

**2019-2020**

**REGISTERED STUDENT ORGANIZATION HANDBOOK**

**LSU**

---

**Campus Life**

## Table of Contents

Welcome Student Organizations! .....	6
Commitment to Community .....	7
Hazing Prevention Education .....	7
Campus Life .....	8
TigerLink.....	8
Profile Privacy Settings.....	8
Definition of a Registered Student Organization .....	9
Benefits of a Registered Student Organization .....	9
Types of Student Organization Statuses .....	9
Registered Student Organization Requirements to Remain in Good Standing (Active Status) .....	10
Registered Student Organization Requirements for Social Greek Letter Organization to Remain in Good Standing (Active Status) .....	11
Registration Process for Current Organizations.....	12
Registration Process for New Student Organizations .....	12
Responsibilities of Registered Student Organizations .....	13
Hazing Prevention Education Training.....	13
Constitution Requirements.....	15
Basic Policies (Required).....	15
Membership Requirement (Required).....	15
Officers and Elections (Required) .....	16
Amendments (Required) .....	16
Appeals Process (Required) .....	17
Officer Requirements .....	18
Membership Requirements .....	18
Recommended Training for Registered Student Organization Leaders .....	19
Community Moodle Resources .....	19
Tiger BITes Bystander Intervention Training .....	19
NCBI “Welcoming Diversity” and “Controversial Issues” Sessions.....	19
Advisors .....	20
Advisor Resources.....	22
Community Moodle Resources .....	22
Recommended Training for Advisors .....	22
Tiger BITes Bystander Intervention Training .....	22

NCBI “Welcoming Diversity” and “Controversial Issues” Sessions.....	23
Title IX/PM-73 Training on Community Moodle.....	23
<b>Resources for Registered Student Organizations .....</b>	<b>24</b>
Student Government’s University Court.....	24
Community Moodle Resources .....	24
Resource Area in Union 358.....	24
Involvement Krewe Consultants .....	25
<b>Signature Events for Registered Student Organizations.....</b>	<b>25</b>
Coffee with Campus Life Pop Up Events .....	25
Student Involvement Fair Dates.....	25
Love Purple Live Gold Awards.....	25
Geaux Big Baton Rouge .....	25
<b>Event Planning.....</b>	<b>26</b>
What is an organization event? .....	26
Types of Events.....	26
<b>Event Approvals.....</b>	<b>27</b>
Average Approval Timeline.....	27
General Events.....	27
Big Scale Events .....	27
Blood Drives .....	27
Multi-Day Events .....	28
Late Night Events in the LSU Student Union .....	28
Cash and Money Handling Suggestions .....	28
<b>Film and Movie Screenings .....</b>	<b>29</b>
<b>Online Streaming Services .....</b>	<b>29</b>
Events and Concentrated Study Period .....	30
<b>Marketing.....</b>	<b>30</b>
Guidelines on Distribution of Printed Material on Campus.....	30
General Rules .....	30
Non-Students.....	30
<b>Promotional Items .....</b>	<b>31</b>
Use of University Name and Indicia .....	32
Use of University Name.....	32
Use of University Marks .....	33

Commencement Regalia for Registered Student Organizations .....	33
Publicity .....	34
Banking Information .....	36
Checking Accounts .....	36
LSU Agency Accounts .....	36
LSU Miscellaneous Other (MOT) Accounts.....	37
Cale P. & Katherine Smith Student Financial Management Center.....	37
Finances .....	38
Annual Financial Requirements .....	38
Opinion 94-167 .....	38
Tax Information .....	39
Employer Identification Number.....	39
Non-Profit Organization .....	39
Filing Taxes .....	39
Fundraising.....	39
Fundraiser Registration .....	41
LSU Policy Resources for a Successful Fundraiser .....	42
Off-Campus Fundraisers .....	42
Sponsorships .....	43
Donation Requests: LSU Auxiliary Services .....	43
Student Government Funding.....	43
University Policies & Procedures.....	44
Equal Opportunity and Non-Discrimination.....	44
Code of Student Conduct.....	44
Prohibition of Hazing.....	44
Reporting Hazing.....	45
Food Service within LSU Facilities and Premises .....	45
Food Trucks .....	45
Serving, Possessing and Consuming of Alcoholic Beverages .....	45
Registered Student Organization Events with Alcohol.....	47
Student Organization Events – Off-Campus .....	48
Freedom of Speech and Expression.....	48
Peaceful Assembly .....	49
Travel .....	49

Authorization to Travel .....	50
Risk Management and Insurance .....	50
Unaccompanied Minor Policy .....	50
Campus Emergencies .....	51
Facilities Available for Reservation .....	51
Clarence L. Barney Jr. African American Cultural Center .....	51
Bo Campbell Auditorium .....	51
Classroom Reservations .....	51
Greek Theater .....	52
International Cultural Center .....	52
LSU Student Union Theater .....	54
Parade Ground and Miscellaneous Fields and Grounds .....	54
Pete Maravich Assembly Center .....	54
UREC .....	54
Additional Campus Resources.....	56
LSU CARES .....	56
Campus Mail.....	56
Disability Services .....	56
Email Accounts .....	57
Equipment Reservation .....	57
Food Pantry .....	57
Parking Information .....	58
FAQ.....	59

## WELCOME STUDENT ORGANIZATIONS!

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

Contact Us:

LSU Campus Life

358J LSU Student Union

Baton Rouge, LA 70808

(225) 578-5160

For LSU Campus Life information, visit our website at [www.lsu.edu/campuslife](http://www.lsu.edu/campuslife) or email us at [campuslife@lsu.edu](mailto:campuslife@lsu.edu)

For TigerLink and Registered Student Organization information, email:

[involvement@lsu.edu](mailto:involvement@lsu.edu)

## **COMMITMENT TO COMMUNITY**

Louisiana State University is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest of standards of performance in an academic and social environment.

It is a community that fosters individual development and the creation of bonds that transcend the time spent within its gates.

To demonstrate my pride in LSU, as a member of its community, I will:

- accept responsibility for my actions;
- hold myself and others to the highest standards of academic, personal and social integrity;
- practice justice, equality, and compassion in human relations;
- respect the dignity of all persons and accept individual differences;
- respect the environment and the rights and properties of others and the university;
- contribute positively to the life of the campus and surrounding community; and
- use my LSU experience to be an active citizen in an international and interdependent world.

The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles.

*Adopted as a "Statement of University Position" on behalf of the Louisiana State University and Agricultural & Mechanical College community on the fifth of May in the year 1995.*

## **HAZING PREVENTION EDUCATION**

Beginning Fall 2019, organizations as defined by [L.A.R.S. 17:1801.1](#), also known as the "Max Gruver Act" are required to complete Hazing Prevention Education Training.

Prospective, new and active members must complete the one hour, required online and/or in-person Hazing Prevention Education Training annually. Training will be provided by the institution or provided by the organization or affiliate.

Primary contacts of an organization as defined by [the Max Gruver Act](#) must certify completion of the Hazing Prevention Education Training via an online certification form by the October 1<sup>st</sup> or March 1<sup>st</sup> deadline for the semester in which organizations have new members. Let's go ahead and give the 2019-2020 Certification link [here](#).

Additional information regarding Hazing Prevention Education Training and university resources can be found on the [Office of the Dean of Students website](#)

## **CAMPUS LIFE**

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

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

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

The involvement opportunities are endless within Campus Life. Aside from the seven organizations listed above, we have over 450 Registered Student Organizations that you can join. You can also start your own student organization! Email [involvement@lsu.edu](mailto:involvement@lsu.edu) or log on to [TigerLink for more information](#).

## **TIGERLINK**

TigerLink is the online engagement database for Louisiana State University and Agricultural & Mechanical College including LSU Graduate School, Law and Vet school students and registered student organizations. TigerLink provides opportunities for students to get involved with the registered student organizations, LSU campus partners and the surrounding Baton Rouge community.

Students can log on to [TigerLink](#) and access their own personal profile. Students can build their profile and find events and organizations that meet their interest. Log on today and discover unique opportunities at LSU.

## **PROFILE PRIVACY SETTINGS**

In addition to [FERPA and Buckley Holds](#), LSU Campus Life values privacy and is committed to providing an engagement platform that considers the experiences of a diverse student population.

LSU students with an LSU PAWS ID can set and change their privacy settings, both for TigerLink as a whole and for organizations in which they are a member. Students can select whether they want to show or hide themselves from the roster of each group. When a student joins an organization the default status of the system will automatically show the student within that organization's public roster after they join. Students can change the default status by making changes to their privacy settings within their TigerLink account.

Edits can also be made to your personal profile by choosing your preferred name and preferred email.

Any updates made to one's Profile Privacy Settings pertains to their TigerLink account only. Preferred names, preferred email addresses, and privacy settings made within TigerLink do not impact the student's general University settings.



To make edits to your personal profile privacy settings follow the step by step guide located within the [Campus Labs Engage Support webpage](#).

To update preferences in University systems (such as addresses and withholdings), the student would need to access the Directory Information link under Personal Preferences within the myLSU homepage.

## The Basics

### DEFINITION OF A REGISTERED STUDENT ORGANIZATION

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

### BENEFITS OF A REGISTERED STUDENT ORGANIZATION

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

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

### TYPES OF STUDENT ORGANIZATION STATUSES

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

- **Active** - Active status is defined as the status of an organization that has completed all requirements to start a new organization or maintain active status. Student organizations on active status are listed on TigerLink and may take advantage of the benefits offered to registered student organizations at LSU.
- **Inactive** - Inactive status is defined as the status of an organization that has not completed the requirements to maintain active status with Campus Life. Student organizations on inactive status are removed from all registered student organization lists and are not permitted to utilize any of

the benefits of being an active student organization (such as participating in other student organization events, hosting events, fundraising, seek funding from campus entities, reserving rooms or services and enjoying other benefits of being recognized as a student organization at LSU). Inactive organizations can become active again by contacting the Campus Life Office and fulfilling any outstanding responsibilities.

