



INVOLVEMENT.



REGISTERED STUDENT ORGANIZATION HANDBOOK

2017

2018



LEADERSHIP.



SERVICE.

Table of Contents

Welcome Student Organizations!	4
Commitment to Community	5
Campus Life	5
The Basics	6
Definition of a Registered Student Organization	6
Benefits of a Registered Student Organization	6
Registered Student Organization Requirement to Remain in Good Standing	6
Constitution Requirements	6
Basic Policies	7
Membership Requirement.....	7
Officers and Elections	7
Amendments.....	8
Officer Requirements	8
Membership Requirements	9
Requirements for Registered Student Organizations	9
Registration Process for Current Organizations	9
Registration Process for New Student Organizations	9
Responsibilities of Registered Student Organization	10
Student Organization Status	10
Resources for Registered Student Organizations	11
Signature Events for Registered Student Organizations	12
Advisors	13
Event Planning	13
Event Approval Process	13
Time Restrictions for Events	15
Events and Concentrated Study Period	15
Film and Movie Screenings	16
Guidelines on Distribution of Printed Material on Campus	16
General Rules	17
Guidelines	17
Promotional Items	18
Publicity	20

Finance	22
Banking	24
Tax Information	24
Fundraising	26
Sponsorships	29
Student Government Funding	29
Equal Opportunity and Non-Discrimination	29
Conduct and Due Process for Student Organizations	30
Food Service within LSU Facilities and Premises	31
Alcohol Events Policy	31
Peaceful Assembly	33
Prohibition of Hazing	34
Travel	35
Risk Management and Insurance	35
Facilities Available for Reservation	36
Additional Campus Resources	40
Definitions	43
FAQ	44
Appendix A – Event Approval Process Flowchart	45

Welcome Student Organizations!

A message from LSU Campus Life:

Whether streamlining your for membership recruitment or developing your executive leadership providing guidance throughout your event planning process, LSU Campus Life is here for you! We thank you for your continued support as an organization of LSU! Your organization and its members provide leadership for the university each and every day: leadership for our 400-plus student organizations; for our many groups, committees and activities; in various departments and divisions, and in the classroom. Campus Life truly believes that your positive actions greatly add to the status and quality reputation that LSU enjoys today. Please use this handbook as your organization’s go-to guide as you venture through various projects throughout the year. Campus Life looks forward to working with you to make this a fantastic year!

LSU Campus Life

Contact Us:

LSU Campus Life

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[lsucampuslife](https://www.instagram.com/lsucampuslife)



[LSU Campus Life](https://www.facebook.com/LSUCampusLife)



[@LSUCampusLife](https://twitter.com/LSUCampusLife)

Need assistance? Contact Us

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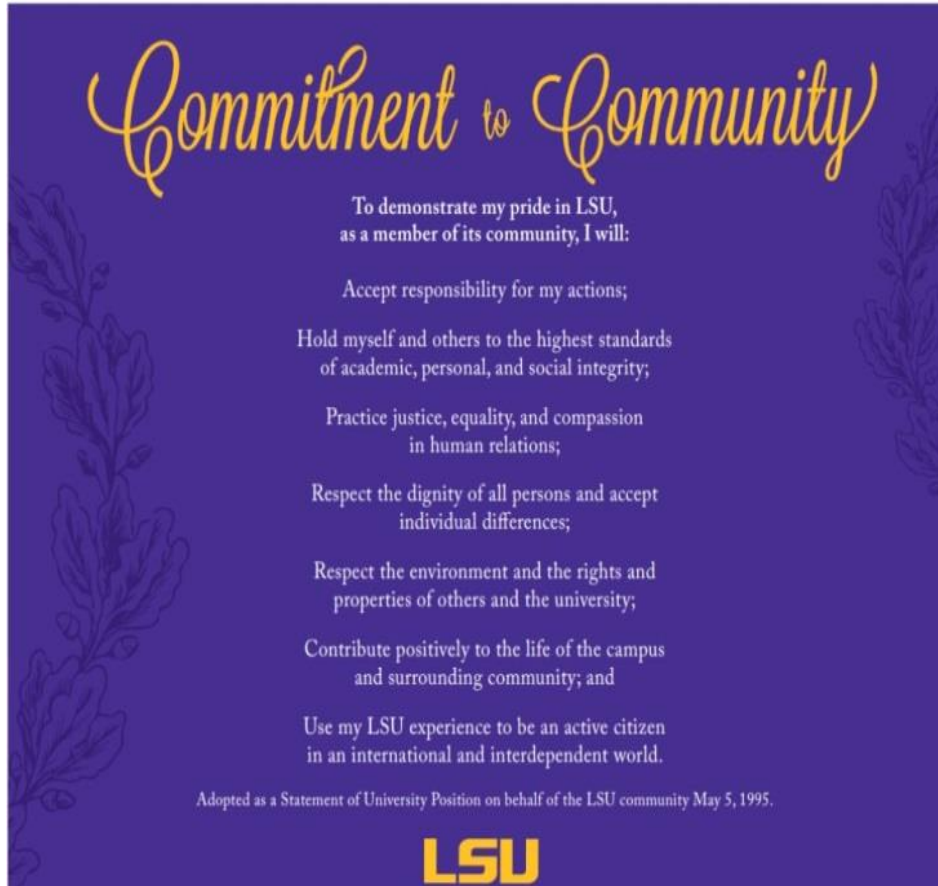
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Commitment to Community

The LSU Commitment to Community is a statement of the University's values and basic principles. Campus Life encourages all organizations to use the Commitment to Community as a guiding document for the organization and its endeavors.



Campus Life

Campus Life serves to enhance student learning through innovative initiatives focused on the tenets of involvement, leadership and service that enrich the LSU experience.

Campus Life supports and advises seven student organizations that uphold the three tenets:

- [Geaux BIG Baton Rouge](#)
- [Homecoming Committee](#)
- [Kitchens on the Geaux](#)
- [LSU Service Break Experiences](#)
- [Involvement Krewe](#)
- [Student Activities Board](#)
- [Volunteer LSU](#)

The involvement opportunities are endless with Campus Life, aside from the six organizations we have 460 Registered Student Organization that you can join. You can also start your own! Email involvement@lsu.edu or log on to <http://www.lsu.edu/tigerlink>

The Basics

Definition of a Registered Student Organization

A registered student organization is an organization that has fulfilled all of the requirements established by the University for Official Registration. In this document, when the term organization or student organization is used, it is to be interpreted to mean officially registered student organizations.

Benefits of a Registered Student Organization

As a registered student organization of LSU, your group is entitled to certain rights and privileges, as long as your organization stays in **good standing** with the university. These special benefits include but are not limited to the following:

- Be listed on the LSU Campus Life website and in University publications and newsletters;
- Reserve LSU facilities, grounds, and equipment for organizational use;
- Sponsor events and other activities on campus;
- Post approved events and activities throughout various university media outlets;
- Apply for and expend organizational funding from Student Government or University departments;
- Apply for University recognition for student organization achievement;
- Participate in any information fair (Student Involvement Fair);
- Apply for and participate in the Tiger Stadium Group Seating process.

Registered Student Organization Requirement to Remain in Good Standing

To keep an organization's registration current and in **good standing**, organizations must:

- Renew/Re-register on an annual basis with LSU Campus Life
 - This renewal consists of updating the roster of:
 - Current officers or representatives,
 - Advisor
 - Any additional relevant information (i.e. an updated constitution)
- Attend in-person training
 - A (1) representative from the organization must attend the entire training session for registered student organizations.

Note: Neglecting to complete registration renewal and completion of in-person training will result in the withdrawal of all privileges extended to the organization.

Constitution Requirements

An organization's constitution is the document containing basic rules relating to the organization and its members, prospective members and advisors. Organizations governed by a national organization may submit the national organization's constitution as well as local bylaws that include LSU's requirements for basic policies, membership, officers, and amendments. Organizations whose national organizations do not allow them to adopt local bylaws must submit a [constitution statement](#) via [TigerLink](#) agreeing to follow LSU's requirements for basic policies, membership, officers, amendments, and registration renewal. For assistance, review the [constitution writing guide](#).

Registered student organizations at LSU are required to include a set of basic policies, membership requirements, officer requirements, and amendment procedures that are set forth by the University. This information is listed below and can also be found in the [‘Guide for Writing a Constitution’](#).

Basic Policies

The following are basic policies of this organization:

Section 1. The organization shall be non-commercial.

Section 2. The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern.

Section 3. The organization shall cooperate with Louisiana State University to support the improvement of education in ways that will not interfere with administration of the University.

Section 4. The organization may cooperate with other organizations and agencies, but persons representing the organization in such matters shall make no commitments that bind the organization.

Section 5. The organization agrees to abide by all University policies and local, state and federal laws

Membership Requirement

Section 1. Any LSU student, faculty member or staff member who subscribes to the purpose and basic policies of the organization may become a member of this organization, subject only to compliance with the provisions of the constitution.

Section 2. Active membership is restricted to LSU students. Associate membership is restricted to LSU faculty and staff. Associate members are non-voting members.

Officers and Elections

Section 1. To be eligible to be elected to, appointed to, or to hold an office or be a standing committee chairperson, a student must:

- A. Undergraduate students must be enrolled as full-time students at Louisiana State University (Baton Rouge); graduate students must be enrolled as part-time (with at least 6 hours) or fulltime students at LSU;
- B. Undergraduate students must have at least a 2.0 cumulative GPA and be in good academic standing with the University; Graduate students must have at least a 3.0 cumulative GPA and be in good academic standing with the University.

C. Students must not be on disciplinary probation or deferred suspension. This includes newly elected officers, as well as continuing officers. Students may continue organizational membership if on disciplinary probation.

D. Students must meet all other academic standards established by the student organization and included in the organization's constitution and/or bylaws.

E. Graduating seniors who are not registered full-time may still hold office in a student organization during the semester in which they are scheduled to graduate.

Amendments

Section 1. This constitution may be amended at any regular meeting of the organization by a two thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting and that the proposed amendment shall be subject to approval of Campus Life.

In addition to the aforementioned constitution requirements, it is encouraged for student organizations to include 'Provisions to Bylaws'. Bylaws include some of the following items:

- 1) Standing committees of the organization.
- 2) Ad Hoc Committees of the organization which are established for a single purpose, or 1 –year commitment. Such committees will be eliminated from the Bylaws once abolished or defunct.
- 3) Policies pertaining to the time, location of organizational meetings.
- 4) Election procedures, dates, terms of offices.
- 5) Structures/Purposes of committees.
- 6) Member behavior when acting on behalf of the organization.
- 7) Removal of Executive Board Members outlining a detailed appeals process (see sample in the Guide for Writing a Constitution).
- 8) Removal of Members outlining a detailed appeals process (see sample in the Guide for Writing a Constitution).

