



**Loyola University Maryland
Clubs and Organizations
Handbook**

2023-2024

Office of Student Engagement

Andrew White Student Center, Suite E315

Handbook for Clubs and Organizations
Introduction and Table of Contents

The purpose of this handbook is to serve as a resource guide for student groups including officers, members and the moderators/advisors who support them. The scope of this handbook is focused on any registered student club or organization, and any group affiliated with the Office of Student Engagement and ALANA Services. The handbook is intended to house vital information on the structure, expectations and operations of student groups outlined in the following sections:

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Section One: Introduction

Purpose of Student Groups

At Loyola University Maryland, student groups consist of clubs and organizations in addition to groups and opportunities affiliated with campus departments. All student groups are active contributors to student growth and creating a sense of belonging. They enhance the student experience, build school spirit, and help students make connections with each other as well as Loyola and the surrounding communities.

For those reasons, the Office of Student Engagement works closely with student groups, leaders, and members in the following ways:

1. We register new student clubs and organizations that are distinct and unique from existing groups (beginning of every fall and spring semester).
2. We re-register existing student clubs and organizations on an annual basis.
3. We host an Activities Fair each semester and a Leadership Fair in the fall semester for groups to showcase engagement opportunities.
4. We host a variety of workshops and training opportunities available to group leaders and members.
5. We facilitate processes with student leaders to carry out group activities related to events, purchasing, publicity and group registration.
6. We offer support and consultation for student leaders, moderators, and advisors; and
7. We serve as primary advisors to student groups and programs affiliated with the department.

Our Mission

The Office of Student Engagement crafts experiences that are uniquely positioned to facilitate student transition, belonging and growth through 1) orientation and new student programs, 2) opportunities for social and campus engagement, 3) leadership development and practice and 4) intentional reflection that results in positive change for themselves and communities to which they belong.

Department Staff, Locations, & Contact Information

Our offices are located on both the third and fourth floors of the Andrew White Student Center. Our phone number is 410-617-2032. You may always email us at studentengagement@loyola.edu for questions or information. For specific guidance on who to contact or where to go for various programs, groups, or processes, please refer below:

OSE Staff	Contact me about...
Erin Misiorek, Program Coordinator enmisiorek@loyola.edu , 3 rd Floor	Registered Student Clubs & Organizations (RSOs), Starting a New Club or Organization, the Activities Fair, Non-Technical Support on <i>The Bridge</i>
Brendan Sweeney, Program Assistant bpsweeney@loyola.edu , 4 th Floor	Marketing and Communication, Work Study Opportunities or Who to Contact in OSE
Becca Winkler, Associate Director rkwinkler@loyola.edu , 3 rd Floor	Student Government Association (SGA) Executive Board
Luke Haus, Associate Director lahaus@loyola.edu , 4 th Floor	Evergreens, First Year Programs, Orientation, Non-Technical Support on <i>The Bridge</i>
Katie Derreth, Assistant Director krderreth@loyola.edu , 3 rd Floor	SGA Class Presidents and Class Year Signature Programs, Transfer/Commuter Support, RoadTrip
Olivia Baumgartner, Assistant Director, 4 th Floor obaumgartner@loyola.edu	Weekend Programming Calendar, Hound Activities & Programming Board (HAP)
Laura Kuhns, Assistant Director lkuhns@loyola.edu , 4 th Floor	Student Leadership Corps (SLC), Omicron Delta Kappa (ODK), Leadership Programs (Summit, Fair), Family Weekend
Sara Scalzo, Director sscalzo@loyola.edu , 4 th Floor	Ways to Engage and Lead on Campus

Key Terms & Acronyms

The following terms and acronyms are used frequently throughout this handbook:

- **ASO** – refers to any student group or opportunity affiliated with a campus department (see *Section Two*)
- **OSE** – refers to the Office of Student Engagement
- **RSO** – refers to any registered student club or organization (see *Section Two*)
- **Sponsored RSO** – refers to any student club or organization sponsored by a campus department (see *Section Two*)
- **Student groups** – refers to any active RSO or ASO
- **Leaders** – refers to RSO officers and ASO members
- **Members** – refers to any student participating in an RSO or ASO

Privileges & Benefits

Any active RSO or affiliated groups with Student Engagement will receive the following privileges and benefits:

- Listing on the student organization directory and acquiring webspace and group page via *The Bridge*
- Invitation to participate in the Student Activities Fair each semester
- Personalized E-Commerce Stores for fundraising and the collection of membership dues
- Eligible to conduct the following business or activities:
 - reserving space for meetings or events
 - reserving Motor Pool for off-campus transportation
 - recruiting new members
 - fundraising efforts on campus
 - group website (must apply)
- Ability for staff to accept mail and packages during business hours for your group
- Receive assistance in making purchases, contracts with outside vendors and use of the University's tax exemption certification
- Access to the organization resource space for banner, crafting supply and photocopier access
- Eligible to participate in SGA Appropriations process for funding events/programs

A group's status may be considered **active, inactive, conditional, or probationary**. Status determines eligibility to receive privileges and benefits. For more information on status, see *Section Five: Organization Accountability & Conduct*.

Using The Bridge

The Bridge offers a toolkit for groups to manage activities within a private campus network where students can connect, share, and get involved. The system provides access and tools for users and group officers. All RSOs are required to use The Bridge for club operations and processes.

Users: All users, including people in the greater Loyola community, can explore the platform and get involved by joining groups, registering for events, answering forms and surveys, and becoming leaders of groups. Furthermore, users can stay up to date with events on the Evergreen campus through news, group pages, events calendars, and notifications.

Group Officers: Group officers will have access to a virtual space dedicated to managing their group (i.e., club, department). Officers may be students, staff, faculty, or administrators. Officers have multiple tools available to manage their group more efficiently, including the following:

- **Dashboard:** Track recent activity and quickly access commonly used features: group settings, emails, surveys and forms, members, etc.
- **Members:** Add and manage group members or validate people who requested to join the group

- **Emails:** Compose new emails using mailing lists or email templates and check delivery status
- **Events:** Create events, track registrations and event statistics
- **Forms:** Create forms or surveys and manage submitted responses
- **Files:** Upload and share photos and documents
- **Website:** Create and/or administer the group’s website, blog, and discussion boards

The Bridge also allows officers to conduct business and make requests for their activities, including posting events, reserving space, acquiring help with purchases and more (see *Section Four*).

Assistance with *The Bridge*: For any technical assistance, please check out the [Campus Groups Help Center](#) or contact support@campusgroups.com for technical support. You can also check out available resources and video tutorials at the bottom of the landing page. If you are still having difficulty, any student group or officer seeking non-technical assistance may [complete this assistance request form](#) (also located in the OSE group or bottom of *The Bridge* landing page). Someone from our staff will respond within 2-3 business days.

Section Two: Structure of Student Groups

There are several forms of student groups, organizations, and opportunities on campus where students share common interests and identities, build new skills as well as an awareness about themselves and others, and discover a sense of belonging and pride for our Loyola community. There are two main types of student organizations: **Registered Student Clubs & Organizations (RSOs)** and **Affiliate Student Groups & Opportunities (ASOs)**. The purpose of the two groups is to offer a framework to define the needs of each organization and relationship with different campus departments, including the Office of Student Engagement. The framework also helps determine the appropriate processes involved to successfully conduct organization functions and activities.