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

## REGISTERED STUDENT ORGANIZATION REQUIREMENTS TO REMAIN IN GOOD STANDING (ACTIVE STATUS)

1. To keep an organization's registration current and in **good standing (active status)**, organizations must: Renew/Re-register on an annual basis with LSU Campus Life

This renewal consists of updating the roster of:

- Current officers or representatives,
  - Advisor
  - Any additional relevant information (i.e. an updated constitution)
2. Attend in-person training

A (1) representative from the organization must attend the entire training session for registered student organizations.

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

## REGISTERED STUDENT ORGANIZATION REQUIREMENTS FOR SOCIAL GREEK LETTER ORGANIZATION TO REMAIN IN GOOD STANDING (ACTIVE STATUS)

Greek-letter student organizations that are comprised of single-sex membership and whose primary purpose is to recruit and support members scholastically, socially, and civically are designated as social Greek organizations. All registered social Greek organizations must affiliate with one of the Greek governing councils at LSU and are subject to all policies and procedures of their affiliate council and the Greek Life Office.

## Registration Requirements for Registered Student Organizations

### REGISTRATION PROCESS FOR CURRENT ORGANIZATIONS

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

- Complete the re-registration/renewal application via TigerLink
- Update the roster in TigerLink. Rosters should be continuously maintained; every time a change is made in leadership through election, selection, resignation, removal or addition of a leadership position, the organizations should update their TigerLink rosters. Campus Advisors should also be added to the TigerLink roster. Requirements for changes in who is advising the organizations are listed in the Advisor Requirements section.
- The organization **President (or designee) and** at least one other executive officer is required to complete the in-person training workshop.
  - Organizations that elect leadership at the end of the spring semester must complete the training during training offerings in the fall semester.
  - Organizations that elect leadership at the end of the fall semester must complete the training during training offerings of the spring semester.

Note: Annual re-registration is required in order to be acknowledged as an active and official registered student organization at Louisiana State University and Agricultural & Mechanical College including LSU Graduate School, Law and Vet school.

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

### REGISTRATION PROCESS FOR NEW STUDENT ORGANIZATIONS

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

- Select an organization name.
  - No organization shall register a name identical to or closely similar to the name of a currently registered student organization nor can the Louisiana State University or LSU precede any organization name.
  - For example: LSU Baking Club is **NOT OK** VS Baking Club of LSU is **OK**
- Must have five **(5)** current LSU students that meet the officer requirements to serve as founding members.
- Draft a constitution ([See a Sample Constitution](#))
- Formally submit the organization application via TigerLink
- Provide contact information of advisor when completing application; an Advisor Agreement Form will be sent to the advisor via TigerLink by a Campus Life representative based on the information provide. Make sure to have a discussion with your potential advisor.

- Select the President (or designee) of the five (5) founding members to complete the training workshop.
  - Greek organizations will complete training conducted by Greek Life.

**Note:** Annual re-registration is required in order to be acknowledged as an active and official registered student organization at Louisiana State University and A&M – Baton Rouge

**Note:** Please allow up to fifteen (15) business days for application reviews.

## **RESPONSIBILITIES OF REGISTERED STUDENT ORGANIZATIONS**

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

Those responsibilities include but are not limited to the following:

- Each organization will comply with federal, state, and local laws and codes.
- Each organization will comply with applicable University policies.
- Each organization is responsible for the activities and/or actions of current LSU student members, non-student members and guests while participating in any function sponsored by that organization.
- Organizational information must be kept current with LSU Campus Life.
- All organizations are responsible for the planning, supervising, and ensuring the safe operations of each of their programs.
- All organizations should function using sound financial management and **are responsible for any debts that may occur, including those to LSU.**
- The organization must always maintain a University faculty or staff member to serve as their Campus Advisor.
- All organizations are **required** to have an updated constitution within their TigerLink profile that adheres to university policies, local, state and federal laws.

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

## **HAZING PREVENTION EDUCATION TRAINING**

Beginning Fall 2019, organizations as defined by [LA.R.S. 17:1801.1](#) (The Max Gruver Act) are required to complete Hazing Prevention Education Training.

Prospective, new and active members must complete the one hour, required annual online and/or in-person Hazing Prevention Education Training. Training will be provided by the institution or provided by the organization or affiliate.

Primary contacts of an organization as defined by **The Max Gruver Act** must certify completion of the Hazing Prevention Education Training via an online certification form by the October 1<sup>st</sup> or March 1<sup>st</sup> deadline for the semester in which organizations have new members.

Additional information regarding Hazing Prevention Education Training and university resources can be found on the [Office of the Dean of Students website](#).

## **Constitution Requirements**

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

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

### **Basic Policies (Required)**

The following are basic policies of this organization:

Section 1. The organization shall be non-commercial.

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

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

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

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

### **Membership Requirement (Required)**

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

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

## **Officers and Elections (Required)**

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

- A. Undergraduate students must be enrolled as full-time students at Louisiana State University (Baton Rouge); graduate students must be enrolled as part-time (with at least 6 hours) or fulltime students at LSU;
- B. Undergraduate students must have at least a 2.0 cumulative GPA and be in good academic standing with the University; Graduate students must have at least a 3.0 cumulative GPA and be in good academic standing with the University.
- C. Students must not be on disciplinary probation or deferred suspension. This includes newly elected officers, as well as continuing officers. Students may continue organizational membership if on disciplinary probation.
- D. Students must meet all other academic standards established by the student organization and included in the organization's constitution and/or bylaws.
- E. Graduating seniors who are not registered full-time may still hold office in a student organization during the semester in which they are scheduled to graduate.

## **Amendments (Required)**

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

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

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



## Appeals Process (Required)

Constitutions are required to include an “Appeals and Due Process” Article or clause pertaining to an organization considering disciplinary action against an individual member should follow rules incorporated in their constitution or by-laws for disciplining the member, removing the member from a leadership position or removing the member from the organization. Minimally, we suggest the following steps should be considered and included with specific detail in an organization’s constitution and bylaws.

- 1) Rules regarding an organization’s ability to discipline a member, remove the member from a leadership position or remove that member from the organization;
- 2) Grounds for disciplinary action or removal that are clearly stated and available to members in writing, preferably listed in the organization’s constitution or bylaws;
- 3) Procedures for hearings or other methods of review that an organization may take to consider disciplinary action or removal; these procedures should be clearly stated and available to members in writing, preferably listed in the organization’s constitution or bylaws;
- 4) Notice of specific concern(s) or charge(s) should be given in writing to the student leader(s) in question, to the organization leaders who will consider disciplinary action or removal and to the organization’s advisor(s);
- 5) An opportunity for a hearing should be offered to the individual student leader(s) in a reasonable timeframe (giving a specified minimum number of business days or class days between the notice and the hearing) and at a reasonable meeting day/time (not an unusual or intentionally inconvenient day/time);
- 6) Additional organizational procedures should be developed to:
  - A. Guide the student leader(s) reviewing the charge on how to present concerns, witnesses and evidence
  - B. Guide the student leader(s) in question on how to respond to those concerns, witnesses and evidence and to provide their own witnesses and evidence
  - C. Specify if and how appeals may be made and to whom (organization advisor, etc.)

Organization rules and procedures for disciplining or removing members must not contradict or conflict with LSU Policies on Organizational Misconduct or the LSU Code of Student Conduct. Student organizations with national or regional affiliations should consult with these organizations prior to instituting a new disciplinary or removal process.

## Officer Requirements

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

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

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

- Undergraduate students must be enrolled as full-time students at Louisiana State University and Agricultural & Mechanical College including LSU Graduate School, Law and Vet school; graduate students must be enrolled at least part-time (with 6 hours).
- Undergraduate students must have at least a **2.0 cumulative GPA**; graduate students must have **at least a 3.0 cumulative GPA** and be in good standing with the University;
- Students on Disciplinary Probation with Restriction are **ineligible** to hold a position of leadership in a registered student organization. This includes newly elected officers, as well as continuing officers.
- Students who are on Disciplinary Probation without restriction are eligible to hold a position of leadership in a registered student organization.
- Students must meet all other academic standards established by the student organization that are included in the organization's constitution and/or bylaws.
- Graduating seniors who are not registered full-time may still hold office in a student organization during the semester in which they are scheduled to graduate.

Eligibility requirements will be verified by LSU Campus Life. Individuals and the organization advisor will be contacted if there are ineligible students listed to serve. In the event of a change in leadership (officer changes specifically) mid-year or mid-term organization leaders as well as the campus advisor must contact LSU Campus Life to run an eligibility check on the new officers.

## MEMBERSHIP REQUIREMENTS

Registered student organizations must have at least five (5) members in order to maintain active status. Membership is restricted to Louisiana State University and Agricultural & Mechanical College including LSU Graduate School, Law and Vet school students, with the exception of Greek organizations, faculty, and staff. Active membership is restricted to LSU students. Associate membership (non-voting) is restricted to LSU faculty and staff.

## **RECOMMENDED TRAINING FOR REGISTERED STUDENT ORGANIZATION LEADERS**

### **COMMUNITY MOODLE RESOURCES**

Involvement resources for registered student organizations can be found on our [LSU Campus Life website under the 'Involvement' tab](#).

To access Community Moodle follow the instructions listed within the [Involvement Resources page housed within the Campus Life website](#).

#### **What resources are hosted in Community Moodle?**

The Community Moodle portal hosts relevant training and course material modules for LSU registered student organizations. The training modules and course materials currently listed are:

- Registered Student Organization Training Module
- Advisor Resources Module
- Tiger Group Seating Module
- TigerLink 'How To' Instructional Resources Module

### **TIGER BITES BYSTANDER INTERVENTION TRAINING**

[Tiger BITes \(Bystander Intervention Training\)](#) involves developing the awareness, skills, and courage needed to intervene in a situation when another individual needs help. Tiger BITes includes all and allows individuals to send powerful messages about what is acceptable and expected behavior in their community. Intervening has the ability to impact/reduce many high-risk activities in the community such as: sexual violence, high-risk drinking, hazing, etc. Through the interactive training sessions, you will learn, develop and build these skills so you can in-turn teach other LSU students to do the same and create a safer community for all.

For more information on how to get training for yourself or your organization, please contact Susan Bareis at [sbareis@lsu.edu](mailto:sbareis@lsu.edu).

