# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Center for Student Involvement</strong></td>
<td>5</td>
</tr>
<tr>
<td>Mission</td>
<td>6</td>
</tr>
<tr>
<td>Location</td>
<td>6</td>
</tr>
<tr>
<td>Hours</td>
<td>6</td>
</tr>
<tr>
<td>Services</td>
<td>6</td>
</tr>
<tr>
<td>Caine Student Center Table Reservation</td>
<td>6</td>
</tr>
<tr>
<td>Computers &amp; Printers</td>
<td>7</td>
</tr>
<tr>
<td>Conference Room</td>
<td>7</td>
</tr>
<tr>
<td>Faxes</td>
<td>7</td>
</tr>
<tr>
<td>Game &amp; Activity Rental</td>
<td>7</td>
</tr>
<tr>
<td>Involvement Fair</td>
<td>7</td>
</tr>
<tr>
<td>Leadership Library</td>
<td>7</td>
</tr>
<tr>
<td>Preview</td>
<td>7</td>
</tr>
<tr>
<td>Poster-Making Room</td>
<td>8</td>
</tr>
<tr>
<td><strong>Student Organizations</strong></td>
<td>9</td>
</tr>
<tr>
<td>Categories</td>
<td>10</td>
</tr>
<tr>
<td>Privileges</td>
<td>10</td>
</tr>
<tr>
<td>New Student Organization Registration Process</td>
<td>11</td>
</tr>
<tr>
<td>Getting Started</td>
<td>11</td>
</tr>
<tr>
<td>Becoming Registered</td>
<td>11</td>
</tr>
<tr>
<td>Recruiting</td>
<td>12</td>
</tr>
<tr>
<td>Returning Student Organization Registration</td>
<td>12</td>
</tr>
<tr>
<td>Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Withdrawal of Registration</td>
<td>12</td>
</tr>
<tr>
<td><strong>Funding</strong></td>
<td>14</td>
</tr>
<tr>
<td>Receiving Funding</td>
<td>15</td>
</tr>
<tr>
<td>Budgeting</td>
<td>15</td>
</tr>
<tr>
<td>Student Senate Funding Request Guidelines</td>
<td>16</td>
</tr>
<tr>
<td>Purchases and Reimbursements</td>
<td>16</td>
</tr>
<tr>
<td>Student Organization Accounts</td>
<td>16</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>16</td>
</tr>
<tr>
<td>Requisition Form</td>
<td>16</td>
</tr>
<tr>
<td>Tax Exempt Purchases</td>
<td>17</td>
</tr>
<tr>
<td>Reimbursement Request</td>
<td>18</td>
</tr>
<tr>
<td>Signature Requirements</td>
<td>18</td>
</tr>
<tr>
<td>Checks</td>
<td>18</td>
</tr>
<tr>
<td>Depositing Money</td>
<td>18</td>
</tr>
<tr>
<td>Handling Cash</td>
<td>19</td>
</tr>
<tr>
<td>How to Keep Records</td>
<td>20</td>
</tr>
<tr>
<td>Getting a Print Out of Your Accounts</td>
<td>20</td>
</tr>
<tr>
<td>Other Funding Sources</td>
<td>21</td>
</tr>
<tr>
<td>Fundraising</td>
<td>21</td>
</tr>
<tr>
<td>Co-Sponsoring</td>
<td>21</td>
</tr>
<tr>
<td><strong>Policies &amp; Procedures</strong></td>
<td>22</td>
</tr>
<tr>
<td>Chalking Outside</td>
<td>23</td>
</tr>
<tr>
<td>Contracts</td>
<td>23</td>
</tr>
<tr>
<td>Convocation Credit</td>
<td>24</td>
</tr>
<tr>
<td>Film/Movie Viewing</td>
<td>24</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Food Service</td>
<td>25</td>
</tr>
<tr>
<td>Hazing</td>
<td>25</td>
</tr>
<tr>
<td>Hotel Reservations</td>
<td>26</td>
</tr>
<tr>
<td>Noise &amp; Nuisance</td>
<td>26</td>
</tr>
<tr>
<td>Off-Campus Travel and Vehicle Use</td>
<td>26</td>
</tr>
<tr>
<td>Rental Car Procedures</td>
<td>29</td>
</tr>
<tr>
<td>Posting Policy</td>
<td>30</td>
</tr>
<tr>
<td>Raffles</td>
<td>31</td>
</tr>
<tr>
<td>Scavenger Hunts</td>
<td>31</td>
</tr>
<tr>
<td>Social Media</td>
<td>32</td>
</tr>
<tr>
<td>Solicitation of Funds</td>
<td>34</td>
</tr>
<tr>
<td>Vendor Solicitation</td>
<td>35</td>
</tr>
<tr>
<td><strong>Resources</strong></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>37</td>
</tr>
<tr>
<td>Equipment</td>
<td>37</td>
</tr>
<tr>
<td>Facility Reservations</td>
<td>37</td>
</tr>
<tr>
<td>Campus Buildings/Rooms</td>
<td>37</td>
</tr>
<tr>
<td>Student Activities Center Conference Room</td>
<td>37</td>
</tr>
<tr>
<td>Display/Sign-up Tables in Caine Student Center</td>
<td>37</td>
</tr>
<tr>
<td>Getting Certified to Drive College Vehicles</td>
<td>38</td>
</tr>
<tr>
<td>Graphic Services</td>
<td>38</td>
</tr>
<tr>
<td>Mailing Services</td>
<td>38</td>
</tr>
<tr>
<td>Making Copies</td>
<td>38</td>
</tr>
<tr>
<td>Publicizing on Campus</td>
<td>39</td>
</tr>
</tbody>
</table>
Introduction

Student organizations are an important part of the educational experience at Illinois College. Student organizations provide students with opportunities to cultivate friendships and to develop leadership, communication and organization skills that will be beneficial in college and a career.

The Illinois College Student Organization Handbook is designed to familiarize student leaders with the rules and policies related to registered student organizations thereby helping the organization and students to be successful. While the handbook is intended to be a summary of topics, it is not a comprehensive listing of all rules and regulations pertaining to student groups. Additional resources, policies and regulations may be added at any time. The handbook is divided into seven sections: The Center for Student Involvement, Student Organizations, Funding, Policies and Procedures, Resources and Sample Forms. The information in these sections will encourage participants in organizations to make the most of their Illinois College experience. Please share this information with all members of your organization. Each person within the organization is responsible for adhering to all college policies and procedures.
Center for Student Involvement
The Center for Student Involvement (CSI) is within the division of Student Affairs. Our mission is to provide intentional and educational experiences, resources and support for students’ extra- and co-curricular involvement. In support of the College mission of developing students, involvement in activities through the Center promotes student learning and encourages a sense of community, personal development, leadership and fun. The CSI encompasses student organizations, the Student Activities Board, Greek lettered organizations, the IC Connections first-year and transfer student experiences, leadership development and more.

All components of the CSI complement academic programs through development of, exposure to and participation in a variety of programs, activities and leadership opportunities. Student involvement in extra- and co-curricular activities in college has shown to positively affect retention, development and levels of college satisfaction. The CSI provides students a chance to develop leadership, public speaking, marketing and public relations skills – and have fun while getting involved in campus life!

**Center for Student Involvement Staff**
Karen Homolka, Assistant Dean of Students and Director of the Center for Student Involvement
Ashley Childs, Assistant Director of Student Activities
Sarah Knapp, Assistant Director of Greek Lettered Organizations
Dorothy Trutter, Administrative Assistant

**Location**
The Center for Student Involvement is on the first floor of the Caine Student Center. We are next to the Fireplace Lounge across from the entrance to the Cummings Dining Hall.

**Hours**
Our regular office hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. We always welcome walk-ins, but if you can, call 217.245.3094 to make an appointment with any of the staff. If you would like to get into the Center for Student Involvement after hours for student organization business, please contact Public Safety at 217.245.3111 to let you in. We ask that you fill out the after hours log located next to the door if you use the Center after the regular office hours.

