WELCOME!

Thank you for offering your time, energy, and talents to a student organization here at Northeastern University. We are honored that you have chosen to learn more about the services and resources we offer to student organizations.

Involvement within a student organization is one of the best ways to broaden your college experience by meeting new people, enhancing your leadership skills, and building your résumé.

This resource guide serves as a tool to help your organization thrive at Northeastern. Whether you are just starting an organization or continuing a long-lasting organization, this guide will help you find the “how-to’s” for success.

As a leader of a student organization, you are responsible for knowing, following, and educating others on the policies and procedures found here. If you have any questions about the following information, your CSI Program Manager will be more than happy to assist you.

Please note that the content of this document is subject to change. Notice of any major changes are generally distributed via email and updated on the CSI website. Minor changes may be made without formal notification.
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OUR MISSION
The Center for Student Involvement (CSI) initiates and sustains co-curricular activities and programs that enrich student life and enhances the relationship between academics and experiential learning. We engage the Northeastern community in collaborative efforts to foster the educational, professional, and personal development of our students.

To learn more about us or to simply get in touch, email us at nucsi@northeastern.edu or call (617) 373-2642.

PROGRAMMING LAB
The Programming Lab is a space designed with student organizations in mind. Located in room 240 of the Curry Student Center, the Lab features space for quick informal meetings, resources for student organizations, and even student Programming Crew to help with any and all programming questions.

Stop by and meet the CSI Programming Crew, attend a workshop designed to train your organization’s leaders, check out the available resources, or sit down for a quick meeting with your executive board!

For the most updated Programming Lab hours, please check out our website at northeastern.edu/csi. Need to contact the Programming Crew? Send an email to csicrew@northeastern.edu or give them a call at (617) 373-3153.

ABOUT THE STUDENT CENTER
The John A. and Marcia E. Curry Student Center (CSC) is the crossroads for community life at Northeastern University, in a celebration of diversity and student life.

Curry serves as the epicenter of campus; it is a place where you can get involved in the life of the University through programs, activities, and leadership.

The Student Center, often referred to as “the living room of campus,” contributes cultural, social, and recreational programs and services that are integral parts of the University’s mission.

Curry is located in the heart of the Northeastern campus, convenient to most academic and administrative facilities. The building is a comprehensive activity complex, offering a comfortable environment and services for the entire Northeastern community.

Curry offers opportunities for students to relax with friends in Afterhours, shop for gifts in the bookstore, study in the Indoor Quad, or catch a meal between classes in the West Addition. Each floor of the Student Center offers something new to do, so make sure to explore the space!
Student organizations are a major source of interaction and involvement at Northeastern University. Our wide variety of student organizations reflects the diversity here on campus. Co-curricular involvement through student organizations allows students to explore, broaden their interests, and improve skills in leadership, interpersonal relations, organizational development, group dynamics, and budgeting. In this section, you will learn the benefits and privileges of recognized student organizations, how to start a new student organization, and how you can maintain your organization’s recognition.

**ENGAGEMENT PHILOSOPHY**

The Center for Student Involvement holds all student organizations to the same standards and expectations and is committed to working with all of our groups to develop programs that represent the diversity and discourse appropriate to a world-class University. In order to do this effectively, we expect each member of our community to embrace the values of civility and ethical conduct and share in the responsibility of the promotion of these values.

As a leader in global higher education, Northeastern University is deeply committed to the creation of a civil and respectful environment for all students where the free exchange of ideas can occur in a dynamic and respectful environment. As powerful ambassadors of that commitment, student organizations at Northeastern are positioned to represent a broad range of ideas and viewpoints that are indicative of our global society. The privilege to exercise these rights must come with a commitment to treating others with respect, fairness, and dignity.
RECOGNIZED STUDENT ORGANIZATIONS

Organizations wishing to function on the Northeastern campus must be fully recognized by the Center for Student Involvement. All student organizations must register their organization once per semester. The Center for Student Involvement maintains current and historical files on the activities, officers, and advisors for all student organizations.

Northeastern’s policy defines a student organization as any group of 12 or more full-time students (unless otherwise stated in the organization’s constitution and properly approved by CSI) who have applied for and received full recognition.

At Northeastern, student organizations fall into one of the following classifications:

- Academic Enrichment
- Advocacy & Global Impact
- Club Sports
- Competition & Skill-Based
- Creative & Visual Arts
- Experiential & Professional
- Fraternity/Sorority
- Graduate
- International & Cultural
- Leadership & Governing
- Northeastern Community Connection
- Outdoor Adventure & Wellness
- Performing Arts
- Philanthropic & Community Engagement
- Political Action
- Print & Broadcast Media
- Religious & Spiritual
- Special Interest

For a complete list of all recognized student organizations, please visit our website at northeastern.edu/csi.

Privileges of Recognition

Recognition entitles your organization to many benefits and privileges. These include:

- Ability to reserve rooms
- Ability to host major events, in consultation with CSI
- Ability to sponsor fundraisers (as approved by CSI)
- Recognition in various Northeastern publications
- Use of available campus facilities and equipment
- Opportunity to promote your organization at Involvement Fairs and/or host information tables
- Posting and advertising privileges
- Ability to apply for storage space
- Full use of the CSI Programming Lab (in 240 CSC)
- Ability to use 434 CSC as your organization address for package and mail delivery
- Use of the Northeastern University name and brand
- Assistance in finding an organization advisor
- Assignment to a CSI Program Manager and assistance from the CSI Programming Crew
- Access to OrgSync to manage internal communication and group business
- Access to an @northeastern.edu email address for your group
- Networking and educational opportunities
- Assignment to a leadership council

Financial support consists of:

- Fiscal and account assistance within the Student Activities Business Office (SABO)
- Tax-exempt status on most purchases
- Access to the Student Activity Fee (SAF) or the Graduate Activity Fee funds
- Fiscal advice about budgets, accounting, and bookkeeping procedures
HOW TO OBTAIN FULL RECOGNITION

New organizations may be formed when a genuine need for the organization has been demonstrated. The Student Involvement Board (SIB) has the authority to approve or deny the organization's petition for full recognition status, except in the case of graduate groups and fraternities and sororities, when recognition comes from the Graduate Student Government (GSG), or the Fraternity and Sorority Leadership Team (FSLT). An email granting your organization's official recognition will be sent by the Center for Student Involvement to the organization's current president, advisor, SIB or GSG, and SABO. Northeastern University retains the right to refuse recognition of organizations not in line with Northeastern's educational mission and goals.

See the following section for steps to create an undergraduate or graduate student organization.

FORMING A NEW STUDENT ORGANIZATION

1. Check out our online resources at northeastern.edu/csi/starting-an-organization and take the short quiz that follows. The presentation will help you learn the basics and offers tips on how you can get your organization started. The presentation and quiz can be found on the CSI website.

2. Locate a full-time member of the University staff or faculty to serve as your advisor. If you need help with this, touch base with our office.

3. Create your organization profile on OrgSync.com/login. Once logged in, click on “browse organizations” and “register new organization” to create your profile.

4. Submit a letter of support via email to nucsi@northeastern.edu. Depending on the classification of your organization, the author of this letter may vary. Check out the guidelines on the CSI website.

5. If your organization already has 12 or more members, complete our membership roster form. If your organization has fewer than 12 members (after receiving tentative recognition), 12 students must “virtually” join your organization on OrgSync.com before official recognition can be granted.

6. Once all previous steps are completed on OrgSync, your organization’s request will be reviewed. Organizations that pass the review process will receive tentative recognition.

7. Once you have obtained tentative recognition, a member of either SIB or GSG will assist you in creating your constitution and preparing for your presentation to the board.

8. Following your presentation, SIB or GSG will make the final recommendation regarding your organization's status. If approved, CSI will be in touch with information regarding official recognition.
OFFICER ELIGIBILITY

All elected or appointed officers of student organizations must be full-time students at Northeastern. Undergraduate organization officers must be undergraduates (with the exception of a graduate representative for those undergraduate organizations that are permitted to have such a position on their executive board). Graduate organization officers must be graduate students, and they must make satisfactory progress towards a degree, as defined by the program or graduate school.

Any student wishing to hold an office must have and maintain a 2.0 overall grade point average (GPA) prior to being elected or appointed to that position. Individual organizations may require higher GPS’s at their discretion. Center for Student Involvement will not provide member’s grades to anyone in the organization.

Students that are on academic, judicial, or other forms of probation may not hold any office or position either by election, appointment or petition, in any student organization.

SABO ACCOUNT REGISTRATION

In an effort to improve upon the SABO Account Registration process, advisors are required to fill out the SABO Advisor Banner Access Form, located on OrgSync. This form is only required to be completed by the advisor once, unless there is a change in your organization’s advisor. Completion of this form will provide advisors with access to the Banner Finance System, allowing them to access your organization’s budget account at any time.

To access and submit the SABO Advisor Banner Access Form:

- Log into (or create a new profile with myNEU credentials) OrgSync and join the SABO portal.
- Click on “forms” and locate the SABO Advisor Banner Access Form and click “fill out.”
- Once the form is completed, print a PDF copy.
- This copy should be signed and delivered to the SABO office at 434J Curry Student Center, scanned to sabo434@northeastern.edu, or faxed to (617) 373-4375.
- Banner access is not immediate, it will take several weeks before your advisor will receive Banner access.

If your advisor does not fill out, sign, and turn in the OrgSync form, your organization will not be able to access your funds or process any financial paperwork. If you or your advisor have any questions or concerns, please connect with SABO.
LEADERSHIP COUNCILS

As a leader in global education and innovation, Northeastern University is committed to shaping the leaders of tomorrow. Participation in student organizations is paramount to the University’s leading education model and provides participants with additional experiential opportunities outside of the classroom. To better support our student organizations as they continue to be innovative forces on campus, the Center for Student Involvement has developed a model that provides our 380+ student-run organizations with the opportunity to discuss important topics relating to the operation of their organizations while also providing an outlet for key leaders to come together and collaborate with faculty, staff and fellow leaders. Requirements and program offerings for each leadership council may vary, so feel free to reach out to CSI to learn more about your group’s council and the necessary requirements.
RE-REGISTERING YOUR ORGANIZATION

Re-registering with the Center for Student Involvement

All recognized student organizations are required to register with CSI each Fall and Spring semester. Organizations considered active by CSI have met the requirements necessary to become a student organization and have completed all requirements to maintain that recognition. In order to maintain recognition and remain in good standing with Northeastern and the Center for Student Involvement, your organization must:

- Update your organization profile on OrgSync. To do this, an administrator of the organization must log into the group page and click on "settings." For more information on how to become an administrator for your organization, please see the section in this guide about OrgSync.

- Review the anti-hazing agreement and ensure it is updated. This is a form that will be attached to the President’s role in OrgSync positions. For more information on Positions, please see the section on OrgSync.

- Be sure that your current constitution is uploaded to your OrgSync profile. If you do not have a current constitution, please contact your governing board (SIB or GSG) for guidance in having yours approved.

- Have at least 12 active members joined to your OrgSync profile. You may invite members to join your group or they may request to join.

The registration process must be completed each semester by the date published by CSI, or your organization may be considered inactive and/or archived. Please see the following sections for information on these statuses.

Once you complete the steps listed above, your organization will be fully registered with the Center for Student Involvement and will remain in good standing.

Proposing Changes to Group Name or Constitution

Group name changes or constitution revisions MUST be approved by SIB or GSG in conjunction with CSI. To begin the process of changing your group name or constitution, please contact the SIB or GSG to begin the process. Your organization must be prepared to explain why the changes are being proposed.

Inactive Status

Some organizations become inactive due to members graduating or lack of interest. When an organization misses one registration deadline, the organization is considered “inactive.” This inactive status may result in temporary loss of privileges granted to active organizations. Inactive organizations will receive official notification that their organization has been moved to this status from the Center for Student Involvement. Should an organization miss one registration deadline and move to inactive status, they must register by the deadline set for the following semester or that organization will be considered archived at that time.

 Archived Status

Organizations that miss two consecutive registration deadlines are considered archived by the Center for Student Involvement. Archived groups lose privileges granted to recognized student organizations on campus and can be re-registered only by the process outlined below.

Restoring an Organization that is Archived

Organizations become archived after they have missed two registration deadlines. If the most recent registration date for an archived group surpasses two years, the group will need to proceed through the steps for creating a new organization. If the most recent registration was less than two years ago, the constitution must be updated and new registration materials need to be completed. For more information about this process, please email nucsi@northeastern.edu.
FRATERNITY & SORORITY LIFE

Northeastern University recognizes the positive contributions that fraternities and sororities make to the University community. The fraternity and sorority community at Northeastern University seeks to provide opportunities for members to serve the community, cultivate leadership skills, engage in campus life, encourage academic excellence, and support a diverse community. We believe all these endeavors enhance the collegiate experience of undergraduates while also contributing positively to the Northeastern University community as a whole.

Fraternity and Sorority Life at Northeastern University comprises over 25 fraternities and sororities, supported and advised by four governing bodies:

- Interfraternity Council (IFC)
- Multicultural Greek Council (MGC)
- National Pan-Hellenic Council (NPHC)
- Panhellenic Council (Panhellenic)

HOW TO JOIN A FRATERNITY OR SORORITY

Fraternities and sororities host formal and informal events so students who are interested in joining can learn more about the organizations and get to know members. These events can include a variety of activities, presentations on the chapter, or informational meetings which introduce prospective members to the fraternity and sorority community. These opportunities give interested students the chance to learn what makes fraternities and sororities unique organizations. Students who attend these programs are not required to join any organization. It is simply a time for students to learn about what fraternities and sororities can offer and meet members of the chapter, as well as alumni/ae.

Recruitment is different for each fraternity and sorority in their specific council:

- Interfraternity Council
  - Sponsors recruitment in fall and spring
  - To find out more about IFC, follow @IFCNortheastern
- Multicultural Greek Council
  - Sponsors membership intake in fall and spring
  - To find out more about MGC, follow @MgcNortheastern
- National Pan-Hellenic Council
  - Sponsors membership intake once each year
  - To find out more about NPHC, follow @NEUNPHC
- Panhellenic Council
  - Sponsors formal recruitment in fall and informal recruitment opportunities in spring
  - To find out more about Panhellenic, follow @NUpanhellenic

For more information, please visit the “Join The Community” section of the Fraternity and Sorority Life section of the northeastern.edu/csi website.

If you have questions about starting a new fraternity or sorority on campus, please call the Center for Student Involvement at (617) 373-2642 or visit northeastern.edu/csi.
As a leader of a student organization, you are required to read, understand and comply with the published policies and procedures of the University. This includes important information on Title IX and bias incident reporting, as well as the anti-hazing statute. The proceeding section will outline specifics of these important policies, as well as explain to you the process by which the University will adjudicate cases against student organizations who violate any of the policies outlined in this guide, as well as the Code of Student Conduct and the Guide to Residence Hall Living.
HAZING EDUCATION & POLICY

Northeastern University is committed to promoting a safe and healthy environment for all members of the community and to preventing hazing before it occurs, and/or providing appropriate remedial action in instances when hazing does occur.

Northeastern University strictly prohibits any action taken or situation created, whether voluntary or involuntary, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, which endangers the mental or physical health or safety of a student, creates risk of injury, causes mental or physical fatigue or distress, discomfort, embarrassment, harassment, ridicule, or intimidation, causes damage to or destruction of property, or which is a violation of law, University policy, or the Code of Student Conduct.

Such activities include, but are not limited to, the following: striking another student by hand or with any instrument; requiring or advocating alcohol or other drug use; late sessions/meetings that interfere with academic activities; tattooing, branding, or piercing; physical or psychological shocks; wearing of apparel in public that is embarrassing, humiliating, or degrading; or games/activities causing or resulting in fatigue, sleep deprivation, mental distress, panic, embarrassment, or humiliation. Activities that would not be considered hazing and therefore acceptable would include agreeing to: maintain a specific GPA, comply with a dress code for a team/organizational function, participate in volunteer community service, participate in a team/organizational trip, take an oath, or sign a contract of standards.

If you believe you have witnessed or experienced hazing, you are strongly encouraged to report instances of such behavior. You can submit this information online with the Northeastern Hazing Reporting Form found here: https://publicdocs.maxient.com/reportingform.php?NortheasternUniv&layout_id=2.

You can also report allegations of, or information relating to, instances of hazing to any of the following offices:

Center for Student Involvement (CSI)
434 Curry Student Center
nucsi@northeastern.edu
(617) 373-2642

Housing and Residential Life (ResLife)
4 Speare Commons
housing@northeastern.edu
(617) 373-2814

Office of Student Conduct and Conflict Resolution (OSCCR)
204 Ell Hall
osccr@northeastern.edu
(617) 373-4390

Northeastern University Police Department (NUPD)
Columbus Place Suite 100
Emergency line: (617) 373-3333
Non-emergency line: (617) 373-2121

The University will not tolerate retaliation against any person who in good faith makes a report of hazing. Any person who retaliates directly or indirectly against a victim, witness, person reporting hazing, a respondent and/or charged party or any person involved in any aspect of a complaint or resolution of an allegation of hazing will be subject to discipline, up to and including termination (if an employee) or expulsion (if a student).

