

Event Date(s): First Choice ___________________ Second Choice ___________________
Room Requested: First Choice ___________________ Second Choice ___________________

Reservation Time (includes time for setup/tear down) Event Time (actual event time)
Start Time: __________ End Time: __________ Start Time: __________ End Time: __________

* Security may be required. The need for security at your event will be determined per University Center Security Policies. Charges apply.

(Please review and sign page two of this form.)
**LSU University Center**

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Number Attending*:</th>
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<tbody>
<tr>
<td>Event Date(s): First Choice</td>
<td>Second Choice</td>
</tr>
<tr>
<td>Room Requested: First Choice</td>
<td>Second Choice</td>
</tr>
</tbody>
</table>

**Reservation Time (includes time for setup/tear down)**

| Start Time: | End Time: |

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**Event Time (actual event time)**

| Start Time: | End Time: |

---

**Event Name:**

**Event Date(s):** First Choice | Second Choice

**Room Requested:** First Choice | Second Choice

**Reservation Time (includes time for setup/tear down)**

| Start Time: | End Time: |

---

**Event Time (actual event time)**

| Start Time: | End Time: |

---

**Event Name:**

**Event Date(s):** First Choice | Second Choice

**Room Requested:** First Choice | Second Choice

**Reservation Time (includes time for setup/tear down)**

| Start Time: | End Time: |

---

**Event Time (actual event time)**

| Start Time: | End Time: |

---

**Event Name:**

**Event Date(s):** First Choice | Second Choice

**Room Requested:** First Choice | Second Choice

**Reservation Time (includes time for setup/tear down)**

| Start Time: | End Time: |

---

**Event Time (actual event time)**

| Start Time: | End Time: |

---

*Security may be required. The need for security at your event will be determined per University Center Security Policies. Charges apply.*

By signing this room reservation request form, you agree to the general conditions as stated on the reservation request form and the policies of the University Center. Furthermore, you and/or your organization accept responsibility for any and all expenses incurred. If you have any questions or concerns about your reservation or University Center policies, please contact the University Center. Completing and turning in this form is not a guarantee the requested space will be reserved for your organization.

**Signature of Reserving Party**

**Date**
STUDENT ORGANIZATION
BANNER REQUEST FORM
(All requests must be made by the organization president.)

1) Organization Information

Organization Name: ____________________________

2) Contact Information (President)

Name: ____________________________ Phone: ____________________________

LSUS Email (required for confirmation): ____________________________

3) Reservation and Event Information

Event Name: ____________________________

Event Date(s): ____________________________ (5 days max)

Reservation Time (includes time for setup/tear down) Event Time (actual event time)

Start Time: ____________________________ End Time: ____________________________

Start Time: ____________________________ End Time: ____________________________

Please describe or draw your banner in detail:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

By signing this reservation request form, you agree to the policies of the University Center. Furthermore, you and your organization accept responsibility for any and all expenses incurred. If you have any questions or concerns about your reservation or University Center policies, please contact the University Center. Completing and turning in this form is not a guarantee the requested space will be reserved for your organization.

Signature of Organization President ____________________________ Date ____________________________

1 Security may be required. The need for security at your event will be determined per University Center Security Policies. Changes apply.

2 Insurance may be required as per University Policy Statement 3.25.00.
STUDENT ORGANIZATION
MARKETING TABLE REQUEST FORM
(All requests must be made by the organization president.)

1) Organization Information

Organization Name:

2) Contact Information (President)

Name: __________________________ Phone: __________________________

LSUS Email (required for confirmation): __________________________

3) Reservation and Event Information

Event Name: __________________________

Event Date(s): __________________________

Reservation Time (includes time for setup/tear down) Event Time (actual event time)

Start Time: __________________________ End Time: __________________________

Start Time: __________________________ End Time: __________________________

Will you be selling any items? □ Yes □ No

Will you have food at your event? □ Yes □ No

Will The Port be catering? □ Yes □ No

If No, where will the food be from? __________________________

Please describe your event in detail: __________________________

Please list any additional agreements/services to be performed at your event (i.e. DJ, band, catering/food service): __________________________

By signing this reservation request form, you agree to the policies of the University Center. Furthermore, you and your organization accept responsibility for any and all expenses incurred. If you have any questions or concerns about your reservation or University Center policies, please contact the University Center. Completing and turning in this form is not a guarantee the requested space will be reserved for your organization.

