Handbook for Registered Student Organizations and Registered Organizations

Produced by the Illini Union Office of Registered Organizations

University of Illinois at Urbana-Champaign

www.union.illinois.edu/officeRO
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I. INTRODUCTION

“Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.” Article I, Section 106 (a) Student Code

The Division of Student Affairs believes in transforming lives. It does so by providing quality programs, services, facilities and living environments that create the Illinois experience at Urbana-Champaign while empowering students to achieve the greatest potential in their personal and academic development.

This mission is reinforced by the Illini Union Office of Registered Organizations, which annually provides support to more than 1,200 registered organizations. Our office is here to help you start and maintain organizations, plan events, and assist with organization finances. We are here to help!

HOW TO USE THIS HANDBOOK
Inside this handbook, you will find valuable information to assist you as a leader of a registered organization.

This handbook is designed to provide practical information regarding management of your organization; including registration and re-registration, event management, and fiscal responsibility. It contains an overview of important University policies and procedures, as well as resources and information that will aid presidents and treasurers to fulfill their responsibilities as leaders of registered organizations. Please use this handbook as a reference tool when managing the affairs of your organization.

Please also note that University policies and processes may change, but are accurate at the time of this printing. It is recommended you visit our website and contact our office if you have any questions.

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Hours during the Fall & Spring semesters when classes are in session:
Monday-Thursday: 8:30 a.m.-10 p.m.
Friday: 8:30 a.m.-6 p.m.
Saturday: 1-6 p.m.
Sunday: 1-10 p.m.
REGISTERED STUDENT ORGANIZATIONS AND REGISTERED ORGANIZATIONS DEFINED

The Student Code of the University of Illinois delineates the rights and responsibilities of students in a wide spectrum of activities throughout the University. Section 2-303 of the Code provides the definition of Registered Student Organizations and Registered Organizations and requirements for registration. Highlights from that section include:

The name of the organization must not be preceded by “University of Illinois” or “UIUC” The title “at the University of Illinois at Urbana-Champaign” or “at UIUC” may follow the organization’s name. Illini and Illinois may be used.

Membership in Registered Organizations is restricted to emeritus/a faculty, faculty, staff, and their spouses/partners. Only emeritus/a faculty and currently appointed faculty and staff may serve as officers and authorized agents. Registered Organizations are not eligible for funding allocations from the Student Organization Resource Fee (SORF).

Membership in Registered Student Organizations is comprised of a majority of student members, and student membership is restricted to currently enrolled (full or part-time) students at the Urbana-Champaign campus and their spouses/partners. Currently appointed faculty/staff and their spouses/partners also may be members. Only currently enrolled (full or part-time) students or currently appointed faculty/staff may serve as officers and authorized agents. Such organizations are eligible for funding allocations from the Student Organization Resource Fee (SORF).

All members must agree to a statement of non-discrimination. There shall be no discrimination against a member or prospective member on the basis of race, color, religion, sex, sexual orientation including gender identity, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law.

Organizations must support the educational mission of the University of Illinois.

The registered organization does not accrue to the financial benefit (or direct financial gain) of its members.

STUDENT PROGRAMS & ACTIVITIES

Who We Are:
The Illini Union Office of Registered Organizations provides day-to-day service support for organizations on campus, but it’s also part of a larger entity within the Illini Union, which further provides support, assistance and advocacy for student involvement.

Student Programs and Activities offices and staff are located in three different areas of the Illini Union. 227 Union houses the Illini Union Board offices, 284 Union houses the Office of Registered Organizations, Student Organization Resource Fee, Office of Volunteer Programs, ResSource Center, and the Student Sustainability Committee. The Illini Union Rec Room, located on the lower level, is also part of our department. We support student programming through:

• Illini Union Board
• Student Organization Complex
• Student Organization Resource Fee
• Office of Volunteer Programs
• Office of Registered Organizations
• ResSource Center
• Illini Union Rec Room
• Organization Fund Advisory Board
• Student Sustainability Committee

BENEFITS OF BEING A REGISTERED ORGANIZATION

Being a registered organization with the University of Illinois can provide organizations with many opportunities designated only for those whom are registered with the Illini Union Office of Registered Organizations. These benefits may include:

• Ability to reserve locations on campus for organization usage, including events, meetings, fundraising, and other activities as designated by the organization.
• Eligibility to apply for Student Organization Resource Fee (SORF) allocations, student fee funds annually dedicated to student organizations for use (Registered Student Organizations only).
• Ability to access Organization Fund Advisory Board (OFAB)-purchased equipment for organization use, free of charge, including laptops, LCD projectors, tables, pop-up outdoor tents and chalk (Registered Student Organizations only).
• Applying for office or cubicle space in the Student Organization Complex (SOC) in the Illini Union through the Illini Union Board.
• Discounts on various campus services, including orders placed for catering in the Illini Union, reservation discounts for the Activities Recreation Center (ARC), and copy discounts at the ResSource Center in the Illini Union (Registered Student Organizations only).
What We Do:
• Create programs for the entire university
• Encourage student involvement in campus life
• Enhance the overall educational experience of students

STUDENT CODE
The Student Code contains valuable information used by the Illini Union Office of Registered Organizations in setting policies, guidelines, and rules for the management of organizations. Unless otherwise noted, the rules stated in the Student Code apply to all undergraduate, graduate, and professional students enrolled at the University of Illinois at Urbana-Champaign. Article 2, Section 3 of the Student Code specifically refers to Registered Organizations and the Organization Fund. Additional policies regarding use of University facilities can also be found in Article 2 of the Student Code.

Print copies of the Student Code can be found at the Office of the Dean of Students or the Undergraduate Library. The Code is also available online at admin.illinois.edu/policy/code/.

STATEMENT ON RELATIONSHIP WITH THE UNIVERSITY OF ILLINOIS
While registered organizations are an integral part of campus life at the University of Illinois, it should be clear that these organizations are not an official part of the University. Each organization is responsible for its own actions and is acting on behalf of the organization, not the University of Illinois. Because of this relationship, the Illini Union Office of Registered Organizations is limited in how it works with registered organizations.

Per the Student Code, Article 2, Section 303, (d):
“Registered Organizations and Registered Student Organizations are independent and autonomous from the University and are responsible for managing their own affairs. Registered Organizations and Registered Student Organizations are not affiliated with the University. Nor are they units or agents of the University, and shall not represent them as such. Events and activities conducted by Registered Organizations and Registered Student Organizations shall not be considered University-sponsored.

As such, Registered Organizations and Registered Student Organizations shall not be permitted to use the name of University of Illinois, any abbreviations thereof, or any symbol identified with the University or to conduct its affairs in such a manner as to imply to anyone dealing with it that it is an official agency or party of the University. This includes using either for promotional materials, clothing and/or website/electronic media. Groups may use the word University’ or may indicate the geographical designation ‘at the University of Illinois.’ Each Registered Organization and Registered Student Organization shall be required to include in its articles of incorporation, or association, in its bylaws, or its constitution and its contracts or agreements with others, a provision clearly stating that it is not an official agency or a part of the University, and disclaiming the responsibility of the University for its acts and liabilities.”

ILLINI UNION OFFICE OF REGISTERED ORGANIZATIONS
ANNUAL INVOLVEMENT FAIRS

Illini Union Quad Day: Sunday, August 24, 2014
Quad Day brings together Registered Student Organizations, university departments, and community agencies for a day full of activity.

Quad Day registration begins by the first Monday of April.

Activity Day: Wednesday, January 28, 2015
Activity Day brings together 100 registered student organizations inside the Illini Union for a smaller winter involvement fair.

Activity Day registration begins by the first Monday in December.
II. USING COLLEGIATELINK

WHAT IS COLLEGIATELINK?
CollegiateLink is a website database utilized by the Office of Registered Organizations to centralize, organize, and increase student, staff, and faculty involvement opportunities. This platform provides the tools for managing registered organizations and empowering learning across the University of Illinois. Prospective organizations, as well as existing organizations, must use the CollegiateLink database to register as an organization with the Office of Registered Organizations. The president and the treasurer of an organization must successfully complete an online workshop in the Illinois Compass system and have three authorized agents listed on the organization’s roster before an organization can become approved. The CollegiateLink database is also where the treasurer of an organization can submit a request to receive SORF funding. The Office of Registered Organizations encourages all students, staff, and faculty to visit and explore the CollegiateLink website as well as create a profile within the system, even if they are not a member of a registered organization.

LOGGING IN FOR THE FIRST TIME
The CollegiateLink system used by the University of Illinois can be found online at illinois.collegiatelink.net. When you first access this page, there will be a ‘Log In’ key at the top right corner of the page. To log in, you must use your University NetID and your Active Directory (AD) Password. From there, it will prompt you to create a brief but mandatory profile. This includes your first name, last name, @illinois.edu email address, and affiliation with the University. Once this is complete, you will have successfully logged into CollegiateLink and will no longer be prompted to create a profile.

Managing your Profile
Once you have successfully logged in, at the very top of the page there will be a tab labeled with your name. On this page, it will prompt you with five options about your user account on CollegiateLink.

Profile Information – This is where you can edit your first and last name, preferred email, University affiliation, and a profile picture.

Contact Information – This provides you with the opportunity to submit your local contact information and home contact information.

Interests – This is where you can rank your interests so that CollegiateLink can recommend personalized organizations and events that you may want to become involved with.

Privacy Settings – This option serves as a privacy setting for users involved with organizations on CollegiateLink. By selecting “Show,” you will be listed publicly on the associated roster. Public rosters may be indexed by Internet search engines. By selecting hide, only users with administrative privileges will be able to see your involvement. Your privacy setting is determined solely by you.

Notifications – The general email notifications setting only affects the additional emails sent to your email address. System messages will always be sent to your inbox within CollegiateLink, regardless of this setting.

MANAGING YOUR ORGANIZATION
The president/primary contact is the only member of an organization who can manage the organization’s profile. When you view your organization’s profile, it will take you to the organization home page, and will display 12 tabs on the left side of the page. CollegiateLink requires every organization to have a primary contact and that person must be the president. You will see this handbook refer to president/primary contact in many instances, but they are the same person.

Home – The home page is simply a summary of your organization and provides users with a “wall” comment box.

News – This is an area where you can post articles. This feature is very similar to that of a blog.

Profile – This tab allows you to edit your organization’s profile information. There is an “Edit Profile” tab located at the top of the page right underneath the group picture.

Events – This tab allows you to post events that your organization will be holding. These postings will then be viewed on the main events calendar of CollegiateLink.
Roster – As primary contact, this is one of the most important features to managing your organization. This tool allows you to manage your roster by adding and removing members, editing the positions of members of your roster, and inviting people to join your roster on CollegiateLink. This feature also allows you to send messages to your entire roster or select roster members through the CollegiateLink inbox system. The president must maintain that there is one president, one treasurer, and three authorized agents at all time.

Photo Gallery – This feature allows you to create photo albums and post photos.

Documents – This feature allows you to upload documents that can be viewed by all listed members of your organization.

Forms – This feature allows you to create a form for your organization’s use.

Service Hours – This feature is not used by the Office of Registered Organizations.

Elections – This feature is not used by the Office of Registered Organizations.

Finance – This feature is where the treasurer can go to create a Funding Request via SORF for your organization.

Manage – This feature allows you to associate your organization with different interests that users may search for in the organization search engine.

SEARCHING FOR ORGANIZATIONS/CONTACT INFORMATION

The organization’s tab serves as the directory for all Registered Organizations. The initial list of organizations provides the group name with a brief description of the organization under the name.

Directory Tool A-Z – This tool allows the user to search the directory by the first letter of the name of an organization.

Search – General search engine tool that will search for organizations that contain a word(s) typed in the organization name.

Categories – This feature allows the user to search for organizations based on the category they fall under.

The categories include: academic/pre-professional; athletic/recreation; creative/media/performing arts; cultural/ethnic; honorary; international; other social; political; religious; residence hall; rights/freedom issues; ROTC; service organization; social fraternity/sorority; umbrella; university student governance/college council.

FLYERBOARD

When you create an event on CollegiateLink, there is an option to upload a flyer of the event to the listing. The flyer will then appear on the CollegiateLink homepage on the flyerboard.

EVENTS

Calendar showing dates of events posted by Registered Organizations.

RESOURCES

On the top right of every page there is a tab labeled “Campus Links.” This tab can direct you to the Office of Registered Organizations website, the Registered Organization Handbook, Treasurer’s Workshop information on the RO website, the SORF website, and the University of Illinois Student Code.

CollegiateLink now offers an inbox feature for all users. This inbox system is used when registering an organization, receiving messages from a particular organization, or simply corresponding between other users. As president/primary contact of an organization, you can send messages to all roster members or selected individuals.