Review group attributes below as a guide to understand what makes each group type distinct.

Types of Student Groups			
Attributes	Registered Student Clubs & Organizations (RSOs)		Affiliate Student Groups & Opportunities (ASOs)
	Student Engagement	Sponsored RSOs	
Autonomy	Primarily guided and directed by students; assisted by the Office of Student Engagement	Works in partnership with a campus department who sponsors the group	Funded, guided, and supported by a campus department who is affiliated with the group

Member Access	Open membership upon meeting academic or performance- based criteria		Closed membership via a selection process
Member Composition	Leaders and members are students only	Leaders and members may include a mix of students, staff, and faculty	Members are a mix of students, staff, and faculty
Required Officers	1 Lead Officer + 2 Officers + Moderator/Advisor		Moderator/Advisor
Moderator / Advisor	RSO Moderator	Sponsoring RSO Moderator or Affiliate Advisor – written into job description	
New & Annual Registration Process	Requires approvals from moderator and Student Engagement	Requires approvals from moderator (from sponsoring department) and Student Engagement	Recognized by affiliate department who may request an ASO from Student Engagement
SGA Funding	Eligible		Eligible, but with limitations
Group Training & Support	RSO Kickoff/Training (September & January) – Required for RSOs RSO Newsletter (monthly) RSO Workshops (ongoing) Greyhound Leadership Summit (November) – suggested opportunity Platform Technical Support: Campus Groups Non-Technical Support for RSOs: Erin Misiorek, Program Coordinator Non-Technical Support for ASOs: Sara Scalzo, Director		
Organization Status & Accountability	Active, Inactive, Condition Approval, Probation Status – determined by OSE (RSOs) or any affiliate departments (ASOs) Violations of Handbook – OSE with assistance from any sponsoring department, determines organization outcome and sanctions Violations of Community Standards – Student Conduct investigates, OSE determines any temporary sanctions. When investigation concludes, OSE determines organization outcome and sanctions		

Group Category Tags

These categories exist to help students in navigating possible interests and future participation. They also serve to offer tailored training opportunities, address shared needs, and create small networks for groups to explore opportunities and collaborate with each other and the greater community. Any RSO or ASO may identify with up to two of the following categories when setting up group profile on *The Bridge*:

- Academic
- Business & Finance
- Campus Governance & Programming
- Cultural & Identity – Based

- Education
- Health & Wellness
- Humanities & Languages
- Honorary
- Media & Publications
- Law & Politics
- Performing & Visual Arts
- Professional
- Religion & Spirituality
- Service & Advocacy
- Special Interest
- Sport & Recreation
- STEM
- Women & Gender

Additional category tags outside of the those listed above may be available and assigned upon request to assist students finding common interests and activities.

Officers

RSOs and ASOs have many different titles and positions to describe officers or leaders. Titles vary greatly depending on group needs for their leaders. For that reason, every RSO must designate one **Lead Officer** and two additional **Officers** for registration purposes. The Lead Officer serves as the primary contact for all business conducted with the Office of Student Engagement, including but not limited to registration, training, financial, events and other Loyola University related processes. Officers listed serve as secondary contacts. Any officer may attend required training or activities to satisfy participation requirements for the organization. All officers will be included in regular communication with RSOs from the Office of Student Engagement.

Expectations of Student Leaders

- Any group officer must maintain a minimum 2.0 cumulative GPA and be in good academic standing with Loyola University. *Some groups may require higher GPA standards for officers and/or members.*
- Routinely check The Bridge for updates about submitted requests, upcoming events, deadlines, etc.
- Keep your group roster, officer information, group pages and website accurate and up to date.
- Disseminate all important information to club membership.
- Register all events and fundraisers with The Office of Student Engagement.
- Ask questions and seek help from OSE Staff if anything is unclear or you're having difficulty.

Moderators & Advisors

RSOs must have a moderator/advisor for new and annual registration processes. A club moderator serves as a support resource for officers and members in the organization. In addition, moderators must approve certain RSO activities via The Bridge, in particular, any type of event request. So, what's the difference between a moderator and advisor? **Advisors** serve in a similar capacity, specifically for Sponsored RSOs and ASOs. Their advising role is embedded within a campus department and is written into their job description to ensure the group's success. Advisors are more intimately involved in carrying out the group's mission alongside the group's officers and members. Any moderator or advisor must be employed as a full-time staff member, administrator, or faculty by Loyola University Maryland. All groups on The Bridge are required to designate at least one individual as the Moderator/Advisor.

Additional information regarding moderator expectations and responsibilities can be found in the FAQ section at the end of the handbook.

Members

RSO membership access is considered either **open or closed**. Open membership means any Loyola student may choose to participate. RSOs must be open to all undergraduate students at Loyola University without regard to sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristic. However, with closed membership, certain exceptions are in place for officially joining the club.

Closed membership means that a selection process determines who may participate and become a member. Any selection process must evaluate prospective members based on a set of criteria aligned with the group's mission and function. Performance based criteria may be used by club sports or performing arts organizations who reserve the right to hold auditions or tryouts and cut prospective members based on performance. Student organizations may also limit membership based on set academic requirements. Academic criteria may include, but are not limited to, academic standing, grade point average, declared major or minor, graduating class or credits obtained. In addition, closed member organizations may choose to accept members or allow prospective members to participate in a selection process via invitation-only.

A student holding a paid position as an intern or employee with an outside organization may not start a club based on the outside organization; this is a violation of Loyola University Maryland's policy on Solicitation.

Section Three: New & Annual Registration Processes

Starting a New Registered Student Organization (RSO)

Any student interested in pursuing the formation of a new student organization is first encouraged to review existing student organizations and opportunities on campus. Duplicate organizations with similar purposes or functions will not be approved. The Office of Student Engagement reserves the right to deny requests on the grounds of incomplete information provided in the application, or issues regarding club design, purpose, or affiliation. While students may consult about their prospective organization at any time throughout the year, the new RSO registration applications are only accepted after Club Kickoff during the first few weeks of the fall and spring semesters.

- Students wishing to start a new club can apply during dates set by the Office of Student Engagement each semester.
- The new RSO application can be found on The Bridge.
 - Students are asked to provide the following:
 - Name of the intended moderator
 - Names of the club's initial officers (3)
 - Names of the club's initial members (at least 2)

