



INTRODUCTION

Congratulations, as a student organization officer you have committed your time and talent to making a piece of the Northwestern Community better. We are eager to assist in your success by acting as a resource for you as you lead your student organization.

The Student Organization Handbook is a valuable resource provided to all student organizations at Northwestern University. The Handbook was created to provide officers and members alike the necessary information and resources to create, run and maintain successful organizations, and events.

Student organizations at Northwestern University are valuable components of campus life, contributing to the development of students and overall campus community. Student Organizations are the backbone of the out-of-classroom experience, giving life to campus and helping to define the Northwestern University experience.

This handbook will give you a better understanding of university policies and guidelines, which will enable you to execute a successful event. By using the book and its suggestions, you will find that many of your questions will be answered by reading thoroughly. Don't forget to use your advisor and certainly the Center for Student Involvement when you are confronted with an issue, concern, or problem. We can usually find a way to solve just about anything.

We are excited to be working with each of you and look forward to another successful and productive year of student organization programming. Our doors are always open and we are happy to be a resource to each of you at all times. Happy Programming!

Best of Luck,
The Center for Student Involvement Team

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STUDENT ORGANIZATION RECOGNITION STRUCTURE

The Center for Student Involvement (CSI) and Northwestern University strive to create an environment where all student organizations can thrive. The department has created a number of programs and offers a variety of resources to assist student organizations.

Student organizations may be recognized by one of eight bodies on campus: Associated Student Government (ASG), Athletics, Academic Departments, Chaplains Office, Multicultural Student Affairs, Office of Fraternity and Sorority Life, The Department of Residential Life (this department is responsible for advising the Residence Hall Association and working with hall governments), and the Vice President of Student Affairs Office. A more detailed description of the bodies will follow later in this guide.

There are over 300 student organizations on campus. The type of recognition a student organization seeks is wholly dependent on the mission, needs, and goals of the organization. If you are not sure what type of recognition is right for your organization you may wish to consult a professional staff member in the Center for Student Involvement or the Student Groups Director of the Associated Student Government.

Associated Student Government Recognition

ASG has five levels of recognition: T, B, R, P, and A status. Not all student groups are ASG-recognized. ASG recognizes over 100 groups on campus. This means that those groups receive many of the benefits offered by the Student Activities Funding Committee (SAFC) and the Student Groups Committee (SGC), but are also subject to ASG policies.

Every year, each student contributes quarterly to the student activity fee. That money is allocated through the Activities Funding Committee (SAFC) and the ASG Student Groups Committee (SGC) with the final vote of the ASG Senate. ASG recognition does not guarantee that your organization will get funding, rather that you have an opportunity to apply for funding.

• **T-Status** This status is for two genres of student groups: groups that are established at NU but are not yet ready for the responsibilities of B-Status and groups that only need status for one year or less. Essentially, T-Status allows student groups to function on a basic level on campus. Responsibilities are limited to notifying the student group director of any changes in leadership or group structure during the year. To apply for T-Status, the group must have a membership list of at least 25 people, a full Constitution, and a completed "Application for Recognition" form handed in to the student group director's mailbox, which is located in the ASG outer office (Office F, Norris University Center 3rd floor). The Executive Committee will review the group's application and notify you of your hearing before the Committee.

Groups may only maintain T-status for at most one academic year. At the conclusion of the academic year the group is either approved for B-status, derecognized, or extended T-status for a maximum of one additional academic year, at the end of which they either receive B-status or are derecognized.

Privileges Associated with T-Status:

1. Reserving space in the Norris University Center, academic buildings on campus, and other campus venues;
2. ASG maintains the student organization web server and groups have access to the server through recognition with ASG.
3. With ASG recognition, groups may post their events to NULink and the ASG Listserv;
4. Each organization will be assigned a staff advisor;
5. All ASG recognized groups are assigned a liaison from the ASG Executive Committee to communicate important ASG information as well as monitor the progress of the group;
6. ASG sponsors advertising in campus publications. Recognized groups have access to ad space and should contact the ASG Communications Director for more details;
7. Ability to apply for a start-up grant from the student groups committee when first recognized.

• **B Status** Student groups may apply for B status after existing for at least one quarter as T status; student groups should complete the "Application for ASG Recognition" available in the ASG Office (Norris F). The application must be submitted to the mailbox of the ASG Executive Vice President in the ASG Office. Once the appropriate materials are submitted, the Executive Vice President will arrange a time for the group to meet with the ASG Executive Committee, a group of twelve undergraduate students elected by the ASG Senate who vote on applications for recognition.

Privileges associated with B Status:

1. All of the benefits of T Status groups.
2. ASG printer: Each group is assigned a copier code by the ASG Treasurer for use with the ASG copier, located in the ASG Outer Office (Norris 3F). Expenses for the copier will be charged to that group at the end of each quarter.
3. ASG Equipment: ASG maintains computers, copier, a fax machine, and a binding machine, in the ASG Outer Office for student group use. If there are problems with the equipment please contact the Executive Vice President.
4. Access to the B-Status funding pool (~ 2%) of the SAF. Funding cycle begins during winter quarter.

• **R-Status** When a religious group applies for recognition, they will be given "temporary" R status and will be labeled as an R-status group with T-status privileges. When the group wishes to maintain a permanent ASG organization recognition they become R status with B status privileges. The "R" part of their name is for classification only; they follow the T to B pattern just like any other group.

Privileges associated with R Status:

1. Reserving space in the Norris University Center, academic buildings on campus, and other campus venues;
2. ASG maintains the student organization web server and groups have access to the server through recognition with ASG.
3. With ASG recognition, groups may post their events to NULink and the ASG Listserv;
4. Each organization will be assigned a staff advisor;
5. All ASG recognized groups are assigned a liaison from the ASG Executive Committee to communicate important ASG information as well as monitor the progress of the group;
6. ASG sponsors advertising in campus publications. Recognized groups have access to ad space and should contact the ASG Communications Director for more details;
7. Ability to apply for a start-up grant from the Executive Committee when first recognized.
8. Can apply for B-Status after one academic year or extend their T-status privileges for up to one academic year before obtaining B-status or being derecognized.

• **P-Status** Political status (P-status) groups have all the rights of a T status group except they are not allowed to have a SOFO account. This is to prevent fundraising efforts on behalf of a political candidate.

Privileges associated with P Status:

1. Recognized student organizations may reserve University facilities; including lecture halls, outdoor reservable space, and any other space available to all recognized student groups, to conduct organizational meetings or to host, sponsor and/or publicize an event on behalf of a candidate.
2. Reserving space in the Norris University Center, academic buildings on campus, and other campus venues;
3. ASG maintains the student organization web server and groups have access to the server through recognition with ASG.
4. With ASG recognition, groups may post their events to NULink and the ASG Listserv;
5. Each organization will be assigned a staff advisor;
6. All ASG recognized groups are assigned a liaison from the ASG Executive Committee to communicate important ASG information as well as monitor the progress of the group;
7. ASG sponsors advertising in campus publications. Recognized groups have access to ad space and should contact the ASG Communications Director for more details;
8. Ability to apply for a start-up grant from the Executive Committee when first recognized.

• **A-Status** Applicants must contact the Financial Vice President in order to apply for A-Status recognition after being B-status level for 3 quarters. Hearings for A-Status will take place once a quarter and the applications will be made available by the FVP before the end of each quarter. To decide on a group's application for recognition, ASG will hold a joint Excom and SAFB committee hearing during its weekly meeting. Two group representatives may attend the meeting to give a brief presentation about the group and answer any questions from the committee. After the representatives have left, the committee will deliberate and vote on recognition. The Executive Vice President will inform the group representatives no later than the following day of the committee's decision and what status the group will receive.

If the group is recognized at the A-status level, the organization will join the ranks of 40+ other A-Status ASG-recognized groups. The recognized group, however, will be subject to SAF regulations and requirements of student groups, which are explained in the ASG Student Group Guidelines. If the group is denied recognition, the Executive Vice President will give the reasoning and offer constructive suggestions on areas in which the student organization can address in an effort to strengthen a later application. If your group has any questions about A-status level ASG recognition, please contact the ASG Financial Vice President at asg-financialvp.northwestern.edu.

Privileges associated with A Status:

1. Access to the SAF
2. All the benefits of B and T Status groups except for the funding pool.



For More Information about ASG Recognition...

Contact the Student Groups Director at asg-executivevp@northwestern.edu.

Other Ways To Be Recognized

If ASG recognition is not what your student organization is looking for there are several other avenues for recognition which are described below.

Academic Departments

Contact can be made with the Dean of the school or a representative in the department.

The Dean is required to write a letter to SOFO if the organization wants a SOFO account and to the Registrar's Office and Norris Event Planning if the organization wants the ability to reserve a room.

Groups should be recognized by academic departments if they would like a close, working relationship with an academic department and/or if they feel that an academic department could serve their needs better, i.e. a philosophical group might want to be recognized by the Department of Philosophy in order to obtain resources from the department. However, groups can be recognized and receive benefits of ASG recognition while maintaining a close working relationship with an academic department.

Athletics

Sport clubs are recognized by the Department of Athletics and Recreation to gain access to the sport facilities and resources.

The Sport Club Director is required to write a letter to SOFO if the sport club wants a SOFO account and to the Registrar's office and Norris Event planning if the sport club wants the ability to reserve a room.

Chaplains Office

Groups can be recognized by the Chaplain's Office if they serve the religious needs of campus.

The Chaplain is required to write a letter to SOFO if the organization wants a SOFO account and to the Registrar's Office and Norris Event Management if the organization wants the ability to reserve a room.

Multicultural Student Affairs

Multicultural Student Affairs (MSA) recognizes any student organization with a mission that aligns with the mission of Multicultural Student Affairs. To view the MSA mission, go to: www.northwestern.edu/mcc/about.html.

Any student organization seeking MSA recognition must have an advisor and submit a list of current members. Multicultural Student Affairs is required to write a letter to SOFO if the organization wants a SOFO account and to the Registrar's Office and Norris Event Planning if the organization wants the ability to reserve a room.

Office of Fraternity and Sorority Life

Students who wish to start a fraternity or sorority should contact the Office of Fraternity and Sorority Life and follow proper expansion procedures. All organizations must maintain an active undergraduate membership and chapter advisor, be associated with a national fraternity or sorority, and adhere to all stated University guidelines and policies. Organizations who wish to remain recognized must provide updated membership rosters and be in good standing with the national headquarters, governing council, and University. NOTE: Fraternities and Sororities must follow guidelines from the Office of Fraternity and Sorority Life and not the Center for Student Involvement.

The Office of Fraternity and Sorority Life is required to write a letter to SOFO if the organization wants a SOFO account and to the Registrar's Office and Norris Event Planning if the organization wants the ability to reserve a room.

Residence Halls

Questions about joining a Hall Government should be directed to the Assistant Director of Residence Halls or one of the advisors to the Residence Hall Association. The Department of Residence Halls does not recognize student organizations.

Vice President of Student Affairs Office

Groups can petition to be recognized by the Vice President of Student Affairs Office after they have exhausted all possibilities of obtaining ASG recognition. The Vice President of Student Affairs will ask CSI & ASG why this group was denied recognition by ASG and then determine whether the office could better serve their needs. This option should be used as a final appeal and groups should consult with the Director of the Center for Student Involvement prior to contacting the Vice President's office.

The Vice President of Student Affairs is required to write a letter to SOFO if the organization wants a SOFO account and to the Registrar's Office and Norris Event Planning if the organization wants the ability to reserve a room.

STUDENT ORGANIZATIONS

Finding a Purpose

Student groups are an important part of the whole college experience - they give students a chance to be involved in their community and to meet other people. Student groups often provide service and entertainment to other students, organizations, philanthropies, or outside interest groups. Sometimes they simply serve the interests of a small group of students. There is a wealth of student groups at Northwestern, but there is always room for more if you have an interest that isn't already being served. This guide will help students develop new groups and help existing student groups learn how to be better. This guide serves as a resource for information about university policies and procedures.

Writing a constitution

An effective constitution organizes the structure and outlines the function of a student group. To achieve this:

- Establish the group's official name and purpose
- Define who is and who can become a member of the student group
- Establish an executive board and define the roles and responsibilities of each officer
- Establish when elections for executive officers are held, who can vote, and what number of votes establishes a victory
- Establish a meeting procedure, including quorum requirements
- Define the rules that members and officers must observe and establish the consequences for not following the rules
- Clearly state procedures for changing the constitution

QUICK TIP: CONSTITUTION VS. BYLAWS

A **constitution** clarifies the organization's mandate—including: name, purposes, dissolution policy, and interpretation of terms.

Bylaws define day-to-day operations and provide direction and authority to the membership and executive—including: membership, meetings, voting, terms, duties of officers, code of ethics, committees, finances, etc.

STARTING A NEW STUDENT ORGANIZATION

Involvement in student organizations benefits individual students in several ways. The advising, resources, and programs offered through the Center for Student Involvement work towards assisting students in their identity and leadership development. In addition, individuals involved in student organizations gain valuable skills in the areas of community, group, and organizational development that ultimately contribute to the success of student organizations on campus.

Organizational development, or "planned change," is natural, can be required, and leads to the well-being of the group and all its members involved. Within the Center for Student Involvement, we hope to help organizations promote healthy change by providing tools on how to develop an organization through the CSI Website, SLT in the spring, and several other leadership and development events for students and advisors. These events and activities, we hope will inspire, support, and enhance the human component of student organizations at Northwestern University. For further information or to request a program, please contact Tracey Gibson-Jackson at tgibjack@northwestern.edu

- Taken in part from <http://www.podnetwork.org>

Building a leadership structure

Leaders lead both an organization and its people - two different kinds of responsibility. A leader oversees operations, helps solve problems and makes sure things run smoothly. They also should make sure members have a sense of belonging, a voice in establishing the group's rules and goals, and a clear understanding of what is expected of them. A leadership team can be selected by outgoing leaders, election, or application. After the leaders are chosen, members with decision-making roles should meet to create a written set of goals and objectives to share with the group members. Leaders should meet often to identify and solve problems, make changes for improvement and monitor progress toward goals.

Why people want to get involved

Even if people are interested in a group, getting them to sign up can be difficult when there are so many choices of activities and demands of class and work. Understanding the reasons people volunteer their time to groups will help you design an effective recruitment strategy. There are a wide variety of motivations, including:

- The desire to use special knowledge and gain skills
- The need to give one's life significance and purpose
- The need to be part of activities that have local, regional or national importance
- The desire to help others
- The desire for recognition and status
- An interest in learning new skills and participating in enjoyable and rewarding activities
- The desire to gain visibility and skills to aid in employment and social arenas
- The need to actively use leisure time and reduce stress and pressure

When recruiting, keep these motives in mind and try to gear strategies to appeal to people with each motivation— it will be much more compelling than just saying “It’ll be fun!”

-From the University of Wisconsin Eau Claire Student Organizations Handbook, 1996

Recruiting Members

Recruitment is an essential part of every organization, whether it's looking to expand your membership or just trying to find the next generation of leaders for the organization. To effectively recruit members you must get the word out about your group, identify potential members, and share with them the benefits of membership.

RECRUITMENT TIPS:

The first thing to do is develop a clear group mission statement and state goals or objectives so you can communicate what the group is about. Also, develop member criteria and a policy to help identify potential members. This information may be in the organization's constitution or by-laws

RECRUITMENT STRATEGIES:

- Begin recruitment in the fall, and have a year-round recruitment plan, including campaigns at the start of each quarter.
- Choose audiences whose priorities and interests match the purpose of your student organization
- Determine the individual skills the group needs and actively recruit people with those skills
- Use campus media to spread the word, including NULink and The Daily
- Advertise with flyers, banners, displays, tables in 1999 or the Rock
- Challenge members to invite one new person to a meeting or open house
- Co-sponsor events with other groups
- Use outreach groups to diversify members
- Deliver speeches to other groups or classes
- Invite people attending your events to join

QUICK TIP

Participate in the Activities Fair in the fall and winter to recruit new members and advertise upcoming programs.

Retaining members & Getting New Members Involved

After you've worked so hard to get them, don't let the recruits get away! New members can feel timid or anxious about their involvement, and if they're not made to feel welcome or important they might disappear. So, do all you can so they feel like part of the team.

TIPS FOR GETTING NEW MEMBERS INVOLVED

- Discourage cliques among old members.
- Use new members' interests to assign them to committees or events.
- Learn new members' names and help them learn the names of others.
- Plan an orientation where old members talk about past activities and programs, and how the organization functions.
- Remember to give recognition to new members to encourage them to participate. A simple pat on the back will do the job.
- Give new members meaningful roles or tasks to perform. If new members feel useful, they are more likely to stay involved.
- New members bring a fresh viewpoint to a student group. Give members a chance to investigate their ideas and use their creativity.
- Include new members in the goal-setting process.

Training Group Members

A lot of times people learn by doing, but on the job experience is not always the most efficient way to get people up to speed. A few training sessions will help new members merge with the group more smoothly, and create a solid base of general knowledge everyone needs.

TRAINING SHOULD INCLUDE:

- Good position descriptions - outline in a document responsibilities/duties, rewards, and accountabilities so everyone knows exactly what is their role. This may be found in your organization constitution.
- Pre-job training - create handbooks, allow time for observing others doing the job, have a seminar to explain group goals, structure, policies, procedures and history.
- On-the-job training - extend and improve skills, have role-playing, hold skills workshops.
- Continuing education - offer workshops, classes and conferences.

Delegating

"When people become involved in the problem, they become significantly and sincerely committed to coming up with solutions to the problem" - Steven Covey

Leaders often have trouble delegating tasks, but it's impossible to do all the work alone. Delegation lets others feel valuable, and takes away from the leader's workload. Remember how you got involved within the group – someone empowered you by letting you do tasks for the group. This obligation of delegation also makes it more difficult for group members to leave.

➡ **DELEGATE WHEN:**

- There is a lot of work
- A member has a skill suited for the task
- A member wants to do the task
- An emerging leader needs more responsibility

➡ **DON'T DELEGATE WHEN:**

- The task has serious consequences
- The task is usually your specified responsibility
- You wouldn't be willing to do the task yourself
- The member doesn't have the skills to do the job successfully

STEPS FOR DELEGATION:

- Define the job and set mutual expectations.
- Train your delegates and point out paths to failure, but allow them to choose their own course of action for the task.
- Identify resources to help carry out the task.
- Delegate your authority.
- Determine a method for follow-up

Based on "Principle-Centered Leadership," by Steven Covey, 1989

Motivating Members

"It's not whether you get knocked down. It's whether you get up again." – Vince Lombardi

Often, apathy comes from powerlessness. The quickest way to produce apathy is to ask for a suggestion then ignore it, because people see no point in "knocking themselves out" just to have their work ignored.

Delegation is the best way to involve group members in meaningful work. But, leadership style also plays an important role in motivation. Leaders inspire a shared vision, they don't command commitment. Through intimate knowledge of the dreams, hopes, aspirations, visions, and values of the members of their organization, leaders are able to enlist support and drive from their members. Successful leaders encourage collaboration by making it possible for others to do good work.

-"The Leadership Challenge," Kouzes and Posner 1987

TO KEEP A MOTIVATED, PRODUCTIVE TEAM:

- Consider what your members want, instead of what you THINK your members want.
- Plan activities with everyone in your organization, not just within cliques.
- Work together to set goals for the group
- Surprise your members
- Recognize your members and groups with special rewards or incentives

Teambuilding and Icebreakers

It is important that members of a group get acquainted so they feel comfortable working together. Feeling like part of a team helps members feel accepted and motivated to participate so the group accomplishes more.

Important Questions

Why did you become a member?

What makes you a team player?

What are your special skills?

What do you expect from yourself and from the group?

What do you want this organization to accomplish?

Are you prepared to make a commitment?

Icebreakers

Getting to know new members of your student organization can be difficult. Icebreakers are techniques used to reduce tension during the introduction process and immediately involve everyone in the group. Here are a few popular and fun examples.

- **Character Descriptions:** Have members write down one or two adjectives describing themselves. Put these on a stick-on badge. Have members find someone with similar or opposite adjectives and talk for five minutes with the other person.
- **I've Done Something You Haven't Done:** Have each person introduce themselves and state something they have done that they think no other member has done. If someone has done it before, the person must state something else until he/she finds something that no one else has done.
- **Famous Person:** Have people write a famous name in a piece of paper and stick it to someone else's back. The member tries to guess what name is on their back by asking others around the room yes or no questions.
Variation: use a famous place.
- **My Name:** Have members introduce themselves and tell what they know about why they have their name (example: their mother wanted to name them after her aunt Helen who climbed Pike's Peak in high heels, etc.) It could be the first, middle, or last name.

Team Language

It is important for leaders of an organization to realize that during the process of team-building, the way in which one communicates is often overlooked. However, it is a very powerful force that either brings together or alienates group members. For example, focus on using "team language" such as "we" instead of "I" and use "us" to discuss the group. While there will be members who dedicate more of their individual time and efforts to the group's goals, in most cases, avoid singling people out. Let your group know that they are a team, that they are expected to perform as a team, and that their successes will be rewarded as a team.



Still need help? Visit the Center for Student Involvement to speak with a staff member about other options for team builders and icebreakers.

Leadership Transition

TRAINING SUCCESSORS

Training successors helps the group transition between leadership teams easily by giving new leaders the tools to succeed, minimizing lag time between teams and ensuring everyone has the right information to do the job.

Why Have an Officer Transition Process

- To prepare incoming officers for the responsibilities of their new positions.
- To prevent the reinvention of the wheel.
- To instill a sense of pride in new officers for the traditions of the organization.
- To provide comfort as they transition into their new role.
- To provide outgoing officers the opportunity to reflect and share their success and challenges during their term.
- It provides outgoing officers with a sense of closure for their experience.
- To ensure that incoming officers know the advisor, other allies, and key stakeholders for the organization

Steps for Training Successors

- Review materials and records on membership, contacts, finances, job positions, status reports, evaluations, meeting minutes, constitution, etc.
- Arrange how-to discussions with your advisor, Center for Student Involvement (CSI), Norris Events Planning, and SOFO
- Discuss leadership tips, such as delegating, motivation, meeting parameters, etc.
- Discuss any unfinished business or projects
- Review the group's financial situation
- Utilize your advisor during transition to make process run more smoothly
- Download a Seminar on Organization and Advising Resources (S.O.A.R) podcast on iTunesU. Visit www.itunes.northwestern.edu to access podcasts and for more information.

Planning a Retreat

A retreat is a great opportunity for your organization to work together away from the campus environment.

Why have a retreat?