Officer Requirements

Each organization **President** serves as the primary liaison to the University. Additional positions required for each group include: **Vice President, Secretary, and Treasurer.**

The officers must be listed on the organization's roster through TigerLink. The officers listed on the roster are the only students who are allowed to represent the organization in official business with the University. Only the officers are permitted to make reservations, register events, and conduct other business on behalf of the organization.

In order to serve as an officer, students must meet the following criteria:

- Undergraduate students must be enrolled as full-time students at Louisiana State University (Baton Rouge); graduate students must be enrolled at least part-time (with 6 hours)
- Undergraduate students must have at least a **2.0 cumulative GPA** (graduate students must have **at least a 3.0**) and be in good standing with the University;
- Students on Disciplinary Probation with Restriction are **ineligible** to hold a position of leadership in a registered student organization. This includes newly elected officers, as well as continuing officers.

- Students who are on Disciplinary Probation without restriction are eligible to hold a position of leadership in a registered student organization.
- Students must meet all other academic standards established by the student organization that are included in the organization's constitution and/or bylaws.
- Graduating seniors who are not registered full-time may still hold office in a student organization during the semester in which they are scheduled to graduate.

Eligibility requirements will be verified by LSU Campus Life. Individuals and the organization advisor will be contacted if there are ineligible students listed to serve.

Membership Requirements

Registered student organizations must have at least **5** members in order to maintain active status. Membership is restricted to LSU (Baton Rouge) students, with the exception of Greek organizations, faculty, and staff. Active membership is restricted to LSU students. Associate membership (non-voting) is restricted to LSU faculty and staff.

Requirements for Registered Student Organizations

Registration Process for Current Organizations

To renew an organization's registration, the organization must complete the following:

- Complete the re-registration/renewal application via TigerLink
- Update the roster in TigerLink.
- The organization **President** (*or designee*) is required to complete the in-person training workshop.
 - Organizations that elect leadership at the end of the spring semester must complete the training during training offerings in the fall semester.
 - Organizations that elect leadership at the end of the fall semester must complete the training during training offerings of the spring semester.

***Fraternities and sororities affiliated with Greek Life are not required to complete the student organization leader training as hosted by Campus Life. Although the training is open to those groups, Greek Life hosts a separate training series for fraternities and sororities.*

Registration Process for New Student Organizations

Students wishing to create a new student organization at LSU, must complete the following steps.

- Select an organization name.
 - No organization shall register a name identical to or closely similar to the name of a currently registered student organization nor can the Louisiana State University or LSU precede any organization name.
 - For example: LSU Baking Club is **NOT OK** VS Baking Club of LSU is **OK**
- Must have five (**5**) current LSU students that meet the officer requirements to serve as founding members.
- Draft a constitution ([See a Sample Constitution](#))
- Formally submit the organization application via TigerLink

- Provide contact information of advisor when completing application; an Advisor Agreement Form will be sent to the advisor via TigerLink by a Campus Life representative based on the information provide. Make sure to have a discussion with your potential advisor.
- Select the President (or designee) of the five (5) founding members to complete the training workshop.
 - Greek organizations will complete training conducted by Greek Life.

Note: Please allow up to ten (10) business days for application reviews.

Responsibilities of Registered Student Organization

As an LSU registered student organization, your group has certain rights and privileges. With these privileges come certain responsibilities to maintain your organization’s registered status.

Those responsibilities include but are not limited to the following:

- Each organization will comply with federal, state, and local laws and codes.
- Each organization will comply with applicable University policies
- Each organization is responsible for the activities and/or actions of current LSU student members, non-student members and guests while participating in any function sponsored by that organization.
- Organizational information must be kept current with LSU Campus Life.
- All organizations are responsible for the planning, supervising, and ensuring the safe operations of each of their programs.
- All organizations should function using sound financial management and are responsible for any debts that may occur, including those to LSU.
- The organization must maintain an advisor at all times.

Failure to comply with the above responsibilities will result with the organization being placed on probation and could be placed under the [Student Organization Accountability Process](#) that is conducted by the Student Advocacy and Accountability Office.

Student Organization Status

LSU Campus Life uses different terms to describe the status of student organizations. Student groups at LSU fall into one of the following status categories.

- **Active** - Active status is defined as the status of an organization that has completed all requirements to start a new organization or maintain active status. Student organizations on active status are listed on TigerLink and may take advantage of the benefits offered to registered student organizations at LSU.
- **Inactive** - Inactive status is defined as the status of an organization that has not completed the requirements to maintain active status with Campus Life. Student organizations on inactive status are removed from all registered student organization lists and are not permitted to utilize any of the benefits of being an active student organization (such as participating in other student organization events, hosting events, fundraising, seeking funding from campus entities, reserving rooms or services and enjoying other benefits of being recognized as a student organization at

LSU). Inactive organizations can become active again by contacting the Campus Life Office and fulfilling any outstanding responsibilities.

- **Probation** - Probationary status is defined as the status of an organization that has been removed from active status for violations of Campus Life policies, University policies, and/or local, state, and federal laws. The length and terms of probationary status vary. Student organizations on probation may be required to complete certain requirements before being placed back on active status.
- **Provisional** - Provisional status is granted from the time a new student organization application is submitted (or re-activating a previously inactive student organization) until the organization completes Student Organization Leader Training and submits all required documents. This time allows provisional student organizations to secure 5 founding members, hold two meetings in the LSU Student Union or an academic classroom, in which they should hold elections, write a constitution, and secure a faculty or staff advisor. The constitution and advisor agreement must be turned in before active status is awarded. If all founding members do not complete the training or submit all required documents within 60 days, the application is void. No events or fundraising activities are allowed while an organization is on provisional status.
- **Temporary** - Temporary status is defined as the status of an organization that exists for a period no longer than one semester that was formed to support a specific goal such as a political campaign or natural disaster relief.

Resources for Registered Student Organizations

Resource Area in Union 358

Campus Life has moved the resource area for student organizations from Union 256 to Union 358.

The space is equipped with modular furniture, dry erase boards and PC's to help your organization with every day needs. The resource area is a work in progress and we are working on additional resources for all registered student organizations. Stop by and visit us.

The space is open for registered student organizations during the [operating hours of the LSU Student Union](#).

Involvement Krewe Consultants

Are LSU students who serve as a resource for students to find and create their path to involvement within the LSU experience.

Individual Consultations

Geared to assist new and current LSU students find involvement opportunities and common interests that will maximize their LSU experience.

Group Consultations

Provide workshops for Executive Boards, new and growing registered student organizations, and student committees on best practices for organizational management. The group consultations can also include planning/facilitating retreats. Organizations can request a group consultation via the Campus Life website.

Involvement Krewe Consultants will be ready to provide both individual and organization consultations. Email involvement@lsu.edu to schedule an appointment or stop by Union 358

Involvement on the Geaux

A series of workshops focusing on the development of registered student organizations. Helping them improve or grow to obtain their intended organizational goals. Each topic will vary based on the desired needs of the organization. Every workshop will provide tips, training and advice on how to take your organization from good to great! To schedule a workshop for your organization log on to [TigerLink](#) or [Campus Life website](#). Visit [TigerLink](#) for additional details on these events!

Signature Events for Registered Student Organizations

Student Involvement Fair

Fall Dates: August 30, 2017 and August 31, 2017

Spring Dates: February 8, 2018

Each semester, the Student Involvement Fair sets the stage for showcasing involvement opportunities at LSU. Members of various LSU student organizations share how LSU students can engage with their organizations and enhance their involvement résumés.

Coffee with Campus Life

Fall Dates: September 22, October 27, November 14

Spring Dates: January 19, February 19, March 16

Coffee with Campus Life is a meet and greet program structured to network with the LSU Campus Life staff. By hosting this event once a month, LSU Campus Life staff members are able to engage in conversations with a broad range of LSU students who are seeking additional information about organizations, upcoming events, and general involvement. Coffee and pastries provided by Campus LSU Life.

Fall Fest

September 29, 2017

Fall Fest is a university tradition that began in 1994 as the Chancellor's official "welcome" for new students, faculty, and staff and a "welcome back" for returning members of the University. As a registered student organization you are able to participate in the Information Fair with an information booth to speak with your fellow Tigers about your organization and upcoming events. Does your organization want to showcase their talent in a live performance? Contact fallfest@lsu.edu if your organization is interested in performing.

Love Purple Live Gold Awards April 11, 2018

With a refreshed twist on recognizing superior achievement in involvement, leadership and service, these awards celebrate registered student organizations, organization advisors, and individual student leaders. The reception is held each spring semester.

Geaux Big Baton Rouge April 14, 2018

Geaux Big is a large, half-day of service experience that unites LSU students and the surrounding Baton Rouge community. Register your organization to give half-day of service to benefit local community members.

Advisors

All registered student organizations are **required** to secure and maintain an advisor who is a current full/part time employee (faculty or administrative staff) at Louisiana State University. Organization advisors are integral to the success of the organization and the development of its student leaders.

In order to serve as an advisor, faculty or administrative staff must submit an online Advisor Agreement via TigerLink, which states the required and suggested roles of an advisor.

Note, those employed part-time under an academic program (graduate assistantship) or internship are not eligible to serve in the role of advisor. Adjunct professors can be an advisor only if they have an assigned office space on campus.

Advisor Changes

A change of advisor or changes in the advisor's contact information requires the submission of an updated [Advisor Agreement](#) signed by the individual in the advisor role. If an advisor resigns, it is the organization's responsibility to inform Campus Life of this change and to find a new advisor for the organization. Student organizations are allowed a period of one month (not including the summer) to find a new University advisor.

Advisor Resources

Advisor Training will be held on September 15, 2017 in Union 256J Classroom. Advisor will learn about the policies and procedures student organizations have to abide by in accordance to University policy.

Event Planning

Event Approval Process

Below is an overview of the Event Approval and Registration Process. Feel free to reference the steps below. View [Appendix A](#) as a visual guideline, you can also [click here](#). Events MUST be submitted within TigerLink [10](#) business days prior to the event date. [15](#) business days are required for big scale event.

How to obtain event approval?

Step 1. A student representative reserves desired space with the appropriate university department (i.e. LSU Student Union Event Management, Registrar’s Office, University Recreation/UREC etc.)

Step 2. A student officer submits the event request through the [TigerLink](#).

(Important Note: Only officers in TigerLink can create and submit an event. The officer that submits the event is the only one that can request changes.)

Step 3. Click [here](#) to watch “How do I Create an Event” or follow the steps below:

- ✓ Log in to your organization profile on [TigerLink](#)
- ✓ Manage ‘Organization’
- ✓ Select drop down menu on the left
- ✓ Select ‘Events’ Tab
- ✓ Select ‘Create Event’ Tab
- ✓ Upload space confirmation
- ✓ Submit Event Request

Step 4. Members of the LSU Campus Life/Greek Life staff review the request. During this step, the request is reviewed to ensure that the potential event meets all university requirements.

