



Student Groups Handbook



School of the Art Institute
of Chicago

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Hello Everyone!

Thank you so much for your interest in engaging with your SAIC community and for registering a student group for the 2014-15 school year! We are thrilled to welcome you and your group to this great community of scholars and leaders at SAIC. With a broad variety of groups representing the unique interests of our students, student groups and organizations play a critical role in developing a campus community and enhance the experiences you can have inside and outside of the classroom. Participating in our student groups will provide you with a great opportunity to share your talents and experiences with your peers and to further develop skills that will take you far after you complete your time here at SAIC.

The purpose of the student group and organization community at SAIC is to create relevant and innovative programming initiatives that promote co-curricular learning, personal development, community engagement, and support. The Campus Life staff is excited to partner with you to create meaningful experiences and to support you as you engage with the SAIC and Chicago communities to take control of your own art school experience. We are always available to discuss new ideas to assist you in navigating the school to bring your ideas to life. This handbook contains many of the resources you'll need to get your group started and to begin planning for a successful year. In addition to outlining the policies and procedures groups should consider when planning events, this handbook includes timelines, information on funding your events and developing budgets, guides to help you navigate group dynamics and maintain a strong group community, and the resources available to you both through the Campus Life office and throughout SAIC.

We hope that you find the resources in this guide helpful, but we also understand that this is just a starting point and that you may seek answers to questions that may not be in this handbook. As the Assistant Director of Campus Life, I work directly with all of our registered groups and organizations and am happy to make myself available to answer additional questions you have and to help you get your group off the ground. Feel free to stop by my office on the second floor of the LeRoy Neiman Center (suite 201) with your questions, concerns, ideas, or just to say "what's up?!"

Again, I speak for the whole Campus Life team when I say how much we are looking forward to the incredible programs and initiatives you will develop this year, and to supporting you in any way we can! Student groups keep our campus alive and know that you are an essential piece to that.

Much love and respect,
Roy Rodriguez
and the rest of the Campus Life Team

Who is the Campus Life staff?

Throughout your experience as a student group leader, you'll have the opportunity to work with each member of the Campus Life team. Below you will find a general description of each staff position as it relates to the student group activities.

Assistant Director of Campus Life

While each member of the Campus Life staff is available to assist you, the Assistant Director is the primary student group advisor and the initial contact for questions. You'll work with the Assistant Director to register your group, plan events and activities, develop budgets and allocate funding, and to answer any general questions you may have. The Assistant Director is available to help you work through all of the steps of event planning—including finding and reserving the right space for your event, developing your catering needs, discussing your advertising plans, addressing special considerations for off-campus events, and more. The Assistant Director of Campus Life works in the Campus Life office in the LeRoy Neiman Center (Sharp Building, room 201) from 10:00 a.m. to 6:00 p.m. Additionally, the Assistant Director of Campus Life holds drop-in hours at varying times each semester, which allow for easier access and quicker service. These hours are announced to all registered group leaders on a semester-by-semester basis.

Assistant Dean of Student Affairs for Campus Life

The Assistant Dean of Student Affairs for Campus Life provides the big picture direction and vision for the Campus Life department. The Assistant Dean of Student Affairs for Campus Life works closely with other senior administrators to provide insight into campus activities and student initiatives, as well as to address concerns as they arise. Additionally, the Assistant Dean serves as the advisor to Student Government, and helps to facilitate the Student Government funding process, which allocates programming money to student groups.

Director of Campus Life

The Director of Campus Life oversees all major events on campus, and is the first stop in the event approval process. They provide the general oversight for the Campus Life department and its day-to-day operations. The Assistant Director and Director work together closely when helping groups plan large-scale events or programs with special considerations, such as significant travel or potential risk.

Assistant Director of Campus Life for the LeRoy Neiman Center

The Assistant Director of Campus Life for the LeRoy Neiman Center will help you plan any events you would like to host in the campus center. You'll meet with the Assistant Director of Campus Life for the LeRoy Neiman Center to discuss the details of your event, from the specific location and catering needs to the technical requirements and setup assistance. The Assistant Director of Campus Life for the LeRoy Neiman Center works in the Campus Life office (Sharp Building, room 201) from 9:00 a.m. to 5:00 p.m.

Campus Life Receptionist

The Campus Life Receptionist is responsible for managing the front-of-house operations at the Campus Life office in the LeRoy Neiman Center works in the Campus Life office (Sharp Building, room 201). This is a great stopping point for general questions about Campus Life. The receptionist is also able to schedule appointments with any Campus Life staff member and to triage your questions to connect you with the correct person. The receptionist works during standard business hours, from 8:30 a.m. to 4:30 p.m.



Previously Registered Groups

Student groups at SAIC reflect the many interests of our diverse population. Our groups are active, often sponsoring school-wide events open to the whole community in addition to activities for their own membership. Below are examples of registered student groups from previous years. There is a group for any interest, and if it does not currently exist, we encourage our students to start a new group that suits their unique interests and goals.

CULTURAL

- ◊ Black at SAIC (BaSAIC)
- ◊ Korean Student Association (KSA)
- ◊ Queers & Allies (Q&A)

SPIRITUAL AND FAITH-BASED

- ◊ Hillel
- ◊ InterVarsity Christian Fellowship

COMMUNITY SERVICE

- ◊ Furnishings for Refugees
- ◊ Humanitarian Club
- ◊ Student Environmental Actions (SEA)

MOVEMENT AND SPORTS

- ◊ Good 'ol Futbol (Soccer Club)
- ◊ Latin Dance Group
- ◊ Yoga Group

PROFESSIONAL

- ◊ AIAS (American Institute of Architecture Students)
- ◊ National Art Education Association (NAEA), SAIC Student Chapter
- ◊ SAIC AIGA (American Institute of Graphic Arts)

ACADEMIC

- ◊ Eye + Ear Clinic
- ◊ Platypus (Marxist reading and discussion group)
- ◊ Society of Typographic Arts

SPECIAL INTEREST

- ◊ Mouse and Toggle (video game group)
- ◊ Ink Slingers
- ◊ Xerox Candy Bar (student zine)

Student Organizations

In addition to the 60+ registered students groups on campus, there are also six registered student organizations. Primarily offering campus-wide programs for students, faculty, and staff, student organizations feature consistent programs and leadership each year. This includes a dedicated budget, a paid advisor, and specific facilities. Many of our student organizations have been around for over 10 years, and each one provides unique opportunities for students to become more involved in the SAIC community. Interested in collaborating with a student organization? You'll find contact information and a brief description of each below.

Student Government

Advisor: Patrick Spence and Roy Rodriguez

Contact: stugov@saic.edu

Student Government works to address issues that will improve the overall sense of community and student satisfaction at SAIC. Student Government meets with students, plans informational meetings for the community, solicits feedback through surveys and other assessment, and provides guidance to the SAIC administration. Additionally, Student Government oversees the allocation of funding for student group programs and activities. Student Government members are elected in the spring for the following academic year. The Student Government Office is located in room 202 of the LeRoy Neiman Center.

Student Programming Board

Advisor: Chinwuba Okafor and Laura Lamb

Contact: SPB@saic.edu

The Student Programming Board (SPB) plans activities and events on campus for all SAIC students. While the SPB plans events all over campus, most activities are held in the LeRoy Neiman Center. Events include things such as movie nights, artist talks, dance parties, and live music. The SPB also helps facilitate events and activities planned by other departments in the school. They are great partners for large-scale campus events. Their programming schedule fills up quickly, so be sure to contact them at least a semester in advance if you are interested in collaborating.

Student Union Galleries (SUGs)

Advisor: Trevor Martin

saic.edu/sugs / sugs.info

The Student Union Galleries (SUGs) program provides SAIC with a professional student exhibition space operated by students. Students are involved in every facet of the galleries' operations from program design to curating, advertising, and installation.

Free Radio SAIC

Advisor: Exal Iraheta

freeradiosaic.org

Free Radio SAIC is SAIC's student-run Internet radio station, broadcasting daily to a global audience. The station uses an open format, so that individual DJs, performers, and sound artists program the content for their shows according to their own interests. The station provides an unconventional and engaging radio station that airs live shows and keeps a streaming archive of shows available online.

ExTV

Advisor: Exal Iraheta

extvsaic.org

ExTV is a student-run, experimental TV station broadcasting via the web, on-campus monitors, and at on-campus events such as the Undergraduate Film/Video Festival. ExTV uses its challenging and engaging programming to foster a greater sense of community at SAIC by showcasing student, faculty, staff, and alumni time-arts work.

F Newsmagazine

Advisor: Paul Elitzik

Design Advisor: Michael Miner

fnewsmagazine.com

F Newsmagazine is SAIC's award-winning student publication that is read all over the city and published monthly during the academic year. SAIC students design and edit the publication, making every editorial decision. *F News* editors are always looking for writing, illustration, and photography from students—both for the print and web editions. Follow fnewsmagazine.com on the web for additional articles and videos.