Upon receiving such information, an investigation into the allegation will commence. Any information gathered that supports a claim of hazing will be forwarded to the Office of Student Conflict and Conflict Resolution (OSCCR) for resolution consistent with its procedures for dealing with such complaints. Violations of the Code of Student Conduct are handled and/or overseen by the OSCCR.
Hazing (Chapter 269, Massachusetts General Laws)

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than $3,000 or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term ‘hazing’ as used in this section, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping; beating; branding; forced calisthenics; exposure to weather; forced consumption of any food, liquor, beverage, drug, or other substance; or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

“Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.”

Whoever knows that another person is the victim of hazing as defined and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than $1,000.

Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name and facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this document; provided, however, that an institution’s compliance with the section’s requirements that an institution issue copies of this document to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team, or organization shall distribute a copy of this document to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section, that each of its members, plebes, pledges, or applicants has received a copy of this law, and that such group, team, or organization understands and agrees to comply with the provisions.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this document and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.
STUDENT ORGANIZATION CONDUCT

The Center for Student Involvement and the Office of Student Conduct and Conflict Resolution (OSCCR) have established a hearing process for student organizations alleged to have violated the published policies and procedures outlined within this Resource Guide, the Guide to Residence Hall Living as well as the Code of Student Conduct. Each organization and/or student leader will be held accountable for violations of these policies as necessary. For organizations alleged to have violated policy, the following process has been established:

- When a violation is reported to either the Center for Student Involvement and/or OSCCR, the Assistant Dean of Student Involvement or designee reviews the complaint and determines the possible hearing type that is appropriate (either information only hearing, administrative hearing, or Student Conduct Board hearing).

- “Information Only Meetings” occur when the outcome will not result in an official sanction other than a written warning. These hearings occur with staff members in the Center for Student Involvement. Repeated warnings may result in escalation of the case to either an administrative hearing or a board hearing.

- “Administrative Hearings” occur for infractions that could result in an official sanction other than a written warning. The Office of Student Conduct and Conflict Resolution will hear these cases. Student organizations will receive a hearing notice regarding the alleged violation. This notice will identify the complainant, provide a list of alleged violations, and communicate the location, date, and time of the administrative hearing.

- “Student Conduct Board” hearings occur for infractions that could result in suspension or significant revocation of privileges for the organization. Student organizations will receive a pre-hearing notice regarding the alleged violation. This notice will identify the complainant, provide a list of alleged violations, and communicate the location, date, and time of the pre-hearing. OSCCR staff will facilitate these hearings in order to review and explain the violations, provide a copy of the report, and to offer the organization the opportunity to respond to the charges and accept or contest responsibility.

- If an organization accepts responsibility in the pre-hearing: The organization representatives will proceed to an Admitted Student Responsibility Meeting where sanctions are discussed and determined.

- If an organization contests responsibility in the pre-hearing: The organization will be sent to the Student Conduct Board for the case to be heard. For more information on Student Conduct Board hearings and the process involved, please see the Code of Student Conduct.

- Information on Appeals: Student organization representatives will have the opportunity to appeal the outcomes of Administrative Hearings as well as Conduct Board Hearings on three grounds as stated in the Code of Student Conduct. Organizations will be informed of the ability to appeal when the sanctions are issued and will have 5 business days to file the appeal with OSCCR. For more information on appeals and the appeals board, please see the Code of Student Conduct.

While this process relates only to student organization accountability, CSI and/or OSCCR may determine that students involved should be referred to OSCCR on an individual level.
BIAS RELATED INCIDENT REPORTING

The Bias Incident Response Protocol offers an effective and efficient process for individuals and/or groups to report bias incidents and/or hate crimes. It also outlines University procedures that will be instituted to respond to such acts. The protocol should be implemented whenever a bias incident or hate crime is perceived or suspected to have occurred on Northeastern University’s campus and/or in its educational programs. For more details, contact the Office of Institutional Diversity and Inclusion at (617) 373-2133 or visit their website at northeastern.edu/odi.

TITLE IX POLICY

The Title IX of the Education Amendments of 1972 protects individuals from sex or gender-based discrimination in education programs and activities that receive federal financial assistance.

Prohibited Offenses per Northeastern’s Title IX Policy are sexual harassment, sexual assault, relationship or domestic violence, and stalking. Northeastern’s Title IX policy applies to its entire community including male, female, transgender students, faculty and staff.

If you, or anyone you know, experience any form of sexual misconduct, you may report to any of the following areas:

1. Title IX Coordinator: Mark Jannoni, m.jannoni@northeastern.edu or titleix@northeastern.edu
   - The Title IX Coordinator is charged with investigating and responding to allegations of sexual misconduct. The Office for Gender Equity and Compliance understands the sensitivity surrounding your decision to report and their goal is to empower you by making you aware of your rights, available support resources and options through the University reporting processes.

2. NUPD: Emergency (617) 373-3333; Non-Emergency (617) 373-2121
   - NUPD can escort the affected party to a local hospital, provide full investigation of reports by specially trained officers, offer information about criminal prosecution and University disciplinary alternatives and offer assistance in obtaining a Harassment Protection Order, No Contact Order, and/ or Restraining Order through the appropriate system.
   - Reporting sexual misconduct to NUPD does NOT commit the affected party to future legal action.

3. Employees within University Health and Counseling Services and CSDS Clergy members are “Confidential Employees” and, by law, are not required to report allegations of gender-based discrimination, including sexual misconduct to the University.

4. Please visit northeastern.edu/titleix for a complete list of your reporting options and resources, both on and off-campus

Title IX related experiences are extremely difficult to navigate for all parties. The Office for Gender Equity and Compliance will support you with compassion and equity while respecting your privacy.

The most up to date policy can be found at northeastern.edu/titleix. Please note that changes may be made at any point throughout the year.

Mark Jannoni
Assistant Vice President of Title IX Initiatives/
Title IX Coordinator
The Office for Gender Equity and Compliance
West Village A North, Unit 106
500 Parker Street
Boston, MA 02115
Phone: (617) 373-3543
Email: m.jannoni@northeastern.edu

RIGHTS & RESPONSIBILITIES
GOVERNING BOARDS & COMMITTEES

Student Government Association (SGA)

332 CSC
(617) 373-2651
sga@northeastern.edu
northeastern.edu/sga
@NortheasternSGA

SGA was founded in 1924 to serve as the united voice of the student body. It is the duty of the SGA to advocate on behalf of student's interests and to provide undergraduate students with the resources necessary to function as an effective NU community. The SGA is composed of students from every college and many majors.

Finance Board

The SGA Finance Board is responsible for allocating the Student Activity Fee (SAF) to eligible undergraduate student organizations. This committee is chaired by the SGA Vice President for Financial Affairs. The Finance Board also manages decisions regarding spending reports and student group budget allocations.

Student Involvement Board (SIB)

The Student Involvement Board (SIB) is charged with reviewing new undergraduate student organization proposals and changes to student organization constitutions. In addition, SIB ensures that student organizations have access to the resources necessary for an organization’s success on campus. This committee is chaired by the SGA Vice President for Student Involvement.

Graduate Student Government (GSG)

236 CSC
(617) 373-4502
gsg@northeastern.edu
northeastern.edu/gsg
@NortheasternGSG

The Graduate Student Government is the official voice of graduate students at Northeastern. The purpose of GSG is to be the official liaison between graduate students and the University faculty and administration. GSG acts in an advisory capacity to the faculty and administration and strives to make the University a continuously more serviceable institution for graduate students. GSG strives to be the approval authority for all petitions or referenda which individuals or organizations wish to circulate among graduate students, and to be the means for graduate students to influence change in the educational programs, processes, and the administrative management of the University. GSG also oversees the distribution of funds from the Graduate Activity Fee to eligible individual graduate students as well as graduate student organizations.
RUNNING YOUR ORGANIZATION

As the heart of the organization, officers are responsible for the organization's success. Successfully building and maintaining an organization requires effective leadership and dedicated members. Student organization officers must develop their skills in running meetings, recognizing and utilizing members' potential & abilities, and keeping good records. Officers have additional obligations to the organization and its members, as outlined in this section.

ORGANIZATION TRAINING & DEVELOPMENT

Whether elected, appointed, or volunteered, officers of recognized student organizations hold legal and ethical obligations to their organization and to Northeastern. The seriousness of these responsibilities reinforces the need for officers to understand what it means to be a good leader.

To fulfill your role as an executive board member (or even a contributing member), it is important to view leadership as a continuous process and take advantage of opportunities to develop your skills. The Center for Student Involvement offers numerous resources including workshops, customized training sessions, and personal advice on leadership through multiple LEAD360 programs.

Leadership Consultants

Leadership Consultants are peer leadership educators who are trained to support you in maximizing the potential of your executive board and overall organization. These students can help you at any stage of the process, whether it is assessing and determining organizational needs, building a team, recruiting new members, conducting an executive board retreat, or putting on a workshop for your organization members. Many fraternal organizations, honor societies, and professional associations require individual chapters to sponsor or conduct leadership education for members and the Leadership Consultants are a great resource to help your organization fulfill this requirement.

Leadership Consultants can advise and provide resources in helping you accomplish your goals. Some services include:

- Facilitating new member retreats
- Supporting executive board role transitions
- Conducting workshops on leadership personalities, communication, and problem-solving
- Determining how to address conflict within the group
- Brainstorming teambuilding or interactive meeting activities

Student Club and Organization Training

This required training is an opportunity to learn necessary skills for club growth and success. Topics include member management, event planning, sustainability, and more. Your club president or an executive board representative must attend this training each year. Registration for this training will occur during the summer before fall classes begin.

10 Tips for Organization Leaders

1. To set your executive board up for enhanced productivity, put together a meeting or retreat to discuss goals, your vision and how you want to work together for the year (agreements like responding to e-mails within 48 hours, creating a group chat such as GroupMe for communication, etc.).

2. Asking for help, or delegating, is an important part of leadership and it allows others to learn new skills.

3. Invest time to make your members and board feel valued & appreciated—you wouldn’t be successful without their support.

4. Be willing to take a step back. The loudest voice doesn’t always have the best idea.

5. Prioritize sharing organizational information with the younger leaders to continue your legacy past your time on the board.

6. Take advantage of opportunities to enhance your organization's visibility on campus by participating in Fall Fest, the Winter Involvement Fair, and Orientation.

7. Ensure you’re being inclusive of multiple perspectives and identities through your meetings, marketing, and events. Work to make sure a few voices are not dominating the decision-making because you never know where a genius idea will come from.

8. Admit your mistakes, learn from them, and move forward. No one is perfect, but you can take what you learn from a mistake and use it to strengthen your next project or event. It’s helpful to evaluate each event shortly after its conclusion and document changes for next year.

9. Create community agreements (also known as ground rules) for meetings so your organization operates under shared standards that allow all to feel good about the process.

10. Use the wealth of resources available to you, such as LEAD360 and the Programming Crew!
Leadership Programs

CSI’s leadership staff is here to support you in advancing your student organization’s mission and empowering your group members. Whether you are working with our Leadership Consultants to plan a workshop, developing or facilitating a retreat, or participating in one of our LEAD360 programs, we are here to help!

These **FREE** programs are open to all undergraduate students and help you develop the competencies to be successful in your leadership roles, co-op, and future career.

At Northeastern, we believe the following leadership competencies are essential to effective global leadership, and our programs will help you cultivate these strengths. This competency model was developed based on analysis of research that outlines what your future employers are looking for, what successful professionals and CEOs say is necessary for success, and leadership theories. It can be used as a helpful guide as you think about what competencies you can enhance to be successful within your leadership roles. There are many experiences and programs on campus that will help you develop within these respective areas.
LEAD360 Offerings

BLUEPRINT & BLUEPRINT 2: First-Year Leadership Programs
Both of these programs provide a strong foundational leadership experience through eight weekly interactive workshops and a retreat. They are designed to provide students with mentorship and hands-on learning experiences that help students become holistic leaders. Encourage your new members to join so they can hone their leadership skills and continue your organization’s legacy as they take on new leadership roles. This will set them up for success in navigating topics such as conflict resolution, teamwork, effective communication and critical thinking.

Voices for Social Change
This program is essential for everyone, as it will build your capacity to be an inclusive, self-aware leader by exploring topics such as identity, power, and privilege and relating them back to effective leadership. Topics include: socialization, bias in the media, microaggressions, tips for inclusion, and building strong communities. The program consists of eight 90-minute sessions co-facilitated by a student/staff facilitator.

Women’s Leadership
Women’s Leadership provides an empowering environment for students to explore gender, discuss women’s issues around the globe, and examine topics such as women in the media, women’s history, sexism, sexuality, and identifying strengths. The program consists of eight 90-minute sessions co-facilitated by a student/staff facilitator. Each spring, graduates of the program are invited to a closing Women’s Leadership Dinner and networking session.

Graduate Leadership Institute
The Graduate Leadership Institute is an interdisciplinary, workshop-based cohort experience that will help full-time graduate students develop the competencies to be a successful leader in their industry. The workshops are facilitated by guest speakers and they take place on Thursdays from 12-1:30pm. Topics may include: effective negotiation, creating an inclusive team, competencies for global leadership, being an ally to the LGBT community, effective management, and many more!

Retreats
Leadership Consultants can support you in developing a retreat that meets your organization’s needs. However, if you are interested in attending a retreat to enhance your personal leadership capacity and meet other leaders, we offer several opportunities including: DISMANTLE, EMPOWER, the RENEW Retreat, and the PAAC Retreat, each of which is centered on identity and leadership. Feel free to contact CSI for details.

GET INVOLVED!
To learn more about any of the LEAD360 programs, retreats or resources, please visit our website at northeastern.edu/lead360 and join our OrgSync portal.

We also recruit student mentors, facilitators and Leadership Consultants for our programs each semester, so if you’re interested in making a difference in our community while learning some important skills, look out for future opportunities to join the LEAD360 team!
RECRUITING & RETAINING MEMBERS

It is often said that 30% of your potential members will find you because they are interested in what your group does. Seventy percent of your potential members might be interested in your group, but do not know it exists, do not know how to contact the organization, or are too shy to take the initiative to find out how to join. New members are vital to your organization and you need to be creative in attracting them.

Building your membership

Here are some tips on effective recruitment:

- Update your OrgSync page with important information about your organization such as the names of board members, contact information, time of meetings, etc. This information is connected to the Center for Student Involvement’s website and is the first place new students go when they are looking to get involved with your organization.

- Plan events with other campus groups. Co-sponsorships allow for people who may not know about your organization, or may think they do not want to join, to gain a glimpse into your organization. Events could include socials, community service programs, or activities.

- Broaden your marketing campaign. Seek to diversify your organization and expand its base. See the Publicity & Promotions section for ideas and additional information.

- Be sensitive to potential members by assuring that all students have access to your organization's meetings and events. Be sure that events are held in locations that are wheelchair accessible, and if needed reserve an ASL interpreter so that students who are deaf or hard of hearing feel welcome. For more information on accessibility, see the Interpreting Services/Accessibility Section.

- Set recruitment goals. How many people do you wish to recruit? What sort of programming will attract new members?

- Attend activities fairs and leadership retreats. Participation can give you the opportunity to talk about your group to students who are already interested in becoming involved in organizations.

- Never underestimate the power of a personal invitation. People feel special when someone asks them directly to become involved in an organization. Have each person in your group suggest the names and contact information of at least three people who may be interested in your group. Invite these individuals to one of your events or meetings.

- Get the current membership involved in the recruitment effort. They are the face of your organization.

- Utilize social media tools to interact with new potential members, University offices and other organizations.

- Hold a membership week or a public relations drive. Make t-shirts, host info tables, or ask to do a brief presentation in a class to inform potential members of the benefits and opportunities of membership.

- Recognize that even a little time and energy from a member is better than none. The degree to which members can contribute their time and talents varies greatly and may not be the same amount that others are willing to invest.
Member Retention

The reasons why people join student organizations vary. If members do not find what they want or need in an organization, they may not stay. Find out what motivates people to attend your meetings, and then show an interest in them as well!

- Contact interested members early.
- Make your first meeting fun and informative!
- Help people feel comfortable. Do team builders at the beginning of every meeting for the first few meetings. The Programming Lab (240 CSC) has numerous books available to borrow for team building ideas.
- Hold meetings during times when people on different schedules can attend. Meetings held during late afternoon appeal to co-op students and working students who may not be able to stay on campus for a 9 p.m. meeting.
- Make a plan to acknowledge and welcome new members or visitors to your group. Assign them a “buddy” or host who will help introduce them to other members and who will specifically invite them to the next meeting or event. One reason why people do not join organizations or stay active is that they do not feel welcome.
- Make people feel they add value to the organization. A common mistake made by officers is trying to do everything themselves. People like to feel engaged. Having responsibilities helps members feel that they are contributing, so assign new members to a subcommittee or have them work on the logistics of an upcoming event. Plan a project that everyone can participate in. Remember to delegate tasks so that everyone feels engaged and no one is overwhelmed. Break your group into several committees so a small number of people can work on specific projects or strategies, and report back with their recommendations or findings.
- Practice facilitating meetings. Good meeting management makes attendance and participation enjoyable. Meetings that are too long, boring, confusing, or unproductive will discourage members from attending, and may deter people from staying involved.
- Remember to have fun! Set up events where the membership can get to know each other, or just to say thank you for their hard work.