**Services**

**Caine Student Center Table Reservation**
Registered student organizations may reserve tables in the Caine Student Center to promote events, conduct sign-ups, fundraising and more. Tables in Caine Student Center may be reserved by contacting the Center for Student Involvement at 217.245.3094 or stopping by the office located in the Caine Student Center first floor. There are a limited amount of tables available, so please call for reservations ahead of time. You are responsible for setting up and taking down your assigned table at the beginning and end of your reserved time. You are also responsible for any items left on the tables and for storing items that are used at your table. Table supplies may be stored in the Center.
for Student Involvement while you have a table reservation. Any items left in the Center for Student Involvement after your table use is over will be disposed of.

Computers and Printers
Need to check your email? Want to create a flyer for your next event? We have computers and a black and white laser printer for you to use in the Center for Student Involvement.

Conference Room
Any registered student organization is welcome to reserve the conference room located adjacent to the Center for Student Involvement. The room seats approximately 15 people. To reserve the conference room, please call 217.245.3094 or stop in to speak with our staff and we’ll get you on the calendar. It’s a great place for your weekly meetings!

Faxes
Faxes related to student organization business can be sent and received in the Center for Student Involvement. The number is 217.245.3071. Please let the Center staff members know if you are expecting to receive or need help sending a fax.

Game and Activity Rental
The Center for Student Involvement has a variety of indoor and outdoor games and activities that student organizations may rent including bags, washers, Catch Phrase, Scrabble, Scattergories, Apples to Apples, Would You Rather and more. The rental fee is a $5 deposit per game that will be given back when the game is returned. If the game or activity is missing pieces or damaged, the deposit will not be given back to the organization. Games and activities can be rented by contacting the Center for Student Involvement at 217.245.3094 or by stopping by our office, located on the first floor of Caine Student Center. All game and activity reservations are made on a first come, first served basis.

Involvement Fair
The Center for Student Involvement organizes an involvement fair for all student organizations to recruit students to join their organization. The fall involvement fair is usually held on the first Tuesday of each fall semester when classes begin. The spring involvement fair is usually held on the Monday before spring semester classes begin. If you would like more information about participating in the involvement fairs, please contact the CSI staff at 217.245.3094.

Leadership Library
Come to the Center for Student Involvement and peruse the wide variety of books and resources available for student leaders. We have well over 100 resources covering a wide range of leadership theories and skills. Some of the general topics include: team-building, creativity, stress and time management, event planning, presentation skills, leadership and more! Check the books out with our CSI staff.

Lost and Found
The campus lost and found is located in the CSI. Any items left for longer than 30 days will be discarded or donated if appropriate.

- IDs – If you need to replace your ID card, please go to the Office of Facilities Management. There is a replacement fee.
- Keys – If you have lost your residence hall keys, please report it to your RA immediately.

**Preview**
The Preview is the campus-wide weekly newsletter and calendar. It is published each week when classes are in session and distributed on Mondays. Announcements for the Preview should be emailed to preview@mail.ic.edu by noon on the Wednesday before distribution. The Preview is also accessible via the Illinois College website at [www.ic.edu/preview](http://www.ic.edu/preview).

**Poster-Making Room**
Do you need help in promoting your activities? The poster-making room has a selection of colored rolls of paper, markers, pens, pencils, scissors, tape and more. Any registered student organization is invited to make use of these resources free of charge.
Student Organizations
Participation in clubs and organizations helps round out the college experience by sharpening organization, leadership and communication skills. The Center for Student Involvement serves as a resource to all student organizations.

**Categories**

**Academic Honor Societies** - Recognizes superior scholarship within a specific discipline.

**Campus-Wide Programming/Governing** - Represents the Illinois College student government along with campus programming organizations that serve the entire campus.

**Civic Engagement** - Provides opportunities to raise awareness about local and/or global issues. Many of these groups also volunteer within Illinois College, Jacksonville and outside communities.

**Club Sports/Spirit** - Provides opportunities for the participation in recreational and/or competitive sports teams.

**Cultural/International** - Promotes the culture of nations or ethnic groups.

**Departmental** - Promotes or complements a specific academic department.

**Greek Lettered Organizations** - Represents the men’s and women's literary societies in addition to the co-ed service fraternity.

**Music** - Provides opportunities for the participation in musical groups.

**Religious** - Provides communities for students to explore various faith traditions.

**Special Interest** - Provides communities for students who share common interests.

**Student Publications** - Provides opportunities to create quality student publications.
**Privileges**

A registered student organization may:

1. Obtain assistance in planning, implementing and evaluating social, cultural and recreational programs from Center for Student Involvement staff.
2. Obtain guidance for budgetary and administrative planning.
3. Reserve meeting rooms in the Center for Student Involvement and on-campus.
4. Request funds from student senate (if eligible).
5. Use the Center for Student Involvement workspace.
6. Use office equipment (computers, printers, paper cutter, etc.), poster-making room and office supplies (tape, scissors, staplers, etc.) in the Center for Student Involvement.
7. Reserve table space in the Caine Student Center.
8. Use all resources in the Leadership Library located in the Center for Student Involvement.
9. Establish an account with the Office of Accounting Services with purchase order, accounts payable and check writing privileges.
11. Solicit membership on campus under the organization name.
12. Use campus bulletin boards and the Preview to promote activities/events.
13. Use campus duplicating and postal services.
15. Participate in other activities related to registered student organizations.

**New Student Organization Registration Process**

**Getting Started:**

1. Pick up a “Becoming a Registered Student Organization” packet from the Office of Student Activities to begin the process.
2. Obtain at least five signatures, phone numbers, addresses and email addresses of students who would like to join the organization. If submitting this application during the spring semester, the signatures may not be students who will be graduating in May.
3. Each organization must secure a full-time faculty or staff member to serve as an advisor to the organization.
4. Completely fill out and sign the Application for Registration of a New Student Organization.
5. Compose a full constitution and by-laws for the organization.
6. The faculty or staff advisor must review the constitution and sign the application.
7. No new organizations can be registered after April 1 of each year.

**Becoming Registered:**

1. Submit to the assistant director of student activities:
   a. Application for Registration of a New Student Organization.
   b. Organizational constitution and by-laws complete with mission statement, membership requirements, voting procedures, etc. (A sample constitution is included in the application packet.)
   c. Include, if applicable, a copy of your national organization’s constitution and by-laws.
   d. Submit a hard copy of your constitution and by-laws.
2. The assistant director of student activities will review the information submitted and contact you with any questions.
3. Any requested changes or modifications to documents must be completed and re-submitted within two weeks.
4. After review, your information will be passed on to the Student Life Committee for consideration.
5. If approved, the CSI staff will be in contact with the designated leader of your newly registered organization.
6. If not approved, you do have the right to appeal. Please register your appeal with the assistant director of student activities via email. The Student Life Committee Chair may then forward your registration packet to the faculty for further discussion and a vote. The decision of the faculty is final. If denied, you may reapply to start an organization the following semester.
7. After final registration approval, the Student Life Committee will report to the faculty and to the student senate that a new student organization has been registered. The assistant director of student activities will send out an email to make the campus community aware that there is a new organization.

**Recruiting Members for a New Student Organization:**

1. Groups that have not yet been registered, but are looking for student members may work with the assistant director of student activities to send out ONE all student email and/or social media post from the CSI. They must submit the information to the assistant director and then s/he will send the email out.
2. Groups that have not yet been registered, but are looking for an advisor may work with the assistant director of student activities to send out ONE all faculty and staff email. They must submit the email to the assistant director and then s/he will send the email out.
3. Groups that have not yet been registered may also reserve a table in Caine Student Center for a total of seven days to develop interest.

**Returning Student Organization Registration**

In order to remain in good standing, all student organizations must complete an annual registration process, submit semester membership paperwork and attend mandatory leadership training sessions. The information given on annual registration forms will be used to update organization information in College publications (the Blue Book, College brochures and website) and to create a student organization database for the campus community. Semester membership information helps to ensure that all active participants receive credit for their involvement. The required training sessions help keep student leaders informed of Illinois College policy changes, budgetary procedures and ways to help their organizations succeed. A list of specific requirements is listed below.