- Information regarding connection to external/parent organizations, if applicable (more info below)
 - An explanation on how the club differs from similar offerings on Loyola's campus
 - A list of the club's goals and priorities
 - A brief explanation about how the club is aligned with Loyola's mission.
 - One event the club plans to host should the club be approved.
- If a club indicates an affiliation with an external/parent organization, the following information is collected:
 - The name of the external/parent organization
 - A contact name, email, and website of the external/parent organization
 - A file upload for any materials or documents related to the club's affiliation with the external/parent organization.
- Upon receipt of a club's application, the Office of Student Engagement will review and schedule an initial "consult meeting".
 - The purpose of a "consult meeting" is to gather additional information about the potential club. At the conclusion of a "consult meeting", the Office of Student Engagement will determine next steps.
- If necessary, the Office of Student Engagement will seek the advice and expertise of campus partners including:
 - Supporting Departments for Student Clubs and Organizations:
 - Religious/Spiritual/Faith-Based Organizations: Director of Campus Ministry and/or the VP for Mission
 - Cultural and Identity-Based Organizations: Director of ALANA Services and/or the Director of the Women's Center and/or Diversity and Inclusion Specialist in the office of the CEIO
 - Advocacy and Service-Oriented Organizations: Associate Director of Programs, CCSJ and/or Executive Director of CCSJ and YRI
 - Visual and Performing Arts Organizations: Department Chair of Visual & Performing Arts
 - Sport and Recreation Organizations: Director of Recreation and Wellness
 - Special Interest/Hobbies: Office of Student Engagement
 - Academic Organizations: Corresponding department contact
- A club's mission and values and those of the external/parent organization, if applicable, must align with Loyola's mission.
- All clubs must comply with all Loyola University Maryland Policies, Community Standards, the Student Code of Conduct, and the Club Handbook
- Clubs must adhere to the Loyola Non-Discrimination Policy
- Students will be directed to articulate a club mission and complete a club constitution document.
- Students will receive a link to the Moderator Verification Form (housed on The Bridge) for their intended moderator to complete. This tells the Office of Student Engagement that the moderator is committing to the role and its associated responsibilities. Note: moderators are expected to maintain a Bridge account to support, manage, and approve requests for the group.

- Students should email completed materials to the Office of Student Engagement. This will prompt the scheduling of the club launch meeting.
- A club is not officially approved as an organization recognized by the Office of Student Engagement and Loyola until a “launch meeting” has been conducted and completed with the Student Engagement Program Coordinator.
 - A club launch meeting includes creating the club’s group on The Bridge, providing a general overview of required use of The Bridge, and assigning a checklist of all relevant club/org materials (including the Club/Org handbook, Posting Policy, and funding options) for club leaders to review.
 - It is during this time where students are made aware of training requirements: Club Kickoff and at least one workshop per semester.
- Appeals Process: Should a new club request be denied registered club status, students are encouraged to email the Program Coordinator in Student Engagement for further conversation. If students have additional questions or would like to appeal the decision, they may email the Associate Director, Student Organizations in Student Engagement to set up a meeting. The student(s) will meet with the Associate Director, (or designee) the “area expert,” if applicable, (or relevant campus partner), and SGA’s Director of Club Connections.

Annual RSO Re-Registration & Expectations

During late Spring, RSOs must re-register their organizations for the upcoming academic year using The Bridge. Spring re-registration allows the opportunity to update or verify pertinent organizational information, edit group membership, modify club leadership, and change the moderator/advisor if needed (Moderators need to be on-campus.) If the moderator is changed, the [Moderator Verification Form](#) needs to be sent to this new moderator to be completed before re-registering. The Moderator Verification Form can also be found on [the RSO Club and Organization Important Documents Page](#) via The Bridge.

This re-registration period is a time of transition for club leaders. For that reason, we have compiled a [transition sheet](#) that students may choose to fill out to ensure club leadership and operations flow smoothly from one academic year to the next.

Annual RSO Re-Registration is approved when the following conditions are met:

- Groups must be an “Active” RSO that remain in good standing with Loyola University Maryland. Active Status is determined by presence on, and usage of, The Bridge. It is mandatory that all groups populate meetings, events, fundraisers, off-campus travel, and any other group functions on The Bridge. This is the only way to prove the group is actively engaging the campus community. Before the start of re-registration, The Office of Student Engagement will run a “Proof of Action” report. If a club or organization has failed to populate events, the group will be deemed “Inactive,” and will not be able to re-register (see below for more details).
- Confirmation of Moderator/Advisor before completion of registration form.
- Verify and update current governing documents (i.e., [Constitution](#), Bylaws) and all existing club/org information.

- Confirm or declare one “lead officer” and at least two additional officers who are three different members (the same individuals cannot hold multiple positions). Ideally, these officers and members should not be graduating seniors.
- Update Officer Registry. At least 6 members (1 Moderator, 3 officers and 2 members) need to be indicated on the form. All students must be full-time undergraduate, Loyola University students.
 - All officers must be in good academic standing with Loyola University; and
 - Officers listed meet annual RSO Re-registration training requirements (i.e., attending Club Kickoff).
 - If you have more officers than what’s available to submit on the re-registration form, the lead officer should email additional names to OSE for upload.

**Any RSOs considered “Inactive” must follow the Re-Activation Process or Register as a New RSO. These groups considered in “poor” standing, may not be approved, or granted conditional approval involving a probationary period in which specific requirements must be met to continue.

Section Four: Procedures for Conducting Organization Business & Activities

To retain “active” status and continue conducting organization business and activities, **all** RSOs or groups affiliated with the Office of Student Engagement **must** post their events on The Bridge. Event Requests for the following need to be submitted:

- Room and/or space reservation
- Hosting an event or table on campus
- Any financial, contractual, or purchasing needs
- Applying for SGA Appropriations/Funds
- Fundraising, Sales and Dues
- Any service event or opportunity
- Off-campus travel
- Travel Roster and Itinerary
- E-Commerce Application

Once a request form is submitted, the moderator/advisor **must** approve your request via The Bridge, under the “My Workflows” widget on the homepage. ***Please communicate with your moderator prior to submitting any requests and let them know when there are requests needing approval.*** After this approval, the Office of Student Engagement will review and respond within 3-5 business days if clarification or more information is needed. If no further information is needed, OSE will forward the request to the appropriate parties for scheduling and confirmation.

Hosting an Event or Table on Campus

All groups who seek to host an event, which includes reserving space to meet or a table on campus, **must** create and submit event requests via *The Bridge’s* “Create Event” feature. Please note that on the first page of the request form, groups do not need to enter the event location unless it has already been confirmed by a third party (FAC, Affiliated Department). There will be space later to fill in a preferred location. When any RSO or ASO creates and submits an

event, this automatically generates a workflow approval process. Event Services will receive the request and process it accordingly. Please check the Bridge routinely after every submission as Event Services uses the chat function to communicate with the submitter.

Movies: On-Campus movies fall into two categories, each with its own set of regulations and procedures.

- Category 1- Educational: Student groups are allowed to host movie events without seeking the viewing rights only if there is an educational intent or component. Furthermore, the attendance must be limited to Loyola students only.
- Category 2- Social: Student groups that plan to host openly viewed movies for the purposes of a social gathering, must acquire the viewing “rights” to do so. The Office of Student Engagement will assist in the process to ensure appropriate regulations are followed.

Event Approval Process: All event requests require approval from the group’s moderator/advisor first. Depending on the event, other approvals may be included in the overall process. Departments involved in the approval process will communicate via The Bridge and the workflow submission notes. Again, students need to check The Bridge routinely to see the status of the request or if more information is needed. If your notifications preferences are off, you will need to log on to monitor your request. Once your event is created and approved, your event will be posted on The Bridge and your group's calendar. You will also be able to manage your event in one place and do things like upload your marketing graphics and materials, manage RVSPs or registrations, keep event information up to date for attendees, etc.

Event Regulations: If University policies and procedures change that may impact your planned event, you will be notified beforehand. We ask that you remain flexible should any policies change during the academic year.