Motivating your members

- Some members are best motivated by simply being asked to be a part of the organization and by being reminded how much their talent would contribute to the group.
- Hold each other accountable and follow up. Members are more likely to become unmotivated if no one is there to hold them accountable. Follow up with members if you provide them with a task.
- Remember to show your appreciation for every little contribution a member makes. A simple but sincere “thank you” can be the most motivating words!

Ways to show appreciation

- Give prizes
- Send personalized thank you notes
- Social media shout outs
- Name an award after a member
- Announce kudos
- Identify the hardwork
- Have an ice cream social/pizza party/group outing in the city. See Events with Food in the Event Planning & Policies section for more information.
- Hand out creative certificates and awards

ORGANIZATION RESOURCES
DELEGATION

When leading a student group it is often hard to know when it is appropriate to delegate tasks. Delegation is an indispensable tool which must be grasped by leaders who expect to be successful. Your members are your greatest resource and they feel more invested and committed to the organization if they take responsibility for group goals and projects.

Why Delegate?

• It allows more people to be actively involved and increases their commitment
• It distributes the workload and ensures completion of projects
• It helps organizations run more smoothly
• It decreases the chance of member burnout

What to Delegate

• Frequent or routine tasks that repeat themselves
• Details that take up large chunks of time
• Specialized tasks that you feel someone is particularly qualified to accomplish
• Tasks that readily generate volunteers

How to Delegate

• Ask for volunteers or suggest someone you feel would be good for the task. Consider time, interests, and capabilities
• Once delegated, be sure to explain the importance of the task, and the responsibilities which come with the task
• Support your group members by opening the line of communication, providing help, giving sound feedback, and by not micromanaging
HOW TO HOLD A MEETING

When you chair a meeting, you have certain responsibilities to set the mood and direction. Here are some suggestions:

• Make sure everyone involved knows when and where it is to be held.
• Set up phone/text networks so members can connect with other members to remind them about the meeting.
• Update OrgSync with meeting information so new members are aware of the time and locations of your meetings.
• Have someone take minutes during the meeting.
• Ensure officers agree on the desired outcomes of the meeting.
• Have everything you need for the meeting on hand.
• Become knowledgeable on parliamentary procedures and help your organization understand the purpose and procedures as well.
• Create an agenda and stick to it!

Agendas

Developing an agenda and sticking to it can help a meeting go smoothly. The following are sample agenda items:

1. Call to order
2. Announcements
3. Quorum—The number of members who must be present to do business.
4. Approval of minutes
5. Old business—Items left over from the last meeting.
6. Committee reports
7. New business—This is the main portion of the meeting. This is the time when new ideas are brought up and discussed. Handle them one at a time so that attention is focused on one topic.
8. Closing remarks—Set a time and place for the next meeting and review tasks to be completed before then.
9. Adjourn

Facilitation

Knowing how to facilitate is essential to running a meeting. The following are facilitation tips:

• Use the 10-90 rule. No one leader should spend more than 10 percent of the time talking—leave 90 percent for group interaction and discussion.
• Ask open-ended questions to start discussion. Open-ended questions often start with “why” and “how.”
• Keep to your time schedule. Make sure to keep the attention of your members.
• Provide direction, but remain democratic in nature and fair to all members.
• Clarify any comments or questions that may be misinterpreted or unclear to you or the group.
• Provide minutes after the meeting.

After the Meeting

• Introduce yourself to new members
• Ask your members how they perceived the meeting. They will appreciate that their opinions count and may have some excellent suggestions.
• Discuss the meeting with your advisor(s). Advisors can help you recognize what was effective in the meeting and what you can improve.
• Create a strategy for how to approach the next meeting so that you can be most effective.
• Identify topics that need to be discussed at the next meeting.
• Send meeting minutes to attendees.

CSI, SGA, & GSG highly encourage the use of Robert’s Rules of Order when conducting meetings. Please see the CSI Programming Lab in 240 CSC for more information and resources.
OFFICER TRANSITION

The end of the semester is approaching and a new set of officers will be taking over your student organization. How do you ensure that the new officers are ready for their position and can continue to provide your organization with strong leadership? Here are a few steps to help you transition your organization:

Start Early!

Begin by setting up folders in OrgSync for important documents to be stored. Let your members and officers know what these folders are for and what information should be kept in them.

- Identify emerging leaders in your group early in the year and have them shadow the current leaders.
- Encourage leadership development through personal contact and mentoring with members.

New officers have been elected. Now what?

Plan an officer transition meeting. Here are some officer transition formats you could consider utilizing.

1. **Group Information sharing**
   Allow new and old officers to evaluate the previous year together.

2. **One-on-One Officer sharing**
   Match outgoing and incoming officers by positions to discuss their roles.

3. **A Meeting Run by Outgoing and Incoming Officers**
   Have incoming officers conduct a meeting with outgoing officers present to offer support. After the meeting, all of the officers can evaluate and discuss areas for improvement.

4. **Change administrator access for your organization in OrgSync to allow the new executive board to make changes to your profile and re-register. See OrgSync section for instructions.**

5. **Revise or create officer position descriptions.**

6. **Create a year-end report: include descriptions of major projects, details about completed programs and events, challenges and outcomes, and suggestions for future planning.**

7. **Ensure all records, reports and bills are filed and up-to-date.**

Reporting Changes between Registration Periods

Student organizations are required to keep their records up to date with the Center for Student Involvement. Anytime there is a change in leadership, advisor, constitution, group name, officers, etc., student organizations are required to update their OrgSync profile. In addition to notifying our office of changes, the Student Activities Business Office (SABO) also requires that changes in advisor be reported to their office immediately so financial records remain accurate. You may notify their office by completing the SABO Account Registration process. For more information on completing the SABO Account Registration Process, see the Recognition & Registration section.
OrgSync is Northeastern’s online community that facilitates campus engagement by virtually connecting students to organizations, departments, and programs, eliminating the need to track them down in person. There are also many tools OrgSync offers that can help streamline your organizational business.

**Marketing on OrgSync**

Have you been looking for ways to further promote your upcoming events? OrgSync offers organizations the ability to promote events within the organization to encourage attendance, or even with the entire Northeastern community by sharing events on the “Community Calendar” (P.S. Don’t forget that all Finance Board funded events must be shared on the Community Calendar).

**To add an event on the Community Calendar:**

1. Log into OrgSync and click the “My Memberships” icon at the top of the screen.
2. Click on the organization that you would like to create the event for.
3. Once in your organization’s portal, click the “Events” button on the white menu bar below your organizations name.
4. Click on the green “Create an Event” button on the right side of the page. OrgSync will guide you step-by-step through the event creation process. If you’re looking to share this event on the “Community Calendar”, click the box next to “Request to Share on Community Calendar” under Step 2 of the creation process (the full list of steps will appear once you have completed Step 1.) This sends a notification to the Center for Student Involvement that you would like to share your event with the community and then your listing will either be approved or denied. Keep in mind, the Community Calendar is only for your organization’s major events. Please utilize your group’s own calendar in OrgSync for meetings and rehearsals.

**Messaging with OrgSync**

Do you often find yourself needing to get in touch with one of your members but they’re nowhere to be found? What about when it’s right before an event and you need to pass along some important last-minute information? OrgSync offers multiple options for keeping in touch with all of your members so that you can reach them wherever they are.

**To send a message to your members :**

1. Log into OrgSync and hover over the “My Memberships” icon at the top of the screen.
2. Click on the organization that you would like to send a message within.
3. Once in your organization's portal, click "More" on the white menu bar under your organizations name and then “Messaging”.
4. Chose what type of message you’d like to send.
   - **Member Messaging**: Send a message in both OrgSync and to the user’s email. Please note: Message will be received as long as the member has the “Forward OrgSync messages to my e-mail address” option enabled in their own Account Notification Settings.
   - **Text Messaging**: Message will be sent as long as the member has listed a mobile phone number and provider in their Account Profile Settings and has enabled the “Allow organizations to send me text (SMS) messages” option in their Account Notification Settings.
5. Then select the member(s) you would like to send the message to.

**DID YOU KNOW**

When you create an event in OrgSync, that information populates in the kiosk located in the Curry Student Center Indoor Quad. Use this as a way to market your events and initiatives to students who may not be aware of them otherwise!
Forms and Files Available on OrgSync

Wouldn’t you like to get rid of all those paper forms that used to take forever to get printed and even longer to get back from everyone? OrgSync allows you to put all of your forms online! In addition to saving on printing costs and time, this also gives you a centralized location for all of your members to locate and access your forms and provides the perfect spot to store them instead of filing a bunch of papers away in a binder. Online forms are a great tool for virtually managing your organization’s nominations, applications, or even elections!

To create a form:

1. Log into OrgSync and click the “My Memberships” icon at the top of the screen.
2. Click on the organization that you would like to create the form for.
3. Once in your organization’s portal, click the “Forms” button on the white menu bar below your organization’s name.
4. Click on the green “Create a Form” button on the right side of the page. OrgSync will guide you step-by-step through the process.

To upload a file:

1. Log into OrgSync and click the “My Memberships” icon at the top of the screen.
2. Click on the organization that you would like to upload the file for.
3. Once in your organization’s portal, click the “Files” button on the white menu bar below your organization’s name.
4. Click on the green “Add a File” button on the right side of the page. You may then browse for the file on your hard drive, give it a name and a description (if necessary), and choose who the file should be made available to (Public = Everyone in the organization, as well as the public at large if you include the “Files” module on your organizational website; Selected Group = Selected group(s) within the organization).

Have you ever been looking for an important organizational document, not found it, and then realized that it’s still in the hands of last year’s president? With OrgSync’s “Files” module, this will no longer be a problem. This module allows your members to upload all essential documents and keep them in virtual storage for easier transition to future E-Boards.

WHO CAN I GO TO IF I NEED HELP WITH ORGSYNC?

The Center for Student Involvement staff is able to assist with most OrgSync issues (more involved issues are typically handled directly by the OrgSync staff). You can either call the office at (617) 373-2642 or e-mail nucsi@northeastern.edu. Additionally, during off-hours, the OrgSync staff (support@orgsync.com) is available to help.
Website Building with OrgSync

Have you always wanted to have an organizational website but just weren’t quite sure how to get one started? OrgSync has a built-in website builder, giving each and every organization the opportunity to have their own piece of the Internet. And what better way to show off your organization and recruit members than with a fancy new website?

To create or edit your website:

1. Log into OrgSync and click the "My Memberships" icon at the top of the screen.
2. Click on the organization that you would like to build the website for.
3. Once in your organization’s portal, click "More" on the white menu bar under your organization’s name and then "Website".
   - If this is your first-time attempting to build the site, you will be prompted with a message to “Set Website with School Template”. Click on the link and you will be sent to the "Website Builder". Here you can add/edit the default pages that have been set for you and customize just about any part of the page that you can think of. If your organization has a webmaster among its ranks, they can begin the customization process right away.
   - If your group already has an existing website, there is a “help documentation” link to learn more about how to edit your current site.

Positions

President, Treasurer, and Scheduling Coordinator positions can now be assigned through the Positions feature on OrgSync. As part of registration you will be prompted to enter these positions and any applicable term dates. Individuals assigned to these positions will automatically be granted administrator access to your portal.

To update your positions mid-semester:

1. Log into OrgSync and click on the “My Memberships” icon at the top of the screen.
2. Click on the organization that you would like to make the change to.
3. Once in your organization’s portal, click “See All” under Current Positions on the home page.
4. Hover over the wrench icon and select “Manage” to make any changes or updates to the positions.

Updating Administrator Access on OrgSync

If you need to make updates to your administrators throughout the course of the year you may do so by granting administrator access to current members. Please note: In order to grant administrator access to a member of your organization, you must already be listed as one.

To make one of your members an administrator:

1. Log into OrgSync and click on the “My Memberships” icon at the top of the screen.
2. Click on the organization that you would like to make the change to.
3. Once in your organization’s portal, click the “People” button on the white menu bar below your organization’s name.
4. In the list on the left, find the member you would like to make an administrator and click on their name.
5. Click the “Manage” link in the “Basic Details” section of the member’s profile and you will have the option to make them an administrator.

Undergraduate Finance Budget Request via OrgSync

Undergraduate SAF Finance Board Requests need to be submitted in OrgSync. To access budget information in OrgSync, the user must have administrative access or be given permission to access budgets. To edit access, see section above on Updating Administrator Access.

To Submit a SAF Finance Board Request:

1. Log into OrgSync and click the “My Memberships” icon at the top of the screen.
2. Click on the organization that you would like to submit a Finance Board Request for.
3. Once in your organization’s portal, click “More” on the white menu bar under your organization’s name and then “Treasury” and then “Budgets.”
   - For instructions on how to complete this process, please see the SGA Finance Board website (www.sga.neu.edu/saf-requests/required-documents/).
ORIGINIZATION ADVISOR

Each recognized student organization is required to have an advisor that is a full-time Northeastern faculty or staff member. The organization advisor plays an important role in building and maintaining a successful organization.

The advisor's role and degree of involvement may vary depending on the purpose and goals of the organization. The advisor serves a variety of functions that include serving as someone who can:

- Serve as a consultant to the group
- Be an integral member of the organization
- Be a role model for the officers and other members
- Be a resource and a stabilizing force when you need assistance.
- Offer continuity and consistency to the organization
- Serve as a liaison to Northeastern and other University staff
- Provide guidance in programs and event details
- Advise on spending and finances
- Serve as a liaison to national or international offices (in the case of many fraternal organizations, honor societies, and professional organizations)
- Ensure (along with the organization officers) to the organization's adherence to Northeastern policies and procedures

It is important to have a conversation with your organization and with your advisor to outline what role the group would like your advisor to play.

Advisors must be aware of all financial activity of your organization. This person's signature is required to be on file with the Student Activities Business Office (SABO) and is required on all documents and financial forms necessary to do business, such as Direct Pay Requests, and reimbursements. An advisor's signature indicates that the transaction being made is appropriate and is on behalf of the organization and not an individual student.

Advisor Policies

An advisor may not sign contracts on behalf of the organization or Northeastern. All contractual agreements must be processed through the Center for Student Involvement and require Northeastern signatories. Please see Contracts & Insurance in the Event Planning & Policies section for more information about the contract process.

Like the officers, the advisor is held responsible for your organization's adherence to Northeastern policies and procedures. In addition, advisors may NOT reserve space on behalf of your student organization. Reserving space is the responsibility of the student leaders within the organization. This policy helps to prevent miscommunication and discrepancies regarding financing and information about the spaces reserved. Even though advisors are not permitted to reserve space on your behalf, it is still helpful for them to be aware of the most up-to-date information regarding scheduling policies and procedures so they can assist you should your organization have questions.

When Your Advisor Changes

Please ensure the following items are completed upon a change in your advisor or if your advisor is planning an extend leave of absence from the University (e.g. leaving on vacation, sabbatical, sick leave, etc.). If SABO’s records are out of date, the University will be unable to honor your current advisor’s signature on financial transitions.

1. Update your student organization’s profile in OrgSync with new contact information for your advisor.

2. Have your advisor fill out the Advisor Banner Access Form (See SABO's website).
   - This needs to be printed, signed, and submitted to SABO (434J CSC).

For more resources for advisors, please visit northeastern.edu/csi or contact the Center for Student Involvement at (617) 373-2642.
Top 10 Tips on How Best to Utilize Your Advisor

It is up to the leaders of your organization to utilize your advisor to the fullest potential. Check out the following advice to keep in mind when working with your advisor:

1. Help your advisor know the most about your organization. Provide your advisor with a copy of your constitution and other important documents.

2. Discuss how to maintain a positive relationship. It may be best to ask your advisor about their availability and preferred method of communication.

3. Discuss expectations: Fill out the Advisor Expectations checklist found in the Faculty/Staff Advisor Guidebook (found on northeastern.edu/csi/resources/advisors). This checklist may be helpful as you work with your advisor to determine their role with the organization.

4. Set up regular meetings with your advisor. Your advisor can be a resource if you need tips on how to run a meeting or deal with a situation that may arise. Debrief after your meeting to ask for advice or constructive criticism.

5. Make the advisor feel welcomed by the larger group. Invite your advisor to attend meetings and sponsored activities. Ask for input in discussions. You may even want to include in your agenda a section for “Advisor’s Comments.”