Getting Started!

Starting a group is easy.

Follow the steps below and you're good to go.

- 1) Find a co-leader! It is really important to have a second person to assist in facilitating group meetings, planning events, and tracking budgets. Groups can be as large as you want, and having two contacts is important for group management.

HELPFUL HINT: Think about finding group leaders from varying years so that leaders can take over as individual students graduate. This will help you sustain your group from year to year.

- 2) Recruit a faculty or staff advisor. Advisors may be full-time or part-time employees of the school. All advisors must be actively teaching or working on campus. Faculty members on sabbatical are not eligible to advise groups. Your advisor will serve not only as a mentor for your group but will also be an additional important contact for Campus Life, and will be responsible for reviewing and signing off on all event approvals and budget proposals. It is important that your advisor is easily accessible and that you are able to meet with them regularly to discuss events and initiatives. Keep in mind that advisors are not responsible for directing the programs and activities of their student group, although they are expected to attend major events and meetings coordinated by the group.

HELPFUL HINT: Find an advisor who is interested in what your group is doing either professionally or personally. Having an advisor that is invested in your group will help you be successful.

- 3) Complete the group registration process on engage.saic.edu

HELPFUL HINT: Be sure to use your saic.edu email when registering. Campus Life will only communicate with your campus email address. Follow the steps below and you are on your way:

- Log in at the upper right-hand corner using your SAIC email username and password.
- Click on the "Organizations" tab along the top.
- Click on the "Register a New Organization" button.
- Fill out the form by following the prompts. The Assistant Director of Campus Life will contact you when your group has been approved.

- Remember to re-register every year. The re-registration process is open from the end of April through the end of September each year. To re-register, simply click the "Register this Group" button under your group listing in the organization directory.
- 4) Meet with the Assistant Director of Campus Life to discuss your plans for the upcoming year and to address any questions you may have. This is a great chance to develop your ideas and to learn about all of the great resources available to you. Stop by the Information Desk on the second floor of the LeRoy Neiman Center to schedule a meeting with the Assistant Director. Bring your questions and ideas to the meeting, which will likely last 30 minutes to one hour.

Student Group Leader Responsibilities

The specific role of the student leaders depends on the personality and interests of the student group, the members involved, and on the particular needs of the group. While both group advisors and Campus Life provide assistance, it falls to the student leaders to directly control the programs and activities of their student groups in the following ways:

- Manage the day-to-day operations of the group.
- Guide the group to follow the policies and procedures of SAIC.
- Complete all appropriate paperwork for student group events (i.e., Event Approval Forms)
- Attend a required annual training for student group leaders.
- Supervise the group's handling of funds.
- Increase student, faculty, and staff awareness of the group's activities.
- Actively utilize your group's EngageSAIC page to keep the community and potential new members updated on recent activities.
- Actively communicate with Campus Life about upcoming programs and activities, as well as any serious issues going on in the group.

HELPFUL HINT: Use this handbook. It is full of not only the policies and procedures you need to know, but also many resources to help you plan successful events and programs.

Programming

Why Program?

Programs are a vital component of the SAIC community and provide opportunities for students, faculty, and staff to gather and share an idea, an experience, or a piece of culture; to meet people with a common interest; to help others; and to educate and include the greater SAIC community in a group's events and initiatives. In this section, you'll find resources to assist you as you plan and implement your programs and events. Be sure to look through the timelines and checklists provided to make sure that you are on track. Also, you'll find resources to help you brainstorm and advertise your events.

HELPFUL HINT: These lists aren't all-inclusive. Use them as a guide. Have an idea that isn't listed here? Have a specific question about your event? You can always set up a meeting with the Assistant Director of Campus Life to discuss your program.

DOES THIS COUNT AS A PROGRAM?

An event that your group is putting on counts as a program if any of the following criteria are met:

- You received any funding from Campus Life or Student Government. This can include a formal request through Student Government or using your print funds through the service bureau.
- You plan to advertise your event on campus. The digiboards, online calendar, your group's EngageSAIC page, and bulletin boards are all available to you to help you advertise your events.
- Your event will be taking place anywhere on campus. From the LeRoy Neiman Center to lounges and classrooms, we want to get the word out about your events on campus. The Assistant Director of Campus Life will help you to find and reserve your space!
- Your event is off-campus, but you are marketing it as a student group-sponsored event. An example of this could be an off-campus exhibit showing work by members of a typography student group.
- If you are using any campus resources in the planning or implementation of your event, it's a program.

****An event that meets any of the above criteria counts as a sanctioned student group event, and must go through the event approval process (see page 16) and follow all written policies and procedures as outlined in this handbook.**

If individual members of your group are getting together informally, but the activity is not associated with your registered group, you did not receive any funding, and you do not plan on advertising the event through the school—the event would not necessarily need to go through the event approval process.

HELPFUL HINT: This process isn't always cut and dry. If you ever have questions about any potential event, you are always welcome to stop by and ask.

Brainstorming Program Ideas

- When coming up with programming, do not cross off any ideas in your first round of brainstorming. Edit your ideas later, and cross off those that are not feasible.
- Look to other successful programs and events that have worked in the past for other groups and at other places. Don't be afraid to copy. Check out other groups' EngageSAIC pages to see upcoming and past events.
- Consider your group's purpose and mission. Why does your group exist? What can it add to the SAIC community experience?
- Can you collaborate with other groups, other SAIC events, or other SAIC offices/departments (i.e., can you collaborate with Multicultural Affairs, the Humanitarian Club)?
- Map out details like dates, times, locations, materials, budget, and other considerations for your event. This will be helpful when you meet with the Assistant Director of Campus Life.

HELPFUL HINT: Give yourself plenty of time when planning to make sure you have the chance to see your ideas all the way through.

Steps to Developing Campus-wide Programs

- 1) Brainstorm your ideas and address the basics—who, what, where, when, and why. Get as many details down on paper as possible. This will help guide your conversation and make the rest of the event approval process much smoother.

- 2) Meet with the Assistant Director of Campus Life. You'll review all of the above information and begin working through the details. They will also assist you in completing the event approval process, reserving rooms, ordering catering, etc.
- 3) Complete the event approval process at EngageSAIC. This will include getting approval from your staff or faculty advisor, so make sure they have all of the necessary information ahead of time and are available. Each proposed event will need to go through a series of approvals, including Instructional Resources and Facilities Management (IRFM), SAIC Security, and possibly Exhibitions and Events staff.
- 4) You can track the progress of your event approval through EngageSAIC and will be notified when the process is complete and you're good to go.
- 5) Get your advertising approved (see page 13) and posted on campus. The next section of this handbook has information about advertising options.
- 6) Confirm all details in the week leading up to your program.

HELPFUL HINT: Some programs will need more logistics coordination than others and will take more time. The more complicated your event, the more time you should give yourself as more follow-up will be necessary.

- 7) Be sure to complete the event wrap-up process if you received any funding for your event. This includes uploading pictures to your group's EngageSAIC page, completing the evaluation form, and finalizing any payment paperwork with the Assistant Director of Campus Life.

How to Effectively Advertise

There are myriad ways to advertise your events on campus. Find suggestions and timeline tips for publicizing your group, events, and programs below. You will work with the Assistant Director of Campus Life for all your publicity needs.

- Brainstorm advertising ideas (e.g., flyers, table tents, quarter sheets, etc.). Try to think outside the box for innovative advertising that will catch people's attention. Other ideas: a website, EngageSAIC, F Newsmagazine, announcements at meetings, supporting programs, word of mouth.

HELPFUL HINT: Be creative. The more unique your advertising, the more likely people are to remember your event.

- Key information for publicity: Don't forget to include the time, date, location, title, and other relevant information.

- Include sponsorship. Who is funding it? If you are receiving Student Government funding, don't forget to include them on your publicity.
- Know the posting policies. Make sure to have your publicity approved through the appropriate offices for successful posting. Don't include any material/language that breaks SAIC policy. You can find the posting policies on page 35.
- If you are not sure if your publicity will be approved, check with the Assistant Director of Campus Life. All publicity must be approved before mass copies are made for distribution.
- Keep in mind that your event will need to have been approved through the event approval process before you can publicize it.

HELPFUL HINT: Give yourself plenty of planning time so that you can meet all of the necessary deadlines and spread the word about your event.

ACCOMMODATION STATEMENT

In an effort to present programming to the entire SAIC community that is inclusive, please include this disability statement on all your publicity:

"Any person with a disability who would like to request an accommodation for this event/program should contact Roy Rodriguez at rrodri3@saic.edu as soon as possible to allow adequate time to make proper arrangements."

PHYSICAL PUBLICITY

FLYERS/POSTERS

Paper flyers need a Campus Life approval stamp. Bring a copy of your flyer to Campus Life (the LeRoy Neiman Center, room 201) to get stamped. We encourage you to get your poster stamped before you make any copies. Note: Residence Halls require their own stamp to post there—see the Hall Director to get this.