### **NCBI "WELCOMING DIVERSITY" AND "CONTROVERSIAL ISSUES" SESSIONS**

#### **Welcoming Diversity Workshop (4 or 8 hour workshop)**

NCBI's award-winning Welcoming Diversity Workshop is an experiential program that has been presented thousands of times at universities and colleges. The workshop consists of a series of incremental activities that helps participants to:

- celebrate their similarities and differences;
- recognize the misinformation they have learned about various groups, including their own;
- learn about and reevaluate personal attitudes and behaviors that are based on the impact of prejudice and discrimination;
- claim pride in their group identities;
- understand the personal impact of discrimination through the telling of stories; and
- learn hands-on tools for dealing effectively with offensive remarks and behaviors

### **Controversial Issues Workshop (3 hour workshop)**

NCBI's award-winning Controversial Issues Process trains leaders to deal constructively with tough conflicts, enabling them to move disputing parties toward future cooperation. Participants learn the following set of skills:

- accurately defining a controversy;
- listening to and repeating back another side's concerns;
- asking questions that elicit the heartfelt concerns underlying another side's position;
- mapping out the concerns on each side of an issue; and
- reframing the issue in a way that produces action points that all sides can support.

The skills taught in the NCBI Controversial Issue Process can be used by anyone in any conflict situation from simple misunderstanding to heated debate. The process is effective because it enables participants to understand the factors underlying even the most intractable conflicts and to move beyond them.

To request a workshop, visit the [National Coalition Building Institute \(NCBI\) website](#).

## **ADVISORS**

The Office of the Dean of Students (ODOS) requires all registered student organizations to secure and maintain an advisor who is a current employee (faculty or administrative, full- or part-time staff) at Louisiana State University. ODOS believes that student organization advisors are integral to the success of the organization and the development of its student leaders. In order to serve as an advisor, faculty or administrative staff must complete an online [Advisor Agreement](#) via TigerLink, which states the required and suggested roles of an advisor. Advisors should inform their supervisor that they are volunteering as an LSU student organization advisor; the role of an advisor cannot be performed in lieu of the employee's work hours or work responsibilities (unless already included in written job duties). Note, those employed part-time under an academic program (graduate assistantship) or internship are not eligible to serve in the role of advisor.

## **Role and Responsibilities**

As outlined in the application guidelines for registered student organizations at LSU, the following duties are required of student organization advisors:

- Verify the organization's founding documents (i.e. Constitution)
- Agree to the terms of the University's Hazing Policy (PS-108) by signing the Advisor Agreement Form on TigerLink
- Verify the organization's officer information online through TigerLink.
- Confirm reservation of University space and equipment with the appropriate university department granting the reservation via TigerLink.
- Review and approve online event registration forms through TigerLink.
- Verify the organization's information on ORF, PSIF, and Student Senate funding requests.
- Verify the organization's president and treasurer information on the organization's checking account is up to date.
- Complete the Advisor In-Person Training
- Complete the Advisor Agreement Form each academic year through TigerLink.
- Ensure officer transition process takes place

## **Suggested Duties For Success**

- Explain university policies when relevant.

- Meet individually with organization officers before each meeting.
- Attend officer and organization meetings.
- Take an active role in formulating the organization's goals.
- Help student leaders prepare an annual budget.
- Proofread any correspondence before it is sent out.
- Let the organization thrive or decline on its own merits; do not interfere unless requested.
- Represent the organization in any conflicts with members of the University staff or faculty.
- Assist in planning events.

## Clery Act

Per the [Clery Act](#), advisors for Student Organizations at LSU are considered Campus Security Authorities with responsibilities to report criminal incidents or concerning behavior to [LSU Police](#) when acting in their role as an organization advisor.

## Title IX and Role of Campus Advisors

In accordance with Title IX and other applicable law, LSU is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. LSU prohibits sex discrimination and sexual misconduct. LSU's [PM-73](#) policy regarding Title IX and Sexual Misconduct applies to all LSU employees and students without regard to sexual orientation, gender identity and/or gender expression.

Campus advisors for registered student organizations at LSU are considered “responsible persons” as defined in PM-73 when they are acting in their advising role, even if they are not considered a “responsible person” in the typical scope of their LSU employment.

LSU requires advisors to report a concern when they learn about it to the LSU Title IX Coordinator:

Or via the LSU CARES reporting portal ([www.lsu.edu/lsucares](http://www.lsu.edu/lsucares)) – click on the “Sexual Misconduct” link on the right side.

For more information regarding Sexual Misconduct, please visit the We’re Committed site at <http://lsu.edu/titleix/index.php> or contact the LSU Title IX Coordinator

Jennie Stewart  
 Title IX Campus Coordinator  
 225-578-3918  
[jstewart@lsu.edu](mailto:jstewart@lsu.edu)

To prepare for their responsibilities in this role, campus advisors must complete the LSU's [Preventing Sexual Misconduct Training for Employees](#) each year. This training is available under every LSU employee's [Community Moodle](#) portal.

## Advisor Changes

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

## ADVISOR RESOURCES

Advisor Training will be held in the Fall and Spring semesters. Advisor will learn about the policies and procedures student organizations must abide by in accordance to University policy. Request for additional trainings sessions for student organizations and advisors are accepted upon request. Email [involvement@lsu.edu](mailto:involvement@lsu.edu).

## COMMUNITY MOODLE RESOURCES

Involvement resources for registered student organizations can be found on our [LSU Campus Life website under the 'Involvement' tab](#).

To access Community Moodle follow the instructions listed within the [Involvement Resources page housed within the Campus Life website](#).

### What resources are hosted in Community Moodle?

The Community Moodle portal hosts relevant training and course material modules for LSU registered student organizations. The training modules and course materials currently listed are:

- Registered Student Organization Training Module
- Advisor Resources Module
- Tiger Group Seating Module
- TigerLink 'How To' Instructional Resources Module

## RECOMMENDED TRAINING FOR ADVISORS

### TIGER BITES BYSTANDER INTERVENTION TRAINING

[Tiger BITes \(Bystander Intervention Training\)](#) involves developing the awareness, skills, and courage needed to intervene in a situation when another individual needs help. Tiger BITes includes all and allows individuals to send powerful messages about what is acceptable and expected behavior in their community. Intervening has the ability to impact/reduce many high-risk activities in the community such as: sexual violence, high-risk drinking, hazing, etc. Through the interactive training sessions, you will learn, develop and build these skills so you can in-turn teach other LSU students to do the same and create a safer community for all.

For more information on how to get training for yourself or your organization, please contact Susan Bareis at [sbareis@lsu.edu](mailto:sbareis@lsu.edu).

## NCBI “WELCOMING DIVERSITY” AND “CONTROVERSIAL ISSUES” SESSIONS

### Welcoming Diversity Workshop (4 or 8 hour workshop)

NCBI’s award-winning Welcoming Diversity Workshop is an experiential program that has been presented thousands of times at universities and colleges. The workshop consists of a series of incremental activities that helps participants to:

- celebrate their similarities and differences;
- recognize the misinformation they have learned about various groups, including their own;
- learn about and reevaluate personal attitudes and behaviors that are based on the impact of prejudice and discrimination;
- claim pride in their group identities;
- understand the personal impact of discrimination through the telling of stories; and
- learn hands-on tools for dealing effectively with offensive remarks and behaviors

### Controversial Issues Workshop (3 hour workshop)

NCBI’s award-winning Controversial Issues Process trains leaders to deal constructively with tough conflicts, enabling them to move disputing parties toward future cooperation. Participants learn the following set of skills:

- accurately defining a controversy;
- listening to and repeating back another side’s concerns;
- asking questions that elicit the heartfelt concerns underlying another side’s position;
- mapping out the concerns on each side of an issue; and
- reframing the issue in a way that produces action points that all sides can support.

The skills taught in the NCBI Controversial Issue Process can be used by anyone in any conflict situation from simple misunderstanding to heated debate. The process is effective because it enables participants to understand the factors underlying even the most intractable conflicts and to move beyond them.

To request a workshop, visit the [National Coalition Building Institute \(NCBI\) website](#).

## TITLE IX/PM-73 TRAINING ON COMMUNITY MOODLE

LSU’s mandatory Sexual Harassment and Title IX training courses have been combined into one new course, *Preventing Sexual Misconduct Training for Employees*. This new course satisfies the training requirements outlined in both the 2012 Louisiana Senate Concurrent Resolution 107, which requires one hour of sexual harassment training, and in Title IX of the Educational Amendments of 1972, which requires training on sexual misconduct prevention. In the course, you will learn about your role in preventing sexual assault and sexual harassment on college campuses.

LSU requires that each employee complete the Preventing Sexual Misconduct training by December 31, 2015 and each calendar year thereafter. Every classified employee, professional/unclassified employee, faculty, other academic employee, contingent/transient, graduate and teaching assistant and student worker must complete the new training course.

**Complete this important requirement.** Click Yes to self-enroll in this Community Moodle course. Once enrolled, click on the link that says Preventing Sexual Misconduct Training for LSU Employees. Then, click Enter. After completing the e-course, you will be able to print out a certificate of completion for your records. Please save a copy for your personal records, as well as forward a copy to your department's HR Contact for reporting and compliance.

However, it is your responsibility to keep track of your individual certificate. For any questions about this training, please contact [hr@lsu.edu](mailto:hr@lsu.edu).

Visit the [LSU's Mandatory Employee Training website for more information on LSU's Sexual Harassment and Title IX training courses](#).

## **RESOURCES FOR REGISTERED STUDENT ORGANIZATIONS**

### **Student Government's University Court**

Campus Life with LSU Student Government's University Court partners to hear cases involving breaches of a student organization's constitution, policies, or procedures related to membership. For these instances, students will be allowed to detail the organization's rules they allege were violated, provide evidence and testimony as proof, and request a certain recommendation be given by the court. The University Court is committed to providing an equitable recommendation that brings the organization into compliance with their regulations so they may best carry out their stated goals. Students who desire the court to hear their case and issue a recommendation can submit a request through the [LSU Cares website](#) under the **Student Grievance** section.