- University departments are consulted if necessary. Those departments include but are not limited to [Event Management](#), [LSU Police](#), and [Risk Management](#).

Step 5. If the event request meets the requirements, LSU Campus Life/Greek Life staff grants approval. The approval confirmation is sent, via TigerLink to the student representative who submitted the event request.

What happens if an event is not approved?

Step 1. If the event request is **not** approved, LSU Campus Life/Greek Life staff contacts the student representative via TigerLink to:

- i. Request more information
- ii. Request another form
- iii. Deny event request
 1. If denied, a response is sent to the student representative via email who submitted the event request with reasons for the denial.
 2. A student can resubmit an event if they have made the necessary adjustments that comply with university policy.

Step 2. Once the student representative provides more information and/or submits additional forms, the LSU Campus Life/Greek Life staff will review the event request once more.

- Step 3.** If the event meets the requirement, LSU Campus Life/Greek Life staff grants approval and the approval confirmation is sent via email to the student representative who submitted the event request.

Time Restrictions for Events

Events with Bands and amplification must not begin until after 4:30 p.m. Monday-Thursday and after 3:30 p.m. on Friday. Bands and amplification must cease before midnight if outdoors on Friday and Saturday. Events that are held over a multiple day period or the weekend should be registered as single events if there are separate events per day with complex details such as different starting/ending times and locations.

Late Night Events

Late night events, including dances, are defined as any event open to LSU students and guests scheduled to conclude after midnight on a Friday and Saturday night. Late night events must end by 1:45 a.m. and the facility must be cleared by 2:00 a.m. Late night events may not be held from Sunday through Thursday.

Entry to late night events in the Union will be with a valid LSU ID card. LSU students are allowed to bring one non-student guest, who must enter the event with the LSU student. When there is a cover charge, ticket sales are to be handled by the facility management, who will issue a check to the sponsoring organization after all expenses for the event have been met.

Events scheduled to continue past midnight require entry through metal detectors staffed and operated by LSU police. A sufficient number of officers will be assigned to work security for events to insure a reasonably safe function. The Office of the Dean of Students and the LSU Union require that late night events must be registered through both offices at least ten (10) working days prior to the event.

Late Night Events in the LSU Student Union

The deadline to reserve a space in the LSU Student Union before or after published building hours is ten (10) business days prior to the reservation request.

A planning meeting with LSU Auxillary Services staff is required

The deadline to request a reservation before or after published building hours is ten (10) business days in advance. Approval from the Assistant Vice President of LSU Auxiliary Services is required before usage will be confirmed.

LSU Police Department may be required for late night events.

Student Organization Paid Events, university departments and off-campus groups incur charges for late night events.

Events and Concentrated Study Period

Office of Academic Affairs - (225) 578-8863

The Concentrated Study Period is the five-day period during the fall and spring semesters (Wednesday through Sunday) immediately preceding the week of final examinations. During this time, no extracurricular student activities, such as social and athletic events, will be held on- or off-campus. Any other exceptions must receive prior written approval from the Academic Affairs, Vice Provost – Dr. Matthew Lee (provost@lsu.edu) at least 10 business days prior to the event. Student organizations who are granted an exception by Academic Affairs must also follow the procedures listed in the Event

Approval & Registration Policy section. Students should report violations of this policy to the Office of Academic Affairs.

Film and Movie Screenings

Student organizations who are interested in showing films or movies at meetings and events must comply with the Federal Copyright Act (Title 17 of the U.S. Code), which governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a home video copy of a movie carries with it the right to show the movie outside the home. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved. To show a video on campus, your organization must purchase a “public performance” license from one of the three companies listed below:

Criterion Pictures http://www.criterionpicusa.com (800) 890-9494	Swank Motion Pictures, Inc. http://www.swank.com (800) 876-5577	Motion Picture Licensing Corporation (MPLC) http://www.mplc.com (800) 462-8855
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Fees are determined by such factors as the number of times a particular movie will be shown, anticipated audience size, location, etc. While fees vary, they are generally inexpensive for smaller audiences. Fees may be waived if a request is granted from the company responsible for producing the film or movie. For more information on the law on “Public Performances,” visit <https://www.swank.com/college-campus/copyright/> (Swank Motion Pictures, Inc, 2017).

Once the organization makes the “public performance” license purchase, the organization is required to provide documentation to Campus Life via TigerLink under the documents section of your event submission or via email at involvement@lsu.edu.

Marketing

Guidelines on Distribution of Printed Material on Campus

Distribution of literature and other printed material on campus is governed by several LSU Policy Statements, including PS-82 on Use of LSU Facilities and Premises and PS-06 on Solicitation of Advertisement. Because distribution of printed material impacts several different LSU offices and programs, these guidelines have been prepared to clarify how these policies should be interpreted and applied by the various offices involved. These guidelines do not replace or modify the formal policies, but are provided to assist LSU officials with the implementation of those policies.

Principle

LSU is committed to the First Amendment of the United States Constitution and the free speech values it embodies. As an institution of higher education, LSU recognizes the importance of free and open debate

on all matters. Distribution of printed material on campus raises a number of issues that are unrelated to the content of the message being conveyed by that printed material. LSU has an obligation to take reasonable steps when appropriate to protect its students, faculty, and staff from invasions of privacy, impediments to safety, and interference with the University's educational, research, and service missions. To protect those interests, LSU reserves the right to impose content-neutral and reasonable time, place, and manner restrictions on the distribution of printed material on campus.

General Rules

1. Posters, fliers, and bulletins may not be placed on any LSU buildings, doors, walls, utility poles, trees, shrubbery, or any other surface. Posters, fliers, and bulletins may be placed on designated bulletin boards in accordance with any rules established by the department or office responsible for the bulletin board.
2. No printed material may be disseminated inside of or in the area immediately surrounding the Middleton Library and the Quad and inside of or on the steps of the Student Union, as shown on the attached map. Permission may be sought to place unattended distribution racks for printed material in those areas, subject to review as described in paragraph 3.
3. Distribution of printed material on other areas of the LSU campus is subject to reasonable, content-neutral regulation of time, place, and manner to protect the interests of LSU and its students, faculty, and staff, including, but not limited to, vehicular or pedestrian traffic congestion, construction activities, space available or required, parking needs, event security, litter mitigation, landscaping limitations, emergency contingencies and public safety considerations, the prevention of obstreperous distribution of literature, unwelcome hawking and face-to-face solicitation, the frequency or duration of requested use, the volume or frequency of other requests or reservations, the university's own planned use of its facilities for athletic or other events, and potential for interference with the university's educational mission.
4. All distribution of printed material on the LSU campus is subject to any review and approval requirements set forth below.
5. No chalking allowed at any location on campus.

Guidelines

Distribution of printed material on campus is subject to the following review and approval process.

Non-Students

- a. Non-students include any person who is not an LSU student and any entity other than recognized student organizations. It also includes students who are acting on behalf of or for the benefit of any non-student.
- b. The Office of the Vice President for Finance & Administrative Services & CFO oversees distribution of printed material on campus by non-students and is responsible for enforcing LSU's policies in this area as they pertain to non-students.

- c. Non-students must obtain approval from the Office of the Vice President for Finance & Administrative Services & CFO before distributing printed material on campus.
- d. In general, the following guidelines will apply to distribution of printed material by non-students. However, the Vice President for Finance & Administrative Services & CFO shall have authority to impose additional requirements or waive these guidelines in order to promote the best interests of LSU.
 - i. Newspapers and magazines distributed free to students may be placed in newspaper racks at areas designated by LSU, in consultation with the publisher.
 - ii. Other than newspapers and magazines, distribution of advertising of any sort by non-students is not allowed.
 - iii. No fliers, brochures, cards, or other printed material may be placed on car windshields.
 - iv. Outside of the LSU Bookstore and similar locations, no printed material may be offered for sale without express approval pursuant to this section B.1.

Students and Student Organizations

- e. The Office of Campus Life oversees distribution of printed material on campus by students and recognized student organizations and is responsible, with appropriate involvement from other components of the LSU Division of Student Affairs, for enforcing LSU's policies in this area as they pertain to students and recognized student organizations.
- f. Recognized student organizations must obtain approval from the Office of Campus Life before distributing printed material on campus. Organizations can email involvement@lsu.edu to review printed materials or come to Union 358 and speak with the Coordinator for Involvement for approval.
- g. Individual students acting solely on their own behalf do not need prior approval to distribute printed material to other individuals on campus by personally offering to hand it to them, outside of the areas designated in section A.2, above.
- h. Individual students acting solely on their own behalf must obtain prior approval from the Office of Campus Life before distributing material in any other manner.
- i. In general, the following guidelines will apply to distribution of printed material by students. However, the Vice President for Student Affairs shall have authority to impose additional requirements or waive these guidelines in order to promote the best interests of LSU.
 - i. No fliers, brochures, cards, or other printed material may be placed on car windshields.
 - ii. Advertising for student events, groups, and activities will generally be permitted, subject to reasonable restrictions to protect the interests of LSU as described in section A.3.
 - iii. No printed material may be offered for sale without express approval pursuant to this section B.2.

Promotional Items

Division of Finance and Administration
(225) 578-3386

If promotional items are sold or distributed, the organization must have approval from Finance and Administration. The promotional item design must be emailed to trademark@lsu.edu for approval before Campus Life/Greek Life will approve the event. Student organizations may use the LSU logo or other indicia if approval is granted from Finance & Administration ([LSU's Policy Statement on the Use of University Name and Indicia, PS-93](#)). This approval includes, but is not limited to, T-shirts, hats, calendars, decals, banners, or any other apparel or non-apparel items. The approval is obtained by emailing trademark@lsu.edu and receiving an email confirmation from trademark@lsu.edu approving the design.

Use of University Name and Indicia

Effective August 28, 1995

The Trademark Licensing Office within the Division of Finance and Administration promotes, protects, and regulates the University's name and identifying marks. These marks include the name, logos, seal and all identifying marks, symbols and slogans associated with LSU. The University has registered its marks with the U. S. Office of Patents and Trademarks and the Louisiana Secretary of State to protect the integrity and identity of the marks. Proper use of LSU's name and marks stimulates public awareness and support for the University. Prior written permission is required through the Trademark Licensing Office for use of the University's name or marks for anything other than official University purposes. The following applies to student groups, organizations, and sport club teams.

Use of University Name

A registered student organization or sport club team may use the University name in its title, publications or letterhead to show its status as a registered student organization at LSU, but may not use the name in a manner as to create confusion between it as an organization and the University itself nor in a manner that would in any way constitute an endorsement, approval or underwriting of any organization, product, activity, service or contract by Louisiana State University.

The general rule is that the University name cannot precede the name of the student organization.