CAMPUS LIFE MONTHLY CALENDAR

Campus Life prints a monthly calendar of upcoming events. Email the Assistant Director of Campus Life, Roy Rodriguez (rrodri3@saic.edu) by the deadline to list your events on this calendar. Deadline is typically two weeks prior to the start of the month (e.g., February 15 is the deadline for the March calendar).

LOBBY SIGNS

On the day of your event, for large-scale events, lobby signs in the buildings can be helpful. Clear this with Campus Life at least one week prior to your event to reserve the proper space and equipment.

TABLING IN LOBBIES

If you wish to have a table in a building lobby to promote an event, this is considered a SEPARATE event. Please see Roy Rodriguez (rrodri3@saic.edu) for space, time, and equipment reservations two weeks prior to your desired reservation date.

DIGITAL PUBLICITY

Deadline: Tuesdays by 12:00 p.m. to post for the following week.

DIGITAL CALENDAR

Adding your event to the digital calendar will add your event to: 1) the daily digital flat screen list of events (that scrolls on the left side of the screens), 2) the online list of events, and 3) weekly "SAIC Happening" emails. Send us:

Sponsoring Group

Event Title

Event Location

Event Day & Date

Event Time

Event Description (short)

DIGITAL FLYERS

On the digital flat screens, we can post a digital version of your event flyer. Your digital file MUST be in the following format to be posted:

- 72 dpi
- dimensions of 556 x 720 pixels (vertical)
- JPEG File
- Label format (with no spaces): YearMonthDay_TitleOfEvent.jpg (e.g., 090205_FirstThursdayEvent.jpg)

TIMELINE & DEADLINES RECAP

Plan your events with us early to give ample time to spread the word.

- Get flyers approved and posted at least one week prior to your event; bring a copy to get stamped WITH your event approval form.
- Campus Life Monthly Calendar deadline: two weeks prior to the first of the month.

- Lobby Signs/Tabling deadline: one–two weeks prior to your event.
- Digital Calendar weekly deadline: submit event information and Digital Flyers by Tuesdays at 12:00 p.m. to go live the following week.

Program Planning Checklists and Timelines

The following pages contain a series of checklists and timelines to assist you in planning your programs. Keep in mind that this list isn't meant to be totally inclusive, and that no idea is a bad one. You may find that an event you are planning crosses over between multiple lists. These checklists are meant to be used as a guide and can help you prepare your information for your meeting with the Assistant Director of Campus Life.

Weekly Meetings & Recurring Programs

Many groups use regular meetings as a way to develop and share ideas. Additionally, for some groups, weekly meetings are the only time members get together. Examples of groups that use a weekly meeting format include the movement groups, reading groups, and shared interest groups.

HELPFUL HINT: Not all groups require a weekly meeting. Some meet biweekly, monthly, or even just in weeks surrounding a major event.

TWO–THREE WEEKS BEFORE YOUR FIRST MEETING:

- Select your room. Use the room reservation guide on page 40 to find an appropriate space for your group.
- Complete the Event Approval Process through EngageSAIC. Be sure to include a digital copy of your event advertisement for approval.

HELPFUL HINT: You only need to complete the Event Approval Process once per semester as long as the details for your event remain the same week to week. Include the first date as the start date and the last date as the end date on the event form on EngageSAIC.

- Track your approvals through your group's EngageSAIC page.
- Submit your funding proposal to Student Government for consideration if you'll need any supplies. See page 25 for more information about the funding request process.

HELPFUL HINT: Make sure your proposal is ready to be heard at the Student Government meeting taking place the week before your event. Proposals that have been submitted the week of your program will not be considered.

ONE WEEK BEFORE YOUR PROGRAM:

- Get your advertising printed and hang it around campus. Think about other creative ways to advertise and get the word out. Check out the advertising timeline on page 15 to make sure you are utilizing all of the resources available to you.
- Make sure you have taken care of any funding needs. If you ordered supplies pick them up from the Campus Life Office this week.

THE WEEK AFTER YOUR PROGRAM:

- Reconcile all of your funding. Bring receipts to Campus Life to process reimbursement paperwork.

HELPFUL HINT: If being reimbursed, email the Assistant Director of Campus Life in advance to speed up the process. Include your SAIC ID#, address, and the exact amount (remember, no tax) reflected on your receipts.

- Regularly upload pictures from group meetings to your EngageSAIC page.
- If you received funding, complete the Program Evaluation form found on the Student Government EngageSAIC page.

One-Time Programs

Your group may be interested in hosting a moderately sized one-time program, such as a panel discussion, game night, or artist's workshop, just to name a few. These programs are a great way to share your interests and get your group's name out into the SAIC community. The details of these programs will vary significantly based on what you are doing, so be sure to look into the additional considerations at the end of this section of the handbook to make sure your bases are covered. As always, this handbook is meant to be a guide for you as you begin planning, but you should always consult with the Assistant Director of Campus Life if you have any questions or unique considerations.

FOUR WEEKS BEFORE YOUR PROGRAM:

- Choose your venue. Use the room reservation guide on page 40 to find an appropriate space for your group. Interested in hosting your event off-campus? See page 22 for off-campus guidelines.

- Complete the Event Approval Process through EngageSAIC. Be sure to include a digital copy of your event advertisement for approval. Some topics that will come up on the form:

- Food
- Security
- Money
- Set-up needs

- Track your approvals through your group's EngageSAIC page.
- Meet with the Assistant Director of Campus Life if you have questions or additional concerns.

THREE WEEKS BEFORE YOUR PROGRAM:

- Think through your budget and prepare a proposal for Student Government. See page 25 for more information about the funding request process.
- Think about how you would like to advertise your event. Suggestions and tips for advertising can be found on page 13.

TWO WEEKS BEFORE YOUR PROGRAM:

- Get the word out about your program. Your advertising should be going up all over campus at this point.
- Make sure that you have discussed all additional needs (i.e. security, catering, set-up, etc.) with the Assistant Director of Campus Life.

ONE WEEK BEFORE YOUR PROGRAM:

- Create a logistics plan for your event detailing when people/catering/etc. will arrive, when programs begin, and any other important details. This will help you stay organized the day of and catch any last-minute details.
- Make sure you have taken care of any funding needs. If you ordered supplies, pick them up from the Campus Life Office this week. Prepare your supply list if you will be buying supplies on your own.

THE DAY OF YOUR PROGRAM:

- Give yourself plenty of time for set-up and to troubleshoot. You can always contact the Assistant Director of Campus Life if you have any questions.
- Make sure you've put together all of your supplies.
- Have fun and enjoy all of your hard work!

THE WEEK AFTER YOUR PROGRAM:

- Reconcile all of your funding. Bring receipts to the Campus Life office to process reimbursement paperwork.

HELPFUL HINT: If being reimbursed, email the Assistant Director of Campus Life in advance to speed up the process. Include your SAIC ID#, address, and the exact amount (remember, no tax) reflected on your receipts.

- Upload pictures from the event to your EngageSAIC page.
- If you received funding, complete the Program Evaluation form found via the Student Government EngageSAIC page.

Large-Scale Programs

There are a number of considerations that go along with planning large-scale events. Some questions to ask yourself as you begin planning:

- 1) Are you expecting more than 150 people?
- 2) Will you need to place a catering order for 30 people or more?
- 3) Will you need to reserve a special venue like the MacLean Ballroom or SAIC Auditorium?
- 4) Is your event open to the public?

If the answer to any of these questions is yes, then you are planning a large-scale program.

TWO MONTHS–SIX WEEKS BEFORE YOUR PROGRAM:

- Consider your venue. How many people are you going to have?

HELPFUL HINT: You don't want to utilize a space that is too big for your event, because even an event with a great turnout will look empty. Be sure to discuss your options with the Assistant Director of Campus Life.

- The room reservation guide on page 40 will help you select an appropriate space for your event. See page 22 for considerations for the MacLean Ballroom and the SAIC Auditorium.
- Complete the Event Approval Process through EngageSAIC. Be sure to include a digital copy of your event advertisement for approval. A few things that may come up:
 - If you are interested in ordering food for your event, you will want to work with the Assistant Director of Campus Life to coordinate catering. See

page 21 for information about catering. Keep in mind that any food must be provided by a licensed food provider, and in almost all cases, must be provided by SAIC's on-campus caterer, Food For Thought.

- If your event is open to the public, will have more than 150 people, or you will be collecting money, see page 21 for information about hiring additional security staff.
- Meet with the Assistant Director of Campus Life to discuss your plans.
- Track your approvals through your group's EngageSAIC page. Keep in mind that any additional questions will come up through the messaging feature—make sure you are checking your messages regularly and answering questions promptly to keep the process moving forward.
- If you are going to be requesting funds to offset the cost of your event (i.e. security or tech fees, catering costs, etc.) submit your funding proposal to Student Government for consideration.

HELPFUL HINT: Give yourself plenty of time if you are proposing a large budget. You don't want to end up without funding the week before your event because you waited too long.