Details regarding the process and procedures of a case can be found in the Student Organization Decision Appeals section of the [Rules of Court in the Student Government Governing documents](#) and on the [University Court's webpage](#).

### **COMMUNITY MOODLE RESOURCES**

Involvement resources for registered student organizations can be found on our [LSU Campus Life website under the 'Involvement' tab](#).

To access Community Moodle follow the instructions listed within the [Involvement Resources page housed within the Campus Life website](#).

#### **What resources are hosted in Community Moodle?**

The Community Moodle portal hosts relevant training and course material modules for LSU registered student organizations. The training modules and course materials currently listed are:

- Registered Student Organization Training Module
- Advisor Resources Module
- Tiger Group Seating Module
- TigerLink 'How To' Instructional Resources Module

### **Resource Area in Union 358**

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

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



## **Involvement Krewe Consultants**

Involvement Krewe Consultants are LSU students who serve as a resource for students to find and create their path to involvement within the LSU experience.

### **Individual Consultations**

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

### **Group Consultations**

Provide workshops for Executive Boards, new and growing registered student organizations, and student committees on best practices for organizational management. The group consultations can also include planning/facilitating retreats.

Involvement Krewe Consultants will be ready to provide both individual and organization consultations. Email [involvement@lsu.edu](mailto:involvement@lsu.edu) to schedule an appointment or stop by Campus Life, Suite 358 in the Student Union.

## **SIGNATURE EVENTS FOR REGISTERED STUDENT ORGANIZATIONS**

### **Coffee with Campus Life Pop Up Events**

Coffee with Campus Life is a meet and greet program structured to network with the LSU Campus Life staff. By hosting this pop-up events each semester, LSU Campus Life staff members and student leaders can engage in conversations with a broad range of LSU students who are seeking additional information about organizations, upcoming events, and general involvement. Coffee and pastries provided by Campus LSU Life. For a schedule of pop up event dates log on to the [LSU Campus Life Calendar](#).

### **Student Involvement Fair Dates**

**August 19, 2019 (Welcome Week Involvement Fair)**

**August 27, 2019**

**January 15, 2020**

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

### **Fall Fest**

**October 11, 2019**

Fall Fest is a university tradition that began in 1994 as the Chancellor's official "welcome" for new students, faculty, and staff and a "welcome back" for returning members of the University. As a registered student organization, you are able to participate in the Information Fair, perform on stage or even volunteer at the event. Visit the [Fall Fest Website](#) for additional details on how to register your organization.

### **Love Purple Live Gold Awards**

**March 31, 2020**

With a refreshed twist on recognizing superior achievement in involvement, leadership and service, these awards celebrate registered student organizations, organization advisors, and individual student leaders. The awards banquet is held each spring semester. Students can submit a nomination form for a registered student organization, program, advisor or individual student leader through TigerLink or the main LSU Campus Life website. For more information on the Love Purple Live Gold Awards, visit the [LSU Campus Life](#) website

### **Geaux Big Baton Rouge**

**April 4, 2020 / Rain Date: April 18, 2020**

Geaux Big is the largest single day of service experience that unites LSU students and the Baton Rouge community. Look for registration opportunities in January 2020 for your organization to serve local community members.

## **EVENT PLANNING**

### **WHAT IS AN ORGANIZATION EVENT?**

An organization event is defined as any activity or gathering that can be reasonably associated with an organization by one or more of the following:

- a significant number of attendees are members of an organization;
- the event, activity, or gathering is held at a location reserved for, owned by, rented by, or otherwise associated with an organization;
- promotional material associates the event, activity, or gathering with a specific organization;
- the activities can be reasonably associated with a particular organization

All student organization events using any University facility must be registered with LSU Campus Life through TigerLink. Such event registration will require approval of physical space in advance from the LSU Student Union and/or other University departments or facilities prior to submitting a event through TigerLink.

### **TYPES OF EVENTS**

**A Student Organization Information Table:** Organizations hosts an information table on campus to promote their registered student organization or upcoming event.

**A Student Organization General Meeting (Organization Members Only):** Organization hosts a general meeting for organization members. Examples include but are not limited to a lecture, meeting, initiation, retreat or training.

**A Student Organization Event (Open to an Audience beyond Organization Members):** Organization plans an event for LSU students, faculty or staff or surrounding community.

## EVENT APPROVALS

### AVERAGE APPROVAL TIMELINE

#### GENERAL EVENTS

General events (i.e. general meetings, student organization event) MUST be submitted within TigerLink 5 business days prior to the event date.

#### BIG SCALE EVENTS

Big Scale events (i.e., events with staging, off-campus vendors, etc.) MUST be submitted within TigerLink 10 business days prior to the event date.

#### BLOOD DRIVES

Blood Drive MUST be submitted within TigerLink 14 business days prior to the event date. The Blood Drive must be approved through the Student Health Center.

### Event Approval and Registration Process

Below is an overview of the Event Approval Process and Registration Process:

#### How to obtain event approval?

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

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

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

**Step 3.** Watch "[How do I Create an Event](#)" on [Campus Labs Engage website](#), or follow the steps below:

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

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

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

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

#### What happens if an event is not approved?

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

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

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

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

## MULTI-DAY EVENTS

Events that are held over multiple days or the weekend should be registered as single events if there are separate events per day with complex details such as different starting/ending times and locations.

## Late Night Event

Use of any university spaces including but not limited to academic buildings and outdoor spaces must be approved by building or space coordinator(s). LSU Police Department must also be contacted to ensure appropriate security measures for the event. Organizations must register the event in TigerLink.

## Late Night Events in the LSU Student Union Updated Fall 2018

Any reservation outside of operational hours for facilities must obtain approval from the Assistant Vice President of LSU Auxiliary Services a minimum of ten (10) business days prior to the event. A pre-event planning meeting with LSU Auxiliary Services is required and additional fees will apply.

Additional information regarding reservation policies for registered student organizations can be found on the [LSU Auxiliary Services website](#).

## Cash and Money Handling Suggestions

For safety and security reasons, Campus Life strongly discourages the collection of cash at organization meetings or events. Instead, student organization leaders should consider adopting an online payment system where payments

can be accepted, tracked, and disbursed easily – and audited if necessary. Organization leaders should also consider hiring security if they plan to handle large amounts of cash or checks at an event. Organization leadership should check with the venue hosting their event to understand if the venue owners require security when handling cash or check transactions during events. Campus Life does not necessarily suggest organizations alter the way they collect small amounts of pocket change during some fundraisers such as “penny wars.”

## **FILM AND MOVIE SCREENINGS**

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

Criterion Pictures

<http://www.criterionpicusa.com>

(800) 890-9494

Swank Motion Pictures, Inc.

<http://www.swank.com>

(800) 876-5577

Motion Picture Licensing Corporation (MPLC)

<http://www.mplc.com>

(800) 462-8855

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

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

## **ONLINE STREAMING SERVICES**

Student organizations who are interested in showing films, movies, television shows and any other content available via a streaming service (i.e. Netflix, Amazon, Hulu, Sling, etc.) must still adhere to that company’s terms and conditions within the user agreement. This may still require obtaining a “public performance license” to screen the film or movie.

## **Events and Concentrated Study Period**

Office of Academic Affairs - (225) 578-8863

The Concentrated Study Period is the five-day period during the fall and spring semesters (Wednesday through Sunday) immediately preceding the week of final examinations. During this time, no extracurricular student activities, such as social and athletic events, will be held on- or off-campus. Any exceptions must receive prior written approval from Academic Affairs via Vice Provost for Academic Programs and Support Services, Dr. Matthew Lee ([provost@lsu.edu](mailto:provost@lsu.edu)), at least 10 business days prior to the event. Student organizations who are granted an exception by the Office of Academic Affairs must also follow the procedures listed in the Event Approval & Registration Policy section. Students should report violations of this policy to the Office of Academic Affairs and Campus Life.

## **MARKETING**

### **GUIDELINES ON DISTRIBUTION OF PRINTED MATERIAL ON CAMPUS**

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

### **Principle**

LSU is committed to the First Amendment of the United States Constitution and the free speech values it embodies. As an institution of higher education, LSU recognizes the importance of free and open debate on all matters. Distribution of printed material on campus raises a number of issues that are unrelated to the content of the message being conveyed by that printed material. LSU has an obligation to take reasonable steps when appropriate to protect its students, faculty, and staff from invasions of privacy, impediments to safety, and interference with the University's educational, research, and service missions. To protect those interests, LSU reserves the right to impose content-neutral and reasonable time, place, and manner restrictions on the distribution of printed material on campus.

### **General Rules**

1. Posters, flyers, and bulletins may not be placed on any LSU buildings, doors, walls, utility poles, trees, shrubbery, or any other surface. Posters, fliers, and bulletins may be placed on designated bulletin boards in accordance with any rules established by the department or office responsible for the bulletin board.
2. Distribution of printed material on other areas of the LSU campus is subject to reasonable, content-neutral regulation of time, place, and manner to protect the interests of LSU and its students, faculty, and staff, including, but not limited to, vehicular or pedestrian traffic congestion, construction activities, space available or required, parking needs, event security, litter mitigation, landscaping limitations, emergency contingencies and public safety considerations, the prevention of obstreperous distribution of literature, unwelcome hawking and face-to-face solicitation, the frequency or duration of requested use, the volume or frequency of other requests or reservations, the university's own planned use of its facilities for athletic or other events, and potential for interference with the university's educational mission.
3. No chalking allowed at any location on campus.

### **NON-STUDENTS**

1. Non-students include any person who is not an LSU student and any entity other than recognized student organizations. It also includes students who are acting on behalf of or for the benefit of any non-student.
2. The Office of the Vice President for Finance & Administration oversees distribution of printed material on campus by non-students and is responsible for enforcing LSU's policies in this area as they pertain to non-students.
3. Non-students must obtain approval from the Office of the Vice President for Finance & Administration before distributing printed material on campus.
4. In general, the following guidelines will apply to distribution of printed material by non-students. However, the Vice President for Finance & Administration shall have authority to impose additional requirements or waive these guidelines in order to promote the best interests of LSU.
  1. Newspapers and magazines distributed free to students may be placed in newspaper racks at areas designated by LSU, in consultation with the publisher.
  2. Other than newspapers and magazines, distribution of advertising of any sort by non-students is not allowed.
  3. No fliers, brochures, cards, or other printed material may be placed on car windshields. Outside of the LSU Bookstore and similar locations, no printed material may be offered for sale without express approval.