Signature of Organization President: __________________________ Date: __________________________

1 Security may be required. The need for security at your event will be determined per University Center Security Policies. Charges apply.

2 Insurance may be required as per University Policy Statement 3.25.00.
OTHER CAMPUS FACILITY USAGE

- Contact **Continuing Education** at 318-798-4177 or continuinged@lsus.edu for reservations in academic buildings or any on-campus venue other than the UC Mall, HPE building, athletic fields or Library.

- Contact the **HPE Facilities Coordinator** at 798-4145 for HPE Building or athletic field reservations.

- Contact the **Dean of the Noel Memorial Library** at 318-798-4131 for information about reserving the Library meeting spaces.

If you plan to have food or beverages at your event, please reference the Serving and Consumption of Food and Beverages on LSU in Shreveport campus policy, found at http://www.lsus.edu/Documents/Offices%20and%20Services/PoliciesAndManuals/3.09.00.pdf.
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AVAILABLE RESOURCES

UC Office Art Room

LSUS registered student organizations are encouraged to use the arts and crafts room in the University Center. The organization’s representative must sign the arts & crafts binder located at the University Center Office front desk. Please see a staff member for help with materials or any questions. Organizations should not attempt to fix anything or abuse the materials in the room. If there is a problem, please see a student worker or staff member. If a problem does occur, the organization will be held responsible for any damages and privileges of using the arts and craft room could be revoked. Organizations need to sign out when they leave the arts & crafts room.

Copying

Registered student organizations are allotted 500 black and white copies or prints on white or colored paper per semester. The organization’s representative must sign the student organization copy sign-in form at the front desk of the University Center Office. University Center Office staff will make the copies for the student organizations. Copies are for documented student organization use only, no personal copies will be made.

Posters/Flyers

Registered organizations may provide the UC Office with posters or flyers to be posted in the building. All posted material must be stamped as approved by a professional staff member in the UC Office. Any unapproved materials will be removed. All posted material must be adhered to designated bulletin boards in the building. Any posting affixed to a wall, window, door, etc. will be removed.

Banners

Registered organizations may also create banners using paint markers and colored paper provided by the UC Office. Banners to be displayed from the UC Balcony cannot exceed 4’ height by 5’ width. If an organization wishes to display a banner from the UC Balcony, a banner request form must be completed and returned to the UC Office.
AVAILABLE RESOURCES

Toilet Paper and Weekly Email Advertisements

Registered student organizations may advertise upcoming meetings, events or fundraisers in the Student Activities weekly email and Toilet Paper publication. All necessary information can be emailed to Lauren.Wood@lsus.edu. Space is limited and all information must be submitted **AT LEAST 2 WEEKS** prior to the event.

Graphic Design Services

LSUS registered student organizations can utilize limited graphic design services for creation of posters, flyers, invitations etc. Organizations must fill out a Graphic Design Work Order Form located online and in the University Center Office. The graphic design work order form must be turned in and approved by the Director of UC Operations and Student Program Services two weeks before the item is needed. Printing of the posters, flyers, invitations etc, will be counted as part of the 500 prints an organization is allotted a semester if the organization wants more than the original print. Black and white printed posters, flyers, invitations, etc., are free but organizations will be charged for color ink printing. The creation of the artwork will cost a student organization $25 an hour.

Conducting Student Development Workshops

Student Development provides comprehensive counseling and referral services, academic support services, peer mentoring for first-time freshmen, coordination of services for students with disabilities, campus outreach programming, and services designed to enhance student career development. Student Development conducts workshops for each service area and take requests from groups. If you would like to schedule a workshop or learn more about Student Development, please contact us at 318-797-5365 or sdcc@lsus.edu.