Request Timelines: The key to successful event planning is planning ahead! So, how far in advance should you submit your requests? It depends on your request. The first step is a review of your event by your moderator/advisor for their approval. Please anticipate that it may take 2-3 business days for this review. Time estimates for the next steps are listed below:

- For meetings or events with no set-up or minimal needs, please allow 5-7 business days for approval. Event organizers should plan additional time if advertising (2 weeks prior to event date is recommended).
- For events with set-up and additional needs, please allow 14 business days for approval.
- For events with any outside vendors (i.e., performers, rentals) or off-campus travel, please allow 14-21 business days for approval. Event organizers must plan additional time if advertising or for sign-ups and ticket sales, etc. (3 - 4 weeks prior to event date is recommended).
- Groups may also choose to take advantage of reserving meeting space via on-demand panels for a limited number of locations around campus.
- SGA Appropriations Requests: No later than 3 weeks prior to the event.
- Evening/Weekend Programming Funding: No later than 3 weeks prior to the event.
- E-Commerce Application: 3-4 weeks prior to event.

- Motor Pool: 7-14 business days for cars/minivans and 21 business days for buses.

Club Funding

There are four sources of club/organization funding:

Student Government Association (SGA) Finance Committee: Any RSO officer who meets training requirements may submit requests for funding for an event or activity using the [SGA Club Appropriation Request Form](#). ASOs are eligible to participate in the SGA Appropriations process, but funding may be limited, as ASOs typically receive funding and additional support from their sponsoring department.

- This student-led Committee meets weekly to review requests for funding from clubs/organizations.
- Before a club/organization can request funding from this Committee, at least one officer should have attended Club Kickoff or otherwise arranged a time to meet to review the club funding process.
- It is encouraged that funding requests be submitted prior to 11:59pm on Monday nights and at least two weeks prior to when funds are needed. Please consider how delivery timelines and communication delays may affect your event plans.
- You can access the Club Appropriations Request Form and other club resources on [SGA's webpage](#).
- As noted in the finance committee by-laws (found on the SGA website), funds are program/event specific, and money remaining after the specified event/program immediately reverts back to SGA and may not be used for any other purchases.
- Any funds that are granted to a club/organization from the SGA Finance Committee must be spent by the end of the academic year.
- Conference funding is available up to \$1000.
- Guest speaker funding is available up to \$250.
- As noted in the financial by-laws, SGA will not provide funding for food for club meetings, unless the sole purpose of the club is centered around food.

*No reimbursements will be allowed for any club-related purchases. **Do not spend your own money on anything club related.***

Weekend Programming Funding: RSOs may now submit proposals for Weekend Programming funding. As with SGA Appropriations, clubs seeking funding will need to submit an official proposal. The application for Weekend Programming Funding is found on the [RSO Club and Organization Webpage](#). For requests to be considered, they must be submitted **3 weeks prior** to the event and meet the following criteria:

- Event is scheduled on the weekend
- Event is open to ALL Loyola Students
- Event has a social component

Please note that Weekend Programming Funding does not have the same parameters as SGA Appropriations and does make allowances for food. To submit a proposal for Weekend Programming Funding, [click here](#).

In the same vein, if you would like to partner with HAP or Student Engagement, please reach out directly to houndactivities@loyola.edu for assistance and support.

Fundraising, Sales, and Dues

- **All** fundraising campaigns must be registered and approved in advance by the Office of Student Engagement. Fundraising requests are connected to the event request process on The Bridge.
- Clubs may apply to the SGA Finance Committee for funds to help with fundraiser start-up costs. Refer to SGA's by-laws for more information.
- If a club plans to sell merchandise as a fundraiser, any design to appear on merchandise must be approved in writing by that club's moderator. Furthermore, the moderator needs to confirm that they understand and accept the risk/s associated with using outside vendors (example Custom Ink.)
- The sale of homemade food is allowed but we encourage groups to **individually wrap** food items for sale. If members of a club are handling food items, we encourage the use of gloves.
- All money raised during a fundraiser **must be brought to the Office of Student Engagement immediately**. It will then be deposited. Students can access this money by working directly with the Program Coordinator of Student Engagement. Students **may not** open bank accounts for their club(s).
- Students must use money obtained through fundraising by the end of the school year in which the money was raised.
- Students may not donate via Evergreen Card unless they are purchasing a specific good or service related to a fundraiser. A club may reserve an Evergreen reader to be used during a fundraiser by filling out the appropriate information when creating the event on The Bridge. A staff member from the Office of Student Engagement will supply the appropriate account number for the Evergreen Card Reader. Please note that Evergreen funds are not available until 6 weeks after the fundraiser.
- Student Clubs may apply for an **E-Commerce Store** to assist in the collection of funds. To apply for a store, please use the [Financial Assistance Request form](#).
- Student clubs and organizations attempting to sponsor a guest speaker from outside of Loyola University Maryland may not receive funding from any outside organization to use toward funding the guest speaker.
- The collection and handling of any funds must be clearly documented and transparent to all parties. Consult the Office of Student Engagement about best practices and resources.
- Collecting and handling funds on third party applications (i.e., Venmo, GoFundMe, CashApp) are **strictly prohibited for any sales, fundraising or membership dues**. Any group who wishes to collect membership dues to carry out specific activities must seek pre-approval from the Office of Student Engagement.

- Most clubs do not have their own accounts through Student Engagement. Please keep track of all spending/fundraising for your own records within your club.
- Any alum is welcome to donate to a club or organization of their choice. However, if they want a tax receipt, the donation will need to flow through Advancement. There are two ways this can happen:
 1. Write a check to Loyola University Maryland and send it to OSE with a note that this is to support the XYZ club (see below for details). Advancement will work with the donor to ensure they receive a tax receipt, and the funds get deposited into the appropriate GL.
 2. Give online. Visit the [Advancement website](#) for more details. Once there, they will select “other” and, in the box, designate “Student Activities: XYZ Club.” Advancement will notify OSE of the donation and from there, the club will have access to the funds. Please note that the donor should be further instructed to contact OSE or the club advisor directly to notify us of the deposit. OSE will then follow up with Advancement to ensure it’s been noted correctly.

Whichever route they choose, there will still be some delay in terms of deposit/turnaround. More information on this can be found on the [Advancement website](#).”

- Any checks collected (from fundraising, donations, or otherwise) must be made payable to Loyola University Maryland and sent to the following address:

Attn: Erin Misiorek
 Loyola University Maryland
 Office of Student Engagement
 4501 N. Charles Street
 Baltimore, MD 21210

Education for Life Committee

- The Education for Life committee (EFL) allocates funds to support educational and diversity programming outside of the classroom. EFL also provides partial support for professional development opportunities for students, and conference attendance. The committee now also accepts proposals from the graduate student community.
- Committee members review and evaluate the merits of proposals and determine appropriate amounts of funds to be allocated to a particular program, as well as provide suggestions for planning and implementation to encourage a more successful program.
- Visit the [Education for Life website](#) to learn more.

Any Financial, Contractual, or Purchasing Needs: Groups with existing budgets (NOTE: this applies to very few groups) who conduct any financial transactions or make purchases to acquire goods or services for their group will submit requests using the [Financial Assistance Request Form](#). After this form is submitted, please allow 3-5 business days for review by OSE. Additional time may be required to fulfill your request.

Students will complete the Financial Assistant Request Form for the following financial activities:

- Reimbursement up to \$150
- Cash Advance up to \$150
- Report a returning Cash Advance
- Check Request over \$150+
- Request a Money Box
- Help with Purchasing or Contracts
- Request an e-commerce store

All purchases must be pre-authorized by the group's moderator, advisor, or supervisor before spending. Students will not be reimbursed for unauthorized purchases. For SGA Appropriations funding, the Program Coordinator will authorize purchases.