**Requirements**

In order to be in good standing, all student organizations MUST:

1. Have at least five active members.
2. Comply with ALL College regulations and state, local and federal laws.
3. Attend mandatory leadership training sessions held by the CSI staff.
4. File a Student Organization Annual Registration Form with the CSI by the end of the spring semester. No funds will be allocated from student senate until this form is complete and on file (forms are available on Conn3ct2).
5. Submit updated rosters (including the name, identification number, telephone number, address and email address of every member, officer and advisor) to the Center for Student Involvement two weeks before the end of each semester.
6. Submit any changes of the organization’s officers, advisor(s), or constitution to the assistant director of student activities in writing within 14 days of the change.

7. If the organization has an on-campus account for their funds, they must complete annually, or when officers change, an Account Withdrawal Authorization Form.

8. Elect only eligible persons to office or membership within the student organization.

**Withdrawal/Suspension/Loss of Registration**

1. Any organization may relinquish its registration at any time by submitting a written notice to the assistant director of student activities and/or assistant dean of students. The notice must be signed by the officers and the advisor and must indicate disposition of organizational funds.
   a. Notice must certify that there are no outstanding debts or current disciplinary actions pending against the organization.
   b. The date of the letter relinquishing registration shall be the effective date of the cancellation of registration.

2. The registration of an organization may be suspended by the CSI staff for failure to meet any one or more of the conditions for registration and/or meeting the requirements of the College and/or organization.
   a. The CSI staff will oversee organizations that wish to work toward having their suspension lifted.

3. An infraction of College regulations or local, state or federal laws should be immediately referred to the CSI staff and will be dealt with accordingly.

4. The organization should consider its registration suspended upon receipt of written notice from the CSI staff, stating the suspension and the reason(s) for the action.
   a. Communications pointing out the needed organizational changes may precede or follow the above letter of suspension.

5. Appeals of the suspension should be directed to the assistant dean of students.
Funding
Receiving Funding
After you have successfully become a registered student organization, you may then be eligible to receive funding. The Illinois College Student Senate is responsible for allocating student activity fees for Illinois College. Funding is based on the type of programs or services your organization wants to provide to the student body and campus community.

An organization must prepare a detailed budget on the programs they would like to sponsor during the next year. Student Senate requests that you include all costs that are necessary to facilitate these programs. Budget proposals will be submitted to student senate for allocation procedures. Questions regarding funding applications, policies and forms should be directed to the senate finance committee.

Please also note that special attention be paid toward the following:
- Mileage will be estimated at $0.41 per mile for College and personal vehicles.
- Student organizations cannot use student activity fee funds to purchase alcohol.
- Student organizations may not use student activity fee funds to make direct or indirect donations to off-campus organizations or individuals.

Budgeting
The first thing a student organization needs to do before applying for funding is to create a budget. The budget should be realistic in order to accomplish what the organization has set out to do and should clearly be tied to the purpose of the group. Preparing a budget may seem difficult, but it is worth the effort because it will help you identify exactly what your needs are, point to avenues for meeting those needs (often money is not needed, as many items can be donated) and show prospective donors that you are organized and serious.

Student organizations are expected to obtain funds by other means such as fundraising and dues when appropriate. Factor into your budget what things you can realistically expect to have donated and what things you will have to purchase. Be sure to design a budget itemizing all of your expenses before you begin a fundraising plan. It costs money to raise money, but it should generally only cost, at most, 25% of the total raised. Don’t spend $75 to raise $100. Also, remember that it is necessary to contact the Office of Advancement and Development with fundraising ideas before they can be implemented. You can learn more about fundraising guidelines in this handbook in the policies and procedures section under solicitation of funds. It is important to do a cost-benefit analysis before any fundraising activity.

Plan carefully for income and expenses and remember to consider time restraints. Also, remember that student senate funding is not intended to be the only source of funds. If you have questions about developing a budget, seek out assistance from your advisor or staff in the Office of Student Activities.
**Purchases and Reimbursements**

**Student Organization Accounts:**
1. All student organizations must create an account through the Office of Accounting Services in order to pay bills and track fundraising. Please note that accounts will only be created when a student organization has funds to deposit.
2. Any student organizations that receive funding from student senate must have an account through the Office of Accounting Services.

**Petty Cash Reimbursements:**
1. Petty cash slips can be found in the Office of Accounting Services and are used for reimbursements that total $35.00 or less.
2. Reimbursements will not be approved without the authorized signatures and original receipts.
3. If you are an authorized signatory for your organization, you cannot sign for a reimbursement for yourself; you will need an additional signature.
4. Make sure to copy the receipts for your organization records before going to the Office of Accounting Services for reimbursement. The Office of Accounting Services will keep the original receipts.
5. All receipts must be itemized.

**Requisition Form:**
1. For ALL purchases, a requisition form must be completed.
   a. If you are spending under $35.00 and you are following the petty cash reimbursement information, a requisition form will not be required.
   b. For all purchases $1,000 and over, a purchase order is required.
      i. To request a purchase order, check the first box “Request for Purchase Order” and attach a quote from the vendor.
      ii. Once the proper signatures are obtained, submit to the Office of Accounting Services to initiate the purchase order. (Requests submitted without all needed signatures may experience a delay in processing.)
      iii. Once the purchase order is completed in the Office of Accounting Services, one copy will be mailed directly to the vendor and the requisition with the purchase order will be returned to the initiator.
      iv. When the materials/items ordered have been received, the requestor should return the requisition, quote, copy of the purchase order and an original invoice to the Office of Accounting Services. Make sure to mark the second box of the requisition – “Check Request”.
      v. When the Office of Accounting Services has received all the aforementioned items and has verified all for accuracy, a check is written.
      vi. Indicate clearly on the requisition what should be done with the payment once a check is written. Choose EITHER the check box “check is to be mailed” or insert a name into the “check will be picked up by” area. Requisitions submitted without either of these items completed will be automatically mailed.
2. For all purchases of $999.99 and under:
a. Check the second box “Check Request” and attach the original invoice. An original invoice on vendor letterhead or with complete vendor information is required; photocopies and invoices typed/printed on plain white paper are unacceptable.

b. Once the proper signatures are obtained and the original invoice is attached to the requisition, submit to the Office of Accounting Services for payment.

c. When the Office of Accounting Services has ALL the supporting documents, a check is then written. The original invoice is required.

d. Check the appropriate box on the requisition if the check is to be mailed or picked up.

**Making Tax Exempt Purchases:**

Illinois College has been granted tax-exempt status by the Illinois Department of Revenue. The current exemption letter was granted on March 11, 2011, and will expire on April 1, 2016. The current exemption number is E9984-7299-06.

In order to forgive sales tax, vendors are required to have our tax-exempt letter on file. The sales tax exemption does not apply to food and beverages purchased in restaurants, nor does it apply to hotel charges. To obtain a copy of the letter or have a copy of the letter sent to a vendor, please contact the Office of Accounting Services at 217.245.3015.

In addition to Illinois sales tax exemption, Illinois College has received sales tax exemption in other states which include: Florida, Minnesota, Missouri, Tennessee and Wisconsin.

If you need to establish sales tax exemption for any other state not listed here, please contact the Office of Accounting Services for assistance. A copy of all sales tax exemption letters must be kept on file in the Office of Accounting Services. Please direct questions to the Office of Accounting Services at 217.245.3015.

**Reimbursement Request:**

1. Receipts must be accompanied by the Request for Reimbursement Form.
2. The Request for Reimbursement Form must be completed by the requestor. This includes coding ALL expenses to a proper general ledger account and obtaining ALL the necessary signatures prior to submission to the Office of Accounting Services.
3. Any charges for entertainment purposes require a business purpose explanation. For example, “lunch with building contractor relating to new residence hall,” this explanation is to be added to the receipt itself. If there are numerous such charges, please attach a written memo with explanation.
4. Charges that are from a vendor require an original receipt. The receipt must indicate a payment method (VISA, MC, cash) or contain the phrase “Paid in Full.”
5. The requestor must attach ALL necessary itemized receipts. Incomplete requests may experience a delay in processing and/or be returned for additional documentation.
6. Once a requestor has gathered all necessary documentation, the reimbursement request should be given to the requestor’s student organization officers/advisor(s).
7. It is the student organization officers’ and/or advisor(s)’ responsibility to verify that all supporting documentation is attached and completed prior to submission to the Office of Accounting Services.
8. Once completed, the requestor will have it signed by the appropriate people and will then submit the statement to the Office of Accounting Services for payment.