Use of Campus Mail

Registered student organizations are allowed to use university mail service for free when sending mail from one campus address to another campus address. Student organizations must pay for postage in advance if mailing items to an off campus address.

The following sample documents are provided:

- Student Organizations Copy Form
- Banner Request
- Graphic Design Request
Student Organizations Copy Form

Date__________ Time Drop Off: _________________

Number of Copies ___ Student Organization ____________________________

Please circle requirements:

Front Only Front and back Stapled
Hole Punched White Paper Other Color

Special Instructions: ____________________________________________

________________________________________________________________________

*Can be picked up two hours from the time, the forms were dropped off.
*Paperclip items to be copied to this form.

Please contact the Director of Student Activities with any questions at 318-797-5393 or studentact@lsus.edu.

________________________________________________________________________
GRAPHIC DESIGN WORK ORDER
REQUESTS MUST BE SUBMITTED A MINIMUM OF 3 WEEKS BEFORE THE PRINT IS NEEDED

Requesting Information

<table>
<thead>
<tr>
<th>Type:</th>
<th>Today's Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person and Phone Number:</td>
<td>First Draft Date Needed by:</td>
</tr>
<tr>
<td>Department/Chair/Student Organization:</td>
<td>Date Design Needed by (be specific – NO ASAP):</td>
</tr>
</tbody>
</table>

TITLE:

Date(s) of Event: Time(s) of Event:

Location:

Admission Price: LSUS Students $____ Faculty/Staff $____ Public/Guest $____ N/A

Circle logo(s) to be used: SAB Univ. Center University Rec Sports Other N/A

*If other is circled please attach a CD with this work order which contains a jpeg image of logo to be used

Copy/Purpose/Theme: If you have a theme, color, design, or image in mind please use the space below to describe in detail this information. Please attach an additional sheet if needed. If a design already exists, please attach a copy with any changes noted.

PRINTING REQUESTS

<table>
<thead>
<tr>
<th>PRINT TYPE</th>
<th>QTY</th>
<th>SIZE</th>
<th>REPRODUCTION TYPE</th>
</tr>
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</table>

PRINT TYPES: POSTER, FLYER, INVITATION, ETC.
REPRODUCTION TYPES: Black and White, Color

Printing policies:
Student organizations are allotted 500 free total B & W copies or posters per semester. Any additional printing will need to be arranged elsewhere. Registered student organizations may have artwork for posters created for a design fee of $25/hr. Please submit a blank disc to save the files or information on.
Page intentionally left blank
FUNDRAISING

Fundraising Policies for Registered Student Organizations at LSU Shreveport:

A. **Definition:** For purposes of this policy, fundraising is defined as the collection of money through donation and/or event programming for the purposes of charitable donation or organizational budget enhancement.

B. **Guidelines:** The following guidelines are applicable to all fundraising activities by registered student organizations on LSU Shreveport owned, operated or controlled property.

1. All fundraising events must be held in compliance with applicable university policies and regulations.
2. All fundraising events must be held in compliance with applicable University Center policies and regulations (if the fundraiser is going to take place in the University Center).
3. Neither individuals (regardless of affiliations with LSUS) nor private, commercial organizations, may sell or promote the sale of products or services on LSUS owned, operated, or controlled property except:
   i. Individuals or organizations with whom/which LSUS has entered into a written contract and the contract explicitly states their right to do so.
   ii. Individuals or organizations authorized in writing by LSUS to engage in the sale of a good or service for the benefit of a
4. The Director of Student Activities at their sole discretion will determine approval or denial of fundraising events.
5. Fundraising projects must be of limited duration and not carried out as ongoing activities and will last no longer than a week. The specific date and duration of an event, as requested on the Student Organization Fundraising Project Approval Form, may or may not be granted based on the judgment of the Director of Student Activities.
6. All requests should be submitted to the Director of Student Activities no later than three weeks before the proposed date of the event. Approval or denial will be determined within five working days, with decisions being communicated through a copy of the approval form.
7. A minimum of one currently enrolled student member of the registered student organization must be present during the entire time of the event.

8. Event sponsors are responsible for ensuring that proposed activities comply with all federal, state, and local laws, rules and regulations.

