

Student Organizations Officer's Handbook

*A guide for leaders of student organizations at
The University of Illinois at Chicago*

Campus Programs Mission

Campus Programs operates within the Department of Campus Unions at the University of Illinois at Chicago (UIC). Our mission is to be a major resource for cultural, educational, social and recreational programs. We dedicate ourselves to the idea that the Campus Union is the center of campus society and contributes immensely to the quality of campus life. We serve the educational mission of campus not only through the programs we produce, but through our commitment to student involvement in every aspect of our activities.

Campus Programs Vision

Campus Programs, operating as a programming, event planning, and service unit in Campus Unions, will pursue its responsibility to reflect developments in student affairs, including ever-changing trends in demographics, technology, facilities, programs and services. The department will endeavor to achieve an exchange of knowledge, finances, technology and services by incorporating the creativity and resources of our community of stakeholders.

Introduction

As an extension of academic programs, voluntary organizations of students, faculty, and staff are an essential part of a university community. The existence of a diverse group of such organizations is in the best interest of the university and its students. Provision for registered student organization status is made to encourage and facilitate the formation and operation of such organizations. While the University of Illinois at Chicago registers student organizations so that they may take advantage of numerous campus services, it does not recognize or sponsor student organizations. Therefore, the university is not liable for the organizations, financial transactions, group activities or the actions of individual group members.

The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from individual discrimination in all its forms, whether or not specifically prohibited by law.

It is the policy of the University of Illinois at Chicago that registered student organizations are in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders and regulations. Registered student organizations will not practice any discrimination against a member or prospective member on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military or status as a disabled veteran or a veteran of the Vietnam era, except as specifically exempted by law. In addition, the organization must agree to abide by the regulations governing registered student organizations and the Student Disciplinary Procedures provided by the Office of Student Affairs.

The official name of the registered student organization shall not be constructed or interpreted as denying open membership or prohibiting participation in any program or activity. By signing and submitting a registration form, each registered student organization has acknowledged and will be held accountable for the Pledge of Nondiscrimination located at the top of the registration form.

Benefits provided by the University of Illinois at Chicago to registered student organizations include but are not limited to (a) regular use of University facilities (buildings, grounds, services); (b) use of the Chicago Organization Fund (COF); (c) ability to request funds from the Student Activities Funding Committee (SAFC) and/or the COF Review Committee.

Inquires about registered student organizations or this policy should be directed to the Campus Programs Departments. Information contained in this handbook may change, without notice, when deemed appropriate by Campus Programs. The handbook does not create any rights or obligations between the University and any organization or individual. But sets forth the guidelines and procedures required for organizations and maintaining a COF account.

Requirements for registration

To register with the University, student organizations must file a registration application with Campus Programs Department according to the following guidelines:

1. The name of the organization must not include words such as "University," "University of Illinois at Chicago," "Flames" or any abbreviation thereof.
2. The purpose, goals, and membership requirements (e.g., GPA requirements and/or other obligations, such as dues) of the organization must be clearly stated on the registration form as they are outlined in the organization's constitution (generally, membership is restricted to registered students, faculty and staff). The purpose of the organization may not be in violation of civil law or University of Illinois at Chicago's Statutes and/or regulations. A description of activities and events planned should be provided.
3. The name, phone number and e-mail address of an assigned primary contact must be listed. This allows interested individuals to reach the primary contact should they have any questions about the organization. Likewise, the name and phone number of the primary contact is published in the student organization listing, which is made available to the public.
4. The names and student identification numbers of at least three currently enrolled UIC students listed as the registered officers, two of whom must be the president and the treasurer (if no person has been designated to perform such duties, that registered officer does by this statement assume the responsibilities of such offices). These registered officers are authorized by the organization to act for it in its relations with the University.
5. The permanent and present addresses, current telephone numbers, and e-mail addresses at which the registered officers can be contacted and to which correspondence to the organization may be forwarded.
6. Authorization options for service approval will be indicated for each officer.
7. The name, department affiliation, campus address, phone and e-mail address, as well as the signature of the faculty or academic staff member acting as the organization's advisor. The advisor must be either a full-time faculty or staff member as approved by the Associate Director of Student Organization Resources (SOR). Students, teaching assistants, and part-time staff are generally not eligible; however some exceptions may be approved by the Associate Director of Student Organizations Resources. Because an advisor may withdraw his/her participation at any time, it is the responsibility of the student organization to find an appropriate replacement or face cancellation.
8. It is the responsibility of the officers attending the SOR Workshop to be accountable for reviewing the information and disseminating it to other registered officers and members. Failure to attend, or to send other officers in their places, will result in registration being revoked.
9. A current constitution, containing a statement of purpose of the organization, shall exist and a copy must be submitted to Campus Programs. It will be made available to

any interested party on request by the registered officers. If the organization is nationally affiliated, a copy of the national constitution must also be submitted.