9. The Office of Accounting Services will examine the Request for Reimbursement Form to verify it is completed properly and all necessary signatures are present.

10. The Office of Accounting Services will then process the request and a check is created in the name of the requestor.

**Signature Requirements:**
1. All transactions up to $999.99 require a minimum of two signatures. The student organization president or treasurer must approve the requisition and the student advisor must also approve it.
2. All transactions of $1,000 up to $2,499.99 require all the above noted signatures and the appropriate vice president's approval.
3. All transactions of $2,500 to $9,999.99 require all the above noted signatures and the chief financial officer's approval.
4. All transactions of $10,000 and above require all the above noted signatures and the signature of the President.
5. Literary societies may have additional signatures required. Please see your advisor for details.

**Checks:**
1. Requests for checks must be in the Office of Accounting Services by 4:30 p.m. on Tuesday for a Friday pick-up.
2. Checks are available for pick-up on Fridays after 10 a.m.

**Depositing Money:**
1. Receipts should be deposited within one business day following the event.
2. All departments should complete the standardized Funds Deposit Form when depositing cash with the Cashier. The deposit form is available on Connect2.
3. The Cashier shall verify the total recorded on the Funds Deposit Form by counting the deposit in the presence of the Depositor.
4. The Cashier shall provide a Jenzabar-generated receipt for all deposits.
5. Account name and description should be completed. Departments that have no variances in the information should complete the data on a blank receipt and make copies for future use.
6. Questions on an account name and description should be addressed to the Cashier, who will also provide coding information, account and detail class.
7. When total receipts do not equal the total deposit, the variance should be extended in the over/short line. The variance should never be added to or deducted from starting cash in an attempt to balance receipts to deposits.
8. The period covered by the deposit should be entered in the date area of the Funds Deposit Form.
9. Deposits should be presented to the Cashier between 8:00 AM and 5:00 PM, Monday through Friday.
10. The Office of Accounting Services is the only department authorized to have a bank account. All other campus departments and student organizations are prohibited from opening any bank account to deposit College funds. All receipts collected by any department
in the performance of assigned duties are considered College funds and must be deposited through the Office of Accounting Services.

Handling Cash:
All funds received on behalf of the College must be deposited in the Office of Accounting Services. This includes, but is not limited to, proceeds received from the use of campus equipment and facilities, sponsorships paid to the College, the on and off campus sales and services of items financed with College funds, tuition and fee payments, gifts, grants, contracts, prizes, awards, raffles, fines, permits, rewards, licenses, tickets, admission fees, proceeds from the sale of scrap metal, refunds and rebates. All funds received, including any “start-up” cash must be deposited in the Office of Accounting Services.

Expenses associated with generating the proceeds must be incurred according to the established campus purchasing policy and reimbursed accordingly. Any exceptions to this policy must be approved in advance and in writing by the campus controller. Effective with the adoption of this policy, individual academic/campus departments and student organizations are prohibited from opening any new private checking or savings accounts. All funds must be deposited in the Office of Accounting Services in Tanner Hall. Any noncompliance will be considered a serious violation of campus policy and will be dealt with accordingly.

Before handling cash, all student organizations must:
1. Have the approval of the Office of Accounting Services. If necessary, departments can request starting cash from the Office of Accounting Services in the form of a requisition.
2. Obtain a locking cash box from the Office of Accounting Services unless a cash tray or other secured device is available.
3. During events, restrict access to cash boxes or deposit bags to authorized persons, and keep them in a secure location.
4. Have the ability to secure funds in a safe or locking file cabinet when not in use.
5. Restrict to the absolute minimum the number of individuals with knowledge of the location of the secured money.
6. Have a procedure in place for changing combinations/keys of secured devices when employee changes occur.
7. Designate one person to be responsible for the funds.

Helpful Tips:
1. Take care in handling cash transactions. Count change carefully. Inspect large bills and all checks for evidence of fraud or counterfeiting.
2. Checks transacted (received) should be made out to “Illinois College”.
3. Postdated checks will not be accepted for payment.
4. Cash handling accounts (cash boxes) are designed for transacting business and should not be used as a check cashing fund for students, faculty or staff.
5. Refunds should not be made out of cash receipts. If a refund is needed, a request should be sent to the Office of Accounting Services indicating the receipt number, date of receipt, amount of receipt, amount to be refunded, and an explanation if necessary.
6. No expenditures can be made directly out of receipts. All expenses associated with an event must be initiated through established purchasing procedures and reimbursed accordingly.
**Losses:**
Any theft or disappearance of cash should be immediately reported to the Office of Accounting Services. Illinois College reserves the right to take corrective action for any impropriety involving the handling of cash and cash boxes which may include some or all of the following: loss of cash handling privileges, discipline, suspension, termination of employment and/or prosecution through the civil or criminal court system.

**How to Keep Records:**
Keeping records of your account is very important to do during the year. Each year, your organization will have an audit of their accounts. During the audit, auditors will look at copies of any documents your student organization submitted to the Office of Accounting Services. They look to make sure proper signatures are on all documents. Here is a list of how to keep consistent, precise records during the year:

1. Keep a ledger starting with the beginning balance and log each deposit or withdrawal/payment.
2. Keep a copy of any documents submitted to the Office of Accounting Services showing proper signatures.
3. Keep a copy of the receipts, invoices, contracts and deposit slips. Remember that copies can be made in the Center for Student Involvement.
4. Reconcile your account records with the Office of Accounting Services records near the end of each semester. There are some items for which you will not have receipts that will be on the printout (i.e. vehicle mileage, copy and postage charges).

**Getting a Print Out of Your Accounts:**
It is important to compare your records to those on file in the Office of Accounting Services. You should receive a printout once a semester. If you would like an additional printout of your accounts, please call the accounting services at 217.245.3015. When requesting printouts, please make sure you tell them your account number(s) and where you want the printout(s) sent. You are encouraged to look at the printout of your account(s) at least once every semester to keep track of any charges of which you may not be aware.

**Other Funding Sources**

**Fundraising**
Fundraising events, raffles or activities are designed to increase the visibility of your group and encourage individuals to make contributions. They can also be a great opportunity for organization members to take the lead on a project. Consider holding a car wash, used book sale or a rummage sale. They are easy to plan and most people have participated in at least one of these events in the past. If you need assistance in organizing your fundraiser, please don’t hesitate to contact the Office of Student Activities for assistance. In addition to the monetary support you receive, these events are great publicity for your organization. Fundraisers can build awareness for your programs and forge strong community contacts.

At times student organizations may want to sell goods to students, faculty and staff as a way to raise funds and build awareness for different issues. Please note that students and student organizations
may not solicit funds for donations, or in exchange for goods, “desk to desk” in campus offices. Student organizations can provide other opportunities for willing donors to contact the fund-raisers: campus emails, posters and/or setting up a table in the Caine Student Center or another building on campus. Many of our employees are very generous towards student-led fundraisers and we want to provide College employees an opportunity to donate in a non-pressured atmosphere.

Before planning a fundraiser, please consult the policies regarding fundraising in the solicitation of funds and raffle sections of this handbook.

**Co-Sponsoring**

The co-sponsorship of programs is a great option because it combines resources of existing groups and/or departments, and generally benefits all co-sponsoring organizations, as well as the general student population.

The most successful co-sponsoring arrangements consist of the following components:

1. A proposal early in the planning stages that two or more groups combine resources in order to carry out a successful program or event.
2. The involvement of all co-sponsoring organizations in the planning, marketing and execution of the event. (Simple requests for monetary contributions from student groups do not always create a sense of ownership on the part of co-sponsoring groups and may discourage groups from assisting financially or otherwise.)
3. A written agreement of which organizations will carry out which part of a program or service. Written agreements should list the time and date of the program, the agreed-upon responsibilities of all co-sponsoring parties and the signatures of all co-sponsoring parties.
4. The recognition of all co-sponsoring organizations or departments in advertising and promotion campaigns before, during or following the event.
Policies and Procedures
Policies and Procedures

Chalking Outside
Using chalk designs/signs to promote your organization’s events and/or meetings is only allowed on outdoor concrete sidewalk areas that are exposed to the weather and can easily be washed away by rain. No chalking is allowed on the exterior of campus buildings.