- to provide information and/or workshop sessions for your members
- to motivate your members for the new year or quarter
- to set goals
- to evaluate the progress of long-term goals and objectives
- to build your team
- to introduce new members
- to resolve group conflicts
- to get to know each other
- to have FUN!

Who should participate?

- members
- officers
- advisors
- workshop presenters
- resource persons

When should your organization have a retreat?

- at the beginning of a year or quarter
- at mid-quarter for evaluation or at midyear for a refresher
- as a one-day retreat or an overnight retreat
- before new officer installation
- before a major program

Who should facilitate the retreat?

Your organization has several options for finding retreat facilitators. Outside consultants or facilitators from other organizations can be brought in. Experienced members of the Center for Student Involvement staff can facilitate parts of the retreat. If some members feel qualified and comfortable doing it, they can facilitate the retreat. Your organization advisor is also an excellent resource for facilitating your retreat.

How do you plan a retreat?

1. Set goals.

Include your members in setting goals so they will have an investment in the retreat. One way to include their ideas and address their needs is to implement a pre-retreat survey or do pre-retreat skills assessment of the group members. Goals for having the retreat could include:

- gathering new ideas for programs or activities
- planning a specific program
- solving problems
- teambuilding
- addressing specific issues needed to help the organization to become more successful

2. Determine the organization's budget for the retreat.

Expenses may include:

- retreat site rental
- transportation(university vehicles)
- food
- workshop materials (pens, paper, markers, copy center costs, etc.)
- fee for an outside consultant or retreat facilitator
- cooking or camping equipment rental

3. Decide on the agenda.

- Remember to give participants break time and some free time to get refreshed.
- Determine who will present the sessions. You can use the skills, talents and abilities of some of the organization's members or outside resources.
- Don't try to cover too much material.
- Vary the presentation method to maximize the attention of the participants. For example, presenting in all lectures or in all physical activities might become repetitive and boring.
- Give the participants a chance to practice new skills.
- Allow plenty of time for meals and sleep.
- Be sure everyone gets a copy of the agenda.
- Stay focused on your retreat goals.
- Some ideas for group activities can be found in resources such as these: *The Teambuilding Source Book* and *The Encyclopedia of Group Activities*.

4. Plan your meals.

Some retreat sites offer meals with the rental price. If you plan to cook, delegate tasks to committee members. Include: menu planning, buying food, cooking and cleaning up.
Remember: you cannot use NU Student Fee money to purchase food.

5. Develop a post-retreat evaluation.

This evaluation should be given to all participants and facilitators. These responses will help the organization's leadership to successfully plan the next retreat. Also, evaluate your retreat budget. Were you able to follow it? This information will also be helpful to future retreat planners.

QUICK TIP

The Center for Student Involvement has an **S.O.A.R. Tip Sheet** dedicated to answering questions about retreat planning.

Stop by the CSI office or download a copy from the website - www.norris.northwestern.edu/csi/operations/soar/

Phone calls

How you answer the phone says a great deal about your student organization. This is true both if you are on a landline or a cell phone. **Here are some helpful tips:**

- When you answer the phone, be warm and enthusiastic. Your voice at the end of the line is sometimes the only impression of your organization the caller will get.
- When answering, welcome callers courteously and identify yourself and your organization. No one should ever have to ask if they've reached your organization.
- Enunciate clearly, keep your voice volume moderate, and speak slowly when answering the phone, so your caller can understand you easily.
- Control your language when answering the phone. Don't use slang or jargon. Avoid unnecessary fillers.
- Train your voice and vocabulary to be positive when answering the phone. For example, rather than saying: "I don't know," say "Let me find out about that for you."
- Take telephone messages completely and accurately. If there is something you don't understand or can't spell, ask the caller to repeat or spell it for you. Then make sure the message gets to the intended recipient on time.
- Answer all your calls within one business day.
- If you are on a cell phone, remember that it will pick up wind and other noise so make an effort to find a quiet place to take your call.
- Remember in every phone conversation that you are not only representing your student organization, but also Northwestern University.

Writing

When running a student group, you will need to write proposals, make requests for funds, compose meeting agendas, promotional materials and some written communication between group members. Good writing skills will help your communication be more effective in serving its purpose. Know your audience. Consider who and how many will be reading, how specialized their knowledge is, and what their interests are.

STEPS FOR WRITING:

- Organize: Develop one main idea, and use an outline to develop main points around it.
- Rough Draft: Writing is almost always better the second or even third time around because you can refine your main points.
- Read Aloud: It's easier to catch stiff, unclear, or awkward wording when you hear it out loud.
- Have someone proofread for you. As the writer, you'll be less likely to pick up on typing or grammar errors. And, you will be less objective about revising or removing content. Another pair of eyes will catch these mistakes and, if they understand your main idea, you will know you've conveyed your point effectively.

How to be Persuasive

Changing a policy, getting a budget request approved, or convincing students to feel a certain way about something are important parts of a student group's activities. To accomplish them, you need to be persuasive.

STEPS OF EFFECTIVE PERSUASION

- Clearly state your goal.
- Determine everyone you want to persuade.
- Identify where the negotiating power lies—whether those you want to persuade have about equal power to you, and if both sides can help (or hurt) each other almost equally.
- Consider what benefits you want to offer those you are trying to influence.
- Develop methods of persuasion.

YOU ARE MORE LIKELY TO SUCCEED WHEN

- You can explain why others should agree with you—use facts to support your reasons, share genuine feelings about the issue, and relate directly to those you want to persuade.
- You are ethical —intimidation tactics have no place in ethical persuasion.
- You and your organization have credibility—people see you as competent, well-intentioned, ethical, and amiable.
- You think of the process of persuasion as achieving shared goals; a win for both groups. People will want to help you if it helps them achieve their goals—do your homework and develop ways to appeal to their interests.

STUDENT ORGANIZATION FINANCES

Budgeting

Creating and maintaining a budget will enable your student organization to be viable and fiscally responsible. Preparing a budget requires you to set realistic goals, estimate the group's income and expenditures, and plan for the future. Having a fiscal plan helps give your organization direction. Remember that all monies must be deposited into SOFO accounts. **Student organizations are not allowed to have accounts off campus.** Your group should form an overall budget for the upcoming year, projecting expenses and revenues. Sub-budgets for specific events or projects should also be formed, to track expenses as the year unfolds.

ELEMENTS OF A BUDGET

Income or Revenue: Identify the money you plan to obtain from student activity fee funding, fundraising, donations, dues, ticket sales, etc.

Expenses: List operating expenses -national or regional dues, computer, copying, office supplies, and expenses such as honorarium, space rentals, travel, lodging, publicity, and sales taxes. (Make this a quick tip even though the university is a tax-exempt entity, you will still have to pay entertainment and luxury taxes).

Student Organization Finance Office (SOFO)

The Student Organization Finance Office (<http://www.northwestern.edu/norris/sofo.html>) will help you keep track of the funds your group obtains and spends. All recognized student organizations engaging in financial transactions or using university services must have a SOFO account – additional bank accounts outside of SOFO are not allowed. There are many benefits to having an account with SOFO, including the fact that SOFO works with the Norris Cashier's Office to provide short term starting funds for ticket sales at planned events. You can find a checklist for what documentation SOFO needs for payments and reimbursements in the Sample Forms section at the end of the guide.

Account Activity Summary

A summary of all account transactions (An Audit Trail) shows your transactions as debits (expenses) and credits (revenue). Your SOFO account should always have a credit balance. Organizations must appoint a financial officer (treasurer) to record all transactions in a ledger. The group treasurer must attend SOFO training to learn about the policies and procedures regarding documentation of all SOFO transactions. www.norris.northwestern.edu/sofo. Accurate records enable you to avoid over spending your budgeted expenses. Future leaders of your organization will need a clear picture of your group's financial status and history. You should keep copies of your audit trails along with copies of receipts and expenses and correspondence for at least five years. Having these records on hand will also help you in case of financial disputes.

Electronic Fund Transfer (EFT) Procedure

When a funding agent requests to transfer funds to a student organization account this can be done by wire transfer or paperless check (ACH). Wire transfers while instant are costly for the donor. An ACH acts the same as a paper check so there is a clearing lag time. Chase can accommodate either method of transfer.

The receiving student organization should contact the Norris Business Manager when planning for an EFT. The Business Manager will provide the required banking numbers. The funding agent should email the manager at the time of transfer to ensure proper credit to the SOFO account. Documentation will be included in the day's transaction file for future verification if needed.

Procedure for Using Credit Card Sales

When an organization wishes to set up the convenience of credit card purchases for fund raising purposes, the Norris Box Office can accommodate this. The Box Office will add the fund raising event to its web site and link to the organization's SOFO account. For information and specific details, including cost, contact the Norris Cash Manager at (847)-491-8653.

Corporate Sponsorship

The Office of Corporate Relations serves as a gateway to the corporate community. Their primary mission is identifying and fostering mutually beneficial relationships between business and industry and all academic areas of Northwestern University. They have the resources and the know-how to help each student group be successful when making contacts within the community and asking for sponsorship. Corporate sponsorships can be win-win situations by helping your group meet its fundraising goals and providing good publicity for the business. Be sure to get approval first, sell your cause, and let the money roll in!

HOW TO GET APPROVAL FOR SPONSORSHIP

- Develop a list of companies for solicitation, including contact person(s) address, telephone number, and the dollar amount requested.
- Compose a solicitation letter including the dollar amount desired. Sample letters are available at the Office of Corporate Relations (<http://www.development.northwestern.edu/corporate/>).
- Take the list and cover letter to your advisor, who will forward it to the Office of Corporate Relations for review and approval. The turnaround time is about two weeks.
- After the event, return a list of corporate donors, and contact names for all corporate giving, including non-monetary gifts-in-kind, as the Office of Corporate Relations can count these charitable gifts in their totals.

THINGS TO REMEMBER

- If a business won't give you money directly, you can ask for supplies you might need—food, printing, hotel stay for a speaker, etc. Getting these things for free can also take a big chunk out of your fundraising, so be creative about what you ask for.
- After the campaign, take time to write thank you letters, update files, and record useful contacts—maintaining relationships can help you out in your next fundraising campaign.

Co-Sponsorships

Co-sponsoring an event with another group will help you put on better events pending access to more funds, staffing, teamwork, and collaboration. If your group wants to do an event that is too large to take on alone, consider contacting other groups about partnering up.

Co-Sponsorship Agreement

When working with another group, getting the details on paper will prevent disputes later on. Get this worksheet at CSI or on the SOS Web site (www.norris.northwestern.edu/csi/operations/soar).

Fundraising

Fundraising is a necessary component of almost any group's activities, SAF funding is meant to supplement money raised by your organization through other efforts. Be creative, plan ahead, and reach your financial goals!

FUNDRAISING STRATEGY

- Establish Financial Goals
- Organize a Fundraising Committee.
- Brainstorm fundraising activities.
- Plan a fundraiser like any other event or project—don't leave it to the last minute.
- Fire Up - get the team organized about the organization and the fundraising campaign.
- Follow the Rules - most fundraising events require prior University approval, i.e. bake sales, etc. Check with your advisor for guidelines and policies.
- Check Progress - gauge the effectiveness of your group's efforts.
- Evaluate - would you do this fundraiser again? What would you do differently? Keep a record for future leaders of the organization.
- Do not get involved with get-rich-quick schemes, such as credit card solicitation, cell phone sales, magazine sales, pyramid schemes etc.

QUICK TIP: FUNDRAISING IDEAS

- Ad book
- Alumni donations
- Auction
- Bagel & pretzel sale
- Balloon bouquet delivery
- Balloon sale
- Birthday cake delivery sale
- Candy sale
- Carnival/circus
- Coffee & donut sale
- Concession sales
- Dunk tank
- Fashion luncheon
- Fast food/Ice cream night (receive portion of sales on given night)
- Finals care package
- Garage/rummage sale
- Haunted house
- Holiday bazaar
- Immobile bike-a-thon or any "a-thon"
- Merchant donations
- Plant/flower sale
- Pledges
- Sponsor 5k run/walk
- Singing message
- Service auction (time & effort)
- See-saw or rocking chair marathon/competition
- Sell buttons, t-shirts, etc.
- Used book sale
- Ushers for events
- Work day at alumni/faculty/staff home

CENTER FOR STUDENT INVOLVEMENT



Center for Student Involvement Mission Statement

The Center for Student Involvement seeks to: Engage students in involvement opportunities that encourage a sense of belonging in the community, provide intentional support and advising to students and their organizations by developing leadership potential in each, and provide educational and social programs and activities in areas of Leadership, Organizational Development, Campus Programming, Student Community Service and Lesbian, Gay, Bisexual and Transgender concerns

Therefore, CSI has identified the following learning outcomes for students' interacting with our office:

- **Campus Programming** The student fulfilling this learning outcome will develop and implement a wide variety of programs, which provide opportunities for social interaction and for developing a better understanding and awareness for of diverse cultures, religions, and ethnicities.
- **Community Development** The student fulfilling this learning outcome will appreciate and account for the impact individuals can have on others' lives. Stand up and act whenever another's rights are violated or overlooked. Serve as advocates for under-represented groups and people in need. Recognize that communities—with unique characteristics and needs from which we can learn much—exist beyond the campus.
- **Identity Development** The student fulfilling this learning outcome will develop meaningful relationships rooted in awareness and continual self-discovery. Recognize, understand, and describe one's own identity, cultural background, and values and have the skills to live and work effectively with people different from one's self.
- **Leadership Development** The student fulfilling this learning outcome will formulate, articulate and sustain enthusiasm for a vision that can be embraced by others and that allows individuals to step forward, regardless of position while realizing leadership is a process and not a position.
- **Organizational Development** The student organization fulfilling this learning outcome will define an effective organization based on group synergy and teamwork and not on the actions of individuals and recognizes the value of effective transitioning processes. Employ critical thinking in problem solving and apply previously understood information and concepts to a new situation or setting in a group setting.

Community Service

The Office of Student Community Service promotes the development of engaged citizens by supporting student service and philanthropic organizations and connecting students to community agencies in Evanston and Chicagoland.

There are many ways you can get involved and help. We can help you find a service organization on or off campus to help you plan a service event. Please feel free to stop by the office, check us out online or e-mail us to find the volunteer activity that fits you best.



Make a Difference Day: Make a Difference Day is a campus wide day of service that takes place every October. Join us for a day of volunteering. You'll meet other students and work with Northwestern student service organizations while contributing to the Chicago and Evanston communities.

Holiday Toy Drive: Northwestern students, faculty and staff donate toys, books, games, and necessities that are passed on to families in need through local nonprofit agencies.

National Volunteer Week: A tradition every April since 1973, National Volunteer Week honors and celebrates volunteers across the country. During the week, we feature outstanding volunteers, nominated by their peers or community agencies; we also recognize the efforts of all members of the Northwestern community that volunteered during the year.

Spring Service Day: Throughout the week of National Volunteer Week, the Office of Student Community Service highlights great volunteer projects led by student organizations and helps interested student get involved.

Freshman Urban Program: The Freshman Urban Program is a pre-orientation program for incoming freshmen. FUP is an introduction to the neighborhoods within Chicago and Evanston. The program examines the issues that face these communities, the organizations that serve them and the means by which Northwestern students can affect change. FUP employs the theory of Asset-Based Community Development in teaching participants about issues as varied as housing, education, health care, politics, gentrification and community organizing.

Martin Luther King Jr. Day of Service: In recognition of the community-building work done by Martin Luther King Jr., Northwestern students participate with the Chicago and Evanston communities in service projects to better the Chicago area. It's a day to reflect on MLK's message of service and activism and to put that inspiration into action.

Community Service Van Program: The community service van program enables students to volunteer in the Evanston and Chicagoland communities. There are five vans available to ASG-recognized community service organizations for the exclusive purpose of traveling to and from a community agency to perform service.

PROCEDURE FOR CHECKING OUT A COMMUNITY SERVICE VAN:

1. See office manager or office assistant at the front desk in the Center for Student Involvement*
2. Present Wildcard to staff member and state the organization under which the van reservation falls
3. Sign next to the reservation on the community service van reservation sheet and receive van key
4. When returning the van, hand the keys to the staff member in the office and receive Wildcard*

*If the CSI office is closed, vans can be checked out according to the same procedure at the info desk located on the first floor of the Norris Center.

Campus Programming

The purpose of Campus Programming is to develop and implement social, cultural, and educational programs supporting the mission of the Norris University Center. Student employees develop and implement a wide variety of programs, which provide opportunities for social interaction and for developing a better understanding and awareness of diverse cultures, religions, and ethnicities.



Fastbreak Friday: Provides students the opportunity to unwind from their stressful academic schedules and enjoy creative diversions with friends and other NU classmates. Whether it is making stuffed animals or enjoying a soothing massage, the only criteria is fun, mostly free, and on Fridays.



nStage: Program that provides a "stage" to a wide range of entertainment in latest trends in campus activities. nStage sponsors major comedians such as The Office's B.J. Novak and SNL's Seth Meyers; student performers with Poetry Slam and Improv Fest; college promotional tours featuring Ludacris' Youth AIDS lecture, Rooftop Comedy Competition, and the cast of MADTV. nStage's latest, Java Jams and Wednesdays in May, spotlights talented student musicians and ensembles in the popular Norbucks.

Family Weekend: Provides entertainment for Northwestern's annual fall Family Weekend event. For the past three years, CSI has sponsored "The Kids Are Alright" show featuring the best talent from student organizations in the area of performing arts and comedy improv.

Winter Carnival: Week of fun-filled activities to help students survive the long cold winter in Chicago. The program's schedule includes free hot chocolate at The Rock, a Chicagoland ice skating trip to Millennium Park, Fastbreak Fridays activities and a nStage event with student performers. Winter Carnival culminates with an nStage show featuring a major comedian with recent acts included The Office's B.J. Novak, SNL's Seth Meyers and Christian Finnegan.

Wildcat Welcome Week Entertainment Programs: Week of social and entertainment programs for incoming freshmen and transfer students during Wildcat Welcome Week. Events include A Cappella Fest, Kaleidoscope, Tom Deluca and a major concert (Lifehouse) or comedian (Kathy Griffin and Joel McHale). CSI also co-sponsors the popular annual Rock the Beach and new Club Norris DJ dance event.



Summer Cinema: Provides summer programs with the screening of classic and contemporary films outdoors on Norris' East Lawn in collaboration with the Mary and Leigh Block Museum of Art.



Lunch on the Lake: Concert series on the East Lawn of Norris Center featuring touring performers from various musical genres. Lunch on the Lake schedule of performers include returning favorites Jackson Rohm and touring acts booked through Sonicbids. Lunch on the Lake and Summer Cinema are funded by Northwestern's Summer Sessions and CSI.



LGBT Resource Center

The LBGTQ Resource Center is a branch of the Center for Student Involvement that works to provide a safe space and act as hub for organizations, resources, services, and programs of interest to the LGBTQ and Allied community at Northwestern. Our aim is to increase visibility and awareness of issues surrounding gender and sexuality by uniting existing community entities and developing our own educational and outreach oriented programming.



Straight But Not Narrow (SBNN) is an educational program designed for residence halls, fraternities and sororities, athletic teams, and any other student organization or university department that wants to begin a dialogue with their members or residents with regards to the LGBTQ community at Northwestern.



Safe Space: The goal of this program is to provide a more hospitable environment for all LGBTQ persons at Northwestern by establishing an identifiable network of allies who can provide support, resources act as advocates for LGBTQ persons within the University community.



Transgender Ally Training is a separate ally program that educates and provides individuals with the language and information that relates specifically to gender identity and expression and equips individuals to be allies to Transgender individuals at NU.



Social Justice Ally Training equips participants with the tools to be able to discuss concepts including power, oppression and privilege. Attendees also learn about social justice ally development and participate in reflection activities, group discussion and listen to a panel of individuals discuss how they negotiate membership in diverse communities.

The **Lesbian, Gay, Bisexual, Transgender, Queer and Ally Campus Advisory Network (LGBTQA CAN)** is a inter-office/department committee. Since its creation in early 2000, the CAN's work is based on the following charge:

1. Identify and document the developmental and unique needs of lesbian, gay, bisexual, transgender, and queer community members at Northwestern University.
2. Identify and document both the University and community resources currently available to meet the needs of our lesbian, gay, bisexual, transgender, and queer students, staff and faculty.
3. Identify areas of high need for lesbian, gay, bisexual, transgender, and queer students, faculty and staff that are not being met by either the University or community resources.
4. Recommend specific short-term and long-term strategies to address areas of high need for our lesbian, gay, bisexual, transgender, and queer community members.

The LGBTQA CAN meets monthly. For more information, go to the LGBT Resource Center web page.

Leadership Development

Leadership development programs at Northwestern University aim to provide students with experiential and reflective opportunities to develop the values, knowledge, critical thinking and interpersonal skills necessary to become engaged citizens and responsible leaders. Students are encouraged to explore topics ranging from social responsibility to understanding one's personal leadership style in order to become leaders who make assertive and effective decisions.



CATalyst is a pre-Wildcat Welcome and beyond program geared toward helping new students transition into college. The goal of CATALyst is to give the participants the tools that they can use during Wildcat Welcome and throughout their freshman year to help them be the most comfortable and confident they can be on campus. These tools come from an increased level of self-awareness, communication and leadership skills. CATALyst participants will arrive at Wildcat Welcome equipped with friends, upperclassmen mentors, and an overall knowledge of Northwestern life that most students will only attain at the end of their first quarter. Essentially, CATALyst embodies the fun and excitement of the first year at college into one awesome five-day trip.



Project Wildcat is a program designed by students, for students. Its goals are many and its achievements are great. Project Wildcat's purpose is to provide incoming Northwestern freshman and transfer students with an orientation to the school and its students.

The trip offers an opportunity for new students to make a group of close friends which, for the beginning and duration of their college experience, will be a comfort and support in new situations. The week that new students spend backpacking and camping in the woods eases the transition into college and offers an opportunity for introspection before beginning their Northwestern experience. Other goals of P-Wild are to help instill a comfort with adventure, group-building and teamwork, challenge and growth, and leadership development.



Women In Leadership Speakers Series is a quarterly event held in the Norris University Center. The series will enlighten, stimulate, and empower students. The Women In Leadership Speaker Series allows Northwestern students to talk about issues affecting women at Northwestern, during their lives after Northwestern, and even in the global arena. Women In Leadership is a program that builds connections between women leaders so that women can make a difference in their professional life, personal life and community.