10. The president, treasurer, and an optional third officer are required to fill out the COF Account registration form included in the registration packet. These officers will be the only members allowed to access the COF account. The advisor may not be the third officer. The form must include current addresses, phone numbers, e-mail, and signatures.

Registration is valid through the end of May. Keeping the organization's paperwork current is a requirement of the registration process. Without accurate information, SOR cannot provide students with information about the organization, maintain proper records, or mail important correspondence. If changes in registration are necessary during the year, new forms must be completed. If the organization is making minimal changes, such as an address or phone number change, only a change of address form needs to be completed.

Sanction of registered organizations and code of conduct

Registered student organizations must adhere to the Student Disciplinary Procedures provided by the Office of Student Affairs.

Organizations must also be aware of and adhere to the hazing policy. Hazing is any intentional or reckless action or situation created to produce emotional or physical discomfort, harassment, humiliation, or ridicule for the purpose of "testing" the student's loyalty prior to becoming a group member. Although historically related to fraternities/sororities, hazing may occur within any organization, such actions include, but are not limited to the following examples:

1. All forms of strenuous physical activity, not a part of an organized, voluntary athletic contest or not specifically directed toward constructive work, which might reasonably be expected to bring physical harm to the individual.
2. Paddling, beating, pushing, or permitting anyone to strike a student.
3. Activities that interfere with a student's academic program (e.g., lost sleep or study time).
4. Coercing a student to eat or drink amounts of any substance.
5. Abduction, road trips, etc. which are conducted in a manner that endangers the health or safety of a prospective or active member.
6. Subjecting a student to cruel psychological conditions.
7. Behavior which disrupts the normal functioning of the University or is disruptive to the normal living environment.
8. Any requirement which forces a student to participate in any activity which is illegal, publicly indecent, morally degrading, or contrary to the rules, policies, and regulations of the University of Illinois at Chicago.

In addition, any violation of the following regulations by a registered student organization may result in disciplinary sanctions against the organization and may include cancellation:

1. A registered student organization must be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders, and regulations.
2. A registered student organization may not discriminate a member or prospective member on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran of the Vietnam era, except as exempted by law.
3. A registered student organization using University facilities must observe the provisions of any contract issued for use of a particular facility, and must follow University policies governing the use of its facilities.
4. A registered student organization may reserve and use University facilities for events which are primarily for University students and employees. Publicity for such events

must indicate clearly that the sponsor is a registered student organization and that attendance is limited to University students, faculty, and staff.

5. If a registered organizations reserves space in a University facility in the name of an outside organization or its outside attendee exceed 5
6. A registered student organization is responsible for all activities and/or damages at any event.

Cancellation of organization registration

An organization's registration may be canceled by Student Organization Resources for any one or more of the following reasons:

1. Violation of University statutes, rules, policies, and procedures, and/or state, federal, or local law.
2. Failure to pay organization debts.
3. Disciplinary Action. Student organizations are subject to the Student Disciplinary Code. Students, University employees, and the general public may initiate disciplinary action against a student organization for alleged violations of University regulations.
4. The national organization revokes the student organization's charter or denies affiliation.
5. Non-compliance with organization registration procedures and constitution requirements. (Note: persons listed on the organization's registration forms who are not currently enrolled UIC students account for the majority of cancellations. SOR will periodically run a check on the status on students to verify enrollment.)
6. Falsification of any registration information.

Services available to registered student organizations

There are a number of campus services available to registered student organizations at UIC. To request any of these services, authorized officers (as denied by current approved registration form on file with SOR) should stop by Campus Programs in 340 Student Center East or 50 Student Center West to obtain the proper voucher or request forms. For services that require payment, the cost of the service can be automatically deducted from an organization's COF account.

Bake Sales (Meetings and Conferences, 413-5040)

Student organizations may sign up for three (3) bake sales per semester. One (1) bake sale per day can be scheduled at Student Center East (in the link) and Student Center West (outside the Art Lounge/UIC Bookstore). Student organizations must fill out a food insurance form at Campus Programs Office.

- Bake sales are limited to baked goods only. No beverages may be sold. No electrical appliances may be used to keep items hot or cold.
- No glass containers allowed. Bring food in plastic, foil or paper containers.
- Organizations must have their own serving utensils. Make sure you have enough for the entire sale.
- All food handlers must wear gloves. You may pick up plastic gloves at the Campus Programs office on the day of your sale.
- Do not sit/stand on bake sale table.
- Do not eat or allow persons to eat at the Bake Sale table.