Contracts
The Office of Student Activities can assist student organizations and their advisors with contract negotiation and processing. Contracts are utilized for a variety of services such as entertainment, special events, services and consulting. Please call 217.245.3094 or visit the student activities office to obtain advice before requesting or executing a contract.

The successful presentation of an artist always starts with a good contract. Remember, all contracts are negotiable. You never have to accept a contract the way it is sent to you. A contract is a mutual agreement to reach a goal with benefits for both parties. It should contain as much information as possible and be as straightforward as possible.

Working with an Agent/Representative
Working with an agent, representative or an artist can be an excellent learning experience. It is important to be prepared when you speak with them. Below are lists of helpful things to think about before you speak with an agent or representative and important questions to ask. Above all, remember to explain to the agent or representative that the call or email is for informational purposes and that no commitment can be made at this time.

Things to know before connecting with an agent or representative:
1. The date(s) you want the artist/service/event to take place.
2. How much money you have available in your budget.
3. How long you would like the artist/service/event (Do you want a 50-minute performance, a 90-minute performance or a series of two 45-minute sets?).
4. What time you want the artist/service/event to take place.
5. What size space will be needed for a performance/event.
   a. Make sure space on campus is available at the desired date and time.

Things to ask an agent or representative:
1. Is the artist/service/event available on your optional dates and times?
2. What is the cost of the service?
3. What is the typical length of the performance? Does the artist perform for any other lengths of time? Does this affect the cost?
4. Will the artist/service be in the area around the desired date for any other performances? Will that be reflected in the cost? (Often, if the artist is booked nearby costs will decrease because of lower transportation costs for the artist.)
5. What size venue will the artist/service need? (This will allow you to make sure you have adequate space available.)
6. What does the artist/service supply technically? (This includes sound, lights, power, staging, equipment, etc.)
7. Does the artist/service require hospitality, at their cost or yours? (This includes meals, housing, etc.) Remember that we are not allowed to provide alcoholic beverages.
   a. Will the artist/service require a meal? Are there special considerations (kosher, vegetarian, etc.)?
8. What promotional materials are supplied for advertising?
9. Is there a contact person for the artist/service?
10. When will the artist/service arrive?
11. Will the artist/service need people to help unload and load equipment?
12. How much time before the show will the artist/service need for set up?
13. What is the artist’s cancellation policy?

Some of the above questions may seem too detailed for a first communication, but it is important to gather this information before you decide to book an artist or service. All of the above questions should be answered in a straightforward manner in the contract and rider. Again, remember that all contracts are negotiable. If you see something that does not work, speak to the agent/service provider about making a change.

When your student organization receives a contract from any agency/service provider with whom you have booked an event, read through it carefully. Make sure that all information on the contract is correct and check to see what the terms and conditions are for your event. **Once the organization reaches a mutually agreed upon document with the artist/agency, the contract must be approved and signed by the dean of students or his/her designee. Students are not authorized to sign contracts for the College.** After the contract is signed, it can then be mailed/faxed or scanned to the agency/service provider. Make sure you make a copy of the signed contract so that you can refer to it later.

**Convocation Credit**

Convocations are presentations for the campus community intended to foster “an academic and social environment marked by a pervasive sense of concern for the intellectual, moral, social, aesthetic and spiritual development” of our students (Illinois College Vision Statement). Convocation programs normally involve bringing special, non-local resources to the campus community and persons or programming that our students might not otherwise get the opportunity to see. If your student organization is bringing in an all campus program and you would like to apply for convocation credit, information may be found in the Office of Academic Affairs located on the second floor of Tanner Hall or on the Illinois College website at http://www.ic.edu/RelId/619223/ISvars/default/Application_for_Convocation_Credit_and_Funding.htm. Please remember that convocations are an integral part of the general education program and should be tied to the mission and vision of the College.

**Film/Movie Viewing**

Federal copyright law restricts the use of video cassettes and DVDs for private showings and prohibits their public performance. A public performance includes, but is not limited to, showing a
motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor, lounge), or showing a motion picture by broadcast or transmission.

Student organizations that would like to publicly show a motion picture in any form (film, video, DVD, etc.) must secure a public performance license. It is relatively easy to get one and usually requires no more than a phone call. Fees for the license are determined by such factors as the number of times a particular movie will be shown, how large the audience will be and how popular the film is. While fees vary, they are generally inexpensive for smaller performances. The major firms that handle these licenses include: Films, Inc. (1.800.323.4222); Swank Motion Pictures, Inc. (1.800.876.5577); Motion Picture Licensing Corp. (1.800.338.3870); and Criterion Pictures USA, Inc. (1.800.890.9494). If your organization would like to show a movie and are interested in looking at what titles are available you can visit the websites of the aforementioned companies.

**Food Service**

All student organizations that would like food at their events on campus should consider going through Chartwells Food Service. To arrange food services at your event, you can contact Chartwells at 217.245.3025. Any food service arrangements will be charged to your student organization. The set-up and menu arrangements must be made at least two weeks in advance. Confirmation of the final number of people attending a food service event must be given 48 hours in advance.

As of Fall 2014, the College’s contract with Chartwells changed. Student organizations can now use an outside vendor to have food at their events. Please note however, those vendors cannot use Chartwells food storage or food preparation areas in Cummings, Common Grounds and Uncommons. The outside vendor would have to bring in the food fully prepared or bring their own cooking equipment to prepare the food.

**Hazing**

Illinois College prohibits conduct by individuals, organizations or groups affiliated with the College that is in violation of the Illinois law on hazing, or any hazing activity which threatens a person’s rights or self respect, which disrupts community life or which encourages the violation of civil, state or federal law.

It is the College’s belief that all students have the right to join any organization, group or athletic team without threat, harassment, humiliation or ridicule. Hazing is not permitted by Illinois College. We define hazing as any action taken or situation created, intentionally, whether on- or off-campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule.

The following are all clear examples of hazing, and will not be tolerated by Illinois College:

- Forced consumption of drugs and/or alcohol, either by command or implied pressure
- Sleep deprivation or creation of excessive fatigue
- Endurance activities such as forced exercise
- Paddling in any form
- Forced vandalism and/or shoplifting
• Physical and psychological shocks.
• Road trips or any other such activities.
• Wearing publicly, any apparel which is conspicuous and not in normally good taste.
• Engaging in public stunts or pranks.
• Morally degrading or humiliating games or activities.
• Late work sessions which interfere with scholastic activities.
• Any other activities which are not consistent with the regulations and policies of Illinois College.

Known offenders will run the risk of losing the right to attend Illinois College. Those in violation of the Illinois Hazing Act are also subject to the sanctions of the State of Illinois. Current state statutes define hazing as a Class A misdemeanor. If the hazing results in death or bodily harm, the charge becomes a Class 4 felony.

Any questions and/or reports of hazing should be directed to the Hazing Hotline at 217.245.3366.

**Hotel Reservations**
Illinois College has established relationships with two local hotels which give us a reduced corporate rate. Any time your student organization will be bringing guests to campus who will require an overnight hotel stay, please try to house the guest(s) at one of these establishments.

<table>
<thead>
<tr>
<th>Hampton Inn</th>
<th>Holiday Inn Express</th>
</tr>
</thead>
<tbody>
<tr>
<td>1725 W. Morton Road</td>
<td>2501 Holliday Lane</td>
</tr>
<tr>
<td>Jacksonville, IL 62650</td>
<td>Jacksonville, IL 62650</td>
</tr>
<tr>
<td>217.271.0415</td>
<td>217.245.6500</td>
</tr>
</tbody>
</table>

When calling to make the reservation, please remember to:
1. Call the local number listed above – not the national 800# reservation line.
2. State that the reservation is for Illinois College and should be direct billed.
3. State your name and student organization for the billing information.

A few days after the guest leaves campus, the Office of Accounting Services will receive a bill from the hotel, which will be forwarded to your student organization. The person who originally made the reservation should complete a Requisition Form and return it to the Office of Accounting Services for payment.