Freshman Emerging Leaders Program (FELP) is an eight-week seminar held during Winter Quarter focused on the development of emerging student leaders at Northwestern. The mission is to foster the further development of Northwestern first-year students' demonstrated leadership abilities, while networking with other emerging leaders from across campus. Alumni are active participants in many aspects of the Northwestern community.

Organizational Development

At Northwestern, central to our university's mission is our commitment to the personal and intellectual growth of our students. While academics and intellectual development are obvious pursuits of college students, we also address personal development as an educational community. Organizational development, or "planned change," is natural, can be required, and leads to an overall well-being of the group and all its members. Within the Center for Student Involvement, we help organizations promote healthy change by giving groups tools on how to develop and manage an organization effectively.



Seminars on Organization and Advising Resources (S.O.A.R)

The mission of the Seminars on Organization and Advising Resources (S.O.A.R.) is to aid in the development of healthy student organizations by helping groups learn vital skills to be an effective and engaging entity on campus. This mission is fulfilled through a speaker's bureau consisting of trained Northwestern staff. The speaker's bureau provides support to student organizations by addressing pertinent issues, including recruiting new members, fundraising, contracts, policies & procedures and transitioning. These seminars can be requested through the Center for Student Involvement and can be tailored to fit the needs of each individual group. The s Executive board members are encouraged to attend each of the S.O.A.R. presentations. However, the seminars are beneficial to any student who is looking to get involved with a student organization in the future.

S.O.A.R. workshops aid in the organizational and group development of the students who participate in the programs by helping students: understand that everyone has a leadership capacity; recognize the value of effective transitioning process; the need to instill in his/her successor the appropriate skills to continue organizational growth and success; understand the value of being open to others' perspectives; and define an effective organization based on group synergy and team-work and not on the actions of individuals. In addition, students will: contribute to the achievement of a group goal; function autonomously while accepting supervision as needed and managing time effectively; establish mutually rewarding relationships with colleagues; initiate actions toward achievement of goals while taking responsible risks; identify knowledge, skills, and accomplishments resulting from formal education, work experience, community service and volunteer experiences while making a connection between classroom and out-of-classroom learning.

Visit the CSI website at www.norris.northwestern.edu/csi/operations/soar/ for the most up-to-date schedule or contact the Center for Student Involvement. You can also view *S.O.A.R. Tips*, one-page sheets with helpful information on topics ranging from publicity to fundraising and how to run an effective meeting. Some S.O.A.R. workshops can be viewed online on iTunes at www.itunes.northwestern.edu.



NUnite Grants

The NUnite program is a diversity initiative housed in the Center for Student Involvement. The vision of this program is to provide an opportunity for student organizations on campus to go beyond their comfort zones and create an educational, entertaining, and/or artistic collaboration with another group on campus from start to finish. Students organizing programming with NUnite funds will gain skills in understanding the value of being open to others' perspectives, contribute to the achievement of a group goal, and establish mutually rewarding relationships with colleagues as well as recognize the benefit of seeking involvement with people different from themselves.

Student Recognition Banquet

Northwestern University recognizes that student organizations and individual student leaders make significant contributions to the campus and the Evanston community. At this event, outgoing student organization leaders, newly-elected and selected leaders, as well as outstanding organization members are recognized.

Be the Change Grant

The Be the Change Grants are designed to encourage students to re-imagine Northwestern through campus beautification, projects, community building, and creativity. Funding is awarded based on a proposal to improve the Northwestern experience in exciting and innovative ways. Potential projects should add to the overall creativity of campus. Projects may include but are not limited to physical changes to campus, educating and engaging the community, celebrating a cause, planting greenery or other vegetation, landscaping, lighting enhancements, mural painting, etc. Any recognized student group at NU is eligible to apply for a Be the Change Grant.

Flag Services

CSI provides flags to other groups' departments and offices for event purposes (festivals, graduations, convocation, etc.) to promote diversity, cultural understanding, and program planning. The check-out forms are located at the front student desk of the CSI office in the black binder. Groups can also reserve flags online on the CSI website.

Dorothy R. Brooks Morgan

The "Dorothy R. Brooks Morgan Theatre Memorial Grant" honors Dorothy's legacy and love of Northwestern University's student theatre and performing arts groups. The fund will provide additional monetary support to one student theatre or performing arts group.

ASSOCIATED STUDENT GOVERNMENT

EXECUTIVE BOARD CONTACT INFORMATION

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TBA | ASG Advisor

Emma Kerr | Financial Vice President
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ASG Committee Descriptions

The ASG has nine standing committees that Senators and non-Senators are welcome to join. The Executive Committee and Student Activities Finance Board have elected members, whereas all other committees are open to all. Committees are the place where the most exciting work in ASG takes place – drafting proposals, presenting them to Senate and lobbying for them to the administrators. Following is a list of all ASG committees.

Academic Committee

Academic Vice President: Gabby Daniels

Email: gabrielledaniels2012@u.northwestern.edu

The ASG Academic Committee was established to address those issues pertaining to the academic interests of the student body. This includes a variety of different topics, such as student involvement in the hiring of faculty, the CAESAR registration system, class policies and more. The Academic Committee is well known for the amount of research and background involved in the projects it handles. One of the benefits of being a part of the Academic Committee is that it exposes students to the administrative aspect of life here at Northwestern University.

External Relations Committee

External Relations Chair: Ethan Merel

Email: ermerel@gmail.com

The External Relations Committee strives to foster mutually beneficial relationships between Northwestern students and external communities, including but not limited to the Evanston community. Additionally, the committee will work to improve the off-campus student community, the opportunities, resources and security the study body has access to in the community, as well as student presence and commitment to improving and contributing to our neighboring community.

Operations Committee

Vice-President: Hiro Kawashima

Email: *saxmanhiro@gmail.com*

The Operations Committee strives to help ASG grow as an organization and conduct programming for talent development. Projects include conducting fall recruitment, conducting new member orientation, evaluating committee members and heads, conducting retreats and General Assemblies, and archiving important ASG matters that will enable ASG to retain an institutional memory. This committee serves as the behind the scenes engine that strives to keep ASG at its best and takes steps to constantly improve it.

The Public Relations Committee

Communications Director: Matt Bellasai

Email: *matthewbellasai2012@u.northwestern.edu*

The purpose of the Public Relations committee is to advertise and provide students with information about the various services and events of ASG, as well as promote a positive image of ASG across campus. The Public Relations committee also works as a consulting body with outside student groups to help market their products, services, and events as well.

The Rules Committee

Parliamentarian: Wilson Funkhouser

Email: *wilsonfunkhouser2012@u.northwestern.edu*

The Committee on the Rules involves revising legislation to ensure the formatting and content are in agreement with the ASG Constitution and Code as well as grammatically correct and well-phrased. This process does not include substantive changes. The six Senate-elected committee members vote each week on whether the legislation is ready to be presented in Senate. Also, if any senator has more than 2 absences, the Parliamentarian will hold an attendance hearing during the committee meeting and conduct a committee vote whether to excuse enough absences to make the total less than two or revoke the Senator's accreditation. In the case of a tie during a committee vote, the Parliamentarian casts the tiebreaker vote. Twice a year the Parliamentarian leads the Committee on the Rules in revising and proposing changes to the ASG Constitution, Code and election guidelines. The revised versions are then presented in Senate for approval. Any other issues or questions regarding the ASG Constitution, Code, election guidelines, and rules of order are brought to the Committee on the Rules as the need arises.

The Student Activities Finance Committee

Financial Director: Emma Kerr

Email: *emmakerr2007@u.northwestern.edu*

The Financial Vice President chairs the Student Activities Finance Board, a twelve-person, elected committee, organized to serve as the primary financial body. Members serve two roles: allocating the Student Activities Fee (SAF) and functioning as Account Executives. The funding process is a 100-hour process that occurs in the Spring and Fall, where the SAFB recommends how the SAF should be distributed between A-status student groups. As Account Executives, members serve as financial advisors to the student groups— performing monthly audits, offering advice related to event planning, occasionally assisting with leadership and transition, and attending funded events.

The Student Groups Committee

Student Group Director: Ben Battaglia

Email: *johnbattaglia2012@u.northwestern.edu*

The Student Groups Committee is comprised of twelve members, six elected Senators and six non-Senators. Each committee member is assigned five to seven ASG-recognized student groups to oversee, guide and communicate with about university resources and ASG policies. The committee members meet regularly with their assigned groups and are expected to attend as many of their groups' events as possible. The Committee is also involved in reviewing petitions for recognizing new student groups, organizing the Fall and Winter activities fairs, and distributing funds to B-status groups in the Winter. The committee also assigns student group Senate seats and conducts the Spring Leadership Training conference in the Spring.

The Student Life Committee

Student Life Director: Katie Bradford

Email: kathleenbradford2008@u.northwestern.edu

The Student Life Committee works on any projects that are non-academic in nature and serve student needs on campus. We tend to assign projects based on interest and students on the committee then independently pursue their initiative with advice, direction, and collaboration provided by the committee during weekly meetings. Topics under the umbrella of Student Life range from housing and residential life to food service and parking. Past accomplishments and projects have included the Starbucks in Norris, student input to the "50 Year Plan", campus wireless, lighting improvements and MLK day planning.

The Technology Committee

Technology Director: Michael Jan

Email: mikeyjan@gmail.com

The ASG Tech Committee provides technical project support to student groups and ASG. The committee facilitates use of ASG resources (such as the webserver), supports common tasks (such as net-id authentication or online voting), and implements technical projects (such as websites, polls, calendars, etc.) The committee is composed of Senator and non-Senator members with background or interest in technology. The committee is led by the ASG Technology Director. Projects are taken from idea to implementation, with timeframes extending from a single quarter to several years. Projects are defined, implemented, modified based on feedback, and documented for future updates. Past projects have included NULink (2 year development time), the Restaurant Guide, ASG Off-Campus Housing Evaluations, and ASG ListIt.

Senate Procedure

The Speaker of the Senate, Tyris Jones, calls and chairs all Senate meetings. Regular Senate meetings are held at 7pm every Wednesday during the academic year except during finals week, vacations and usually reading week. Senate is located in the Northwestern Room in the Norris University Center. Any student is welcome to attend these weekly meetings. An agenda and other printed materials are available on the Speaker's table at the front of the room. Immediately following the call to order, the Parliamentarian will call the roll and open Senate.

Senate begins with Special Orders, which include guest speakers, news and issues set aside by the Senate for special consideration. Any legislation to be debated and voted on comes next in Old Business, followed by legislation introduced for the first time as New Business. The meeting's final phase includes Good of the Order, during which anyone may discuss issues, voice concerns or announce upcoming events. A final roll call adjourns the meeting.

Senate meetings are run according to the procedures laid out in the ASG Constitution and Bylaws and the parliamentary procedure found in the newest version of Robert's Rules of Order, Newly Revised. Knowledge of these rules is not required, however, as the Speaker and Parliamentarian will take out time to guide Senate attendees to follow proper procedure. Non-Senator students are allowed to not only speak during Senate meetings (ask questions, debate, make motions), but also write and bring legislation to the Senate. Voting on issues, however, is limited to Senators.

SENATE LEGISLATION

General Information

Legislation is an effective mechanism through which ASG brings about change for Northwestern students.

The Senate considers the following six types of legislation:

- **Senate Legislation:** a bill requiring action of ASG and of general interest to the undergraduate community.
- **Senate Resolution:** a resolution expressing the verbal support of the Senate (although not necessarily of the entire student body) for an issue that does not require ASG to take any action.
- **Financial Legislation:** a bill allocating funds from the Student Activities Fee (SAF) and/or the ASG operating budget.
- **Constitutional Amendment:** a bill amending or modifying the ASG Constitution.
- **Bylaw Amendment:** a bill amending or modifying the ASG Bylaws.
- **Joint Amendment:** a bill amending or modifying both the ASG Constitution and the ASG Bylaws.

Writing Legislation

All legislation introduced in the Senate must include the following five sections:

1. **Title:** preferably short and easy to remember; the name everyone will call the bill in the future, as opposed to its number.
2. **Background:** an explanation of why the bill was written, including thorough research into the issue being addressed; it should not include argument.
3. **Principle:** an explanation of what the bill proposes and what the effect of the bill would be. (Both the Background and the Principle are listed as “Whereas” clauses in Resolutions).
4. **Action:** the exact proposed action, opinion, allocation, or amendment; should be formal, precise and written in positive terms. (Opinions are listed as “Be it Resolved” clauses in Resolutions)
5. **Closure:** all bills should be signed as following:

Respectfully submitted,
(Name)
(position, if any, in ASG)

Other considerations

Legislation should also avoid mentioning people by name – positions should be used instead. Language in bills must be appropriate and not derogatory. Bills must be submitted in electronic form to the Speaker of the Senate via email by the Sunday night before Senate. If you have questions, you can contact the Speaker of the Senate (tyris.jones@gmail.com) or the Parliamentarian.

How to apply for a student group Senator Seat

During May, student group senator applications are available for all recognized A and B status groups. The Executive Committee is in charge of allocating student group Senate seats. For more information, contact the Executive Vice President (JohnBattaglia2012@u.northwestern.edu).

How to request and use a copy code

The ASG Treasurer (emmakerr2007@u.northwestern.edu) oversees the operation, maintenance, and billing of the copier provided for student group use. Located in the ASG outer office (Norris, 3rd Floor, Suite F), the copier is available to any student group with an account at the Student Organization Finance Office (SOFO).

Some specifics:

- Student groups will be billed at the beginning of each academic quarter for the previous quarter’s copier use. The charges will be automatically deducted from the student group SOFO accounts and a paper invoice will be placed in the respective SOFO mailboxes.
- Each student group is responsible for all copies made using its assigned user codes. Groups should use discretion in entrusting these copier codes to its members. Student groups may request a change of user codes if unauthorized use or other complications are suspected.
- ASG supplies the paper used in the copier. Student groups interested in using colored or specialty papers should contact the ASG treasurer for ordering details.
- Questions regarding special copier features (like duplexing, collating and stapling) should be directed to the ASG treasurer.

How does my student organization know the benefits of being ASG recognized?

Please reference the Center for Student Involvement’s Guide to Student Organization

EFFECTIVE STUDENT ORGANIZATION PROGRAMMING

Before you Program Plan

Planning a program for 15 people takes the same care as planning for 500—you will go through similar steps and planning strategies to make sure the event goes smoothly. Be sure to start with plenty of ideas, enthusiasm, and time to get it all together. Consult with your advisor or a member of the Center for Student Involvement (CSI) to assist you in your planning.

Proper Prior Planning

Determine the goals of the program.

- What are the goals and mission of the organization?
- Why does the organization want to sponsor the event?
- What does the organization consider a success?

Number of Attendance

Amount of Funds Raised

Amount of Public Awareness Generated

Sponsoring a Renown Performer or Speaker

Determine the type of program.

- What are the goals and mission of the organization?
- Will the program be a traditional event or a new one?
- Is this a program the campus community would like to attend?
- Has the organization researched the entertainment, artist, speaker or event to determine whether the program will be successful or attended?
- Can the organization brainstorm ideas to create a new or unique event to sponsor?
- Will the event involve serving food?
- Are there any university policies, town ordinances, state or federal laws that prohibit the organization from sponsoring the event?

Determine the program based on the organization's budget and other resources.

- How much money does the organization have to put towards the event?
- How much money does the organization have to generate from tickets sales or fund raising?
- Is there another student organization interested in financially co-sponsoring the event?
- Does the organization have enough members to plan, market, and work the event?

Determine the date(s) and time.

- What facilities are available? Consult with Event Management, Registrar's Office or other facility offices for available dates and access time.
- If the organization is sponsoring a performer/speaker, what dates is the artist available?
- Are there meetings, major events, mid-terms or other activities scheduled during the date requested? Check university and student organization calendars.
- Does the organization have other commitments during the time of the program that may hinder planning efforts?
- Does the date allow enough time to plan the event and promote it to the campus community?

Determine the type of location and space needed for the program.

- How many people will be attending?
- What type event is the program?
- Will the program need chairs, tables, stage, sound, lighting, and audio visual equipment?
- Does the facility have any policies that may prevent the event from being scheduled in the space?

Steps for Planning the Program

Reserve the space.

- Complete necessary forms or contracts to reserve facilities on campus.
- Request access to the space to allow set-up time to load-in equipment, sound check, rehearse, decorate, and seat audience members.
- Reserve additional rooms for artists' green rooms, rehearsal space for performers, equipment storage and other activities associated with the event.
- Review all facility policies to insure.
- Receive a confirmation from the facility office. It is important that you do not assume that you have the space until you have received a written confirmation.

Confirm the Event/Book the Entertainment

- Contact the performers or agents to discuss details. (Ask CSI for assistance in contacting an artist.)
- Submit an offer for the performer.
- Obtain or create contract for the performer (See section on contracts)

Order Production *(Equipment needed to produce the Program)*

- Reserve tables, chairs, staging, sound, light, and audio visual equipment.
- For outside vendors, obtain contracts, insurance, and invoices for payment.

Budget

- Create a budget to include all program expenses.
- Determine the current balance, ticket revenue, and subsidized funding to cover expenses.

Tickets

- Determine if the program will require tickets and at what cost.
- Determine ticket price based on marketability of program.
- Determine the best date to begin to sell tickets.
- Order pre-ticket sales by completing the ticket form and submitting it to the Norris Box Office (See section on ticket guidelines).
- For door sales, order cash box through the Norris Cashier office.

Marketing

- Create a marketing plan and schedule to the target market.
- Review university publicity and posting policies.
- Design flyers, posters, banners, newspaper advertisements, email announcements, and web ads if appropriate.

Food

- Determine whether food will be served for organization's members, attendees, or the performer.
- If the event is in Norris, orders must be placed through Sodexo-USA.
- If the organization wants to bring in food into Norris, it must be approved by Norris. (See Norris' Food Policy).

QUICK TIPS: PLANNING

- **Use checklists:** Create checklists with tasks that must be completed before the program, including reservations, publicity, travel arrangements etc.
- **Use Backwards Planning:** Take a calendar. On the date of the program, work backwards and start with the last task before the program actually begins. Consider how long it will take to complete it and write it down. Continue with remaining tasks and create a timeline based on how many days are needed to plan the entire event. Put the tasks in order, noting any with pre-set specific due dates.

Transportation

- If the program requires the use of vehicles for travel, errands, or to transport artists or members to the facility, reserve university vehicles from Motor Pool.
- Complete Motor Pool Request Form and obtain the necessary signatures to check out the vehicle from Motor Pool.
- Insure all drivers listed on the form are van certified and are the only ones designated to operate the vehicles.
- If the program includes transporting a number of students off campus, reserve buses through the University Services who can bill the organization internally and has the necessary liability insurance.

Security

- Determine security measures for guarding performer and equipment, securing the venue and cashbox, and insuring crowd control.
- Contact and consult with University Police to assign officers for all a major events.
- Contact private security company (Luna) for additional security when needed to guard performer, dressing rooms, event stage, and venue entrances.

Program Details

- Complete all other program arrangements including travel arrangements, hotel reservations, decorations, supplies, design/print programs,
- Submit invoices and contracts to SOFO to process checks to pay vendors and performers on day of show.
- Confirm all room, equipment, transportation, and catering reservations.

Plan Day of Event

- Create a day-of-show schedule with hour by hour listing of duties and activities before, during, and after the event.
- Assign members to duties to prepare for the event (load-in equipment, decorate, sell/take tickets, usher).
- Gather supplies, signs, and any items needed at the venue during the event.

Contract Process Overview

When booking speakers, artists and other performers, there is a specific contract approval that must be followed. The process was developed to provide legal and financial protection to student organizations in their efforts to sponsor student activity events.

The following guidelines are not legal advice and should not be the sole source of your knowledge concerning the use of contracts. If you or your organization has any legal questions concerning contracts, please contact your advisor or the Center for Student Involvement for additional assistance.

IMPORTANT: Please Read

- **Students are not allowed to sign contracts.** Any student who signs a contract will be financially responsible for paying the amount agreed in the document. The university is not legally obligated to pay any contract not signed by an authorized university official.
- If a student organization member signs a contract, the organization has committed financial misconduct. The organization may be derecognized or demoted by ASG, and lose SAFB funding.
- Allow three weeks to complete the contract procedure.
- Your organization cannot publicize, sell tickets or make travel arrangement until both parties sign the contracts.
- Start planning early.

BASICS

The CSI website has sample letters, terms and additional information to assist you through the contract process.

A contract is defined as: An agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration.

A contract rider is defined as: An attachment to the original contract that clarifies the additional terms of the agreement.

A contract should be used for:

- An outside speaker, artist, performer, or entertainer. A contract must be used even if the person is not compensated for their appearance or performance.
- Renting an off-campus venue for an event.
- To purchase tickets for an off-campus events or shows (Broadway in Chicago, Great America, Chicago Cubs, Dave and Busters)
- Outside caterer, sound/light company, security firm, ambulance service, and equipment rented for the event.
- A corporate sponsorship.
- Middle agent agreement to pay a "finders fee" in securing the act for the school.
- A co-promoter agreement when a promoter co-produces a concert with the school.

The face of the contract is the front page of the standard agreement that includes:

- Who is the purchaser
- Name of the artist
- Name of support
- Date
- Show time, Doors, Length of Performance
- Venue
- Ticket prices
- Venue capacity
- Amount paid, when, and how
- Percentage agreement/splits
- Merchandise agreements percentage
- The payee's social security number or FEIN (Federal Tax ID Number) for businesses for payment

The rider includes:

- Sound and lighting system (microphones, power)
- Stage size requirements
- Staffing requirements (security, stage crew)
- Travel, lodging, and transportation requirements
- Dressing requirements (rooms, tables, chairs)
- Hospitality- catering
- Tickets (number comps)

Rider requirements Northwestern University does **not** allow in contracts:

- Deposits
- Payment in Cash
- Purchase of alcohol, energy drinks or tobacco

THE CONTRACT PROCESS FOR BOOKING A SPEAKER, ARTIST, OR PERFORMER

- Review your budget to determine what type of artist you can afford.
- Contact the artist or artist representative to confirm price range of honorarium and additional expenses such as airfare, lodging, hospitality, and transportation to the venue.
- Request a copy of the contract and rider from the artist or agent to determine the true cost of the event.
- Conduct research to determine contract if the fee is a fair market price.
- Negotiate to lower contract fee and artist expenses.
- To request a contract, submit an offer letter to artist or agent. Letter must be signed by the advisor and a representative of the organization. (A sample letter is on the CSI's website.)
- Before an offer is submitted, the organization must have a reserved space and adequate funds in their account to cover the contract fee and event expenses.
- Once you receive the contract--READ IT.
- Insure everything listed—date, time, location, ticket price is correct.
- All contracts are between the artist and Northwestern University. The organization or a student's name should not be listed as the Purchaser or the other party to the contract.
- **Important: Request two original copies of the contract. One for Northwestern and one for the artist.**
- If the artist does not have their own contract, Northwestern has a generic contract. This contract should be use for artist contract fee under \$1000. A copy is located on the CSI website.
- Meet with your advisor to review contract details, rider requests, and discuss changes.
- Distribute contract copies to those members in charge of production and hospitality.
- Attach a Northwestern University contract rider to all original copies of the contract.
- Give the contract with the riders to your advisor for final review. They will make the necessary changes, log the contract in an on-line system, and submit it for signatures by one of NU's Contract Review Officers.
- All changes must be neatly crossed out and initialed.
- **All contracts are processed through CSI but no contracts will be accepted unless they are submitted through the organization's advisor.**
- Contracts over \$10,000 require an additional step. Once they have been reviewed by CSI they must be reviewed by the university's General Counsel and signed by the Vice President of Student Affairs. Please allow at least one additional week for this step.
- Your advisor will contact you when the contract is ready. Remember it can take up to three weeks so plan ahead.
- After picking up the signed contract, make a copy of the NU original for your records, mail a copy to the artist or agent for their signature. Request the artist or agent to return an original signed copy.
- SOFO will not process a check unless they have an original copy signed copy of the contract.
- Bring a copy of the contract to the event to settle contract disputes.