6. Periodically review the financial records of the organization with your advisor. Your advisor can log onto myNEU to access Self-Service Banner to review your accounts. Please contact SABO with questions about this process.

7. Do not wait too long to have advisors sign approvals for spending. They are busy people with full-time jobs. Please give them the respect they deserve by communicating weeks in advance of your event.

8. Have your advisor participate in officer transitions. This will help new officers understand the advisor’s role and responsibilities within the organization.

9. Encourage your advisor to use the resources and workshops created specifically for advisors by the Center for Student Involvement. See the CSI Advisor website for more information!

10. Remember that your advisor is volunteering their time — remember to thank and appreciate them!
STUDENT ORGANIZATION STORAGE POLICIES

The Center for Student Involvement provides recognized student organizations with the ability to store items for events and programs on an annual basis. Groups granted storage space are responsible for managing the growth and maintenance of their possessions regularly. Due to a finite amount of storage space, access is competitive and is reviewed and renewed regularly. All groups must re-apply for storage space each year and are subject to adjustments based on current levels of demand and need.

The following items are not permitted for storage in any student organization spaces:

- Unsealed beverages and/or food items
- Contraband
- Weapons
- Items and supplies for non-Northeastern approved events
- Items requiring ventilation or climate control
- Perishable food items
- Personal items
- Animals
- Flammable/hazardous items
- Kerosene bottles or portable stoves

All storage spaces provided to student organizations are provided for the duration of the academic year. These spaces are located throughout Curry Student Center and are assigned on a first come, first served basis until all spaces are assigned. The storage term begins on September 30, 2016, and ends on August 1, 2017. For more information, please see the CSI Programming Crew in 240 CSC.

Please note:

- These spaces are accessible only during Programming Lab operating hours.
- Each student organization will only be allotted one annual storage locker.
- Student organizations hoping to utilize storage space for more than one year will need to re-apply and are not guaranteed an extension.
- All storage spaces must be emptied out prior to August 1 to allow for transition and cleaning.
THE CSI PROGRAMMING LAB

The CSI Programming Lab in 240 CSC holds many resources for student organizations and their members, including:

- Handbooks and guidebooks that offer information on various leadership topics, new ideas for effective promotion, fun team builders, and creative fundraisers
- Crew Members who are available to guide you through your program planning and media needs
- Computer workstations and a printer. Please note that student organizations cannot print more than 25 pieces of paper per event.
- Storage spaces for your student organization (upon request)
- Balloon distribution and helium access
- University approved chalk for all marketing efforts on Northeastern’s campus
- All student organizations have an assigned mailbox in the Programming Lab. The following types of mail are stored and available for pick-up in the Programming Lab:
  - Postcards
  - Standard Sized Envelopes
  - Large Mailing Envelopes
  - All large packages/boxes are not stored or available for pick-up in the CSI Programming Lab in 240 CSC. These items can be picked up in the Center for Student Involvement on the 4th floor of Curry Student Center.

PROVIDING ACCOMMODATIONS TO STUDENTS WITH DISABILITIES

All student organizations must be open and accessible to all. If a student is interested in your organization and you become aware that the student has a disability and you are unsure how to make your meetings/organization accessible, please contact the Disability Resource Center at (617) 373-2675 for recommendations. Here are some suggested tips:

- If you are aware of any students who are deaf or hard of hearing, arrange for an ASL interpreter. That request can be made through the Interpreter/CART Request for an Event form, which can be found on the Disability Resource Center site under Forms for Faculty/Staff.
- Raise your hand to indicate your intentions to speak. This informs ALL participants of who is speaking. When several people raise their hands simultaneously, it is up to the chairperson to recognize each one and determine in what order they will be called on to speak.
- Participants must speak one at a time. Participants should speak directly to the group and avoid speaking to the interpreter. It is impossible for interpreters to convey multiple conversations and it is often confusing to understand.
- Before the meeting, provide all participants with the agenda and all printed material so that attendees using an interpreter are not forced to attempt to read handouts and watch an interpreted discussion at the same time. Additionally, be prepared to create large print (16 pt. font) materials for those that may attend and are visually impaired.

DID YOU KNOW

The CSI Programming Crew is a group of students who will work with student organizations on their programming and event planning needs. To meet the crew members, stop by 240 CSC!
ON CAMPUS RESOURCES

There are several on campus resources that are available to assist you and your organization should any of your members require assistance through troubling times.

**African American Institute**
40 Leon Street/West Village F
(617) 373-3143
aai@northeastern.edu
northeastern.edu/aai
@JDOAAI

**Asian American Center**
109 Hemenway Street
(617) 373-8852
AsianAm@northeastern.edu
northeastern.edu/aac
@NUAsianAm

**Center for Intercultural Engagement (CIE)**
144 Curry Student Center
CIE@northeastern.edu
@CIENortheastern

**Center for Spirituality Dialogue and Service (CSDS)**
203 Ell Hall
(617) 373-2728
CSDS@northeastern.edu
northeastern.edu/spirituallife
@NEUInterfaith

**Center of Community Service**
172 Curry Student Center
(617) 373-5809
communityservice@northeastern.edu
northeastern.edu/communityservice
@serviceNU

**Disability Resource Center**
20 Dodge Hall
(617) 373-2675
drc@northeastern.edu
northeastern.edu/drc
@NortheasternDRC

**Information Technology Services**
InfoCommons (in Snell Library)
(617) 373-4357
help@northeastern.edu
@secureNU

**Latino/a Student Cultural Center**
104 Forsyth Street
(617) 373-5845
lscc@northeastern.edu
northeastern.edu/lscc
@NULSCC

**LGBTQA Resource Center**
328 Curry Student Center
(617) 373-2738
lgbtqa@northeastern.edu
northeastern.edu/lgbtqa
@NU_LGBTQA

**Northeastern University Police Department**
716 Columbus Place
Non-Emergency: (617) 373-2121
Emergency: (617) 373-3333
northeastern.edu/nupd
@northeasternpd

**Off Campus Student Services**
226 Curry Student Center
(617) 373-8480
offcampus@northeastern.edu
northeastern.edu/offcampus
@NUOffCampus

**The Office for Gender Equity and Compliance**
106 West Village A, North, Unit 106
(617) 373-4644
titleix@northeastern.edu
northeastern.edu/titleix

**Office of Institutional Diversity and Inclusion**
125 Richards Hall
(617) 373-2133
diversity@northeastern.edu
northeastern.edu/oidi_

**Office of Prevention and Education at Northeastern (O.P.E.N.)**
307 Ell Hall
(617) 373-4459
open@northeastern.edu
northeastern.edu/open
@OPENortheastern

**OSCCR**
204 Ell Hall
(617) 373-4390
osccr@northeastern.edu
northeastern.edu/osccr
@OSCCR_NU
DID YOU KNOW

Northeastern’s new center, the Center for Inclusivity and Intercultural Engagement, will be opening in the Fall of 2016 in 144 Curry Student Center! To support a vibrant multicultural community, the center will include an 18-person conference and training room with a display; two student lounge spaces with displays; a four-person meeting room; and a laptop bar along a glass wall overlooking the atrium.

Residential Life
4 Speare Commons
(617) 373-2814
housing@northeastern.edu
northeastern.edu/housing
@NU_HRL

Social Justice Resource Center
106 St. Stephen Street
(617) 373-3917
sjrc@northeastern.edu
www.northeastern.edu/sjrc
@SJRCneu

Student Activities Business Office (SABO)
434 Curry Student Center
(617) 373-4329
SABO@northeastern.edu
northeastern.edu/sabo
@SABO434

thrive
The Center for Financial Independence
101 Curry Student Center
(617) 373-7292
northeastern.edu/cfi
@NUthrive

University Health and Counseling Services (UHCS)
135 Forsyth Street
(617) 373-2772
uhcs@northeastern.edu
northeastern.edu/uhcs
@NU_UHCS

ViSION
106 St. Stephen Street
ViSION@northeastern.edu
northeastern.edu/vision

WeCare
104 Ell Hall
(617) 373-4384
wecare@northeastern.edu
northeastern.edu/wecare
PLANNING FOR THE YEAR:

Sometimes it seems like there are a million things to do in order to keep your group going. We encourage all student organizations to create a calendar or timeline with important dates and deadlines. Here are some things to keep in mind as you create your timeline and calendar.

July

- Review Finance Board deadlines for the upcoming year.
- Relax and enjoy the rest of the summer! The year will start again soon!! If you are in Boston, go on Summester trips and enjoy novelties and free ice cream on the quad during Keepin’ It Cool.
- Sign up for Fall Fest.
- Re-register your organization with the Center for Student Involvement by the set deadline.

August

- Brainstorm ways to market your organization at Fall Fest and during Welcome Week.
- Plan your first meeting. Put this information on all of your marketing materials and your organization calendar.

September

- Participate in Welcome Week events, including Fall Fest.
- Student group presidents attend the Undergraduate Student Organization Training
- Host a new member orientation.
- Meet with your CSI Program Manager to discuss upcoming events.
- If you receive Finance Board funding (undergrads only), make note of all budget, spending and midyear report deadlines and procedures.
- Attend Treasurer Workshops held by the Finance Board (undergrads only).
- Update organization contact information and board members on OrgSync.

October

- Contact members that have missed a few meetings. They may need some encouragement to stay involved.
- Graduate student group leaders attend the Graduate Student Organization Training

November

- Get involved in Homecoming. Show your Husky spirit at the hockey game, join the banner competition, and cheer on the basketball team.
- Review your finances with your organization’s advisor to make sure you are in good financial standing and all bills have been settled by the end of the semester.
- Plan pre-finals activities for your members, such as a pizza night or coffee at Afterhours.

December

- Sign up for the Winter Involvement Fair.
- Plan for transition. Check if officers or active members are going on co-op or abroad, and ensure responsibilities are covered. Make sure binders, paperwork, web site passwords, etc., are accessible to others.
- If board members are going abroad or on co-op and are remaining in their position, discuss how they plan to stay on top of organization responsibilities and the best way to communicate with them.
January
• Plan Welcome Back spring events to attract potential members, such as transfer and N.U.in students and those returning from study abroad/coop.
• Participate in the Winter Involvement Fair to promote your group and reconnect with friends.
• Meet with your CSI Program Manager or the Programming Crew to confirm plans for spring semester.
• Re-register your organization with the Center for Student Involvement by the deadline.

February
• Start encouraging active members to think about upcoming elections, often held at the end of spring semester.
• Find a way to show your organization's advisor how much you appreciate their help.
• Nominate your organization for Student Life Awards. Look for information on the Center for Student Involvement website.

March
• Enjoy your Spring Break!
• Announce election rules and dates to your members. Make sure to announce election information at every meeting for at least three weeks prior to holding elections.
• Reserve meeting rooms and major programming space for the upcoming academic year through the Call for Programs.

April
• Plan an end of the year event to thank and congratulate your members on a successful year.
• Find a way to show your organization's advisor how much you appreciate their help.
• Have new officers shadow outgoing officers so they can learn their new positions.
• Identify a way to transition your organization's documents
• Update officer contact info on OrgSync.
• Clean your office and mailbox, and update your website, transition binders, and files.
• Begin brainstorming events your organization may want to host during Welcome Week.

May
• Reconcile your account with SABO. Get ready for the end of the fiscal year.
• Plan meetings and programs for members who are in Boston over the summer.
• Look out for an email from CSI on how to apply to host an event during Welcome Week.

June
• Start planning your fall semester programs
• Gather information for Finance Board program funding requests.
EVENT PLANNING 101

One of the most exciting aspects of being part of a student organization is creating events - planning and implementing an activity for the organization, or even the entire university. This section will assist you in planning your events and list guidelines for travel, public safety, and other important policies.

**Definition of an “Event”**

An organization event is any program or function planned, sponsored, or co-sponsored in the name of, under the auspices of, or for the sake of, the organization. Although not all acts of individual organization members can or should be attributed to the organization, any group or gathering of its members acting together may be considered an organization event.

An organization, its leaders, and its members can be held responsible for violations of Northeastern policy or procedures, and/or city, state, or federal laws. In determining whether an organization may be held collectively responsible for the individual actions of its members, all of the factors and circumstances surrounding the specific incident will be considered. Organizations will, however, be held responsible for the acts of its members when those acts grow out of, or are in any way related to, the organization.

Please see the Rights & Responsibilities section for more information.

CSI Programming Crew

The Center for Student Involvement Programming Crew is a student staff based in the Programming Lab. The Programming Crew is a group of student leaders that is available on a walk-in basis to assist student organizations in creating successful programming initiatives. The Programming Crew is available to:

- Serve as consultants in the event planning process
- Provide assistance with student organization and event marketing
- Answer questions regarding university and CSI policies
- Provide information and updates on the contract process

**Program Managers**

All recognized student organizations are assigned a Program Manager. Your Program Manager is a member of the Center for Student Involvement staff who serves to guide and assist you in the process of programming. Knowledgeable in contracting, facilities, and policies, your Program Manager plays an integral role in helping plan your event(s). Program Managers are assigned on an annual basis. Contact the Center for Student Involvement at (617) 373-2642 or visit the Center for Student Involvement website at northeastern.edu/csi if you are unsure who is assigned to your group. Your Program Manager differs from your organizational advisor, who is a full-time faculty or staff member, often in a department outside of the Center for Student Involvement. Your organization’s advisor will advise you on all matters outside the realm of event planning and programming.

**TOP 5 THINGS EVERY EVENT PLANNER SHOULD KNOW**

1. **Plan ahead!**
   Think about your year, not just your week. You have other obligations outside the organization and it is important to organize time so that you are able to take care of all priorities.

2. **Network!**
   Find other organizations with similar interests to co-sponsor events and work together.

3. **Welcome to New England!**
   Hosting an event outside? Don’t forget to schedule a rain location or date.

4. **Get creative!**
   See the Publicity & Promotion section for ideas on how to keep your marketing fresh and innovative.

5. **Share your thoughts for the future!**
   During and after the event, make notes for improvements that could be put in place for future events and future leaders.
PLANNING YOUR EVENT

Planning a simple or complex event involves a number of steps and thoughtful planning. For best results, start your planning early and communicate often with your CSI Program Manager. The following is a list of common steps involved in the event planning process:

1. For on-campus events, first make a reservation with the CSI Scheduling Office. Refer to the section, Reserving Space, for information about available spaces and procedures.

2. Meet with your CSI Program Manager to discuss your event and necessary contracts and arrangements AT LEAST 12 WEEKS BEFORE YOUR EVENT.

3. Be sure you have adequate funding in your organization account. If not, apply for funding from the Finance Board (for undergraduate organizations) or GSG (for graduate organizations). Finance Board and GSG requests will be vetted by your CSI Program Manager prior to the deadline for the funding period of your event. Make sure your organization’s treasurer attends a Finance Board or GSG workshop for detailed information about the funding process. Visit the SGA website for more information about funding deadlines and treasurer workshops at sga.neu.edu.

4. Complete necessary paperwork and tasks as directed in your meeting with the CSI Programming Crew or your Program Manager. Submit all pre-contract forms, along with an invoice outlining the services, online (via OrgSync). Turn in your completed “Direct Pay Request” form, signed by your organization’s advisor, to the Student Activities Business Office, 434 CSC.

5. Confirm everything with your CSI Program Manager and your organization to make sure that all details are prepared for your event. Once you have been notified by your Program Manager that your contracts are fully executed, make sure to publicize your event and recruit volunteers to assist with the successful execution of your event. See the Publicity & Promotion section for more information.

6. Arrive at your event early to confirm that everyone understands their responsibilities during the event. Introduce yourself and confirm your expectations with everyone responsible for the event (i.e. security, catering, DJ or performer) so they know to contact you for questions.

7. HAVE FUN!!! Enjoy yourself. Your group has planned a successful event and should take time to step back and be proud of your accomplishment!

8. After the event, shake hands with the performer (DJ, band, comedian, etc.), and don’t forget to thank your performer and pay them. Performers expect payment at the conclusion of the event. If you feel that the performer violated the terms of the contract, explain that their agent will be contacted on the next business day by the Center for Student Involvement to discuss the issue. Document the problem(s) in detail and follow up with your CSI Program Manager immediately.

9. Say thank you to everyone at the conclusion of the event—especially your planning committee or organization! Send written thank you notes to anyone who offered special assistance.

10. File all paperwork, including any spending reports. CSI encourages groups to create evaluation notes so that your organization can easily find them and can benefit from your experience in the future. It is a great idea to upload any important files/folders/paperwork to OrgSync so that you don’t need to track down paper copies. Your successors will greatly appreciate your completion of this step!

DID YOU KNOW

If you need input on your organization’s marketing, you can utilize CSI’s Marketing Coordinator or a member of the CSI Programming Crew as an additional resource.
CONTRACTS & INSURANCE

Contracts

A contract must be used whenever your organization hires performers (such as musicians, speakers, DJs, or bands), service providers (such as a catering or lighting company), or facilities (such as cruise ships, bars, or hotels). Such arrangements are a legal obligation between the business or performer and Northeastern, and require the drawing up and signing of a Northeastern contract. This may even be applicable if they are performing for free.