9. Spaces in which the fundraising activity occurs must be identified by a sign indicating the student organization’s name, goods and/or services being collected and/or sold and prices.

10. Commercial or corporate sponsorship of student organization programs or events is permissible provided that no products and/or services are sold at the event. However, based on policy statement 1.07.02, student organizations must receive written approval from the LSUS Office of Development before solicitation and receipt of gifts from outside groups.

11. LSUS reserves the right to require third parties participating in or conducting fundraising activities to meet additional requirements, including without limitation, that such parties furnish evidence of insurance coverage acceptable to the university and/or agree to indemnify the university and university personnel against liabilities arising from their acts or omissions. Please refer to Insurance Requirements for Facility Usage policy statement for further information.

12. LSUS reserves the right to know any proposed sponsor’s identity, approve the identity of any proposed sponsor and the content of sponsorship materials associated with a fundraising activity.

C. Fundraising Examples:

1. Pre-packaged goods and candy sales will be permitted. Items using LSU Shreveport logos must conform to the university logo guidelines and have prior written approval for use of logos from the Director of Media & PR.

2. “Homemade baked goods” are not permitted to be sold except in accordance with the Food Services Policy.

3. Raffles are allowed, but the registered student organization must be able to obtain and provide to the Student Activities Office, a license from the Louisiana Office of Charitable Gaming. Please check the website http://www.ocg.louisiana.gov/default.asp for official policies and procedures.
FUNDRAISING

4. Tickets for events sponsored by registered student organizations and committees are appropriate sales.
5. Non-food items for sales that have been produced by the organization (e.g., baskets, bouquets of flowers).
6. Cash donations received from a marketing table in the University Center, reserved by the registered student organization, with a sign asking for donations. No one-on-one soliciting and security may be required according to university policies.
7. Donations of items of value (e.g., clothing, school supplies).
8. Items for sale that are directly related to the student organization’s mission or goals (e.g., plants sold by the Horticulture Club).
9. Items that promote school spirit (e.g., buttons, balloons) that do not conflict with university policies.
10. Car washes are allowed on campus grounds, however, to reserve an area, a student organization would need to contact the Department of Continuing Education at 798-4177 and notify the University Police at 455-5497. It is strongly encouraged for student organizations to hold car washes off-campus.

D. Prohibitions
LSUS reserves the right to restrict all fundraising activities to reasonable times, places, and manners. The following activities are specifically prohibited:
1. Solicitation by outside companies.
2. Door-to-door fundraising on LSUS owned, operated or controlled property.
3. Fundraising for any candidate for political office.
4. Sale or distribution of items that violate guidelines of university logos or existing contracts.
5. Any type of auction or event that raffles off people or their services.
6. Individuals or non-registered student organizations who organize a fundraising activity for any purpose.

E. Enforcement
Failure to obtain permission to engage in or sponsor sales or fundraising, or failure to follow university policy regarding activities for which permission has been granted, will result in curtailment and/or cancellation of the event by the Student Activities Office or other appropriate university official.
F. Additional Restrictions and Requirements

LSUS acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the University reserves the right at its sole discretion to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities. These restrictions may be in addition to, or in lieu of, those set forth in the policy.

G. Reservation of Rights

1. LSUS reserves the right to amend this policy at any time.

Samples of the following sample documents are provided:
- Student Organization Fundraising Projects Approval Form
Student Organization Fundraising Projects Approval Form

Name of Sponsoring Organization: ____________________________________________

Person Responsible for Project: ____________________________________________

Phone Number: ___________________________ Email Address: ____________________________

Date(s) of Project: ___________________________ Time of Project: Begin to End

Location of Project: ___________________________________________________________

*If a table and/or chairs are needed, a UC Marketing Table Request form needs to be filled out and turned into the UC.

<table>
<thead>
<tr>
<th>ITEM AND/OR SERVICE BEING SOLD</th>
<th>COST</th>
<th>SELLING PRICE</th>
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<tbody>
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The sponsoring Student Organization assumes all responsibility for conducting the project in compliance with the policies and regulations of LSU Shreveport (including specifically the “LSU Shreveport Policy on Fundraising Projects by Student Organizations on the LSUS Campus” and the related guidelines).