## **Students and Student Organizations**

1. Campus Life oversees distribution of printed material on campus by students and recognized student organizations and is responsible, with appropriate involvement from other components of the LSU Division of Student Affairs, for enforcing LSU's policies in this area as they pertain to students and recognized student organizations.
2. Individual students acting solely on their own behalf do not need prior approval to distribute printed material to other individuals on campus by personally offering to hand it to them.
3. In general, the following guidelines will apply to distribution of printed material by students. However, the Vice President for Student Affairs shall have authority to impose additional requirements or waive these guidelines in order to promote the best interests of LSU.
  - i. No fliers, brochures, cards, or other printed material may be placed on car windshields.
  - ii. Advertising for student events, groups, and activities will generally be permitted, subject to reasonable restrictions to protect the interests of LSU.
  - iii. No printed material may be offered for sale without expressed approval.
  - iv. Organizations should include the organization name on any printed materials intended for distribution on campus.

## **PROMOTIONAL ITEMS**

Finance & Administration  
(225) 578-3386

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

## Use of University Name and Indicia

Effective August 28, 1995

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

### Use of University Name

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

The general rule is that the University name cannot precede the name of the student organization. **Examples include:**

**Permissible:** ABC Club at Louisiana State University, ABC Club at LSU

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

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

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



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

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

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

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

## Use of University Marks

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

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

## COMMENCEMENT REGALIA FOR REGISTERED STUDENT ORGANIZATIONS

All adornments (stoles, ribbons, sashes, etc.) must be approved by the Office of Academic Affairs at least 30 days prior to the graduation ceremony. Letters or emails requesting approval should be sent to [registrar@lsu.edu](mailto:registrar@lsu.edu).

Select the link below for the full policy regarding undergraduate commencement regalia and the main commencement ceremony. This same policy applies to graduate students as well.

<https://www.lsu.edu/commencement/graduates/cap-gowns.php>

## **PUBLICITY**

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

- **LSU Dining**

The Club at Union Square  
(225) 578-0832  
website

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

- **LSU Student Union Marketing**

310 LSU Student Union  
(225) 578-5660  
<https://www.lsu.edu/as/index.php>

### **Axis TV System**

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

- **Residential Life**

210 Grace King Hall  
(225) 578-8663  
<https://www.lsu.edu/reslife/advertising/index.php>

The Department of Residential Life provides a multitude of advertising options for registered student organizations. For more information regarding those options visit the [Residential Life and Housing site](#).

- **Student Media**

B39 Hodges Hall  
(225) 578-1697  
[studentmedia@lsu.edu](mailto:studentmedia@lsu.edu)  
[www.lsu.edu/studentmedia](http://www.lsu.edu/studentmedia)

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

- **Student Media Advertising & Marketing**

B34 Hodges Hall  
(225) 578-6090  
[advertising@lsureveille.com](mailto:advertising@lsureveille.com)

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

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

B49 Hodges Hall (225) 578-5578/8688  
<http://www.klsuradio.fm>

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

- **The Reveille**

B-16 Hodges Hall (225) 578-4811  
[www.lsunow.com](http://www.lsunow.com)

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

- **Tiger Television**

B-8 Hodges Hall  
(225) 578-2165

[www.tigertv.tv](http://www.tigertv.tv)

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

- **TigerLink**

[www.lsu.edu/tigerlink](http://www.lsu.edu/tigerlink)

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

## **BANKING INFORMATION**

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

### **Checking Accounts**

Student organizations in need of a checking account must first apply for a tax identification number through the Internal Revenue Service ([IRS Form SS-4](#)). Organizations apply online through the [IRS website](#). Once the tax identification number has been assigned, groups must fill out the appropriate forms with a local bank to receive the checking account. Registered student organizations at LSU are encouraged to hold officer transition meetings from year to year. Funds in a bank account can become unavailable to the organization if student officers leave and do not introduce the new student officers to the bank as signature authorities for their account.

### **LSU Agency Accounts**

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

The University accounting system can be used for internal transactions (ITs) for catering, housing, meeting room rental, supplies, etc. To set up an Agency Account, form # AS502 Request for Agency Account must be submitted to the Office of Accounting Services. The organization name, taxpayer ID number (if one exists, there is no need to apply for a taxpayer ID number to use an Agency Account), purpose of account, and source(s) of funding should be provided.

Specific guidelines for the disposition of any excess funds at the conclusion of the group activity should be provided (i.e., return to national office or forward to next host institution)

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

### **LSU Miscellaneous Other (MOT) Accounts**

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

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

### **Cale P. & Katherine Smith Student Financial Management Center**

158 LSU Student Union  
(225) 578-1586

The LSU Student Financial Management Center (SFMC) provides financial resources and educational opportunities to LSU students and student organizations. The SFMC is committed to helping students create and maintain financially responsible behaviors. The Student Financial Management Center is available to make presentations and facilitate workshops for LSU student organizations on topics such as money management, budgeting, identity theft and much more! Visit the [SFMC website](#) to request a presentation. Also, the SFMC provides one-on-one appointments to LSU students. For an individual appointment, please call (225) 578-1586 or e-mail [sfmc@lsu.edu](mailto:sfmc@lsu.edu).

## FINANCES

### **Annual Financial Requirements**

#### **IMPORTANT UPDATE**

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

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

Organizations will receive an email with further instructions on providing the above requirements. The information must be turned in by March 01, 2020 via TigerLink.

### **OPINION 94-167**

The 1994 legal opinion explains the responsibility of the university as it relates to student organization bank accounts (external accounts and agency accounts).

#### **Opinion 94-167 states:**

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

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

The full version of the [Opinion 94-167 can be found under Student Organization Resources within TigerLink.](#)

## TAX INFORMATION

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

### **Employer Identification Number**

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

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

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

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

Phone: (800) 829-4933

### **Non-Profit Organization**

Some student organizations choose to apply for federal income tax-exempt status through the IRS. The most common type of tax-exempt status for organizations is a 501(c)3 designation. The non-profit process is time-consuming and may require additional fees for application. Organizations wishing to apply for non-profit status may find more information on the IRS website.

### **Filing Taxes**

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

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

## FUNDRAISING

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

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

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

**To be approved, fundraisers must comply with the following:**

- The event must be submitted for approval online via TigerLink at least 10 business days prior to the fundraiser.
- In addition to submitting the event for approval, student organizations must gain approval for the use of university facilities **prior** to gaining approval for the fundraiser from Campus Life/Greek Life. Approval of the fundraiser and event does not constitute approval of space. Sometimes the reservation of space is tentative, pending the approval of the fundraiser. Once the fundraiser is approved, Campus Life/Greek Life communicates with the venue to confirm the reservation of space.
- Fundraisers involving food must comply with [LSU's Policy Statement on Food Service \(PS-60\)](#), which determines approved venues and catering stipulations. Self-catering (defined by PS-60 as "the preparation and serving of food, whether purchased as raw food or prepared food products, by members of an LSU department or student organization or other organization for themselves and guests with no involvement of a caterer in the preparation and serving of food within LSU facilities and premises) is not allowed for fundraisers, unless in compliance with PS-60. PS-60 refers to Greek houses, religious centers and the International Cultural Center as authorized to self-cater for members and guests, as long as the food preparation area complies with all applicable local and state health, sanitation, and safety standards. All other fundraisers involving food must utilize an [LSU Licensed Caterer](#) in order to be approved.
- Fundraisers with food cannot take place anywhere in or around Free Speech Alley/Plaza. (Per Finance and Administrative Services, due to contractual obligations with the dining vendor of the University)
- Student organizations must abide by [LSU's Policy Statement on Serving, Possessing and Consuming of Alcoholic Beverages on Campus \(PS-78\)](#).
- If promotional items are sold, the organization must seek an additional approval from Finance & Administration. The promotional item design must be emailed to [trademark@lsu.edu](mailto:trademark@lsu.edu) for approval **prior** to gaining approval for the fundraiser from Campus Life/Greek Life.
- Student organizations may use the LSU logo or other indicia if approval is granted from Finance & Administration ([LSU's Policy Statement on the Use of University Name and Indicia, PS-93](#)). This approval includes, but is not limited to, T-shirts, hats, calendars, decals, banners, or any other apparel or non-apparel items. The approval is obtained by emailing [trademark@lsu.edu](mailto:trademark@lsu.edu).
- If the organization is interested in soliciting off-campus businesses or organizations for donations of money, services or products, the organization must first seek approval from Finance & Administration. A list of all potential donors/sponsors must be emailed to [sponsorrequests@lsu.edu](mailto:sponsorrequests@lsu.edu) for approval prior to gaining approval for the fundraiser from Campus Life/Greek Life.
- Campus Life defines an auction as the process of buying and selling goods or services by offering them for bid (silently or otherwise), and then selling the item to the highest bidder. Auctions are allowed as fundraisers when entire net proceeds of the auction are devoted to a charitable or educational organization (per Louisiana Revised Statute 4:707. B).
- Fundraising on campus by student organizations is prohibited on the day of home football games ([LSU Football Fan Guide](#)).
- Off-campus fundraisers do not require approval or registration (Office of Risk Management, August 2011).



## Fundraiser Registration

### Steps to register an On-Campus Fundraiser:

#### Step 1

Complete and submit an online event request through TigerLink at least 10 business days prior to the date of the event (or 15 business days for events with medium to high risk, risk assessment is provided by the Office of Risk Management). Only members with “group admin” status can submit event requests. Click [here](#) to login to TigerLink (with your MyLSU ID and password) to submit an event request.

- Depending on the event, additional approvals from university departments may be needed. These approvals are needed prior to Campus Life/Greek Life approving any fundraiser. See below for more information on which department approves specific organization events.
- These forms are reviewed by the university advisor. Greek organizations must have the chapter advisor review the event.

#### Step 2

Campus Life/Greek Life staff reviews the event request.