Booths---Student Center East (Meetings and Conferences, 413-5040)

Student organizations may reserve up to 12 booths a semester. Signage must be contained within the booth and the immediate area behind. Six (6) booths will be made available to organizations in the west concourse for information distribution only (no sales or outside

vendors). An exception is made for organizations selling candy or flowers on Sweetest Day and Valentine's Day. Any other exceptions must be approved by Campus Programs. Booths are located in the West Concourse of Student Center East and are reserved through the Office of Meetings and Conference on a first come/first served basis.

Bulletin Boards (Campus Programs, 413-5070)

Bulletin boards are aligned along the wall of the Pier Room, Student Center East and are available for the use of student organizations. Boards are assigned to organizations based on their position on the Priority List. The Priority List is the order in which organizations complete the SOReNew registration process.

Dances (Campus Programs, 413-5070)

Student organizations are able to hold dances on campus throughout the semester. Twelve (12) dance dates are put on hold by Meetings and Conferences for student organizations to reserve. There are specific rules that apply to holding a dance including checking IDs, maximum attendance, and the ordering and payments of security. It is strongly encouraged for student organizations interested in holding a dance to get in touch with Campus Programs early in the summer.

Duplication Center (Campus Programs, 413-5070)

The Campus Programs duplication center offers a lower cost per copy to student organizations. Price lists are available in Campus Programs. Duplication offers copying up to 11x17, as well as stapling, collating, and cutting services. There is a \$5.00 one time charge for this service. Monthly usage charges are billed directly to the organization's COF account.

Food Insurance (Meetings and Conferences, 413-5040)

When your organization is planning a bake sale or participating in an event with food sales, it is required that you obtain food insurance. This is free of charge through the Meetings and Conference office. Forms must be filled out before you complete your room/booth reservation.

Flyer Distribution Areas (Meetings and Conferences, 413-5040)

Flyer Distribution areas are locations where you can pass out flyers and literature. They are located at the top and bottom of Student Center East escalators.

Fun Fair East and West (Campus Programs, 413-5070)

During the first and second week of classes, Campus Programs sponsors Fun Fair on both sides of campus. These events promote campus activities to students, faculty, and staff. Organizations are invited to sponsor a table at the event to recruit new members and support. Historically, more than 100 organizations participate. Information is sent to organization officers during the summer session.

Funding Sources (SAFC or COF, 413-5070)

Campus Programs and SOR offer organizations two funding sources: Student Activities Funding Committee (SAFC) and the Chicago Organization Fund Review Committee (COF Review Committee). These committees are explained in the last section of this handbook.

Listerv: UICORGS, GREEKS (Student Organizations Resources, 413-5070)

SOR maintains a listerv to remind student leaders about upcoming events and deadlines as well as to provide you with a way to keep in contact with other student leaders on campus. To subscribe, send an e-mail message to listerv@listerv.uic.edu. In the body of the message, type (without quotes) "subscribe uicorgs (your e-mail address) (your full name)". You will be a message that you need to reply to in order to confirm the correct address. To post to the listerv, simply send an e-mail to uicorgs@listerv.uic.edu. If you are having problems sending messages, please contact the Campus Programs Offices at 413-5070.

Lockers (Campus Programs, 413-5070)

Lockers are located in the 3rd floor south Student Center East. Student organizations can reserve one locker for storage at the Campus Programs office and are assigned on a first come-first serve basis. Student organizations with office space are not eligible to receive locker space.

Mailboxes (Campus Programs, East 413-5070)

Campus Programs offers mailboxes for organizations to receive on- and –off- campus mail. These mailboxes are located in Campus Programs, 340 Student Center East, and are accessible Monday through Friday from 8:30 a.m. to 5:00 p.m...If your organization has a mailbox in another location on campus, please inform the office in order to be included in the on-campus mailing list for reminders of events and deadlines.

Meeting Space Reservations (Meetings and Conferences, 413-5040)

Student organizations may sign up for 4 hours of meeting space per week in the unions. Reservations for meeting space are reserved through Meetings and Conferences.

Postage (Campus Programs, East 413-5070, West 413-5180)

The Campus Programs office offers a postage service to organizations. Postage for letters can be purchased at the going U.S. Postal rate, plus an annual \$5.00 charge. Letters should already be stuffed into envelopes. Forms and guidelines are available in 340 Student Center East. Packages should be shipped through the local post office.

Posting Service- Student Center Administration (East- 413-5070, West 413-5180)

Elsewhere on campus, individuals can post material themselves on public bulletin boards. The fee for Campus Programs to post 50 posters campus-wide is \$25 for student organizations and \$35 for departments.