THREE WEEKS BEFORE YOUR PROGRAM:

- Schedule a follow-up meeting with the Assistant Director of Campus Life to check in on progress and make sure everything is on track.
- Make sure that all catering orders have been placed and any additional furniture needs have been coordinated through the Assistant Director of Campus Life.
- Put your advertising plan into motion. Start getting the word out about your event and make sure that all advertising has been approved.

HELPFUL HINT: It is a great idea to advertise for larger programs in waves. Don't put up all of your advertising three weeks before your event and stop there. Do a second round of reminders the week before to remind people that it is coming up.

ONE WEEK BEFORE YOUR PROGRAM:

- Complete the last push of advertising.
- Create a logistics plan for your event detailing when people/catering/etc. will arrive, when programs begin, and any other important details. This will help you stay organized the day of and catch any last-minute details.
- One final confirmation with all involved parties and you should be good to go.

THE DAY OF YOUR PROGRAM:

- Give yourself plenty of time for set-up and to troubleshoot. You can always contact the Assistant Director of Campus Life if you have any questions.
- Make sure you've put together all of your supplies.
- Have fun and enjoy all of your hard work!

THE WEEK AFTER YOUR PROGRAM:

- Reconcile all of your funding. Bring receipts to Campus Life to process reimbursement paperwork.

HELPFUL HINT: If being reimbursed, email the Assistant Director of Campus Life in advance to speed up the process. Include your SAIC ID#, address, and the exact amount (remember, no tax!) reflected on your receipts.

- Upload pictures from the event to your EngageSAIC page.
- If you received funding, complete the Program Evaluation form found via the Student Government EngageSAIC page.

Additional Programming Considerations

Below you'll find additional considerations as you begin planning your programs. These can cross over between all types of programs and should be used to provide supplemental information to the timelines above.

Catering

It is important before you order catering to make sure you have thought through your budgetary needs. If you are ordering catering for a specific event, a one-time budget request may be more appropriate. Feel free to ask the Assistant Director of Campus Life if you have any questions about funding.

For food/drinks for 20 people or less:

ONE WEEK BEFORE YOUR PROGRAM:

- Check out the online catering menu at fftchicago.com/saic/PDFs/FFT_CateringMenus_all.pdf. Meet with the Assistant Director of Campus Life to complete your order.

THE WEEK OF YOUR EVENT:

- Confirm your order with the Assistant Director of Campus Life and make sure that you have everything you need (i.e. tables, plates, utensils, etc.).

HELPFUL HINT: For catering orders for more than 20 people or for unique requests, add at least one week to your timeline.

Security

You will need to account for additional security staff if any of the following are true:

- 1) Your event is open to the public.
- 2) You are expecting more than 150 people.
- 3) You plan to collect money at your event.

The Assistant Director of Campus Life will reserve security staff on your behalf based on the recommendations of SAIC Security administrators. The cost for each security officer is \$30/hour, with a minimum of four hours. You will want to account for this in your budget.

Special SAIC Venues

- If you would like to host your event in the MacLean Ballroom you'll need to take the following consideration into account:

- All Ballroom requests will go through the Special Events staff at SAIC. You can work with the Assistant Director of Campus Life to check into Ballroom availability.

HELPFUL HINT: The Ballroom is a popular venue for both internal and external patrons. Start inquiring about availability as early as possible to increase your chances of reserving the space.

- If you would like to host your event in the Columbus Auditorium, don't forget to consider the following:
 - This space is reserved through Instructional Resources and Facilities Management (IRFM), so you'll work with the Assistant Director of Campus Life to check into availability and reserve the space.

Events in both of these spaces that require use of projecting capabilities, microphones, or other technical needs will require a Ballroom Technician to oversee and run all technical aspects. The cost for this Technician is \$20/hour. You will want to account for this in your budget.

Off-Campus Programs

Events that are taking place off campus require additional approval. Additional steps and considerations may include, but are not limited to:

- a site visit with the Director of Exhibition Practices;
- recommendations from the AIC legal counsel;
- copies of licenses or insurance;
- advisor presence throughout the duration of the event;
- waivers for any off-campus travel.

HELPFUL HINT: When planning off-campus events, give at least four weeks notice to leave adequate time for planning. The Assistant Director of Campus Life will assist you in planning your off-campus event. Make an appointment as soon as possible.

Movement Activities

Movement activities include any program that involves any sort of physical activity. Examples of this can include weekly soccer games, yoga classes*, or performance workshops. All participants in these activities will be required to complete a waiver before the event. See page 33 for more movement guidelines. You'll coordinate directly with the Assistant Director of Campus Life to complete your waivers.

ONE WEEK BEFORE YOUR PROGRAM:

- Coordinate with the Assistant Director of Campus Life, who will fill out and print your waivers. Waivers can be picked up at the Campus Life office (the LeRoy Neiman Center, room 201).

DAY OF YOUR PROGRAM:

- Make sure that all participants complete a waiver before participating in the activity. Keep a list of attendees to turn into the Assistant Director of Campus Life.

THE WEEK AFTER YOUR PROGRAM:

- Turn in all waivers and attendance list to the Campus Life office (the LeRoy Neiman Center, room 201) to be filed.

HELPFUL HINT: Keep a copy of your waivers and attendance list for group's records. This will be helpful for planning for future events.

*If your activity requires an external instructor be sure to check out page 34 for contract guidelines.

External Instructor/Speaker/Independent Contractors

There are a number of instances when your group may be interested in working with an external contractor. Whether bringing a speaker to campus, working with a class instructor (i.e. yoga, belly dance, etc.), or reserving a bus or venue, the Assistant Director of Campus Life will assist you in completing your contract and arranging for payment. See page 34 for additional policies regarding independent contractors.

You will need to complete a brief speaker bio for any individual you wish to bring to campus. This bio should include a general background on the speaker as well as some talking points for the presentation. This will need to be turned in with your Event Approval Form.

Art-related Programs/Exhibitions

Any art-related programs or exhibitions (both on and off campus) require additional approval from the Department of Exhibition Practices staff. Staff may inquire about dangerous content, supplies, intellectual property considerations, or other components. The Assistant Director of Campus Life can help connect you with this staff. Given the additional approvals, it is important to add at least two weeks to the planning timeline of your event.

FUNDING

Finances can be one of the more complicated parts of running a student group. This section is devoted entirely to making the payment process more easily understood; it offers you the definitions and resources required to successfully handle your organization's money matters. Additionally, in this section you will find more information about the various types of funding available. While there is a large volume of information, don't let it overwhelm you—once you get the hang of it, you'll be the money mogul of your group in no time. And remember, you can always come to Campus Life for assistance.

Student Government Funding

Remember that the Student Government budget provides funding to projects on the basis of the perceived benefit it would provide to the SAIC student body as a whole. Criteria include (but are not limited to):

- projects which actively involve some large portion of the SAIC community;
- projects which bring to light underrepresented needs, issues, and groups within the community;
- projects which in a broad and/or specific sense try to improve the environment or circumstances of SAIC life;
- projects which offer the student body a chance to interact with, cooperate with, and learn from each other and the outside world.

As a rule, Student Government generally does not fund projects that are perceived to be solely "individual" endeavors, such as artwork that will be primarily credited to one person's name as the creator, director, performer, etc. Student Government also does not fund projects retroactively, so be sure to submit your paperwork in a timely manner. Failure to follow written guidelines may result in the inability to be granted future funding.

How to Create a Funding Request

Complete the Funding Request Form found on your student group's EngageSAIC page. We encourage you to work with Student Government and Campus Life to develop your proposal and to make sure that you have a clear understanding of the funding process.

Follow the steps below to create your funding request:

- Click on the "Finance" tab along the left side of your group's page.
- Click the "Create Funding Request" button.
- Complete the form, including uploading an itemized budget.

Present your proposal in person to Student Government whenever possible. It is helpful if at least one member of the applicant group can attend the Student Government meeting to present the proposal and to answer any questions. You will be notified when your completed proposal has been received.

HELPFUL HINT: Make the time to present your proposal to Student Government. If you are absolutely unable to attend during the regular time, contact Student Government to make alternate arrangements.

Decision on the Amount of Funding: Student Government will discuss in detail all funding proposals and will come to a consensus to determine the final amount of funding and any recommendations or suggestions. Please note: most funding proposals are not granted the entire amount due to budget constraints.

Communication of Funding Results: each group will receive an email detailing the funding decision within one-two business days of the weekly Student Government meeting.

How Will I Receive the Funds?

1. Choose one of the student leaders from your group who will be responsible for the money. This person should be knowledgeable about the funding proposal and should be willing and able to keep track of all funds granted.
2. Your student leader in charge of funds needs to make an appointment with the Assistant Director of Campus Life in order to determine how funding will be distributed.