Examples include:

Permissible: ABC Club [at Louisiana State University](#), ABC Club at LSU

Not Permissible: ~~Louisiana State University~~ ABC Club, LSU ABC Club

One exception to the above rule is for Sport Clubs who compete nationally against other universities. In order to identify this unique student organization subset, the following examples will apply to identify the competing Sport Club:

LSU Sport Club, Sport Club at LSU, Louisiana State University Sport Club, Sport Club at Louisiana State University

If a Sport Club uses the word "team" within its title, it may only do so when the words "Sport Club" precede the word "team" in order to separate Sport Clubs from Intercollegiate Athletic Teams:

Permissible: ABC Sport Club Team at Louisiana State University, ABC Sport Club Team at LSU,

LSU ABC Sport Club Team, Louisiana State University ABC Sport Club Team

Not Permissible: LSU ABC Team, Louisiana State University ABC Team

The correct reference to LSU is by Louisiana State University or LSU. "Louisiana State" is not acceptable.

Use of University Marks

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

Should an item bearing the registered marks of the University be sold to anyone other than the membership of a registered student organization or sports club team, it becomes a commercial use of the mark and is subject to a license agreement. For example, if the ABC Club at LSU decides to use the marks of the University on its uniform, it may do so only subject to approval by the Trademark Licensing Office. If the club decides to sell a t-shirt bearing the University marks as a fund raiser, the manufacturer of the item **must** be an LSU licensee. The Trademark Licensing Office **must** approve all artwork and designs, as well as the quality of the product prior to its distribution. Please email trademark@lsu.edu with all proposed designs and any questions. A list of licensed screen printers can be found at www.lsu.com.

Publicity

Campus publicity is available through many resources. Some publicity is free, but there may be advertising costs associated with a few of the resource areas. Most of these resource areas target the student population of LSU. Student organization members should also keep in mind that word-of-mouth and social media outlets like Facebook and Twitter are some of the greatest ways to publicize events! When publicizing events, please refer to the policy on the “Distribution of Printed Material on Campus” outlined in the Student Organization Policy Manual.

- **LSU Calendar**

www.lsu.edu/calendar

Student organizations can request approval for their events to be placed on the LSU Calendar by going to the website above and clicking on the “Submit an Event” link. From there you must login with your LSU email address and password. Only LSU students, faculty and staff can submit events to the calendar. Student organizations should be sure to select the calendar sub-categories that best fit their event such as “Student Organizations.” Before submitting an event to the calendar, you should make sure that your event has been approved by Campus Life (or Greek Life for Greek organizations) through [TigerLink](#) and that your space has been reserved with the appropriate campus department.

- **LSU Dining**

Copy and Mail Center, Room 210
(225) 578-0832

Any organization or department affiliated with LSU may display a flyer on the bulletin boards in The 5 or The 459 Commons. Flyers must be approved by LSU Dining. Flyers may remain on the bulletin boards for 2 weeks. Counter space is also available in the Resource area at the front of The 459 Commons where brochures or counter signs may be displayed provided they are in a holder or stand.

- **LSU Student Union Marketing**

310 LSU Student Union
(225) 578-5660

AxisTV System

The Student Union offers digital messaging through the Axis TV system. This system is designed to replace other forms of advertising and offers increased visibility of those ads by placing them on large screens located in a number of locations in the Union. If you are interested in having an LSU affiliated program or event advertised on Axis TV, please visit as.lsu.edu and click on “Axis TV requests” or e-mail unionaxistv@lsu.edu.

Flyers

Content is limited to advertisements for events, projects or services sponsored by registered student organizations and university departments. The Student Union does not post items for which the primary purpose is commercial advertising. Posters and flyers must be submitted to the Union Event Management Office, fourth floor of the Union, Mon. – Fri., for posting on the following day. Materials are stamped for approval and posted by Event Management. Space is assigned on a first-come, first-served basis. There is a two week maximum display time for each event. Contact the Event Management Office at (225) 578-5959 for further information and complete policy guidelines.

- **Residence Halls**

106 Grace King Hall
(225) 578-5388

The Department of Residential Life is has the ability to post flyers for different events and programs on campus. All flyers must be approved through the Department of Residential Life by bringing them to **106 Grace King Hall**. The flyer must have the student organization name/logo on the flyer, and must not include solicitation. Each year, the Department of Residential Life calculates how many flyers are needed for each bulletin board in the residence halls. Please contact the department at (225) 578-5388 to inquire about how many copies of each flyer are needed for distribution.

- **Student Media**

B39 Hodges Hall (225) 578-1697
studentmedia@lsu.edu
www.lsu.edu/studentmedia

The Office of Student Media oversees the operation of The Reveille newspaper, the Gumbo yearbook, KLSU-FM, Legacy magazine, Tiger TV, an advertising/marketing department and a web operation. These media provide information and entertainment to the campus community, while providing students with both a campus voice and practical training in publishing and broadcasting.

- **Student Media Advertising & Marketing**

B34 Hodges Hall (225) 578-6090
advertising@lsureveille.com

The Advertising & Marketing department sells all advertising and underwriting for each outlet of Student Media.

- **KLSU-FM (91.1 FM)**

B49 Hodges Hall (225) 578-5578/8688

<http://www.klsuradio.fm>

Public Service Announcements, or PSAs, are free when approved by the management. Submit a typed, brief announcement with your registered student organization's name, a contact name and phone number and the dates to run the PSA. Be sure to include all pertinent information in the PSA, such as date, time, and location. For more information e-mail stationmanager@tigers.lsu.edu.

- **The Reveille**

B-16 Hodges Hall (225) 578-4811

www.lsunow.com

The Reveille holds a wealth of resources for advertising registered student organizations and their events. Campus Occurrences is a section in the paper devoted to promoting/announcing registration, tickets, or attendance for organizational events and meetings. The classified section is another place to communicate with the campus community. Classifieds can be placed by visiting <http://www.lsunow.com/daily/> and clicking on "classifieds." If you have any questions call (225) 578-6090.

- **Tiger Television**

B-8 Hodges Hall
(225) 578-2165

www.tigertv.tv

Tiger TV is able to run pre-produced videotapes to publicize a registered student organization or event. Also, Tiger Television may tape interviews from members of registered student organizations for its talk shows. For more information, e-mail station.manager@tigertv.tv.

- **TigerLink**

www.lsu.edu/tigerlink

TigerLink is managed by LSU Campus Life. It is an involvement management system that tracks each student's involvement at LSU from day one until they cross the stage to receive their degree. Within TigerLink student organizations can register their events and promote them to all LSU students. This service is free of charge.

Finance

IMPORTANT UPDATE

As July 1, 2016, student organizations must inform Campus Life of financial practices as a required portion of the annual renewal/registration application process. In TigerLink, organizations are asked to provide details on the following items if they indicate that they have a bank account:

- Name of the banking institution
- Most recent bank statement
- Copy of the bank signing card

Organizations that do not provide the required information by September 16, 2016 will be ineligible for renewal/registration. As a result, those organizations will be listed as 'inactive' within TigerLink.

Opinion 94-167

1994 La. AG LEXIS 191

Copy Citation

Office of the Attorney General of the State of Louisiana

La. Atty. Gen. Op. No. 1994-167

Reporter

1994 La. AG LEXIS 191 | La. Atty. Gen. Op. No. 1994-167

OPINION 94-167

May 10, 1994

Core Terms

deposit, adviser, public employee, student group, expenditure, faculty, ethic, staff

Syllabus

[1]

22-B EDUCATION - Colleges & other institutions of higher learning

90-A-1 PUBLIC FUNDS & CONTRACTS

Grambling State University is not responsible and/or liable for funds deposited in bank accounts by student groups where representatives of the groups, as opposed to faculty and/or staff of the University, exercises control over the receipt, deposit and/or expenditure of said funds.

Request By: Mr. Harold W. Lundy
 President, Grambling State University
 P. O. Drawer 607
 Grambling, LA 71245

Opinion By: RICHARD P. JEYOUS, Attorney General, ROBERT E. HARROUN, III, Assistant Attorney General

Opinion

You have requested an opinion of the Attorney General relating to funds deposited in bank accounts by student groups which funds are not under university control. You state that these accounts do not bear the institution's name or tax identification number. The funds are comprised of dues assessed to the various organizations' members and revenues from fund-raising activities conducted by the students. You further state that each organization has a University faculty or staff advisor.

In answer to your question, it is the opinion of this office that the issue of whether the University would be liable or responsible [2] for funds generated by student groups depends upon the control exercised over said funds by the faculty or staff advisor. If the advisor is responsible and/or has any control over the receipt, deposit and/or expenditure of said funds, the University could be held responsible for an accounting therefor. As such, the funds should be deposited in an agency account. However, if the student organization, through its duly appointed and/or elected officers (e.g., treasurer) is solely responsible for the receipt, deposit and/or expenditure of its funds, it is unlikely that the University would incur any responsibility for same.

Your second question concerns the laws applicable to ethics for public employees. Accordingly, this issue lies within the jurisdiction of the Commission on Ethics for Public Employees. I am, by copy of this letter, forwarding your request to the Commission for its consideration. Should you have any questions concerning same, the Commission's telephone number is (504) 765-2308.

Should you have any additional questions concerning this matter, please do not hesitate to contact me.

Load Date: 2014-07-04

Banking

Registered student organizations who collect member dues, host events, or travel may need to acquire a checking account. The process for applying for a checking account is listed below. Other avenues for managing funds are available through LSU's Agency or Miscellaneous Other (MOT) accounts. More information about each account is provided below.

Checking Accounts

Student organizations in need of a checking account or LSU Agency Account must first apply for a tax identification number through the Internal Revenue Service ([IRS Form SS-4](#)). Organizations apply online at <http://www.irs.gov>. Once the tax identification number has been assigned, groups must fill out the appropriate forms with a local bank to receive the checking account. Registered student organizations at LSU are encouraged to consider the process of officer transition from year to year. Funds in a bank account can be unavailable to the organization when officers change each year the signature authority for the bank account has not been updated with the bank.

Tax Information

THE INFORMATION FOUND IN THE SECTION BELOW SHOULD BE CONSIDERED A GUIDE AND SHOULD NOT BE CONSIDERED A SUBSTITUTE FOR ACTUAL, ONE-ONE-ONE LEGAL ADVICE. FOR ACTUAL LEGAL ADVICE, YOUR ORGANIZATION SHOULD CONTACT AN ATTORNEY

Employer Identification Number

Any student organization collecting dues or income of any type are encouraged to have a bank account. In order to set up your bank account, you must apply for an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). The EIN application is located on the SS-4 form. You may apply through the following links:

Form: <http://www.irs.gov/pub/irs-pdf/fss4.pdf>

Instructions: <http://www.irs.gov/pub/irs-pdf/iss4.pdf>

Online Application: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

Phone: (800) 829-4933

Non-Profit Organization

Some student organizations choose to apply for federal income tax exempt status through the IRS. The most common type is a 501(c)3. The non-profit process is time consuming and does not require additional fees for application. Organizations wishing to apply for non-profit status may find more information on the IRS website.