CONTRACT QUICK TIPS

- Be sure to begin working on a contract agreement well before your event—it takes three weeks for the finished contract to be processed, and that is after all your research and work is completed. You cannot publicize, sell tickets or make travel arrangements without a fully executed contract.
- **Be careful with riders**—these are documents that outline other specifications or requirements of the contract. Check with your advisor before promising an artist an unusual or special service.
- Be sure to get your advisor's and CSI's approval before completing the contract process.
- **Students are not allowed to sign contracts on their group or Northwestern University's behalf—that is financial misconduct and one way to get de-recognized or demoted in status by ASG.**

CONTRACT NEGOTIATION TIPS

- Do your homework—knowing what a fair asking price is will help you get a better deal than if you grossly under or over bid.
- Be flexible—everyone's idea of a fair price is different, so develop a range of acceptable values.
- Remember you also have negotiating power in the contract rider—limiting services here might be a way to cut costs for the program if the performer's fee is higher than you expected.

Event Planning Lingo

In planning events, you will be dealing with contracts, booking artists, and negotiating. Sometimes the wording is technical and can be confusing. Here is a list of common contract terms.

Agent: Usually the representative of the artist. The agent is the person through whom contract negotiations and all other communication travels. Many smaller artists will serve as their own agents.

Artist(s) or Performer(s): The person or group of people hired by the purchaser to perform at the event.

Avails or Availabilities: A listing of acts and prices available to buyers during a specific time period. Beware of false avails given to you to win your confidence.

Block Booking: This happens when you are able to “block” or schedule a performer’s tour in your area/region along with other universities or colleges. Block booking is usually very smart, because the performer is able to distribute his/her costs among several host schools, thus leading your organization to have fewer large expenses.

Contract: A written performance agreement between an artist and the purchaser that specifies the complete details and obligations of both the purchaser and the artist. Must be signed by an authorized Northwestern University representative.

Dressing Room: See “Hospitality.”

Flat: The initial dollar figure offered can be a “flat” amount—no additional monies, percentages, hospitality, equipment, travel, or amenities will be provided. A one time fee. The Center for Student Involvement encourages organizations to negotiate “flat” fees. See also “Inclusive.”

Ground Transportation: The transportation of the artist, entourage, and equipment from the airport to hotel to venue and back. This usually involves limos and passenger vans, and sometimes requires a truck. Additionally, often the artist will ask for a car to be available at their disposal. The Center for Student Involvement recommends that organizations not provide ground transportation.

Hospitality: This is not only the actual food and beverage that the artist’s crew and members are served, but also how and where it is presented. An artist will sometimes ask for a dressing room with proximity to a restroom.

Inclusive: The price includes expenses like travel, lodging, and production.

“Local”: The need for the buyer to provide sound and lights from a local vendor.

Manager: The individual or company entrusted by a band/group/artist with facilitating all career decisions to a successful conclusion.

Middle Agent: The broker and liaison between the Purchaser and the Artist’s agent. They are responsible for securing the desired act at a fair market price and to assist the Purchaser with all aspects of the production.

Offer or Bid: The process of making a binding agreement for an act to perform at a specific facility on a specific date, should that act accept your offer. This business transaction is usually transmitted to the primary agent via a mailgram from the buyer. It contains all the pertinent information regarding your offer.

Percentages: The extra money an act is paid after the buyer has recouped his investment and made a profit.

Primary Agent: The exclusive representative of the act you are seeking to book. He/she is responsible for securing the greatest amount of money possible, in the most advantageous facility that makes the most routing sense for the act.

Production Manager or Stage Manager: This individual is retained by the artist/band to facilitate the set-up and break down of sound and lighting systems; band gear; in general, to make sure that the show starts and ends on time.

Rider: An attachment to a contract, which spells out the needs of the act in order for them to be successfully presented. It is the area where most of the negotiation between the middle agent and the artist's representation occurs. It is highly encouraged that the NU rider is also attached to the contract.

Tour Manager: This individual is the representative of the band's management that will travel with major artists. Primary responsibilities include getting the band to and from the job, collecting money, and making sure the band is comfortable at the venue.

Settlement: The process by which percentages are calculated.

WHAT STUDENT ORGANIZATIONS NEED TO KNOW ABOUT PLANNING AN EVENT

NORRIS UNIVERSITY CENTER | EVENT MANAGEMENT OFFICE | GENERAL POLICIES

Contact: 847-491-2330 or norris-events@northwestern.edu

- To place a catering order online, visit www.nucuisinecatering.com
- To place a room, banner, promotion space, or table tent request online, visit www.norrisreservations.northwestern.edu
- To place an outdoor event request online, visit www.outdoorevents.northwestern.edu

PLEASE READ THESE GUIDELINES. We want your event to be successful, but there are timeframes for ordering and canceling rooms, equipment, A/V, and catering that could affect your reservation and any applicable costs. We may not be able to accommodate requests if we are not given adequate notice and/or additional fees may be incurred. As such, Norris asks every client to adhere to the following guidelines:

1. Reservation Time Frames

Ten working days notice for:

- Building hour extensions

Seven working days notice for:

- Security
- Louis Room/McCormick cancellations

Five working days notice for:

- Food & beverage/catering menu selections
- Room set-up requirements
- Audio-Visual requests
- Cash box requests

Three working days notice for:

- Confirmation of food service guarantee numbers
- Cancellation of food service order(s)

Two working days notice for:

- Cancellation of audio-visual equipment
- One working day notice for:
- Cancellation of meeting room

NOTE: Visit www.nucuisinecatering.com for a detailed description of the nuCuisine Catering Policies & Procedures.

2. An organization or department may schedule only one series of general meetings and/or one series of executive committee/board meetings per week. The same holds true for sub-committees of larger student organizations. Auditions, petitions, interviews, etc. are not considered serial weekly meetings. Norris reserves the right to move your meeting to another appropriate room, if necessary.

3. Food and Alcoholic Beverages

- Sodexo holds an exclusive contract with Norris Center.
- All food and beverage service (alcoholic or non-alcoholic) served at an event in Norris or surround-

ing outdoor areas must be provided by Sodexo. This policy is strictly enforced. All prohibited food will be confiscated.

- When serving alcohol, special arrangements must be made with Norris Event Management.

4. Snack Food Policy

- Student groups are allowed to bring in purchased and packaged snack food and beverages to organizational meetings not totaling more than \$35.
- Student groups who plan to bring food into Norris must stop at the Info Desk upon entry to the building and inform the Info Desk attendant that they will be bringing food into Norris.
- If an organization wishes to purchase meals in the Norris Food Court and bring them to a meeting room, a \$25 charge for a food service cart will be incurred.

NOTE: For a detailed description of the Snack Food Policy, see the Norris Event Management Policy Manual on the Event Management website (www.norris.northwestern.edu/event/event-management-policies)

5. No Shows

- In order to accommodate as many requests for events as possible, we must ask all organizations to honor their reservations. Organizations which fail to use reserved space (without prior notification) twice within a school year will lose their right to meet in Norris for one quarter.
- After the first offense, the reservation contact will be sent a "no-show warning" email. After the second offense, the reservation contact will be sent a "no-show policy violation" email and the above sanction will be enforced.

6. Posting in Norris

- Norris offers a general posting location near the West Main Entrance.
- Flyers must be stamped at the Norris Info Desk for approval to be hung. Flyers not stamped will be removed.
- All flyers must be no larger than 11 inches by 17 inches and must CLEARLY state the name of the sponsoring student organization.
- All flyers will be removed at closing Sunday evening. New flyers may be posted beginning Mondays at noon.

7. Flyers/chalking/taping outside of Norris

- Taping flyers and chalking are allowed on campus sidewalks that are exposed to the elements, but not on Crown Plaza. Taping and chalking are not allowed on walls, doors, windows, trees, or any other surface.
- Taping and chalking are NOT allowed under the Norris overhangs at either the West Main Entrance or South Ground Entrance.
- After the first offense, the student organization's president will be sent a "taping of flyers warning" email. After the second offense, the student organization's president will be sent a "taping of flyers violation" email and a \$50 fine per flier will be assessed.
- According to an Evanston city ordinance, "it is unlawful for any person to place any sign on any sidewalk" along Sheridan Road. The city removes signs at violators' expense.

NOTE: For the complete set of Campus Publicity Policies and Procedures, visit www.norris.northwestern.edu/csi/operations/contracts

8. Display Board Space

- There are ten display boards located on the ground floor. Display boards can be reserved for up to one week (Monday through Sunday) per quarter for a specific event or promotion.
- Student organizations are responsible for taking down materials at the end of their reservation time.

9. Banners

- Norris is responsible for banner space at the Arch.
- Banners must identify the sponsoring student organization.
- Only one banner space can be reserved each week at each location per event. Banner space may be reserved from 8a.m. Monday through 5:30p.m. Sunday.
- Student organizations are responsible for removing banners within 24 hours of the event or on

Sunday evening. Banners remaining after the event or past 5:30p.m. Sunday evening will be removed, discarded by Norris, and the group may be charged \$25 for removal of the banner.

10. Hanging Advertisement Space

General Guidelines

- Space must be reserved in the Event Planning office, advertisements will be approved by the Associate Director, Assistant Director or Operations Manager.
- Space will be made available for a maximum of 7 days
- Advertisements must be limited to the five locations specified below
- Only one group may reserve hanging advertisement space at a time
- Hanging advertisements will be approved for a 7 day period, terminating at the end of the publicized event
- Groups are responsible for removing adverts on their own. Norris staff will remove and destroy advertisements left after an event (a fine may apply)
- Advertisements must hang no lower than 7' from the floor
- Advertisements must weigh no more than 3lbs.

11. Table Tents

- Table tents may be displayed on tables in 1999 and The Gathering Place only after making a reservation with Events Planning.
- Only one group can display table tents at a time and that group may display only one table tent per table.
- Table tents may be reserved for a period of one week (Monday through Sunday) per quarter per event.
- Table tents must be pre-printed (not handwritten) and either three-sided, four-sided, or circular with a flat base or freestanding.
- Table tents that do not meet the above criteria will be removed from the tables.

12. Solicitation and Publicity at Table Spaces

- May take place only at reserved locations on the Ground Level by recognized student organizations and university departments. In order to protect the rights of our patrons, distribution or solicitation is not allowed away from assigned space.
- Patrons must initiate the conversation. We ask that organizations not approach patrons to hand out materials, petitions, or initiate conversations.
- Amplified sound (i.e. radios, TV's, etc.) on the Ground Level is allowed only with prior approval from Norris Administration.

13. Outdoor Events

- Norris Event Management administers the approval process for all organized outdoor events occurring on the property of Northwestern University.
- Event Management will advise groups on policies and procedures involved with the implementation of outdoor events.
- Requests must be made a MINIMUM of five working days in advance of the event. The approval process can take anywhere between 5 days to 2 weeks depending upon the various permits or insurance policies needed.
- All requests are made via an on-line form. All information requested on the form must be filled out or the request is subject to being denied.

NOTE: For the on-line request form and the complete set of Outdoor Event Request Form Instructions, visit www.outdoorevents.northwestern.edu

14. The Rock

- Reservations are required for use of space for promotional events (i.e. passing out flyers and publicizing events). No reservation is required to paint The Rock.
- If a large group gathering is planned (i.e. a speaker, rally, march or amplified sound is needed, etc.) or the event involves food or beverage, approval via an Outdoor Event Request Form is needed.
- No music, projected, or amplified sound is allowed until after 5p.m. on weekdays and from 8a.m. until 11p.m. on weekends.

15. Technical Services Policies (audio/visual)

- The use of all audio/visual equipment requires a reservation placed five business days in advance of the event date.
- For events held within Norris, a/v equipment is free. For events held outside of Norris, rental charges apply.
- For events where rental fees apply, reservations made less than five business days in advance are subject to a late fee of 10% of rental per day. Cancellations made less than 48 business hours before the event will be charged a cancellation fee of 50% of the rental charges.
- Technician charges may apply to your event; these charges may include time required to load and deliver equipment outside of Norris and staffing during your event.

16. Time Restraints

- Rooms may be occupied only during specified event times.
- Events may not begin until 30 minutes after building has opened. Events must end at least 30 minutes before building closes.
- Groups exceeding these time limits without prior approval will be charged \$150 for any increment of the first hour and \$150 for each additional hour.

17. Extending Building Hours (early open/late close)

- Request must be made at least 10 working days in advance of event.
- An operating cost of \$100 per hour will be charged to the organization responsible for the event. If the extension is not scheduled in advance, the fee is \$150 per hour. Fees are not prorated for partial hours.

18. Special Events

- Dance parties may be subject to additional restrictions (i.e. security requirements). Please consult Events Planning for further details.
- Performance or theatrical productions in McCormick Auditorium, Louis Room, Shanley Hall, and Ryan Auditorium (Tech) are subject to the Norris Theatre Guidelines.

NOTE: For the complete Theatre Guidelines, visit www.eventmanagement.northwestern.edu

19. Book Sales

- Barnes and Noble (Norris Center Bookstore) holds an exclusive contract with Norris Center.
- The Norris Center Bookstore must provide all publications, including books and related reading materials, to be sold in conjunction with an event at the Norris Center. This policy is strictly enforced.

20. Billing (if charges are applicable)

A NUFs or SOFO account number is required to process reservations with billable charges.

21. Responsibility

- The sponsoring organization is responsible for all charges, fees, and any damage resulting from any member of the organization or from anyone attending the event.
- The organization will be assessed the full replacement cost for any damaged furniture or equipment.

22. Miscellaneous Information

- Permits are required to park on campus Monday-Friday, 7:30am-4:00pm. One-day parking permits can be purchased at the Cashier's Office (on the 1st Floor of Norris) or through the Parking Office (491-3319).
- The Norris University Center is a smoke-free building.
- Candles, incense, fire are not allowed in the Norris Center.
- Decorations must be flame retardant and may be attached ONLY to cement with masking tape. Decorations may not be attached to wood, metal, paint, ceilings, floor, or other surfaces.

Norris Room Capacities

August 2009



| | Installed whiteboard | Installed screen | Installed sound | Installed projector | Phone jack | Internet hook-up* | Electric outlets | Standard | Lecture | Circle | Solid | U-shaped | Open | Classroom | Buffet | Served | Standing reception |
|---------------------------|----------------------|------------------|-----------------|---------------------|------------|-------------------|------------------|----------|---------|--------|-------|----------|------|-----------|--------|--------|--------------------|
| 1st Floor | | | | | | | | | | | | | | | | | |
| McCormick Auditorium | | X | X | | X | X | 4 | 362 | | | | | | | | | |
| 101 Wildcat Room | | X | X | X | X | X | 7 | | 100 | 50 | 32 | 34 | 40 | 54 | 56 | 64 | 110 |
| 101A Wildcat Room | | | | | | | 3 | | 40 | 25 | 16 | 22 | 24 | 24 | 24 | 32 | 45 |
| 101B Wildcat Room | | X | X | X | X | X | 4 | | 50 | 35 | 16 | 22 | 28 | 30 | 32 | 40 | 45 |
| 102 Evans Room | X | | | | X | X | 4 | 20 | | | | | | | | | |
| 103 Chicago Room | X | | | | X | X | 5 | 19 | | | | | | | | | |
| 104 Big Ten Room | | X | X | X | X | X | 5 | | 80 | 50 | 24 | 30 | 32 | 48 | 64 | 72 | 130 |
| 2nd Floor | | | | | | | | | | | | | | | | | |
| 201 Eighteen Fifty-One | X | | | | X | X | 3 | | 18 | 10 | 8 | | | | | | 26 |
| 202 Northwestern | | X | X | X | X | X | 8 | | 180 | 70 | 40 | 42 | 48 | 68 | 64 | 72 | 150 |
| 202A Northwestern | | | | | | | 5 | | 60 | 35 | 16 | 18 | 20 | 28 | 32 | 40 | 65 |
| 202B Northwestern | | X | X | X | X | X | 3 | | 60 | 35 | 16 | 18 | 20 | 28 | 32 | 40 | 65 |
| 203 Lake Room | | X | X | X | X | X | 6 | | 80 | 50 | 24 | 28 | 30 | 48 | 48 | 56 | 125 |
| 204 Scholars Room | X | | | | X | X | 3 | 15 | | | | | | | | | |
| 205 Louis Room | | X | X | | X | X | 8 | | 500 | 400 | 80 | 66 | 70 | 180 | 304 | 304 | 500 |
| 205A Louis Room North | | X | X | | X | X | 8 | | 100 | 50 | 42 | 44 | 48 | 56 | 64 | 72 | 100 |
| 205B Louis Room South | | X | X | | X | X | 4 | | 300 | 200 | 60 | 52 | 54 | 84 | 152 | 168 | 250 |
| 206 Arch Room | X | X | | X | X | X | 5 | | 60 | 40 | 16 | 16 | 20 | 18 | 24 | 24 | 45 |
| 207 Rock Room | X | X | | X | X | X | 4 | | 40 | 25 | 16 | 16 | 20 | 18 | 24 | 24 | 45 |
| 208 Armadillo Room | X | X | | X | X | X | 4 | | 40 | 25 | 16 | 16 | 20 | 18 | 24 | 24 | 45 |
| 3rd Floor | | | | | | | | | | | | | | | | | |
| 301 Alumni Room | X | | | | X | X | 6 | 14 | | | | | | | | | |
| Underground | | | | | | | | | | | | | | | | | |
| Casbah Room | X | X | | | | | 4 | 16 | | | | | | | | | |
| Off-Site Locations | | | | | | | | | | | | | | | | | |
| Shanley Hall | | | | | X | | | 120 | | | | | | | | | |
| Ryan Family Auditorium | | X | X | X | X | X | | 600^ | | | | | | | | | |

Norris Technical Services FAQ

1. "I need a mic." You may need more than a mic. A sound system is also necessary for a mic to work. These can be rented from us (as a powered speaker, small PA, medium PA, or large PA). Many rooms have sound systems already in them in which case a microphone can simply be hooked up into it. Remember: when using rooms outside of Norris it is a good idea to check with Academic Technologies first to see if they already have the necessary equipment in the room.

2. "I just need one speaker." Outside of our powered speaker (which supports a minimal number of people) we do not rent out only one speaker. Our larger speakers come in package with our various PA systems. However, Norris Technical Services is available to refer you to a number of vendors to help you with any equipment needs that are outside our policies and/or inventory.

3. "What if I know how to run the equipment myself?" Unfortunately, for insurance purposes, we can only allow Technical Services technicians to operate equipment within our inventory (though there are some exceptions such as 6'x6' projection screens and the powered speaker).

4. "What sound system do I need?" We encourage you to meet with us regarding any of your technical needs for your event. A general guideline for your reference; a small PA can address a crowd of 50-100, a medium PA 100-150, and a large PA 150-300 (these numbers are very generally interpreted and depend greatly on many other factors).

5. "We have a great band coming next month..." Ask the performer to provide a tech rider (a listing of what they expect from you for their performance. A section ought to include technical expectations). We will look at the rider and determine what we can provide for the band and refer outside vendors to you any needs that are outside our policies and/or inventory (tech riders are usually only going to be for larger bands that require contracts. For smaller bands please meet with them and acquire a list or send them to meet with us).

6. "How do I book Technical Services equipment?" To book equipment in our inventory you may either call us or events planning (for larger events we encourage you to directly contact the Norris Technical Services office). You will be billed via your SOFO or CUF5 account, so please have that handy when reserving an event (note: we do not accept cash, charge or check transactions). We also require five business days notice to properly staff your event, any request less than five business days cannot be guaranteed (we always appreciate as much heads up as possible with every event, so once you know what you need please call and reserve it with us). If we should be unable to help you, don't sweat it, we can recommend a number of outside vendors that can.

7. "Are sound systems all that Technical Services does?" No, we have a large inventory that covers equipment like data projectors, document cameras, laptops, etc. If you aren't sure if we have it, feel free to call and ask. If we do not have the equipment you need in our inventory we can recommend a number of outside vendors that can help you.

8. "Who are my contacts for Technical Services?" Seamus Egan is the Technical Services Manager. Additionally, Norris Technical Services has many audio-visual technicians and A/V supervisors on its staff.

9. "Where are they located?" The Norris Technical Services office is on the Underground Level of Norris near the service elevator. We are generally in the building from 8:30am through 5:00pm Monday through Friday. Our office phone number is 847.491.2335 (feel free to leave a message should we be out of the office and we will return it as soon as we are able).

UNIVERSITY POLICE FOR SPECIAL EVENTS

The information in this section is taken directly from the Northwestern University Police Department Website (www.northwestern.edu/up/hire/hire.html)

Introduction

Northwestern University Police (UP) can assist you in planning your special event. Certain events may require that police personnel be present to provide for a reasonably safe and secure environment.

Some types of events which may require coverage include concerts, invited speakers, athletic events, parties, 5k-foot races and others. Some campus venues may require UP presence in order to hold an event at their site. There are also many on campus events that do not require UP staffing. Please contact UP well in advance of your event to review if police coverage is required. Your group advisor may also be helpful in planning your event.

Because UP officers working special events are doing so beyond the scope of their normal duties, officers must be paid an overtime rate. UP currently charges a flat fee of \$47.25 per hour per officer.