Receipt Books (Campus Programs, 413-5070)

Receipt books are available to organizations who are selling raffle tickets, t-shirts, dues, etc. Books are available in 340 Student Center East/50 Student Center West.

Retail Fund-raising Tables (Meetings and Conferences, 413-5040)

Student organizations may sign up for four (4) retail fund-raising tables per semester. Retail fund-raising table are located outside of the UIC Bookstore. One student organizations retail fund-raising table is scheduled per day (pending space availability.) Student organizations must reserve their fund-raising table with Ken Rousch of the UIC bookstore (Student Center East). Outside vendors who are selling product or giving promotional materials are charged a fee paid to the student organization. The vendor must provide the student organization with a check to reserve their table prior to the fund-raising date. The student organization must provide the UIC Bookstore's retail supervisor with the COF deposit receipt or a copy of the vendor's check to the organization prior to the fundraising date. One member of the student organization must be present at the table at all times during the retail fund-raiser.

Use of university premises and facilities

Registered student organizations are eligible for use of UIC premises as outlined below. Permission for the use of premises and facilities implies neither approval nor disapproval of the purposes of the organization or the event being coordinated. Those seeking to use UIC premises should make their requests by completing and filing a "Request for Use of University Facilities" form, which should be sent to the following offices, depending upon which location has been requested. Audio visual requests are also accepted by the offices listed in the table below.

IF YOU WANT TO REQUEST...	CONTACT...	LOCATED IN...
Student Center East	Meetings & Conferences	214 Student Center East
Student Residence Commons(SRC)	Meetings & Conferences	214 Student Center East
Student Center West	Meetings & Conferences	214 Student Center East
Campus Programs Meeting Rooms	Campus Programs	340 Student Center East
Student Residence Hall (SRH)	Meetings & Conferences	214 Student Center East
Other campus buildings	Timetable office	103 Douglas Hall

Audio visual requests are also accepted by the above listed offices.

All requests must be made in person by an authorized officer of a registered student organization. In order to allow ample time to complete the necessary review and approval procedures, all requests must be submitted at least five (5) working days prior to the requested date. The Emergency Meeting Room may be reserved the same day that the organization will need space if space is available.

Upon receipt of the request for the use of University premises, the Meetings and Conferences Office will determine whether the student organization requesting space is eligible to use University premises. Only then will the office determine whether the space requested is available and appropriate, and if not, determine the availability of alternative facilities. It is the responsibility of the student organization requesting the use of University premises to obtain their confirmation of the request form from the Meetings and Conferences Office. Likewise, it is the responsibility of the registered student organization to read the "Regulations applicable to the use of facilities" found on the reverse of the form.

In the Student Center West, student organizations are allowed to reserve the following:

- Twelve (12) booths per semester
- Four (4) fund-raiser tables per semester
- Three (3) bake sales per semester
- Four (4) hours of meeting space per week per semester
- Twelve (12) dance dates per semester

In the Student Center East student organizations may reserve space for the coming semester two (2) weeks before the end of the current semester.

At all times, officers and members of organizations are responsible for compliance with fire and safety ordinances and with other regulations applying to the place where events are held, including applicable federal, state and city laws, the regulations of the Board of Trustees, the University Statutes and Rules, administrative regulations, as well as, Student Code. Listed below are specific regulations applying to all student organizations using University facilities:

1. Unauthorized possession or consumption of alcoholic beverages is prohibited on University premises. Service of alcoholic beverages may be permitted under certain circumstances. If you have any questions, direct them to the Campus Facilities Meetings and Conference staff.
2. Ending hours of all meetings and special events on campus are one-half hour before the closing of the building or the campus.
3. The organization is responsible for and must pay any charges incurred for the use of facilities, equipment, services, or security.
4. The organization, its officers, and individuals applying for space on behalf of the organization assume responsibility for damages or misappropriation of University facilities or property caused by their members or nonmember attendees and will reimburse the University for damages.
5. If the Chancellor determines, for any reason, adequate safety of persons or property cannot be insured at any event, he/she may deny, withdraw, or further qualify permission for use of facilities at any time. Likewise, student organizations must adhere to the regulations regarding sales on campus.
6. Any proceeds from sales taking place on campus must be deposited into the organizations COF account no later than the day following a sale or event. The Campus Programs Staff will need to sign-off on your room reservation form to

indicate that the authorized officer understands funds from the sale must be deposited into the organization's COF account.