Filing Taxes

For organization not classified as non-profit, it is important to ensure your organization is filing taxes as appropriately outlined by the IRS. If the student organization report less than **\$5,000.00** on their "gross receipt", regardless of the organization's classification, it will automatically be considered federal income tax-exempt and will not need to file annually with the IRS. A "gross receipt" is defined by the IRS as "the total amounts the organization received from all sources during its annual accounting period." Note that this number is calculated before subtracting any costs or expenses. Also note that this number includes student activity fee money, donations later re-donated to a charity, dues collected from members, etc. Thus, most forms of money taken in by the organization count against this \$5,000 limit.

If a student organization receives \$5,000 or more during an annual accounting period, it should contact the IRS to determine which form to file on behalf of the organization.

LSU Agency Accounts

Agency accounts are maintained for student organizations which make use of university services, but are not sponsored by, or closely associated with, the university mission. These accounts are for groups or organizations which hold activities on the campus, or have an officer who is an employee of the university that is authorized to acquire goods or services through the university on behalf of the organization. In order to keep the integrity of the organization separate from the university, no revenue can come from university funds. All sources of revenue must come from membership dues, registration fees, donations, earnings of the organization, etc. Off-campus vendor payments are made by submitting the invoice and proper documentation to Accounts Payable. Since the university is not responsible for reporting W-2 or 1099 income on agency funds, payments for salaries or wages are not allowable expenses.

The University accounting system can be used for internal transactions (ITs) for catering, housing, meeting room rental, supplies, etc. To set up an Agency Account form # AS502 Request for Agency Account must be submitted to the Office of Accounting Services. The organization name, taxpayer ID number (if one exists, there is no need to apply for a taxpayer ID number to use an Agency Account), purpose of account, and source(s) of funding should be provided. Specific guidelines for the disposition of any excess funds at the conclusion of the group activity should be provided (i.e.: return to national office or forward to next host institution)

All requests for agency accounts are reviewed in detail by Campus Life prior to approval. The nature of the activity and source of funds are carefully examined. Any factors that are judged to preclude the use of an agency fund will result in the denial of the request. Questions regarding the establishment and/or use of agency accounts should be directed to the Office of Accounting Services, (225) 578-3321.

LSU Miscellaneous Other (MOT) Accounts

MOT accounts are used by LSU departments to bill non-LSU departments for services or materials. LSU departments (e.g. Facility Services, University Stores, Graphic Services, Telecommunications, etc.) post charges to MOT accounts using departmental transaction (DT) accounting entries which are then submitted to the Bursar's office Vault. The departments also send copies of the invoices which detail these charges to the Accountant Technician in the Bursar's Office. At the beginning of each new month, the Accountant Technician prints MOT bills, attaches invoices for new charges, and mails the bills and invoices to MOT customers.

MOT customers mail payments to the Bursar's office upon receipt of the bill, and the payments are posted against the MOT account balances. A student organization is one example of a non-LSU department which would be billed through an MOT account. Once a student organization requests services from an LSU department, the department will contact the Bursar's Office to request creation of an MOT account.

Cale P. & Katherine Smith Student Financial Management Center

158 LSU Student Union
(225) 578-1586

The LSU Student Financial Management Center (SFMC) provides financial resources and educational opportunities to LSU students and student organizations. The SFMC is committed to helping students create and maintain financially responsible behaviors. The Student Financial Management Center is

available to make presentations and facilitate workshops for LSU student organizations on topics such as money management, budgeting, identity theft and much more! Visit the SFMC website to request a presentation: <http://www.lsu.edu/students/sfmc/about/index.php>. Also, the SFMC provides one-on-one appointments to LSU students. For an individual appointment, please call (225) 578-1586, e-mail sfmc@lsu.edu or stop 158 LSU Student Union.

Fundraising

Fundraising by student organizations is allowed at LSU, in accordance with University policies and processes, local and state laws, and the [LSU Code of Student Conduct](#). Fundraising is a type of event, therefore the Event Approval & Registration Policy also applies.

Campus Life defines fundraising as any event, program, or activity in which money or items are collected for the purpose of raising funds for the organization, a philanthropy, or donating goods to charities. Some examples include donations, ticket sales, sale of items, or collection of goods (i.e. canned food drives with donations to a food bank).

The Campus Life staff is happy to assist student organizations with questions, to offer suggestions, and to help student organizations comply with the fundraising approval process. To request a meeting, call (225) 578-5160 or email involvement@lsu.edu.

To be approved, fundraisers must comply with the following:

- The event must be submitted for approval online via TigerLink at least 10 business days prior to the fundraiser.
- In addition to submitting the event for approval, student organizations must gain approval for the use of university facilities **prior** to gaining approval for the fundraiser from Campus Life/Greek Life. Approval of the fundraiser and event does not constitute approval of space. Sometimes the reservation of space is tentative, pending the approval of the fundraiser. Once the fundraiser is approved, Campus Life/Greek Life communicates with the venue to confirm the reservation of space.
- Fundraisers involving food must comply with [LSU's Policy Statement on Food Service \(PS-60\)](#), which determines approved venues and catering stipulations. Self-catering (defined by PS-60 as, "the preparation and serving of food, whether purchased as raw food or prepared food products, by members of an LSU department or student organization or other organization for themselves and guests with no involvement of a caterer in the preparation and serving of food within LSU facilities and premises) is not allowed for fundraisers, unless in compliance with PS-60. PS-60 refers to Greek houses, religious centers and the International Cultural Center as authorized to self-cater for members and guests, as long as the food preparation area complies with all applicable local and state health, sanitation, and safety standards. All other fundraisers involving food must utilize an [LSU Licensed Caterer](#) in order to be approved.
- Fundraisers with food cannot take place anywhere in or around Free Speech Alley/Plaza. (Per Finance and Administrative Services, because of contractual obligations with the dining vendor of the University)
- Student organizations may not promote, sell, or serve alcoholic beverages at any fundraising activity per [LSU's Policy Statement on Serving, Possessing and Consuming of Alcoholic Beverages on Campus \(PS-78\)](#).

- If promotional items are sold, the organization must seek an additional approval from Finance & Administrative Services. The promotional item design must be emailed to trademark@lsu.edu for approval **prior** to gaining approval for the fundraiser from Campus Life/Greek Life.
- Student organizations may use the LSU logo or other indicia if approval is granted from Finance & Administrative Services ([LSU's Policy Statement on the Use of University Name and Indicia, PS-93](#)). This approval includes, but is not limited to, T-shirts, hats, calendars, decals, banners, or any other apparel or non-apparel items. The approval is obtained by emailing trademark@lsu.edu.
- If the organization is interested in soliciting off-campus businesses or organizations for donations of money, services or products, the organization must first seek approval from Finance & Administration. A list of all potential donors/sponsors must be emailed to sponsorrequests@lsu.edu for approval prior to gaining approval for the fundraiser from Campus Life/Greek Life.
- Campus Life defines an auction as the process of buying and selling goods or services by offering them for bid (silently or otherwise), and then selling the item to the highest bidder. Auctions are allowed as fundraisers when entire net proceeds of the auction are devoted to a charitable or educational organization (per Louisiana Revised Statute 4:707.B).
- Fundraising on campus by student organizations is prohibited on the day of home football games ([LSU Football Fan Guide 2017](#)).
- Off-campus fundraisers do not require approval or registration (Office of Risk Management, August, 2011).

Fundraiser Registration

Steps to register an On-Campus Fundraiser:

- Step 1** Complete and submit an online event request through TigerLink at least 10 business days prior to the date of the event (or 15 business days for events with medium to high risk). Only members with "group admin" status can submit event requests. Click here to login to TigerLink (with your MyLSU ID and password) to submit an event request.
- Depending on the event, additional approvals from university departments may be needed. These approvals are needed prior to Campus Life/Greek Life approving any fundraiser. See below for more information on which department approves specific organization events.
 - These forms are reviewed by the university advisor. Greek organizations must have the chapter advisor review the event.
- Step 2** Campus Life/Greek Life staff reviews the event request.
- Step 3** Campus Life/Greek Life staff approves the fundraising event if it meets all requirements, and then notifies the student organization. Once the event has been approved, the online software will send an automated email to the individual who submitted the event request.
- If the event does not meet the requirements, Campus Life/Greek Life requests more information or denies the event request.

- If the event is denied, the online software will send an automated email to the individual who submitted the event request.

Step 4 If approved, the student organization hosts the event on campus.

LSU Policy Resources for a Successful Fundraiser

If your fundraiser involves food:

[Policy Statement \(PS\)-60](#): Food Service

[LSU Licensed Caterers](#)

To comply with policies on venues/location and to reserve space on campus:

[Policy Statement \(PS\)-82](#): The Use of LSU Facilities and Premises

[LSU Student Union](#) – reserving space in the Student Union

[LSU Agricultural Center](#) – reserving space in Agriculture buildings

[University Recreation](#) – reserving space with University Recreation

For approvals and resources from Finance and Administrative Services:

[Policy Statement \(PS\)-6](#): Solicitation of Advertisement

[Policy Statement \(PS\)-93](#): The Use of University Name and Indicia

trademark@lsu.edu: Approval of designs on promotional items to be sold

sponsorrequests@lsu.edu: Approval of potential donors/sponsors

University policies concerning behavior:

[LSU Code of Student Conduct](#)

[Policy Statement \(PS\)-78](#): Serving, Possessing, and Consuming of Alcoholic Beverages on Campus

Off-Campus Fundraisers

Effective August 15, 2014

For the purposes of the current Fundraising Policy in the Student Organization Policy Manual located on the Campus Life website (www.lsu.edu/campuslife), the following clarification and additions are in effect as of Friday, August 15, 2014.

- Off-campus fundraisers do not require approval or registration with Campus Life/Greek Life. However, if the approved vendor or sponsor serves alcohol on the premises, not in conjunction with the fundraiser (Office of Risk Management, August 2011) the student organization conducting the fundraiser must submit the [Off-Campus Food and Beverage Event Hold Harmless Agreement](#) to Campus Life/Greek Life and keep it for organizational records.
- If an organization is interested in soliciting off-campus businesses or organizations for donations of money, services or products, the organization must first seek approval from Finance & Administrative Services. A list of all potential donors/sponsors must be emailed to sponsorrequests@lsu.edu for approval **prior** to submitting appropriate paperwork to Campus Life/Greek Life.
- Student organizations may not promote, sell, or serve alcoholic beverages at any fundraising activity per [LSU's Policy Statement on Serving, Possessing and Consuming of Alcoholic Beverages](#)

on Campus (PS-78). Donations of money, services, or products from an approved vendor or sponsor cannot include the promotion, sale or service of alcoholic beverages.