The importance of the contracting procedure cannot be overemphasized. Because a contract is a legal document and is required by Northeastern, student organizations must work very closely with their CSI Program Manager to ensure that all facets of the agreement are reviewed and that each party clearly understands and agrees to the terms of the document.

Be aware of these important procedures when contracting:

- Under no circumstances should you sign a contract on behalf of the University or your organization. Signing a contract is a violation of university policy and offenders may be held personally liable for the terms of the agreement, including financial commitments. Offending organizations face permanent suspension and individuals may be referred to the Office of Student Conduct & Conflict Resolution (OSCCR).

- University-based agreements must be used when a contract is required. The party that you are contracting with may also have a document that needs to be signed. You must, under no circumstances, sign any agreement committing the University or your organization to a contract whether written, verbal or otherwise. Be mindful when working with outside entities that informal e-mails may often be considered binding.

- For some services, CSI may need to submit a formal university offer (bid) on your behalf. You must never commit or make an official financial offer on behalf of the University, or your organization, to bring a performer to campus. Please speak with your CSI Program Manager for further details.

- For more information on what you will need to know about your event and vendor to fill out a pre-contract see the infographic on the opposite page.

- In order for the CSI Contracts Assistant to be able to generate a University-based agreement on behalf of your organization, you must complete the pre-contract form that is found in the “Forms” section on OrgSync or linked to on the CSI website.

- A “Direct Pay Form” (available on the SABO website) is required to initiate the payment process. Please see the Payment for Services section for more information about what is required to correctly submit a Direct Pay Form to SABO to start the payment process. Please note that a W-9 is required for all individuals and vendors (from the United States) who are being paid. The name on the W-9 must match the name on the pre-contract ‘paid to’ and the Direct Pay Form.

- Once the Contracts Assistant has processed the agreement, it is reviewed by the Office of the General Counsel and signed by the appropriate Northeastern official. This process typically takes a few weeks.

- University signed contracts are returned to the CSI Contracts Assistant and presented to the contracted party for their signature. Please keep in mind that this process takes time. It is possible that negotiations may occur to reach a fully executed agreement.

- Once CSI receives the fully signed contract, your organization will be permitted to advertise for your event. Advertising prior to this point is not permitted due to the potential liability should the agreement fall through.

It is the expectation and responsibility of student organizations to ensure proper payment is made to contracted parties in accordance with the terms of these agreements. Hiring performers and facilities cannot be taken lightly. The process also takes time; you must plan accordingly so that you will have adequate time to promote your event once contracts have been completed. We HIGHLY ENCOURAGE your organization to have alternative service providers, performers, or facilities in mind in the event that your primary choice cannot meet specific insurance or contracting requirements.

Insurance Requirements

Northeastern University requires that contracted parties obtain an adequate amount of liability insurance to ensure the safety of your organization’s activities. Acceptable limits of insurance are determined on a case by-case basis by the Office of Risk Services. Organizations should meet with their CSI Program Manager early in the process to discuss this component. Refer to the section on Risk Management for more details about this component.
FILLING OUT A PRE-CONTRACT?
ALL YOU WILL NEED IS THE FOLLOWING INFORMATION...

STUDENT GROUP INFORMATION
Your contact information
(name, address, phone #, email)

EVENT INFORMATION
Name of event
Date
Location
Time of vendor/performer obligation

VENDOR INFORMATION
Contact information
(name, address, phone #, email)
Payment information
(signed W-9, including SSN or tax ID)
Insurance
(work with your PM, upload COI)
Important Contracts Deadlines

Performer/Service Provider contracts require at least a **SIX WEEK** processing time. Therefore, all pre-contracts should be submitted no later than **SIX WEEKS** prior to the event. Facilities agreements require at least an **EIGHT WEEK** processing time. Therefore, all pre-contracts should be submitted no later than **EIGHT WEEKS** prior to the event. Failure to comply with these deadlines may negatively impact your event. If you require a period of time for marketing your event, or if your event requires ticketing, please plan even further in advance than the requisite processing time periods listed above.

Off-Campus Events, Services, Rentals, and Facility Contracts

A contract is required for the use of **ALL** off-campus facilities, regardless of how the facility will be used. Please meet with your CSI Program Manager as soon as you consider planning an off-campus event. They will provide necessary details and can recommend local hotels, cruise companies, and other venues that work within Northeastern’s requirements. Off-campus programs sponsored by student organizations are subject to the same policies and procedures as programs being held on campus, with the additional requirement of a Northeastern-initiated contract. Your choice of venue may be affected if the facility cannot meet Northeastern’s contract requirements or does not carry adequate insurance coverage.

All facilities and services for your function must be procured with a Northeastern contract, even if the facility doesn’t require it. If the hotel has any type of rental agreement or contract, **DO NOT SIGN IT**. Submit the hotel contract or agreement, along with a completed pre-contract, and a CSI Contracts Assistant will use it to create the Northeastern template agreement. In keeping with Northeastern policy, all contracts must be signed by the designated Northeastern official. Not all businesses and hotels will accept Northeastern contracts, so allow several weeks to book the facility, with assistance from your CSI Program Manager. Remember, you cannot begin advertising your event until the contract process is complete.

If a few members of your organization are planning to go to a restaurant and order from the standard menu **AND** the venue does not rent the space or require a customized menu; then no contract is required.

If you are unable to find a venue for a meeting or event off-campus, please meet with your CSI Program Manager to request approval before seeking other options including but not limited to, personal residences. Please note, if approved, additional requirements and paperwork may be necessary.

Purchasing Group Sales Tickets

This may require a contract. Please meet with your CSI Program Manager before purchasing group sales tickets for any off-campus activity.

OUTDOOR EVENTS

Northeastern University is pleased to have numerous outdoor spaces for student organizations to host programming. When scheduling programs outdoors, student organizations should keep in mind the impact that such programming may have on the campus and surrounding communities.

As such, programs with amplified sound, or that may be deemed a potential disturbance to others (including BBQ’s, carnivals, outdoor concerts, etc.), may be limited to certain dates, times, and locations as set by the CSI staff. CSI reserves the right to deny (or limit) any programs that may pose a significant disturbance to the campus community or surrounding neighborhoods.

EVENTS THAT MAY REQUIRE PERMITS

Various events on campus, whether indoors or outdoors, may require a City of Boston permit that would come at a cost to your organization. To determine if your event will require a permit and to obtain a quote, please work with your Program Manager.

Event components that often require permits:
- Carnival rentals (inflatables)
- Amplified sound outdoors (DJ’s, etc)
- Races (color runs, 5ks, etc)
- Tents

For more information about bringing food trucks to campus, please see the section on Contracts & Insurance and the section about how to Use a Non-Northeastern University Caterer. Please meet with your CSI Program Manager to discuss any additional paperwork that may be required to bring a food truck to campus.
EVENT PLANNING & POLICIES

RISK MANAGEMENT & SECURITY: SAFETY GUIDELINES FOR STUDENT EVENTS

To ensure the safety of your organization’s activities, the Office of Risk Services requires that facilities and service providers have an adequate amount of liability insurance. The following guidelines have been developed to assist student organizations in planning social programs and ensuring the safety of those events.

Dangerous Activities

To ensure the safety of those in our community, your events must be approved through the Center for Student Involvement. After careful consideration of all the risks and measures that are taken to guard against those risks, an event or activity may or may not be approved. The following is a list of activities that will NOT be permitted:

• Bungee jumping
• Mechanical bulls (or other activities that risk neck/spinal injuries)
• Sky diving
• Spelunking
• Scuba diving (with the exception of approved activities)
• Ice climbing

Activities that may result in serious injury will require higher or additional insurance, or may not be approved by the University.

All activities will be reviewed on a case-by-case basis. Some activities will be investigated, as well as the companies involved and the response of other universities to the activity. The decision will be made based upon Northeastern’s tolerance for risk.

Potentially dangerous activities that require risk review must be discussed at least six weeks in advance to allow for proper vetting and review.

Events Requiring Police Details

Through your CSI Program Manager, NUPD will be informed of events being planned by student organizations. The Center for Student Involvement and/or Public Safety may assign police officers to work at your event depending on the nature of the activity. If the event is funded by the SGA Finance Board, the fee for police details will be paid by SGA. Otherwise your organization will be charged for any detail officers assigned to your event, so make sure to include this expense in your initial budget. The following is a sample of activities where officers may be assigned:

• Cash is collected.
• A crowd of more than 200 people is expected.
• Event features a visitor/speaker/performer that is a public figure, political candidate, controversial in nature, or has a history of inciting crowds.
• Event will take place in a public forum (i.e. rally or adjacent to public pathways/roadways).
• Event is open to non-NU students or guests.
• Event includes the serving of alcohol.
• Dance parties and auctions (date, silent, promise, etc.).
TRAVEL POLICY

Please set a meeting with your CSI Program Manager if you have any questions about the following policies regarding travel. Failure to complete these required components may result in your organization’s travel privileges being revoked. In addition, organizations not abiding by the policies set below may assume personal liability for any and all damages or injuries that result.

This section is applicable, and must be completed, for all types of travel.

Student Organization Responsibilities

One member of your organization must complete the following:

1. All student organizations traveling must appoint a student trip leader. This trip leader must be on the organization's executive board and communicate with their CSI Program Manager before the date of the trip.

2. Student organizations planning trips outside the City of Boston must complete the “Travel Authorization Form” found on the CSI website.

Student Participant Responsibilities

Each attendee of your trip must complete the following:

1. For non-ticketed events, a “Program Release” form must be signed by each participant.

2. Each student driver (if applicable) is required to complete the “Driver Agreement Form”

3. If the organization travel is outside of the Commonwealth of Massachusetts, each student taking part in that trip must complete “myTravel Plans” via the myNEU portal prior to departure. Failure to have a completed entry in “myTravel Plans” is considered to be a violation of the “General Expectations” section of the Student Code of Conduct.

Types of Travel

Charter Bus

If your organization is planning an off-campus event that is not accessible by Boston public transportation (MBTA), CSI recommends that students consider travel by coach or school bus.

1. Please meet with your CSI Program Manager to discuss your travel details.

2. To request a quote for the University’s preferred charter bus company, please use the Student Activities Business Office (SABO) Bus Request Form. SABO will obtain a quote, HOWEVER, you will need to confirm with SABO if you wish to actually reserve the bus. After your trip, SABO will provide an invoice and you will need to submit a Direct Pay Form to process payment.

3. If you do not wish to use the University’s preferred charter bus company, please work with your CSI Program Manager to contract with another company. Please note that the standard contracting timeline will apply in these circumstances. See the Contract section for additional information.

Northeastern Vans

Please speak with your CSI Program Manager for details regarding the use of Northeastern Vans. Driving courses and other criteria must be met for all drivers before vans will be reserved. Travel requirements as listed on this page apply.

1. To become an approved driver, please contact Transportation (Darlene) at (617) 373-2343.

2. Submit the Student Activities Business Office (SABO) Van Request Form to reserve a van.
**Rental Vehicle**

Students are permitted to reserve rental vehicles for the purpose of travel as it relates to student organization business. However, 15-passenger vans are prohibited.

- All responsibility will be the responsibility of the traveler and vehicles cannot be reserved under the name of “Northeastern University.”
- Vehicle rentals cannot be direct billed to a student organization account, nor can it be paid for in advance.
- All vehicle rentals must be paid for by an individual and then reimbursed to them upon completion of the trip.
- The rental contract, clearly indicating the total amount paid, should be submitted as backup to the “Direct Pay Request” form.
- Student organizations are strongly encouraged to purchase collision damage waiver insurance.

**Air Travel**

- All organizations are required to meet with a member of SABO before reserving your flight to discuss the process and arranged payment.
- Expedia is the preferred airfare reservation vendor at Northeastern.

**INTERNATIONAL TRAVEL**

Northeastern University partners with an external partner to provide travel and country information, education and awareness, and incident response to University international travelers while traveling on University business.

These travel services work in conjunction with Northeastern’s safety and security, risk management and international travel programs. What does this mean for you? When you travel on a University sponsored program, you will have access to the following services:

- Medical/hospital referrals
- Emergency evacuation services
- Lost baggage & stolen luggage replacement assistance
- Lost passport/travel documents assistance
- Emergency cash transfer assistance
- Travel information including, security updates, visa and passport requirements
- Emergency telephone interpretation assistance

In addition, registered travelers receive email alerts when security or medical professionals identify a risk in your country of travel. University travelers can also call the provider at any time to speak with a specialist or responder about simple or critical matters.

For more information regarding travel information, go to Northeastern’s International Travel website: northeastern.edu/international-travel/travel-support-services/

For more information on university travel policies or for the most up to date policy, please visit northeastern.edu/geo.

**DON’T FORGET**

If the organization travel is outside of the Commonwealth of Massachusetts, each student taking part in that trip must complete “myTravel Plans” via the myNEU portal prior to departure.
EVENTS WITH FOOD

Rebecca’s Cafe is the preferred caterer permitted to serve food or beverages in the Curry Student Center. Arrangements for food or beverage catering should be made with Rebecca’s by contacting (617) 373-2479. Please inform the CSI Scheduling Office of your food or beverage requirements when you make your space reservation. Situations that may exempt you from using Northeastern’s Dining Services (and permit you to use outside caterers) are the following:

1. Potluck meals: A potluck is when organization members bring a prepared dish or food item to share with the rest of the organization. Potlucks may only be held when the organization limits attendees to 50 organization members.

2. Pizza/sandwiches/takeout food: Off-campus restaurants or local eateries may deliver pizza, sandwiches, or other takeout food to the doors of the Curry Student Center. A representative of the student organization must meet the vendor, collect the food, and take it to their scheduled meeting room or office.

3. Refreshments: Organizations may purchase simple refreshments (i.e. soda, cookies, chips) off-campus and carry them to the meeting room themselves. Such items must be non-perishable and should not require heating or cooling before consumption. Because of facility maintenance, pizza, chips/cookies, takeout food and sandwiches are permitted when 100 or fewer persons are attending the meeting or function, without the use of a contract or insurance. Requests for exceptions to this policy must be submitted to CSI.

4. In ALL cases where food is served at an event, it will be the responsibility of the organization to clean up the reserved space immediately after the event, dispose of any trash (remove it from the room), and clean off all table space. The event room must be left in the condition it was found. Failure to clean up the area could result in charges assessed to the organization and/or a loss of room usage privileges for a period of time.

To Use A Non-Northeastern University Caterer

At times, it may be determined that Rebecca’s is not able to meet the needs of an event. A contract is necessary to use any non-Northeastern University caterer. Work with your CSI Program Manager to ensure that your selected caterer can meet the following Northeastern requirements:

- An insurance certificate is required from the caterer evidencing general liability insurance coverage naming Northeastern University as a certificate holder and an additional insured.
- License: The caterer must certify that they have the licenses/permits required to provide catering services in the City of Boston.
- If the off-site catering staff will be working on campus, they will need to provide evidence of worker’s compensation insurance.

Bake Sales

Only student organizations and approved academic class projects may conduct bake sales on campus, provided they meet the following criteria:

1. The organization fills out a “Fundraising/Collection/Solicitation Request Form” with the details about the bake sale at least three weeks prior to the sale. CSI will review the details regarding the practice of proper food handling protocol and make final approval of the request for the bake sale.

2. Bake sales will only be permitted on or above the first floor of the Curry Student Center and as assigned in external areas. Bake sales cannot be conducted on the ground floor of the student center.

3. Foods that can be sold at bake sales must be approved baked/dry goods in original store packaging. Food may also include sealed bottle of water or other approved non-alcoholic beverages. It may NOT include any home-baked goods.

4. Bake sales will be limited to a four-hour period.

Student organizations and approved academic class projects that conduct bake sales and display food that is unwrapped or without approval, or in any way violates these guidelines, shall lose their opportunity/privilege to conduct bake sales. Please note that any violations will result in an immediate termination of the bake sale activity.

* The same food handling criteria shall be in effect when groups offer free food as part of their marketing or event promotions.
**BBQ Policy**

Student organizations interested in hosting a BBQ must reserve outdoor space through the CSI Scheduling Office. BBQ’s are permitted in the following locations:

- Centennial Common
- Krentzman Quad
- Library Quad
- Robinson Quad
- Speare Quad
- West Village Quad
- Any other location must receive approval from the Assistant Dean of Student Engagement.

Once the space is reserved, contact your Center for Student Involvement Program Manager. Work with your Program Managers to seek approval, confirm location, and complete the “CSI BBQ Form” via OrgSync.com. The “CSI BBQ Form” must be completed at least two weeks prior to your BBQ.