ONLINE QUIZZES

President’s Quiz

The Illini Union Office of Registered Organizations requires that all presidents of Registered Student Organizations and Registered Organizations successfully complete an online president’s quiz through their Illinois Compass account. The questions are taken directly from material within the Handbook for Registered Organizations and relate to information regarding policies and procedures for registered organizations. It is highly recommended that the president read through the handbook prior to taking the quiz. Until the president receives a perfect score on the quiz, they will not be recognized as the president, and the organization cannot be registered. If an organization changes its president during the academic year, the new president must successfully pass the quiz as well.
Treasurer’s Quiz
The Illini Union Office of Registered Organizations requires that all treasurers of registered organizations successfully complete an online treasurer’s quiz through their Illinois Compass account. The questions are taken directly from material within the Handbook for Registered Organizations and relate to information regarding policies and procedures for registered organizations. It is highly recommended that the treasurer read through the handbook prior to taking the quiz. Until the treasurer receives a score of 100%, they will not be recognized as the treasurer, and the organization cannot be registered. Completing the treasurer’s quiz is valid until re-registration for all organizations begins for the following academic year. If organizations change treasurers during the academic year, the new treasurer must successfully pass the quiz as well.

SORF Quiz
There are four requirements before an organization can apply for SORF funding.
1. The organization must be registered in CollegiateLink.
2. The organization must have a University fund account, with a positive or zero balance.
3. The **treasurer** must have completed the treasurer’s quiz with a score of 100%.
4. The treasurer must complete the SORF quiz prior to submitting the SORF application.

The questions on the SORF quiz are taken directly from material within the Handbook for Registered Organizations and relate to information regarding policies and procedures for registered organizations. It is highly recommended that the treasurer read through the handbook prior to taking the quiz. Until the treasurer receives a score of 100%, they will not be able to submit a SORF funding request.

Online quizzes are required to be completed each academic year, as written materials do change.

CHANGING OFFICERS
A Registered Organization can change officers at any time during the year, but it must always maintain a president/primary contact, treasurer, and three authorized agents #1-3. If a group decides to change the president and/or treasurer, the **current president** must email iurso@illinois.edu requesting to have the new officer(s) put into the Compass online quizzes. The outgoing president must provide the correct NetID of the incoming officers. The president or treasurer change cannot be approved until the new officer successfully passes the appropriate quiz on Compass with 100%. Upon completion of the quizzes, the president must email iurso@illinois.edu to ensure the officers are uploaded to the roster.

CHANGING THE NAME OF AN ORGANIZATION
The president/primary contact of a Registered Organization cannot change the name of their organization on CollegiateLink. In order to change the name of an organization, the **president** must email iurso@illinois.edu requesting to change the name of their organization. The Office of Registered Organizations will then change the name of the organization and confirm that change.

Generally, the organization name, acronym/nickname, and website key are all very similar. If you wish to change the name of an organization, please consider having the acronym/nickname and website key changed as well.

WEBSITE KEY
The website key is the handle for your organization that appears at the end of the CollegiateLink URL. The handle is how the organization profile can be identified. Example: Group Name – Fun Club. Website key – funclub. URL – illinois.collegiatelink.net/organization/funclub.
III. ANNUAL REGISTRATION PROCESS

Registered Organizations at the University of Illinois are required to re-register on an annual basis. These are the requirements to become a registered organization:

• A minimum of 5 authorized agents (President, Treasurer, and 3 Authorized Agents)
• Adheres to the Policy of Non-Discrimination
• Must meet membership requirements as outlined in Section 2-303 of the Student Code
• Supports the educational mission of the University of Illinois
• The Registered Organization does not accrue to the financial benefit (or direct financial gain) of its members

After the organization has completed their registration form in CollegiateLink, the president and treasurer of registered student organizations will be enrolled into their respective Compass quizzes.

ORGANIZATION RE-REGISTRATION

1. Log into Collegiate Link (illinois.collegiatelink.net) using your NetID and AD password. If it is your first time accessing CollegiateLink, the system will prompt you to make a profile, which you must complete.

NOTE: The incoming president is the only person that needs to re-register the organization.

2. On the home page, find the Organization tab at the top of the page. On the left sidebar, select “register” under “Re-register your existing organization.”

3. Step 1- By registering this organization, you will become the primary contact of the organization. Select “Next” to complete Step 1.

4. Step 2- Enter the information of the organization.
   a. In the first box supply the official name of the organization (no acronyms)
   b. In the second box provide a brief description of the purpose of the organization.
   c. In the third box supply the nickname/acronym of the organization. If none exists, then enter the full name of the organization.
   d. In the fourth box, provide a contact email address for the organization. This can be the president’s.
   e. If the organization has an external website, please provide the URL in the fifth box.
   f. In the sixth box, please provide the website key for your organization’s profile on CollegiateLink. This is how the URL for your organization’s page on CollegiateLink will be identified.
   g. In the seventh through tenth boxes, please provide the location of your organization including city, state, zip code, and country.
   h. In the eleventh through thirteenth boxes, please provide your organization’s phone number, extension, and fax number if applicable.

5. Step 3- Update your organization roster by adding the president, treasurer, and three authorized agents. You may add names of additional members, but these five people are the only ones authorized to act on behalf of the organization.
   a. The primary contact must be the listed president of the organization.
   b. To designate each agent, select their position title from the drop down list.

DATES AND DEADLINES

New organizations have two additional deadlines throughout the academic year in which they can register to become a new Registered Organization: November 3, 2014 and February 2, 2015. They may also register by the September 30, 2014 deadline for existing organizations. Prospective organizations which apply between periods will not be reviewed until after the upcoming date has passed.

RE-REGISTRATION FOR EXISTING ORGANIZATIONS ENDS SEPTEMBER 30, 2014.

If an organization does not re-register by this time, they must wait until the re-registration process the following academic year, or they may file for appeal (see page 10 for more information).
c. Each member added to the roster must use their @illinois.edu email address, NOT @uiuc.edu or any other email provider.
d. Clear each field to continue adding agents.
e. The Required Positions box on the left must have five green check marks before you can continue to the next step of the application process.
f. Once finished, select “Next” to complete Step 3.

6. Step 4- Read through and respond to the Nondiscrimination Form. Once finished, select “Submit” to complete Step 4.

7. Step 5- Read through the completed information of your organization.
   a. If you would like to make changes to your organization information, select the Organization Profile, Organization Roster, or Statement of non-discrimination.
   b. Select “Finish” to submit your organization registration request.

8. You will receive notification saying that your organization is waiting for approval.

9. After your submission has been reviewed, the submission will be denied. At this point the President and Treasurer have been enrolled in the compass quiz. Once they have completed the quiz with 100% the registration will need to be re-submitted for approval.

10. After you have received the notification that your organization has been approved, make sure the president, treasurer, and three authorized agents respond to the email they receive to confirm their status as the president or treasurer of the organization and to activate the organization.

11. To confirm their involvement with an organization, the president, treasurer, and three authorized agents must log in to CollegiateLink and confirm their involvement on the home page.

Appeals- If groups fail to meet the deadline for re-registration, they are allowed to file for an appeal. To do this, groups are required to email dementro@illinois.edu. If an appeal is granted organizations have two weeks to complete it. Failure to complete the appeal process by the two week deadline will result in the group remaining inactive for the remainder of the academic year.

NEW ORGANIZATION REGISTRATION
1. Log into Collegiate Link (illinois.collegiatelink.net) using your NetID and AD password. If it is your first time accessing CollegiateLink, the system will prompt you to make a profile, which you must complete. **NOTE: The president is the only person that needs to register the organization.**

2. On the home page, find the Organization tab at the top of the page. On the left sidebar, select “register” under “Register a New Organization.”

3. Step 1- By registering this organization, you will become the Primary Contact of the organization. Select “Next” to complete Step 1.

4. Step 2- Enter the information of the organization.
   a. In the first box supply the official name of the organization (no acronyms)
   b. In the second box provide a brief description of the purpose of the organization.
   c. In the third box supply the nickname/acronym of the organization. If none exists, then enter the full name of the organization.
   d. In the fourth box, provide a contact email address for the organization. This can be the president's.
   e. If the organization has an external website, please provide the URL in the fifth box.
   f. In the sixth box, please provide the website key for your organization’s profile on CollegiateLink. This is how the URL for your organization’s page on CollegiateLink will be identified.
   g. In the seventh through tenth boxes, please provide the location of your organization including city, state, zip code, and country.
   h. In the eleventh through thirteenth boxes, please provide your organization’s phone number, extension, and fax number if applicable.

5. Step 3- Update your organization roster by adding the president, treasurer, and up to three authorized agents to the roster. You must have at least five members that fulfill those positions.
   a. The primary contact must be the listed president of the organization.
   b. To designate each agent, select their position title from the drop down list.
c. Each member added to the roster must use their @illinois.edu email address, not @uiuc.edu or any other email provider.
d. Clear each field to continue adding agents.
e. The Required Positions box on the left must have five green check marks before you can continue to the next Step of the application process.
f. Once finished, select “Next” to complete Step 3.

6. **Step 4** - Read through and respond to the Nondiscrimination Form. Once finished, select “Submit” to complete Step 4.

7. **Step 5** - Read through the completed information of your organization.
   a. If you would like to make changes to your organization information, select the Organization Profile, Organization Roster, or Statement of Nondiscrimination.
   b. Select “Finish” to submit your organization registration request.

8. You will receive notification saying that your organization is waiting for approval.

9. After your submission has been reviewed, the submission will be denied. At this point the President and Treasurer have been enrolled in the compass quiz. Once they have completed the quiz with 100% the registration will need to be re-submitted for approval.

10. After you have received the notification that your organization has been approved, make sure the president, treasurer, and three authorized agents respond to the email they receive to confirm their status as the president or treasurer of the organization and to activate the organization.

11. To confirm their involvement with an organization, the president, treasurer, and three authorized agents must log in to CollegiateLink and confirm their involvement on the home page.

**OTHER IMPORTANT INFORMATION**

A. The president, treasurer, and three authorized agents must be indicated on the submitted online registration form. These authorized agents may sign any requests for services, purchases, equipment rental or space from the university. All agents must present a student ID when acting on behalf of the organization. If the organization has or requests an Organization Fund Account, it must be the treasurer. If the organization is new, a treasurer may request an Organization Fund Account number by emailing iurso@illinois.edu after they have completed the Treasurer’s Quiz on Compass.

B. Registration is valid up until the beginning of the following fall semester. The CollegiateLink database must be updated, however, whenever a new authorized agent is selected for the organization (in other words, every time officers change within an organization).

C. Although advisors are not required for registered organization status, organizations may choose to seek out an advisor. Advisors may not be listed as a president, treasurer, or an authorized agent. They may only be listed as a group member. Advisors also may be from outside the university community, but may not be listed as a group member.
IV. ORGANIZATION FUND ACCOUNTS

Learning to manage finances is a valuable skill that will transfer to life beyond college. As treasurer, you are a financial leader assisting your organization in adhering to a budget, keeping on top of expenses, and abiding by policies, procedures, and processes. Therefore, the treasurer is one of the most important officers to interact with the Office of Registered Organizations.

The University’s rules and regulations regarding the proper handling of funds by registered organizations include some very specific requirements. As treasurer, it is your responsibility to read, understand, and comply with policies and procedures outlined in this handbook, as you will be held accountable.

As the organization’s financial officer, it is your duty to ensure organization funds are being used for legitimate, organization sponsored activities and business. Treasurers must verify documentation is not forged or falsified by examining receipts, invoices, statements, bills, letters of agreement, contracts, etc. prior to submission.

OBTAINING AN ORGANIZATION FUND ACCOUNT

An Organization Fund Account is an account specifically established for use by a Registered Student Organizations and Registered Organizations. This section discusses how to manage this account and specific policy information. Two types of Organization Fund Accounts exist:

An RO Account is an Organization Fund Account specifically established for use by registered organizations to manage income and expenses associated with the organization’s needs.

A Charity Account is a separately requested Organization Fund Account established for registered organizations and used solely for charity and philanthropic fundraising events intended to benefit others.

For either account to be considered active, the organization must be registered with the Office of Registered Organization for the academic year and the treasurer must have completed the treasurer’s quiz on Compass prior to account information being shared or an account being assigned.