By: ___________________________ Date: ___________________________

Student Organization President

Approval Needed by LSUS Office of Development: __ Yes ___ No

If yes: LSUS Office of Development Representative: __________________________________________________________

Approval Needed for use of a LSUS Logo: ___ Yes ___ No

If yes: Director of Media & Public Relations: __________________________________________________________

DECISION ON REQUEST

Please check one:

☐ Project Approved  ☐ Project Denied

Explanation of Denial or Provisions of Approval: __________________________________________________________

_________________________________________ ___________________________

By: ___________________________ Date: ___________________________

Director of Student Activities

In order to approve a raffle, the Director of Student Activities must see the original License received from the Louisiana Office of Charitable Gaming and a copy of the license must be turned in with this form and kept on file.
Registered student organizations at LSUS are encouraged to have off-campus bank accounts.

To check if an organization has on-campus account:
- Fill out an Agency Authorization Account Request Form.
- If an organization has an on-campus account, please fill out a check request form to close the student organization’s on-campus bank account and move the account off-campus.

Registered student organizations in need of a checking account must first apply for a tax identification number through the Internal Revenue Service (IRS Form SS-4). A student officer can apply online at http://www.tax9er.com/tax_id_number/. Once the tax identification number has been assigned, a student officer must fill out the appropriate forms with a local bank to receive the checking account. Registered student organizations at LSUS are encouraged to use Campus Federal Credit Union.

A sample Agency Authorization Account Request Form is provided.
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LOUISIANA STATE UNIVERSITY IN SHREVEPORT

AGENCY ACCOUNT AUTHORIZATION FORM

Date: __________________________

Account Number: __________________________

Account Name: __________________________

Contact Name: _______________ Phone #: _______________

The following persons are authorized to sign for withdrawals on the above account. Please notify Accounting Services of any changes.

<table>
<thead>
<tr>
<th>Printed Name: _______________</th>
<th>Title: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature: __________________________</td>
<td></td>
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</tbody>
</table>

<table>
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<tr>
<th>Printed Name: _______________</th>
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</thead>
<tbody>
<tr>
<td>Signature: __________________________</td>
<td></td>
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</tbody>
</table>

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For student organization related travel, students must provide the following completed documents:

**If driving to an event:**
- Driver Safety Training Completion Certificate: Can be accessed at [http://scripts.lsus.edu/hr/driving/launch.htm](http://scripts.lsus.edu/hr/driving/launch.htm)
- Certificate of Privately Own Vehicle Form
- Hold Harmless Agreement
- Current proof of insurance and driver’s license
- Trip Travel Insurance and related fees for all travelers (.08 per person, per day)

**If riding with an authorized driver to an event:**
- Trip Travel Insurance and related fees for all travelers (.08 per person, per day)
- Hold Harmless Agreement

The following sample documents are provided:
- Trip Travel Insurance Form
- Certificate of Privately Owned Vehicle Form
- Hold Harmless Agreement.
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## Request for Coverage

**TRIP TRAVEL INSURANCE**

<table>
<thead>
<tr>
<th>REQUESTED INFORMATION</th>
<th>DETAILS PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Making Request</td>
<td></td>
</tr>
<tr>
<td>Name of Activity</td>
<td></td>
</tr>
<tr>
<td>Destination or Location</td>
<td></td>
</tr>
<tr>
<td>Mode of Travel</td>
<td></td>
</tr>
<tr>
<td>Origin of Trip</td>
<td></td>
</tr>
<tr>
<td>Date of Departure</td>
<td></td>
</tr>
<tr>
<td>Date of Return</td>
<td></td>
</tr>
<tr>
<td>Total Number of Persons</td>
<td></td>
</tr>
<tr>
<td>Number of Days/Trip</td>
<td></td>
</tr>
<tr>
<td>Total Amount</td>
<td></td>
</tr>
</tbody>
</table>