Options for funding distribution:

If your supplies can be purchased online or at a local store (i.e., Blick, Target, etc):

1. Meet with the Assistant Director of Campus Life.
2. Determine if Campus Life can purchase some of your materials or items for you so that no money needs to change hands.
HELPFUL HINT: Ordering supplies can take up to three weeks, so give yourself plenty of time to explore this option.
3. If supplies can not be ordered in advance, work with the Assistant Director of Campus Life to complete the reimbursement process. Keep in mind that with reimbursements it can take up to one month to receive a check.

If your student group is paying an honorarium or fee for a lecture or class:

1. Meet with the Assistant Director of Campus Life.
2. Obtain the appropriate forms (W9, W8BEN, Independent Contractor Form, Invoice, etc.) that will need to be completed and signed by your speaker, instructor, or guest.
3. Turn in all completed forms to Campus Life within three business days of your event.

- For an ongoing event such as a class that is taught on a weekly basis, work with Campus Life to make one payment each month or each semester depending on what is required by the instructor.
- 4. Campus Life will complete the appropriate paperwork with Accounts Payable and will see that a check is processed and sent off to the speaker, instructor, or guest within 30 days of the appearance.
- 5. Remember—you CANNOT request and/or sign any contracts. All contracts MUST be signed by Campus Life.

YOUR RESPONSIBILITIES FOR USING FUNDING

1. Turn in receipts within one week of the purchase of your items to process reimbursements, when appropriate.
2. Give appropriate credit for sponsorship! Make sure you follow the guidelines put in place by Student Government.
3. Funding may not be used to purchase alcohol, tobacco, illegal products, and/or any items not allowed at SAIC.
4. Return the copy of the tax-exempt form and do not use it for personal purchases.
5. Student group leaders may be responsible for any additional charges incurred by a group (i.e. damage charges, broken contracts, fees for additional supplies). Communicate any issues or concerns AS SOON AS POSSIBLE.

FAILURE TO MEET ANY OF THE ABOVE CRITERIA WILL JEOPARDIZE FUTURE FUNDING.

SERVICE BUREAU

Student Groups automatically get a Service Bureau stipend of \$30 to help promote and publicize their group, events, etc. The \$30 is granted on an annual basis and should be spent only on group promotional materials and not on anything else.

How Does the Funding Work?

No money is added to individual group leaders' ARTICards. In order to use Student Group funds, follow this process:

1. Confirm with the Assistant Director of Campus Life that your group is registered and approved to use the \$30 stipend.

2. Both registered group leaders will be added to a shared spreadsheet that is used by both Campus Life and the Service Bureau to track printing funds. Other group members are able to be added to the spreadsheet at a leader's request.
3. If you are printing flyers to post on campus, get a sample flyer approved with the Campus Life approval stamp BEFORE making copies.
4. Go to the Service Bureau and tell them your name and the student group you are with. Complete the appropriate paperwork for your printing job.
5. The Service Bureau staff will calculate the total cost of your job and let you know how much of your stipend you are spending and how much you have left.
6. Come back at the appropriate time interval to retrieve your printed materials.
7. The Service Bureau staff will swipe the "Student Groups" charge card from their binder catalogue of cards.
8. The Service Bureau staff will print an ARTICard receipt for your job and give you the product.
9. Bring one copy of your printed product AND the ARTICard receipt for your job to the Campus Life office (the LeRoy Neiman Center, room 201) for Campus Life records.

Services

Student Groups may use any service at the Service Bureau except self-service printing (this is to promote planning ahead and minimize mistakes as neither the Service Bureau nor Campus Life can reimburse/refund mistakes made in printing through self-service). So, make sure you allow adequate time for the processing of your printing order as Service Bureau jobs are rarely completed same day. If groups plan on using funding for anything beyond the usual flyers and posters, they should seek approval from the Assistant Director of Campus Life.

Additional Sources of Funding

Student Groups may engage in fundraising activities to further the collective projects of the group. Sometimes groups will conduct fundraisers to raise money for group related activities that are individual in nature, therefore, not fundable by Student Government (e.g., membership dues, etc.). Below you'll

find guidelines for seeking and using funding raised by your group. As always, let the Assistant Director of Campus Life know if you have any additional questions or would like to discuss a fundraising idea.

Fundraising

Student Groups may seek other sources of funding from other departments, organizations, outside fund-granting sources, or personal funds to fund their events. Please notify the Assistant Director of Campus Life if your group is receiving additional funding from outside sources, and note any external funding on all funding requests. If you plan on collecting money at any events, please see the Assistant Director of Campus Life to make proper arrangements and consult about plans for use, collection, and redistribution of these funds. It is important to note that:

- Any on-campus event at which you plan to collect funds may require additional security services. You'll want to plan for this when developing your event budget.
- Anytime more than \$100 will be collected, a full-time SAIC staff member must be present.
- All funds collected through registered student group events must be deposited with the Assistant Director of Campus Life. The deposited amount will be added your group's budget, which you can track through your EngageSAIC page. This also applies to any event in which Student Government provided "seed money" (i.e., paying table fees at an art fair or providing catering money for a coffee sale fundraiser).
- Any funding you receive from Campus Life, including accessing your fundraising dollars, will need to be used in accordance with all SAIC policies.

HELPFUL HINT: All student group funding, including funds you raise, must be used by the end of each fiscal year (June 30). Keep good track of your funds and make plans with the Assistant Director in early spring (March) to make sure you are using it all.

Soliciting Donations

If you plan on reaching out to external organizations on behalf of your group, either for monetary or product donations, you will need to work with the Assistant Director of Campus Life to coordinate your outreach. They will help you develop your letter and compile all necessary documentation to ensure that the organization is recognized for its generous contribution.

HELPFUL HINT: You should reach out to organizations at least three weeks before your event; so make sure you give yourself plenty of time to have your letter approved.

Ticket Sales/Admission Fees

As a general rule, it is the expectation of Campus Life that all Student Group events, meetings, and functions are free and open to the entire SAIC community. Some groups require larger amounts of funding for their operating costs than others (e.g., to pay for an instructor or rented facility for weekly meetings). In this case, exceptions have been made to subsidize group operations in the form of charging a nominal fee for the weekly function (e.g., charging \$2/week for a Yoga Club class). Any funding collected at a Student Group event, function, or activity must be pre-approved by Campus Life and the group leaders must confirm with the Assistant Director of Campus Life how all funds will be collected and deposited with Campus Life. Groups may not collect money at events without prior approval from Campus Life.

Art Sales

In the past, Student Groups have participated in the Holiday and Spring Art Sales to generate funds for their group. In order to do this, the group must designate a representative from the group to apply as an individual would to be in the Art Sale. This individual, if accepted into the sale, would supply the individual table space for the general group, and would continue to be the sale contact to Campus Life. If your group is interested in pursuing this option, please consult with the Assistant Director of Campus Life BEFORE applying to be in the sale in order to confirm this participation.



STUDENT GROUP POLICIES

Student Groups are an important part of the SAIC culture and experience. Student Group leaders are role models in the community, and therefore are expected to be aware of and comply with policies outlined in the SAIC Student Handbook. Below are a few highlighted policies that impact student groups.

Student Participation in Groups and Organizations

Students bring to the SAIC community a variety of interests and develop many new interests during their tenure. They are encouraged to organize and join groups to promote their common interests. The expectation is that student organizations and groups will have missions that are consistent with the mission and values of the school.

A student group advisor for each student organization/group is required. Each organization/group is free to choose its own advisor from the faculty and staff. Student group advisors are responsible for the actions of the student group, and must ensure that student group members universally adhere to the policies, rules, and regulations of the Art Institute of Chicago and the School of the Art Institute of Chicago. Each student organization/group must complete the online registration process through engage.saic.edu. This includes a written detailed description of the group, a set of guidelines for the group, a list of current group members, the name of the group's advisor, the name of any outside organizations or groups with which it is affiliated or from which it receives funds, all sources of funds, and a current list of officers (a minimum of two students).

All-Comers Policy

The School of the Art Institute of Chicago has the following All-Comers Policy: All registered student groups and organizations must comply with the School's Non-discrimination Policy and must, therefore, allow any interested student to participate, become a member, or seek leadership positions regardless of their status.

Freedom of Inquiry and Expression

Students are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt the operation of SAIC. At the same time it should be made clear to SAIC and to the larger community that, in their public expressions or demonstrations, students or student organizations speak only for themselves.

Students are allowed to invite and to hear any person of their own choosing. Before a guest speaker is invited to appear, an Event Approval Form must be completed, with the appropriate sponsorship from a staff or faculty advisor, Campus Life, Security, and Instructional Resources and Facilities Management (IRFM). The Exhibitions and Events Committee and other SAIC departments must also be notified to ensure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to the school and the larger community. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring agency or by SAIC.

Student Participation in Institutional Government

As members of the SAIC community, students are free, individually and collectively, to express views on issues of school policy and on matters of general interest to the student body. The Student Government is organized to provide a clearly defined structure through which students can provide feedback on school policies and procedures affecting them. The actions of the Student Government are subject to review by SAIC's administrative personnel.