An RO Account or Charity Account can be requested by the organization’s treasurer following completion of the mandatory Compass workshop. An email must be sent to iurso@illinois.edu with the subject line ACCOUNT NUMBER REQUEST. The following information is required in the body of the email:

- Name of the organization
- Date of organization registration
- Name of the treasurer
- Contact information of the treasurer
- Description of the purpose of the account

KEY RESPONSIBILITIES OF THE TREASURER

- Ensure that financial management of accounts is in compliance with all University, local, state, and federal regulations. Policies, procedures, and processes set by these entities must be followed at all times.
- Safeguard funds from being utilized for personal gain and fraudulent activity.
- Hold signature authority governing all financial aspects of the organization. Voucher and SORF Expenditure Request forms require treasurer’s signature exclusively. President must co-sign only if payee is the treasurer.
- Manage financial records, retaining copies of all documentation to reconcile monthly transactions for organization’s account(s).
- Maintain a positive balance in account(s).
- Clear any events that raise money on campus by submitting all necessary deposit slips.
- Submit SORF funding requests and administer processes to collect on your organization’s allocation.
- Educate members of your organization about financial policies and procedures, especially required documentation needed for payments and reimbursements.
- Transition new treasurer, providing all records and information prior to resignation.
- Vote on how the collective interest earned on Organization Fund Accounts should be spent. Organization Fund Advisory Board meeting is held via an online vote at an announced date.
Once the account number is established, the treasurer will be notified of their assigned account number via email from the Illini Union Office of Registered Organizations. It may take up to 10 business days to receive an account number. If your organization already has an established Organization Fund Account (RO or Charity), the treasurer can obtain the account number (if not passed down by the previous treasurer) by stopping by the Illini Union Office of Registered Organizations and requesting it. This assumes the organization is in good standing. The treasurer must also have their I-Card.

**HOW YOUR ACCOUNT MAY BE USED**

Registered Organizations use their accounts for things such as food, t-shirts, supplies, events, meetings, organization travel...the list could go on and on. There are some restrictions on what the money in the Organization Fund Account can be used for, as outlined in the Student Code.

Expenditures from the Organization Fund must be for a lawful purpose and, in general, must:

1. Be for payment for services rendered, or for material received,
2. Be related to the educational goals and objectives of the University,
3. Not accrue or inure to the benefit of an individual or individuals, except as payment for services rendered,
4. Not be for the purchase of alcoholic beverages, or to enable or facilitate by any means the purchase of alcoholic beverages by any person,
5. Not be for the purchase of weapons (as defined in subsection 1-309(b)), or to enable or facilitate by any means the purchase of weapons by any person, and
6. Not be for the purchase of materials by, through, or from the University for resale to others.

**REVENUE GENERATING EVENTS**

Many organizations have fundraisers to support their function and activities. Some fundraising options include collecting initiation fees and/or dues from members; charging admission for events; selling merchandise and services; ticket sales; and seeking donations of goods, services, or money from outside vendors. Other ways to subsidize the cost of activities may involve engaging in co-sponsorship with other organizations, departments, or offices on campus and applying for money from funding sources on campus. Whether fundraising for your organization or fundraising to benefit others, University policies and procedures for revenue generating events must be followed.

For University auditing purposes, the office keeps track of all events in which financial transactions occur on University property and verifies that all money is deposited into appropriate accounts following the event. Therefore, any event that involves collecting money on University premises must be approved by the Illini Union Office of Registered Organizations whether the event is a fundraiser for your organization or to benefit others. If a fundraiser is not cleared with the Office of Registered Organizations, subsequent requests will not be approved until the appropriate proof of deposit from the fundraiser is submitted.

If a fundraising event is held at an off-campus location, the organization does not need approval by the Illini Union Office of Registered Organizations and money can be deposited anywhere. However, if University property is utilized for any aspect of the event, all money collected/generated from the off campus event must then be deposited into the appropriate Organization Fund Account (RO or Charity).

**FUNDRAISING**

**Fundraising for your Organization**

Registered Organizations have the ability to fund-raise on campus. There are set procedures for your organization to follow for planning these events:

- Submit a **Space Request Form** to 284 Illini Union for event approval by Illini Union Office of Registered Organizations. Some events may require consultation with the Assistant Director.
- The **Event Budget Form** outlining the financial dynamics of the event such as cost, items being sold, anticipated income, etc. must also be submitted with the Space Request Form.
• After the event is approved, the Space Request Form is directed to the appropriate reservation office.

• Collect revenue at/for event and deposit ALL money into the RO Account at the Cashiers Office in Henry Administration Building after the event.

• Submit a copy of the deposit slip to the Office of Registered Organizations to complete the financial audit performed by the University. Fundraisers must be cleared within two business days following the event.

• Initial expenses associated with the event can be paid beforehand or reimbursed afterwards from the RO Account. However, the entire amount collected from the event must first be deposited into your RO Account. Then, you can submit a voucher to reimburse or cover initial expenses related to the event.

• Organizations holding multiple-day fundraisers must still deposit money within two business days for each day they are fundraising.

**RO Account Requirements**

• All money generated using University property, facilities, and/or services for use by your organization MUST be deposited into your RO Account.

• Money collected from dues and initiation fees can be deposited anywhere – an outside bank account or RO Account.

**CHARITABLE DONATIONS**

**Fundraising to Benefit Others (Community Organization, Charity, another RO)**

Adhere to the steps below when money is collected or generated to benefit others using University property, facilities, and/or services:

• Submit a Space Request Form to 284 Illini Union for event approval by Registered Organizations Office. Some events may require consultation with the Assistant Director.

• An Event Budget Form must also be submitted with Space Request Form when money is being generated or collected at the event. When requesting an event to benefit a charity, it must be clearly stated that the purpose of the event – whether a sale, concert, tournament, etc. – is to raise funds to benefit others.

• After the event is approved, the Space Request Form is directed to the appropriate office that handles scheduling for the specific space requested.

• Collect revenue at/for event and deposit ALL money into Charity Account at the Cashiers Office in Henry Administration Building.

• Submit a copy of the deposit slip to the Registered Organizations Office to complete the financial audit performed by the University. Fundraisers must be cleared within 2 business days (M-F) following the event.

• The entire amount collected from the event must first be deposited into your Charity Account. Then, you can submit a voucher to reimburse or cover initial expenses related to the event. However those expenses must be paid from your RO account.

• Initial expenses associated with the event can be paid beforehand or reimbursed afterwards from the RSO Account. (This will allow you to give more money to the charitable organization if you choose.) The remaining money must be donated within 30 days of the event, bringing the account balance to zero.

• Submit Voucher accompanied by a typed Letter of Donation for the specified charity/organization to the Illini Union Office of Registered Organizations to remit payment. Letter must include:
  • Name and address of the organization to receive the donation
  • Name and address of the RSO donating the funds. If more than one registered organization sponsored the event, include this information for all involved.
  • Name, dates, and description of the event that raised these funds.
  • Amount of money generated for donation.
  • Signature of either the president or the treasurer of the sponsoring organization.

Indicate on the voucher that you want to include documentation to be mailed with the check. You must provide two Letters of Donation to be mailed with payment.

**Charity Account Requirements**

• All money generated using University property, facilities, or services to be donated to others MUST be deposited into the Charity Account.
DEPOSITING MONEY
Deposits into RO or Charity Account must be made at the Cashiers Office (Room 100) in Henry Administration Building between the hours of 9 a.m.- 4 p.m., Monday-Friday. Deposit slips, bill straps, coin wrappers, and small envelopes are available at the office for your convenience.

Provide the appropriate Organization Fund Account number (regular or charity) for which you wish to make the deposit. Enter FOAPAL: 1-90 _ _ _ _- 389005-307900-199000. [Chart =1, Fund= 90+your 4-digit account number, Organization=389005, Account=307900, Program=199000]

The Cashiers Office requires that the following procedures are followed when making deposits:

Checks
1. All checks must be deposited within two weeks of the check date.

2. Travelers checks are treated the same as regular checks and should be included in the check total.

3. Calculate the total amount of the deposit. When depositing multiple checks, include an adding machine tape of the check total with the deposit.

4. Checks are to be endorsed at the time of receipt. Endorse all checks with the following:
   • **Name of the organization**. If the check is made payable to a charity, write the name of the charity and then the name of the organization below it.
   • **Account number of the organization** (1-90xxxx) on the back.

5. All checks should be reviewed for the following:
   • **Date** – not over two weeks old or post-dated
   • **Payee** – should be University of Illinois, if not it must be properly endorsed
   • **Amount** – numeric amount must agree with written line – bank will accept the written line if they don’t agree
   • **Signature** – checks must be signed
   • **Checks must be drawn on a U.S. bank or have a U.S. clearing bank**. International or postal money orders are acceptable if in U.S. dollars.

Cash/Coins
1. Sort all cash according to denomination with bills facing the same direction. Strap together when possible.
2. Label all wrapped cash and coins with the name of your organization and the account number (1-90xxxx).
3. Do not wrap money for amounts other than specified on wrappers.
4. If you have coins, but not enough to roll, place loose coins in an envelope to prevent loss.

**BUNDLE CASH AS FOLLOWS:**
- $500 in twenties (25 bills)
- $500 in tens (50 bills)
- $500 in fives (100 bills)
- $50 in ones (50 bills)

**WRAP COINS AS FOLLOWS:**
- $10 in fifty-cent pieces (20 coins)
- $10 in quarters (40 coins)
- $5 in dimes (50 coins)
- $2 in nickels (40 coins)
- $.50 in pennies (50 coins)

USING YOUR FUND ACCOUNT
As the financial officer, you protect the interests of the organization by confirming appropriate amounts have been spent for legitimate, organization-sponsored activities and business. You must verify that all documentation being submitted for payment is original and not falsified or forged.

Funds from your Organization Fund Account can only be accessed through submission of a voucher form to the Illini Union Office of Registered Organizations. The voucher system allows you to pay bills and reimburse individual(s), authorize automatic payments/ transfers to other University accounts, or request a cash advance.

Vouchers
The treasurer is the only person authorized to sign vouchers for the organization. However, the president’s signature is required as a co-signer when the treasurer is the payee. Vouchers and a checklist for how to complete vouchers are available online at go.illinois.edu/ROForms.
Vouchers and supporting documentation (contract, letter of agreement, invoice, bill, receipt, and bank/credit card statement) must be submitted to the Office of Registered Organizations in 284 Illini Union. Vouchers will be reviewed for approval by the Illini Union Office of Registered Organizations and forwarded to OBFS for processing. Vouchers will be reviewed for approval by the Office of Registered Organizations and forwarded to OBFS to ensure the account has sufficient funds. The voucher is then sent to University Payables for payment processing.

When the treasurer submits a voucher to pay bills, reimburses an individual, or get a cash advance, OBFS confirms that there are sufficient funds to cover costs prior to remitting payment. A check will not be processed unless requested amount is available in organization’s RO Account. The voucher is then sent to University Payables for payment processing.

It is the treasurer’s responsibility to maintain a copy of all vouchers and documentation for financial transactions associated with the RO Account. All originals remain on file with OBFS and are not accessible once they are submitted. Effective record keeping will allow you to track the account balance, record any debits and credits to the account, and maintain a log of all payments for the books.

Vouchers must be filled out legibly with complete and accurate information. Incomplete vouchers hold up the payment process and will be held in the Office of Registered Organizations until corrections are made.

Pay Bills or Issue Reimbursements
By submitting a voucher, a check can be processed for the payee indicated on the voucher (a vendor, individual, or another organization). After a voucher is submitted and approved by the Registered Organizations Office, OBFS confirms the available balance and issues a check, as long as there are sufficient funds in the RO Account to cover the costs.

As a general rule, supporting documentation needed for reimbursements must be original, paid, itemized, receipts with proof of payment by payee. All vouchers must be accompanied by an original invoice, bill, statement, itemized receipt, contract, or letter of agreement as official documentation for payment. Additionally, if you are reimbursing an individual, proof of payment by payee is required to illustrate that individual actually incurred and paid the charges they are seeking reimbursement for.

The first time a non-UIUC affiliate is being paid via a university-issued check, they will need to complete a Vendor Information Form. This form is available online at obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=917070.

The completed form must be submitted to the Vendor Maintenance Department. Instructions are written on the cover page of the Vendor Information Form. This will allow the payee to be established as a vendor within the university accounting system – a requirement for them to receive payment through the University.
Once the vendor has been entered into the university accounting system, they will receive a unique Vendor Banner Number (denoted as @...). For all subsequent payments to that entity, their Vendor Banner Number should be input on the vouchers. When in doubt, consult with the Office of Registered Organizations to confirm whether or not the payee has a Vendor Banner Number. In order to process any payment to an outside vendor, the organization must be prepared to provide the Vendor Banner Number.

Make photocopies of all receipts for your records, as the originals must be submitted with the voucher.

**CASH ADVANCES**

An organization can request money from their RO Account made payable to an individual to pay for items.

Vouchers must be submitted to request a cash advance. An advance may be used to cover items such as trip expenses, organization events, supplies, etc. The money must be used for the purposes for which it was originally intended. The cash advance request may not exceed the current balance of the RO Account.

To receive a cash advance, the treasurer must submit a completed voucher to the Office of Registered Organizations with payee information and a description of how the cash advance will be used. That information should be listed in the Invoice Information section of the voucher.