- If your fundraiser includes food or non-alcoholic beverages and is hosted off-campus, please complete the Off-Campus Food and Beverage Event Hold Harmless Agreement for fundraisers held off-campus and retain for record keeping purposes.

Sponsorships

Registered Student Organization and Approved Vendors/Sponsors Fundraising Procedure

1. Submit vendor/sponsor list to Finance and Administration at sponsorrequests@lsu.edu for approval. When determining approval of vendors/sponsors, Finance and Administration will generally apply the guideline that 51% of vendor/sponsor restaurant sales must be from food sales. Donations of money, services or products from an approved vendor or sponsor cannot include the promotion, sale, or service of alcoholic beverages.
2. Finance and Administration requires the submission **be at least 10 business days** prior to the proposed event.
3. If approval from Finance and Administration is received, the registered student organization provides the vendor/sponsor an Off-Campus Food and Beverage Hold Harmless Agreement to complete and provide a copy to the registered student organization.
4. Conduct fundraiser, in compliance with the Fundraising Policy in the Student Organization Policy Manual.

Student Government Funding

Student Government offers a variety of funding opportunities. Student organizations are eligible to apply for funding from the Organizational Relief Fund (ORF), Programming Support and Initiatives Fund (PSIF), and from Student Senate. The Student Government Programming, Support, and Initiatives Fund (PSIF) was created to support new student organizations, organizations hosting conferences on campus, and organizations who are hosting late-night programs for students. The Organizational Relief Fund (ORF) is designed to help defray the travel costs of full-time undergraduate students (graduate students apply through the graduate school) traveling to conferences, conventions, or competitions which are educational, academic, or professional in nature. Finally, the Student Senate may provide additional funding for an organization's programs, conventions, or competitions.

Details on each of these funds can be found at

<http://www.lsu.edu/students/sg/services/funding/index.php>.

Funding requests to Student Government should be submitted no later than six (6) weeks prior to the event.

University Policies

The most current iterations of the following policies can be found at

<https://sites01.lsu.edu/wp/policiesprocedures/policies-and-procedures/>

Policy Statement 1

Equal Opportunity and Non-Discrimination

Effective February 5, 2013

Registered student organizations must be in compliance with all University policies as well as federal and state nondiscrimination and equal opportunity laws, orders, and regulations. A registered student organization may not discriminate against a member or prospective member on the basis of “race, creed, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national origin, age, mental or physical disability, or veteran’s status ([LSU’s Policy Statement on Equal Opportunity \(PS-1\)](#)).”

Organizations protected under the First Amendment or social fraternities and sororities who have been granted status as a single sex organization with the IRS (501c7) should contact Campus Life to discuss how this policy relates specifically to them.

Policy Statement 52

Conduct and Due Process for Student Organizations

Conduct standards at the University are set forth in writing, in order to give students general notice of prohibited conduct. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms. No rule, no matter how carefully worded, can cover all eventualities completely. Beyond specific rules, student organizations should conduct themselves in accordance with the values and basic principles included in the LSU Commitment to Community. Student organization members, officers, and advisors are expected to know and abide by all regulations as student organizations and are subject to the expectations within the LSU Code of Student Conduct. LSU may initiate the accountability process for alleged policy or law violations by student organizations that occur on or off campus. The formal process is outlined under [LSU’s Policy Statement on Due Process \(Student Organizations\) \(PS-52\)](#) (below).

For more information regarding the ‘Student Organization Accountability Process Overview’, follow <http://students.lsu.edu/saa/students/organizations>.

Effective February 26, 2003

Purpose

To establish a procedure by which the University will consider an alleged violation of University regulations by registered student organizations.

Conduct Regulations for Student Organizations

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

Some registered student organizations are affiliated with state, regional, national, or international organizations. Many of these governing groups have developed position statements on hazing and other forms of misconduct. The University may report alleged violations of University regulations by student organizations to the organization's governing body or affiliated organizations.

Student Organizations and the Code of Student Conduct

The University's established procedure for considering alleged violations of University regulations by individual students is outlined in the Code of Student Conduct. The fact that alleged individual student misconduct grows out of participation in an activity sponsored or engaged in by a registered student

organization does not eliminate the individual student's accountability under the provisions of the Code of Student Conduct.

The fact that individual students are held accountable for actions taken while participating in an organization's activity does not eliminate the accountability of the organization for its actions. Although the administrative procedure of the Code is not to be used to hear charges of misconduct against Registered student organizations, the University does hold student organizations accountable for acts or omissions taken by the organization that violate the misconduct provisions of the Code. [Visit here](#), for the full policy statement.

Policy Statement-60

Food Service within LSU Facilities and Premises

Effective August 18, 1997

LSU Dining has an exclusive right to provide dining services in the premises it has leased from LSU, and they are considered the sole source for catering services within the leased premises. Leased premises include: The 459 Commons, the 5 Dining Hall, Atrium Café in the Design Building, CC's Coffee House in Hebert Law Center & Middleton Library, Einstein Bros. Bagels in the LSU Student Union, Faculty Club Restaurant, McDonald's in the LSU Student Union, Outtakes at the 459 Commons, Pierre's Landing between Taylor Hall and the Old Forestry Building, Smoothie King in the UREC, Subway in Foster Hall, and Take 5 at West Campus Apartments, and the Vet School Snack Bar.

Self-catering (defined by PS-60 as, "the preparation and serving of food, whether purchased as raw food or prepared food products, by members of an LSU department or student organization or other organization for themselves and guests with no involvement of a caterer in the preparation and serving of food within LSU facilities and premises) is not allowed for events, unless in compliance with PS-60." PS-60 refers to Greek houses, religious centers and the International Cultural Center as authorized to self-cater for members and guests, as long as the food preparation area complies with all applicable local and state health, sanitation, and safety standards. All other events involving food on campus must utilize an [LSU Licensed Caterer](#) in order to be approved. Events with food cannot take place anywhere in or around Free Speech Alley/Plaza (per Finance and Administrative Services, due to contractual obligations with the dining vendor of the University). A list of licensed food caterers is available through the LSU Purchasing Office at (225) 578-2176 or online [at http://www.fas.lsu.edu/purchasing](http://www.fas.lsu.edu/purchasing). LSU assumes no liability for individuals performing self-catering but expects compliance with applicable health, sanitation, and safety standards. For the full policy statement, click [here](#).

Food Trucks

Food trucks are not permitted on the campus of LSU. Food sales from a food truck location are prohibited. However, food trucks can be contracted by a student organization to give away food/beverage items as a part of that particular organization's event as long as they are an approved [LSU Licensed Caterer](#). Those details must be listed in the initial event request to LSU Campus Life, and must be approved as a sponsor by Finance and Administrative Services.

Policy Statement 78

Alcohol Events Policy

SERVING, POSSESSING, AND CONSUMING OF ALCOHOLIC BEVERAGES ON CAMPUS

Initially Issued: August 15, 2005

Revised: September 8, 2014

Summary of Policy Statement 78. For the complete Policy Statement, select the link above.

Purpose

Policies of the LSU Board of Supervisors are applicable to the serving, possessing, and consuming of alcoholic beverages within its facilities and in accordance with applicable laws including but not limited to the following:

“Alcoholic beverages, including beer and wine, may be served at registered social events sponsored by registered campus organizations and at events sponsored by the University or a department of the University, and at events or under circumstances for which prior written consent has been obtained from the appropriate President.” This Policy Statement sets forth the policies and procedures specifically applicable to Louisiana State University and A&M College regarding the serving, possessing, and consuming of alcoholic beverages on the campus by students, University personnel, and their guests.

Alcohol Service Certification: A form supplied by the University and completed by the host/sponsor of a registered social event at which alcoholic beverages are to be served, which specifies the conditions of alcohol service and certifies that the host/sponsor both understands and agrees to abide by University policies and applicable federal, state and local laws governing such alcoholic beverage service. The certification must be submitted by the host/sponsor to the Office of the Dean of Students (for student organizations) or to the Office of Finance and Administrative Services (for non-students) at least 3 working days prior to the event. [LSU's Policy Statement on Serving, Possessing and Consuming of Alcoholic Beverages on Campus \(PS-78\)](#).

Registered Student Organization Events with Alcohol

In addition to the above regulations, the following policies shall apply:

All registered student organizations must complete and file an Alcohol Service Certification and/or Site Permit with the Office of the Dean of Students or its designee 15 business days prior to a proposed event. The following rules apply when alcohol is served at an event hosted by a registered student organization: All registered student organizations wishing to hold social events at which alcohol may be served must have an advisor and at least three of their current executive officers participate in an alcohol policy training program at the beginning of each academic year.

Additionally, in any semester in which the organization wishes to hold a social event with alcohol, at least three current executive officers must have attended the alcohol policy training program. This educational program will be presented by the Wellness Education Department of the LSU Student Health Center. No cover charge or admission charge shall be imposed at social events at which alcoholic beverages are served nor may alcohol be provided free in return for the purchase of another item (i.e. cup), and groups may not sell alcohol to participants (only Authorized Vendor/Servers may do this).

Alcohol may be present only in the form of commercially prepared packages of 12 ounces or less of a beverage that contains no more than 6 percent alcohol, with the exception that wine or champagne containing no more than 12 percent alcohol may be served at catered events provided all other rules and regulations herein are followed. Open source containers (e.g. kegs, party balls, and punch bowls with an alcoholic beverage) are never permitted.

Individuals determined to be eligible to consume alcoholic beverages must be identified with a non-removable wrist band.

If an organization has received a Site Permit for a function to occur in a residential facility (including a Greek house), alcohol must be confined to the public areas of the building and grounds. Guests of the function are not allowed to enter the private living areas of the facility during the function. In addition, members of the organization may not drink alcohol in the private living areas of the facility during the social function nor bring alcohol into the function from their private living quarters.

Individuals may not return to a social function after they have exited the function and consumed alcohol while absent from the function.

Alcohol may not be served at social events open to the public.

Student organizations may not accept donations of alcoholic beverages.

No student organization may promote and/or sell alcoholic beverages. Alcoholic beverages may not be served at any fundraising activity, whether it occurs on or off campus.

Peaceful Assembly

Dean of Students/Campus Life - (225) 578-5160

Revised July 24, 2006

The University acknowledges the right and privilege of individual students, groups of students, and registered student organizations to assemble peacefully on campus. The University may impose reasonable time, place and manner restrictions on the exercise of the right of peaceful assembly to ensure that the essential operation of the University or the rights and/or welfare of other members of the University community are not impaired, diminished or threatened. Gatherings for the purpose of expression of a position on campus, local, state, national or international issues, are protected under the First Amendment of the Constitution so long as they remain peaceful.

A peaceful assembly does not disrupt or interfere with the conduct of the operation of the University essential to the accomplishment of its lawful mission, infringe on the rights of other students, members of the faculty, administrators, other employees of the University, invited guests of the University, visitors to the campus or any other person; endanger the health, safety, or welfare of other persons on campus; result in damage or destruction of property; or violate a local, state or federal law.