7. Bake Sales are limited to homemade, baked dessert items only. Disregard for this policy may result in an organization being restricted from having bake sales for a specific time. Your organization will also need to obtain food liability insurance through Campus Programs Department. This insurance protects your organization from liability if a person should become ill from eating an item sold at a food sale. Food insurance must also be obtained when an organization has approval from Dining Service to bring food not purchased through Catering or Dining Services into Chicago Circle Center, Chicago Illini Union and Students Services Building for a meeting or gathering. Likewise, Retail Operations must give approval for the sale of any non-food items. All bake sales and other sales approved on a case by case basis.
8. Candles are not allowed in the meeting rooms. Rooms are checked before and after each event. Damage to carpeting from candle wax will result in a charge for repair and replacement.

Funding Opportunities

Student Activities Funding Committee (SAFC 431-5079):

SAFC is responsible for making recommendations to the Associate Director of Student Organization Resources concerning the funding of programs submitted (in proposal form) by UIC students, faculty and staff. The funds for these programs are made up of a portion of the Student Service Fees paid by all UIC students. These programs are open to the entire UIC community and must occur on campus. The committee members make their decisions in accordance with guidelines which are available from SAFC advisor.

SAFC consists of fourteen (14) enrolled UIC students and seven (7) UIC faculty/staff members. An SOR Coordinator in Campus Programs serves as the advisor to the committee and is the primary facilitator of programs funded by the committee. Student and faculty/staff members are appointed by the Vice Chancellor of Student Affairs for one year, beginning at the end of the spring semester through next year's finals. The primary function of SAFC is to recommend funding for events generated by student organizations and departments on the UIC campus. In deciding the allocation of funds, the members of SAFC consider the following objectives:

1. To provide opportunities for extracurricular, educational, and social experiences for all students;
2. To provide programs deemed to be of general interest and benefit to the student body;
3. To provide programs recognizing the diverse interests of UIC students;
4. To encourage a wide variety of proposal submitters;
5. To assure an even distribution of scheduling of events and programs throughout each semester and academic year;
6. To assure scheduling events for optimal student attendance;
7. To provide effective use of funds. The Committee reserves the right to modify submitted proposals in order to optimize the use of funds for the benefit of the general body;
8. To identify and utilize, as fully as possible, University resources including faculty, staff, students, physical facilities, etc.

The student organization is responsible for contacting the SAFC advisor at least ten (10) weeks before the events to outline the details of the program and pick up a proposal packet. The "How to Apply for SAFC Funds" packet may be picked up in the Campus Programs Office, Room 340 Student Center East. Nine weeks before the program the submitter must finalize the proposal and submit the completed program proposal and budget to the staff advisor. Eight weeks before the program, SAFC will review the proposal and decide whether or not to recommend funding the event.

Chicago Organization Fund (COF 413-5058) Review Committee

The Chicago Organization Fund Review Committee is responsible for making decisions concerning the funding of projects submitted by registered student organizations at UIC. The committee was formed in order to offer an opportunity for registered student organizations to broaden their leadership and educational experiences by attending various conferences, workshops, seminars and tournaments that will help them develop new skills, ideas, and approaches to situations.

Chaired by the Treasurer of the Student Organizations Advisory Council, the committee consists of six student representatives who are members of registered student organizations and one advisor, the Coordinator of Student Organization Resources. The committee members make their decisions regarding funding in accordance with the Board's current guidelines.

Each year the Business Office uses a formula to designate the dollar amount available for distribution to organizations through the COF Review Committee. To apply for funding, an organization must pick up an application in 340 Student Center East and meet the stated deadlines. At least one representative from each organization requesting funding is required to make an oral presentation of the proposal to the committee so that they can decide whether or not to recommend funding for the organization.

Chicago Organization Fund (COF)

The Chicago Organization Fund (COF) was established as a service to students and faculty/staff organizations. The fund serves member organizations by providing on campus banking and accounting services. Besides convenience, on campus banking offers a security service which is important since many of the organizations' fund raising activities on campus are cash intensive evening activities. The organizations have access to a convenient and secure drop box service. The services could not be provided if it were not for the campus location of the Fund. In addition, the Fund assures the continuity of financial activity of organizations and minimizes the administrative effort in the annual transition of officers who are signatories on the organizations' accounts. Organizations are strongly encouraged to utilize the Fund. All funds collected from any bake sells or fundraising events on campus MUST be deposited to the organization's account.

Member organizations of the Chicago Organization Fund are separate legal entities. Funds of member organizations are not university funds and are not to be commingled with university funds. Member organizations may not hold themselves out to the public as either being a part of or acting as agents of the university. Member organizations may not use the university's tax exempt status.

Role of the Treasurer

Treasurers are responsible for the allocation of organization funds and keeping financial records of all monies received and paid out. Although establishing a good accounting system can be relatively simple, the thought of keeping books scare many people into ignoring the financial operations of their organization. Proper records provide a historical account of how the group's funds have been utilized during the academic year. Because of the turnover of student officers, good records can assist new officers in assuming their duties, advise members on group problems, and teach others the responsibilities of organized bookkeeping.