The treasurer and the payee are both responsible for these funds. Cash advances must be “cleared” no later than 30 days after the event/activity occurred. After the cash advance has been used, a voucher must be submitted to the Office of Registered Organizations to clear the cash advance.

An organization is allowed to have only one outstanding cash advance at a time. Organizations requesting a cash advance with an outstanding one from the last 24 months may have their cash advance request denied.

**Regulations for Receipts**

- The location/place where the purchase was made must be identified on the receipt.

- All small pieces of original supporting documentation (receipts, boarding passes, name tags, etc.) must be taped to a clean 8 ½ x 11 sheet of paper. Stapled documents and scraps of paper hanging over sides will NOT be accepted.

**CLEARING CASH ADVANCES**

Cash advances can be cleared by indicating all funds were used, partial funds were used, or more than the cash advance was used.

**Used All Funds:** All requested funds were used. Submit itemized receipts totaling the amount of the cash advance to the Office of Registered Organizations.

**Used Partial Funds:** Only a portion of the requested funds were used. You must deposit the unused portion of cash advance back into the Organization Fund Account at Henry Administration. Submit appropriate receipts for the portion of the cash advance used and a copy of your deposit slip to the Illini Union Office of Registered Organizations.

**Used More Than Cash Advance:** All requested funds were used and then some. Submit to the Illini Union Office of Registered Organizations, itemized receipts for all expenses incurred and a voucher to reimburse the individual who provided the additional funds.

- When submitting more than 3 receipts, you must add all receipts on an adding machine and submit the adding machine tape with the voucher. An adding machine is available at the Student Organization Complex (280 Illini Union). If you are only reimbursing specific items from a receipt, you must submit an adding machine tape with the “new” receipt total of specified items, including the correct amount of tax.

- If the vendor has a liquor license, such as most grocery and discount stores, full service restaurants, etc., itemized receipts are required that clearly identify the items purchased. If an alcohol purchase is included on a receipt, you must submit an adding machine tape with the “new” receipt total of specified items, including the correct amount of tax.

- Proof of payment is needed for reimbursement requests over $250. If possible, always try to pay with a credit card or check. If secondary documentation is needed, bank and credit card statements and canceled checks are easy to provide, whereas secondary documentation for cash payments may be harder to provide.
Authorize Automatic Payments and Transfers
Use a voucher to request an automatic payment to a University office, department, or another registered organization.

Funds will be transferred from your Organization Fund Account to that unit’s account. Common automatic payments/transfers include catering, facility rental and staff, technology equipment, audio/visual equipment, and print services.

When you place an order with a University department, you must provide authorization for them to process the charges to your Organization Fund Account for payment. Funds are transferred electronically from the Organization Fund Account to the specified department. If you do not have funds in the account to cover costs, your organization will become encumbered, so please make sure your account has money to cover charges.

If a department does not have the ability to debit your Organization Fund Account, request an invoice or billing statement from that department. Obtain the FOAPAL (department’s account number) for the transfer of funds. Submit the bill, along with a voucher, to the Office of Registered Organizations for payment to be transferred into the appropriate department account.

Transfer of Funds
Funds may be transferred to another account within the Organization Fund, provided that such transfer does not violate any University statutes or policies or this Code and does not provide the recipient organization with funds obtained in a manner otherwise prohibited to the recipient organization. The voucher should indicate transfer information in the Invoice Information section. You must have the full FOAPAL string.

Letters of Agreement
This is a document that can be used as a contract between an organization and a provider of services such as DJs, lecturers, referees, judges, performers, and bands. The document must be completed by both parties. Submit original agreement to the Office of Registered Organizations with a voucher requesting payment from the Organization Fund Account. If using SORF allocated funds, you must also submit a SORF Expenditure Request Form.

MANAGING YOUR FUND ACCOUNTS
The state of an organization’s finances can be dependent on leadership and operation of an organization by officers from the previous year. Maintaining healthy finances will ensure a strong future for your organization by allowing you to recruit members, plan activities, and develop your organization’s vision without significant financial constraints.

As you assume your treasurer responsibilities, it is in your best interest to check your organization’s financial status on all accounts immediately to see where your organization stands. For Organization Fund Accounts, an Account Information Request Form is used to make an inquiry regarding your RO or Charity Account activity. Presidents and treasurers can submit Account Information Request Forms as frequently as necessary. Balance information can be provided as well as transaction statements.

Account Information Request Forms can be completed in the Office of Registered Organizations and are ready for pick-up the next business day after 1pm. The president or treasurer must present their I-card in order to pick up the form.

Reconciling Statements
Treasurers are directly responsible for financial management, compliance, and debt of their organization. Maintaining copies of all financial documentation is essential for reconciling transactions. Appropriate management of financial accounts requires that treasurers confirm all transactions associated with the account to ensure the University or bank records match financial records kept for the organization.

When reconciling transactions, it is especially important to pay attention to any transfers or automatic payments made to a University department to confirm that the amount you contracted to pay is the amount that was debited. Any entity that is given authorization, will process payment from your Organization Fund Account regardless of the balance, which can cause the organization to be encumbered. An encumbrance will negatively impact the status of the registered organization and will result in charges being assessed to the person who authorized any charges that resulting in the organization’s negative account balance.

The simple budgetary principle of reconciling statements will ensure you have accurate records of account activity, maintain an accurate account balance, and confirm all deposits to and payments from the account. Report any discrepancies immediately to the Office of Registered Organizations.
Submitting forged and/or falsified documents is against University Codes and will not be tolerated. Doing so can jeopardize registered organization status and the individuals involved will be held accountable to University and legal statutes. Subsequent investigations by University and law enforcement agencies can result in appropriate sanctions. Further, demonstrated falsifications cause personal and professional challenges in relation to enrollment, career and professional placement, and future aspirations.

FISCAL RESPONSIBILITY AND NEGATIVE ACCOUNT BALANCES
As treasurer of your organization, you are responsible for maintaining a positive balance in the Organization Fund Account. If there are not enough funds in the Organization Fund Account to cover expenses, the organization will be held financially accountable for delinquencies. The organization can be encumbered and as such, will not be able to operate on campus until all debts are paid.

Notice will be provided to the Office of Registered Organizations that there are insufficient funds in the account to pay for the requested purchase. The Office of Registered Organizations will notify the treasurer of the charge and of the insufficient fund balance. The organization will have 30 days to deposit sufficient funds into the Organization Fund Account to generate a positive balance and cover all expenses incurred.

If, at the end of the 30 day cycle, the Organization Fund retains a negative balance, the organization will be encumbered. The organization will not be in good standing with the University. Privileges will be revoked including use of University facilities, ability to fund-raise, access to equipment, discounts on services, eligibility for SORF funding, and use of an Organization Fund Account.

In addition to the organization being encumbered, any remaining debt may be charged to the personal account of the student who authorized the charge that put the organization in a negative balance. This financial burden will also negatively impact the student’s standing with the University, the ability to register for classes, the ability to graduate, and the ability to receive transcripts.

TAX INFORMATION/NOT-FOR-PROFIT STATUS
All tax and legal matters relating to organization activities are the sole responsibility of the registered organization. Registered organizations are not authorized to use the University’s Employer Identification Number (EIN), non-profit status, or tax-exempt status.

Tax Information
As outlined in the Student Code, Article 2 – General Policies and Procedures, Part 3: Registered Organizations and Organization Fund, all tax and legal matters relating to organization activities are the sole responsibility of the registered organization. Registered organizations are NOT authorized to use the University’s Employer Identification Number (EIN) or tax-exempt status.

Your organization is responsible for understanding all requirements and obligations for filing reports to the IRS. The Office of Registered Organizations will not provide any advisement related to tax information.

Employer Identification Number
An EIN is merely a unique identifier for the organization, similar to an individual’s SSN. Applications for an EIN can be retrieved at irs.gov. Obtaining an EIN does not mean a registered organization is a non-profit organization or has tax-exempt status.

Non-Profit Status
An organization is NOT considered to be a non-profit by the IRS unless they apply for such status. The IRS has established eligibility criteria for varying kinds of non-profit organizations. IRS Publication 557 (irs.gov/pub/irs-pdf/p557.pdf) provides a description of the various types of 501(c) non-profit organizations.
Tax Exemption
An organization can apply for tax exempt status with the IRS at irs.gov. Applications are reviewed to determine whether or not an organization meets the requirements of the Internal Revenue Code for tax-exempt status.

Recognition of exemption requires separate applications for charitable organizations versus other tax exempt organizations. Sometimes, a chapter of a larger national organization may be covered as a subsidiary under the parent organization’s tax-exempt status. If you have a larger affiliate, you may want to ask if you are covered under their tax exempt status.

General tax information, resources, and annual reporting requirements can be found at irs.gov/charities/index.html.

Tax-Deductible Donations
Registered organizations are NOT authorized to accept tax-deductible donations on behalf of the University. When soliciting donations from outside sources, it is your obligation to inform potential donors that their contributions are not tax deductible. Organizations that have 501(c)(3) charitable organization status are eligible to receive tax-deductible contributions through their organization, not the University. If you have a parent chapter, you may need to consult with them prior to accepting tax-deductible donations.

DORMANT ACCOUNTS
Any account in the Organization Fund assigned to an organization that does not re-register for a period of four years will be closed. Any funds in the account at the time of closure will be transferred to the Organization Fund Administrative Account. Each year, the income generated from the Administrative Account shall be used to help cover the direct expense of the fund operation. Excess interest will be retained in the Administrative Account. Should such an organization then re-register after its account has been closed, it may petition the Organization Fund Advisory Board to have its funds re-established.

OUTSIDE BANK ACCOUNTS
An Outside Bank Account is a checking account set up and managed by a registered organization outside of the RO Account. The organization assumes all responsibility involved in managing the account including securing an Employee Identification Number (EIN) and filing appropriate documentation with the IRS. The Illini Union Office of Registered Organizations will not advise organizations on managing these accounts.
V. ORGANIZATION FUND
ADVISORY BOARD

FUNCTION
The Organization Fund Advisory Board (OFAB) funds items and/or services which will benefit all or a large number of registered student organizations. OFAB funds come from half of the collective interest earned from all of the organization fund accounts and an advisory board of student treasurers selects how those funds are spent. After the advisory board suggests items to be purchased, all treasurers of registered student organizations are invited to vote about what purchases should be made. As a group, the treasurers may vote to spend some or all of the money on any number of the proposals or they may choose to send the money back to the organizations whose accounts helped generate the funds.

ADVISORY BOARD
The Organization Fund Advisory Board’s functions include the following:

• Develop policies and rules of practice regarding the allocation of funds in the surplus distribution account to registered organizations as described in the Student Code.

• Hear appeals by registered organizations that have had actions taken against them and make recommendations to the Chancellor or the Chancellor’s designee, whose decision shall be final,

• Distribute an annual report of its activities to all registered organizations with accounts in the Organization Fund,

• Advise the appropriate University or campus official(s) on all aspects of the Organization Fund.

ANNUAL MEETING
Each fall all treasurers are asked to vote as part of an electronic process regarding the allocation of OFAB funds. At least 60 treasurers must vote. In 2013, treasurers voted to fund the following:

Permanent equipment for free use/check out by ROs
• $500 for 6 next hand trucks
• $500 for the purchase of 4 portable dry erase boards
• $1,800 for the purchase of 10 canopy tents
• $100 for the purchase of sidewalk chalk
• $500 for the purchase of 8 additional extension cords

Additional Purchase
• $13,000 for CollegiateLink software purchase and management. CollegiateLink is the software and support system used for organization registration and the SORF funding application process.

Illini Union Subsidies
• $8,500 for audio/visual and multimedia equipment rental discounts in campus facilities for organization sponsored programs/events (to include the Illini Union, academic facilities, and programming venues).
• $11,000 for printing/photocopying discounts at the Illini Union ReSOurce Center

If you are interested in being part of the OFAB group, please contact the RSO office at iurso@illinois.edu.
VI. EVENT PLANNING

RESERVING SPACE
Anytime an organization wants to hold an event, activity, or meeting, the event must first be approved by the Illini Union Office of Registered Organizations. The process begins with a Registered Organization submitting a Space Request Form to the Illini Union Office of Registered Organizations. Space requests can be found online at go.illinois.edu/ROForms or in the Office of Registered Organization (284 Illini Union). Space requests can be submitted by email, but must have original signature.

Event Approval
Organizations should provide on the Space Request Form a detailed description of the proposed event including the desired space, date, and time for the event. Space Request Forms will be reviewed to confirm that the sponsoring organization is registered, is in good judicial and financial standing (e.g. do not have a negative account or outstanding requests.). In addition, the proposed event will be reviewed to ensure it is in compliance with University policies. The Office of Registered Organizations will review the request and provide event approval if applicable. Special events may require a consultation with the Assistant Director.