Peaceful assemblies by students are not required to be scheduled or registered with the Office of the Dean of Students unless the event meets one or more of the following criteria:

- The event will be held in a building on campus.
- The event will utilize a designated area, site or location on campus reasonably adjacent to facilities that are regularly scheduled for use by the University.
- The event will utilize a designated area, site or location on campus at which events are typically scheduled.
- The event may reasonably require involvement of a service department of the University, e.g., the directing of traffic and/or parking, managing a crowd, the turning on of electricity or the providing of electricity to the site, marking of playing fields, blocking of streets, setting up stages

or platforms, placing special trash receptacles in the area, providing tables and/or chairs and inspection and/or cleanup after the event.

- ❑ Any event involving a table, display or any other structure.
- ❑ Any event involving amplified sound or sound that is otherwise sufficiently loud to cause a disturbance.
- ❑ Any event involving the distribution of food or beverages. (See PS-78 for events involving alcohol and PS-60 for events involving food.)
- ❑ Any event that poses reasonable safety concerns.
- ❑ Any event that will involve out-of-pocket costs to the University. (Any such costs must be reimbursed by the user).

Although the University does not require the registration and scheduling of events that do not meet one or more of the above criteria, students or student organizations who plan such events are strongly encouraged to schedule and register such events at least 10 days in advance with the Office of the Dean of Students. Receiving the advice and counsel of staff who routinely deal with such matters will help to navigate University resources, departments and policies, as well as the Code of Student Conduct.

Events that do meet one or more of the criteria listed above, must be registered with the Office of the Dean of Students at least five days in advance, although more time is strongly recommended and in some cases may be necessary (e.g. events involving security require the organization to formally request it from LSU Police at least 10 days in advance).

Registered student organizations have certain privileges related to reserving space and utilizing Facilities Services (e.g. reserving tables, chairs, electrical set up). Greek organizations may register social events with Greek Life. All other activities meeting any of the above listed criteria must be registered with Campus Life. The University acknowledges the right of students to peaceful assembly. In the same spirit and in the interest of the protection of the rights of others, the University also asserts its right and duty to intercede if and when an assemblage ceases to be peaceful. Individual students and student organizations have the responsibility to exercise the right of peaceful assembly in a safe and prudent manner, and the University holds individual students and student organizations accountable for their actions while participating in such events on campus.

Prohibition of Hazing

Effective January 23, 2003

In accordance with the purpose and philosophy of Louisiana State University and the laws of the State of Louisiana, this policy is consistent with the belief that true fraternalism can be nurtured only in an atmosphere of social and moral responsibility, respect for human dignity, and adherence to the principles of true living-learning communities. This policy prohibits all forms of hazing, and holds that its practice is antithetical to the principles of LSU and incongruent with the responsibility of student organizations to provide constructive and educational experiences to their members. For the full definition of Hazing, please see [Section 10.2.L. of the Code of Student Conduct](#).

No individual student, group of students or student organization shall conduct or participate in any activity, occurring on or off campus, which includes hazing. Hazing with or without the consent of the student being hazed is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.

Students who violate the University's prohibition against hazing are subject to sanctions in accordance with the procedures outlined in the Code of Student Conduct. The sanctioning of individual members of a student organization in no way precludes the sanctioning of that organization, or the imposition of civil or criminal penalties.

Organizations that violate the University's prohibition against hazing are subject to sanctions in accordance with the procedures outlined in [Policy Statement 52](#). The sanctioning of a student organization in no way precludes the sanctioning of individual members of that organization, or the imposition of civil or criminal penalties.

A faculty member, staff member, or student who becomes aware of possible hazing of LSU students must immediately report the matter to the Dean of Students 333 LSU Student Union, (225) 578-9442, or to LSU Police (225) 578-3231. For the full policy statement, click [here](#).

Travel

Traveling as a registered student organization can be a rewarding professional, academic and social experience. To ensure a successful trip, pre-planning of all trips is encouraged. Student organization advisors are not required by Campus Life to travel with the organization; however, advisors may be required to travel on official trips by their academic department or college. Student organizations traveling with the assistance of LSU funds (such as funding from a department or Student Government) must first receive authorization to travel and purchase student trip travel insurance from the LSU Office of Risk Management. Student organizations not traveling with assistance of LSU funds must still purchase trip travel insurance. See details for the authorization to travel and use of personal vehicles below.

Authorization to Travel

All student organizations planning to travel must file an AS 292 Request for Authorization to Travel, which must be signed by their faculty/staff advisor. The form is available on the Accounts Payable and Travel website located at <https://sites01.lsu.edu/wp/graduateschool/files/2014/03/Request-for-Authorization-to-Travel-AS292.pdf>.

Student Trip Travel Insurance must be purchased prior to travel for each student through the Office of Risk Management. Forms can be found at <http://www.lsu.edu/riskmgt/insurances/student-travel.php>. Student Trip Travel Insurance provides coverage for a student while attending or participating in a university supervised and sponsored activity or function.

Risk Management and Insurance

Risk Management

Public Safety Building, Suite 124

(225) 578-3297

riskmgt@lsu.edu

LSU Risk Management provides Student Trip Travel Insurance coverage for students attending or participating in a University supervised and sponsored activity or function. The Student Trip Travel Insurance Policy is a minimal medical policy for eligible charges not in excess of usual and customary charges for accidents **only** and does not cover sickness. Student Trip Travel Insurance is currently 10¢ per student per day.

To purchase Student Trip Travel Insurance, the [Trip Travel Request Form](#) and the List of Students must be filled out and sent to the LSU Office of Risk Management along with an Internal Transaction ("IT") prior to departure of the trip. Payment must be made by an "IT", cash is not accepted. If you have cash, it must be deposited into a departmental account (via DT). When completing an "IT", the computer automatically enters "ITCLEARNG" on line 1 (do not change this). Your departmental account number must be entered on line 2. All trips must be supervised. If traveling in a University owned vehicle, rented or leased, the vehicle must be driven by an LSU employee and is covered under university insurance.

If students are traveling in their personally owned automobiles, then the Certificate of Privately Owned Automobiles must also be completed. This form shall remain on file at the department level. The original may be requested if a claim is filed.

Please contact LSU Risk Management at (225) 578-3297, in the event an accident has occurred and a claim needs to be filed. For more information or to download the forms, please go to the website located at <http://appl003.lsu.edu/pubsafety/riskmgmt.nsf/index>.

Facilities Available for Reservation

Clarence L. Barney Jr., African American Cultural Center

3 Union Square

(225) 578-1627 aacc@lsu.edu

Registered student organizations can reserve the African American Cultural Center (AACC) at no charge for events or meetings. If the AACC is needed on the weekend, the sponsoring organization is required to pay the Weekend Usage Fees. Please call the AACC for cost of weekend rental. All events/meetings must have an AACC staff member present. In keeping with the mission of the LSU Campus-Community Coalition for Change, no alcoholic beverages are allowed. Reservation request forms are available at the front desk of the AACC or online at <http://www.lsu.edu/diversity/aacc/facilities/reservations.php>

Bo Campbell Auditorium

100 Gym Armory

(225) 578-5787

The Bo Campbell Auditorium is available for reservations for organizations wishing to utilize it. As one of the premiere lecture theaters in the country, the Bo Campbell Auditorium seats 1,008 spectators in a newly renovated spacious facility. The auditorium is generally NOT made available to third party organizations outside of LSU. All events must be university approved. [Complete Bo Campbell Reservation Form](#). Once the CCACSA approves your reservation request, the event must then be approved by LSU Finance and Administrative Services. A license for the use of the facility must also be signed. Review [Bo Campbell Policies](#). Review Statement PS-82: [Use of Facilities and Premises](#).

Classroom Reservations

Office of the University Registrar

112 Thomas Boyd Hall

(225) 578-2090 or 578-2096

Email: Kade Steib ksteib1@lsu.edu for a classroom reservation form. Classroom space is available at no cost to registered student organizations. All requests for space should be completed by submitting the Classroom Space Request Form 7-10 business days prior to the date meetings or events are scheduled to

occur. Please note that food and drinks are not allowed in classroom space, when used for event purposes (i.e. guest speaker, meeting, interviews). Classroom space may not be available during the first weeks of the fall semester due to academic space schedules.

Free Speech Circle & Union Plaza Table Reservations

LSU Student Union Event Management
310-Q LSU Student Union
(225) 578-5959
unionem@lsu.edu

Registered student organizations can reserve Free Speech Circle or a table to be located outside the front of the LSU Student Union on the Union Plaza by completing a reservation form on as.lsu.edu through the event management website and TigerLink. The LSU Student Union will provide a table if requested; however tables are limited and are reserved on a first-come basis. Make sure to confirm your space before you set up a table.

Greek Amphitheater

LSU Student Union Event Management
310-Q LSU Student Union
(225) 578-5959
unionem@lsu.edu

Registered student organizations can reserve the Greek Amphitheater by completing a reservation form on as.lsu.edu. The LSU Student Union Event Management Office will verify if the amphitheater is available for the date requested.

International Cultural Center

3365 Dalrymple Drive
(225) 342-3084
icc@lsu.edu

The International Cultural Center is supported in part with a fee paid by international students each semester. The ICC is available for use at almost no cost to international student groups, which sponsor many social and cultural events each semester. In scheduling for use of the ICC, precedence is given to international student organizations and the ICC Programs Committee. Other registered student organizations, official LSU functions, international students individually, and the outside community may use the facility for fees on a graduated scale. For more information, visit www.lsu.edu/icc.

LSU Student Union

LSU Student Union Event Management
310-Q LSU Student Union
(225) 578-5959
unionem@lsu.edu

[LSU Student Union Reservation Guidelines](#)

Event Request Form can be found on <http://as.lsu.edu/event-management>

Areas that are reserved through the LSU Student Union Event Management include: Union meeting rooms, the Live Oak Lounge, the Royal Cotillion Ballroom, Barnes and Nobles Event Room, ground floor tables, and campus grounds and fields. Reservations can be made in-person in Room 310-Q LSU Student

Union from 8am – 4:30pm Monday – Friday or online at <http://as.lsu.edu/event-management> by an officer of the student organization.

For all events and meetings scheduled to occur in spaces regulated by Event Management, student organizations must register those events and/or meetings within TigerLink. The exception is general body meetings, executive board meetings, and/or table-sits that do not involve fundraisers, guest speakers, or sponsors. For ALL LSU Student Union Reservation Guidelines, [click here](#).

When reserving space with event management follow the steps below.