#### Step 3

Campus Life/Greek Life staff approves the fundraising event if it meets all requirements, and then notifies the student organization. Once the event has been approved, the online software will send an automated email to the individual who submitted the event request.

- If the event does not meet the requirements, Campus Life/Greek Life requests more information or denies the event request.
- If the event is denied, the online software will send an automated email to the individual who submitted the event request.

#### Step 4

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

## LSU Policy Resources for a Successful Fundraiser

If your fundraiser involves food:

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

[LSU Licensed Caterers](#)

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

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

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

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

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

For approvals and resources from Finance and Administration:

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

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

[trademark@lsu.edu](mailto:trademark@lsu.edu): Approval of designs on promotional items to be sold

[sponsorrequests@lsu.edu](mailto:sponsorrequests@lsu.edu): Approval of potential donors/sponsors

University policies concerning behavior:

[LSU Code of Student Conduct](#)

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

## Off-Campus Fundraisers

For the purposes of the current Fundraising Policy in the Student Organization Policy Manual located on the [Campus Life website](#)), the following clarification and additions are in effect as of Friday, August 15, 2014.

- Off-campus fundraisers do not require approval or registration with Campus Life/Greek Life. However, if the approved vendor or sponsor serves alcohol on the premises, not in conjunction with the fundraiser (Office of Risk Management, August 2011), the student organization conducting the fundraiser must abide by [LSU's Policy Statement on Serving, Possessing and Consuming of Alcoholic Beverages on Campus \(PS-78\)](#).
- If an organization is interested in soliciting off-campus businesses or organizations for donations of money, services or products, the organization must first seek approval from Finance & Administration. A list of all potential donors/sponsors must be emailed to [sponsorrequests@lsu.edu](mailto:sponsorrequests@lsu.edu) for approval **prior** to submitting appropriate paperwork to Campus Life/Greek Life.
- If your fundraiser includes food or non-alcoholic beverages and is hosted off-campus, we encourage you to complete the [Off-Campus Food and Beverage Event Hold Harmless Agreement](#) and retain it for organization record-keeping purposes.

## **SPONSORSHIPS**

### **Registered Student Organization and Approved Vendors/Sponsors Fundraising Procedures**

1. Submit vendor/sponsor list to Finance and Administration at [sponsorrequests@lsu.edu](mailto:sponsorrequests@lsu.edu) for approval. Donations of money, services or products from an approved vendor or sponsor cannot include the promotion, sale, or service of alcoholic beverages.
2. Finance and Administration requires the submission **be at least 10 business days** prior to the proposed event.
3. If approval from Finance and Administration is received, the registered student organization provides the vendor/sponsor an Off-Campus Food and Beverage Hold Harmless Agreement to complete and return to the registered student organization.
4. Conduct fundraiser in compliance with the Fundraising Policy in the Student Organization Policy Manual.

## **DONATION REQUESTS: LSU AUXILIARY SERVICES**

LSU Auxiliary Services welcomes donation requests from registered student organizations for LSU Dining and Coca-Cola products in support of their organization activities. Consideration of requests begin each year on July 1 and are available until resources are allocated for the year. Organizations must be recognized as a Registered Student Organization and in good standing with the university to request these donations.

Organizations may not re-sell donated products or services. Normal catering policies govern the use of the donated products and services as well. Visit the [Donation request webpage](#) for more information and to submit your request.

## **STUDENT GOVERNMENT FUNDING**

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

Details on each of these funds can be found within the [Student Government website](#).

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

## **UNIVERSITY POLICIES & PROCEDURES**

The most current iterations of the following policies can be found under [the LSU's Policy Statements and Permanent Memoranda website](#).

### **Policy Statement 1**

#### **Equal Opportunity and Non-Discrimination**

Effective February 5, 2013

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

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

#### **Code of Student Conduct**

As of August 1, 2018, all registered student organization conduct is subject to the policies listed in the Code of Student Conduct. <https://lsu.edu/saa/students/codeofconduct.php>

#### **Prohibition of Hazing**

Effective August 1, 2018

From the [LSU Code of Student Conduct Section 10.2.M](#).

Hazing means an act by an individual or a group that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, regardless of consent:

1. Endangers the physical health or safety of a person or would cause a reasonable person severe emotional distress;
2. Results in the destruction or removal of public or private property;
3. Involves the consumption of alcohol or drugs;
4. Involves the consumption of substances to excess or placement of substances on the body;
5. Involves sexual activity;
6. Involves violation of federal, state or local law or University policy; or
7. Disrupts the academic performance or class attendance of a person.

It is not a defense to a charge of hazing that (i) the consent of the person had been obtained; (ii) the conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or (iii) the conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

The following is a non-exclusive list of examples of acts which, regardless of severity, constitute hazing:

- Physical brutality, such as whipping, beating, paddling, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

- Physical activities, such as sleep deprivation, exposure to the elements or extreme conditions, imprisonment, confinement, or calisthenics;
- Consumption of food, liquid, or any other substance, including but not limited to alcoholic beverages or drugs, that subjects the person to an unreasonable risk of harm or that may adversely affect the physical health or safety of the person;
- Placement of substances on the body of a person;
- Kidnapping or dropping a person off campus without return transportation;
- Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

## **Reporting Hazing**

If you witness or suspect hazing, please contact the appropriate university officials immediately. Hazing can be [reported here](#). There is also a national hazing hotline: 1-888-NOT-HAZE (1-888-668-4293).

## **Policy Statement-60**

### **Food Service within LSU Facilities and Premises**

Effective August 18, 1997

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

Self-catering (defined by PS-60 as, “the preparation and serving of food, whether purchased as raw food or prepared food products, by members of an LSU department or student organization or other organization for themselves and guests with no involvement of a caterer in the preparation and serving of food within LSU facilities and premises) is not allowed for events, unless in compliance with PS-60.” PS-60 refers to Greek houses, religious centers and the International Cultural Center as authorized to self-cater for members and guests, as long as the food preparation area complies with all applicable local and state health, sanitation, and safety standards. LSU assumes no liability for individuals performing self-catering but expects compliance with applicable health, sanitation, and safety standards. All other events involving food on campus must utilize an [LSU Licensed Caterer](#) in order to be approved. For the complete Food Service within LSU Facilities and Premises (PS-60) log on to the [LSU University Policies webpage](#).

## **Food Trucks**

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

## **Policy Statement 78**

### **Serving, Possessing and Consuming of Alcoholic Beverages**

[Serving, Possessing, and Consuming of Alcoholic Beverages](#)

*Initially Issued: August 15, 2005*

*Revised: June 27, 2019*

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

### Purpose

This policy is applicable to the serving, possessing, and consuming of alcoholic beverages on University property and within University facilities. This Policy Statement outlines the policies and procedures specifically applicable to the serving, possessing, and consuming of alcoholic beverages on University property and within University facilities by students, University personnel, and their guests.

### Principles

LSU is committed to maintaining a safe, healthful environment that supports its educational mission. The abuse of alcoholic beverages by its students, University personnel, and their guests interferes with the accomplishment of this mission. More specifically, the abuse of alcohol (1) negatively impacts the life and well-being of citizens; (2) interferes with student learning, student retention, and student graduation; (3) generates a cost to the University through personal injury, crimes, property damage, and risk management; and (4) negatively affects the image of the University. Because LSU seeks to create a social environment that enhances learning, the following values with regard to alcohol must be upheld:

- A. abstinence, as an option, is always supported and should never be discouraged;
- B. although moderate and legal alcohol use may be permitted, the drinking of alcohol is never encouraged;
- C. abusive consumption of alcohol is always discouraged; and
- D. participation in illegal behaviors involving alcohol is not tolerated

Accordingly, the possession, use, sale, or distribution of alcohol may be done only in accordance with the provisions of federal and state laws, local laws and ordinances, and University regulations, including this policy.

Inappropriate behaviors and associated negative consequences of alcohol misuse will not be tolerated. All persons on campus regardless of their status (e.g., students, personnel, and guests) must adhere to the alcohol policies herein. The enforcement of community standards is a shared responsibility among all community members.

### Definitions

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

**Authorized Vendor/Server:** A caterer who has been licensed by the University through the Office of Procurement to engage in the sale and service of alcoholic beverages on the LSU campus under applicable law and University policy. An Authorized Vendor/Server must have: (1) all required governmental permits or licenses; (2) completed Responsible Alcohol Service Training as required by state law; (3) agreed in writing to adhere to University policies and regulations, city ordinances, and state laws; (4) obtained LSU required insurance; and (5) must ensure that any Vendor/Server performing such services on the LSU campus is at least 21 years old and not a member or affiliate of the host/sponsor organization/department.

**Event:** For the purposes of this policy, an Event is an assembly of individuals on campus for a gathering where alcohol is involved.

**Event Registration:** The required documentation completed by the host/sponsor of an Event, which specifies the conditions of alcohol service and certifies that the host/sponsor both understands and agrees to abide by University policies and applicable Federal, state, and local laws governing such alcoholic beverage service. The Event Registration must be submitted by the host/sponsor to the Office of Campus Life (for student organizations), the Office of Greek Life (for fraternities and sororities) or to the Office of Finance & Administration (for non-students) at least 10 business days prior to the event. The Event Registration must specify the campus location for the proposed event, which is subject to approval. Approval will not be granted for an event at any of the following locations (1) Greek Theatre, (2) athletic fields and grounds assigned to the University Recreation, and (3) in academic buildings in or around rooms in which classes are in session.

**Permitted Alcohol:** Beer and wine products consisting of no more than 15 percent alcohol by volume. Permitted Alcohol specifically excludes hard alcohol, any beverage containing hard alcohol, common source beverages

containing alcohol, and alcoholic beverages served from kegs. For the purpose of this policy, hard alcohol is any alcoholic beverage other than beer or wine. Any exception to Permitted Alcohol at an Event requires the approval of the President or the President's designee.