Campus reservation offices are responsible for assigning appropriate and available space for events. Once event approval has been provided, the sponsoring organization can take the Space Request form to the appropriate reservations office for reserving space and/or request a meeting with the office managing that space to further discuss the event. Be sure to provide detailed event information in the “Remarks” section of the Space Request Form.

Meeting rooms are generally available free of charge, but any equipment and staff assistance required for the program may result in charges, which are the responsibility of the organization. Some facilities do have rental fees based upon the management of that facility. Some fees that are associated with multimedia equipment can be avoided if organizations rent equipment from Event Services in room 129 of the Illini Union.

WHO CAN SUBMIT SPACE REQUESTS?
The registered organization’s president, treasurer, and authorized agents #1, #2, and #3 are the only people who can submit space requests for the organization.

Processing Space Requests
With any space request that is processed, you can drop off the form at the Illini Union Office of Registered Organizations (284 Illini Union) and then allow the Office of Registered Organizations to forward the request through campus mail or via our online system. Groups should receive confirmation for their space via email. Some facilities, including the ACES Library, Krannert, Temple Buell Hall, and the Music Building, are not equipped with online system and therefore, forms must be delivered. For these spaces, a student from the group may pick up the form from 284 Illini Union after 1pm the following business day and take it to the appropriate office.

Please note that special events may require consultation with staff from the Office of Registered Organizations. Additionally, space request forms will not be signed on the spot under any circumstances.
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<thead>
<tr>
<th>Event Space</th>
<th>Reservation Office</th>
<th>Minimum Time Required for Approval</th>
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<tbody>
<tr>
<td>Academic Classroom</td>
<td>Facility Management &amp; Scheduling, 901 W. Illinois St., Urbana</td>
<td>48 hours</td>
</tr>
<tr>
<td>Illini Union</td>
<td>Event Services, 129 Illini Union, 1401 W. Green St., Urbana</td>
<td>48 hours</td>
</tr>
<tr>
<td>Illini Union Rec Room</td>
<td>Lower level, Illini Union, 1401 W. Green St., Urbana</td>
<td>48 hours</td>
</tr>
<tr>
<td>Campus Recreation (ARC, CRCE, outdoor fields, Illini Grove)</td>
<td>ARC Member Services, 201 E. Peabody Dr., Champaign</td>
<td>Two weeks</td>
</tr>
<tr>
<td>Ice Arena</td>
<td>108 Ice Arena, 406 E. Armory, Champaign</td>
<td>48 hours</td>
</tr>
<tr>
<td>Armory</td>
<td>190 Armory, 505 E. Armory, Champaign</td>
<td>48 hours</td>
</tr>
<tr>
<td>Residence Halls</td>
<td>Area office of selected residence hall</td>
<td>48 hours</td>
</tr>
<tr>
<td>Washington “Frat” Park</td>
<td>Champaign Park District, 706 Kenwood Rd., Champaign</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Quad/Anniversary Plaza, weekdays 9 a.m.-5 p.m.</td>
<td>284 Illini Union, Illini Union Office of Registered Organizations, 1401 W. Green St., Urbana</td>
<td>48 hours</td>
</tr>
<tr>
<td>Quad/Anniversary Plaza, weekdays 5-10 p.m., weekends</td>
<td>Facility Management &amp; Scheduling, 901 W. Illinois St., Urbana</td>
<td>48 hours</td>
</tr>
</tbody>
</table>

For Space Requests for Academic Buildings:
Classrooms, Lecture Halls and Theatres (**Foellinger, Lincoln & Gregory Hall Auditoriums)
1. Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Illini Union Office of Registered Organizations.
2. The space request is electronically submitted the next business day.

Space Requests for Illini Union: Meeting Rooms
1. Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Illini Union Office of Registered Organizations.
2. The space request is walked/delivered by RSO staff the next business day.

Space Requests for Illini Union Rec Room: Bowling, Billiards, Game Room and Snack Counter
1. Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Illini Union Office of Registered Organizations.
2. The space request is electronically submitted the next business day.

Space Requests for Campus Recreation: ARC, CRCE, Outdoor Fields, Illini Grove
1. Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Illini Union Office of Registered Organizations.
2. The space request is electronically submitted the next business day.

3. Some Campus Recreation facilities require 2 weeks to process space requests.

Space Requests for Campus Recreation: Ice Arena
1. Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Illini Union Office of Registered Organizations.
2. The space request is electronically submitted the next business day.
Space Requests for Armory Track:
1. Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Illini Union Office of Registered Organizations.

2. The space request is electronically submitted the next business day.

3. When reserving the Armory Track, you may need to complete a pre-event consultation with the Armory Manager to discuss availability of facility as well as event dynamics.

Space Requests for Residence Halls: Multi-purpose rooms and spaces in Residence Halls
Multipurpose rooms and space in Residence Halls are only available to residents of University Housing facilities. Please visit housing.illinois.edu for more information about securing space for your event.

Space Requests for Washington Park: 245 E. Chalmers, Champaign
This space is owned by the Champaign Park District and has a different procedure than reserving campus space.
1. Submit a completed Park Permit Agreement, which is available in the Illini Union Office of Registered Organizations.

2. The Assistant Director of the Office of Registered Organizations staff will provide a letter of approval to the Champaign Park District. The letter is mailed to them, as well as other campus offices to notify them of the event.

3. The Champaign Park District will contact the person listed on the form regarding the event.

4. A minimum of three weeks is required for this process.

Space Requests for Anniversary Plaza, weekdays 9a-5p: Red brick area between the Quad grass and the Union building
Quad space, weekdays 9a-5p: concrete area south of Illini Union patio surrounding Anniversary Plaza
1. Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Illini Union Office of Registered Organizations.

2. Within 48 hours, the Illini Union Office of Registered Organizations will send an email to the contact person notifying of assigned and reserved space on Anniversary Plaza. Save this reservation and bring a copy to the event with you, just in case.

Space Requests for Anniversary Plaza, weekdays 5p-11p, weekends: Red brick area between the Quad grass and the Union building
Quad space, weekdays 5p-11p, weekends: concrete area south of Illini Union patio surrounding Anniversary Plaza
1. Submit a completed Space Request Form with the signature of an authorized agent for that Registered Organization to the Office of Registered Organizations.

2. The space request is electronically submitted to FMS the next business day.

Space Requests for Courtyard Café
The Illini Union Courtyard Café was created to provide students with a unique service having three distinct purposes throughout the week.

During the day, the Courtyard is a place to visit informally, watch television or attend a noon-time program. On Thursday, Friday, and Saturday nights, the Courtyard becomes a student nightclub, featuring professional and student entertainment. On other nights, events such as lectures, debates and performances are presented.

Registered Student Organizations do have the option to hold events in the Courtyard Café on dates that it is not in use. Questions should be submitted to the Courtyard Café staff at iucourtyard@illinois.edu. Like all campus spaces, a space request form must be submitted before the space can be reserved.

Grassy Areas
Organizations who want to utilize grassy space for their event have several options. The lawns in front of the following building may be reserved: Henry Administration, English, Noyes, and Davenport. Additionally, the South Quad and the Bardeen Quad (Engineering) are available. The Main Quad is not a reservable space.

To secure grassy space for your event, simply fill out a space request form and list which space your organization would like to reserve. Please note: nothing may be put into the ground in these spaces. Organizations will be held responsible for any damage caused to the space.
Anniversary Plaza
Providing a forum for student expression is vital to the learning environment of the University. As a state institution, the University of Illinois adheres to the protections guaranteed by the First Amendment to the Constitution of the United States. Free speech, free expression, and peaceful assembly are basic to the exchange of ideas and beliefs. Academic progress and freedom flourish when the rights of free expression are assured, particularly at an institution of higher education.

In accordance with the Campus Administrative Manual, Anniversary Plaza (the space formally designated by red bricks between the Illini Union and the Quad) has been designated as a public forum due to its high visibility to the student body, easy access, and its location as being less likely to disrupt or obstruct University activities and functions (when activity occurs there). Anniversary Plaza is approximately 30’x25’ in size. A sample of programming events that typically occur in Anniversary Plaza include, but are not limited to, speeches, rallies, protests, demonstrations, vigils, large scale educational displays, and visits by local and national political figures.

Although the University can place time, place, and manner restrictions on expression, this is done without regard to the views expressed during the program and any restrictions must be viewpoint neutral and serve a legitimate University purpose.

Adjacent to Anniversary Plaza is the Illini Union/Quad crosswalk. This pedestrian crosswalk space is utilized by Registered Organizations and is more appropriate for basic events like information tables/distribution, fundraising, and event publicity. While not formally occurring on Anniversary Plaza, this space follows the same policies and basic reservations process as the programmed events on Anniversary Plaza.

Registering to use the Illini Union/Quad for Tabling Organizations who want to have space reserved for events such as information distribution and fundraisers shall submit a Space Request Form to the Illini Union Office of Registered Organizations. These types of activities are simple in nature and do not necessarily constitute formal programming. Upon processing the Space Request Form, if the Registered Organization is in good standing, space may be assigned to the group for their event. Groups utilizing space for this type of event shall not use the formal Anniversary Plaza location, but may setup tables adjacent to Anniversary Plaza.

While amplification is not permitted with these types of reservations, small radios may be utilized so long as the volume level is maintained at a volume that is reasonable and does not inhibit another group from conducting their event.

Registering to use Anniversary Plaza Organizations that want to host formal programs including but not limited to demonstrations, rallies, speeches, concerts, vigils, and film screenings on Anniversary Plaza must submit a Space Request Form to and receive prior approval for the proposed event from the Office of Registered Organizations. Approval is contingent upon the organization being in good standing and may include a meeting with the Director. Upon being allocated the space for the proposed event, the sponsoring organization must adhere to the Student Code and follow the “Anniversary Plaza Registration Rules” and abide by all “Rules Governing the Use of Anniversary Plaza.”

Registered organizations who want to sponsor these types of events may do so as long as the event does not disrupt or interrupt the regular and essential operation of the University; interfere with the rights of others; and/or destroy property. Registration of such events through the Office of Registered Organizations is encouraged, as it will help ensure that there is an orderly scheduling of facilities, the opportunity for adequate preparation for the event, and that the demonstration and/or rally is conducted in a manner appropriate to the University community.

Failure to properly register the event and receive event approval may result in sanctions being imposed upon the sponsoring organization. No multi-media services will be provided by the University if the event has not been previously approved and scheduled.

The registration of the demonstration and/or rally is further requested to avoid the problem of competition for space. This process serves as a means to facilitate the coexistence of students’ rights to speak and the rights of others to access academic programs and scheduled functions of the University. Since the Anniversary Plaza is a popular programming space, if more than one event is planned for the same area, priority is given to Registered Organizations who registered their assembly with the Office of Registered Organizations.
Sound equipment may be used on Anniversary Plaza but is regulated to prevent interference with academic programs or other scheduled events (see “Rules Governing the Use of Anniversary Plaza” below for specific information regarding time). Amplifying equipment for musical instruments is not permitted.

A Request for Use of University Premises and Facilities form (Space Request Form) is available from the Office of Registered Organizations, 284 Illini Union or online at go.illinois.edu/ROSpace.

If you have a question about whether your organization’s proposed event needs to be registered with the Illini Union Office of Registered Organizations, you should contact the Office at (217) 244-2357 for clarification.

Rules Governing the Use of Anniversary Plaza

1. All policies and procedures governing the use of Anniversary Plaza remain consistent with the University of Illinois at Urbana-Champaign Student Code and the Campus Administrative Manual.

2. Due to the size and limits on its use, reservations of Anniversary Plaza for programming purposes are restricted to one organization/event at a time.

3. Anniversary Plaza may be reserved by Registered Organizations, university departments, and students/faculty/staff for programming that is sponsored by their respective unit. Priority for use of Anniversary Plaza is given to Registered Organizations. Non-University entities are prohibited from reserving Anniversary Plaza.

4. All Registered Organizations must submit a space request form for the use of Anniversary Plaza. In order to meet the potential needs that each organization has, all space request forms must be received by the Illini Union Office of Registered Organizations in a timely manner.

5. Events may require a meeting with the Assistant Director to discuss logistics and approval.

6. Amplified sound (voice only) is permitted Monday-Friday between the hours of Noon-1pm and after 5pm, and is subject to approval on the weekends. Amplified sound may be approved between 5-11pm and on weekends but is subject to approval by the Illini Union Office of Registered Organizations and the Office of Facility Management and Scheduling.

7. All events that are held in Anniversary Plaza may not impede pedestrian traffic nor disrupt the functions of the University.

8. An authorized agent of the sponsoring organization must be present at the event and be available for consultation, discussion, and assistance if needed.

9. A reservation made by a Registered Organization may not be turned over to another organization, individual, or non-university affiliate.

10. Sponsoring organization is expected to manage the event in a manner that upholds the ideals of the University’s community.