### Signature of Officer

**DATE**

### Premium Calculation

<table>
<thead>
<tr>
<th>No. Persons</th>
<th>$</th>
<th>No. Of Days</th>
<th>=</th>
<th>Total Paid for Trip Insurance Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>$</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Insurance Roster**

_______ Semester, ____
LOUISIANA STATE UNIVERSITY SHREVEPORT

CERTIFICATE OF PRIVATELY OWNED VEHICLES
Trip Travel Insurance

I certify that my automobile which will be used to transport participants is insured in accordance with the laws of the State of Louisiana and will be used during the following trip or activity:

Name of Activity/Trip: _____________________________
Destination: _____________________________
Date of Departure: _________________________________
Date of Return: _________________________________
Number of Persons to be transported: ____________________

I certify that I have liability coverage as required by law and this coverage will be in force as of the date of this authorized travel. I also agree to hold harmless the Louisiana State university system, The Board of Supervisors of the Louisiana State University system, the campuses under its supervision and the State of Louisiana for any and all liability which may result from the trip or activity.

Signature of Owner of Vehicle ____________________ Date:_______
Printed Name: ___________________________________________________________________

************************CAMPUS APPROVAL***************************

Signature of Faculty Sponsor/Advisor _________________________
Date: ___________________

LSU TT3 06/02
Hold Harmless Agreement

By signing this document, I agree to the following:

In consideration of the benefit received from my driving, or being transported in, a state-owned vehicle or vehicle rented to the State of Louisiana, State Department, Agency, Board or Commission, or authorized driver thereof, I voluntarily and knowingly assume any risk associated therewith and waive my right to assert any claim against the State of Louisiana, or any of its Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees and volunteers for injury or damage to my person or property resulting from my presence in said vehicle. I further release and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, as well as its officers, agents, servants, employees and volunteers, from any and all claims, demands, causes of action, expense and liability arising out of injury or death to my person as a result of my driving or being transported in, a state-owned vehicle or vehicle rented to the State of Louisiana, State Department, Agency, Board or Commission, or authorized driver thereof.

Print Name ________________________

Signature ________________________

Date ______________________________
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RECRUITING AND RETAINING NEW MEMBERS

Knowing how to recruit and retain members for a student organization is vital. Without them nothing can be accomplished. What are you doing to recruit and retain members for the groups that you participate in?

Why Do People Join?
The first step in recruiting new members, is understanding why people are motivated to join in the first place.

Here are a few possible reasons:
- Socialization
- Friendships
- Experience
- Personal interests
- Skill development
- Recognition
- Leadership opportunities
- To make a difference
- Desire to belong

Recruitment Process
Word of mouth is a great way to recruit new members, but it can’t be the only method you rely on! Consider adapting these five simple steps into your group’s recruitment plan:

1. **Evaluation** – What have you done in the past for recruitment? What worked and what didn’t work?

2. **Recruitment Goals** – How many members did you lose in the past semester or year? What is your ideal membership goal? How many new members do you want to recruit?

3. **Membership Benefits** – What will students get out of their membership? What does your organization offer that is different or unique?

4. **Getting the Word Out** – What strategies can you use to promote your organization? How can you invite students to check you out?

5. **Welcoming Potential Members** – What are some extra special things you can do to make potential members feel welcome and wanted in your group? How can current members be a part of the welcoming process?
9 Retention Realities

Retention of current members should be given just as much attention as recruiting new members. The more members you keep, the fewer you will have to recruit!

Consider these realities in retaining your members:

1. Conduct consistent meetings
2. Provide ongoing communication and updates
3. Facilitate collaborative decision-making
4. Emphasize a group vision, goals and expectations
5. Actively welcome new ideas and perspectives
6. Offer opportunities for leadership
7. Recognize individual and group accomplishments
8. Delegate responsibilities across the membership
9. Celebrate and have fun

Retention Reminder

Check in with members regularly. See if they are being fulfilled through their participation with the group; if they are looking for new challenges; or if they are feeling overwhelmed with their responsibilities. Let them know they matter and you appreciate them!

One of the most effective retention efforts you can make is remembering the names of organization members.
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