Student Responsibilities

School of the Art Institute of Chicago students have, commensurate with their rights, the responsibility and obligation to conduct themselves in a manner compatible with the missions and goals of a professional fine arts school. The school's regulations governing student conduct are intended to maintain a viable and orderly school community, safeguard the particular values and common welfare of its student body, and promote the best possible environment for professional study. The authority of the school in disciplinary matters is

restricted to incidents that occur on school property or during school programs, and off-campus conduct which adversely affects the school community and the pursuit of its objectives.

Disciplinary Proceedings

Student groups and organizations are responsible for following SAIC's Rules of Conduct and all other school policies, and applicable federal and state laws. A student group or organization may be held collectively or individually responsible for violations of school policy when those associated with the group or organization have received the consent or encouragement of the group or organization or the group or organization's leaders or officers. The Vice President may direct the officers, leaders, or any identifiable spokesperson for a student group or organization and Dean of Student Affairs (or her designee) to take appropriate action designed to prevent or end violations of school policy by the group or organization. Failure to make reasonable efforts to comply with this order shall be considered a violation of school policy by the officers, leaders, or spokespersons for the group or the organization itself.

Failure to follow all guidelines and policies as outlined in this handbook will result in sanctions, including but not limited to: revocation or denial of registration or recognition, ineligibility to receive funding, or denial of event approval requests. If all event details have not been coordinated at least one week before your event, Campus Life reserves the right to cancel your event.

It is important to communicate issues and clarify questions with the Assistant Director of Campus Life as soon as possible in order to determine the most appropriate course of action and provide staff the opportunity to provide support and guidance as issues arise.

Event Policies

In addition to being familiar with the Student Handbook policies listed, the policies below apply directly to planning, publicity, and implementation of Student Group events. It is important to communicate and consult with the Assistant Director of Campus Life when planning events to ensure compliance with the policies listed below. Failure to do so can jeopardize group status and possibly result in disciplinary action.

HELPFUL HINT: If you are unsure, you can always ask. The Assistant Director of Campus Life is here to make this process as easy and fun as possible. Communicate your needs and questions often and early.

Food Guidelines

Student Groups may:

- have food at their events and meetings; however, that food must be prepared by a licensed food agency with proof of liability insurance. For example, student groups may use a catering company or restaurant licensed for catering to provide food at their on-campus events (most will use our in-house catering company, Food for Thought). If a group plans on using a catering agent that SAIC has not previously worked with, the Assistant Director of Campus Life will work with that caterer/restaurant to supply the necessary proof of liability insurance and licensure.
- bring food that has been purchased (e.g., ordering pizza, etc.) or pre-packaged foods from grocery or convenience stores (e.g., chips, soda, cookies, etc.).
- host brown bag lunch programs (e.g., an individual makes and brings lunch for him or herself).

Student Groups may not:

- make food themselves and serve it. This is a health and safety risk because individuals cannot guarantee the cleanliness of the food-preparation facilities.
- host potlucks (e.g., individuals each make a dish to bring and share with others).

Movement Group Guidelines

Some groups wish to organize events that involve physical activity (e.g., yoga or soccer). In order to have events involving physical activities (even if low impact/low risk), all SAIC students, faculty, and staff participating must complete movement waivers. Work with the Assistant Director of Campus Life to acquire all waivers and to develop a plan for implementing this policy. These waivers must be submitted to Campus Life in a timely manner after the event.

Instructor/Independent Contractor Guidelines

All independent contractors or instructors who are hired through Campus Life for the purpose of serving a student group in some capacity must follow the procedures outlined by Campus Life to be a recognized independent contractor. Students and/or student groups shall not have the ability to hire or dismiss instructors, speakers, or other independent contractors as relates

to their programmatic endeavors. They may make recommendations, but the Assistant Director of Campus Life will conduct official hiring paperwork. All independent contractor paperwork must be completed PRIOR to beginning service and must be completed through a staff member in Campus Life and signed by the appropriate parties.

Travel Policy

At times, for educational purposes, SAIC faculty and staff may want to organize off-campus trips for students.

- SAIC students may not ride in vehicles owned or leased by SAIC faculty or staff.
- SAIC requires that all off-campus trips use public transportation (e.g., a scheduled train, bus, plane) for all travel.
- Arrangements can be made for the reservation of a car that is to be operated by a group's registered staff or faculty advisor.
- For road trips involving 20 or more travelers or more than 500 miles, SAIC strongly recommends the use of a charter bus.

Student groups who wish to plan field trips should work with the Assistant Director of Campus Life to ensure that all travel guidelines are met, and to complete a travel information form.

Publishing/Posting Policies

Use of the School Name

No individual, group, or organization may use the name of the School of the Art Institute or the Art Institute of Chicago without prior written authorization. Individual students, groups, and organizations should contact the Campus Life office to begin the approval process for using the school's name. This applies to the use of either name on applications for credit or funding proposals, in addressing legal situations, or in making policy or position statements to the media, among other situations. School approval or disapproval on any policy or position may not be stated or implied by the individual or group.

Posting Guidelines

Any current SAIC faculty, staff, student, or alumni with a valid SAIC ID card may post on campus. Flyers, posters, and other material, may only be posted on designated public posting bulletin boards. Nothing may be posted on walls, floors, ceilings, or any surface other than the public posting bulletin boards, unless one has specific permission for an installation.

HELPFUL HINT: Public bulletin boards are all bulletin boards not labeled by a specific SAIC department or group. If a bulletin board is labeled by a department or group, only that department or group may post on it.

All posted material must be approved by Campus Life (the LeRoy Neiman Center, room 201). Bring your flyer to Campus Life and get a stamp of approval prior to posting your material. The stamp will indicate that your material has been approved for posting and the date through which it may be posted.

Information posted on campus should have relevance to the SAIC community. Any material containing content that is either a direct violation of SAIC policy or that promotes activity that is in violation of SAIC policy will not be approved.

When you receive a stamp from Campus Life, it will indicate the date in which your material will be taken down. If your material is about an event, the flyer will remain posted until the day after the event. If your material is informational and does not involve a specific event date, your flyer will be approved for two weeks.

Unapproved information will be removed. Instructional Resources and Facilities Management (IRFM) and Campus Life staff will remove and discard any material that is posted but not approved, is posted in a location other than a public posting bulletin board, or has an expired date.

Politically Related Groups and Events

SAIC encourages all students, faculty, and staff to be politically active, supporting the candidates and causes of their choice. Political activity is an important expression of citizenship, and the exploration of opposing points of view on matters of public policy is an important and vital learning opportunity.

SAIC is a non-profit organization whose activities are regulated in part by Section 501(c)(3) of the Internal Revenue Code. This provision specifically prohibits SAIC from participating or intervening in certain politically related activities (e.g., any political campaign of a candidate for public office). Because of this

prohibition, politically related student groups that receive formal recognition from SAIC or non-politically related groups that plan politically related events must abide by certain additional guidelines listed below.

REGISTRATION OF POLITICALLY RELATED STUDENT GROUPS

Student groups that wish to form around a political philosophy, issue, or candidate will be granted equal access to register with Campus Life as official SAIC student groups. They will be held to the same expectations as all other registered student groups (i.e. completing registration paperwork, event approvals, etc.).

POLITICALLY RELATED EVENTS

Politically related student groups will have the same access to facilities as all other registered student groups for internal events and should follow the policies outlined to reserve these facilities. Student groups can invite student groups from other colleges to attend their regular meetings on campus. Any time a student group plans a public event (i.e., an event open to the public and/or co-sponsored by a non-SAIC entity), Campus Life will work with this student group to determine if any facility rental fees need to be charged.

All publicity for politically related events will need to include a disclaimer which indicates that the views of the student group are not necessarily representative of those of SAIC. Signage with this language should be posted at the entrance to all public events and/or read aloud at the start of public events:

“The views expressed herein are those of [Name of Student Group] and not those of SAIC.”

Candidate-specific groups/events should include this extended disclaimer:

“The views expressed herein are those of [Name of Student Group] and not those of SAIC. SAIC does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.”

Though student groups can publicize politically related speakers and events (so long as they use the applicable disclaimer statement), these groups must keep in mind that all events must be of an educational nature and present a balanced view of current issues.

Candidate-specific groups will not be allowed to post items on-campus that consist solely of campaign statements (e.g., “Vote for Obama”).

Funding for Politically Related Groups & Events

Politically related student groups will have the same access to apply for funding distributed by Student Government as any other student group. However, no portion of these funds may be used to make a contribution to fund a specific campaign or lobby for a particular issue.

Participation in Political Campaigns

Members of the SAIC community (e.g., students, faculty, staff, and alumni) are entitled to participate as they see fit in political activities, however it must be made explicit that they are acting as an individual, and not on behalf of the SAIC community. SAIC community members may become involved in political campaigns as individuals, provided they ensure that their involvement is not attributed to or perceived as on the behalf of SAIC.