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

**Responsible Parties:** Those individuals and the entities they represent who sign the Event Registration.

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

## **Registered Student Organization Events with Alcohol**

In addition to university regulations per [PS-78](#), the following policies shall apply to registered student organization events involving alcohol:

- A. Only Permitted Alcohol may be served and only by an Authorized Vendor/Server. Any alcohol other than Permitted Alcohol is specifically prohibited. This rule also applies to student organization events located off campus.
- B. A student organization must complete and file an Event Certification with the Office of the Dean of Students or its designee 10 business days prior to a proposed Event.
- C. A student organization must arrange security with the LSU Police Department at least 10 business days prior to a scheduled Event. Contract security companies may only be used with the permission of LSU Police Department. The University reserves the right to determine the number of officers and other security measures required for an Event.
- D. A student organization must attend risk management and alcohol planning training prior to receiving approval for an Event. At least three current executive officers and a current advisor must have attended the training within 12 months of an Event Registration. This risk management and alcohol planning training will be presented by the Office of the Dean of Students or its designee annually or as demand requires. It is the responsibility of the registered student organization to ensure that the appropriate trainings have been received prior to attempting to register an Event.
- E. An Event may not begin before 4:30 p.m. on Monday through Thursday and 3:30 p.m. on Friday and must end by 11:00 p.m. Sunday through Thursday and 2:00 a.m. on Saturday and Sunday following events on Friday and Saturday. Bands and amplification equipment must cease no later than 11:59 p.m. on Friday or Saturday night if outside. The administrator with whom the function must be registered may allow appropriate exceptions to the normally approved hours for social functions.
- F. No cover charge or admission charge may be imposed at an Event where alcoholic beverages are served nor may alcohol be provided free in return for the purchase of another item (i.e. cup).
- G. Open source containers (including but not limited to kegs, party balls, or punch bowls containing alcohol) are specifically prohibited.
- H. An individual determined to be eligible to consume alcoholic beverages must be identified with a nonremovable wrist band.
- I. An individual may not return to an Event after that individual has exited the function and consumed alcohol while absent from the Event.
- J. Alcohol may not be served at an Event open to the public. Attendance at a student organization Event must be by invitation.
- K. A student organization may not accept donation of alcoholic beverages.
- L. A student organization may not promote or sell alcoholic beverages.
- M. At any fraternity or sorority Event held at fraternity or sorority housing or property, the following additional provisions apply:

1. Subject to fire code restrictions, there may be no more than three non-member guests for every member of the organization present at the Event. Exceptions may be granted in advance by the Office of Greek Life for community, alumni, and family events.
2. Alcoholic beverages are restricted to common areas of the fraternity or sorority house.
3. Guests and non-members are restricted to common areas of the fraternity or sorority house for the duration of the event.
4. Members of the organization are prohibited from providing, serving, or consuming alcohol of any kind in the private areas of the fraternity or sorority house for the duration of the Event.
5. All recruitment and new member education programs, sometimes known as pledge activities, must be alcohol-free for all in attendance.
6. LSU Police, designated security, and/or University officials may enter upon the premises before, during, and after an event to ensure compliance with this policy.

N. The following rules apply to any on-campus student organization event with alcohol on a day of a LSU home football game (“Game Day Event”).

1. No Game Day Event may be scheduled at fraternity or sorority housing or on property leased by a fraternity or sorority.
2. The student organization must provide notification of a Game Day Event to the Office of the Dean of Students through the TigerLink system no less than five business days prior to the Game Day Event.
3. The notification must include the following:
  - a. the campus location of the Game Day Event; and
  - b. a certification that only Permitted Alcohol (as defined by [PS 78](#)) will be allowed at the Game Day Event.
4. Any alcohol other than Permitted Alcohol (as defined by [PS 78](#)) at a Game Day Event is specifically prohibited. 5. The conduct of students and student organizations at any Game Day Event are subject to the Code of Student Conduct, state, and local law. O. Organizations that fail to comply with these policies are subject to University sanctions, including the loss of the privilege to have future Events.

## STUDENT ORGANIZATION EVENTS – OFF-CAMPUS

The following policies shall apply to any student organization conducting an off-campus event involving alcohol:

- A. The student organization must provide notification to the Office of Greek Life of the Office of the Dean of Students no more than 10 business days prior to the event.
- B. The student organization must certify that only Permitted Alcohol will be allowed at the event and that it will only be served by a licensed vendor and server. Any alcohol other than Permitted Alcohol is specifically prohibited.

## **Permanent Memorandum 79** **Freedom of Speech and Expression**

[Permanent Memorandum 79 - Freedom of Speech and Expression](#)

Monitoring Unit: Division of Student Affairs

Initially Issued: November 09, 2018

*Summary of Permanent Memorandum 79. For the complete Permanent Memorandum, select the link above.*

General Policy Statement: Louisiana State University (“LSU” or the “University”) is fully committed to free speech among students, faculty, staff, and visitors. To fulfill our primary role of discovering and disseminating knowledge, a free interchange of ideas is necessary. LSU prides itself on upholding free expression and believes that a culture of intense inquiry and informed argument generates lasting ideas. This freedom comes with a responsibility to welcome and promote expression for all people and all ideas, even when in disagreement or opposition. This policy applies to all campus locations of LSU.



## PEACEFUL ASSEMBLY

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

Revised July 15, 2019

As stated in PM-79, the University acknowledges the right and privilege of individual students, groups of students, and registered student organizations to assemble peacefully on campus.

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

- The event will be held in a University facility, the interior of a building or other area where access is restricted.
- The event may reasonably require the use of University resources (tables, utilities, equipment, etc.) or involvement of a service department of the University, e.g., the directing of traffic and/or parking, managing a crowd, providing of electricity to the site, marking of playing fields, blocking of streets, setting up stages or platforms, placing special trash receptacles in the area, providing tables and/or chairs and inspection and/or cleanup after the event.
- Any event involving amplified sound
- Any event involving the sale of food or beverages. (See [PS-78](#) for events involving alcohol and PS-60 for events involving food.)
- Any event that poses reasonable safety concerns or may involve prohibited activities listed in PM-79.

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

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

## Travel

Traveling as a registered student organization can be a rewarding professional, academic and social experience. To ensure a successful trip, pre-planning of all trips is encouraged. Student organization advisors are not required by Campus Life to travel with the organization; however, advisors may be required to travel on official trips by their academic department or college. Student organizations traveling with the assistance of LSU funds (such as funding from a department or Student Government) must first receive authorization to travel and purchase student trip travel insurance from the LSU Office of Risk Management. Student organizations not traveling with assistance of LSU funds must still purchase trip travel insurance. To purchase Student Trip Travel Insurance, the [Trip Travel Request Form](#) and the list of students traveling must be filled out and sent to the LSU Office of Risk Management along with an Internal Transaction form ("IT") prior to departure of the trip. See details for the authorization to travel and use of personal vehicles in the next section.

## **AUTHORIZATION TO TRAVEL**

All student organizations planning to travel must file form AS 292 Request for Authorization to Travel, which must be signed by their faculty/staff advisor. The AS 292 form is available on the [Accounts Payable and Travel website located](#).

Student Trip Travel Insurance must be purchased prior to travel for each student through the [Office of Risk Management website](#). Student Trip Travel Insurance provides coverage for a student while attending or participating in a university supervised and sponsored activity or function.

## **RISK MANAGEMENT AND INSURANCE**

### **Risk Management**

Public Safety Building, Suite 124  
(225) 578-3297  
[riskmgt@lsu.edu](mailto:riskmgt@lsu.edu)

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

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

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

Please contact LSU Office of Risk Management at (225) 578-3297, in the event an accident has occurred, and a claim needs to be filed. For more information or to download the forms, please go to the [Office of Risk Management website](#).

## **UNACCOMPANIED MINOR POLICY**

### **Campus Life – updated August 20, 2018**

Beginning in the Fall 2018 semester, Campus Life has instituted a policy governing Registered Student Organization activities on campus regarding minor-aged children. No activities, meetings or events will be approved where registered student organizations will allow the participation of minor-aged children (children under the age of 18 years) without the presence of a parent, legal guardian or designated caregiver present with the minor. No waiver or other agreement should be used by student organization members, LSU, or partnering organizations to release parents, guardians, and/or custodial caregivers from the responsibility of accompanying or monitoring minor-aged children at a student organization event.

This policy does not apply to currently enrolled LSU students who are less than 18 years of age. However, student organization leaders, event planners and campus advisors should consult with LSU Risk Management to review the

specific activities at organization events to see if an additional Hold Harmless agreement should be signed between the parent, guardian or custodian of an LSU student less than 18 years of age and the student organization for the planned activity.

## **CAMPUS EMERGENCIES**

Should the LSU and A&M College campus experience an emergency, student organization leaders and advisors should follow directions issued by the LSU Emergency Operations Center (LSU EOC). These instructions will be shared:

- to all LSU students, staff and faculty members enrolled in the [Emergency Text Notification](#) system on all computers connected by hard-wired to the campus internet system
- to all individuals with LSU e-mail accounts (@lsu.edu e-mail accounts)
- on the [LSU EOC webpage](#)
- as a header on all LSU webpages
- and, on all LSU social media platforms

These directions may include information on campus closures, area restrictions, or limits placed on campus hours. These directions may also include a cessation on all activities scheduled on campus or a cessation of all LSU-related activities regardless of physical location.

In the event of a full campus closure, organization leaders should not automatically seek off-campus locations for their scheduled events but follow the directives of the LSU EOC as safety issues may exist off-campus as well. Campus Life and its partners will help organizations reschedule events when given the all-clear by LSU EOC.

## **FACILITIES AVAILABLE FOR RESERVATION**

### **Clarence L. Barney Jr. African American Cultural Center**

3 Union Square  
(225) 578-1627  
[aacc@lsu.edu](mailto:aacc@lsu.edu)

Registered student organizations can reserve the Clarence L. Barney Jr. African American Cultural Center (AACC) at no charge for events or meetings. If the AACC is needed on the weekend, the sponsoring organization is required to pay the Weekend Usage Fees (Contact the AACC for pricing). All events/meetings must have an AACC staff member present. In keeping with the mission of the LSU Campus-Community Coalition for Change, no alcoholic beverages are allowed. Reservation request forms are available at the front desk of the AACC or [online](#).