**Noise and Nuisance**
The Illinois College noise policy is based on the belief that all students residing in the Illinois College community, on- and off-campus, have a responsibility to respect the rights, health, security and safety of other campus and community members. Student organizations must comply with the Illinois College quiet and courtesy hours. Student organizations must also follow the respective noise policy of each facility/area on campus. Please note that the city of Jacksonville noise ordinance requires that all loud noise conclude by 11 p.m.

**Off-Campus Travel and Vehicle Use**
Remember to think ahead when planning a trip off-campus. After the trip has been approved, securing transportation is important. The College has vehicles that can be reserved – check with the Office of Facilities Management at 217.245.3162 for availability. The mileage rate if using an Illinois College vehicle is $.41 per mile.

Employees and students have the option of also taking their own vehicle. Reimbursement should then be done by using the Illinois College Request for Reimbursement. Mileage reimbursement for using your own vehicle is $.50 per mile.

**Sequence of Events in Planning a Trip**

Any group that is planning to use an Illinois College vehicle for an overnight trip must have a full-time faculty or staff member present on the trip. A College employee does not have to be present for day trips. Please refer to the section below that applies to the specifics of your trip. All forms listed below may be obtained in the Center for Student Involvement.

**Planning a Trip Using College Vehicles**

- Complete the Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Form. This form will need to be signed by the head of the designated department. Please make sure the department chair receives the pink copy of the form. The specific department heads are listed on the top of the Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Form.
- Upon approval from the department head, an individual or group can reserve a van from the Office of Facilities Management. This can be done by calling facilities management at 217.245.3162 or by visiting the physical plant at 410 Park Street.
- At time of reservation, the yellow copy of the signed Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Forms must be submitted to facilities management.
- The trip requestor, group advisor or faculty member is to keep the white copy of the Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Forms.
- All students, faculty or staff that plan on driving an Illinois College vehicle, must be certified. To get your vehicle certification, please contact the Office of Public Safety at 217.245.3111. Your certification test must be taken seven days prior to your trip departure. Campus security will request a copy of your driver’s license in order to review your driving record.
- If a student decides to decline the provided transportation and requests to drive their personal vehicle, the yellow Personal Travel Disclaimer form must be completed. A copy of this form must be given to the advisor of the sponsoring student organization or the faculty member before departure.
- Prior to the day of departure, check to make sure all participants have read the Illinois College Student or Participant Waiver and Release for Off-Campus Programs Form and signed the signature sheet.
- Along with the waiver and release form, all participants must fill out the Off-Campus Trip Participant Emergency Contact List. Please make sure to send or give the appropriate copy to the campus security.
• The group advisor or faculty member must keep a copy of the Illinois College Student or Participant Waiver and Release for Off-Campus Programs Form signature sheet and the white copy of the Off-Campus Trip Participant Emergency Contact List.
• The College employee or a trip participant should receive the yellow copy of the Off-Campus Trip Participant Emergency Contact List.
• On the day of departure, the group or individual may pick up keys, gas card and Vehicle Mileage Report from the physical plant during business hours (8 a.m. to 4:30 p.m. on Monday through Friday). If you are going on a weekend trip, the above items must be picked up on Friday.
• Before claiming the vehicle, a copy of the Travel Checklist must be completed for facilities management. When giving this form to facilities management, along with the checklist must be a copy of the Illinois College Student or Participant Waiver and Release for Off-Campus Programs Form signature sheet and a copy of the Off-Campus Trip Participant Emergency Contact List. This checklist must be signed by facilities management/campus security before any keys are issued.
• At the time of vehicle pick-up, the College vehicle will have had an initial inspection that will address the cleanliness of vehicle, dents and/or dings, fluid levels and general auto inspection.
• The requestor will inspect the vehicle with a facilities management employee and sign a statement that the vehicle is in the condition noted. The requestor may choose to give up their right to check over the vehicle, but must indicate that on the Inspection Sheet.
• After the Inspection Sheet is signed, the facilities management staff will issue the keys for the reserved vehicle(s). Along with the keys there will be a gas card and a Vehicle Mileage Report. Please make sure the beginning mileage is recorded on the Vehicle Mileage Report before leaving campus.
• Before you depart, please make facilities management and/or campus security aware of any additions or changes to your participant list.
• If a group is traveling at night, there must be two individuals, besides the driver, awake in the vehicle at all times.
• Please note that upon return, the vehicle must be cleaned of all debris and filled with gas. Any scratches, dents or mechanical concerns should be noted at this time. The fees for any unreported damages or debris are listed on the bottom of the Inspection Sheet.
• If a van is returned without a full tank of gas, the department that requested the van will be charged for the fill.
• After returning from a trip, the vehicle should be returned to the physical plant lot and the ending mileage should be completed on the Vehicle Mileage Report.
• The van will be inspected by a facilities management employee during office hours or by campus security after hours. No vehicle is to be left at the physical plant without being inspected. If a vehicle is not turned in and/or inspected, the department/organization that used it will be responsible for all damages upon completion of the inspection. If arriving after regular office hours, please notify campus security at 217.245.3111 at least 20 minutes before expected arrival time to arrange for return inspection.
• The requestor will sign off on the Illinois College Inspection Sheet and the Vehicle Mileage Report and, with no extending circumstances, will be released of responsibility upon completion of the inspection.
• Following the trip, the student organization will be charged and the funds will be automatically withdrawn from each group’s respective account.

Planning a Trip Using Personal or Rented Vehicles
• Complete the Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Form. This form will need to be signed by the head of the designated department. Please make sure the department chair receives the pink copy of the form. The specific department heads are listed on the top of the Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Form.
• The trip requestor, group advisor or faculty member is to keep the white copy of the Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Form.
• A College employee must be present for any overnight student trips. This policy applies when either rental or personal transportation is used.
• If it is a day trip, a College employee does not have to be present on the trip, however the Off-Campus Trip Authorization and Pre-Approval Vehicle Usage Form must still be processed.
• Prior to the day of departure, check to make sure all participants have read the Illinois College Student or Participant Waiver and Release for Off-Campus Programs Form and signed the signature sheet.
• Along with the waiver and release form, all participants must fill out the Off-Campus Trip Participant Emergency Contact List. Please make sure to send the appropriate copies to the designated departments listed on the bottom of the form.
• If a group is traveling at night, there must be two individuals, besides the driver, awake in the vehicle at all times.
• If a group decides to use their personal vehicle, reimbursement should then be done by using the pink Illinois College Request for Reimbursement form. The group advisor and/or student drivers must keep track of the beginning and ending mileage.
• Mileage reimbursement for using your own vehicle is $.50 per mile. The Illinois College Request for Reimbursement form can be turned into the Office of Accounting Services for reimbursement.
• If a group decides to use rental vehicles, the group is responsible for all communication and payment to the rental company.

Bad Weather Conditions
• If driving conditions are in question because of weather, the group advisor will determine if the trip should be cancelled. This decision could be overridden by facilities management at any time.

Rental Car Procedures
Illinois College has established a relationship with Enterprise Rent-A-Car which gives us a reduced corporate rate. Any time your department will be renting a vehicle, please use this vendor whenever possible.

Enterprise Rent-A-Car
950 W. Morton Avenue
When calling to make the reservation, please remember to:
1. Call the local number listed above – not the national 800# reservation line.
2. State that the reservation is for Illinois College and should be direct billed.
3. State your name and department for the billing information.

A few days after the vehicle is returned, the Office of Accounting Services will receive a bill which will be forwarded to your student organization. The person who originally made the reservation should complete a Requisition Form and return it to the Office of Accounting Services for payment.

Record Keeping
All of the above records must be kept by the group advisor or faculty member until the completion of the academic year. All forms and trip information should be shredded at this time.

Posting Policy
The following guidelines have been established to help the Illinois College community promote events and activities that support the mission of the College and the Affirmation of Community Responsibility. It is not the intent of this policy to censor or otherwise control the content of notices or other materials to be posted on campus. Any posted materials should not be in violation of College policy or civil law. For the purposes of this policy, publicity is defined as printed and electronic materials including, but not limited to: flyers, emails, posters, table tents and banners.