11. Any reasonable request made prior to or during the program by campus administrators must be addressed immediately as these types of requests are in reference to campus operational needs, university policies, and public safety.

12. Per the Campus Administrative Manual (cam.illinois.edu/viii/VIII-5.htm), Quad Noise may only be amplified from 12-1pm. Noise must be kept at a reasonable volume at all other times and is subject to the discretion of the Office of Registered Organizations.

13. Organizations are only able to reserve Anniversary Plaza one time per semester.

Failure for an organization and/or individual to abide by any of the above rules or policies may result in their removal from Anniversary Plaza and/or prohibition from reserving the space in the future. Any questions regarding student use of Anniversary Plaza or its registration may be directed to the Office of Registered Organizations.

Booth Space

The three booths located on the south side of the Illini Union are available Monday through Friday from 9am-5pm.

• All three tables must now be reserved through the RSO office.
• In order to use the space, each RSO must meet the registration guidelines.
• Registered Student Organizations are only able to reserve the booth space twice a semester.
Auditorium Terrace Background

Providing a forum for student expression is vital to the learning environment of the University. As a state institution, the University of Illinois adheres to the protection guaranteed by the First Amendment to the Constitution of the United States. Free speech, free expression, and peaceable assembly are basic to the exchange of ideas and beliefs. Academic progress and freedom flourish when the rights of free expression are assured, particularly at an institution of higher education.

In accord with the Campus Administrative Manual, the Auditorium Terrace Public Engagement Area, herein referred to as the Auditorium Terrace, has been designated as a public forum due to its high visibility to the student body, easy access, and its location as being less likely to disrupt or obstruct University activities and functions (when activity occurs there). Auditorium Terrace refers to the formal space located at the ground level north of the library vestibule between the risers/stairs approaching the library overlook and back of Foellinger Auditorium.

Although the University can place time, place, and manner restrictions on expression, this is done without regard to the views expressed during the program and any restrictions must be viewpoint neutral and serve a legitimate University purpose.

Included in the Auditorium Terrace programming capabilities is the ability for Registered Organizations to conduct basic events like information tables/distribution, fundraising, and event publicity. While there are different restrictions and limitations for formal programs and information-based distribution, the same policies and basic reservations process are in place for all events that occur on Auditorium Terrace. A sample of programming events that could be supported on Auditorium Terrace include, but are not limited to, speeches, allies, protests, demonstrations, vigils, and large scale educational/awareness displays.

Auditorium Terrace has been equipped with outdoor speakers and a microphone jack for use with programs that require amplified sound. Amplified sound is restricted to a single microphone and projection of voice only through the installed equipment. Consistent with the University’s policy on amplified sound, the equipment is programmed to operate from 12-1 p.m. only.

Steps for Reserving and Using Auditorium Terrace for Tabling/Information-Based Purposes:

1. Groups seeking to use the Plaza for tabling or programming purposes initiate the approval process by submitting a Space Request Form to the Office of Registered Organizations.

   a) For fundraising events, an “Event Budget Form” must accompany the Space Request Form and all revenue generated must be deposited into the Organization Fund Account at Henry Administration Building.
   b) For information tables, a basic description of the type of information being distribute shall be indicated on the Space Request Form.

2. If the organization is registered and in good standing, event approval will be provided by the Office of Registered Organizations and space approval will be completed by the appropriate reservations office depending on the day and time of the event.

3. Tables may be reserved through the Office of Registered Organizations upon receipt of the reservation confirmation.

TECHNOLOGY

Requests for Codes and ITS Usage

The Integrated Teaching Systems (ITS) are available for use by instructors and departments for all events that fit within the academic mission of the university. This includes but is not limited to, catalog listed courses, seminars, guest lectures, faculty candidate presentations, and dissertation defense. CITES considers other uses of the classrooms to be “special events.” A number of special events take place on campus every day of the year. When these events require audiovisual support in the campus-managed classrooms, CITES is often involved.

Instructors may request codes for ITS classrooms when they provide information about their course through the ClassTech online request form. This includes professors, instructors, lecturers, and teaching assistants. When a request is made by a UIUC staff person that is not a course, or by a non-UIUC staff person, CITES will inquire about the nature of the event. Codes will not be issued to UIUC students or individuals not affiliated with the university. Individuals not affiliated with UIUC (e.g. visiting speakers) and UIUC students are not allowed to possess ITS security codes.
Technical Assistance
Although CITES does not always have the resources to provide operational or technical assistance, it can be provided in certain circumstances. Please contact CITES as early as possible if assistance may be required. The fee assessed for our assistance varies with the level of specialized support required. For example, the rate charged for a CITES Classroom Technologies operator is typically $25 per hour during regular business hours and excluding overtime.

Registered Student Organizations (RSOs) or student-sponsored events
Many RSOs wish to make use of the ITS equipment in campus classrooms. Although students are not allowed to have the ITS access codes, the group can enlist a faculty or staff person to serve as an audiovisual operator. The appropriate staff person needs to be a full-time UIUC employee and one who is willing to learn how to operate the ITS equipment, stay in the ITS classroom for the duration of the event, and properly secure the equipment when complete. The usage fee will also be assessed.

If CITES Classroom Technologies staff are available, they may also serve as an operator if requested. Contact CITES for more details about rates.

ROs should also inquire about the use of the projection systems provided through the Illini Union Office of Registered Organizations.

SPECIAL EVENTS
University premises and facilities are available for use by individuals or organizations for purposes relating directly to the University’s regular educational or research programs. Any individual(s) or organization wishing to use University premises or facilities for any other purpose must obtain approval from the appropriate campus authorities. Questions relating to such usage should be directed to the Office of Facility Management and Scheduling.

Campus authorities may grant permission to use University premises and facilities to these organizations when the use is generally compatible with the University’s teaching, research, and public service missions.

Many registered organizations sponsor events deemed to be “special events.” These are events that require extra set up, extra approval, may have risk associated with them, or have unusual circumstances. These events will be discussed with the Assistant Director of the Illini Union initially, and then the organization may be invited to share plans with the Special Events Advisory Committee.

Policy on Vehicles on University Property
Use of University grounds, other than streets, parking lots, and designated loading areas, by motorized vehicles is extremely limited, and certain restrictions apply. Aside from vehicles from F&S, no vehicles are allowed on Anniversary Plaza. Certain vehicles may be allowed at Area 51 (concrete area between Engineering Hall and Everitt Lab) with appropriate time given for approval.

University Catering
Depending on where you are planning to hold an event, certain facilities may have a specific food/beverage policy that must be followed. For example, in the Illini Union, University Catering services must be used when holding an event there. To schedule catering for events at the Illini Union and other locations on campus, call (217) 333-0126 or email university-catering@illinois.edu.

Outside/Preferred Vendors
Your event venue may not have specific requirements on catering, but will require them to be approved by the University’s Office of Risk Management. That office maintains an updated list of vendors who have the appropriate insurance and are able to have events on campus: obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=929229.
For more detailed questions, contact iurso@illinois.edu or call the Office of Registered Organizations to set up an appointment.

Risk Management and Insurance
Depending on the type of event your organization is planning, it is possible you will need to obtain a certificate of insurance for event approval. This is something that the Assistant Director of the Illini Union will consult with Risk Management about. Risk Management will then review policies before final event approval is given.

Sale of Food
Organizations who are selling food on University property must complete the Food Safety training and quiz in Illinois Compass. This should be completed by member/s of your organization who are preparing food and overseeing its sale on University property. This training only needs to be completed once per
To enroll in this training, please email iurso@illinois.edu and list Food Safety training as the subject of the email. No food sales will be approved until food training has occurred.

FUNDING RESOURCES
It is important to make sure you have a budget and plan of action for finances associated with hosting an event prior to making any financial commitments. Funding sources are available to assist with costs of events and activities hosted by registered student organizations.

Each funding source has its own set of guidelines, restrictions, application procedures, funding and allocation processes that must be adhered to. These entities are not the primary source of funding for an event, but rather they help subsidize programming costs by covering a portion, percent, or flat amount of a total cost.

Student Cultural Programming Fee (SCPF)
The purpose of the SCPF is to provide direction and allocation of resources for culture-specific programming for African American, Asian American, Latina/o, and Native American programs and activities. The goal is to advance further cultural awareness, encourage diversity, educate the University of Illinois community as a whole, and provide a forum for the development, exploration, and improvement of cultural programs. No more than 80% of a program’s budget will be funded. Each organization shall be expected to share expenses for funded programs, services, and activities through its own resources. Applications that have indicated other sources of funding will receive greater consideration.

Visit studentaffairs.illinois.edu/diversity/guidelines.html for funding Guidelines and Restrictions and an application.

Program Coordinating Council (PCC)
PCC is a centralized mechanism for requesting support from Student Affairs units so that an organization does not have to approach each individual unit, such as Campus Recreation, The Career Center, Counseling Center, Illini Union, McKinley Health Center, Office of the Dean of Students, Office of Inclusion & Intercultural Relations, Office of Minority Student Affairs, University Housing, and The Vice Chancellor for Student Affairs. The goal of PCC is to fund large-scale educational events of interest to as many students as possible. PCC will accept proposals that improve the quality, style, and content of student life at UIUC primarily if it addresses a major policy or programmatic issue. Please note, due to its very restricted budget PCC should be considered a funding source of last resort. Typically, funding does not exceed $1,000.

Visit odos.illinois.edu/resource/pcc/guidelines.asp for funding Guidelines and Restrictions and an application.

Student Organization Resource Fee (SORF)
The Student Organization Resource Fee was established in 1978 to support programs and activities of Registered Student Organizations. SORF is a mandatory (but refundable) $6 fee collected each semester from all students at the University of Illinois at Urbana-Champaign. Information about SORF can be found at union.illinois.edu/SORF.
VII. RESOURCE CENTER

PURPOSE
The ReSOurce Center is located in Illini Union Room 285, behind the Illini Union Office of Registered Organizations. It provides services and resources that are affordable and accessible to registered student organizations, students, UIUC departments, and guests.

AVAILABLE SERVICES
The ReSOurce Center offers printing services and rental services of various items. For our printing services, they offer printing in both black and white and color, printing in 20 different colors of various sizes from 8.5" x 11" to 11" x 17." They also offer stapling, hole punching, double sides printing, as well as accommodations for booklet and pamphlet printing. They also provide paper folding as a service. For handbills and smaller posters, we also have available five paper cutters in the ReSOurce Center.

Most print jobs can be done with a 24 hour turn-around time.

For specific pricing, please call 217.333.1065.

Only authorized agents (president, treasurer, and authorized agents #1-3) may authorize copies on behalf of an organization when using the organization account number.

EQUIPMENT CHECK-OUT
The ReSOurce Center offers equipment for registered student organizations to borrow for events. To the right is the breakdown of the current inventory located in 285 Illini Union. Because this equipment was purchased using University Fund Accounts of registered student organizations, only RSOs are able to check out this equipment.

- Tents
- Tables
- Video camera
- Cash boxes
- Extension cords
- Portable coolers
- Portable white boards
- Portable microphone/speaker sets
- Sidewalk chalk
- Raffle tickets

Only authorized agents (president, treasurer, and authorized agents #1-3) may check out equipment on behalf of an organization.

LCD PROJECTORS AND LAPTOPS
Our office also proves laptops and LCD projectors available for check-out to registered student organizations free of charge. This equipment can be accessed via Event Services, 129 Illini Union. Reservations can be made by stopping by their office or calling 217.333.0691. Please note Event Services is not open on Saturday or Sunday.

The ReSOurce Center is open the following hours during the Fall & Spring semesters when classes are in session:
Monday – Thursday  8:30am-10pm
Friday             8:30am-6pm
Saturday          1:00-6:00pm
Sunday            1:00-10:00pm
VIII. STUDENT ORGANIZATION COMPLEX (SOC)

The Student Organization Complex (SOC) is located in 280 Illini Union and houses 55 Registered Student Organizations.

The mission of the SOC is to enhance the contributions of organizations by providing space for many different groups to work, mingle and collaborate.

Within the Student Organization Complex there are:
• 9 large organizational offices
• 46 office cubicles
• 58 cabinets
• 106 mailboxes
• Photo copy machine
• Conference Room 277 and 285F, available exclusively for RSOs
• Long tables for meetings
• Illinois Student Senate and Student Trustee offices located at the east end of the SOC

HOURS

Academic Year 2014-2015
Monday – Thursday: 9:00am – 10:00pm
Friday: 9:00am – 6:00pm
Saturday: 1:00pm – 6:00pm
Sunday: 1:00pm – 10:00pm

Summer 2014 and 2015
Monday – Friday: 9:00am-5:00pm
Saturday and Sunday: Closed

Note: When classes are not in session, this schedule may be altered. This schedule may be altered during the academic year.