**Ordering:** Once the “CSI BBQ Form” is approved, complete the Chartwells BBQ Grill Request Form and Order Guide, which can be found on the CSI website. These forms reserve the contact person(s) one 6 foot grill. There are a limited number of grills, therefore they are reserved on a first come, first serve basis. Forms must be completed and submitted to Jessica Giles (Jessica.Giles@compass-usa.com) and Fred Kysilovsky (Fred.Kysilovsky@compass-usa.com). Orders may be placed Monday – Friday 8:00 AM - 4:00 PM and must be placed a minimum of 72 hours in advance.

Please Note: Completing the BBQ form does not guarantee a grill reservation. Dining Services will send a confirmation to the contact person(s) once a grill has been reserved.

**Fire Safety:** Fire extinguishers must be on hand for all BBQs, and can be picked up in the Public Safety Substation at Forsyth Circle under the Ruggles T Station. If you have questions about pickup, you may contact Fire Safety at (617) 373-5889.

**Payment:** Food order payment options include University-issued budget numbers. Security deposit payment options include cash or University-issued budget numbers. Full payment is requested upon pickup.

**Pickups & Returns:** Orders are only available for pickup and drop-off (no delivery options exist). Pickups and returns must occur within normal business hours of Levine Marketplace (please see a manager upon arrival.) Please note it takes two people to transport the 6 foot grill, and this is the responsibility of your student organization. Upon return and signed receipt by Stetson Dining management team, the security deposit for the grill and grill utensils will be credited. Items must be returned in the condition in which they were received.
EVENTS WITH ALCOHOL

The legal drinking age in Massachusetts is 21. Since a large part of the student body cannot legally buy or consume alcoholic beverages, student organizations planning functions must ensure that the laws of the Commonwealth are followed by making one of the following choices:

1. Choose not to serve alcohol at an event
2. Choose to serve alcohol, but restrict admission to those 21 and over.
3. Choose to serve alcohol without restricting admission, but limiting the consumption of alcohol to those 21 years or older.

Because events with alcohol require additional planning, you should meet with your CSI Program Manager as soon as you consider such an event. Northeastern and your organization, including its executive board members, are subject to disciplinary action and liabilities if existing rules and procedures are not followed.

General Guidelines

The following guidelines apply to all student group events at which alcohol will be served:

Restrictions

- Alcohol is prohibited at all Northeastern undergraduate student organization recruiting, orientation, and initiation activities.
- No alcohol is permitted in Afterhours.
- Commercial distribution, promotion, and giveaways of alcohol and related products are prohibited.
- Alcohol cannot be provided as an award or prize.
- Funding or sponsorship by the manufacturers, distributors, or sellers of alcohol are prohibited.

Sale & Use

- All bars must be a ‘cash bar’; ‘open bars’ are prohibited at all student organization-sponsored events.
- Activity Fee funds may not be used for the purchase of alcohol.
- Alcohol may not be included as part of the cost of a student organization’s event admission fee.

Safe Consumption

- Food (substantial snacks) and non-alcoholic beverages, other than water, must be provided for free, or sold at a price less than that charged for alcoholic beverages.
- Only one alcoholic beverage per person can be served at a time.
- Serving of all alcoholic beverages must stop 30 minutes before the scheduled end of the event.

Host Responsibilities

- At least one member of the hosting organization must be present and remain sober throughout the entire event to assist event staff in enforcing all rules and procedures.
- The organization’s Faculty/Staff Advisor (or his/her designee) is encouraged to be present at events where alcohol is being served, and to assist staff in enforcing all rules and procedures.

Advertising On OR Off Campus Events with Alcohol

- Advertisements for Northeastern-sponsored events with alcohol must focus on the theme or social function rather than on the alcohol service, and may not include any reference to alcohol. Advertising an event as something like a “beer blast” or a “booze cruise” is not permitted.
- Advertising and promotion of events with alcohol must be completely under the control of the sponsoring Northeastern organization.
- No postings, announcements, promotions, or ticket sales may be made, placed, or distributed on Northeastern-owned or leased property for non-Northeastern sponsored events at which alcohol will be served or consumed.
On Campus Events with Alcohol

In addition to the preceding general guidelines for events with alcohol, the following guidelines apply to all on-campus student organization events at which alcohol will be served:

- Events must be Northeastern only.
- Admission to the event will be limited to those producing legal proof of age, such as a passport, valid driver’s license, or a Registry of Motor Vehicles Liquor ID.
- NUPD Detail Officer(s) are required to be present at all student organization events where alcohol is served.
- There may be restrictions on where alcohol can be consumed. If in the Curry Student Center, it must stay in the room in which it has been served.
- Rebecca’s Café must cater the event and will do so according to the laws of the Commonwealth of Massachusetts and the City of Boston pertaining to the sale and consumption of alcoholic beverages. To contact Rebecca’s Café call (617) 373-2479.
- Only Rebecca’s staff may load-in or remove alcoholic beverages to and from any event.
- The event may require extra Event Management staffing (applicable only when hosting an event in a space staffed by Event Management).
- Rebecca’s staff will not serve persons believed to be intoxicated.
- CSC Operations staff and/or NUPD Detail Officer will advise and assist hosts at the function. However, the hosts must conduct the function in accordance with all Commonwealth laws, local ordinances, and Northeastern regulations.
- The NUPD Detail Officer, Rebecca’s, or CSC Operations staff have the authority to close down an event if, in their opinion, laws or policies are being violated. Rebecca’s reserves the right to stop serving alcohol if it is felt that problems may arise if alcohol continues to be served.

Steps to make an ON campus event with alcohol happen:

1. Meet with your CSI Program Manager to discuss the policies for events at which alcoholic beverages are served to ensure your organization is prepared for all necessary components before spending funds to move forward with your plan.

2. Once you have received tentative approval from your CSI Program Manager to plan an on-campus event with alcohol, reach out directly to Rebecca’s for a quote.
   - For events outside of the Curry Student Center, the administrative person responsible for the space must also approve the event.

3. Rebecca’s will provide food, beverage, and proper staffing.
   - Proper staffing may include bartender(s), supervisors, and TIPS certified staff.
   - In addition to these costs, your organization will need to cover the cost of a liquor license, which Rebecca’s obtains from the City of Boston. Your event must be finalized 30 days in advance to ensure Rebecca’s has sufficient time to request this license. The cost for this license is approximately $125.
   - There is a 4 hour minimum for all Rebecca’s staffing.

4. If your event is formally approved by your CSI Program Manager, you will need to ask Rebecca’s to approve your order with SABO.
Off Campus Events with Alcohol

Because any event sponsored by a student organization places responsibility on Northeastern as well as the organization, events held off-campus that involve alcohol require careful planning and strict regulation for your protection. Northeastern requires that each individual organization be protected from legal liability for the serving of alcohol. Therefore, all organizations must use off-campus facilities and vendors that hold and accept liquor liability. Many local hotels, clubs, and harbor cruise companies meet these standards. Contact your CSI Program Manager for advice.

In addition to the preceding guidelines and general guidelines for events with alcohol, the following procedures apply to all off-campus student organization events at which alcohol will be served:

- A third-party vendor (hotel, night club, etc) must be contracted.
- All third-party vendors must sign a Northeastern contract detailing the alcohol service, adequate liquor liability coverage, and liability related to the serving of alcohol is placed on the vendor. This contract must be reviewed by the Office of the General Counsel prior to contracting for services.
- Alcoholic beverages may only be brought into or removed from an event by vendor personnel.

Steps to make an OFF campus event with alcohol happen:

1. Meet with your CSI Program Manager. They will help you understand the rules for a function at which alcoholic beverages are served, and to address potential problems before the organization moves forward with the event.

2. Obtain the information necessary to initiate a contract with the off-campus facility, complete a pre-contract and submit it to your CSI Program Manager at least eight weeks before you plan to advertise and/or ticket the event. Please see the Contracts & Insurance section for more information about the contract process and policies.
EVENTS REQUIRING TICKETS

The following guidelines refer to non-athletic events. The Northeastern University Box Office is the required method by which to sell tickets, free and paid, to any events sponsored by campus departments or student organizations.

The Box Office requires tickets be sold exclusively through the Northeastern University online ticketing system (myTickets for the NU community, mytickets.northeastern.edu for the General Public). If you are hosting an event that you know will need the availability of the Ell Hall Box Office, please consult with the Program and Ticket Manager (tickets@northeastern.edu), to assist you with event set-up.

All requests for ticketing services must be submitted online via the Ticketing Request Form at least 10 days prior to your preferred on-sale date. This form can be found at northeastern.edu/csi.

All Northeastern events, whether sponsored or hosted by on or off-campus entities, are subject to a $3-per-ticket fee that will be built into the ticket price. It is the responsibility of the event promoters to include the $3 fee in all advertised prices to provide consistency. This fee does not apply to free tickets sold through the box office.

Certain events require that Box Office staff be on hand for the night of the performance. As such, Box Office Attendants are guaranteed for a minimum four-hour shift and are paid at a flat rate of $40/attendant for that time. These fees will be subtracted from the total amount of revenue earned (less any and all $3 fees).

All events must have fully executed contracts before tickets may be put on sale. Student organizations should consult with their CSI Program Manager prior to deciding on a sale date.

Due to credit card processing schedules, paperwork to transfer revenue for ticket sales is submitted to the budget office (minus applicable fees) around the 15th of each month. Ticket revenue will be transferred to the appropriate account around or after the 15th of the month following your event.

Please meet with your CSI Program Manager to discuss the attendance policy for your event before completing the Ticketing Request Form. Undergraduate student events that have been funded by the SAF will need approval from the Finance Board and your CSI Program Manager before +1 or general public tickets may be sold.

Student organizations are permitted to request complimentary tickets for events they are sponsoring (which can be completed via the Ticketing Request Form). Undergraduate events funded by SAF must seek the Finance Board’s approval before complimentary tickets will be released. This includes complimentary tickets for free events.

Box Office Ticket Printing Policy

- For all ticket types that are offered at a specific dollar amount, the cost of ticket printing shall be accounted for in the associated $3 ticket fee.
- For all ticket types that are offered as free tickets, the policy on any ticket printing fees will be determined by the quantity of tickets that need to be printed. Please email tickets@northeastern.edu to discuss your printing needs.
- Additionally, if an organization requests (or is required) to use the Box Office ticket stock for their ticket printing purposes, but does not plan on selling the tickets through the University ticketing system, the $0.15 ticket printing fee will apply. The fee will be rounded to the nearest dollar and payment can be made directly to the box office.

DID YOU KNOW

Third party companies, such as Eventbrite and Ticketmaster, do not currently have contracts with the University and selling tickets through them is not permitted. Questions? Contact your CSI Program Manager.
ATTENDANCE POLICY

The Curry Student Center and student organization events are intended for the enjoyment of students at Northeastern University. The Center for Student Involvement (CSI), in partnership with Northeastern Police and Event Management will determine the attendance policy on a case by case basis. A non-Northeastern student (+1) guest for each Northeastern student may be welcome for a campus event. However, please note that attendance at certain events by non-students may be limited so that Northeastern students are not restricted in their use of the building or involvement in the event. Additionally, due to risk and safety concerns, CSI reserves the right to make an event NU only. Please note that CSI reserves the right to determine if your event is eligible for a guest list.

Under special circumstances, the general public may be permitted to attend an event. Any student group planning an event in which they wish to invite the public must petition their CSI Program Manager for permission to do so. This request must be presented at least 6 weeks in advance of the event to provide time to arrange for appropriate licenses and logistics. You may not advertise such an event before approval to hold the event has been granted.

Regardless of admission criteria, publicity and advertisement of student organization-sponsored events is restricted to campus venues. Advertising in off-campus and/or community media is prohibited. It is important for your group to consider the impact of your Facebook and other web-based publicity and to be clear about admission criteria in all of these areas.

You must specify clearly on your advertising materials if your event is limited to only Northeastern students or if guests are welcome. You should also remind performers of these restrictions as well so they do not provide incorrect or inaccurate information on their social media.

Afterhours Attendance Policy

Afterhours is typically closed to the public; shows may be NU (with NU ID) plus guest. Guests must be 18+ with a valid college ID or a government issued ID. Afterhours management reserves the right to make any show NU-only. Dance parties (defined as DJ-style/dance music & a clear floor with the intention of dancing) in Afterhours are always NU only. See the Dance Party and Other Celebrations section for more information.

If an event is expected to reach capacity, all members of the sponsoring student group are not guaranteed access. The same entry rules apply to all students and at a first-come first-served basis. We recommend that the sponsoring group get there early so that they can attend, otherwise you can place group members on the student group guest list (maximum 12 people).

Student group guest list policy: For student group hosted events, especially ones that could reach capacity, the group may submit a guest list, which cannot exceed 12 total guests. If non-NU students are on the guest list, a group member must submit their name along with the guest they are sponsoring. Lists must be submitted by a member of the executive board ONLY on the night of the event. No changes may be made to guest lists once the event has started.

Performer guest list policy: Performers may bring one guest per member of the band. Performers must submit their name along with the name of their guest to the Afterhours staff the day of the event.

Please note: the number of people on both the Student Group and the Performer guest list must be subtracted from the total capacity of the event (276 persons).
CHAPERONE POLICY

Chaperones are full-time faculty or staff members of Northeastern University that may be required at your organization events. A number of factors require chaperones and your CSI Program Manager will inform you of the number (if any) that may be required for your event. It is the responsibility of the student organization to recruit any required chaperones. Should you need assistance, please speak with your CSI Program Manager.

EVENTS WITH MINORS ON CAMPUS

The University is committed to promoting a safe environment for all guests on our campus, including those under the age of 18. The Office of Risk Services has created guidelines to track activities and has provided education materials to ensure the safety of minors on campus. If you plan or host a program that may involve bringing minors to campus, please work with your CSI Program Manager to ensure your adherence to the policy and process below.

Policy

To promote the safety of minors participating in activities at or sponsored by Northeastern University, all programs must meet the following requirements, in addition to any applicable federal, state, or local law, and University policy.

To read the entire policy, please visit the University's Policy website.

Approval Process

The following documents are required in order to have your program approved and registered with the Office of Risk Services.

- CSI approval
- Registration per event
- Self-disclosure form for all involved Northeastern Students
- State-training (online) for all involved Northeastern Students
- Consent Form from parent/guardian of each minor
- Background check (if direct 1:1, unsupervised contact will be involved)
DANCE PARTIES & OTHER CELEBRATIONS

Only student organizations in good standing with the Center for Student Involvement can host a "dance party." Afterhours is the only place on campus that has been designated for dance parties. An event may be considered a dance party if one or more of the following exist:

- Events involve components of dancing, live bands, or DJs
  - Please note that most events with a DJ component will be considered a dance party
- An event with a room or furniture set-up that allows for dancing
- Use of "dance" or "gala" in the event description
- Event requires the Curry Student Center to be open past normal building hours

Please note that CSI reserves the right to classify a student organization event, regardless of the location on campus, as a "dance party". Please see your CSI Program Manager for questions about using other locations for various events that may incorporate the above components.

General Event and Admissions Policies For “Dance Parties”

- Dance parties in Afterhours are always NU only.
  - Please work with your CSI Program Manager and Event Management if you need to request a guest list. If a guest list is permitted, please see the Afterhours guest list policy for specific guidelines.
  - In cases when the SAF funds the event, if a guest list is permitted, it must also be approved by the Finance Board.
- NUPD is required to be onsite for dance parties. Your student organization will be responsible for covering the cost of NUPD. The Finance Board will cover the cost of NUPD for all events funded by the SAF.
- Event Management, NUPD, or Student Affairs staff may refuse admission to any individual for reasonable cause.
- Students may not bring bags or backpacks.
- Smoke bombs, smoke machines, or other pyrotechnics are not permitted.
- In addition to NUPD costs, there may also be additional Event Management staffing fees associated with the event. Please consult your CSI Program Manager for details.
- The group hosting the event must be compliant with the venue’s decorating policy.

Warning! Failure to follow through with any policy or procedure during the course of the party/event may result in the premature closing of your event.
The Student Organization’s Role in Planning This Type of Event

• After booking Afterhours, meet with the Event Management staff and your CSI Program Manager at least 6 weeks before the event to begin planning.

• The student organization must be active participants in planning the event, providing volunteers, handling guest relations, and performing other related duties. The organization must also appoint sufficient volunteers to assist with monitoring exit doors, and assisting with overall event supervision as directed by the Event Manager. Dance parties also require the attendance of a full time staff member chaperoning the event. Please coordinate these details with your CSI Program Manager at least 3 weeks in advance.

Please note, if you need to cancel the event, it must be done at least two weeks prior to the event otherwise a cancellation fee will be applied.

Advertising Your Dance Party or Similar Event

• You must submit all event advertising to your CSI Program Manager for approval: this includes flyers, posters, club cards, website, Facebook, and other forms of advertisement.

All advertisements for dance parties in Afterhours must include the following statement: “Admission is open to Northeastern students only. NUIDs required for admission. No bags. Doors close upon reaching capacity or at 11:00 PM.”

HANDLING MONEY AT EVENTS

It is extremely important to handle money collected at your event in a responsible manner. Delegate this task to a reliable and capable organization member, or handle it yourself. Be prepared to follow these procedures whether the event is held on or off-campus.