Voter Registration and Education

Unbiased voter education (e.g., how the U.S. voting process works, where voting locations are, etc.) is permitted. Information on current political candidates, issues, or other political events may be distributed if done so in an unbiased manner (i.e., without editorial comment, materials cover a broad range of issues without bias, etc.).

Students, faculty, and staff can participate in voter registration events on campus to promote civic engagement and community members’ ability to actively participate in voting opportunities. Voter registration events must be conducted in a non-partisan manner. Any person wishing to register to vote must be given equal opportunity to register, regardless of their voting preferences. If information is provided about candidates or political issues, either all candidates/issues will be named or none, in accordance with regulations from the Federal Election Commission.

In compliance with federal statutes, SAIC makes Illinois voter registration information available in the following places: the Registration and Records office, the Office of Student Affairs, and Student Financial Services. You may also go online to elections.state.il.us to obtain information regarding voter registration in Illinois. You can read more about SAIC’s policies regarding voter registration in the SAIC Student Handbook.

STUDENT GROUP RESOURCES

In this section of the handbook, you'll find resources that you may find helpful, as well as forms and guidelines referenced throughout the handbook.

OSA Directory

Office of Student Affairs

Sullivan Center, 36 S. Wabash Ave.,
suite 1204
312.629.6880
Studenthelp@saic.edu
saic.edu/life/welcome

Academic Advising

Sullivan Center, 36 S. Wabash Ave.,
suite 1204
312.629.6800
studenthelp@saic.edu
saic.edu/advising

Campus Life

The LeRoy Neiman Center, room 201
312.629.6880
Student_life@saic.edu
saic.edu/life/welcome

The Career and Co-op Center

Sullivan Center, 36 S. Wabash Ave.,
suite 1204
312.629.6820
careers@saic.edu
312.629.6810 co-op@saic.edu

Counseling Services

116 S. Michigan Ave, 13th floor
312.499.4271
counselingservices@saic.edu
saic.edu/life/services/counseling

Deans and Division Chairs

Sharp Building, 37 S. Wabash Ave.,
suite 821
312.899.1236 (Deans)
312.899.1293 (Division Chair)
dchair@saic.edu

Disability and Learning Resource Center

116 S. Michigan Ave., 13th floor
312.499.4278
dlrc@saic.edu
saic.edu/dlrc

Health Services

116 S. Michigan Ave., 13th floor
312.499.4288
healthservices@saic.edu
saic.edu/health

International Affairs

Sullivan Center, 36 S. Wabash Ave.,
suite 1203
312.629.6830
intaff@saic.edu saic.edu/international
studyabroad@saic.edu
saic.edu/studyabroad

Korean Student Affairs

Sullivan Center, 36 S. Wabash Ave.,
suite 1203
312.629.6836
ccha@saic.edu

Multicultural Affairs

Sullivan Center, 36 S. Wabash Ave.,
suite 1210
312.629.6867
multicultral_affairs@saic.edu
saic.edu/multicultural

Residence Life

Sullivan Center, 36 S. Wabash Ave.,
suite 1203
312.629.6870
student_life@saic.edu

Security

Security desks located in each building

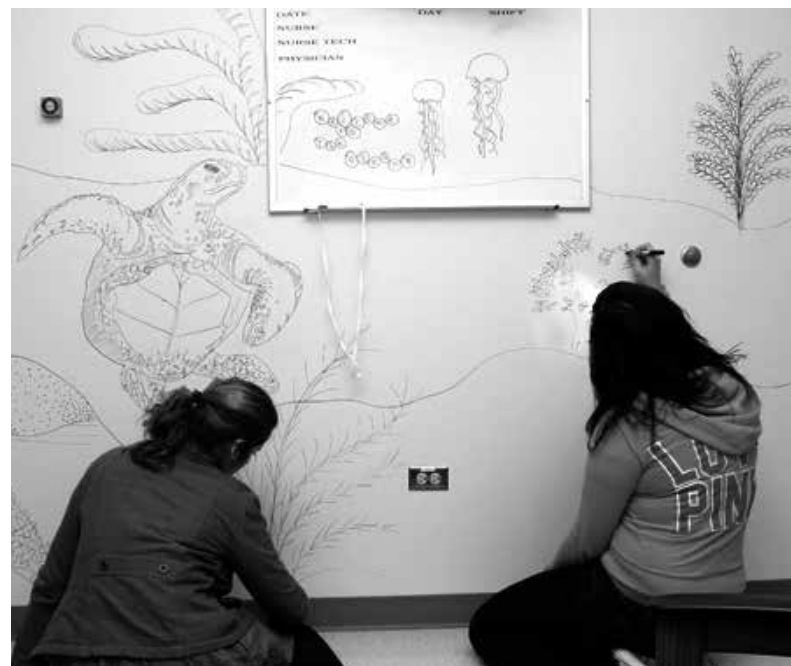
Main office-Sharp Building
37 S. Wabash Ave., room 710
312.899.5093
saic.edu/life/services/safety

Student Financial Services

Sullivan Center, 36 S. Wabash Ave.,
suite 1218
312.629.6600
finaid@saic.edu
saic.edu/sfs

Writing Center

MacLean Center, 112 S. Michigan Ave.,
suite B1-03
312.345.3588
lwilson@saic.edu



Room Reservation Guide

Use this table as a guide for finding and reserving a great space for your programs and events. It is always a great idea to have a space in mind before you complete your Event Approval form. Remember, this list isn't completely comprehensive, and you should always consult with the Assistant Director of Campus Life if you have questions and to reserve your space

SPACE	CAPACITY	GREAT FOR...
MacLean 1307	50	Film screenings, lectures, panel discussions
General MacLean Classroom	Varies 15-65	Group meetings, presentations, panel discussions
MacLean Ballroom	100-300 depending on seating arrangement	Large-scale social events, formal events, events open to the public
SAIC Auditorium	275	Large-scale events, presentations, film screenings, panel discussions, events open to the public
The LeRoy Neiman Center – Student Leadership Suite	30	Regular group meetings, small to mid-scale events, small lectures, dinners
The LeRoy Neiman Center – additional event spaces	Varies based on space utilization	Large-scale events, events open to the public, presentations, film screenings, receptions

SPECIAL CONSIDERATIONS	CONTACT (TO INQUIRE ABOUT AVAILABILITY)
This space requires additional training, coordinated through the Film, Video, New Media, and Animation office.	MacLean Media Center
If you will need technical capabilities, make sure that you are requesting a smart classroom. You may want to check ahead of time to ensure that there is a computer in your classroom.	Campus Life Office – Assistant Director of Campus Life
This space requires additional budget considerations (i.e. tech fee-\$20/hour and security fee-\$30/hour). Also, it is available to external participants so availability is limited.	SAIC Special Events Office
This space requires an additional training in order to utilize tech capabilities or a hired tech-\$20/hour.	Campus Life Office – Assistant Director of Campus Life
This space can be divided into two smaller spaces, so it is important to consider this when inquiring about availability and capacity needs.	Campus Life Office – Program Coordinator for the LeRoy Neiman Center
There are a number of additional event spaces available in the LeRoy Neiman Center. Each space has unique capabilities and capacities.	Campus Life Office – Assistant Director of Campus Life for the LeRoy Neiman Center

Engage at SAIC

WHAT IS ENGAGE?

EngageSAIC is the newest online tool offered through Campus Life that has been created to make your life as a student at SAIC a whole lot more fun, organized, and engaged.

EngageSAIC is an online database system that is developed and managed by a company called CollegiateLink. It supports registered student group administration through the development of electronic forms and processes. Additionally, it provides student groups with a secure website to manage their student group online community and events.

As a member of the EngageSAIC community, you can select from a wide range of interests when you set up your EngageSAIC profile for the first time. It is important to note that you can add, delete, or prioritize your interests at any time through the "My Involvement" tab.

Students that have an EngageSAIC profile can also select from a list of interests, and EngageSAIC will suggest and display related content based on those interests.

WALKING THROUGH ENGAGE

There are many different helpful and useful features offered throughout EngageSAIC. The following is a brief walkthrough of the site and what each section is all about.

HOME SCREEN

The home screen is the epicenter of EngageSAIC. Here you can quickly see what events are happening around campus on the digital corkboard, as well as live news updates. Engage also provides you with recommendations for organizations you may like based on the interests you've specified in your profile.

TABS/BUTTONS ALONG THE TOP

- <Your Name>—This is the control center of your personal EngageSAIC experience. Through this dropdown tab you are able to set up and edit your profile and maintain your privacy and notification settings. More importantly this is where you will be able to select your interests, which will help Engage create a custom experience for you!
- My Involvement—This section is all about keeping a record of everything you have been engaged in at SAIC. The categories within the dropdown (also

appear on the left side of the page once accessed) are a record of your involvement within groups as well as events attended and even a record of all documents downloaded through Engage.

- My Shortcuts—This is a collection of quick links to groups in which you are a member.
- Messages—This is where messages that people send you are collected.