LOCATION
The Student Organization Complex is located in the Illini Union in Room 280. It is on the second floor, south side of the building, quad side. It is conveniently located down the hall from the Illini Union Office of Registered Organizations.

SPACE ALLOCATION

Registered Student Organizations are able to apply for space in the SOC each spring as tenants frequently change toward the end of the academic year. Organizations that currently hold office and cubicle space in the SOC must meet a required minimum percentage of “space checks” where one of the desk attendants within the Office of Registered Organizations sweeps the complex several times throughout the day, recording which organizations are present and using their space during the hours of operation. Organizations that do not use their space for the minimum requirements may receive a probationary status and possibly face eviction from the SOC. In that event, their space is then made available for applicants to interview to use the space.

Space checks will be conducted Monday through Thursday, 9:00am-9:00pm and Friday, 9:00am-6:00pm from September to March. Space checks will not occur during academic breaks.

The Illini Union Board is responsible for allocating space in the SOC. Because the number of offices is limited, stated guidelines will allow space to be given to those organizations that most need the space.

If your organization is interested in applying for a space, or has questions regarding the space allocation process, please contact the Illini Union Board Office at 217.333.3663, or the IUB Vice President for Policy.
IX. POLICIES AND GUIDELINES

SANCTIONS OF REGISTERED ORGANIZATIONS
Like students who attend the University, registered organizations can be sanctioned should they violate the Student Code, state, federal, or municipal laws. The process is outlined in the Student Code.

1. A registered organization may be sanctioned for one or more of the following causes:
   a. Knowingly sponsoring, urging, or engaging in actions by individuals or organizations that violate University rules or regulations, including this Part.
   b. Knowingly sponsoring, urging, or engaging in actions on campus by individuals or organizations that violate local, state, or federal law.
   c. Knowingly sponsoring, urging, or engaging in actions that substantially disrupt or interfere with the normal operation of the University or with the lawful activities of organizations or individuals authorized to use University facilities.

2. No registered organization may be sanctioned except by action of the appropriate University authority after notice and opportunity for hearing in accordance with procedures adopted by the Senate Committee on Student Discipline.

3. The sanctions may include but are not limited to one or more of the following: warning; probation for a specified time; suspension of registered organization status for a specified time; revocation of registered organization status.

ALCOHOLIC BEVERAGES POLICY
The Student Code outlines some strict policies regarding registered organizations and alcohol. While it is not impossible for your organization to have an approved event with alcohol on-campus (such as a reception or meal) it must be planned months in advance so the appropriate approvals may be granted.

Registered organizations may never use their fund account to pay for alcoholic beverages.

Other regulations regarding registered organizations and alcohol:
As stated in the Student Code (symbolized by §) 1-306(c), all University of Illinois at Urbana-Champaign students and registered organizations are subject to the alcoholic beverages policies stated in §§ 1-306 to 1-308. Both individual students and registered organizations may be subject to disciplinary action for violations of these policies (See § 1-301(d)). In addition, the following regulations apply to registered organizations:

1. Registered organization events supported in part by alcoholic beverage distributors, manufacturers, and retailers must be conducted in compliance with procedures and guidelines available from the Office of Registered Organizations.

2. Consistent with § 2-406(a), in promoting sponsored programs, a registered organization may not use materials that: 1) advertise the availability of alcohol, or 2) contain information associated with solicitation for profit (for example, coupons, discounts, or commercial advertisements).

3. Events involving the use of alcohol at registered organization sponsored programs should subscribe to the philosophy of responsible and legal use of the beverages. Functions with alcohol should neither encourage any form of alcohol abuse nor place emphasis on quantity and frequency of use.

4. A registered organization may not use University resources to advertise or promote any event, the sole or primary purpose of which is the illegal consumption or overconsumption of alcohol. Such events include, but are not limited to, “bar crawls” and “happy hours.” If an event is challenged by the Office of Registered Organizations as a violation of this subsection, the burden is on the registered organization to prove that its sole or primary purpose was conduct other than the illegal consumption or overconsumption of alcohol.

HAZING POLICY
According to Illinois law, a person commits hazing by knowingly requiring another person in any educational institution to perform an act for the purpose of joining any organization connected with that institution, if such act results in bodily harm to anyone. The University of Illinois defines hazing as an act that
endangers the mental or physical health or safety of any person OR that defaces, destroys, or removes public or private property, for the purpose of initiation into, admission into, affiliation with, or continued membership in, any group or organization. It is obviously a much broader definition than state law.

Examples of Hazing:
The U of I Interfraternity Council has set forth some examples of hazing. They include, but are certainly not limited to, the following:

- Alcohol use
- Paddling
- Excessive fatigue
- Scavenger hunts
- Road trips
- Conspicuous apparel
- Humiliating activities

Many of them are clearly not likely to result in bodily harm of any sort, but are simply not wholesome or uplifting standards of behavior.

For further information regarding hazing, please go to the following link: http://www.odos.illinois.edu/sls/brochureAds/downloads/Hazing.pdf.

CAMPUS CHALKING POLICY
The use of water-soluble chalk, easily removed by rain, for the purposes of promoting events, encouraging participation in student elections and expression of current issues is permissible on University side-walks. Chalking is prohibited:

1. On University property including, but not limited to, all vertical surfaces, buildings, walls, planters, doors, trash receptacles, steps, fountains, benches, tables, signs, poles, columns, bus stops, light posts, and trees.

2. Underneath any covering where chalk would not be washed away by rainfall.

POSTING POLICY
The Student Code outlines the campus flyering policy: Any individual may post and distribute leaflets, handbills, and other types of materials intended to provide information about sociopolitical or educational issues and events, without prior approval, under the following conditions:

Advertising
Such materials must not advertise the availability of alcohol, information associated with solicitation for profit (i.e., coupons, discounts, commercial advertisements), or the promotional materials of candidates for non-campus elections. Their content and display must also be consistent with the provisions of §§ 2 405 and 2 406.

Posting
1. Residence Halls: Registered student organizations (RSOs) and not-for-profit community service organizations may seek approval for postings in central areas of the Residence Halls, such as main lobbies and main lounges. Postings will be approved at the Department of Residential Life, 300 Clark Hall. The Posting Authorization Request form is to be completed and one copy of the flyer/poster is be provided for determination of approval.

Postings will be denied if:
- Names of for-profit agencies/businesses is referenced on the posting
- Event/Meeting is at a location where alcohol may be served
- Flyer is larger than 8 ½ x 14
- Location listing is ambiguous or not listed at all
- Flier references an event that is by invitation only (i.e. all events with approved postings shall be open to all Undergraduate Residence Hall Students)

Due to space limitations, only 31 copies are allowed. In cases of multiple flyers relating to the same topic, only a combination of 31 is allowed.

2. Other General Campus Bulletin Boards: University organizations, campus boards, registered (student, faculty, staff) organizations, registered campus-community organizations, and Religious Workers Association members may post materials on other general campus bulletin boards. In order to allow all users a fair and equal chance for space on the boards and provide maximum service to the readers of the boards, poster size may be restricted. Posters must include the name of the sponsoring organizations, the date of the event, and the place of the event. Posters should only be placed on general University bulletin boards and Illiosks. They should not be placed on doors, walls, windows, trees, sidewalks, or trash cans. Improperly posted materials will be removed at the violator’s expense. Any legal ramifications regarding posters are the responsibility of the individual or group posting the notice. All non-current materials will periodically be removed and disposed of. Questions regarding general campus bulletin boards should be directed to the Office of the Registrar. Certain buildings, due to the nature of the activities within them,
are governed by separate policies (including but not limited to those listed in § 2 503(a)).

3. Cement Kiosk: The large, circular cement kiosk located between the southwest end of the Illini Union and Henry Administration Building may be used to post flyers. This kiosk is cleaned by Facilities and Services on a weekly basis.

Distribution
1. Distribution of such materials inside University buildings, other than residence halls (see § 2-406), is permitted in common areas (e.g., foyers, vestibules, or hallways), provided that such distribution does not impede traffic flow or disrupt University business such as classes, laboratories, meetings, or office work. The interiors of classrooms, auditoriums, museums, lecture halls, offices, gymnasiums, retail shops, and dining or social reception halls, as well as mailboxes, are not considered “common areas” for this purpose.

Distribution outside the entrances to University buildings is permitted so long as it does not impede traffic flow. For most campus buildings, the Office of the Registrar is responsible for implementation and enforcement of this policy and questions regarding it should be directed to that office.

Certain buildings, due to the nature of the activities within them, are governed by separate policies (including but not limited to those listed in § 2-503(a)). For those buildings, appropriate restrictions as to time, place, and manner for distributing materials may be established by the agency responsible for the building. These may include, for example, requiring prior permission to distribute inside the building, or restricting distribution to designated areas only.

Buildings hosting performance or athletic activities, such as Assembly Hall, Foellinger, Huff Hall, Krannert Center, or Memorial Stadium, do not allow distribution of such materials past the turnstile or ticket-collection point during those activities. The agencies in charge of these buildings are responsible for implementation and enforcement of this policy and questions regarding it should be directed to them. Appeals relating to this policy may be made to the Dean of Students.

2. Those distributing such materials are expected to refrain from littering and may be held responsible for costs incurred as a result of littering. “Distribution” here is defined as individuals handing such materials to other individuals who may accept them or refrain from receiving them. Leaving a stack of materials to be picked up, or placing materials on vacant lecture hall seats, etc., is considered littering, not distribution, under these rules.

3. Those distributing such materials should be aware that nothing in this policy in any way relieves them of personal responsibility for violation of any civil laws.

GAMBLING POLICY
Gambling activities, events, and gaming equipment in which participants will pay a participation fee and/or have the chance to win prizes – including charitable/fundraiser activities that incorporate casino/poker nights, gambling-type activities and sports gambling such completing basketball brackets – are not permitted on University property.

Registered organizations may hold these events off-campus, but are subject to the rules set forth by the Illinois Department of Revenue.

Registered organizations may sponsor card playing events (to include Texas Hold ‘Em style tournaments) under the following conditions:
- No participation/entry fee or donations are collected from participants;
- No prizes are awarded for participating/winning;
- “Anything of value” cannot be awarded for participating/winning;
- Event is held in the “normal place of operation” of the sponsoring organization.

If you need further information about these rules, please visit: Illinois Department of Revenue, Title 86: Revenue, Part 435 - Charitable Games Act iltax.com/LegalInformation/regs/part435/ (Compiled website database with all pertinent information regarding Charitable Games, including: introductions, definitions, licenses, operation, restrictions, limitations, and criminal and civil penalties.)

MOTION PICTURE COPYRIGHT INFORMATION
Registered Organizations often submit space and event requests for showing a film on campus. It is important to understand that when showing a film for an event, there are strict federal laws about film licensing and screening films for a public audience. Films that you rent at a video store are licensed for private use, meaning they are licensed for the renter to watch at home with friends or family, but not for a renter to screen at an event or for a larger audience.
To be able to legally screen a film for an event or for a larger audience, your organization will need to obtain permission in the form of a film license (from an agency that is legally permitted to license and grant permission to publicly screen films) or from a waiver from the film’s studio (which is typically only granted with smaller independent or international studios).

If your registered organization is interested in screening a film, you will need to contact a licensing agency to purchase the rights to show the film. The license may often cost anywhere from $250-$950 depending on the title of the film you wish to show. This license, however expensive, will protect your RO from a potential copyright infringement. The University Library does have public performance rights for certain films. Please visit their website for complete instructions regarding these films (library.illinois.edu/ugl/media/publicperformancerights.html). Should your organization find a movie that has public performance rights through the University Library, you must include proof along with your space request. A print-off from the online catalog is sufficient.

To the right are some suggested film agencies where you may be able to purchase a license and also rent a copy of the film you wish to screen.

Please note, when you submit an Event Request Form for a film screening, it will not be approved until you can produce a valid film license (such as from an agency above) or proof of permission to screen a film.

For more information on films and copyright infringement law, check out: swank.com/college/pdf/SwankCopyright.pdf.

**NON-DISCRIMINATION POLICY**

All registered organizations must agree to comply with the University’s policy of non-discrimination, which is highlighted in the Student Code:

1. The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.
2. It is the policy of the University not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, and access to and treatment in the University programs and activities. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.

**CONTRACTS**

Any organization entering into a contract is doing so on its own accord. Because registered organizations do not have a relationship with the University, the Illini Union Office of Registered Organizations is not able to assist with contracts, nor is it able to provide a contract template.

**COPYRIGHTS AND TRADEMARKS**

It is a common misconception that registered organizations are officially part of the University of Illinois (see Section I – Introduction). No registered organizations are allowed to use any official logo or trademark of the University. Organization websites, publications, and apparel should be free of trademarked items. Trademark and copyright infringement are offenses that can be sanctioned according to the Student Code.