Planning Off-Campus Travel

Motor Pool is required for all off-campus group activities or club functions. Therefore, if groups are planning any off-campus travel, officers need to register with Agile Fleet via [Agile Fleet Registration](#) as soon as possible. Students must first complete the Driver Clearance process on Agile Fleet before transportation can be scheduled. (You MUST receive confirmation that you are cleared. If you haven't received the confirmation in a week, please contact Motor Pool to verify that you are cleared.) Only cleared students are eligible to drive.

Requests for off-campus travel and motor pool are submitted using The Bridge's "Create Event" process. As with all requests, an approval process is generated. The Office of Student Engagement will submit motor pool requests to Parking and Transportation. Students need to submit travel requests at least three weeks prior to your travel date. If your travel plan involves any of the following conditions, this process must be followed:

- Purchase(s) needed for the trip to occur
- Overnight accommodations
- Motor pool or bus reservation for transport

The student who submitted the form, and all scheduled drivers, will receive confirmation from the Office of Student Engagement and Motor Pool when the reservation is confirmed. Furthermore, these parties will be provided a Motor Pool Information Package. Students should complete and submit the "Travel Roster and Itinerary" form, which includes the OSE Motor Pool Authorization form prior to the travel date. *Please provide accurate contact information for the day of the trip.*

Motor Pool:

- There is no fee to use Loyola cars or minivans for off-campus travel. There is, however, a fee to reserve charter buses. Please refer to the website [Parking & Transportation - Loyola University Maryland](#) for more information.
- Requests for charter buses must be submitted at least 14 business days in advance (not including weekends and holidays). Students do not need to complete the Motor Pool Driver's Clearance process to request a charter bus.

- After approval, organizer must complete and submit the [Report Your Travel Roster & Itinerary Prior to Departure Form](#). The roster needs to include the primary organizer, accurate contact information for the day of the trip (including cell phone), the first and last name of each participating student (including email and cell number) and an emergency contact for each participant. Furthermore, all drivers must complete and submit the Student Engagement Driver's Agreement Form [found here](#).
- Motor Pool hours during the academic year are M-F, 7:30am to 8:00pm with varied hours on weekends. Summer hours are M-F, 8:00am to 4:30pm, and closed weekends. Please make your reservation pick-up request time during these hours. Phone 410-617-5396.
- ALL drivers must be cleared through the university's Driver Clearance Process at least 7 business days prior to driving a Motor Pool or University owned vehicle. Please see [Parking & Transportation - Loyola University Maryland](#) for more information.
- Reservations are required a minimum of 7 business days in advance and must be submitted properly. Reservations made less than 7 business days in advance may not be honored.
- Confirmation will be sent out 1 week prior to the date of your reservation. If you do not receive confirmation, you should assume that your reservation was never received. Also, drivers may need to edit their profiles to indicate an updated license.
- All vehicles must be picked up at 5104 York Road. Please review the [Motor Pool policies](#) prior to departure. Confirmation and driver's license must be presented at time of pick-up.

Catering & Food

Any on-campus event that requires food or drink that exceeds \$150 must use [Catering Services](#). It is the club's responsibility to contact catering directly and indicate this on the event request. Please review the [catering guide](#) for your needs. Clubs must specify if they wish to order from the club and organization "No Frills-Pick-Up Only" menu. Please contact catering@loyola.edu if you have specific questions. To place your order, use the [CaterTrax Online Ordering System](#).

Posters and Publicity

STUDENT ORGANIZATION POSTING POLICY

UPDATED 9/2023

POLICY SUMMARY

This Posting Policy provides requirements for all student organization signs, notices, flyers, posters, banners, handbills, table tents, freestanding signs, indoor displays, and outdoor displays posted on Loyola University Maryland's property.

REASON FOR POLICY

The purpose of this policy is to provide students with guidelines related to posting requirements. Students and student organizations commonly post signs in designated locations as a means of informing the University community of events they are sponsoring. The University allows these practices within regulations designed to reasonably govern the time, place, and manner for the protection of the students, University property, and the appearance of its campuses. Official

signage of Loyola University Maryland, building designations, regulatory and traffic control, directional signage, etc., are not governed by this policy.

STATEMENT OF POLICY

A. REQUIREMENTS

1. All signs, notices, flyers, posters, banners, table tents, freestanding signs, indoor displays, and outdoor displays for student clubs and organizations must be approved by the Office of Student Engagement. (See Section B.)
2. All signs must contain the name of the sponsoring organization, email address, the date, time, and location of the event.
3. All freestanding signs, indoor displays, and outdoor displays must have a sign that denotes the sponsoring organization.
4. Materials promoting the use of alcohol or other controlled substances, including activities at bars/clubs where alcohol is served, are prohibited.
5. All signs and displays must be in line with the Jesuit, Catholic mission of Loyola University Maryland.
6. All signs and displays must comply with all existing Loyola University Maryland policies.

B. APPROVAL

1. Signs

- a) All signs, notices, flyers, posters, banners, table tents, freestanding signs, indoor displays and outdoor displays for student clubs and organizations must be approved by the Office of Student Engagement and stamped with the date the item is approved before any materials may be posted. It is suggested that the original copy of all items be submitted for approval before photocopies are made.
- b) Handbills for student clubs and organizations may be passed out on campus by members of a Loyola organization only with prior approval from the Office of Student Engagement.
- c) Materials to be displayed in the residence halls must also be approved by Residence Life and Housing.
- d) Materials to be displayed on tables inside of any Dining Services location must also be approved by Dining Services.

2. Digital Signage

- a) All digital signage must be sent to digitalsignage@loyola.edu for approval and posting.
- b) Digital Signage is encouraged to support University sustainability initiatives and maximize effectiveness.
- c) Digital Signage to be displayed in the residence halls must also be approved by Residence Life and Housing.

3. Freestanding Signs, Indoor and Outdoor Displays (including campus decorations), Banners and Chalking (for academic purposes only)

- a) Any freestanding sign, indoor and outdoor displays, and decorations for student clubs and organizations must be approved by a committee of campus administrators. All requests must include a detailed description of the sponsoring campus organization, the purpose of the display, the display's physical appearance including the dimensions, and the timeframe of the display. Requests must be submitted at least two weeks prior to the display being posted, [via The Bridge](#).
- b) Mini flag displays on the academic quadrangle are **not** permitted.
- c) Any freestanding sign, indoor or outdoor displays, or campus decorations for other campus groups may be posted for up to 2 days (48 hours) and must be coordinated through Event Services. The sponsoring campus organization is responsible for install and removal of these signs/displays/decorations. Placement is designated for Boulder Atrium (interior) or the Maryland Hall Circle (exterior). Note: The University reserves the right to limit the duration of any display or request early removal due to University events.
- d) All freestanding signs and displays must be self-supporting (no part of the display can be inserted into the ground).
- e) All blitzes must be approved by the Director of Student Engagement or designee at least one week in advance. All signs, decorations, banners, flyers, and other materials used in a blitz must be removed within 72 hours of posting.
- f) Helium balloons are prohibited in the Boulder Atrium and McGuire Atrium for fire safety purposes.
- g) Banners must be removed at the end of the semester.
- h) Chalking is for academic purposes only and must be scheduled two weeks in advance through Events Services.
- i) Specific informational signs or disclaimers may be required as part of the display by the Office of Student Engagement.