Email Lieutenant Ken Jones or Dave Schultz or call 847-491-3456 if you have special event questions or concerns.

Reservations

All special event coverage by UP requires a minimum of 10 days advance notice to enable our Department to arrange for and schedule officers to work your event. Advanced event planning assists you in event budget management, helps to ensure that your event runs smoothly, and prevents last minute surprises. The advance notice requirement also ensures that officers will be available to work your event. Remember, if you are not sure whether or not police coverage will be necessary, please contact UP well in advance so we can work with you to determine if coverage is needed and, if so, how much.

You can request officers for your event online by completing and submitting the Hire UP Request Form. All requests for officers to work events must be received prior to the 10-day deadline. Please use the online reservation form or speak with University Police directly to confirm your reservation. All on-line requests must include a valid CUFS or SOFO budget account number. The reservation system will confirm receipt of your request and send another confirmation once officer(s) are assigned to your event.

Student groups who provide a SOFO budget account number and make their special event request 21 days in advance of their event are entitled to a 10 % discount, a rate of \$42.50 per hour per officer.

Please note the special event cancellation policies below.

Special event scheduled hours must be set at the time of the request. UP reserves the right to alter start and finish times based on the circumstances of the event. Changes to the scheduled hours of the event may not be made without the prior approval of UP. If an event is shortened by the sponsoring party, without the approval of UP, officers will be paid for the hours originally scheduled and the sponsors billed accordingly. UP realizes that some events cannot be planned to the minute as far as finish times are concerned. If you have questions, please speak with Lieutenant Ken Jones or Dave Schultz about the specifics of your event.

Duties

The officers assigned to special events have the primary purpose of providing a reasonably safe and secure environment. While at the event, UP will try to work with the event sponsors to ensure the event proceeds safely without incident. If an incident (accident, injury, disruption, or criminal incident) occurs, the officer will take action or summon the necessary assistance to respond to the incident. **Some specific duties that officers are prohibited from performing include:**

- Ticket taking or seat ushering
- Carding or identifying individuals to ensure University status and or above the legal drinking age
- Collection of ticket moneys

If you are looking for an officer to perform other specific tasks, please discuss them with Lieutenant Ken Jones or Dave Schultz.

Cancellation Policies

The event sponsor must inform UP of its intent to cancel an event at least five full days in advance in order for sponsor to avoid being assessed a minimum overtime charge. For example, if the event is scheduled to be held at 11:00 PM on Saturday the sponsor would have to call UP prior to 11:00 PM on the Tuesday before the event to avoid minimum charges.

To confirm cancellation of an event, call 847-491-3456 at anytime and ask to speak to the on duty shift supervisor. Inform the shift supervisor of your name, the event, the date and time of the event, a contact telephone number and your intent to cancel the event. The shift supervisor will then inform the officers scheduled to work the event. If UP is notified by an event sponsor of a canceled event and the notice given is less than five (5) days but more than eight (8) hours prior to the event, the sponsors will be charged a flat fee of \$94.50 for each officer scheduled to work the event.

If UP is notified, by an event sponsor, of a cancellation and the notice given is eight (8) hours or less prior to the event or the event is canceled without notice, the sponsors will be charged for the full time of the scheduled event up to a maximum of \$189.00 per scheduled officer.

UP cannot be responsible for unforeseen circumstances such as adverse weather conditions, speaker cancellation, or equipment failures etc.

HOTEL INFORMATION

You have just found the perfect speaker for your event. However, the speaker will be arriving from out of town and needs a hotel room. Now, you can make the arrangements without even pulling out the yellow pages!

IMPORTANT REMINDER: You MUST have an executed contract from a speaker/performer before you book a hotel room.

Hotel rates listed are correct at current time of posting; however, Northwestern University is not responsible for changes. At times hotels will give discounts to student organizations from Northwestern University; make sure you ask about these discounts! Please confirm with hotel for rates before making reservations.

The Homestead **

1625 Hinman Avenue
Evanston, IL 60201
847-475-3300
Single / Double: \$130-140
NU Discount: \$95
(Offers suite-like rooms w/ kitchens)

Best Western – Evanston **

1501 Sherman Ave.
Evanston, IL 60201
847-491-6400
Single / Double: \$149-209
NU Discount: \$109
(based on availability)

Hotel Orrington **

1710 Orrington Ave.
Evanston, IL 60201
847-866-8700
Single / Double:
Weekday--\$179-479
Weekend--\$189
NU Discount: \$129
(based on availability)

Hilton Garden Inn**

1818 Maple Avenue
Evanston, IL 60201
847-475-6400
Single / Double: \$169-199
NU Discount: \$149 + tax
(based on availability)

North Shore Doubletree *

9599 Skokie Blvd.
Skokie, IL 60077
847-679-7000
Single/Double: \$150-180
NU Discount: \$124-144
(based on availability)

* 20-30 minute drive to Northwestern University campus

** Within walking distance to Northwestern University campus

STUDENT ORGANIZATION TRAVEL

Occasionally, student organizations will travel off-campus locations to participate in activities within the scope and duties of organization's mission. Traveling as a group can be fun but taking a trip to another city, state or country involves careful planning and inherent risks. To insure each trip is safe and successful, Center for Student Involvement has established a Student Organization Approval Process to guide student organizations who wish to request permission to travel in an official capacity. Please see the Sample Forms section for an updated student travel form.

Student Organizations may obtain approval to travel as a group by completing the following steps.

Step 1: The student organization must receive approval of the trip.

- The organization should schedule a meeting with the group's advisor to discuss the purpose of the trip and travel arrangements.
- The organization must complete the Student Organization Travel Approval Form and submit one (1) copy to their organization advisor and one (1) copy to the Center for Student Involvement, attn: Cynthia J. Cochran. Permission to travel will not be considered unless the form is completed and signed by the required parties.

Step 2: The student organization must receive approval for each member of the organization traveling with the group.

- If the organization receives approval of the Step 1, the group can proceed to Step 2 by submitting a list of members traveling on the trip (See Membership List Form) The Membership List Form must include four forms that must be completed and signed by each member of the group. No student will be allowed to travel unless the student completes this process.

Each student must submit:

- Waiver of Liability* (WoL)
- Medical Release Forms* (MRF)
- Emergency Contact Forms* (ECF)
- Behavior Agreement* (BA)
- The Student Driving Personal Vehicle (PV) form is only required if a student is providing their own transportation.
- The Center for Student Involve must receive the list and all four forms 4 weeks before the first day of the trip. If a student has not completed and signed the any of the four forms, the member will not be allowed to travel.

Please remember to consult with your advisor to see if multiple copies of other forms are needed and the deadline to return all paperwork. There are also additional forms/paperwork that must be submitted for international travel.

For additional information regarding student organization travel please review the Student Organization Handbook. The handbook may also be found online at www.norris.northwestern.edu/csi/operations/contracts.

STUDENT ORGANIZATION POLICIES

Evanston Raffle Permit (www.cityofevanston.org)

If your student organization is planning to hold a raffle as part of the group's activities you must secure a permit from the City of Evanston. An application and the requirements to hold the raffle are available on the City of Evanston's website.

Evanston Loudspeaker Permit (www.cityofevanston.org)

If you're having an outdoor event (speech, rally, concert, etc.) you will need a sound permit, which is available on the City of Evanston's website. No amplified sound is permitted west of Campus Drive.

Food at Events

If you would like to have food at events not held in Norris, please check with the reserving body to see if there are any policies or stipulations on what can occur.

Northwestern University Student Handbook (www.northwestern.edu/handbook)

The Student Handbook spells out the expectations for behavior and conduct in the Northwestern community and outlines the procedures to be followed in a variety of circumstances." (Northwestern University Student Handbook, Introduction). The policies in the Student Handbook may supersede other policies relating to student organizations and should be consulted as your organization prepares for events and activities.

Organization Authorization for University Vehicles

(www.norris.northwestern.edu/csi/operations/contracts)

Use of University Vehicles:

In order to use University vehicles through Motor Pool, students must have had a license for at least two years and complete the Risk Management Defensive Driving Certification. Certification occurs through an interactive computer course which last about 1.5 hours and takes place at Risk Management at 2020 Ridge. Once students have passed the course, their certification is valid for 2 years from the course date. The course runs Monday through Friday. Call 847-491-3253 to register. See www.northwestern.edu/risk/ddc.htm for details. Once a reservation has been made through Motor Pool, an Organization Authorization for University Vehicles form must be completed, the form is available in the CSI office or at SOFO.

PLEASE NOTE: All University business requiring transportation must be done using a University vehicle. Speakers and others that student groups invited to campus cannot be transported in personal vehicles.

Use of Community Service Vans:

Student Community Service runs a van program exclusively for the use of ASG-recognized community service groups to go to and from volunteer sites. Five vans are available for use in the Evanston and Chicagoland areas, and also the SafeRide vehicles which are used by the Community Service Department during the day when they are not in use. Students are eligible to drive the community service vans only after completing the Risk Management Defensive Driving certification and Community Service van training. Community Service van training is offered throughout the year; appointments can be made by emailing community@northwestern.edu.

Student Organization Gambling Policy

It is Northwestern University policy that any event that suggests University endorsement of gambling is not permissible. Given the broad definition of "gambling" under Illinois law, any "game of chance or skill" is an act of gambling when played "for money or other thing of value." This definition encompasses blackjack, poker and euchre, as well as any other card game, craps, roulette, and other comparable games when these games are played for money or any other thing of value (including prizes). If prizes are awarded at an event where games of chance

or skill are being played, there is still a strong possibility that the event could be construed as a gambling event in violation of Illinois law. As long as the event is not marketed as a Vegas Night, Casino Night, or Poker Night and nothing of value, including money and/or prizes, exchanges hands, then game and/or card nights may be allowed for student organizations. Events featuring bona fide games of skill, such as darts or billiards, at which prizes are awarded, may be permissible, but betting will not be allowed. Any requests for events at which games of skill will be played must be approved by the Center for Student Involvement.

Public Showing of Copyright Material/Movies (<http://www.norris.northwestern.edu/org-policies.php>)

"The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home." **Regardless of the number of people in the room and the cost of entry to the movie, unless you are in the privacy of your own home you may not show a rented movie.** "A Public Performance Site License is a site-based license that allows entertainment films that are produced for "Home Use Only" to be exhibited in a specific public setting. Most exhibitions of an entertainment movie to groups outside the privacy of a home setting can be construed as a public showing. Most public performances of a videocassette or DVD in a public room (including library meeting rooms), whether or not a fee is charged, would be an infringement. Such performances require specific permission from the copyright owner."

If you have questions regarding movie rights or what constitutes a legal showing on campus, please feel free to contact any advisor in the Center for Student Involvement.

Request to Sell Tickets/Starting Fund Request Form www.norris.northwestern.edu/services/boxoffice

Recognized Northwestern University student organizations with SOFO accounts may request to print and/or sell tickets at the Norris Box Office by submitting a completed *Request to Sell Tickets* form to one of the Box Office student supervisors or the Box Office Manager. Fees, guidelines and requirements are listed on the form. These requests must be done in person with one of the Box Office Student Supervisors or the Cash Operations Manager. Requests that are mailed, e-mailed or simply dropped off at the service counter with a Box Office attendant will not be processed.

For a larger event--one that will require line/queue management--the sponsoring student organization should contact the Norris Event Operations Manager and the Cash Operations Manager to work out the logistics for the first few days of ticket sales. This should be done as early as possible to determine if room reservations are necessary to accommodate a large number of ticket buyers. Managing wait queues is the responsibility of the sponsoring organization.

Theatre & Performance Guidelines www.norris.northwestern.edu/event/event-management-policies

Independent Student Theater that occurs in Norris University Center venues must follow a set of theater and performance guidelines. The guidelines are available on the Center for Student Involvement website. Students may also address questions to the Coordinator for Student Theatre and Performing Arts Organizations in the Center for Student Involvement.

University Relations/Publications Guidelines (www.northwestern.edu/univ-relations/identity-system)

One of the most important factors in the success of Northwestern's identity program is consistent implementation of the identity system across the University. Adherence to these guidelines will increase the effectiveness of the program for the entire institution.

Logo

The logo is a single unit; the two elements of the seal and the words "Northwestern University" are always to be presented together, in the relationship shown here.



NORTHWESTERN
UNIVERSITY®

Color

The official colors of Northwestern are purple and white.

- **For print use:**

Spot color (coated and uncoated paper): PMS 267

Process color (CMYK): 90c, 100m, 0y, 0k

- **For web use:**

RGB color: r = 82, g = 0, b = 99

Hexadecimal: 520063

Size and Placement

The seal in the logo should never appear smaller than 1/2 inch in diameter. Do not crop the logo or bleed it off a page. Allow a reasonable amount of space around the logo.

Typography

The typeface used in the seal and the signature is a version of Goudy that has been altered slightly for improved reproduction and legibility at all sizes. Core pieces of the identity system (stationery, signage, etc.) employ Univers Bold Condensed as a contrasting sans-serif typeface. Northwestern's identity system has been designed to work within a wide variety of design styles and implementations. No restrictions exist concerning the typefaces that may be used in conjunction with the logo.

Usage

DO

- Show the logo as one color (purple, if possible; if not, in the strongest color available -- i.e., in a brochure printed in black ink, show the logo in black)
- Maintain the orientation of the logo
- Treat the logo elements as a single unit
- Keep the logo whole and intact

DON'T

- Tint or screen the logo or make different elements of the logo different colors
- Tilt or rotate the logo
- Separate the logo elements or change the orientation of one to the other
- Bleed the logo off the page or crop it
- Print type or images over the logo or use the logo as a background element

Trademark

www.northwestern.edu/uservices/printing_trademark/trademark_licensing/index.html

For information concerning trademark licensing policies and procedures, visit University Services Trademark Licensing:

Contact: Ellen Barnes | Trademark Licensing

2020 Ridge Avenue, 2nd Floor

Evanston, IL 60208-4303

Phone: 847/491-3274

Fax: 847/491-5600

E-mail: e-barnes@northwestern.edu

Hours: 8:00 am - 4:30 pm, Monday - Friday

Web

Visit the official Web Standards page for use of the Northwestern logo on web pages.

STUDENT ORGANIZATION COMMUNICATION & PUBLICITY

Publicity Guidelines

See the packet "Campus Publicity Policy and Procedures," available at the Center for Student Involvement for full guidelines. (www.norris.northwestern.edu/csi/operations/contracts)

BANNERS

Only recognized student organizations of the Northwestern community are allowed to display banners on campus. Banner space is available at the Arch. Reservations are made on a first come, first serve basis with Norris Center Event Management Office for a week at a time.

BULLETIN BOARDS & KIOSKS

Only recognized student organizations of the Northwestern Community can post on bulletin boards and kiosks. Some bulletin boards are maintained by specific departments, others are for general use. Materials must be removed promptly after the event.

POSTING IN NORRIS CENTER

Groups may advertise on the stairwell leading to the ground floor from the West entrance. Flyers must be approved by the Main Desk prior to posting, there is a maximum of five flyers per event. Flyers must be 11x17 inches or smaller and must clearly state the name of the event's sponsor(s). All flyers are removed on Sunday evenings; new postings begin Monday at noon. Violators may not be allowed to post.

POSTERS AND FLYERS

All posters and flyers must clearly state the name(s) of the sponsoring groups. They may be posted on bulletin boards and kiosks but not on trees, walls, doors, lampposts, signs or windows, under overhangs, or backs or chairs in academic buildings.

CHALKING

Chalking is allowed on campus sidewalks that are exposed to the elements. (Not under an overhang.) Do not chalk on walls, doors windows, trees, on Crown Plaza, Library Plaza, Sheridan Road, or Tech Plaza. Violators may be charged up to \$250 for time and materials to remove the chalk.

LEAFLETS AND HANDOUTS

Only members of recognized organizations can distribute leaflets at the Rock. Permission to leaflet at any campus location must be obtained from Norris Event Management.

PAINTING

Painting is allowed only on the Rock—any other surface results in a \$300 fine, minimum.

FLYERING

Taping flyers is allowed on sidewalks only within the 8 flyer zones, not Crown Plaza, Library Plaza, Tech Plaza, or Sheridan Road. There is also no taping under overhangs. Flyers must not exceed 11" x 17" and no more than two flyers can be within four feet of each other. Flyers are removed on Mondays. See www.norris.northwestern.edu/csi/operations/contracts for zone maps.

TABLE TOP ADVERTISEMENT IN RESIDENTIAL DINING HALLS

Recognized organizations must first get their design approved by the Food Service Office, located at 600 Haven Street. Reservations are made on a first come, first serve basis, up to six months in advance. Only one group at a time may advertise for up to a week at a time.

TABLE TENTS IN NORRIS

Recognized organizations must request table space at least 48 hours prior to the event. Tents will be displayed in the 1999 and Gathering Place areas for up to a week at a time. Permission must be obtained from the Norris Center Events Management Office.

OUTSIDE SOUND AMPLIFICATION

Groups wishing to use amplified sound must get permission from Norris Event Management and obtain a permit from the city of Evanston (<http://www.cityofevanston.org>). Permits are only approved for areas east of Sheridan Road, and amplified sound is not allowed on weekdays before 5 p.m

DISPLAY BOARDS IN NORRIS CENTER

There are ten display boards in the ground floor of Norris that can be reserved for one week a quarter to advertise student group or university department events. Contact Norris Events Management for reservations.

PLAN IT PURPLE CALENDAR

Go to www.planitpurple.northwestern.edu to register your group. Student events are sent out one time per week to all undergraduates.

Publicity Tips

Effective advertising is essential for successful events—people won't come unless they know what's going on, when, where, and why it's worth their time. Good advertising should answer all these questions. Not all publicity has to be creative—newspaper ads and flyers taped to the sidewalk are still effective, but innovative ideas can have a big impact.

CREATIVE IDEAS TO CONSIDER FOR PUBLICITY PURPOSES:

- Balloons with event names on them
- Promotional specials
- Getting faculty to make announcements
- Offer free prizes at the program
- Present a program teaser
- Buttons can be made by contacting ARTica for details
- Imprinted pens, pencils, etc.

QUICK TIP: PUBLICITY IN NORRIS

Don't forget these great options:

- Window painting in Norris.
- Flatscreen TV's in Norris.
- Hanging displays from the ceiling.

TIPS FOR POSTERS AND SIGNS

- Be aware some people are desensitized to posters—try to use design or color to draw their attention.
- Use transfer lettering or typesetting to achieve a professional appearance.
- Don't overload the poster with unnecessary information and clutter.
- Use color, graphics and slogans.
- Be sure to get any necessary University approval before posting signs and posters.

NORTHWESTERN ALUMNI ASSOCIATION

The Northwestern Alumni Association (NAA) is your connection to the 200,000-strong alumni community. The NAA offers access to a community of leaders in whatever your pursuit, as well as volunteer opportunities for undergraduates to help strengthen student-alumni programming.

Membership: Membership to the NAA is granted to any student enrolled at Northwestern University. As a student now, you are already a member.

Contact Information:

Northwestern Alumni Association
John Evans Alumni Center
1800 Sheridan Road
Evanston, IL 60208
www.alumni.northwestern.edu | 847.491.7200 | students@alumni.northwestern.edu

General Student Services:

Katie Wesner | katie-wesner@northwestern.edu

Student Services of the NAA

Overview

- Northwestern Class Alliance funding and advising
- Student Directors – sit on NAA Board of Directors and oversee Student Advisory Council
- Use of John Evans Alumni Center for events
- Alumni List Requests (for mailing, emailing)
- Funding options (Student Group Funding Opportunities for events that connect students with alumni)
- Programs/events for students
- Gifts for freshman and graduating seniors
- Online services: Online Directory and Northwestern CareerNet, webinars, official NAA LinkedIn page, NAA Fan Page on Facebook
- Students Web page - upcoming event information, event recap and photos
- Class ring program
- For parents: CarePackages.com

Events sponsored or co-sponsored by NAA for students

- President's Forum
- Homecoming
- Dinner with 12 Strangers
- Etiquette Banquet
- Countdown to Commencement including Senior BBQ
- NEXT program
- Mock Interviewing
- Alumni Connection Series
- Alumni Speaker Series receptions
- NU Day at Wrigley

Career Services

- Career and networking events with clubs
- Career program at reunion weekend
- Online services
 - **Northwestern CareerNet** – online networking tool that allows students and alumni to search an online database to connect with alumni who want to share their knowledge and experiences. Database contains more than 12,000 alumni career contacts.
 - **Experience.com** – job listing partner with alumni associations from leading U.S. universities. This online recruiting and career management services offers mid- senior-level job opportunities for engineering, sciences and business professionals.
 - **Northwestern LinkedIn Group** - join and network with thousands of fellow Wildcats.

Volunteer Opportunities for Students

- NCA
- A Day With Northwestern Board of Directors
- Homecoming Planning Committee
- Students Committee Member

Young Alumni Programming

Events sponsored by NAA

- Young Alumni Homecoming Party
- Young Alumni Ski Trip
- DM AlumNites (formerly Mini-Dance Marathons)
- NU Club events
- Young Professional Series
 - *Networking: The Most Powerful Tool in Your Arsenal (Marilyn Moats Kennedy)*
 - *Financial workshops*
 - *How to Get a Job When You Already Have One (Rob Sullivan)*
 - *Networking reception*
 - *Young Alumni Etiquette Banquet*
 - *Home Buying*

Volunteer Opportunities for Alumni

- NEXT
- Mock Interviewing
- Career Conversations
- Alumni Club volunteer leader
- Alumni Speaker
- Northwestern CareerNet volunteer
- Young Alumni Committee

NAA Funding and Sponsorship & Student Group Resources

Grants Overview:

The Northwestern Alumni Association (NAA) has created funding guidelines to assist the NAA staff in evaluating requests from students seeking funding for events and projects. These guidelines are meant to provide consistency in the types of activities the NAA funds to ensure that the NAA's strategic goals are being met.

These guidelines will assist not only NAA staff, but other NAA-affiliated clubs and constituency organizations in handling requests from Northwestern-affiliated organizations. If you are interested in applying for funding, contact the NAA or visit www.alumni.northwestern.edu/node/260.

Strategy:

NAA funds organizations that are aligned with the NAA mission and strategic goals. Priority in funding is made to organizations or events focused on connecting students and alumni. The average funding request is \$500.

Northwestern-affiliated organizations seeking funding must be recognized by one of the "recognizing" bodies on campus: Office of Student Affairs, Associated Student Government, University Housing Office, University Chaplain's Office or the Northwestern Alumni Association.