**RESERVE
A ROOM**
From Event Management

STEP 1:
GO TO AS.LSU.EDU/EVENT-MANAGEMENT
AND CLICK ON RESERVE A ROOM TO
REQUEST YOUR SPACE IN THE UNION

STEP 2:
SIGN INTO WWW.LSU.EDU/TIGERLINK, GO TO YOUR
ORGANIZATION PAGE, SELECT EVENTS TAB AND
CREATE YOUR EVENT IN TIGERLINK FOR CAMPUS
LIFE APPROVAL

STEP 3:
AFTER YOU RECEIVE APPROVAL, CONFIRM DETAILS
WITH EVENT MANAGEMENT

**PLEASE SUBMIT YOUR EVENT IN TIGERLINK IN SUFFICIENT TIME TO ALLOW FOR THE APPROVAL PROCESS AS YOUR EVENT MUST BE APPROVED BY NO LATER THAN 9 A.M. TWO BUSINESS DAYS PRIOR TO THE EVENT.

LSU | Auxiliary Services

LSU Student Union Theater

Theater Box Office

(225) 578-5782

uniontheater@lsu.edu

Reservations request for the Union Theater must be submitted through online event form, [click here](#). If the date is available, main contact will receive estimate of costs to review and a tentative reservation will be made. Estimate must be signed and returned to Theater Manager.

For registered student organizations, event must be submitted and approved in TigerLink. Once the above steps are complete, the reservation will be confirmed. Once your reservation is confirmed, there will be a required pre-production meeting with the LSU Student Union Technical staff prior to the rehearsal/show date. For a list of what will be asked during this meeting, please contact the LSU Student Union Theater Manager. For all LSU Student Union Theater & Reception Room Reservation Guidelines, [click here](#).

Parade Ground, Quadrangle, and Miscellaneous Fields and Grounds

LSU Student Union Event Management

310-Q LSU Student Union

(225) 578-5959

unionem@lsu.edu

Event Request Form: [Event Management](#)

The Parade Ground and other campus fields and grounds may be reserved by registered student organizations. The LSU Student Union Event Management Office will verify if the space is available for the date requested. The LSU Quadrangle cannot be reserved for student organization events.

Pete Maravich Assembly Center

(225) 578-8428

[Rates and Guidelines](#)

UREC

University Recreation

(225) 578-8601

University Recreation (UREC) requires all reservations to be submitted at least two weeks in advance (major events require one month advance notice). Details on Court Reservations, Facility Reservations and Rentals, Meeting Space Reservations, Activity Space, Outdoor Field Space, Rental Policies and Guidelines can be found on <http://lsuuniversityrec.com/lsuurec/facilities/reservations-rental/>

War Memorial

Located on the Parade Ground

Office of Finance and Administration

(225) 578-3386

The use of the LSU War Memorial will be reserved for military and formal University ceremonies that uphold the memory of those individuals the memorial honors. The memorial will not be used as a centerpiece or stage for any functions held on the Parade Ground that is not consistent with the intended purpose of the memorial. No group or organization may hold functions in the immediate area of the memorial, which include, but are not limited to, festivals, sporting events or any general-purpose activity that does not follow the guidelines established in this policy.

Additional Campus Resources

Care Process

LSU CARES is an initiative led by the Office of the Dean of Students dedicated to the well-being of students and promotion of a community that cares about each of its members.

The LSU Office of the Dean of Students offers an [online reporting system](#) to help students, faculty, and staff submit reports about:

- potential violations of the LSU Code of Student Conduct
- concerns regarding sexual misconduct and hazing
- concerns surrounding acts of bias or discrimination
- complaints or grievances
- concerns about students in crisis or distress

Please select the category that seems like the best fit for your report. If you have questions about which form to use, contact Student Advocacy & Accountability at 225-578-4307 or send an email to dossaa@lsu.edu. You may also choose to contact the Academic Intervention Team (AIT), which provides timely and appropriate intervention for students facing circumstances that may impede their academic success.

Campus Mail

The UPS Store

First Floor of the LSU Student Union

Hours of Operation:

Retail Services: Monday – Friday, 7:30a.m. -5:00p.m.

Package Pick-Up Only – Saturday, 10:00a.m. – 2:00p.m.

(Closed on football game days)

(225) 578-6756

For information on reserving a mailbox contact The UPS Store. Mailbox Access: Daily, coincides with LSU Student Union Hours

Disability Services

115 Johnston Hall

(225) 578-5919

disability@lsu.edu

LSU is committed to ensuring equal opportunity for all qualified persons with disabilities in the recruitment of, admission to, and participation in all academic programs operated by the University. The Office of Disability Services provides support services and accommodations to students with disabilities. Students with permanent or temporary disabilities who may require special accommodations on the part of the University should contact Disability Services for academic accommodations.

Email Accounts

Information Technology Services

200 Frey Hall

(225) 578-3700

Registered student organizations may request e-mail accounts through the LSU Information Technology Services department. The request must come from the organization's advisor, who should email

helpdesk@lsu.edu with the organization's name. Student organization websites are no longer able to be hosted on an lsu.edu webpage.

Equipment Reservation

Office of Facility Services

(225) 578-3186

workcon@lsu.edu

Facility Services offers many resources to student organizations, including tables, chairs, podiums, risers, trash/recycling cans, and electrical setups. All requests should be made 30 days in advance to allow for proper scheduling.

The organization may have the equipment delivered and picked up for a minimal fee. Student organizations may arrange their own pick up and return at a reduced cost, however the organization will be billed for any equipment that is damaged or not returned. The inventory of Special Events furniture is maintained primarily to support academic events, but it will be available to groups or activities on a first come, first serve basis. Facility Services can also assist the requestor with furniture rentals from off campus vendors at commercial rental rates. Facility Services must be contacted by the registered student organization following an event registration.

If electrical set ups are needed, there will be a cost incurred by the organization for the set up and break down of the electrical set up. Please make requests 3 weeks in advance to allow for proper scheduling. Facility Services is limited in the areas in which hook ups can be set, please verify locations after requesting work.

There are many underground utility lines on the LSU campus. For personal safety, Facility Services no longer allows penetrations for tent stakes or signage (though small way finding signs may be considered on a case by case basis by the Office of Finance and Administrative Services). Water barrels and counter weights must be used to anchor tents.

Food Pantry

<https://lsu.campuslabs.com/engage/organization/foodpantry>

Located on the 3rd Floor of the Student Union in Room 350. For updated food pantry hours log on to TigerLink. The Food Pantry has been committed to addressing student food insecurity at LSU since 2013. They provide many essential food items for students on LSU's campus. If you feel that you are a student in need, stop by the Food Pantry.

Parking Information

Student organizations can request parking accommodations for events through the LSU Parking, Traffic & Transportation department. Services available include reserving individual or multiple parking spaces, parking lots, parking guards, and barricades

To make reservations, submit the Parking Permit Request Form that can be found on the Parking, Traffic & Transportation website at <https://sites01.lsu.edu/wp/parking/event-parking/>. Reservations should be submitted two weeks in advance.

The rate for a reserved space is \$1.50/hour per space (rate subject to change). If you would like to have a guard secure the reserved space/s the rate for parking guards is \$16/hour. Depending on the event, there

may be a charge for visitor permits. Once the online form is submitted, someone from the Parking office will contact the organization to inform them of any potential charges.

Between the hours of 7am and 4:30pm, visitor permits would allow guests for events to park in the outlying student areas. Below are the rates for permits that are effective from August 15, 2015 - August 14, 2016.

- Daily - \$5
- Weekly - \$10
- Monthly - \$25
- Semester - \$80

Definitions

Alcohol

Beer, wine, or distilled spirits (liquor) as defined by state law.

Alcohol Service Certification

A form supplied by the University and completed by the host/sponsor of a registered social event at which alcoholic beverages are to be served, which specifies the conditions of alcohol service and certifies that the host/sponsor both understands and agrees to abide by University policies and applicable Federal, state and local laws governing such alcoholic beverage service. The certification must be submitted by the host/sponsor to the Office of the Dean of Students (for student organizations) or to LSU Finance and Administration (for non-students) at least 3 working days prior to the event.

Authorized Vendors/Servers

Caterers who have been licensed by the University through Procurement Services to engage in the sale and service of alcoholic beverages on the LSU campus under applicable law and University policy. Requirements for Authorized Vendors/Servers include but are not limited to: (1) Any required governmental permits or licenses; (2) completion of Responsible Alcohol Service Training required by state law; (3) agreement to adhere to University policies and regulations, city ordinances and state laws; (4) LSU required insurance; and (5) that Vendors/Servers performing such services on the LSU campus must be 21 years or older and may not be members or affiliates of the host/sponsor organization/department.

Possession

Any situation in which an individual is or reasonably can be assumed to be holding, drinking, or transporting an alcoholic beverage. The totality of the circumstances, including the presence of alcoholic beverage containers and the number of people present under age 21, may indicate evidence of possession.

Responsible Parties

Those individuals and the entities they represent who sign the Alcohol Service Certification.

Site Permit

Written permission to serve alcohol at any location other than a University Approved Site at a specific date and time. The form to request a Site Permit is available at the Office of the Dean of Students (for student organizations) and the Office of Finance and Administrative Services (for nonstudents). Site Permits may not be granted for the following sites: a) Parade Ground, b) Greek Theatre, c) athletic fields and grounds assigned to the University Recreation, and d) in academic buildings in or around rooms in which classes are in session.

University Approved Sites

Sites designed by the University as approved locations for the service and consumption of alcohol whether as a part of fixed retail food and beverage operations or as professionally catered events. The Office of the Dean of Students and the Office of Finance and Administration maintain a list of University Approved Sites (e.g. Faculty Club, LSU Student Union, the Tiger Den Suites, and the Club Seating Area).

FAQ

Q: How do I create an event on TigerLink?

A: Click here for steps on "How do I Create an Event" or follow the steps below:

Log in to your organization profile

Select 'Events' Tab

Select 'Create Event' Tab

Upload space confirmation

Submit Event Request

Q: How do I check the status of my Event Submissions on TigerLink?

A: Select your profile photo on top right of the screen > Select 'Submissions' > Select the "Events" tab.

Any events that you have submitted for approval will be on this page.

Note: Remember only officers of an organization can create events.

Q: How can I make changes to my organization: text, officers, documents, etc. on TigerLink?

A: You must be an officer or the primary contact of the organization in order to make most of the changes to your organization. The current primary contact/officer or campus administrator must promote you to this position. You can find contact information on the main Roster page for your organization.

Q: What if I can't get in touch with the past officer or primary contact?

A: Email involvement@lsu.edu and we can make the changes for you

Q: If we were a past organization but was not listed in TigerLink the past year do we register as a new organization?

A: Yes, you would need to register as a new organization. Go to "Organizations" in the main menu, and then click on the gray "Register" button on the bottom left side of the site. This will only show during the open registration period for new organizations.

Note: Make sure that your organization is not listed as an organization within TigerLink already prior to the submission of a new application.

Appendix A – Event Approval Process Flowchart