MAIN PAGE CATEGORIES

- Home—Brings you back to the main page of EngageSAIC.
- Organizations—This link brings you to the complete list of registered student groups, organizations, and offices/departments on campus. Through this list you can read group descriptions and request to join them.
- Events—Within this link you can check out all the upcoming events across campus.
- Campus Links—A collection of links suggested by Campus Life. Click through the links to "like" and follow events and groups on campus.

MANAGING YOUR STUDENT GROUP PAGE

EngageSAIC is all about making sure student leaders have all the tools available to them to be able to successfully and efficiently run their groups. The following is a brief overview of what features are offered for student groups:

*Contact Campus Life about creating a group.

SET UP A STUDENT GROUP PAGE

Once a group page has been set up by Campus Life, it is time for you as a group leader to set up the information within the page. To start, simply open up your group's page and click the "Edit Profile" button on the left side of the screen. Here you can:

- Create a quick tweet about your group and/or give a rigorously detailed explanation to let people know what you're all about. Include:
 - Mission/Goals/Reason behind group
 - Meeting times
- Provide contact information. You do not have to enter personal information such as phone number or address.
- Give a link to your group's website (if you have one).

- Connect to Facebook, Twitter, and more. This feature will pull in your posts and tweets. (Facebook will only pull information from pages. Group information cannot be populated.)
- Post a profile picture. We suggest you upload an image of your group's logo or of upcoming events.

CREATING NEWS POSTS

Have news you want to get out? Create a news article post to spread the word. With the "News" section you can create articles similar to a blog. Who is able to view your post is also customizable; so if you only want members of your group to see it you can set it as such, or you can set it as visible to all of EngageSAIC.

CREATING AND MANAGING EVENTS

Creating an event on EngageSAIC is a great way to get the word out about an event or program you are sponsoring on or off campus. Within the "Events" tab on the left side of your group page, you can check out the upcoming and past events created by your group. Before completing the Event Form, be sure to reserve your room through the correct channels (see Room Reservation Guide on page 40). The following are the easy steps necessary to create an event:

1. Click on the "Create Events" button to open a new event form.
2. Fill out the form with as much detail as possible. The more information you provide, the quicker it can be approved.
3. Under "Categories," be sure to select all that apply.
4. Read the "Additional Information" carefully and click "Next."
5. Complete the following information to the best of your ability. Be sure to put an SAIC email for contact information, as other emails will not be processed. Once completed, click "Next."
6. Before submitting, be sure to review the information you have provided to make sure it is correct. If everything looks good, click "Submit" and wait for approval from Campus Life.

MANAGING MEMBER ROSTER

Page administrators have the ability to manage the roster of those who are part of the group. Through the "Roster" section you can invite, accept membership requests, and remove members from the group. You can also create and manage positions. In addition, you can message and text members through the "Roster" section.

PHOTO GALLERY

If you took photos at your event, be sure to post them here.

DOCUMENTS

Want to share documents (event posters, constitutions, forms, etc.)? Upload them to this section to share them with members and/or the EngageSAIC community. Files uploaded to EngageSAIC will be there forever unless you delete them. Use this as a space to keep documents that need to transition year to year. You won't worry about losing something because someone left the group or graduated.

FORMS

Need to get a survey out to group members or your SAIC colleagues? Use EngageSAIC to create forms. All information generated is collected and accessible through your group's page.

MANAGE

Through the "Manage" section you can select the type of interest categories that relate to your group, as well as customize the fonts, colors, and overall style of your page.

PLACING FUNDING REQUESTS

Student Government funding requests will be submitted through your group's EngageSAIC page. On your page, click "Finance" along the left side of the screen. To begin a form click "Create Funding Request," completely and correctly fill out the required information, and click "Submit."

ADDITIONAL ENGAGE ASSISTANCE

Looking for some extra help? CollegiateLink has created a very useful Help Center that should be able to answer any questions you may have: support.collegiatelink.net. You can also always contact Campus Life with questions as well.



ADVISOR RESOURCES

Faculty and staff advisors are a critical part of the success of our student groups and organizations at SAIC. Advisors provide invaluable guidance, mentorship, and support for student leaders. Through this support, student groups create meaningful connections between students and share their groups' interests with the larger SAIC community. Advisors, then, have a profound impact on our students' experiences. In this section, which is geared toward faculty and staff advisors, you will find a brief overview of the roles and responsibilities of advisors, the policies advisors are responsible for, and the resources available to you.

What is the Role of Advisors?

All student groups are required to have a faculty or staff advisor. Any full- or part-time faculty or staff member that is actively working on campus during your tenure as advisor is eligible to participate as an advisor to a student group.

Student group advisors are responsible for:

- being available to their group to consult about events, budgets, and group management;

HELPFUL HINT: Faculty or staff who are taking extended leave or sabbatical need to assist their group in finding an interim advisor, who is able to approve and attend events.

- attending some group meetings and being knowledgeable and informed about group matters;
- attending all large-scale events hosted by your group (this includes, but is not limited to, any event that is open to the public, will have external presenters or speakers, will have more than 75 people, or involves off-campus travel);
- attending one advisor training session hosted by Campus Life;
- ensuring that your student group is adhering to all school and student group policies (policies are listed on page 31 of this handbook and in this year's SAIC Student Handbook);

HELPFUL HINT: If you ever have a question about a policy and how it applies to your group or an event—just ask! The Assistant Director of Campus Life is here to help you!

- reviewing and signing off on all Event Approval Forms and any group Funding Proposals;
 - providing guidance in putting together funding proposals, recruiting, event planning, and event assessment;
 - helping the group plan a specific course of action to achieve their goals.
- **It is important to note that advisors are NOT responsible for planning or implementing their group's events. Advisors are meant to advise—not run the groups.**

Time Commitment

The time commitment required of advisors varies based on the unique needs of your group. While some groups are fairly self-sufficient and may only need approval for events and funding proposals, some groups will plan larger events and programs that may require more assistance or guidance. It is important to keep in mind that all group advisors are responsible for being knowledgeable about all of the events their groups are organizing, and advisors should be flexible with their availability to their groups. All advisors are required to attend a one-hour student group advisor training session and are encouraged to attend other informational sessions offered by Campus Life.

HELPFUL HINT: Be sure to discuss your expectations with student group leaders. It is okay, and encouraged, to set ground rules and provide some structure for communication.

Communication

Communication, both with your student leaders and with Campus Life staff is critical for the successful advisor. Communicate often and early. It is encouraged for advisors to reach out the Campus Life staff if there are ever questions or concerns regarding your group. The Assistant Director of Campus Life is happy to talk through proposed events, ideas, or student concerns with you. Similarly, the Assistant Director of Campus Life will likely reach out to you for more information about your group's events, or to discuss concerns or additional considerations.

RESOURCES FOR ADVISORS

It is important to know that advisors are not alone. The Assistant Director of Campus Life and other Campus Life staff members are available to assist you

in working with your group. The Assistant Director works closely with groups as the departmental advisor for all registered groups on campus. They are your first link to Campus Life, and you should never hesitate to reach out to them with your questions.

The Role of the Assistant Director of Campus Life is to:

- assist with event planning and budget development, including funds distribution;
- assist groups in identifying and reserving spaces on campus;
- assist groups in developing and distributing advertising campaigns;
- facilitate professional development through individual and group meetings;
- promote groups and activities on campus;
- provide guidance and clarification regarding policies and protocols;
- identify additional campus resources for students and staff.

Policy Overview

Student group advisors are responsible for ensuring that their groups follow all policies as outlined in this handbook and the SAIC Student Handbook. Please see page 31 for a complete list and description of all policies. Below is a brief overview of the main policies you will likely be advising on most often. Please consult with the Assistant Director of Campus Life if you have any questions or concerns.

Food Policy: All food must be prepared by a licensed food vendor or must be pre-packaged. Examples of this can include caterers/restaurants (i.e., Food for Thought, Dominos) and prepackaged food (i.e., cookies, chips, etc.).

Travel Policy: Public transportation is the preferred method of off-campus travel. Any travel outside of the Loop requires an extracurricular waiver, which the Assistant Director of Campus Life can assist in coordinating. Faculty and staff are prohibited from transporting students in personal vehicles.

Posting Policy: All posted materials and advertisements must be approved by Campus Life. A completed Event Approval Form is required to advertise events.

Use of the School Name: Any external use of the school name must be vetted through Campus Life. This applies to the use of either name on applications for credit or funding proposals, in addressing legal situations, in making policy or position statements to the media, posting on public forums (i.e., Craigslist), among other situations.

Additional Student Support Resources

When working closely with students, additional issues may sometimes arise. It is important to know that you have a number of support systems available to you and that you are always able and encouraged to refer a student elsewhere if an issue should arise that concerns you or you feel is outside of your role as a student group advisor. In addition to the Student Affairs offices listed on page 38, you are always able to reach out to the Assistant Director of Campus Life who will assist you in referring students and determining the appropriate course of action for student support.