C. TIME, PLACE AND MANNER REGULATIONS FOR SIGNS

1. Painter's tape (blue and green) is the only material allowed to attach signs, unless using pushpins to post on appropriate bulletin boards. The use of Duct, Scotch, or Masking Tape, glue, and paste is strictly prohibited.
2. No sign, notice, flyer, or poster which advertises a single event may be posted for a period longer than two weeks.
3. Materials may not be placed on glass, painted walls, painted pillars, wood, varnished surfaces, elevator surfaces, interior or exterior doors, light posts, or railings.
4. Flyers, posters, and banners may not be placed on the ground. Items on floors and walkways pose a safety hazard.
5. No material may cover the top rail of indoor/outdoor ramps, as it impedes accessibility.
6. Materials may not be placed in any one area in excessive numbers and may not cover other signs.
7. Posting in the DeChiaro Art Gallery hallway is strictly forbidden.
8. Helium balloons are prohibited in the Boulder Atrium and McGuire Atrium for safety purposes.

9. Paint and markers are prohibited on any surface. The only exceptions are the Fine Arts Department (McManus Lobby Window) and walls covered with white board paint where dry erase markers are available.

D. REMOVAL

1. It is the responsibility of the sponsoring organization to remove all materials. Recycling is strongly encouraged.
2. Maliciously destroying/defacing others' publicity will result in either administrative or disciplinary action.

E. NON-COMPLIANCE

1. Any materials in violation of this policy will be removed and recycled.
2. Failure to comply with this policy by students or student organizations will result in administrative or disciplinary action. Student organizations will receive a "strike" for each violation. After three strikes, the organization will be prohibited from posting for the remainder of the semester (or for the following semester, should the final strike occur before a break).
3. Failure to comply with this policy will result in maintenance costs/fees to repair damaged surfaces.

F. SPECIAL SITUATIONS/EXCEPTIONS

1. Exceptions to this Policy require written approval by the Director of Student Engagement or designee.

Posting Process for Posters, Signs, and Flyers

To ensure the above guidelines are followed, the following process has been created for posters, signs, and flyers:

- Student organizations need to bring proposed posters, signs, and flyers to the Office of Student Engagement no later than one week before the event for approval.
- The Office of Student Engagement will review the materials and verify that the publicized event has been approved on The Bridge.
- The approved materials will then be stamped and dated.
- 10 copies of the approved poster, sign, or flyer will be made.
- The student organizer may then post the signs in accordance with the Student Posting Policy.
- Blue Painter's tape will be provided by the Office of Student Engagement.
- It is the responsibility of the group/organization to remove all materials after the date of the event.

Group Pages and Website

All print and digital content created or posted by student organizations must be in line with all Loyola policies and values, anti-Discrimination policy, Community Standards, Loyola Web Content Guidelines, Loyola University Brand Standards, and the Student Code of

Conduct. Student groups are responsible for all print or digital content posted on websites, group pages, or social media accounts. Any organization participant who posts inappropriate content and/or images online may be subject to the organization conduct process. In severe cases, the organization may not be able to operate on campus, their active status may be revoked and lose all privileges and benefits.

Websites: Clubs now have the ability to apply for group websites. Before applying, club leaders need to read and agree to all Loyola [Web Content and Brand Guidelines](#). The application for websites can be found on the RSO Club and Organization Website. For convenience, the form is listed here: [CampusGroups \(loyola.edu\)](#). Please note that the group's moderator/advisor must approve the request before it is processed by OSE.

After OSE receives the form, the submitter will be contacted to schedule a launch meeting. During the meeting, a basic overview of the platform, links to tutorials, and a review of the policies will be provided. Also, during the meeting, the group will elect 2-3 website editors. Only these students will have permission to create the website. **The site will not be “published” until it is reviewed by OSE.**

Student Service and Community Engagement

All service and engagement opportunities must only occur with community partners (organization, school, etc.) who have an up-to-date memorandum of understanding on file with CCSJ to include policies and procedures for bias reporting, Clery Act, and Title IX reporting. CCSJ may also require training for any service or engagement with particular populations.

To ensure outside organizations are covered by and compliant with the above guidelines, please verify if a completed Community Partner Affiliation Agreement is on file with CCSJ before starting service/engagement with the partner. If there is no form on file, you will be responsible for having the [Community Partner Affiliation Agreement Form](#) completed and submitted to Pat Cassidy (he/him/his; pjcassidy@loyola.edu) in CCSJ. Please also identify service and community engagement opportunities appropriately in your event request on The Bridge. This will pull in the CCSJ team to ensure all documents, paperwork, and trainings are complete prior to the service date.

Demonstration & Protest Policy

Loyola University Maryland strives to create an environment in which members of the community may discuss questions, express opinions, and debate issues publicly while respecting the rights of others. Students at Loyola are afforded several rights, including the right to express one's views in a reasonable and civil manner and to meet peaceably on university property with other members of the University community. Loyola is committed to standards promoting speech and expression that foster an open exchange of ideas and opinions. The right to free speech and expression is subject to reasonable restrictions of time, place, and manner (as outlined in the guidelines), and does not include unlawful activity. In all events, the use of the University forum shall not imply acceptance or endorsement by the University of the views expressed.

In keeping with the University's commitment to promoting free speech and expression, Loyola respects the right of all members of the academic community to explore, discuss, and express opinions, and debate issues publicly in a civil, orderly, and safe manner. The University seeks to protect the right of voluntary assembly, make facilities available for peaceful assembly, and protect the exercise of these rights from disruption or interference.

Loyola University Maryland will not allow disruptive behavior or disorderly conduct on its premises to interrupt its proper operation. Persons engaging in disruptive behavior or disorderly conduct shall be subject to disciplinary action.

Guidelines: These guidelines pertain to demonstrations, protests, and other organized gatherings. Demonstrations on University property or at university-sponsored events must be organized and led by students, so that there is an appropriate University contact for the demonstration. RSO members planning to demonstrate, protest, or hold an organized gathering are expected to contact the Office of Student Engagement to schedule a meeting with the Director (or Directors' designee). Sponsored RSOs must contact their sponsoring office (Student Engagement, ALANA Services, or Residence Life and Housing) to schedule a meeting with the Director (or Director's designee) of the sponsoring office. Students not affiliated with any student group should contact the Director of Student Engagement (or Directors' designee) to schedule a meeting. Students are encouraged to schedule this meeting with as much notice as possible. Notice will allow University staff time to work with the student to assure the demonstration will abide by university guidelines and maximize the learning experience inherent in the process of demonstrating.

The purpose of the meeting is to review the details of the proposed demonstration including proposed time, place, manner, planned size, and location for the event. Reservation of campus space (including the Quad) for any event will be contingent upon availability and should follow the guidelines and process established by Event Services. The sponsoring office or Student Engagement will help the student coordinate the details and prepare for any additional needs (security, safety concerns, etc.).

Responsibility of Student Organizers: Once the details of the demonstration have been confirmed, student organizers in conjunction with the sponsoring office, are responsible to notify other offices of the demonstration, including the Office of the Vice President for Student Development and Public Safety. Student organizers are also responsible for maintaining peace and order, which includes educating participants about the University's expectations. Individuals or groups who organized the event are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of university policy incurred by their guests.