What is the Chicago Organization Fund?

The COF accounts are self-generated, which means that they operate under the direction of representatives from each of the student organizations transacting business through the fund. The University does not provide money to individual student organization accounts nor is it liable for their debts.

Benefits of maintaining a COF account

These are numerous benefits for an organization that maintains a COF account:

1. The service is free. Receipt books and vouchers are provided in Campus Programs. Checks for payment of an organization's bills can be mailed without charge to the payee.
2. Deposits and withdrawals can be made on campus. Anyone can make a deposit. ONLY the individual(s) authorized by the organization may make withdrawals, i.e. authorize a disbursement voucher.
3. COF accounts are convenient.
4. The organization may place orders for university goods and services.
5. The system is flexible enough to provide for unexpected and necessary cash purchases.
6. Staff members of Campus Programs are available to provide information on COF procedures.
7. Protection to the organization and its treasurer is provided through required documentation for expenditures. Such documentation is maintained in the OBA Accounting Division, although each organization is strongly encouraged to maintain its own records as well.
8. The system provides for continuity and safe keeping of the organizations financial records. Complete records of all transactions are maintained by the OBA Accounting Division minimizing possible problems associated with a change in financial officer.

Governing of COF

The COF is governed by an Executive Board which is elected annually by vote of member organizations. Delegates from the Office of the Vice Chancellor for Student Affairs and from the Office of Business Affairs provide support by acting as the Secretary and Treasurer, respectively, of the Fund's Executive Board.

Questions regarding the by-laws or policies and procedures should be addressed to:

Secretary of the Fund (Associate Director, SOR)
Office of Campus Programs
Room 340 Student Center East, Mail Code 118
(312) 413-5070

Questions regarding financial matters should be directed to:

Treasurer of the Fund, Accounting Division
Office of Business Affairs
Room 408 Marshfield Building, Mail Code 548
(312) 996-7950

How to become a member of the COF

Organizations automatically apply for membership when registering their organization by completing the "Chicago Organization Fund Registration Form." These forms are available from the Campus Programs Office, 340 Student Center East/50 Student Center West. Once approved by the Secretary, the form will be sent to the Treasurer of the Fund. Account numbers for new organizations are assigned by the Associate Director/Student Organizations Resources.

How to become a member of the COF Review Committee

The COF Review Committee is responsible for making decisions concerning the funding of projects submitted by registered student organizations at UIC. The Committee was formed in order to offer an opportunity for registered student organizations to broaden their leadership and

educational experiences by attending various conferences, workshops, seminars, and tournaments that will help them develop new skills, ideas, and approaches to various situations.

The Committee consists of six student representatives who are members of registered student organizations and one advisor, the coordinator in Campus Programs. The Committee members make their decisions regarding funding in accordance with the Committee's current guidelines. Committee members are nominated at the annual meeting each Fall Semester.

Each year the Business Office uses a formula to designate the dollar amount available for distribution to organizations through the COF Review Committee. To apply for funding, an organization must pick up an application in Room 340 Student Center East and meet the stated deadlines. At least one representative from each of the student organizations requesting funding will be required to make an oral presentation of the proposal to the Committee so that they can decide whether or not to recommend funding for the organization.

Responsibilities of the organization

Treasurers and officers are responsible for the safeguarding of their funds. They are responsible for depositing all monies belonging to the organization with the University Cashier. Amounts deposited will be reported on the organization's monthly statements.

Authorized account signers

Annually, and upon the election of new officers, each organization must delegate at least two members to be authorized officers. Authorized officers are the only members of the organization who may authorize expenditures from the organizations account.

The back of your registration form indicates which officers are authorized to make financial commitments for the organization. Members may determine the number of people authorized and for which transactions each officer may sign. The financial officer is responsible for recording all transactions in the organizations journal.

If after two years the organization's officers have failed to respond to requests for renewal, the account will be closed. See the section "Dissolution of a Student Organization and its COF Balance" for more information.

How to use the COF account

Using the COF account is much like operating a personal savings/checking account.

Revenue Accountability

All revenue raised on campus must be deposited into the student organization's COF account.

Collecting Monies and Making Deposits

Treasurers of organizations are permitted to deposit only dues, contributions and proceeds from membership activities with the University Cashier, Office of Business Affairs, 1st floor, Marshfield Building. Treasurers, as officers of their organizations, are responsible for the custody of these funds and shall deposit them as soon as possible within 30 days.

Checks for deposit into an organization's account must be made payable in the name of the individual organization. The name of the organization must include UIC, University of Illinois or Flames or any other name indicating affiliation with the university.