• “Fundraising/Collection/Solicitation Request Form”: Fill out and submit this form on OrgSync at least three weeks prior to your event to gain approval for handling cash at your event. If you are planning to donate proceeds to charity, the Tax ID number must be submitted.

• Cash Advance: To obtain a cash advance, go to SABO. Complete a “Petty Cash” form (which needs the signature approval of your organization advisor) to receive up to $50 cash. You will also need a cash box, and it is good practice to pick up the cash box as close to the start of the event as possible (i.e. for a Saturday night, pick up the box by 5:00 PM on Friday).

• Deposit All Money: Count the money and put it in a deposit envelope with a deposit slip, including the total amount of cash and change (include the original cash advance in this amount, if applicable).

• Have a CSC Building Manager escort you to secure the money in the Curry Student Center night depository safe. If, or when, the building is closed, call NUPD at (617) 373-2121 and ask them to secure the money. Under no circumstances may anyone take the money home from an event, nor may they take the money out of the building. Please note that off-campus cash collection is not permitted.

• None of this money is to be used to directly pay a performer or to cover expenses! This is a serious violation of policy and can jeopardize your organization’s status. The policy is to protect you, your organization, and individual members.
DEMONSTRATIONS

Purpose and Scope
The University supports faculty, staff and students in the peaceful and orderly expression of views, whether in support or protest, related to issues, action, events or opinions about which there may be disagreement. This policy protects those members of the University community who are demonstrating, as well as the rights of others to study and work without unreasonable disruption.

This policy applies to demonstrations on University property or in connection with University events. This policy applies to all University faculty, staff, students, vendors, volunteers and visitors.

Registration of Space; Attendees; Other Permissions
No person or organization shall hold, cause or permit to be held a demonstration on University property or in connection with a University event unless all necessary reservations of space and permissions from the Center for Student Involvement have been obtained prior to the demonstration. Such requests for reservations and permissions shall be considered by the Center for Student Involvement consistent with this policy, as well as procedures generally applicable to the planning of University and on-campus events. Only University faculty, staff and students are permitted to apply for and/or participate in a demonstration.

Any student organization seeking to demonstrate on University property or in connection with a University event must comply with this policy, as well as the procedures contained in this guide.

Please contact your CSI Program Manager if your organization intends to hold a demonstration. Student organizations must formally reserve a space through the CSI Reservations Office prior to your event. Once your space has been confirmed, you must apply for a demonstration permit on OrgSync using your reservation information (date, time, location, etc.) [Note: Receiving a permit will ensure that your event does not interfere with any academic or administrative elements of the University.] Permits will be given in hard-copy to the organizer of the event which must be present and available to show upon request of a University or city official.

Expectations for Demonstrations and Attendees
Any approved demonstration must be conducted in manner that is peaceful, orderly and consistent with University policy and applicable law. Demonstrations must not block corridors or entrances or otherwise disrupt University business. Demonstrations must not be conducted in faculty or administrative offices, classrooms, libraries, or study areas. Moving picket lines are prohibited.

Only University faculty, staff and students are permitted to participate in demonstrations. Any person participating in a demonstration other than a University faculty, staff or student will be considered a trespasser and may accordingly be required to leave University property.

All persons participating in a demonstration must comply with the reasonable instructions of University personnel, whether made prior to or during a demonstration.

Violations
The University may, in its discretion, take appropriate action, up to and including requiring the immediate cessation of a demonstration, if a demonstration at any time fails to comply with this policy. Any person or groups who commits a violation of this policy may be subject to discipline consistent with applicable University policy and procedures.

To apply to hold a demonstration
Fill out the Demonstration Permit Application form at least 7 days before your organization intends to demonstrate on campus property. This form can be found on the OrgSync forms portal labeled “Demonstration Permit Application.”

Additional Information
All questions related to the application for, or conduct of, a demonstration on University property or in connection with a University event may be directed to your CSI Program Manager or the Center for Student Involvement at nucsi@northeastern.edu.
ON-CAMPUS APPEARANCES BY POLITICAL CANDIDATES

Northeastern University is committed to the free flow of ideas and opinions, and encourages its students, faculty and staff to vote and participate in civic discussions and the democratic process. As a tax-exempt, nonprofit institution, however, the University is prohibited under federal tax laws from direct involvement in the political process, and from using University resources to support or oppose a specific candidate for elective office or outcome on a political initiative.

If you are interested in hosting a political candidate on campus, you must first consult with your CSI Program Manager and Northeastern's Government Relations Office for approval, as well as to ensure adherence to the policy and process below.

Policy

It is the policy of the University not to intervene, through endorsement or otherwise, and not to participate, either directly or indirectly, in partisan political campaigns. When faculty and staff participate in political campaigns, that activity must be conducted in their personal capacity.

To read the entire policy, please visit the University's Policy website: northeastern.edu/governmentrelations/elected_officials/guidelines.html.

Use of University Facilities and Resources

Students, faculty, and staff may participate in political activities on their own time and without the use of university resources, such as phone, web pages, email, fax or mail. In addition, they may engage in nonpartisan activities, including training and/or educational programs, voter registration drives, and debates designed to increase public awareness and encourage participation in the electoral process. It also may be permissible to provide political candidates opportunities to speak at the University and/or to rent facilities for political events, provided these are on the same terms as those afforded nonpolitical events, within the University's guidelines, and approved by the Center for Student Involvement; and the opportunity is made available to all candidates for that office under substantially similar terms and conditions.

Providing University resources, such as mailing lists, university letterhead, web pages, telephones, computers, copy machines, and office or other space, to a political candidate or cause is prohibited. Campaign endorsements, public statements of position, and/or contributions to political campaign funds made by or on behalf of the University are strictly prohibited. This includes, by way of example, the posting of signs on University property showing support for a particular candidate, the use of the name or seal of the University on materials intended to support a political candidate or initiative, and the inclusion of a University office/address as the return mailing address for the solicitation of campaign funds or candidate endorsements. The University may not sponsor or host events to promote or advance the candidacy of a particular candidate. Fundraising for political candidates may not be conducted in association with the University, and using University funds for campaign contributions, either in cash or to purchase campaign materials, is prohibited.

Voter Registration

Voter education or registration drives that demonstrate bias or support for one candidate or party over the other are prohibited. Northeastern has a comprehensive policy on demonstrations. Please see the previous section on Demonstrations for additional information. For more information or help planning an event with a Political Candidate speaker, please consult with your CSI Program Manager.
ACCESSIBILITY AT EVENTS

In support of campus policies on equal opportunity, Northeastern University is committed to providing accessibility at campus events. The following points will assist you in planning events from the outset that are accessible and welcoming to participants. There is no fee for student organizations to have accessibility services at events. Student organizations should provide the information about accessibility on all marketing materials to allow attendees to request accommodations. Below is a sample statement to use in your marketing:

If you require disability-related accommodations to participate in this event, please contact [insert student org contact here] at least two weeks in advance of the event.

Other things to think about when planning inclusive and accessible events:

Venues
• Events must take place in wheelchair-accessible locations, which include step-free paths of travel and public elevators if held on higher floors.
• Room set-up should include spaces and tables that allow for wheelchair access. Rooms with moveable furniture are preferable to allow for flexibility in seating.
• Keep sight-lines from seating areas to stage, podium or front of room in mind. Be aware of obscured views.

Communication Access
• Sign Language Interpreting and Real-Time Captioning (CART) enable Deaf and Hard of Hearing participants to follow lectures, presentations, videos and other auditory aspects of events. If an attendee contacts you requesting this accommodation, please submit a Request for Communication Access on the Disability Resource Center (DRC) website no less than two weeks in advance of the event date. DRC staff will follow up with you concerning event details. The DRC cannot guarantee that an interpreter or CART provider will be available on less than two weeks’ notice.
• When thinking about accommodations day-of for your event, please keep the following in mind. Plan for adequate venue lighting and sight-lines for audience members. Reserve seating for Deaf and Hard of Hearing attendees to be able to see Sign Language Interpreters on stage or at the front of the room.

ENTERTAINMENT

Film and Video Screenings
Films and videos can be a fun and educational addition to your programming. However, copyright laws require that your organization pay for the rights to films and videos from a licensed distributor when screening in a public place. For quotes from a licensed distributor on the cost for the rights to screen any film or documentary, please check out:

• Swank Motion Pictures (swank.com)
• Criterion Pictures (criterionpic.com)

The following are NOT considered licensed distributors and do NOT qualify as paying for the rights to a film:
• Purchasing the film on DVD
• Renting from the library (either Northeastern or local?)
• Online streaming services (such as Netflix, Hulu, YouTube, etc.)

Please meet with your CSI Program Manager if you have questions about potential exceptions to this policy.

In-House Entertainment
You can hire professional entertainers to jazz up your event but some of the best talent is right on campus. Northeastern is home to several student performance groups, such as a cappella and gospel singers, theater troupes, musicians, WRBB DJs and more, who are available for free or for a nominal fee. Check out talented student organizations on OrgSync or talk to your CSI Program Manager for ideas.
EXTERNAL EVENTS

Your organization may become affiliated with an external event or conference happening at Northeastern, either by pursuing the event directly with the external business or non-Northeastern entity, or by being approached by an external organization that hopes to partner with your organization. Before moving forward with the partnership, you should consult with your CSI Program Manager to determine if your organization is a good fit to serve as the internal sponsor of the event or conference, and to learn about additional steps and policies that may apply.

Your organization should only serve as the internal sponsor for events or conferences that relate to your group’s mission. Your organization must also be capable of managing the type of event or conference being planned. As an example, if your student organization has never hosted an event in Blackman Auditorium, you should not agree to be the internal sponsor for an external Blackman event since you would not be aware of the various policies, procedures, and protocols that are affiliated with Blackman events.

Whenever an external event happens on the Northeastern campus, the Office of External Events and Conference Housing must also be informed. If your organization has been deemed capable of serving as the internal sponsor for an external event, you would serve as the primary point of contact between the external group and various University service providers, which may include: building services, facility managers, catering, the parking office, and others. Your organization members will also be expected to be on-site the day of the event to respond to any needs that arise. These responsibilities are NOT completed by External Event staff – rather they serve in a consultant role when working with internal sponsors of external events.

Additionally, it is important to keep the following in mind:

- Certain types of events are prohibited, including: for-profit entities using space on campus for the purpose of making money; political events; certain fundraisers; personal events; high risk events; or anything not directly tied to the university’s mission.
- Funding from a governing body (i.e.: SGA or GSG) may NOT be used towards venue rental fees associated with an external event.
- Most campus partners require a budget index be kept on file in order to secure services, so it is important to determine the funding structure of the event at the beginning of the planning process. i.e. Which entities are paying for which components of the event?

Hosting an external event or conference at Northeastern obligates the University to specific responsibilities that are legally binding. As a result, there is an extensive vetting process to appropriately determine event classifications. Events may fall into one of three categories: internal event, external event with Northeastern sponsor, or external event with no sponsor. The External Events staff and your CSI Program Manager will consult with your organization to determine which classification applies to the event or conference you are planning. Note that external events with or without a Northeastern sponsor will incur additional fees. For additional information about these event classifications, please visit the Office of External Events & Conference Housing at northeastern.edu/conferences/.

If your organization has additional questions about serving as the internal Northeastern sponsor of an external event, please reference the Office of External Events & Conference Housing website and speak with your CSI Program Manager.
Most organizations depend on physical space to hold meetings, programs, events, and to conduct organizational business. The Center for Student Involvement’s Scheduling Office and the Operations and Event Management staff coordinate space and services specifically for your student organization’s use. Although most facilities on campus are free to use by student organizations, some venues may have a staffing fee associated depending on the scope of the event.

This section addresses the procedures and policies for obtaining and using on-campus facilities. Space in the Curry Student Center may be reserved by recognized student organizations, Northeastern departments, and non-Northeastern groups sponsored by the University. Due to the high number of requests for meeting and event space within the Curry Student Center and elsewhere on campus, the reservation procedures are adhered to strictly. It is not appropriate for student organizations to reserve space for other entities. Violators of this policy jeopardize their student organization’s status, and individuals may be referred to the Office of Student Conduct and Conflict Resolution (OSSCCR).

Here are some helpful pointers to keep in mind as you begin the reservation process on campus:

- Schedule your regular meetings with the CSI Scheduling Office early. You can request during the Call for Programs that occurs each spring semester, or you can check in at the beginning of each semester to see what options may be available. Check your confirmation closely, as some requested dates may not have been scheduled due to other Northeastern commitments.

- Complex reservations (especially in major event venues) require much advance scheduling and planning. Meet with your CSI Program Manager as soon as you begin the planning process. They can help you determine how much time may be necessary for your planning purposes and give you helpful advice on which venue would be appropriate.

For non-Northeastern groups wishing to use space in the Curry Student Center, or any other space on campus, please contact the External Events and Conference Housing Office at (617) 373-5849. This office will review requests and reserve space on your behalf. For more information, please visit northeastern.edu/conferences.

### VENUES

The following spaces are reserved through the CSI Scheduling Office for student organizations and Northeastern departments. While this guide covers the basics of each event venue, check northeastern.edu/eventvenues for the most up to date information. The policy and procedure packets for each venue on that website take precedence over the policies written hereto.

#### Major Event Venues

- You can request space online, on the phone, in person, or by email. A request does not guarantee a reservation in these spaces.
- Major Event Venues are initially given a “tentative” reservation status.
- Upon receipt of a Scheduling Notification for a Major Event Venue, submit the Event Management Form to communicate your set-up and A/V needs. A link to this form can be found in your Scheduling Notification email.
- To request changes to reservations, contact CSI’s Scheduling Office.
- Room capacities may vary depending on the set-up configuration of the room.
- If an event in a Major Event Venue is canceled within two weeks of its event date, the group will be charged staffing fees. All cancellations must be made in writing and submitted at least 2 weeks from the date of the event.

**Afterhours** is your on-campus night club and café. Located on the ground floor of the Curry Student Center, this venue includes state of the art video and sound concepts and an in-house Starbucks. There is never a cover charge at Afterhours, so admission charges or collection of fees to attend Afterhours events are not permitted. Admission to Afterhours during hours of operation is open to current Northeastern students + 1 guest (with a valid 18+ ID). However, Afterhours does reserve the right to enforce an NU ONLY policy for certain events. This venue is perfect for live bands, open mic nights, karaoke, DJs, films, fashion shows, talent shows, and spoken word. Please see the Dance Party and Other Celebrations section and the Attendance section for Afterhours specific policies.
Blackman Auditorium, in Ell Hall, is a facility that schedules major programs far in advance. With a capacity of nearly 1000, including balcony seating, Blackman features a full theatrical sound and lighting system, projector, large screen, ticket center, a small dressing room, and other modern theater amenities. As a major event venue, events in Blackman Auditorium will include staffing fees, which may vary depending on the scope of the event.

CSC Ballroom is a spacious, multipurpose room used for conferences, lectures, movies, receptions, and banquets. The maximum capacity is approximately 300 lecture style and approximately 200 with round tables and chairs. Standard set-up includes a stage, and it is equipped with as a sound system, dimmable zoned lights, and a projector and screen. There is direct access to a freight elevator as well a catering staging area. As a major event venue, events in the Ballroom may include a staffing fee depending on the scope of the event.

CSC Indoor Quad refers to the large, open atrium area on the first floor of the Curry Student Center. It is described as the “living room” of the Student Center and is a casual use lounge. Activities in this area are limited to minor programming that do not require a private atmosphere. Normal use for this event space are those activities that involve little setup time, minimal furniture removal, and no restricted access. Suggested ways this space can be used are information sessions, small receptions, small musical performances, fairs, poster sessions and performance art. As a major event venue, events in the Indoor Quad may include a staffing fee, which may vary depending on the scope of the event.

CSC McLeod Suites are located on the third floor of the Student Center and can be used for banquets, films, lectures, fairs, and conferences. The suites, consisting of rooms 318, 320, and 322 CSC, can be combined into one large room or subdivided into two or three smaller rooms, each with its own entrance. The suite capacity varies depending on the type of event set-up. The suites are equipped with a sound system and a projector or LCD TV screen in each section. The 322 CSC room has a retractable screen, projector, and dry erase board. As a major event venue, events in the McLeod Suites may include a staffing fee, which may vary depending on the scope of the event.

CSC West Addition, the large carpeted dining area on the ground floor of the Curry Student Center, is primarily a space to eat, relax, and enjoy casual gatherings. The West Addition is available for limited use on weeknights after 7PM, on weekends, or during intersession breaks, and can be booked in conjunction with the West Addition Mezzanine above the ground floor. The two spaces are primarily used for large banquets. With the existing dining-hall set up, the ground floor can seat about 500 and the mezzanine can seat 150. Due to the volume of furniture in the space, it is recommended that the existing setup be used. Requests to remove the furniture will result in a sizable fee. As a major event venue, events in the West Addition may include a staffing fee depending on the scope of the event.