During a demonstration, the expression of viewpoints may invite or elicit a response from others, including counterdemonstrators or passersby. In all circumstances, others' right to personal expression may not be denied. Organizers should be aware that other demonstrations may also be approved that may include opposing views. Maintaining peace and order is especially important under these circumstances to support a rich campus environment that is accepting of divergent expression.

Student organizers of demonstrations, protests, organized gatherings, etc. must ensure the following:

- The demonstration prioritizes the safety of those involved, as well as the safety of those not involved in the demonstration, including those who disagree with the position taken by the organizers.
- The demonstration permits the continued operation of university functions and is not disruptive-i.e., allows free movement about campus; allows classes and university-sponsored events to continue unhindered and uninterrupted (including excessive noise in or near academic buildings); allows other students, faculty, administrators, staff, contractors, and visitors to conduct their business; allows entrance and egress from university buildings and grounds as needed. Demonstrations are not permitted in residence halls.
- The demonstration respects and preserves University property, including building opening and closing times, facility cleanliness and appearance, and structural integrity.
- Those who attend the demonstration must not engage in any violent or threatening behavior and must abide by all state and federal laws and any University policy.

Expression that is indecent, grossly obscene, or grossly offensive on matters such as race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, genetic information, military status, gender or gender identity, or any other legally protected classification is inconsistent with the University Community Standards and will not be tolerated.

Presence of University Personnel: When demonstrations are scheduled, student organizers should expect University personnel to be present for all or part of the event. This presence is often necessary to ensure organizers' own rights are protected and the University's regular operations and activities are not interrupted. A staff member from the sponsoring office (or designee of that office) and Public Safety staff must be present for the entire demonstration.

Responsibly Conclude the Demonstration: The length of any given demonstration may vary. Demonstrations will usually be permitted to continue until and unless University officials determine that University operations and/or the rights of others have been compromised. This includes staff who may be attempting to close facilities according to the established closing hours of buildings.

At the conclusion of any demonstration, the student organizers are expected to make a reasonable effort to return the grounds/area to the condition it was in before the event. This includes properly disposing of all garbage. Any unanticipated and accidental property damage should be reported to university administrators immediately. Any property damage related to a demonstration (whether peaceful or disruptive) may result in the assessment of fees for cleaning, repairs, and replacement of property to the organization or individuals involved in both.

Note: the University may require the demonstration be held in the outdoor seating area outside McManus Theatre.

Section Five: Organization Accountability & Conduct

The Office of Student Engagement is responsible for the oversight of organization status and accountability of RSOs and any ASO with the Office of Student Engagement as their affiliate. ASOs with a different affiliate department will be accountable to the standards set by that department. An organization's status may be considered **active, inactive, conditional, or probationary**.

Status determines eligibility to receive privileges and benefits, and eligibility to participate or engage in specific activities. Active organizations who meet the registration criteria enjoy the benefits and privileges. Inactive organizations cannot operate on campus and access the same benefits and privileges. Inactive status may occur due to not populating/posting events on The Bridge, the inability to meet re-registration criteria, or violations in this Handbook or the Community Standards. New RSOs may be granted conditional approval until specific actions or information is provided over a period of time. Any RSO may also be placed on probationary status because of sanctions from violations to this Handbook.

Group Conduct, Violations, and Sanctioning

- Registered Student Organization student leaders and members are expected to conduct themselves on and off-campus in ways that reflect the highest standards of the University.
- All registered student organizations must adhere to the following: Student Code of Conduct set forth in the Community Standards, federal and local laws, University policies and regulations, and the policies and procedures stated in the Club/Org Handbook.
 - Registered student organizations that do not adhere to the regulations stated above may be penalized depending on the nature and severity of the violation. Possible penalties include, but are not limited to, the following:
 - A written warning to the club leaders/officers;
 - Club moderator notification;
 - Temporary suspension of all club activities;
 - Inability to request and access student organization funding sources;
 - Loss of ability to request space on campus for club use; or
 - Removal of Registered Student Organization status.
 - All communication regarding club violations will be issued via email from a Student Engagement representative.
 - Repeat violations may result in an increase in consequences for the club.
 - If not already explicitly stated in previous communication regarding the violation, club leaders may request a meeting to discuss organizational activities and next steps with a Student Engagement representative.
 - Loyola RSOs connected to a national organization may not use the national organization standards, programs, or policies as a reason to avoid university policy violations and the consequences.
 - If a club is placed on probation/suspension, the Office of Student Engagement and/or the division of Student Development will determine the length of those periods.

Please refer to the [Community Standards](#) for information on any of the following: Bias Incidents, Hazing, Harassment, Discrimination, Sexual Misconduct, and how to report any violation.

Social Media & Digital Communications Policy

All print and digital content created or posted by student organizations, including websites and group pages, must be in line with all Loyola policies and values, anti-Discrimination policy, Community Standards, Web Content Guidelines, Loyola Marcomm Brand Standards, and the Student Code of Conduct. Student groups are responsible for any print or digital content posted on websites or social media accounts. Any organization participant who posts inappropriate content and/or images online may be subject to the organization conduct process. In severe cases, the organization may not be able to operate on campus, their active status may be revoked and lose all privileges and benefits.

All RSO and ASO participants (members and officers) are representatives of Loyola University Maryland, and the Office of Student Engagement or other campus departments. Any RSO or ASO participant found responsible for posting inappropriate pictures or content online including, but not limited to, any website, social media account, video chat or sessions, any email or personal page is subject to possible penalty. Any conduct suggesting the use of drugs or alcohol, photos of an inappropriate nature, and language that violates University policy and standards.

RSO and ASO group pages, websites and social media accounts are directly associated with the Office of Student Engagement or another campus department, and by extension Loyola University Maryland regardless of the independence in which it was created. As social media and online conversations can be challenging to navigate or easily taken out of context, it is imperative that any RSO or ASO participants be proactive in relaying and addressing concerns about print and/or digital content with the Office of Student Engagement, or your sponsoring/affiliated department.

Section Six: Frequently Asked Questions

As a club officer, what are my responsibilities regarding the Bridge group? What do I have access to manage? --- Club leaders with officer status have access to manage their group page. This includes access to the dashboard where you can manage membership, compose, send, and track emails, create events and track registrations, create surveys/forms and manage responses, upload files, photos, and documents, and create news.

What is the required number of officers for an RSO? --- Each club must have at least one Lead Officer, at least two Officers, and at least one Moderator/Advisor identified at all times. Please be sure to contact us with any changes to your officers.

What is the difference between Lead Officer and Officer? --- The Lead Officer serves as the primary contact for “business” conducted with the Office of Student Engagement. Officers serve as a secondary contact. Any officer may attend required training or activities to satisfy participation requirements for your club.

I have a new officer in my club, but I can't add them myself. What should I do? --- Send an email to bridge@loyola.edu with the details of your change. Include new officer names (as well as any officers that should be removed). Someone in Student Engagement will be able to go in and make the changes for you. As a reminder, student officers do not have permission to edit officer settings within their group.

What is the importance of actively using and populating my group page on The Bridge? --- An active and populated group page tells us you are an active club on campus. It also shows new and prospective members what your club has been up to, and they'll be more likely to join. Not using your Bridge group may result in your club being listed as "Inactive."