Checks either intended for or payable to the University of Illinois cannot be deposited into an organization's account. It is unlawful to deposit university funds into an organization's account. University funds include gifts, grant and contract funds and other funds intended to reimburse the University for past, present and future services.

When collecting cash, the financial officer should prepare receipts in duplicate. The first copy is given to the payor. Duplicates are left in the receipt book for the financial officer's record. The receipts are numbered so that they can be accounted for. If a mistake is made, the receipt should be marked VOID and kept. It is a good idea to take the receipt book along to meetings so that cash can be accepted. Receipt books are provided by Campus Programs free of charge.

Before taking money to the cashier, group members should:

1. Know the organization's account number name.
2. Count the money in order to verify the total with the cashier.
3. Sort bills in one direction according to denomination.
4. Endorse all checks in proper manner. If a check is made out to the organization, the organization account number and name should appear on the back. If the check has been made out to a member of the group, his or her signature plus the organization name and account should appear on the back. (A word of caution about personal checks: If a personal check is deposited into an account and the check bounces, the cashier's office will put through a charge for the insufficient check plus a handling fee.)
5. Have large amounts of coins changed into bills by the Student Center East Cashier before you visit the University Cashier on the first floor of the Building.
6. The organization's treasurer will prepare the Report of Cash Receipts form prior to depositing funds with the University Cashier. Each check being deposited should be listed on the form. The treasurer should retain the organization copy.
7. The treasurer of the Fund will inquire with treasurers of Fund accounts when checks are submitted for deposit that may appear unrelated to those accounts, including checks made payable to the University.

Withdrawals

Withdrawals require the completion of "Disbursement Voucher" and its approval by the Treasurer of the Fund. All disbursement vouchers must be accompanied by paid receipts, invoices or other supporting documents fully explaining the payment and its relationship to the activity's purpose. Disbursements will be reported on the organizations monthly statement.

Organization Fund Disbursement Voucher

Instructions for Student Organization Fund Disbursement Voucher

Payee ID Number (Required) - Enter the payee's FEIN, Federal Employee Identification Number, or Social Security number if payee is not a University student or staff member. If the payee is a student or staff member, enter their UIN.

Make Check Payable to (Required) Enter payee's name and complete mailing address.

Delivery Method If you want to pick up the check, enter a phone number in case we need to call you. If you want it mailed, indicate whether or not you want a copy of the invoice or payment voucher enclosed with the check.

Invoice Information-Enter the date of the transaction, the vendor's invoice number if appropriate, a reason for payment and the amount. Attach a separate sheet of paper if you need more room. Enter the amount of each item, sum them and enter the total.

FOAPAL (Required) Select from the codes below and enter them in the appropriate box.

Chart- 2 = Chicago campus organization

Fund- All organizations have a 6-digit Fund code to use in the University's accounting system. Enter the last 4 digits. Contact your campus Accounting Services Office or Registered Organizations Office if you don't know the code.

Organization

103000 = Chicago campus organization.

Account

Contact your campus Accounting Services Office for additional codes if the ones below do not describe your expense:

142500 = Meals/Reception 142900 = General Services

146900 = Copying Services 124900 = Supplies

Activity and Location

Optional codes can be used to segregate expenses for reporting. Most registered organizations will not use these codes. Please contact your campus Accounting Services Office if you have questions about their use.

Organization Approvals

The person who is authorized to make payments for the organization must sign this form. If the payee and signer is the same person, the voucher must be co-signed by another officer of the organization.

Submit this form to

Take the voucher to the office listed for the campus on which your organization is based.

University Approvals

The Accounting Services Office and the University Secretary of the Fund may be required by your campus to approve the voucher.

Voucher Bookkeeping

This optional area can be used to keep track of the organization's cash balance using checkbook type accounting.

Previous balance- Balance carried forward from the last voucher or the last reconciled statement. Enter any automatic charges, such as University Telecom buildings, since the last voucher balance was calculated.

Subtotal- Subtract the automatic charges from the previous balance.

Enter any deposits made since the last voucher balance was calculated.

New amount (Subtotal plus deposits)—This is the calculated amount you have available for expenditure. This amount can be checked with what is in the system when you submit the voucher to the Accounting Service Office or the Registered Organizations Office.

Subtract this voucher- Enter the amount of this voucher

Amount available- Subtract the amount of this voucher from the new amount available. This will be the remaining balance after the voucher is processed.

Keeping financial records

Monthly Statements

A monthly statement for each organization account will be prepared by the Treasurer of the Fund for each account with a balance. The statement will be distributed to each organization treasurer by the office of the Secretary of the Fund.

Financial information will be accumulated annually based upon the Fund's fiscal year (August 1 to July 31).