The NAA does not fund requests from individuals, parties or social gatherings which do not meet the above strategic goals, intramural or athletic events which do not meet the above strategic goals.

Entitlements:

In order to advance the NAA brand, certain entitlements shall be sought, where appropriate in return for the sponsorship or grant. These entitlements include, but are not limited to:

- NAA banner and/or signage at event
- NAA logo in all advertising (The Daily Northwestern) and promotional materials
- NAA product table at event
- NAA speaking role at the event
- Complimentary ad in program booklet
- Recognition (verbal or written) of NAA involvement at the event.

Procedure:

Funding requests will be reviewed at three different times during the academic year. All requests shall be submitted in writing by the due date listed on the NAA website. Generally speaking, the due dates are as follows: Early June for Fall Quarter, November for Winter Quarter and February for Spring Quarter. Please check the NAA website for specific dates and additional information.

Requests should include the following information:

- mission/purpose of the event
- date/time/location of the event
- target audience of event
- brief history of the event
- list of other sponsors of event
- budget summary of the event
- publicity plan on how the group plans to advance the NAA brand at the event
- dollar amount requested

Funding requests should be sent to Katie Wesner, Associate Director of Student Services at katie-wesner@northwestern.edu.

Thank-a-thon**Overview:**

The Thank-a-thon is a program that allows student groups to earn funding by thanking alumni and friends that have financially supported the Northwestern Annual Fund. Any registered student group can earn Thank-a-thon funds for specific initiatives, projects, or events that would entail extra financial assistance from the Northwestern Annual Fund. We are able to give \$20,000 per quarter to support Northwestern Student groups.

The Thank-a-Thon is a quarterly run program—student group funding rates and availability may vary quarter to quarter. There are two ways in which student groups may receive funding: writing thank you letters to donors and placing thank you calls to donors. Thank you letter writing takes place over a two-week period that begins with a training session. Thank you letters are closely checked for quality approval before credit is received. Thank you calls take place on Mondays and Thursdays and also begin with a training session. Thank you calls are monitored throughout the session for approval before credit is received.

Earnings:

Student groups will receive approximately \$10 for every four thank you letters written. Student groups will receive approximately \$20 for every hour called. On both letters and calls, failure to meet Northwestern Annual Fund standards will result in funding rate penalties.

Procedure:

Application must include: name of student group, description of student group, number of participants, name and contact information of point person, description of purpose of funding (For what is the funding needed? Who will benefit from the funding? How will they benefit?), and amount of funding requested and budgetary breakdown of requested funding in regard to proposed student group initiative, program, or event. For more information, please contact Mitch Neubert, Associate Director, Annual Giving at m-neubert@northwestern.edu.

Student Group Alumni List Requests

Alumni lists are beneficial to student groups. Student group alumni databases are easy to create and manage. Alumni databases can be used to identify speakers, foster networking opportunities, and facilitate advisors.

Procedure:

1. Collect information regarding active members in your student organization. This information should include: name, school, class, year of graduation, optional office(s) held within organization and years involved.

Sample:

| Name | School | Class | Graduation Year | Office |
|------------|-----------|-----------|-----------------|-----------|
| John Smith | McCormick | Sophomore | 2013 | President |

2. Submit this list annually to the NAA (students@alumni.northwestern.edu) and keep a copy for your records on an annual basis.
3. The NAA will compile and manage this database, as long as the student organization actively submits annual alumni information.

Alumni List Request

Process

- Submit request along with the purpose and use of the list to the alumni association (students@alumni.northwestern.edu)
- Obtain approval from the NAA
- Wait approximately 10-14 days for processing, see turnaround time section below.
- Submit correspondence to NAA to be forwarded to alumni through NAA email system

Turnaround time

It will take 10 -14 days for your student organization to receive the list from the NAA.

General formatting

- You may ask for specific information, such as home or work address, email or phone.
- We may show degree information (school, year, major), except where prohibited by FERPA.
- You may request an Excel file or labels.
- We can only release information that is not controlled by privacy request.
- We can increase efficiency in this process by considering first what information we want to see. This will save time and "re-runs" of the list.

Blackout periods

During peak operating times, the above turnaround time will be adjusted. Most generally, these times are in accordance with end of the year gift processing, commencement times and new student entry times.

Usage

Alumni data is not be used for fundraising purposes unless approved by the Development office. Make sure you obtain approval from the development office otherwise the NAA will revoke your database access privileges.

Student Groups

If you are a student group requesting a list, you must provide a list of all active members. This ensures that we will be able to provide updated lists to future groups.

Engaging Alumni with Your Student Organization

Types of Events Appropriate for Alumni:

- Career/mentor oriented – career chats, panel discussions
- Large events (i.e. Dance Marathon)

Planning Your Event:

- Coordinate your planned date with the NAA calendar – contact the NAA Associate Director of Student Services (katie-wesner@northwestern.edu).
- It is important to have specific roles for alumni in your events.
- Expectations of the alumni should be clearly communicated before the event. This is especially important in large events that are not alumni focused, but where an alumni presence is preferred.
- If you plan to have alumni as the focus of your event (i.e. career chats), be sure that your attendance at the event will make it worth their while.

Contacting Alumni:

- Once it is determined, or at least 8 weeks before the event, that you would like to involve alumni in your event, contact students@alumni.northwestern.edu to obtain contact information.
- Plan to contact alumni at least 4-6 weeks before the event. The earlier you can get the date on their calendar, the more likely that they will be able to attend.
- For large events where you would like an alumni presence, plan on 10% of the alumni invited attending the event. Therefore, if you would like 10 alumni to attend, plan to invite 100.
- Be as clear as possible and provide as many event details as you can in your initial contact with the alumni. As your details become finalized, communicate them to the alumni.
- Confirm their attendance 3-4 days before the event.
- Post event responsibilities
- Send personal thank you notes for the alumni involved in your event no more than one week after the event.
- Within two weeks after the event, please let the NAA have the names of the alumni attending your event. By not completing this step, the student group will lose access to future alumni lists.

Using the John Evans Alumni Center

Facility:

The John Evans Center is used for University affiliated events and meetings. You may book the first floor for any events/meetings you may have by contacting our Program Assistant at (847) 491-7200 or via email at naainfo@alumni.northwestern.edu. You will be required to complete and sign a reservation form. You will receive an e-mail confirming the time and date of your event and your event contact.

The first floor is equipped with wireless internet, projection screen, flipchart easel, and podium.

The first floor includes:

- Reception Area
- Helen Knight Room, conference area behind Reception desk
- Living Room/Library (Events)
- Sunroom (East) (Conference)
- Dining Room (Events – Conference)
- Breakfast Room (Conference) off kitchen
- Kitchen

Guidelines for Student Events at the John Evans Center:

1. Once the date and time have been reserved at the John Evans Alumni Center, the student group is responsible for providing the NAA with one contact person for the event, including name, email address and cell phone number. The NAA will use that individual as their main contact for the event and that person is responsible for getting the following information to the NAA at least ONE WEEK prior to the event:
 - Start and end time of the event
 - Catering information
 - Arrival and departure time of student group/speaker on the event day.

2. Student groups who choose to use the John Evans Alumni Center for an event will need to sign a contract stating they will follow all rules outlined within these guidelines. Once the space has been reserved, the student group will receive the contract via email and one representative will need to return the signed contract to the NAA within 3 business days. That representative will serve as the main contact person for the event.
3. The NAA is not responsible for the planning process of any student run event. Representatives from the NAA are happy to meet with student groups to discuss opportunities to involve alumni in their events. When possible, the NAA will provide the student group with area alumni to contact in order to invite to the event. The NAA is not responsible for contacting alumni and inviting them to a student run event. The NAA is also not responsible for alumni's response to the attendance request. The NAA will search their database to determine whether we have contact information for alumni from that student group. If we find alumni from your affinity group, we will send that information to the student group in order to be used to invite alumni back to campus for the event. Student groups may not use the list of alumni contacts to ask for donations.
4. You are free to reset any rooms on the first floor to meet your meeting needs. However, you are required to return the room to its original set. If you need a podium, you must let us know when you book the event.
5. If you need to store things in the kitchen one (1) day before your event (i.e. food, soda) after 2pm, please contact our Program Assistant at (847) 491-7200 first to see if we have the available space to store your items.
6. You or your caterer (you may use any caterer) must provide everything for your event. (i.e. food, drinks, coffee, tea, cream, sugar, stirrers, napkins, dishes, cups, flatware, saran wrap, nametags, serving utensils, etc.) We will provide trash bags.
7. Please do not remove silverware or dishes unless authorized by your NAA contact.
8. Please have your caterer (or group in charge of the event) clean up after the event.
 - Any chairs moved by the group must be moved back.
 - All food must be stored and removed, and all serving items cleaned and stored.
 - Trash left on furniture, window ledges, etc. must be put in the trash.
 - Any spills need to be cleaned up.
9. All garbage from the event must be picked up and taken out to the outside garbage bins.
10. If you want to leave leftovers in the refrigerator to be picked up the next day, put a sign regarding next day pickup on the food. Non-edible items (dishes, glasses, etc.) put aside in a corner of the kitchen.
11. Alcohol is prohibited for undergraduate groups.
12. Due to fire code regulations, 125 people are the maximum amount allowed for an event.
13. If these stipulations are not met, a minimum of \$100 will be charged to your SOFO account. In addition, any damages will be charged to your SOFO account.
14. The John Evans Center reserves the right to cancel an event with at least 48 hours notice if the President's office or one of his staff members requires use of this space.
15. THERE ARE NO OVERNIGHT RENTALS.



SAMPLE FORMS

Constitution Template

Constitution for _____(Name of Organization)

Date Ratified:

Date Last Updated:

Article I. Name of Organization

This organization shall be named Name of Organization The official name of the organization. This shall **not** include the words "Northwestern University", "NU" or any other words which would identify the group with Northwestern University. *If you would like to include any of the above titles in the official name of your student organization you will need to contact Ellen Barnes.*

Article II. Affiliation Statement

For groups who choose to affiliate with an Umbrella Organization, Department, or National Organization. Please state any affiliations.

Article III. Statement of Purpose

Section 1. Guiding Principles

The purpose of Name of Organization is to

Section 2. Objectives

The objectives of Name of Organization shall be to

Article IV. Responsibility

Section 1: Name of Organization shall comply with all Northwestern University policies and procedures, including but not limited to those policies set forth in the Student Organization Handbook, Student Handbook, as well as local, state, and federal laws.

Article V. Membership

Section 1. General Membership

- A. Membership of Name of Organization shall be open to all Northwestern University students in Good Academic Standing who have paid their Student Activity Fee. Non-voting memberships may be extended to interested faculty, administrators, staff members, and alumni of the University.
- B. As a student group seeking recognition from the Northwestern University Associated Student Government (ASG), we hereby state that this student organization does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity and expression, parental status, marital status, disability, citizenship, or veteran status and is in compliance with the guidelines set forth by ASG.
- C. Active membership in Name of Organization is defined as those students who.
- D. Benefits of Active membership include the right to vote

Section 2. Officers/Executive Board (**choose one, should be consistent throughout document**)

- A. Titles/Descriptions/Responsibilities
- B. Eligibility Requirements

C. Length of Term: The length of the term of office for Officers/Executive Board members will extend from date to date.

D. Installation

Installation of new Officers/Executive Board members will occur in. . . . **please list that the board will transition no later than the xx Week of xx Month when Exec Board will transition (for example Third Week of April)**

E. Vacancies/Succession

If a vacancy occurs in the position, that position will be filled by the position, and all other vacancies will be filled by. . . .

F. Removal of Officers/Impeachment

Section 1. Petition

Two-thirds (2/3) of the Officers/Executive Board must agree or two-thirds (2/3) of active members must sign a petition to ask for impeachment.

Section 2. Process

Active members, the Officers/Executive Board, Advisor, and Officer/Executive Board member being impeached must be notified at least two weeks in advance of the impeachment hearing. The impeachment hearing must occur while classes are in session.

Section 3. Hearings

The moderator of the impeachment hearing will be the title. The moderator can not be the Officer/Executive Board member being impeached. Three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. Each side will be given the opportunity to present their case and the active members may ask questions. A two-thirds (2/3) vote of active members present is needed for impeachment.

Article VI. Elections

Section 1. Timeline

Elections will be held (when? where?) **(Should be by in time for the new board to attend the ASG Spring Leadership Training)**

Section 2. Procedures

Facilitation (who is running the election?)

Eligibility (who is eligible to run?)

Nominations (who can make nominations?)

Voting (who can vote? how is the winner determined?)

Article VII. Advisor

The Advisor of Name of Organization shall be a full-time faculty, administrator, or staff member at the Northwestern University. **(Do not list specific names)**

Article VIII. Meetings

Section 1. General

General member meetings will be held. . . . (when, where, how often)

Section 2. Officers/Executive Board

Officer/Executive Board meetings will be held. . . . (when, where, how often)

Section 3. Special
Special meetings will be held. . . . (when, where, how often)

Article IX. Committees

Section 1. Standing committees (titles/descriptions/responsibilities)

Section 2. Special committees may be appointed by

Article X. Discipline

Section 1. Reasons – Please detail

Section 2. Process – Please detail

Section 3. Consequences – Please detail

Article XII. Amendments to the Constitution

Section 1. Submission

Amendments to this constitution shall be submitted to title in writing for submission to the active members for a vote.

Section 2. Vote

A vote of specify active members is needed for the adoption of any amendment.

Section 3. Final Approval

Amendments must be presented to the ASG Student Groups Committee for approval prior to implementation.

Article XIII. Dissolution of the Organization

Section 1. Process

Name of organization may be dissolved after dissolution is approved by the Officers/Executive Board and by a vote of specify active members, provided that a notice of the vote on dissolution is furnished to all active members at least sixty (60) days prior to the vote.

Section 2. Obligations

Upon dissolution, the Officers/Executive Board will utilize assets of the organization to pay all obligations and expenses of the organization.

Section 3. Approval

Notice of dissolution must be presented in writing to the ASG Student Groups Committee

Notes:

**Religious Organizations must also follow the guidelines set forth for Religious Groups in the ASG Executive Committee Guidelines.*

***Nationally affiliated organizations must include a copy of the National Organizations Constitution and/or By-laws.*

****Social Fraternities and Sororities are exempt from the sex discrimination clause based Title IX, Education Amendments of 1972*

President: _____

Please Print Your Name then Sign Next to it.

Date: _____

Treasurer: _____

Please Print Your Name then Sign Next to it.

Date: _____

Advisor: _____

Please Print Your Name then Sign Next to it.

Date: _____

Adapted from the Constitution template at the University of Miami

SAMPLE BID LETTER

Your Group Name
Northwestern University
1999 Campus Dr., Suite 3H
Evanston, IL 60208
Phone: XXX-XXX-XXXX
Fax: 847-467-6878

Date

Contact Name
Organization
Address
City, State, Zip Code
Phone number
Fax number

Dear <First Name>:

We write to request that you send us a proposed written contract with Northwestern University for the closed college performance of the Artist Name at Location on Date, for the amount of \$_____ as headliner for Group Name of Northwestern University. Expected attendance is approximately _____. Ticket prices are not to exceed _____. Time of performance will be from _____ to _____.

* Contract subject to mutual agreement of all terms of contracts and riders subject to review and approval of Northwestern University officers; <Your Group Name> is not authorized by Northwestern University to enter into a contract agreement. If contract is mutually accepted and approved, contracts and riders must arrive on campus no less than 45 days before the event in order to ensure prompt processing and payment.

Please respond by _____.

* This section MAY NOT be REMOVED from the bid letter.

Your Name
Position
Group Name
Northwestern University

Advisor Name
Northwestern University
Center for Student Involvement

SAMPLE COVER LETTER

*** SENT AS A COVER SHEET ONLY AFTER CONTRACTS AND RIDERS HAVE BEEN FULLY EXECUTED ON NU'S
END ***

Date

Contact Name

Job Title

Company

Address

City, State, Zip Code

Dear <First Name>:

Enclosed please find:

- Two executed copies of your contract, one marked NORTHWESTERN COPY and one marked ARTIST COPY
- Northwestern University's contract rider
- A copy of the campus map

You are contracted for the following upon your approval of said contracts:

Performance: <Event>
Performance Date: <Event Date>
Performance Site: <Event Location/Venue>
Performance Time: <Event Time>
Performer's Fee: <Event Cost>
Other Information: <Miscellaneous Information>

Please initial and date any additions or deletions of the enclosed and return the NORTHWESTERN COPY no later than two weeks prior to the event.

Sincerely,

Your Name

Your Organization

Enclosures

SAMPLE CONTRACT FOR EVENTS UNDER \$1000

TODAY'S DATE _____

CONTRACT AGREEMENT

The undersigned Artist(s) and Purchaser (Northwestern University) agree to the following terms and conditions for the engagement herein described below:

Sponsoring Student Organization or Group: _____

Name of Event: _____

Date of Event: _____

Description of Event: _____

Name under which Artist (s) operates: _____

Official Artist (s) contact: _____

Telephone Number: _____

Purchaser: Northwestern University

Advisor: _____

Agreed price for engagement and form of payment: _____

Check payable to: _____

Social Security or FEIN number: _____

Performance location and address: _____

Rain day and date: _____

Rain location and address: _____

Length of performance: _____

Arrival time: _____ Student Org: _____

Student Contact: _____

Show Time: _____ Telephone Number: _____

Artist: _____ Purchaser: Northwestern University

Address: _____ Address: _____

Agreed by: _____ Agreed by: _____

(Artist or Authorized signature) (Official Northwestern Representative)

Date: _____ Date: _____

I understand that this payment does not have any benefit or tax deductions and that the payment of these is my responsibility.

**NORTHWESTERN UNIVERSITY
CONTRACT RIDER**

ARTIST :

PURCHASER: NORTHWESTERN UNIVERSITY

In the event of any conflict, inconsistency or incongruity between the provisions of the ARTIST'S CONTRACT and/or Rider and the provisions of the NORTHWESTERN UNIVERSITY RIDER, the provisions of the NORTHWESTERN UNIVERSITY RIDER shall, in all respects, govern and control.

1. **DEFINITIONS:** The term NORTHWESTERN UNIVERSITY as used in this Contract Rider means NORTHWESTERN UNIVERSITY and all of its officers, employees, and agents.
2. **SHOW DETAILS:** The ARTIST shall perform 1 show(s), each being at least minutes in length, exclusive of intermission(s) and the first show will begin at . The ARTIST shall limit his/her "BREAK TIME" to **NA** minutes per **NA** of engagement period, such "BREAK TIME" not to be consecutive.
3. **TRANSPORTATION:** The ARTIST will make and pay for transportation and housing arrangements unless otherwise specified in this contract. In the event that transportation is at any time furnished by the PURCHASER to the ARTIST and/or his/her entourage, claims, and actions and possible causes of action and whatsoever that may occur to the Artist and/or his/her entourage or heirs of same from every and any loss, damage, and injury (including death) that may be sustained by the ARTIST and/or his/her entourage and property of same during the course of said transportation.
4. **EQUIPMENT:** The PURCHASER is not responsible for any equipment not specifically stated in the attached contract. The ARTIST agrees that if she/he does not use the equipment stated in this contract, she/he shall reimburse the PURCHASER for all rental costs of said equipment.
5. **ACTS OF GOD:** The PURCHASER shall not be liable or responsible for any failure to perform its obligation hereunder or for any loss or liability to ARTIST or PRODUCER, their agents, heirs, employees, guests or assignees caused by or arising as a result of an **Act of God** or any other circumstance or event beyond the reasonable control of the PURCHASER.
6. **EXPENSES:** If for any reason other than an "**Act of God**" or a reason expressly agreed to by the PURCHASER elsewhere in this Agreement, the ARTIST cancels or changes the date of the performance(s) called for by this contract, then the ARTIST shall reimburse the PURCHASER for its reasonable out-of-pocket expenses incurred in connection with preparation for said performance(s) including, but not limited to, costs for ticket printing, brochure and poster design and printing, program printing, advertising, and staff planning and production time. Such reimbursement must be paid to PURCHASER no later than THIRTY (30) DAYS after the scheduled performance date.
7. **DELAY OF PERFORMANCE:** In the event that as a result of the actions of the ARTIST or his/her employees or agents, any performance of the ARTIST provided for herein is unreasonable delayed, the PURCHASER, at its sole option may cancel the performance without further liability and recover from the ARTIST all sums heretofore paid pursuant to this agreement, or reduce the contract price pay by an amount reasonably related to the delay caused.
8. **NOTIFICATION:** *a) BEFORE DAY OF PERFORMANCE:* The ARTIST or his/her agent must fax or call the PURCHASER between the hours of 8:30 a.m. and 4:30 p.m. (Central Standard Time) on the day preceding the performance stating the time of arrival, where staying, mode of transportation, name of person in whose name group will be registering, and expected time of arrival of materials and crew. Upon learning that there will be a delay in the start of the scheduled show due to unavoidable transportation delay or other delays, the ARTIST or his/her agent shall promptly notify the NORTHWESTERN UNIVERSITY/PURCHASER of the reason for the delay and the expected time of arrival. *b) DAY OF PERFORMANCE:* If a rehearsal is not required, the ARTIST must make his/her whereabouts known to the PURCHASER NINETY (90) minutes prior to the scheduled performance time and must be at the performance site at least SIXTY (60) minutes prior to the start of the scheduled performance.
9. **ALCOHOL, TOBACCO AND DRUGS:** If the ARTIST arrives at the performance site under the influence of intoxicating beverages, narcotics, or drugs, the PURCHASER may cancel this contract with no liability on the part of the PURCHASER and recover from the ARTIST all sums paid pursuant to this agreement. NORTHWESTERN UNIVERSITY will not provide alcoholic beverages or tobacco-based products. NORTHWESTERN UNIVERSITY is a smoke-free environment.
10. **CONTROL OF PERFORMANCE AND DAMAGES:** The ARTIST will control the details and manner of performance, but it is agreed to and understood that NORTHWESTERN UNIVERSITY and PURCHASER shall have the right to direct the ARTIST to discontinue any activity constituting violation of state statute, applicable ordinances or directions of lawful authority. Damages to the premises, equipment or properties of PURCHASER caused by the ARTIST or his/her staff, either intentionally or through negligence, will be paid for by the ARTIST and may be deducted from the fee.
11. **LIMITATION OF CONTRACT AND ADDENDUM TERMS:** No oral representation, warranty, condition, or agreement of any kind or nature whatsoever shall be binding upon the parties hereto unless incorporated in this agreement. This contract, along with the addenda contains all terms and conditions agreed upon by the parties hereto, and may not be amended other than in writing signed by all parties. All additions and deletions in this contract and its rider must be initialed and dated by both parties in order to be valid