What does the event request process include? --- To request an event, you need to first create the event within your group. After filling out all details, you will be directed to a form to further indicate your needs for the event (a room reservation, table reservation, Motorpool request, etc.) Once you submit this form, your event request will enter a workflow approval process.

My event is coming up this week, but it is not yet approved. What should I do? --- First, reach out to your moderator to ensure they've approved your event request. You can also reach out to the Student Engagement team, and someone will be able to check the status of your request. Rule of thumb: please allow 5-7 business days for your request to make it through each step of the workflow approval. Remember, in most cases, your request goes through your moderator, the RSO team, Event Services, and back to Student Engagement for the final approval.

How far in advance should I submit my request? --- It depends on the type of request. For meetings/events with no set-up or minimal needs, allow 5-7 business days for approval. For events with additional needs/set-up, allow 14 business days for approval. For events with outside vendors or off-campus travel, allow 14-21 business days for approval. (Note: business days are Monday-Friday, 9am-5pm.)

My event on The Bridge is approved but the location still shows TBD. What should I do? --
- If you notice this, please reach out to Student Engagement. Our staff will be able to adjust your event settings so that your approved location appears. In your event requests, do not click the "To Be Determined" box for your event location. This selection overrides the actual event location that Event Services fills in, which explains why you're still seeing "TBD."

My potential moderator wants to know how much involvement is required on their end. --- As far as the role of your club moderator goes, a moderator can make as large of a commitment as they would like. They do need to take basic steps in supporting your club, like approving the first step in any event requests (in their Bridge workflows.) We do ask that moderators attend any long distance or off-campus events if there is an element of risk involved (i.e., a skiing trip), but it is not necessary for them to attend every meeting. Moderators are also required to attend an annual moderator training (typically held via Zoom) to be briefed on all pertinent club information, expectations, and requirements. On the administrative end, we will need an up-to-date copy of the [Moderator Verification Form](#), this is done during club re-registration and at any other point where there might be a change in moderator for a club.

I want to request a Loyola vehicle for my club's off-campus trip. What does this process look like? --- First, you will need to make sure a few of your club members are certified to drive Loyola vehicles. Each student interested in being certified should complete the [registration process](#). Keep in mind that even students who were approved to drive last year may be asked to recertify at the beginning of the new academic year. Once you have student drivers, you will request Motorpool via the "Create Event" process on The Bridge. The form will instruct you to include all relevant details about your trip. OSE will then submit the reservation request to Motorpool. Student requestors and drivers will receive email updates from Parking and Transportation with more details.

What are my funding options? --- Student groups who meet training requirements may submit funding request via the SGA Club Appropriation Request Form. Other options for funding include Weekend Programming, fundraising, and Education for Life.

How do I go about requesting funding from SGA? --- Submit the SGA [funding request form](#). Be sure you have uploaded an itemized budget (a template is attached within the form) and include as much detail as possible to help the SGA Finance Committee in making their decision. SGA reviews requests every Tuesday evening, be sure to submit your request at least two Tuesdays before funds are needed. Funding is program/event specific, and any remaining funds after the program/event reverts back to SGA and may not be used for additional purchases.

NOTE: SGA will not provide funding for food for club meetings/events, unless the sole purpose of the club is centered around food.

Can I be reimbursed for club-related purchases? --- No, we will not be able to process reimbursements. Do not spend your own money on anything club related.

How do I go about requesting Weekend Programming funding? --- RSOs may now submit requests for Weekend Programming Funding, as long as it meets the following criteria: 1) event is a Friday or Saturday night, 2) event is scheduled between 7pm and 12am, 3) event is open to all Loyola students, and 4) event has a social component. Please note that Weekend Programming funding does not have the same parameters as SGA and does make allowances for food. To submit a proposal for Weekend Programming funding, [click here](#).

What is the policy for fundraisers for clubs? --- All fundraisers must be registered and approved by Student Engagement. All money raised during a fundraiser must be brought to the Office of Student Engagement immediately, and we will deposit it for you. Any money clubs raise must be used by the end of the academic year that the money was raised. Collecting and handling funds on third party applications (Venmo, GoFundMe, CashApp) are **strictly prohibited** for any sales, fundraising, or membership dues.

Please note: student clubs may apply for an e-commerce store to assist in collecting funds. This can be set up through the club's Bridge group. To apply, please use the following [form](#).

How do I access my club's budget? --- Most clubs do **not** have their own accounts through Student Engagement. Please keep track of all funding/spending/fundraising within your club for your own records. If approved for SGA or Weekend Programming funding, Student Engagement can facilitate purchases for you.

I want to start a new club on campus. How do I go about that? --- First, review the existing student organizations and opportunities on campus. Duplicate organizations with similar purposes or functions will not be approved. New RSO applications are only accepted in the first few weeks of each semester. The basic steps in starting a club include 1) fill out a [new RSO Interest form](#), 2) participate in a consult meeting to share more about your idea, 3) identify officers, moderator, and fill out club constitution, and 4) participate in a launch meeting to officially create your group on The Bridge. More information on this process can be found on the RSO website and in the Club Leader Handbook.

How do I get my flyer approved to post in the Student Center? --- Come to the third floor Office of Student Engagement (OSE) and ask students working the front desk to look over your flyer for approval. If there is no student sitting at the front desk, you can ring the bell on the desk and someone in the office will come help you.

(Pro tip: only print out one copy, and once your flyer is stamped, signed, and dated, the OSE can make up to 10 copies of your approved poster) We can also provide you with blue painters tape that you can use to post your flyers.

How do I recruit new members? --- The Activities Fair isn't the only time to recruit new members! Here are a few easy ways to get students connected with your group:

1. Tabling – you can request to table at any point during the semester! Requests are done the same way as regular event requests, and it gives your group the opportunity to promote the club and upcoming events.
2. Use your Bridge group! – Students will be much more likely to join a group if they see a populated group page with information on meetings and upcoming events. The Bridge makes it easy to join a group, so be sure your group page is welcoming to new members.
3. Utilize your join link and QR code – another great feature of The Bridge is that each club has their own join link and QR code that others can click on or scan to join the group. You can put these on flyers, Digital Signage, or simply have a QR code printed out at your events, that way interested students can join!
4. Be visible – host events, collaborate with other student groups, show up to workshops, and apply for Club of the Month! There are so many ways to get your group out there.

How do I ensure my club is sustained beyond me graduating as a lead officer? --- Spend some time during the spring semester to discuss officer transition and select new officers at a club meeting. It is important that you work with these students to help them understand their responsibilities moving forward. Remember, everything you've done within your Bridge group is saved for new/future officers to review. Be sure to upload any important files, notes, and information that you found helpful during your time as lead officer.

Why do I need to attend a workshop? --- Workshops are created to cater to Club Officer and Leaders' needs – whether this is process specific (club re-registration, officer transition, Bridge processes) or special interest topics aimed at personal and professional growth (leadership, transferrable skills, etc.) In many workshops, hands-on activities will be incorporated to give each attendee a way to personalize what they've learned in the workshop to use for their club (i.e., using Canva to create a club logo or event icon). Plus, you'll get to meet and connect with other club leaders on campus! Remember, the requirement is that at least one representative from each club attends at least one workshop per semester.