How to Set Up a Journal

Soon after the financial officer takes office, he/she should:

1. Determine what various sources of income and expenditure will be for the organization.
2. Set up an internal JOURNAL for the group. A journal provides a simple means for recording expenditures and receipts and allows the financial officer to easily balance organization records with the monthly University account ledgers.
3. Be sure to provide a date column for expenditures and receipts and a balance column.
4. Retain a copy of the charge or deposit slip each time a transaction is made.
5. Note in the journal who a check was made payable to and for what reason when withdrawing funds from the account.
6. Record expenses incurred when requests are made for various services such as duplication audiovisual materials, etc. even though the actual charges may not appear on the upcoming monthly ledger.

Keeping good financial records will not only create an awareness of the account status, but will contribute to the long-term financial strength of your organization as well. The staff members of Campus Programs are available for consultation regarding all matters related to your COF account. If you have problems reading the monthly ledger, setting up a journal, or balancing books, visit Campus Programs, 340 Student Center East, or call 413-5070 for assistance.

Overdrafts and collection procedure

The financial officer should strive to keep accurate records by recording all transactions made by authorized officers. In the event an overdraft occurs, Campus Programs will implement the following collection procedure:

1. A letter will be sent to the treasurer with a copy to the president and advisor pointing out the existence of a deficit and the need for the account to be balanced within 15 days; if phone charges are the primary cause of the deficit, a warning will be given that phone service will be disconnected if the account is not balanced within 15 days.
2. If the overdraft is not covered within the 15 days period, another letter will be sent detailing the consequences of non-payment and requesting that the treasurer meet with the Secretary of the Fund in Campus Programs or cover the overdraft within 10 days.
3. If after this 10 day period the account still remains in overdraft, the Director of SOR will notify the treasurer and president that the account be written-off and registration withdrawn.
4. For the duration of time that an organization remains in debt, no University services will be extended to the group.

If the account is written-off, Campus Programs will:

1. Cancel the organization's registration.
2. Cancel the organization's name for at least two years unless the account liability is cleared.
3. Cancel the COF account name.
4. Maintain a list of all written-off organization names and officer's names.
5. Bar all student officers on the list from serving as officers in any other organization.
6. Consider taking disciplinary and/or legal action against the officers listed on the organization registration form.

Dissolution of a student organization and its COF balance

An organization that has decided to disband should make arrangements for liquidating its COF account. All funds in an organization's account are not the funds of any one individual and are therefore not payable to any one individual unless paying for a legitimate expense, reimbursement, etc. However, since an organization raises funds to further its cause or purpose, it remains the right to determine to whom or what entities funds shall be disbursed as long as they are consistent with their registered purpose. Once an organization has disbanded, it shall remain inactive for two years. This procedure can not be used by organizations who fail to re-register with the Campus Programs Department.

Procedure for Liquidating a COF Account

Any student organization may request from Campus Programs that their organization and COF account be dissolved. Campus Programs will require a written statement requesting the dissolution of the organization and the account from all registered officers of the organizations; the request should include an explanation of why the dissolution is taking place, and preferably documented by a copy of official minutes of a meeting of the organization at which time the membership authorized the dissolution.

The officers may direct Campus Programs to liquidate the COF account balance as follows:

1. Funds may not be made payable to any one individual.
2. Funds may go to a national, regional, or "parent" organization directly related to the campus organization (such as a national fraternity or sorority office related to a UIC chapter of the same organization.)
3. Funds may be disbursed to other organizations on campus related to a direct purpose of the dissolving organization as stated on their registration form.
4. Funds may be disbursed to any other campus entity that serves the general interest of the other students such as Library, Student Center East, scholarship fund, the COF system, the Student Activities Funding Committee, or a charitable off-campus organization, etc.
5. Final operational expenses of the organization may be paid from the account and officers and members reimbursed for proven expenses incurred in operating the organization.
6. To insure that final charges against the COF account have cleared before actual liquidation, final distribution of the account balance will be made after 30-day waiting period. In addition, the treasurer will sign a statement accepting personal financial responsibility in the event that subsequent expenses clear the account after all funds have been disbursed. Failure to sign this agreement will cause Campus Programs to keep the account active for a 90 day period before final liquidation.

Inactive COF Accounts

The following circumstance under which a student organization fund account is written-off as inactive are:

1. When COF ledger sheets are received for an organization for which no current registration form exists, such as sheets will be filed in Campus Programs for the organization.
2. When organization has not been registered for the previous 24 months and an account still exists, the account will be officially written-off as inactive, whether the balance is a surplus or deficit.
3. A letter or list will be compiled by Campus Programs Department and sent to the Accounting Division requesting the written-off action.
4. Written-off funds are lost to the COF Service Account and cannot be withdrawn in the future.