*From the Student Code:*
No registered organization shall be permitted to use the name of or any symbol identified with the University, or to conduct its affairs in such a manner as to imply to anyone dealing with it that it is an official agency or part of the University. Each registered organization shall be required to include in its articles of incorporation, or association, in its bylaws, or its constitution and its contracts or agreements with others, a provision clearly stating that it is not an official agency or a part of the University, and disclaiming the responsibility of the University for its acts and liabilities.

PROFESSIONAL ENTERTAINERS
Registered organizations may choose to sponsor events that feature professional entertainers. If that person is being paid more than $5,000, the Student Code has certain restrictions in place:

1. Events involving professional performers shall be defined as those entertainment events open to the student body and/or general public in which the performers appear before an audience and are paid or normally receive pay for their services. Such entertainment events shall include theatrical productions, closed-circuit television, athletic events, arena spectacles, artists, and the like that utilize professional musicians, singers, dancers, athletes, or comedians. It shall not include any event in which the total fees paid or normally paid for the performers’ services, including expenses, are less than $2,500. It shall also not include dances, film showings, banquets, or lectures, regardless of any fees that may be involved.

2. Sponsorship of events involving professional performers as defined above shall be restricted to the Assembly Hall utilizing its premises, Krannert Center for the Performing Arts utilizing its premises, Star Course, the Illini Union, and the Illini Union Board utilizing either of the above, or other facilities as approved by the Office of the Registrar. Under exceptional conditions, University organizations, campus boards, registered organizations, or related organizations may co-sponsor events involving professional performers with one of the above-mentioned authorized agencies in accordance with the limitations of section VIII 1 of the Campus Administrative Manual. Such co-sponsorship, as well as all agreements related to that co-sponsorship, shall be at the full discretion of the authorized agency except that at least 50 percent of all financial interests shall remain with the authorized agency. To qualify for co-sponsorship consideration, an organization must be able to show that its co-sponsorship would enhance the value or facilitate holding the event in a way that cannot be achieved by one of the usual authorized sponsors. Fund raising, regardless of the purpose or benefactor, is not an appropriate reason in itself to allow co-sponsorship.

RAFFLES
Raffles are permitted pending the sponsoring organization has secured the appropriate University approvals (via the Space Request Form process) and secured the requisite Raffle Permit from the city in which the drawing will be held. A copy of the raffle license must be provided with the space request.

For raffles held in Champaign, permits may be applied for in Champaign at the City Clerk’s Office, 102 N. University.

For raffles held in Urbana, permits may be applied for in Urbana at City Clerk’s Office, 400 S. Vine. Please note, the Quad is in Urbana. Raffle permits require a fee to be paid to the city and the permit asks basic questions about the nature and type of raffle being conducted. Once the raffle permit has been secured, the Office of Registered Organizations will need the Raffle Permit Number to be included with the space request form, as well as a copy of the license.

TICKETS
All tickets being used for programs/events must be approved by the Assistant Director of Student programs & Activities and must have the following information upon approval:

- First and Last Name of the President, Treasurer or Authorized Agent #1, #2 or #3
- Illinois email address
- Contact phone number
X. GLOSSARY OF COMMON TERMS

Account Information Request Form – All Organization Fund Account (RO and Charity) transactions are tracked in Banner, the University software system which is only accessible by authorized staff. To make an inquiry regarding an account, treasurers must complete an Account Information Request Form and submit it to the front desk in the Office of Registered Organizations (284 Illini Union). The request will be processed and the transaction sheet can be picked up the next business day (M-F) after 1:00 p.m. The treasurer must show his/her ID when requesting or picking up account information at the Office of Registered Organizations.

Authorized Agent – An authorized agent is the president, treasurer, and three other named members listed registered with the Office of Registered Organizations. While the treasurer is the ONLY authorized agent that is permitted to manage financial matters, other authorized agents can conduct business matters on behalf of the RO (check out equipment, submit space requests, and authorize copies at the ReSOurce Center).

Automatic Payment/Transfer – An organization can authorize automatic payment from their RO Account to a University department to pay for services provided or reimburse a department for making a purchase on behalf of their organization. The organization must have sufficient funds in its account prior to authorization.

Banner Vendor Number & Vendor Information Form – A vendor is an individual, group, or business that has agreed to provide goods or services for a registered organization. Payment to a vendor requires that they be assigned a Banner Vendor Number before receiving payment from the University. This number serves as a “tracking” number beginning with @ followed by a sequence of numbers for that particular vendor. The vendor must complete a Vendor Information Form in order for the University to assign them a Banner Vendor Number. The Banner Vendor Number should be used on subsequent transactions involving that particular vendor.

Similarly, if the vendor has been paid by the University before, they should already have an assigned University Banner Vendor Number.

Cash Advance – An organization can request a check for cash from the RO Account made payable to an individual to pay for items. Money must be used for purposes it was originally intended for. Requested amount may not exceed current balance of organization’s account.

Cashiers Office – Located in Room 100 of Henry Administration Building, the Cashiers Office manages deposits and the disbursement of checks from the RO Account. All deposits into the RO Account or Charity Account must be made at the Cashiers Office. Additionally, check requests that are processed from the RO Account with the delivery method marked as “pick-up” can be obtained at the Cashiers Office by the treasurer or payee. NOTE: Checks will be issued as a direct deposit for students, faculty, and staff.

Charity Account – A Charity Account is a separate account established for registered organizations that is used solely for charity and philanthropic fundraising events intended to benefit others. All money deposited into Charity Accounts must be donated to the specified charity within 30 days of the fundraising event, clearing event and leaving the account with a zero balance.

Clearing a Cash Advance/Activity – Clearing essentially means that the money needs to be accounted for with documented proof that the money was used for intended purposes. To clear a cash advance, you must submit paid itemized receipts to the Registered Organizations Office for the portion of the money you used. Any unused portion must be deposited into your RO Account, providing a deposit slip of that transaction to the Office of Registered Organizations. Fundraisers are cleared by submitting a deposit slip of the transaction to the Office of Registered Organizations within two business days of the event. Charity events require an additional step, which involves donating to the intended organization within 30 days of the fundraising event, leaving a zero balance.
**Contractual Services** – Fee associated with professional services provided for an organization. Such services may include, but is not limited to speakers, lecturers, musicians, comedians, theater performers, referees, judges, and on-site athletic trainers. Note: When contractual services are partially funded by SORF, proper documentation must be submitted and payment must be made out of the RO Account. An outside bank account will NOT be reimbursed for payment of contractual services.

**Encumbrance** – Each organization and its treasurer is responsible for maintaining a positive financial status with their Organization Fund Accounts. When an account is overdrawn and has insufficient funds to cover expenses, an organization will become encumbered. The organization is faced with the financial burden of removing the debt from their Organization Fund Accounts. If the RO Account remains delinquent/negative 30 days past notification by the Office of Registered Organizations, the organization will not be able to access services provided to RSOs.

**Event Budget Form** – The Event Budget Form outlines the financial dynamics of the program including the items being sold, cost, anticipated income, and event budget. This form must be submitted to the Office of Registered Organizations along with corresponding Space Request Form for fundraising activities. Organization must indicate whether money is being collected via the sale items, admission/participation fee, or raffle ticket sales. If raffle tickets are being sold, organization must obtain a permit from the city in which the drawing will be held, and present a copy for our records.

**Foreign National** – Tax and immigration laws can complicate payments or reimbursements to an individual that is classified as a foreign national/not a U.S. citizen. Certain documentation, specific to the individual’s visa type is needed to remit payment. Please note, because of additional paperwork and requirements involved, reimbursements or payments to foreign nationals may take longer to process. Plan ahead if you are paying or reimbursing individual(s) considered Foreign Nationals. Refer to link for more information: obfs.illinois.edu/obfshome.cfm?level=1&path=foreign&xmldata=foreign1

**Invoice** – A bill for services rendered or goods delivered. An invoice serves as documentation needed to access funds from the RO Account or to seek reimbursement from SORF.

**Letter of Agreement** – The Letter of Agreement is a document that can be used as a contract between an organization and a provider of services such as DJs, lecturers, referees, judges, performers, and bands. The document must be completed by both parties. Submit original agreement to the Office of Registered Organizations with a voucher requesting payment from the Organization Fund Account. If using SORF allocated funds, you must also submit a SORF Expenditure Request Form.

**Letter of Donation** – When donating money to a charitable organization, a typed letter of donation from the RO to the specified charity or organization must be submitted with the voucher in order to remit payment.

**Office of Business and Financial Services (OBFS)** – OBFS supports the business and financial operations of the University and assists units in their daily operations. Once vouchers and SORF expenditure request forms are approved through the Registered Organizations Office, they are sent to OBFS payables department for checks to be processed for payment.

**Office of Registered Organizations** – The Office of Registered Organizations is located in Room 284, on the south end (Quad side) of the Illini Union. This Office is the drop-off site for paperwork including vouchers, space request forms, budget event forms, account information request forms, and SORF. SORF business operations including student Board member offices, allocation meetings are housed here. An adding machine is available for use when required to submit totals on an adding machine tape with deposits and vouchers.

**Outside Bank Account** – Should an organization choose to have a non-University bank account in their organization’s name, the organization assumes all responsibility involved in managing the account. This account may NOT be used for money collected on University premises or generated using University premises, except for money collected for dues. Should your organization choose to open such an account, you must have your own Employee Identification Number (EIN) to do so. Registered organizations are NOT authorized to use the University’s EIN or tax-exempt status.
Organization Fund Account/University Account – Accounts (RO and Charity) specifically established for use by registered student organizations. All money collected using University property, facilities, or services must be deposited into the appropriate University account at the Cashiers Office, Room 100 in Henry Administration Building.

Organization Fund Advisory Board (OFAB) – The Organization Fund Advisory Board operates as a “council of treasurers” to provide financial overview and recommendations on the use of the earned interest from the Organization Fund Accounts.

Raffle Permit – If raffle tickets are being sold as part of a fundraising event, you must obtain a permit from the city in which the drawing is being held. If in Champaign, obtain permit at City Clerk’s Office, 102 N. University Street, Champaign, IL and if in Urbana, obtain permit at City Clerk’s Office, 400 S. Vine Urbana, IL. Permit number is needed when submitting Event Budget Form.

ReSOurce Center – The ReSOurce Center is located in Room 285, on the south end (Quad side) of the Illini Union, adjacent to the Registered Organizations Office. The center offers a full-service copy center for the University community with discounted rates for registered student organizations. Copies can conveniently be charged to your RO account if your account has enough money to cover the copying charges. The ReSOurce Center is also the point for reserving and picking up equipment such as pop-up tents, tables, cash boxes, chalk, and admission/raffle tickets. Multimedia equipment including laptops, LCD projectors, and microphones is available for ROs and should be reserved and picked up at Event Services Room 129, located on the first floor on the north end of the building (Green Street side).

Space Request Form – Commonly referred to as the Space Request Form, the “Request for Use of University Premises and Facilities UIUC” form is needed to get permission to hold an event on University property. Completed forms must be submitted to the Office of Registered Organizations (284 Illini Union) for approval prior to space being assigned. Once the space request is approved, it is sent via campus mail to the appropriate office that handles scheduling for the specific space requested. An organization may choose to do a walk-thru of the space request form. This means the group requesting the space literally walks the form to the appropriate reservation office that assigns the space being requested. If you choose to do a walk-thru, you must notify the front desk assistant when submitting the request form so that they can attach the required form for a walk-thru. Forms indicated as walk-thru can be picked up the next business day after 1 p.m.

Student Organization Complex (SOC) – The SOC is located in Room 280, on the south end (Quad side) of the Illini Union, down the hall from the Registered Organizations Office. This area, including office space and mailboxes, is managed by Illini Union Board.

Student Organization Resource Fee (SORF) – SORF is a mandatory fee collected from all students each semester at the University of Illinois at Urbana-Champaign. A Board of 8 elected students and 3 appointed staff determine how fees are allocated. SORF fees fund the operation of Student Legal Service and Tenant Union. The remaining amount is available for ROs to apply for funding in support of their programs and activities.

Study Abroad Office Student Group Form – This reporting form is used by the Study Abroad Office (SAO) as part of their registration process for ROs that are participating in international travel. Form must be submitted to the Study Abroad Office at the time of the organization’s SORF request. There are specific deadlines for international travel over Thanksgiving break, winter break, spring break, and summer. See application and allocation schedule for details.

SORF Expenditure Request Form – This form must be submitted along with voucher and supporting documentation in order to access your SORF allocation. Once submitted, SORF allocation will be transferred into your RO Account and payment will be processed to payee. A separate form is required for each individual/group/business person seeking reimbursement or receiving payment.

Voucher – Form needed to access money in Organization Fund Account to pay bills, reimburse individuals or departments, authorize automatic payment, or receive a cash advance.
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