On-campus Organizations
1. Publicity may be posted on general use bulletin boards and metal sign strips in all campus buildings. Some bulletin boards that have been designated for particular campus organizations or departments are not for general postings.
2. Publicity may be posted in any campus building on glass.
3. Publicity must include the name of the sponsoring organization.
4. Persons who post are asked to be considerate of others who have posted. No publicity may cover previously posted material and only one item per event should be posted on each bulletin board.
5. Publicity may only be posted for three weeks and must be removed within 48 hours after the conclusion of the event. All campus community members are encouraged to remove any notices that are clearly expired. Publicity that is promoting a series or semester list of activities or events may post items for longer than three weeks.
6. The sponsoring organization assumes the responsibility that all its notices will be posted and removed according to these regulations.
7. Publicity can **NOT** be posted on doors, walls, brick interior walls, any painted surface or floors, mirrors, light fixtures, stairways, stair railings, exterior walls, outdoor furniture, trash receptacles, utility poles, trees, shrubs or grassy areas on campus. Doors not in community walkways are an exception, such as faculty and staff offices, restroom stalls and personal decorations in student residences.
8. Flyers or notices may not be placed in or attached to automobiles on campus.
9. Red paper may not be used for publicity. The Office of Public Safety reserves the right to use red paper to post timely notices important for the campus community.
10. Using duct tape is prohibited and may result in damage billing. The use of scotch tape, staples, nails, etc. in non-standard posting locations is also prohibited and may result in damage billing.
11. Promotion of the consumption of large amounts of alcohol, events where drinking is the primary focus and alcohol pricing information are all prohibited. Further, alcohol imagery and words cannot be the primary focus of promotional materials.
12. Materials to be posted in the residence halls should be submitted to the Office of Residential Life. If meeting policy guidelines, the materials will be distributed to the residential life staff for posting. For one announcement per residence hall floor, 35 flyers should be submitted.

Off-campus Organizations
1. The College prohibits the use of campus grounds or buildings by non-College personnel for the purpose of commercial solicitation of students or sales of any type.
   a. On an individual basis, the CSI staff may approve advertising for off-campus businesses and events that are consistent with the programmatic values of the College.
   b. If approved, vendors and other non-College personnel may post notices in the Caine Student Center for up to two weeks.
   c. Publicity for off-campus businesses and events must be signed and dated by the CSI staff.
   d. Generally, venues serving alcohol are not allowed to advertise on campus.
   e. Beyond posting in the Caine Student Center, off-campus vendors can be directed to place ads in the Rambler, and IC sports programs and to take part in the community showcase in the fall.

Requests for exceptions and/or any concerns about the policy may be made in writing to the assistant director of student activities. S/he will consider and consult with any additional staff members needed and respond to the request and/or concern as soon as possible.

Raffles
Raffles are a great means of fundraising for student organizations. Any student organization that plans on selling raffle tickets must purchase a raffle permit from the Jacksonville City Clerk’s office. Permit costs can vary and should be paid at the time of registration. The City Clerk’s office can be found at 200 West Douglas or you can call them at 217.479.4613. All information can also be found online by going to www.municode.com/library/IL/Jacksonville → Chapter 17 → Article II: Licensed Raffles. Applications can also be found online. Go to www.jacksonvilleil.com → City Departments → Administration → City Clerk → Licenses Issued → Raffle License. Applications must be submitted in person.

Scavenger Hunts
If properly conducted, scavenger hunts can have value and be educational experiences. Student organization officers should follow these recommendations to ensure that scavenger hunt activities are safe, appropriate and useful for students who participate in them.
1. Conduct hunts during reasonable hours of the day. (NOT between 12 midnight and 7:30 a.m.)
2. Participants should NOT be given a time limit to determine a “winner”.
3. Hunt should augment participants’ learning about their organization, field of study or the College.
4. Hunt should encourage participants to work as a team (should not hunt alone).
5. DO NOT PERMIT PARTICIPANTS TO STEAL PROPERTY OR TO TRESPASS.
6. Hunt should not disrupt regular College business or the peace of community residents.

Social Media

Social media as a platform is a powerful tool for communication, marketing and interactive dialogue. The ease and speed of both publishing and accessing information make social media tools both attractive and potentially dangerous. Because the voice of the institution and that of the individual are at risk of blending and blurring, the College has adapted the following policy and guidelines for the development and use of social media. Such sites include, but are not limited to, Facebook, LinkedIn, Twitter and YouTube. Student organizations interested in creating pages for their organizations utilizing any form of social media should consult this policy and remember that by being a registered student organization, the organization pages can affect the perceptions of Illinois College and any national affiliations of which your organization may be a part.

The following information and policies provide guidance on general social media use by your organization as well as the procedures and policies for starting an official College page.

Guidelines for Use of Social Media

1. **Think before you post:** As stated in the introduction, online privacy is a perception that is far from reality. Only post if you are comfortable with it being seen by a wide audience and in other formats (such as quoted in a newspaper article). Never post anything you would not want to be seen by a general audience. Never post information that is defamatory, libelous or harassing.
2. **Authorship:** Anonymity is rare and things posted by one person are often reposted and relayed by others. Tracking authorship takes time but can be done, even if the original post has been deleted by a user.
3. **Get it right:** Be sure to be grammatically correct and check spelling, particularly if posting on behalf of the College. Never post rumors and be sure facts are correct before posting.
4. **Protect yourself and others:** Honor confidentiality and proprietary information about Illinois College, its faculty, staff, students, alumni and friends. Respect the intellectual property and copyrights of others when posting.
5. **Audience:** Posts can and should be constructed to best reach a particular audience. In doing so, please be careful not to alienate any campus group or community.
6. **Personal affiliations:** Being affiliated with the College may make your personal profile(s) of interest to others. Please make sure that no posting reflects poorly on the College, provokes or alienates any group such as prospective students, faculty, staff, alumni, donors, friends or the greater community as a whole. In addition, it should be clear to readers that the opinions stated on your personal profile(s) are not necessarily shared by Illinois College.
7. **Privacy:** Utilize the privacy settings available to users to restrict visitors from viewing your full profile but understand that nothing online is ever fully private.
8. **Endorsements:** Do not use the Illinois College logo or your personal connection to the College to endorse something on behalf of Illinois College.
9. **Usage:** Please remember that college-provided computers and time during office hours are reserved for college-related business. Make appropriate and professional decisions on how you use your time and resources.

**Policy for Starting Official College Sites**

An official College page is designated as one that intends to use the words “Illinois College”, “IC”, “Blueboys/Lady Blues” or other College monikers. For instance, “Illinois College Dance Team Fan Page”, “Japanese Club at Illinois College” and “IC Peer Health Educators” are all examples of page titles that indicate an official relationship with the College. Please see the instructions below for how to start an official College social media site.

1. **Notify the College:** Proposals to develop a social media presence directly associated with Illinois College should be presented to the marketing committee to ensure the site coordinates with the overall brand and other Illinois College sites. Proposals should be presented to the marketing committee in writing but a representative is welcome to present the proposal in person.
2. **Have a plan:** Social media is only effective when interactive communication takes place. A plan for posting content, managing the site, reviewing user content and monitoring communication should be outlined in the proposal and determined prior to site creation. While there may be a variety of students and staff posting on the page, the user(s) responsible for the pages should be a full-time employee who has received approval from the marketing committee and their department/division head before proceeding.
3. **Be brand savvy:** As an extension of your organization, the site acts as a representative of Illinois College and should fully follow the voice and message of the Illinois College brand. While the medium lends itself to casual exchange and full adherence to strict brand guidelines may not be appropriate (such as using abbreviations instead of spelling out words in an address), in no way should the brand itself or the voice and message of the College be compromised.
4. **Use good judgment:** It is never appropriate to use a social media platform to be unprofessional or disrespectful. Under no circumstances should posts disparage other institutions, communities or people. Pranks and jokes should not be posted and controversial topics should be avoided. College news should link to the official press release. Gossip, innuendo or presumption should never be posted. Your personal preferences and views should be separate from your posts on behalf of the College or one of its affiliates.
5. **When in doubt:** If you are uncertain about a posting or topic please contact your advisor or the marketing committee.

**Best Practices for Official College Sites**

While the marketing committee will not closely monitor official sites, the committee recommends the following best practices for updating official sites. If these best practices cannot be met, the committee recommends not starting the site.
1. **Post regularly, but not too often:** Official pages should have one to three postings a week in order to keep followers interested without overwhelming them. Rarely should multiple posts be made in the same day. If necessary, spread them out over the course of the day. Never post multiple items in a row.