12. **INDEPENDENT CONTRACTOR:** It is specifically agreed that the ARTIST and his/her agent, in fulfilling the terms and conditions of this agreement, are acting as independent contractors and not as agents or employees of the PURCHASER or NORTHWESTERN UNIVERSITY. It is further understood that the ARTIST agrees to perform and discharge all obligations as an independent contractor under any and all laws, whether existing or in the future, in any way pertaining to the engagement hereunder, including but not limited to federal and state social security laws, employee compensation and unemployment insurance and contributions, income taxes, public liability insurance requirements.
13. **CONTRACT AUTHORITY:** If someone other than the ARTIST signs this contract, the person signing for the ARTIST expressly warrants that she/he is authorized by the ARTIST to execute this contract for the ARTIST for this engagement at the time and place specified in this contract. NORTHWESTERN UNIVERSITY honors only contracts signed by the Vice President of Student Affairs or his/her designee.
14. **DEPOSITS AND METHOD OF PAYMENT:** No deposits or advance payments will be made prior to the first performance. The ARTIST must furnish the PURCHASER with a fully executed contract including completed ARTIST and PURCHASER addenda no later than TWENTY (20) working days prior to the date of this performance. Compensation shall be a University issued check. Any cash payments are against NORTHWESTERN UNIVERSITY policy and will not be honored under any circumstances.
15. **CONCESSIONS/MERCHANDIZING:** The ARTIST shall pay to the NORTHWESTERN UNIVERSITY, twenty-five percent (25%) of all proceeds from the sale of merchandise. If the ARTIST wishes to sell any merchandise, including but not limited to: T-shirts, compact discs, etc., the ARTIST must first obtain the permission of the PURCHASER. The sale of these items is the sole responsibility of the ARTIST. Payment of state sales tax on the ARTISTS' portion of the souvenir item income is the responsibility of the ARTIST. The PURCHASER reserves the right to inventory merchandise in and out.
16. **GOVERNING LAW:** The laws of the State of Illinois shall govern this contract, rider and agreement.
17. **ENTIRE AGREEMENT:** This agreement constitutes the entire agreement and understanding among the parties and supersedes all prior agreements, oral or written. Any change, amendment or other modification of this Agreement must be in writing and signed by all parties to this Agreement in order to be effective. In the event of any conflict between the NORTHWESTERN UNIVERSITY rider and any other contract, rider or portion of the agreement, then the NORTHWESTERN UNIVERSITY rider will govern and control.
18. **PURCHASER SIGNATURE:** The representative(s) of the NORTHWESTERN UNIVERSITY and/or PURCHASER in signing of this contract warrants that she/he signs as a properly authorized representative and does not assume personal liability for meeting the terms of the contract.
19. **INDEMNITY:** The ARTIST agrees to indemnify and hold harmless the NORTHWESTERN UNIVERSITY its trustees, officers, employees, and agents from and against any and all claims for loss, cost, injury, or damage to persons or property, including claims of employees or agents of the ARTIST, arising out of or alleged to be due to activities conducted by the ARTIST or its employees, agents or guests on property of the NORTHWESTERN UNIVERSITY. The ARTIST further agrees to obtain adequate policy or policies of comprehensive liability insurance sufficient to satisfy its indemnification and hold harmless obligations hereunder and to name the NORTHWESTERN UNIVERSITY, its trustees, officers, employees, and agents as additional insured under said policy or policies. As used herein, the reference to adequate comprehensive liability insurance shall mean policies of insurance in the following amounts:
 - LIABILITY: \$3,000,000.00 EACH OCCURRENCE
 - WORKER'S COMPENSATION: ILLINOIS STATE REQUIREMENT
 - AUTOMOBILE LIABILITY: \$3,000,000.00
 - OTHER REQUIREMENTS: _____
20. **RETURN OF CONTRACT:** NORTHWESTERN UNIVERSITY/PURCHASER has signed this contract to which this rider is an addendum prior to signature by the ARTIST. The action of returning said contract constitutes an offer by NORTHWESTERN UNIVERSITY/PURCHASER to enter into an agreement on the terms herein stated, but unless said agreement is signed by the ARTIST or his /her Representative and returned to NORTHWESTERN UNIVERSITY/PURCHASER on or before the ___ day of ____, this offer shall be automatically withdrawn without further notice, and this contract shall be completely null and void unless otherwise agreed to, in writing, by both parties.

NORTHWESTERN UNIVERSITY

ARTIST'S NAME

TITLE

ARTIST SIGNATURE

DATE

DATE

SAMPLE NORTHWESTERN UNIVERSITY VENDOR CONTRACT RIDER

1 PAGE 1 of 2

NORTHWESTERN UNIVERSITY VENDOR CONTRACT RIDER

Vendor Name:

Purchaser: Northwestern University

In the event of any conflict, inconsistency or incongruity between the provisions of the VENDOR'S CONTRACT and/or Rider and the provisions of the NORTHWESTERN UNIVERSITY RIDER, the provisions of the NORTHWESTERN UNIVERSITY RIDER shall, in all respects, govern and control.

1. **DEFINITIONS:** The term NORTHWESTERN UNIVERSITY as used in this Contract Rider means NORTHWESTERN UNIVERSITY and all of its officers, employees, and agents.
2. **EQUIPMENT:** The PURCHASER is not responsible for any equipment not specifically stated in this contract. The VENDOR agrees that if she/he does not use the equipment stated in this contract, she/he shall reimburse the PURCHASER for all rental costs of said equipment.
3. **TRANSPORTATION:** The VENDOR will make and pay for transportation and housing arrangements unless otherwise specified in this contract. In the event that transportation is at any time furnished by the PURCHASER to the VENDOR and/or his/her employees or agents, VENDOR and/or his/her employees or agents waive any claims, and actions and possible causes of action and whatsoever that may occur to the VENDOR and/or his/her employees or agents or heirs of same from every and any loss, damage, and injury (including death) that may be sustained by the VENDOR and/or his/her employees or agents and property of same during the course of said transportation.
4. **ACTS OF GOD:** The PURCHASER shall not be liable or responsible for any failure to perform its obligation hereunder or for any loss or liability to VENDOR, their agents, heirs, employees, guests or assignees caused by or arising as a result of an **Act of God** or any other circumstance or event beyond the reasonable control of the PURCHASER.
5. **DEPOSITS AND METHOD OF PAYMENT:** No deposits or advance payments will be made prior to the completion of service. The VENDOR must furnish the PURCHASER with a fully executed contract including completed VENDOR and PURCHASER addenda no later than TWENTY (20) working days prior to the date of the service. Compensation shall be a University issued check after completion of service. Any cash payments are against NORTHWESTERN UNIVERSITY policy and will not be honored under any circumstances.
6. **EXPENSES:** If for any reason other than an "**Act of God**" or a reason expressly agreed to by the PURCHASER elsewhere in this Agreement, the VENDOR cancels or changes the date of the service called for by this contract, then the VENDOR shall reimburse the PURCHASER for its reasonable out-of-pocket expenses incurred in connection with preparation for said services and reimburse the PURCHASER for additional expenses to contract a replacement. Such reimbursement must be paid to PURCHASER no later than THIRTY (30) DAYS after the scheduled date of service.
7. **DELAY OF SERVICES:** In the event that as a result of the actions of the VENDOR or his/her employees or agents, any service by the VENDOR provided for herein is unreasonably delayed, the PURCHASER, at its sole option may cancel the service without further liability and recover from the VENDOR all sums heretofore paid pursuant to this agreement, or reduce the contract price by an amount reasonably related to the delay caused.
8. **SERVICES** In the event that VENDOR or his/her employees and agents provides substandard quality of services, the PURCHASER, at its sole option may reduce the contract price by an amount reasonably related to the deficiency of service. The VENDOR certifies that it has sufficient staff available to perform the services and that all individuals providing the service have the licensure, background, training and experience to perform properly the services to be delivered under this Agreement.
9. **NOTIFICATION:** **a) Before Day of Performance** The VENDOR or his/her representative must email, call or fax the PURCHASER between the hours of 8:30 a.m. and 4:30 p.m. (Central Standard Time) prior to the date of the services stating the time of arrival, where staying, mode of transportation, name of person(s) representing the VENDOR and expected time of arrival of materials and crew. Upon learning that there will be a delay in the start of the scheduled show due to unavoidable transportation delay or other delays, the VENDOR or his/her representative shall promptly notify the NORTHWESTERN UNIVERSITY/PURCHASER of the delay and expected time of arrival. **b) Day of Service** The VENDOR must make his/her whereabouts known to the PURCHASER NINETY (90) minutes prior to scheduled set up and at least SIXTY (60) minutes prior to time of service.
10. **ALCOHOL, TOBACCO AND DRUGS:** If the VENDOR and/or his/her employees or agents arrives at the event site under the influence of intoxicating beverages, narcotics, or drugs, the PURCHASER may cancel this contract with no liability on the part of the PURCHASER and recover from the VENDOR all sums paid pursuant to this agreement. NORTHWESTERN UNIVERSITY will not provide alcoholic beverages or tobacco-based products. Portions of NORTHWESTERN UNIVERSITY are smoke-free environments.
11. **CONTROL OF PERFORMANCE AND DAMAGES:** The VENDOR will control the details and manner of service, but it is agreed to and understood that NORTHWESTERN UNIVERSITY and PURCHASER shall have the right to direct the VENDOR to discontinue any activity constituting violation of state statute, applicable ordinances or directions of lawful authority. Damages to the premises, equipment or properties of PURCHASER caused by the VENDOR or his/her staff, either intentionally or through negligence, will be paid for by the VENDOR and may be deducted from the fee.
12. **LIMITATION OF CONTRACT AND ADDENDUM TERMS:** No oral representation, warranty, condition, or agreement of any kind or nature whatsoever shall be binding upon the parties hereto unless incorporated in this agreement. This contract, along with the addenda contains all terms and conditions agreed upon by the parties hereto, and may not be amended other than in writing signed by all parties. All additions and deletions in this contract and its rider must be signed and dated by both parties in order to be valid.

- 13. **DEPENDENT CONTRACTOR:** It is specifically agreed that the VENDOR and his/her representative or agent in fulfilling the terms and conditions of this agreement, are acting as independent contractors and not as agents or employees of the PURCHASER or NORTHWESTERN UNIVERSITY. It is further understood that the VENDOR agrees to perform and discharge all obligations as an independent contractor under any and all laws, whether existing or in the future, in any way pertaining to the engagement hereunder, including but not limited to federal and state social security laws, employee compensation and unemployment insurance and contributions, income taxes, public liability insurance requirements.
- 14. **CONTRACT AUTHORITY:** The person signing for the VENDOR expressly warrants that she/he is authorized by the VENDOR to execute this contract. NORTHWESTERN UNIVERSITY honors only contracts signed by the Vice President of Student Affairs or his/her designee.
- 15. **GOVERNING LAW:** The laws of the State of Illinois shall govern this contract, rider and agreement.
- 16. **ENTIRE AGREEMENT:** This agreement constitutes the entire agreement and understanding among the parties and supersedes all prior agreements, oral or written. Any change, amendment or other modification of this Agreement must be in writing and signed by all parties to this Agreement in order to be effective. In the event of any conflict between the NORTHWESTERN UNIVERSITY rider and any other contract, rider or portion of the agreement, then the NORTHWESTERN UNIVERSITY rider will govern and control.
- 17. **PURCHASER SIGNATURE:** The representative(s) of NORTHWESTERN UNIVERSITY and/or PURCHASER in the signing of this contract warrants that she/he signs as a properly authorized representative and does not assume personal liability for meeting the terms of the contract.
- 18. **INDEMNITY:** The VENDOR agrees to indemnify and hold harmless NORTHWESTERN UNIVERSITY its trustees, officers, employees, and agents from and against any and all claims for loss, cost, injury, or damage to persons or property, including claims of employees or agents of the VENDOR, arising out of or alleged to be due to activities conducted by the VENDOR or its employees, agents or guests on property of NORTHWESTERN UNIVERSITY. The VENDOR further agrees to obtain adequate policy or policies of comprehensive liability insurance sufficient to satisfy its indemnification and hold harmless obligations hereunder and to name NORTHWESTERN UNIVERSITY as an additional insured under said policy or policies. As used herein, the reference to adequate comprehensive liability insurance shall mean policies of insurance in the following amounts:
 - LIABILITY: \$3,000,000.00 EACH OCCURRENCE
 - WORKER'S COMPENSATION: ILLINOIS STATE REQUIREMENT
 - AUTOMOBILE LIABILITY: \$3,000,000.00
 - OTHER REQUIREMENTS: _____
- 19. **RETURN OF CONTRACT:** NORTHWESTERN UNIVERSITY/PURCHASER has signed this contract to which this rider is an addendum prior to signature by the VENDOR. The action of returning said contract constitutes an offer by NORTHWESTERN UNIVERSITY/PURCHASER to enter into an agreement on the terms herein stated, but unless said agreement is signed by the VENDOR or his /her Representative and returned to NORTHWESTERN UNIVERSITY/PURCHASER on or before _____ this offer shall be automatically withdrawn without further notice, and this contract shall be completely null and void unless otherwise agreed to, in writing, by both parties.

NORTHWESTERN UNIVERSITY

VENDOR

NAME (PLEASE PRINT)

NAME (PLEASE PRINT)

TITLE

TITLE Person Signing for VENDOR

SIGNATURE DATE

SIGNATURE DATE

This rider is attached to the VENDOR'S contract and returned to the VENDOR or his/her representative on the _____ day of _____, 200_____.

SAMPLE CONTRACT AGREEMENT FOR VENDORS

**Northwestern University
CONTRACT AGREEMENT FOR VENDORS**

The undersigned Artist(s) and Purchaser (Northwestern University) agree to the following terms and conditions for the engagement herein described below:

| | |
|----------------------|---------------|
| Name of Event | Date of Event |
| Description of Event | Time of Event |

| | |
|---|---------|
| Sponsoring Student Organization or Group: | Advisor |
| Contact | Email |
| Address | Phone |

| | |
|--|---------------------------------------|
| Purchaser: Northwestern University | |
| Name under which Vendor(s) operates | Official Contact |
| Phone: Fax: | Email: |
| Description of Services | |
| Agreed Price For Services: | |
| Paid by University at the completion of Services | |
| Time of Arrival: | Location: Rain Location: |
| Check Payable To: | FEIN Number or Social Security Number |
| Address: | |

Northwestern University contract rider is a binding part of this agreement.

I understand that this payment does not have any benefits or tax deductions and that the payments of these are my responsibility.

(Vendor or Authorized signature)
Date:
Date Sent:

(Northwestern University Contract Review Officer)
Date:
Date to be returned:

SAMPLE CO-SPONSORSHIP AGREEMENT

Name of Event:

Location:

Date of Event:

1) Co-Sponsoring Student Organization

2) Co-Sponsoring Student Organization

Student Organization:

Student Organization:

Student Contact:

Student Contact:

Telephone:

Telephone:

Email:

Email:

Advisor:

Advisor:

Group President Name:

Group President Name:

SOFO Acct #:

SOFO Acct #:

If there are additional co-sponsors or information, please attach it to this form.

Use the space below to specify the responsibilities of each group include deadlines and budget:

- **How is the programming/event planning divided?** (This includes reserving rooms, contacting agents, sending and submitting contracts, meeting with advisors)

- **How is payment divided?** (This includes the portion of money each group is contributing, if the money is for AV, food, etc... and if there is a profit, how the profits will be divided)

- **How will the responsibilities of the night of the event be divided?** (This includes picking up the artist, taking tickets, introducing speakers, clean up)

We agree to the information provided above.

Group 1) signature _____ print name: _____ date: _____

Group 1) advisor _____ print name: _____ date: _____

Group 2) signature _____ print name: _____ date: _____

Group 2) advisor _____ print name: _____ date: _____

SAMPLE FINAL EVENT REPORT

I. General Information

Name of Event: _____

Co-Sponsoring Organizations: _____

Date & Time of Event: _____

Total Program Budget: _____

II. Program Summary

How many people attended event? _____

Please describe any successes and/or obstacles that were encountered (including if applicable weather, food, AV, publicity, facility, performer, crowd reaction, etc...):

III. Improvements for next time? Will you do this event again?

Questions? Contact Tracey Gibson-Jackson in the Center for Student Involvement, third floor; 847-491-2350;
tgibjack@northwestern.edu

SAMPLE MOTOR POOL RESERVATIONS FORM

Reservation Number: _____

Evanston campus:

2020 Ridge Avenue, Dock 9 Abbott Hall
Evanston, IL 60208-4325
Reservations: 847/491-5075
Fax: 847/467-2188
E-mail: motor-pool@northwestern.edu
Hours: 8:00 a.m. to 5:00 p.m., Monday to Friday

Chicago campus:

710 North Lake Shore Drive, Room 100
Chicago, IL 60611 Mail Code A-331
Reservations: 312/503-8129
Fax: 312/503-9243
E-mail: motor-pool@northwestern.edu
Hours: 8:00 a.m. to 5:00 p.m., Monday to Friday

Date of Request: _____

Vehicle Type: _____ **Number of Passengers:** _____

Pick Up Date: _____ **Pick Up Time:** _____

Return Date: _____ **Return Time:** _____

Destination (City, State): _____

Name of Driver: _____ **Faculty/Staff** _____ **Student** _____

Contact Person: _____ **E-mail Address:** _____

Campus Phone Number: _____ **Campus Fax Number:** _____

Campus Address: _____

Name of Department or Organization: _____

Name of Department Chair or Organization Advisor: _____

Chart String Number: Fund ___ Dept _____ Project _____ Activity__ Account _____

Confirmation Needed?: Yes _____ No _____

Special Notes: _____

Note for Student Drivers:

Student drivers must complete Risk Management's Defensive Driving Course. To register, call Risk Management at 847/491-3253.

Student drivers must present a letter of authorization on department letterhead designating them as having departmental permission to drive the vehicle.

SOFO reservations require the "Organization Authorization for University Vehicles" form to be faxed to Motor Pool, in advance of the reservation date. Motor Pool fax numbers are 847/467-2188 for Evanston and 312/503-8129 for Chicago.

Vehicles shall not be operated out of a 150-mile radius during the week. On weekends, the operating radius is extended to 300 miles with an overnight stay. For exceptions, call Risk Management at 847/491-4334.

Student Organization Travel Approval Form

| | |
|-------------|------------------|
| Group Name: | Name of the Trip |
|-------------|------------------|

Contacts Information

| | | |
|---------------------|-------|--------------|
| Student Contact # 1 | Email | Phone Number |
| Student Contact 2 | Email | Phone Number |
| Advisor's Name | Email | Office Phone |
| | | Cell Phone |

Purpose of the Trip

| |
|--|
| |
|--|

Travel Information

Travel Destination

| | | |
|------|-------|---------|
| City | State | Country |
|------|-------|---------|

Dates of Travel

| | | |
|----------------|------|----------|
| Date Leaving | Time | Location |
| Date Returning | Time | Location |

Lodging Information

| | | |
|-----------------------|---------|-------|
| Name of Hotel/Lodging | Address | Phone |
|-----------------------|---------|-------|

Transportation

| | | | |
|----------|---------------------------------|--|---|
| Air | Departure City/Airline/Flight # | Return City/Airline/Flight # | Travel Arrangement Made By |
| Auto/Van | Personal Vehicle/Motor Pool | Motor Pool Reservation # | Personal: Owner's Name |
| | | All Drivers Must Be Certified And Listed on Form | All Drivers Must Be Listed on Form |
| Bus | Company | Contact Information | Certificate of Insurance on File |
| | | | Date Received: |

Travel Budget

| Expense | Cost | Paid by Group | Paid By Members |
|-------------------------------|------|---------------|-----------------|
| Transportation | | | |
| Gas/Airport Transportation | | | |
| Lodging | | | |
| Meals | | | |
| Supplies | | | |
| Miscellaneous (Tolls/Parking) | | | |

Emergency Plans for Funds

| |
|--|
| |
|--|

SOFO PAYMENT CHECKLIST

FOR ASSOCIATED STUDENT GOVERNMENT RECOGNIZED ORGS.

- Account has sufficient funds
- Vendor information is on supporting documentation/invoice
 - Quotes and statements are not acceptable forms for payment
- IL Sales Taxes are not included / Received Tax Exempt Form
- Total matches voucher amount
- Voucher is complete and signed by both treasurer and president
- Document total equals amount on voucher (If not, please provide an explanation of the difference)
- Advisor signature on all receipts/invoices
- Assigned Account or Group Executive signature on voucher in accordance to ASG's policy

Contracts

- An original, signed contract is being submitted
- The contract is signed by a university official authorized to execute contracts
- Company representative or individual performing the service has counter -signed the contract or agreement
- Social security or tax id. number is listed on contract
- IRS W-9 form included with payment to individual

Scholarships / Donations – Formal Memo

- Dated
- Includes the purpose of payment
- Payee contact information
- Social Security or Tax id. number is included
- Signed by treasurer, president, & advisor

Check Advance

- Payable to treasurer or president signed on with SOFO
- Request not greater than \$500.

S O F O

REIMBURSEMENT CHECKLIST

FOR ASSOCIATED STUDENT GOVERNMENT RECOGNIZED ORGS.

- Account has sufficient funds
- Original Receipt(s)/Invoice(s) shows:
 - Vendor name, address, and telephone #
 - Date of purchase (must not be over 90 days)
 - Items listed clearly/Itemization
 - Items purchased are not alcohol or tobacco related
 - How purchase was paid - Cash, Check, Credit Card
 - If paid by check, a copy of the cashed check from bank is to be included to show it was cleared.

Purchases made on-line should include:

- Emailed receipt and/or payment confirmation
- Copy of credit card statement may be used as additional proof
- Expenditure did not pay contract or an individual
- IL sales taxes are not included
 - Receipts from a restaurant with a server is an exception for reimbursement
- Reimbursements \$30 or less will be processed as petty cash
- Advisor signature on all receipts/invoices
- Assigned Account or Group Executive signature on voucher in accordance to ASG's policy
- Document total equals amount on voucher (If not, please provide an explanation of the difference)
- Voucher is complete with both Treasurer and President Signature

What STUDENT ORGANIZATIONS and HOST SITES Need to Know about Alcohol at Off-Campus Events

Northwestern University has a proud tradition of maintaining high quality events with a minimum of concerns. We do this by requiring both the organization and the host site to follow a few guidelines that are outlined in the Policy for Off Campus Events with Alcohol included in this packet. Please read over this policy in detail before beginning the process of planning an off campus event with alcohol.

