



Updated September 2005

Failure to comply with the policies, procedures and expectations of Student Life may result in the loss of organizational status.

Budget Manager Process (Reimbursements, vendor payments)

All financial paperwork must be reviewed and signed by Student Life. Your advocate/advisor sign or process reimbursements, transfers, and payments. Please print and fill out the [payment processing form](#) for all financial paperwork.

The steps for submitting your paperwork and [payment processing](#) are:

1. Student organizations will submit paperwork to the Loop and student workers will confirm that the organization is present at the University.
2. Student Life workers will complete the top portion of the form (when the student organization is present) to confirm Department of Student Life (Student Life will note when 'Net 30' ends)
3. Student Life workers will review the cover sheet that the organization provides for payment, reimbursement, transfers etc.
4. Student Life worker will make sure ALL fields have been completed and documentation is present (original receipts, invoices and properly signed).
5. If the student organization paperwork is missing any documents, the student worker will return the paperwork to the student organization.

Student Organization Contract Policy

- All contracts concerning a registered student organization must be signed by a Student Life staff person (see below for signing guidelines). **Students or advocates can sign contracts.**
- Please allow 2 weeks to process contracts after submission to Student Life. If the contract is over \$5000.00, additional time may be required.
- **All student organizations must use the [Standard Performance Form](#) for any performers or vendors.** The [Standard Performance Form](#) can be found online, in the Office of Student Life or can be requested from the Office of Student Life (LPC) or 312-362-5015 (Loop). If the [Standard Performance Form](#) is used, please contact the Office of Student Life for directions.
- **For any contracts over \$1000.00**, a student representative from the organization must meet with a Student Life staff person (LPC) or 312-362-5015 (Loop) to set up a meeting.
- If your organization is using an off campus account to pay for expenses AND the amount is over \$500.00, your organization must provide a copy of Student Life that your organization has the necessary documentation of a recent bank statement.
- Additional policies apply to fraternities and sororities. Please contact the Student Life Sorority Life Advisor for details.

Contract Negotiation and Signing Step by Step Guidelines

- A Student Organization representative should pick up a copy of the [Submission Form](#) from the Office of Student Life or website.
- Student Organization submits **(3)** copies of the cover sheet to the Loop or LPC Student Life front desk. **NO EXCEPTIONS!**
- Student Life Student Worker will cross reference the data.

Forms

What's New

submission with the date of the event. **Cover sheet and contracts must be submitted NO LESS than 14 days before the event. NO EXCEPTIONS**

- Student Life Student Worker will verify that all **(3)** original cover sheets and contracts have been completed. **NO EXCEPTIONS**
- **"IF"** the Student Life Student Worker determines that the event is paid for by SAF-B, he/she will make **(1)** "copy" of the contract and place it in the SAF-B advisor's mailbox. (*SAF-B will be marked on the cover sheet)
- **If the contract amount exceeds \$500, attach proof that your organization has the funds available, e.g. a copy of a recent bank statement.**
- Student Life Student Worker will then highlight **"SAF-B"** on each of the **(3)** cover sheets.
- Student Life Student Worker will then place the **(3)** contracts and cover sheets in the LOOP or LPC Office Manager Mailbox to be entered into the contract database.
- Office Manager will enter the contract into the database and then distribute the contract to an available Student Life staff member.
- Student Life staff will review and sign the contract.
- Student Life staff will return the contract to the Office Manager's Mailbox within **(5-7)** days.
- Office Manager will review the contract for mistakes and place **(1)** of the contracts in the Student Life Student Worker's Mailbox, **(1)** in the Student Life File and **(1)** to be mailed to the Office of General Counsel.
- The Student Life Student Worker will take the contract out of the student worker mailbox and contact the organization to pick up the signed agreement.
- The completed contract will remain in the Student Life Worker Mailbox until the student organization has picked it up.

Penalties:

Sanctions

Student Organizations that fail to meet the two week (14-day) deadline for submitting contract to the Office of Student Life are subject to penalties.

The 1st Offense.

Written warning from the Office of Student Life

The 2nd Offense.

No contract will be signed for any vendor or service that exceeds \$500.00

The 3rd Offense.

No contracts will be signed for the remainder of the current (quarter in which incident takes place) and the following quarter

The 4th Offense.

Lose of University recognition for the organization for a year

All appeals to any sanctions will ONLY be heard by the Director of Student Life

Policies for Advertising on Campus

- [Flyers](#)
- [Promo Walls](#)
- [Promo Tables](#)
- [Table Tents](#)
- [Handbills](#)
- [Info Channel](#)
- [Chalking](#)

Flyer Posting Policy

- All flyers must be approved by the Office of Student Life
- Flyers *cannot* exceed 8 ½ x 11" for external and 11 x 17" for internal
- Maximum flyers: External = 5, Student Organizations = 15 (10 if larger than 8 ½ x 11"), Departments = 25 (15 if larger than 8 ½ x 11")
- No staples or tape on bulletin boards- only push pins
- All flyers must have contact information on them
- All flyers to be posted must show original blue and red stamp- NO COPIES

- Only one flyer per bulletin board
- Flyers are approved for a two-week period, or if event occurs earlier, then one day after event
- Promotion of alcohol, profanity, or other things that do not support DePaul's mission is not allowed
- Student Life does not make copies, post flyers, or provide push pins
- All religious flyer (excluding registered religious student organizations) should get approval from University Ministry
- We do not approve propaganda

Promotional Walls

- Student organizations and departments may reserve promotional walls on a first come, first serve basis.
- Promotion of alcohol, profanity, or other things that do not support DePaul's mission is not allowed
- Groups may not reserve promotional walls for two consecutive weeks
- Promotional walls are reserved from Sunday to Saturday. Organization's materials that are left after Saturday may be disposed.



Promotional Tables for Internal Organizations and Departments

- Organizations and Departments are allowed to use a promotional table for a period of up to (10) days per quarter. One reservation may be carried at a time.
- Phone confirmations will be given on business days within 24-48 hours after form has been received.
- Promotional information may be displayed on the promotional table only. All such material must be removed once the table is vacated.
- Promotional tables must be used during the time period requested.
- Please call the Office of Student Life if there are to be any cancellations to avoid future penalties.
- The Office of Student Life seeks to avoid competition between student groups by preventing two groups from promoting the same event/item/fundraiser on the same day.

Table Tents

Table tents can be made from a sheet up to 8.5 x 11 folded into any form for placement on tables in the university dining centers, with a maximum of one per table. One copy of the table tent must be approved by and kept on file in the office of Student Life.

Handbills

Handbills may be handed out anywhere on campus but cannot disrupt the flow of pedestrian traffic, especially in or near campus buildings. One copy of the handbill must be approved by and kept on file in the office of Student Life.

Info Channel

Organizations interested in getting their event listed on the info channel may make a request at the Student Center administration office.

Chalking

Chalking is permitted on the sidewalks on the Lincoln Park campus only. No chalking is permitted on any vertical locations including sides of buildings, etc. All chalking must indicate the date, time, location and sponsor of the event. Chalking must be in a location where the advertising can be reached by rain; therefore, no chalking is permitted under an area where there is an overhang. Any chalking placed in unauthorized locations will be removed by facility operations and the cost of removal may be charged back to the responsible party.

[Fraternity and Sorority Expansion Policy](#)