### **Bo Campbell Auditorium**

100 Gym Armory  
(225) 578-5787

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

### **Classroom Reservations**

Office of the University Registrar  
112 Thomas Boyd Hall  
(225) 578-2090 or 578-2096

Email: Rozanne Autin ([roxanne@lsu.edu](mailto:roxanne@lsu.edu)) or Kristie Braud ([kbraud10@lsu.edu](mailto:kbraud10@lsu.edu)) for a classroom reservation form. Classroom space is available at no cost to registered student organizations. All requests for space should be completed by submitting the Classroom Space Request Form 7-10 business days prior to the day the meetings or events are scheduled to occur. Please note that food and drinks are not allowed in classroom space, when used for event purposes (i.e. guest speaker, meeting, interviews). Classroom space **may not be available during the first weeks of the fall semester due to academic space schedules.**

Classroom Reservation Request Form can be found [online](#).

## Free Speech Circle & Plaza Reservations

LSU Student Union Event Management  
310 LSU Student Union  
(225) 578-5959  
[unionem@lsu.edu](mailto:unionem@lsu.edu)

As of Fall 2018, registered student organizations are no longer required to reserve Free Speech Circle & Plaza. Free Speech Circle is available on a first-come, first-served basis for use by any student organization, individual person, or public group engaging in free speech activities. Commercial activity, fundraising activities, and the use of alcohol in this space is prohibited.

Registered student organizations no longer need to complete a reservation form on TigerLink to host an information table in Free Speech Alley and Plaza. They must bring their own table, make use of the space without a table, and cannot host an event in that space. Should an organization need a table or other university resource, they should register with Auxiliary Services and in TigerLink *at least two business days in advance*.

Reservation guidelines can be found on the [Auxiliary Services website](#).

## Greek Theater

LSU Student Union Event Management  
310 LSU Student Union  
(225) 578-5959  
[unionem@lsu.edu](mailto:unionem@lsu.edu)

Registered student organizations can reserve the Greek Amphitheater by completing a reservation form on the [Auxiliary Services home webpage](#). The LSU Student Union Event Management Office will verify if the amphitheater is available for the date requested.

## International Cultural Center

3365 Dalrymple Drive  
(225) 342-3084  
[icc@lsu.edu](mailto:icc@lsu.edu)

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

## LSU Student Union

LSU Student Union Event Management

310 LSU Student Union  
(225) 578-5959  
[unionem@lsu.edu](mailto:unionem@lsu.edu)

Areas that are reserved through the LSU Student Union Event Management include: Union meeting rooms, the Live Oak Lounge, the Royal Cotillion Ballroom, Barnes and Nobles Event Room, ground floor tables, and campus grounds and fields. Reservations can be made in-person in Room 310-Q LSU Student Union from 8am – 4:30pm Monday – Friday or online at <https://www.lsu.edu/as/events/index.php> by an officer of the student organization.

For all events and meetings scheduled to occur in spaces regulated by Event Management, student organizations must register those events and/or meetings within TigerLink.

In the Fall 2018 semester, LSU Auxiliary Services made several key updates to its operational policies, including:

- **Student Organization Event Reservations:** All forms and event details must be completed and submitted by the students for student organization events. If a form is submitted by a department member such as the Campus Advisor for the student organization, it will be deemed a department event and the student organization will be billed at the department rate. The reservation deadline and process have remained the same. The deadline for reservations, final event details, and TigerLink approvals is 9am two business days prior to the event.
- **Paid Student Organization Events:** All fees associated with student organization (paid) events, must be paid directly by the student organization. If they are receiving funding from a sponsor, that sponsor cannot pay Auxiliary Services / the LSU Student Union directly. The checklist for what deems an event “paid” is listed in [Auxiliary Service reservation policies](#).
- **Free Speech Alley:** A reservation is no longer required for this area. However, if a student organization or department would like a table provided, the same form would need to be submitted to Event Management by 9am two business days beforehand. Only one table will be provided per request. Event Management will no longer check for TigerLink approval on requests for table sits but will check to see if the organization is a registered student organization.
- **Free Speech Circle:** This area is no longer able to be reserved. Events can still take place in this area, but availability is on a first come basis. Items cannot be left unsupervised or abandoned in this space.
- **Tower Drive:** For events on Tower Drive, the Event Management form is still required for student organizations and departments. LSU Parking is involved in the logistics of that request but that is an outdoor space managed in the Event Management scheduling system.

**Issues/Troubleshooting:** If student organization leaders have any issues with the audio visual or physical equipment in their reserved space, call either Event Management (225-578-5959) M-F, 8-4:30pm or the Information Desk (225-578-5141) anytime the building is open. These numbers are also listed on the FAQ sheets on the wall of each conference/event room. Once called, Union staff will check into the need. In addition, if student organization leaders notice anything around the Union that needs attention, report any non-emergency issues to the staff at those phone numbers or email [asfacilities@lsu.edu](mailto:asfacilities@lsu.edu) to alert our building and housekeeping crew. Life and safety concerns that are emergencies should be reported to LSU Police by calling 225-578-3231 or calling 911.

## LSU Student Union Theater

Theater Box Office

(225) 578-5782

[uniontheater@lsu.edu](mailto:uniontheater@lsu.edu)

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

For registered student organizations, events must also be submitted and approved in TigerLink. Once the above steps are complete, the reservation will be confirmed. Once your reservation is confirmed, there will be a required pre-production meeting with the LSU Student Union Technical staff prior to the rehearsal/show date. For a list of what will be asked during this meeting, please contact the LSU Student Union Theater Manager.

## Parade Ground and Miscellaneous Fields and Grounds

LSU Student Union Event Management

310 LSU Student Union

(225) 578-5959

[unionem@lsu.edu](mailto:unionem@lsu.edu)

Event Request Form: [Event Management](#)

The Parade Ground and other campus fields and grounds may be reserved by registered student organizations. The LSU Student Union Event Management Office will verify if the space is available for the date requested.

## Pete Maravich Assembly Center

(225) 578-8428

[Rates and Guidelines](#)

## UREC

University Recreation

(225) 578-8601

University Recreation (UREC) requires all reservations to be submitted at least two weeks in advance (major events require one-month advance notice). Details on Court Reservations, Facility Reservations and Rentals, Meeting Space Reservations, Activity Space, Outdoor Field Space, Rental Policies and Guidelines can be found within the [UREC's Reservation and Rental website](#).

## War Memorial

Located on the Parade Ground

Office of Finance & Administration

(225) 578-3386

The use of the LSU War Memorial will be reserved for military and formal University ceremonies that uphold the memory of those individuals the memorial honors. The memorial will not be used as a centerpiece or stage for any

functions held on the Parade Ground that is not consistent with the intended purpose of the memorial. No group or organization may hold functions in the immediate area of the memorial, which include, but are not limited to, festivals, sporting events or any general-purpose activity that does not follow the guidelines established in this policy.

## **ADDITIONAL CAMPUS RESOURCES**

### **LSU CARES**

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

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

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

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

### **Campus Mail**

The UPS Store

First Floor of the LSU Student Union

Hours of Operation:

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

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

(Closed on football game days)

(225) 578-6756

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

### **Disability Services**

115 Johnston Hall

(225) 578-5919

[disability@lsu.edu](mailto:disability@lsu.edu)

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

Disability Services staff are also available to student organization leaders and advisors for consultation about making their events, meetings and other activities more accessible for persons with disabilities or persons in need of accommodations.



## Email Accounts

Information Technology Services  
200 Frey Hall  
(225) 578-3700

Registered student organizations may request e-mail accounts through the LSU Information Technology Services department. The request must come from the organization's advisor, who should email [helpdesk@lsu.edu](mailto:helpdesk@lsu.edu) with the organization's name. Student organization websites are no longer able to be hosted on an lsu.edu webpage. Registered student organizations should create a TigerLink profile page to provide information regarding their organization.

## Equipment Reservation

Office of Facility Services  
(225) 578-3186  
[workcon@lsu.edu](mailto:workcon@lsu.edu)

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

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

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

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

## Food Pantry

350 LSU Student Union  
(225) 578-8800  
[www.lsu.edu/foodpantry](http://www.lsu.edu/foodpantry)

For updated food pantry hours, visit the Food Pantry webpage. The Food Pantry has been committed to addressing student food insecurity at LSU since 2013. It provides many essential food items for currently enrolled LSU students. If you feel that you are a student in need, stop by the Food Pantry.

## **Parking Information**

Parking & Transportation Services  
(225) 578-5047

[parking@lsu.edu](mailto:parking@lsu.edu)

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

To make reservations, submit the Parking Permit Request Form that can be found on the [Parking, Traffic & Transportation website](#). Reservations should be submitted two weeks in advance.

## **Student Organization Tailgating**

As of the 2018 Football season, LSU enacted a policy for student organizations who host tailgates with alcohol. Student organizations who wish to participate in student organization tailgating can visit the Office of the Dean of Students website with updated information regarding registration of tailgates. For more information on Student Organization Tailgating, visit the [Office of the Dean of Students website](#).

## **Union Square Parking Garage**

The rate for a reserved space is \$1.50/hour per space on weekdays from 7AM to 8PM (rate subject to change). More information can be found on the [Union Square Parking Garage website](#).

## **FAQ**

### **Q: How do I create an event on TigerLink?**

A: Watch [“How do I Create an Event” on Campus Labs Engage website](#), or follow the steps below:

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

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

A: Select your profile photo on top right of the screen > Select ‘Submissions’ > Select the "Events" tab. Any events that you have submitted for approval will be on this page.

Note: Only officers of an organization can create events.

### **Q: How can I make changes to my organization such as the text, officers, documents, etc. on TigerLink?**

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

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

A: Email [involvement@lsu.edu](mailto:involvement@lsu.edu) and we can make the changes for you.

### **Q: What do I do if my organization is not currently listed in TigerLink, do we register as a new organization?**

A: Check with LSU Campus Life if a profile existed in the past. It is possible that the account is dormant and needs reactivation. Email [involvement@lsu.edu](mailto:involvement@lsu.edu) to verify. If your organization cannot be found then you would need to register as a new organization.

Go to "Organizations" in the main menu, and then click on the gray “Register” button on the bottom left side of the site. This will only show during the open registration period for new organizations.

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