Highlighted for your information are some of the key components of the policy, including the indemnification statement, the contract process, your organization advisor's responsibilities, and naming Northwestern as an additional insured.

This packet was created with the student organization's needs in mind, but if you find you have additional questions, please do not hesitate to contact your organization's advisor or the Center for Student Involvement.

Things to Remember:

- The host site is required to enforce state law regarding minimum drinking age. The Illinois Liquor Control Commission (<http://www.state.il.us/lcc>) is the state's lead agency involved in the establishment and enforcement of state law regarding the minimum drinking age. In Illinois this age is 21 years.
- Northwestern University must be named as an additional insured on the liquor liability Certificate of Insurance
- The venue must be within reasonable walking distance of the Evanston campus as agreed to by the Director of the Center for Student Involvement or his/her designee. The organization must have a signed contract with a host site to handle alcohol purchase, sale and distribution. The host site must be willing to contractually assume all responsibility for the purchase, sale and distribution of alcohol.
- Any vendor who wishes to do business with the University must comply with the University's indemnification and insurance standards.

Recommendations for Student Organizations:

- Clarify if the event is limited to individuals aged 21 years and over when advertising an event where alcohol will be served. This promotes responsibility.
- Remember that a drink is a 12-ounce bottle of beer; a 5-ounce glass of wine; or a 1.5-ounce shot of liquor.
- Make sure that alternate non-alcoholic drinks (water, juice, etc.) are provided.
- Food must be available throughout the duration of the event.
- Drinking games are prohibited
- Call for help (9-1-1) when you observe the following symptoms of alcohol intoxication:
 - Recurring vomiting and/or dry-heaves
 - The person is injured (Do not move them if they have suffered a head, neck or back injury!)
 - The person is confused, disoriented, or paranoid
 - The person is feverish or chilled
 - The person is unconscious and/or difficult to arouse
 - The person has shallow or irregular breathing
 - The person is exhibiting threatening behavior that may endanger others
- Do not allow the person to "just sleep it off." Alcohol may be metabolized, increasing the BAL, and result in respiration failure, damage to the brain, or death.
- Do not place the person in a cold shower! This could cause them to go into shock.
- Do not administer any beverage, food, medication, etc. Doing so could result in choking, vomiting, or a drug-interaction
- Do not allow the person to operate a bicycle, motor vehicle, etc.

Contracts for off campus student events must contain the following language:

Indemnification

The host site hereby agrees to indemnify, defend and hold harmless Northwestern University, its officers, employees and agents, of and from any cost, loss or expense incurred as a consequence of damage to property, personal injury or death arising or alleged to have arisen out of the performance of this agreement, together with any legal and related expenses which may be incurred by Northwestern University in defending such claims unless such loss results solely from the negligent act or omission of Northwestern University. Any proposed deviation from this language must be approved by the University's Offices of General Counsel and Risk Management.

Insurance

The host site shall furnish the University with an original Certificate of Insurance, with Northwestern University, its officers, agents, and employees named as an additional insured, showing the following minimum coverage with an insurance company acceptable to the Director of Risk Management. Further, the Certificate of Insurance shall state that coverage provided is primary to any other coverage available to Northwestern University.

Commercial General Liability—\$3,000,000 per occurrence/combined single limit

Liquor Liability—\$3,000,000 per occurrence

The foregoing Certificates shall contain a provision that coverage afforded under the policies will not be cancelled or non-renewed until at least sixty (60) days prior written notice has been given to Northwestern University.

Special points of interest:

- The student organization is required to follow the contract timeline*
- Off campus publicity of the event is prohibited. All on campus advertising must emphasize the scope of the event and not be related to alcohol.*
- Organizers are prohibited from consuming alcoholic beverages prior to or during the event.*

The timeline of a contract for an event with alcohol

Six weeks: The student organization contacts the host site and a time and date is selected for the event.

Five weeks: The student organization submits two original copies of the contract to the host site to be signed. This contract will contain the indemnification agreement and will outline the understanding between the host site and Northwestern University.

Four weeks: The host site contacts its insurance agency to name Northwestern University as an additional insured.

Three weeks: The student organization submits the two original contracts to its advisor to be processed. The contract is reviewed by the appropriate advisor and submitted to the Center for Student Involvement for review. The Liquor Liability Certificate naming Northwestern as an additional insured is submitted to the Office of Risk Management to be reviewed. The Office of General Counsel reviews the contract and submits it to the Vice President of Student Affairs to be signed.

Two weeks: If the student organization is petitioning the City of Evanston for an under 21 fundraising permit, they must return the fully executed contract to the bar to be sent to the City Managers Office for review.

One week: The City Managers Office contacts the Center for Student Involvement and the bar if the event has been granted a permit. Advertising for the event begins.

The organization's advisor his or her role in this process

Every recognized student organization at Northwestern University has an advisor to assist you with program planning; organizational development, leadership transition and policy follow through. The advisor works with the organization to ensure that the Policy for Off Campus Events with alcohol is followed to protect the individual group and ensure that the University's requirements to host an event with alcohol are met within the proper time frame. The advisor also serves as the liaison to the Office of the General Counsel and the Office of Risk Management. The main contact with these offices is through the group advisor. The organization's advisor is there to help the group through this process, if the group is experiencing difficulties, let him or her know as soon as possible so he or she can assist. If the Alcohol Policy is not followed correctly the event will be cancelled. Cancellation will be avoided if at all possible, but at times may be necessary.

What are the responsibilities of the host site?

The host site is **required** to enter into and sign a contract with Northwestern University which clearly indicates the host site's responsibilities. When the student organization is negotiating the contract with the host site, there are some key points that must be covered in the contract.

The host site **must comply** with the university's indemnification and insurance standards.

The host site must purchase, contain, sell and distribute all alcoholic beverages.

The host site must check for identification and clearly mark those of legal drinking age, and must enforce state law regarding minimum drinking age.

The host site **must distribute** all alcoholic beverages on a per drink basis with a cash exchange. This means that **drinks cannot be included in the cost of tickets.**

What are the responsibilities of the student organization?

The student organization is responsible for **coordinating the arrangements** for the event. As such they are expected to **adhere to the guidelines listed in the Alcohol at Off Campus Events policy.**

The **event organizers** will be the host site's **main contact** in planning the event. If the host site has **any questions, the event organizers should be the first contact.**

Event organizers are required to **submit two original copies of the contract** for the event to their advisor at least **three weeks prior to the event.**

The student organization is also responsible for all of the **advertising of the event**, but **advertising off -campus is prohibited.**

Policy Regarding Alcohol at Off Campus Events Sponsored by Recognized Student Organizations, Residence Halls, and Residential Colleges

1. The possession, use and/or consumption of alcoholic beverages, while at an event organized by a Northwestern University recognized Student Organization, Residence Hall, or Residential College must be in compliance with all applicable local ordinances and laws of the State of Illinois and policies of Northwestern University.
2. No alcoholic beverages may be purchased using University Funds (SOFO or CUFS).
3. The contract needs to list the individual students' names, addresses, and telephone numbers who will serve as the official event organizers. A minimum of one event organizer is required per 200 guests with a maximum of 5 organizers required. These individual students will be designated as the official organizers of the event on behalf of the sponsoring organization.
4. Organizers and organizations are prohibited from purchasing, selling, or distributing alcoholic beverages.
5. Alcohol must be sold on per drink basis. Alcohol cannot be included in the ticket price of admission or given away. Drink tickets are never permitted.
6. Organizers and organizations are prohibited from co-sponsoring an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away or provided free-of-charge by the distributor.
7. "Drinking games" are prohibited.
8. Off-campus advertising of events where alcohol is served is prohibited. On-campus advertising must emphasize the purpose and scope of the event and not be related to alcohol.
9. Organizers and organizations are prohibited from receiving payment for alcohol.
10. Non-alcoholic beverages at a cost of \$1 or less and food must be available throughout the duration of the event. Water and coin-operated soda/snack machines are not acceptable. By signing the contract, the sponsoring group and the host site agree to this provision.
11. The number of people in the event at any given time cannot exceed the fire capacity for the venue.
- 12. Organizers are prohibited from consuming alcoholic beverages prior to or during the event. The organizers, by signing the event registration form, agree to this provision.**
13. All individuals consuming alcohol must be of legal drinking age in compliance with state and federal laws.

Organizers and organizations are required to:

1. Limit events sponsored by organizations on the Evanston campus to host sites located within walking distance of the Northwestern University campus in the City of Evanston.
2. You must promote the following in advance of the event:
 - a. Don't drink and drive.
 - b. Personal responsibility
3. Prohibit individuals from bringing their own alcohol to the host site.
4. Contract with a third party vendor/caterer to handle alcohol purchase, sale, and distribution.
5. Obtain two (2) copies of the Registration Form, with original signatures, as well as a certificate of insurance listing Northwestern University as an additional insured for the particular event. Faxed or Xeroxed copies are not acceptable. Naming Northwestern University as a "certificate holder" does not meet this requirement. Northwestern University must be named as an "additional insured" and the certificate must be reviewed, and approved by the Director of Risk Management in advance of the event. The certificate of insurance should also list the name of the event and the date.

Host Sites/Vendors/Caterers are required to:

1. Enter into and sign a Registration Form which clearly indicates the Vendor's/Caterer's responsibilities and adherence to this Policy.
2. Provide Northwestern University with a Certificate of Insurance in accordance with the University's insurance standards.
3. Check identification and serve alcohol in conformance with all applicable local ordinances and laws of the State of Illinois.

SAMPLE REGISTRATION FORM FOR OFF-CAMPUS EVENTS WITH ALCOHOL

Registration Form for Off-Campus Events With Alcohol

The undersigned Organizers and Host Site agree to the following terms and conditions for the engagement herein described below:

1) Event Name:

2) Event Date:

3) Sponsoring Organization:

4) Organizer(s) from the Sponsoring Organization

| Name | Phone Number | Email Address |
|------|--------------|---------------|
|------|--------------|---------------|

a)

b)

c)

d)

5) Event Location/Host Site:

6) Host Site Contact Information

| Name | Phone Number | Email Address | Address |
|------|--------------|---------------|---------|
|------|--------------|---------------|---------|

a) Manager -

b) Night Manager -

We certify and agree that both parties have read and agree to adhere to the entire Policy Regarding Alcohol at Off-Campus Events Sponsored by Student Organizations, Residence Halls and Residential Colleges. In particular, we state that we understand the following key points from that document:

The Host Site Agrees:

- That all beverages will be provided on a “cash bar” basis. No drink tickets may be included with the price of admission.
- That non-alcohol beverages must be provided at the cost of \$1 or less.
- That prior to execution of this agreement, the host site will procure at its own expense and deliver to Northwestern University a certificate of insurance naming Northwestern University as an additional insured in the amount of \$3,000,000.00 per occurrence for both bodily injury and property damage.
- That the host site will provide all security and bar staff. The host site takes full responsibility for checking identification, for ensuring that alcohol is not served to participants under age 21 and for carrying a minimum of \$3,000,000.00 in general liability insurance and state required dram shop insurance.
- Drink specials may not be part of the contracted agreement. The host site agrees to sell alcoholic beverages at no less than the published price open to all establishment patrons.
- The host site hereby indemnifies, defends and holds harmless Northwestern University, its officers, employees, and agents, of and from any cost, loss, or expense (including reasonable attorney's fees) incurred as a consequence of damage to property, personal injury or death arising or alleged to have arisen out of the performance of this agreement, together with any legal and related expenses which may be incurred by Northwestern University in defending such claims unless such loss results solely from the negligent act or omission of Northwestern University.

The Organizers and the Sponsoring Organization Agree:

- Off campus advertising of events where alcohol is served is prohibited. On campus advertising must emphasize the purpose and scope of the event and not be related to alcohol. Sponsoring groups must submit samples of their print advertising with their event registration packet and also include the campus activities or residential life general email addresses with all listserv messages.
- Organizers will not consume alcohol either before or during the event.
- Organizer will turn in this form, along with copy of a certificate of insurance naming Northwestern University as an additional insured for the specific event in question, in accordance with the published Center for Student Involvement contract review timeline.

Please note: Naming Northwestern University as a “certificate holder” but not as an additional insured for the event is not acceptable. All certificates of insurance must clearly identify Northwestern University as additional insured and must be reviewed and approved by the Director of Risk Management.

For _____ For _____
Sponsoring Organization Host Site

For Northwestern University
Vice President for Student Affairs

Room Reservations

| Name | Office | Contact | Number | Capacity |
|----------------------------------|---------------------------|---------------------|---------------|--|
| Annie May Swift | Radio/TV/Film Dept. | Tony Tolnai | 7-7135 | 130 |
| Cahn Auditorium | Office of Special Events | Sheila Dworak | 1-3600 | 1011 |
| General Purpose Classrooms | Registrar's Office | Jaci or Mariah | 1-8438 | varies |
| Guild Lounge (Scott Hall) | Office of Special Events | Sheila Dworak | 1-3600 | 80 |
| Harris 108 (Leopold Lounge) | History Dept. | Eric West | 1-2844 | 50 |
| Harris 107 | Registrar's Office | Jaci or Mariah | 1-8438 | 264 |
| Library | Media Center | Carol Anthony | 7-6494 | varies |
| McCormick Auditorium | Events Planning | Staff | 1-2330 | 368 |
| Alice Millar Chapel | Chaplain's Office | Kate Walden | 1-7256 | 720/ 120 vail |
| Louis Room | Events Planning | Staff | 1-2330 | 300(banquet) 500(speaker) |
| Lutkin Hall | Pick-Staiger Concert Hall | Sarah Lukey | 1-5441 | 403 |
| Regenstein Recital Hall | Pick-Staiger Concert Hall | Sarah Lukey | 1-5441 | 202 |
| Pick-Staiger Concert Hall | Pick-Staiger Concert Hall | Sarah Lukey | 1-5441 | 1003 |
| Norris Center Conf. Rooms | Events Planning | Staff | 1-2330 | varies |
| The Rock | Events Planning | Staff | 1-2330 | |
| Outdoor Events | Events Planning | Sebastian Contreras | 1-2330 | |
| Banners: The Arch | Events Planning | Sebastian Contreras | 1-2330 | |
| Parkes Hall 224 (weekends) | Chaplain's Office | Kate Walden | 1-7256 | 100 |
| Parkes Hall 224 (weekdays) | Registrar's Office | Jaci or Mariah | 1-8438 | 100 |
| Blomquist Gym | Univ. Athletic Facilities | Pete Parcell | 1-4603 | varies |
| SPAC | Univ. Athletic Facilities | Dan Bulfin | 1-4601 | varies |
| Patten Gym | Univ. Athletic Facilities | Pete Parcell | 1-4603 | varies |
| Shanley Pavilion | Events Planning | Staff | 1-2330 | 120 |
| Tech Faculty Lounge | Engineering Dean's Office | Vina Bondurant | 1-3195 | 70 sitting 100 standing |
| Tech Lobby | MEAS | Jason Grocholski | 1-5550 | 2-4 tables |
| Theatre & Interpretation Ctr | Building Manager | Claudia Kunin | 7-2503 | |
| Leverone Auditorium (Coon) | Kellogg | Sean Kroll | 1-4504 | 600 |
| Tech Auditorium (during day) | Registrar's Office | Jaci or Sarah | 1-8438 | 600 |
| Tech Auditorium (at night) | Events Planning | Staff | 1-2330 | 600 |
| Annenberg Hall (G01,02,08,14,27) | SESP Dean's Office | Justine | 1-8193 | (25-30, 80, 15-20, 16, 16 respectively) |
| Fisk 217 | Office of the Registrar | Jaci or Mariah | 1-8438 | 391 |
| John Evans Alumni Ctr | Alumni Relations | Karl Spencer | 7-4338 | varies |
| Tech L150 | Office of the Registrar | Jaci or Mariah | 1-8438 | 48 |
| Tech LR2 | Office of the Registrar | Jaci or Mariah | 1-8438 | 277 |
| Swift 107 | Office of the Registrar | Jaci or Mariah | 1-8438 | 107 |
| University Hall 122 | Office of the Registrar | Jaci or Mariah | 1-8438 | 73 |
| University Hall 102 | Office of the Registrar | Jaci or Mariah | 1-8438 | 65 |
| McGaw Arena | Athletics | Scott Arey | 1-7887 | varies |
| Annenberg Hall G15 or G21 | Office of Registrar | Jaci or Mariah | 1-8438 | 120 McCormick |
| Tribune Center | Medill Records Office | Marina Chudnovsky | 1-3862 | 150 |

Mini-Directory: Useful Contact Information for Student Organizations

AD Office:

Norris-3rd Floor
847-491-7206

ARTica Studios:

Norris-Underground
847-491-2344
Email: norris-articastudios@northwestern.edu
Website: www.artica.northwestern.edu

ASG Office

Norris University Center, Office 3-F
TEL: 847-491-2360
Website: www.asg.northwestern.edu/wp

Bookstore:

Norris-Ground Level
TEL: 847-491-3990
FAX: 847-491-7088
E-mail: norrisbooks@northwestern.edu
Website: northwestern.bncollege.com

Box Office:

Norris-1st Floor
TEL: 847-491-2305
E-mail: norrisboxoffice@northwestern.edu
Website: www.nbo.northwestern.edu

Busses:

Contact: Zenobia Robinson
TEL: 312-503-8129/312-503-4147
E-mail: z-robinson@northwestern.edu

Cahn Auditorium

600 Emerson St.
TEL: 847-491-3787

Cashier:

Norris-1st Floor
TEL: 847-491-8655
E-mail: norris-cashier@northwestern.edu
Website: www.norris.northwestern.edu/services/cashier

Center for Student Involvement

Norris – 3rd floor
Tel: 847-491-2350
Fax: 847-467-6878
Facebook Page:
www.facebook.com/NU.CSI.Campus.Programming
Email: campus-activities@northwestern.edu
Website: www.norris.northwestern.edu/csi

Counseling and Psychological Services (CAPS)

Searle Hall, 2nd Floor
633 Emerson Street
Daytime emergency/appointment: 847-491-2151
After hours/emergency: 847-491-8100
Intake by appointment: Mon – Fri: 8:30am – 5pm
Walk-in Emergency Hours: Mon – Fri: 12 noon – 2pm
Website: www.northwestern.edu/counseling

Events Planning (*Room reservations in Norris, Ryan, and Shanley & Outdoor Requests*)

Norris 3rd Floor
TEL: 847-491-2330
E-mail: norris-events@northwestern.edu
Website: www.norris.northwestern.edu/event

Daily Northwestern:

Norris-3rd Floor
TEL: 847-491-7206
Website: www.dailynorthwestern.com

The WCAS Dean's Office

1922 Sheridan Rd.
TEL: 847-491-7560
FAX: 847-467-7251
Email: info@wcas.northwestern.edu
Website: www.wcas.northwestern.edu/admin

Game Room:

Norris-Underground
TEL: 847-491-2347
Email: norris-gameroom@u.northwestern.edu
Website: www.gameroom.northwestern.edu

Health Services – Evanston Campus

633 Emerson Street
TEL: 847-491-8100
Hours: M, W, Th, F: 8:30 am - 5:00 pm
Tues: 8:30 am - 6:00 pm
Sat: 9:00 - 11:30 am
Sun: Closed
Website: www.nuhs.northwestern.edu/evanston/default.aspx

The Henry Crown Sports Pavilion

2379 North Campus Drive
TEL: 847-491-4300
Email: fitrec@northwestern.edu
Website: www.fitrec.northwestern.edu/facilities

Information Desk

Norris - West Main Entrance
TEL: 847-491-2301

Kinko's

Norris-Ground Level
 TEL: 847-491-3113
 FAX: 847-495-4364
 Email: fmc3605@fedexkinkos.com
 Web Page: www.kinkos.com

LGBT Resource Center

Norris University Center- Office L
 TEL: 847-491-1205
 Email: lgbtrc@u.northwestern.edu
 Web Page: www.lgbtcenter.northwestern.edu

Norris Technical Services *(formally Sound and Sight)*

TEL: 847-491-2335

NU Cuisine

Dining Services
 Parkes Hall, Room 132
 TEL: 847-491-2020
 Website: www.northwestern.edu/nucuisine

Office of Conduct and Conflict Resolution

601 University Place
 Scott Hall, room 36
 TEL: 847-491-4582
 Email: judicialaffairs@northwestern.edu
 Website: www.northwestern.edu/judicialaffairs

The Patten Gymnasium

2407 Sheridan Road
 TEL: 847-491-4099
 Website: www.fitrec.northwestern.edu/facilities

Police: Northwestern University (Evanston Campus)

1819 Hinman Ave.
 Evanston, IL 60208-3254
 TEL: 847-491-3456
 Emergency: 911
 RAD (Rape Aggression Defense) website:
 www.northwestern.edu/up/crime/rad.html
 NUPD website: www.northwestern.edu/up
 To request University Police @ events -
 www.northwestern.edu/up/hire/hire.html

Public Transportation**CTA | PACE | METRA**

Contact: RTA Travel Information
 7 days/week: 4:45 am – 1 am
 TEL: 312-836-7000
 312-836-4949 (Hearing Impaired)
 Customer Service: 7 am – 8 pm weekdays
 TEL: 1-888-968-7282
 1-888-282-8891 (Hearing Impaired)
 Help: ctahelp@transitchicago.com
 Website: www.transitchicago.com

Religious Life (University Ministry)

1870 Sheridan Rd.
 TEL: 847-491-7256
 FAX: 847-491-7353
 Email: chaplain@northwestern.edu
 Website: www.northwestern.edu/chaplain

Residential Life

601 University Place
 Scott Hall, Rm. 10
 TEL: 847-491-3541
 Email: res-life@northwestern.edu
 Website: www.northwestern.edu/reslife

Saferide (Student)

Evanston Campus
 TEL: 847-491-7000
 Website: www.northwestern.edu/saferide

Shuttle Bus Service

University Service
 TEL: 312-503-8129
 Website: www.shuttle.northwestern.edu

Sodexo

Dining Services
 Contacts: Jason Plumlee
 TEL: 847-467-6114 or Norris 847-491-2330
 FAX: 847-467-2710
 Website: www.nucuisinecatering.com

SOFO (Student Organizations Financial Office)

Norris-1st Floor
 TEL: 847-491-2328
 Email: sofo@northwestern.edu

Undergraduate Housing Office

601 University Place
 Evanston, IL 60208-1006
 TEL: 847-491-7564
 Email: housing@northwestern.edu
 Website: www.northwestern.edu/housing