2. **Be open to critics:** Transparency equals credibility in social media and the nature of the platform opens users up to criticism. Critical posts should usually be left up and carefully addressed. Often these posts are appropriately addressed by other users. Only posts that are libelous, scandalous, offensive or qualify as spam should be removed. When in doubt, contact the chair of the marketing committee or the director of marketing and brand development for advice on responding to or removing a questionable post.

3. **Be vigilant:** Like any password protected space, be vigilant in protecting the site and the password. Avoid phishing schemes and alert IT and your advisor if the site is compromised.

4. **Know the rules:** The NCAA has specific rules about contacting recruited athletes via social media. Please be certain all social media interaction is in compliance with the NCAA. In addition, all FERPA and other field specific privacy rules apply.

**Solicitation of Funds**

As a private, non-profit institution, Illinois College depends upon voluntary contributions to underwrite a portion of its annually budgeted operations, to support special projects for purposes over and above current operations, to make possible the development of the College’s physical facilities and to provide a financial foundation of endowment resources.

Student sponsored fundraising activities, including soliciting Illinois College students, producing income through sales and advertising and merchandising goods and services on campus must receive prior approval from the Center for Student Involvement. Student sponsored solicitation of funds or goods off-campus must receive prior approval from the Office of Development and Alumni Relations.

The fundraising policies of the College have been endorsed by the advancement and enrollment committee of the College’s Board of Trustees and shall be managed and coordinated through the Office of Development and Alumni Relations.

Faculty and staff members often play key roles in the Illinois College advancement efforts by defining and clarifying academic needs, identifying prospective donors and participating in the solicitation of gifts. It is expected that most expenditures required by College departments for educational and general purposes will be requested through normal budgeting channels. Gifts sought and received by Illinois College will be supportive of budgeted expenditures.

When special needs and/or opportunities for gifts arise in support of expenses not included in the budget, authorization of the project or program may be obtained after review by the appropriate cabinet level officer and approval of the president. All prospects for gift support must be approved by the vice president for advancement of development and alumni relations prior to solicitation in an effort to coordinate the fundraising activities of the College.
Alumni and friends of Illinois College, trustees, members of the Jacksonville community, parents of current and former students, local and national business organizations and foundations are regularly solicited through the Office of the President and the Office of Development and Alumni Relations to make contributions for approved capital projects and annual operations. Consequently, to avoid embarrassment and/or confusion, solicitation of gifts from these groups by other College departments, College employees, or members of College sponsored organizations and clubs should have prior approval from the vice president for development and alumni relations. College sponsored organizations that are separately incorporated, e.g., literary societies, need not receive advance authorization to solicit their memberships.

**Vendor Solicitation**

Outside vendors are allowed to sell their product on campus as long as they are sponsored by a registered student organization. A representative from the sponsoring student organization must be present at each selling booth at all times during selling times. The vendor must not solicit any customers. Representatives of the sponsoring student organization should conduct all soliciting.
Resources

Email Account and Listserves
If your organization would like an organizational email account or listserve, contact the Help Desk at 217.245.3416 or via email at helpdesk@mail.ic.edu. You will need to give them a list of all the officers, members and advisor(s) that will be on the account and/or the listserve. Please make sure that when you create an account, you update it regularly.

Equipment
The Center for Student Involvement has a stage, sound system, lighting, a volleyball net and assorted board and outdoor games that can be reserved for use by a registered student organization. We also offer other games and activities. Please call ahead to discuss your needs and arrange for setup.

Student organizations in need of projectors or computers for events should contact the Educational Technology Help Desk at 217.245.3416 or via email at help@ic.edu to make the reservation. Projector screens

Facility Reservations
Campus Building/Rooms
All campus spaces may be reserved by registered student organizations through EMS, the College online event management system. In order to make reservations, student organizations will need their advisor to login to the EMS system and submit a request. EMS can be accessed from the faculty or staff tabs on Connect2 as well as https://ems.ic.edu/virtualems/. Please be sure to include in the request any room setup needs (number of chairs, tables, etc), room access times and the event start and end times. If the student organization or advisor has any questions during the reservation process, please contact Jennifer Corbridge at 217.245.3276 or by email at Jennifer.corbridge@mail.ic.edu. Rooms are assigned on a first come, first served basis. Advisors who would like additional training on utilizing EMS may connect with Jennifer Corbridge for information and resources.

Conference Room
Registered student organizations may reserve the conference room adjacent to the Center for Student Involvement by contacting the CSI at 217.245.3094. The conference room use is assigned on a first come, first served basis.

Display/Sign-up Tables in Caine Student Center
Tables in Caine Student Center may be reserved by contacting the Center for Student Involvement at 217.245.3094 or stopping by the office located in the Caine Student Center first floor. There are a limited amount of tables available, so please call for reservations ahead of time. You are responsible for setting up and taking down your assigned table at the beginning and end of your reserved time. You are also responsible for any items left on the tables and for storing items that are used at your table. Table supplies may be stored in the Center for Student Involvement while you have a table
reservation. Any items left in the Center for Student Involvement after your table use is over will be disposed of.

**Getting Certified to Drive College Vehicles**

In order for someone in your student organization to drive a College owned vehicle, they must be certified to drive. If you or someone in your organization would like to get certified, you must first take and pass a computerized driving test. Please contact the Office of Public Safety at 217.245.3111 to receive a password to take the computer test. Upon passing the test, you will then need to take your driver’s license to the Office of Public Safety and your personal driving record will be checked to see if you are eligible to drive a College owned vehicle.

If you have any other questions regarding getting certified, please contact the Office of Public Safety. Please plan for this process to take at least a week.

**Mailing Services**

Student organizations may get an organization mailbox by requesting one from the mailroom. These mailboxes are located on the first floor of the Caine Student Center and should be checked at least twice a week.

If your organization would like to send out mail, it can be taken to the mailroom. Any time you take mail to the mailroom to be sent off campus, it will be charged to your organization account. The mailroom asks that you please leave the flaps up on all envelopes going off-campus to ensure that they will go through the postage machine properly. If you are sending a flyer to all campus mailboxes, the mailroom asks that you get the mailbox count of all residence halls from the Office of Residential Life. After you get the count, student organizations should count out the number and separate the flyers for each hall and then take them to the mailroom. If you are sending on-campus mail, please put all information known about the addressee.

Student organizations may use the addresses below to receive mail through the Illinois College mailroom:

<table>
<thead>
<tr>
<th>On-Campus Delivery Address</th>
<th>Off-Campus Delivery Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name</td>
<td>Organization Name</td>
</tr>
<tr>
<td>c/o Contact Name</td>
<td>c/o Contact Name</td>
</tr>
<tr>
<td>Box Number (if known)</td>
<td>1101 West College Avenue</td>
</tr>
<tr>
<td></td>
<td>Jacksonville, IL 62650</td>
</tr>
</tbody>
</table>

**Making Copies**

As registered student organizations you are able to make organizational copies in Schewe Library. Once you have made your copies, take your receipt and get reimbursed through Accounting Services. If it's under $35 you are able to do a petty cash reimbursement.

**Publicizing on Campus**

**All Campus Email Announcements**

Any announcement that your student organization would like to be sent out in an all campus email should be sent to the help desk at announce@mail.ic.edu. Please make sure you spell check your
announcements before sending. The help desk will send announcements periodically throughout regular office hours.

**Preview**
The Preview is the campus-wide weekly newsletter and calendar. It is published each week when classes are in session and distributed on Mondays. Announcements for the Preview should be emailed to preview@mail.ic.edu by noon on the Wednesday before distribution. The Preview is also accessible via the Illinois College website at [www.ic.edu/preview](http://www.ic.edu/preview).

**Rambler**
Student organizations wishing to submit an article to the Rambler should contact the staff at rambler@mail.ic.edu.

**Tables in Cummings Dining Hall, The Uncommons and Common Grounds**
Flyers and table tents may be placed on tables in Cummings Dining Hall, The Uncommons and Common Grounds. An organization is responsible for removing its flyers/table tents no later than 14 days after posting or no later than 24 hours after the event to which it relates to has ended, whichever is earlier.