Fenway Center is a renovated church on the corner of Gainsborough and St. Stephen’s street. This venue is ideal for musical performances and seats approximately 275, lecture-style. The Fenway Center is also a popular venue for speakers and receptions. The Fenway Center features a theatrical sound and lighting system, projector, and large screen. Events in the Fenway Center must end by 10pm. As an offsite major event venue, events in the Fenway Center will include mandatory staffing fees, which may vary depending on the scope of the event.
General Meeting Rooms

CSC Meeting Rooms: 318, 320, 322, 333, 334, 335, 336, 340, 342, 344, 346, 348, 433, 435, 440

More than a dozen meeting rooms are available in the Curry Student Center, capable of seating between 10 and 60 people. Most rooms have dry erase boards, projection screens or plasma screens. CSC 333 can be set-up for video conferencing. The entire building features NUWave (wireless internet). Provide all set-up details and A/V requests to CSI’s Scheduling Office to confirm any “tentative” reservations.

Frost Lounge in Ell Hall is a comfortable room available for small meetings. The room seats 22 at a large boardroom table and has built-in A/V capabilities. The Frost Lounge is wheelchair accessible. Provide all set-up details and A/V requests to CSI’s Scheduling Office to confirm any “tentative” reservations.

Academic Classrooms

CSI Scheduling has access to a select few academic classroom spaces after 6pm on weeknights and on some weekends. Academic Classrooms have fixed furniture set-ups that cannot be altered, and food is not permitted. Academic Classrooms with a capacity of more than 30 come equipped with built-in A/V capabilities. Ryder Hall features pianos in each room, and priority is given to student musical groups.

If CSI cannot meet your needs, student organizations can request space by submitting the Academic Classroom Reservation Request Form, which can be found on the CSI Scheduling website.

For large volume space requests, please reach out to your Program Manager for assistance.

Curry Student Center Dance Spaces

Curry Student Center Dance Studios A & B: The CSC dance studios feature wall-to-wall mirrors, a dance floor, and barre. They can be booked separately or as one larger room. Student dance groups are given priority in these spaces.

Curry Student Center Room 348: Room 348 features mirrored walls and a permanent dance floor.

Outdoor Event Venues

Outdoor Areas include Bulfinch Mall, Centennial Commons, the International Village Bamboo Garden, Krentzman Quad, the Library Courtyard, Robinson Quad, the Sculpture Park, Speare Commons (Wiffle Ball Field), Stetson East Quad, West Village Sand Volleyball Court, and West Village Quad.

Amplified sound in these areas must be approved by CSI staff. Permits for outdoor events may be required, please reference the Events Requiring Permits section for more information. For outdoor events requiring electrical or A/V, additional follow-up will be needed to confirm these events. For basic event setups, provide details to CSI’s Scheduling office to confirm any “tentative” reservations.

Table Locations

There are numerous locations, indoors and out, where information tables may be set up. These include CSC Indoor Quad, Bulfinch Mall, Centennial Commons, Krentzman Quad, and Library Courtyard tables. If you are planning a fundraiser, work with your Program Manager on the approval process. Note: Northeastern University does not allow outside solicitation on campus.

CSC Campus Crossroads is an additional tabling location. The Signature Event table is intended for programming that goes beyond a typical tabling reservation, and involves programming that connects to the overall university mission. These table reservations are subject to availability and are made at the discretion of the Campus Crossroads staff. Contact campuscrossroads@northeastern.edu for questions and/or reservations. Table locations 1 and/or 2 may be reserved through NUSSO (NU Space Scheduling Online), which can be accessed in the myNEU portal.
Other Spaces

If rooms booked by the Center for Student Involvement are not available or are not suited for your event needs, please consider other options on campus, such as:

**The Asian American Center** at 109 Hemenway St., is available for small meetings and functions for groups of 20-40. Their spaces include a dance studio, conference rooms, multipurpose room and lounge. Please email a.parayno@northeastern.edu with your request.

**The Alumni Center** is located at 716 Columbus Place and can be booked for events such as receptions and speakers. Maximum capacity ranges from 50 to 180 depending on the set-up. For reservations call Alumni Scheduling at (617) 373-7226 or email alumnicenter@northeastern.edu.

**The Cabral Center,** located in the John D. O’Bryant African American Institute at West Village F, is available for meetings, speakers, entertainment, and social activities. Capacity ranges from 100 to 200. Visit their website at northeastern.edu/aai for the reservation request form. For more information about reserving this space, contact the African American Institute at (617) 373-3143 or email reserveAAI@northeastern.edu.

**The Latino/a Student Cultural Center Conference Room,** at 140 Forsyth St., is available for small meetings or functions for groups of 25 individuals. Call (617) 373-5845.

**Raytheon Amphitheatre** features state-of-the-art audio-visual capabilities, full kitchen facilities, and two breakout/seminar rooms. To book this space, your advisor must fill out a request form on behalf of your group. Visit northeastern.edu/egan for the reservation request form.

**Sacred Space,** located in Ell Hall, can be booked through the Center for Spirituality, Dialogue and Service. Visit their website at northeastern.edu/spirituallife for the reservation request form, contact (617) 373-2728, or email csds@northeastern.edu.

**The Social Justice Resource Center** is located at 106 St. Stephen St on the lower level. Groups of 25 or less are welcome to reserve the space for meetings or small events. Visit their website at northeastern.edu/spirituallife/sjrc for the reservation request form, call (617) 373-3917 or email SJRC@northeastern.edu.

**Xhibition Kitchen & Dining Hall Space**
To reserve, please email d.fantasia@northeastern.edu.

Off Campus Events

If an on-campus facility is unavailable or unsuitable for your event, arrangements can be made at off-campus facilities such as local hotels, community centers, or cruises.

Off campus programs sponsored by student organizations are subject to the same policies and procedures as programs being held on campus, with the additional requirements involving a Northeastern-initiated contract and copy of their Certificate of Liability Insurance. To book an off campus facility, work with your CSI Program Manager to execute a contract between the facility and the University. This contract process requires several weeks of planning and preparation, and must be completed before you begin advertising. Please refer to the Contracts and Insurance section for additional information.
SCHEDULING PROCEDURES & POLICIES

There are two primary ways to reserve space at Northeastern University — either through the campus wide Call for Programs, or on an as needed basis after the Call for Programs closes. Details of each process can be found below. Regardless of the process you use to book your space, the following general procedures apply.

Scheduling Notification

- A Scheduling Notification will be emailed to you for every reservation granted by the CSI Scheduling Office. These Scheduling Notifications serve as the official record of your reservations and will note the venue(s), date(s), and time(s) of your reservation(s).
- Do not advertise an event or send out invitations to an event until you have received a Scheduling Notification for its location.
- Be prepared to present your Scheduling Notification to operations staff on the day of your event as proof of your reservation.

Resolving Reservation Statuses

- Reservations listed with a “tentative” status on your Scheduling Notification serve to hold a space for your use but require further attention to be “confirmed.”
- All “tentative” reservations must be “confirmed” before their date of occurrence. Groups will still be charged staffing fees if the event is canceled within two weeks of the event date, regardless of the “tentative” or “confirmed” status.
- Major Event Spaces must be confirmed through the Event Management Form.
- Other event spaces can be confirmed by calling or emailing the CSI Scheduling Desk at (617) 373-2632 or cscreservations@northeastern.edu.

Call for Programs

During the Call for Programs process in March and April, student organizations are eligible to submit the appropriate Call for Programs reservation request forms (through the CSI Scheduling Office web site) to request major event venues, outdoor areas, and weekly meeting rooms for the following academic year. Space is limited; all requests will be reviewed and accommodated if possible. If we are unable to provide you with your preferred space or date, we will attempt to provide other venue/date options suitable to your programs. Please take advantage of the annual Call for Programs request process as event-space availability for the following academic year may be extremely limited upon its completion.

More details about the Call for Programs process, including how and when to request space, will be emailed to student organization leaders each spring. Make sure your OrgSync profiles are up to date to ensure you receive this messaging.

HELPFUL CONTACTS

CSI Scheduling Office
434 Curry Student Center
(617) 373-2632
cscreservations@northeastern.edu

Hours: Mon.-Th. 8:30am – 7pm
Fri. 8:30 – 5pm
*Hours are subject to change on holidays and over the summer

Event Management

Visit the Event Management website for the most up-to-date venue information and policies: northeastern.edu/eventvenues

Contact the Event Management team for help with the logistics of your Major Event Venue event.

General non-scheduling-related inquiries can be directed to eventoperations@northeastern.edu.
Reserving Space after Call for Programs

Upon the completion of the Call for Programs for a given year, further requests are processed on a first come, first served basis through the CSI Scheduling Office’s online scheduling service center or through the scheduling desk.

- **Northeastern University Space Scheduling Online (NUSSO):** Presidents, Treasurers, and Scheduling Coordinators of registered student organizations can access this service to book CSI rooms through the myNEU portal through the “NU Space Scheduling Online” link. Be sure to keep your organization’s OrgSync profile up-to-date with names, Husky emails and NUIDs to ensure proper access to this online scheduling service.

- Note that CSI bookings may only be made by faculty/staff or student organization presidents, treasurers or scheduling coordinators as listed on OrgSync. Your event will not be approved if your booking is submitted under an “SL-Student/Grad/Doc” account.

- **Email, Phone, or in Person:** The scheduling desk also accepts reservations in person at 434 Curry Student Center, by email at cscreservations@northeastern.edu, or by phone at (617) 373-2632. Please include the following information with your request in order to expedite service:
  - Date(s) of reservation
  - Reservation beginning and end times (factoring in times for set-up and breakdown)
  - Event name
  - Group name (university departments and recognized student organizations only)
  - Contact name (faculty/staff or student organization presidents, treasurers or scheduling coordinators only)
  - Contact phone number
  - Contact email address (@northeastern.edu or @husky.neu.edu addresses only)

Scheduling Policies

**Room Reservation Policy**

- Space in the Curry Student Center and spaces booked by the Center for Student Involvement Scheduling Office may be reserved for events by recognized student organizations and University departments only. If your organization is interested in partnering with an external organization to host an event, please work in conjunction with your CSI Program Manager and the Office of External Events to discuss this possibility, and reference the External Events section in this guide.

**Request Processing**

- Advisors and other faculty/staff members may not reserve space on behalf of their student groups (except for the Egan Amphitheater)

- Requests for space after the Call for Programs has concluded are considered on a first come, first served basis.

- A request does not guarantee a space. Please do not advertise or send out invitations to your event until you receive a computer-generated email with the word “confirmed” or “reserved” next to your event date and time.

- Dance rehearsals in the Curry Student Center are restricted to the designated spaces: Dance Studio A, Dance Studio B, or Curry 348. If student organizations are found rehearsing in non-designated areas their reservation may be subject to immediate cancellation.

**Food and Beverages**

- It is the responsibility of the organization to clean up the reserved space immediately after the event, dispose of any trash (remove it from the room), and clean off all table space. The event room must be left in the condition in which it was found. Failure to clean up the area could result in charges assessed to the organization and/or a loss of scheduling privileges for a period of time.

- Please note that food is not allowed in Academic Classrooms.
Reserving Space

Exceeding Normal Hours of Service

- Event reservations cannot start until 30 minutes after the Curry Student Center opens and must end at least 15 minutes before the building closes.
- Reservations booked outside scheduled building hours will incur fees to ensure building access.
- Reservations starting later in the evening or on weekends may incur fees to ensure proper furniture set-up.

Space Access

- Northeastern Building Services will have your requested furniture set-up ready for your use by the event start time listed on your Scheduling Notification.
- No one except Northeastern Building Services is guaranteed access to your reserved spaces prior to the event start time listed on your Scheduling Notification.
- Be sure to build in time in your reservations to allow caterers or anyone else associated with your event (other than Northeastern Building Services) to set up and break down your event.

Room Condition

- Rooms must be left in the same condition in which they were found.
- Furniture set-ups, as outlined in your Scheduling Notification, must not be disturbed.
- Dispose of all trash, straighten chairs, close windows, erase whiteboards, and take all belongings with you before leaving your space.
- Groups failing to abide by these rules may be charged for rearrangement fees or damages.

Rain/Snow Policy

- Large outdoor events should book a rain location or a rain date
  - If you book a rain location and do not end up using it, you will still be responsible for the operational and staffing costs. Please plan your budget accordingly to cover these fees.
  - In the event of a weather emergency in which Northeastern is forced to close, please check with your Event Management contact or the CSC Operations staff as the event could potentially be cancelled.

Cancellation and No-shows

- To cancel a reservation, you must email cscreservations@northeastern.edu, or call the Scheduling Desk at (617) 373-2632
- There are mandatory operational staffing fees for cancelling a Major Event Venue reservation within 2 weeks of its scheduled event date.
- A no-show is defined as a group not showing up after the first 15 minutes of the scheduled reservation. The CSC building manager on duty makes note of no-shows and alerts CSI Scheduling as needed. The group is then issued a warning. After three warnings and failure to abide by the policies, the organization may ultimately have all reservation privileges terminated for the remainder of the academic year.

Venue Policies

- Download all relevant Venue Information Packets from the scheduling website for complete, up-to-date accounts of all Major Event Venue policies, including those relating to fees.
Marketing and publicity is essential for the success of any program or event. Since the right type of publicity depends on the program you are planning and the audience you are targeting, it is important to be creative and think about the topics discussed in this section before you plan your marketing efforts. In this section you will learn how to promote both your organization and events across campus.

**GENERAL GUIDELINES**

You are responsible for knowing and abiding by all campus publicity rules and regulations. All marketing should be approved by your CSI Program Manager prior to printing. Check with your CSI Program Manager if you have questions about any policies or procedures outlined in this section.

**Content**

- All publicity must include Who, What, Where, and When, including:
  - Name of the sponsoring student organization and group email address
  - Date & time of event
  - Location of event & rain location and/or date (if applicable)
  - Admission policy and restrictions (NU Only, NU +1, etc.)
  - Ticket prices (if applicable)
- Use of the University logo, name, or likeness is restricted to recognized organizations in good standing with the Center for Student Involvement. If you are unsure of your status, please contact nucsi@northeastern.edu.
- If funded by the Student Activity Fee (SAF), promotional materials must display the SAF logo. The logo file and more details can be found on the SGA website.
- If funded by the Graduate Activity Fee (GAF), promotional materials must display the GSG logo. The logo file and more details can be found on the GSG website.
- All publicity must be written in English. Additional languages may be used in the title as long as an English translation or description is included.

- Consumption of alcoholic beverages may not be the focus of any promotional materials. Also, there cannot be any suggestion of alcohol abuse in any form of publicity. If your event includes alcohol, publicity must follow the guidelines specified by the Alcohol Policy. See the Events with Alcohol section for more information.
- Advertising must conform to the Northeastern University Code of Student Conduct and avoid demeaning or discriminatory portrayals of individuals or groups. Because your event is representing Northeastern, your publicity must be in good taste and appropriate to the event and target group. If you have any doubts, ask your CSI Program Manager for their input.
- You cannot advertise for solicitors, such as Red Bull or other vendor giveaways, without prior permission from the Center for Student Involvement.
- Please include something similar to the following information about how attendees can request Accessibility Services: If you require disability-related accommodations to participate in this event, please contact [insert your student org contact here] at least two weeks in advance of the event.

**Timeline**

- Any contract(s) related to your program must be completed and signed by both Northeastern and the performer/agent before any publicity can begin. Take into account the lengthy processing timeline required. Also be aware of any restrictions on publicity imposed by the artist, agent, or organizing committee. See Contracts & Insurance for more information about the contracts process.
- Material may be displayed as early as two weeks in advance of the actual event date.
- Any post-date, non-Northeastern affiliated or non-compliant material will be removed/not posted.
Locations

• Posters should be no larger than 11” by 17”.
• Events sponsored by Northeastern student organizations may not be publicized to the general public or off-campus unless special permission has been granted by the Center for Student Involvement. Any advertising materials and announcements must specify who can attend the event (example: NU Only, NU +1) and any other restrictions discussed with the CSI staff. Please work with your CSI Program Manager to discuss admission criteria prior to advertising your event.
• It is illegal in the City of Boston to post flyers on city buildings and light poles. The City of Boston Inspectional Services Code Enforcement Officers will impose a substantial fine for flyers posted on any city-owned property.
• Table-tent cards are not permitted in the food area in the West Addition.

Approved Posting Locations

Flyers and posters can only be hung in the following officially designated areas (please check with each building’s front desk for drop-off, locations, or further guidelines).

Buildings not listed may have opportunities for posting; please contact the closest department to the space you would like to post in.

• Curry Student Center:
  The Operations Desk (325 CSC) will accept 7 posters/flyers at least three days in advance of when you would like them posted. They will only be posted on bulletin boards and cork boards located in the Student Center, and will be displayed for up to two weeks. Unapproved and out-of-date posters are removed daily from the boards, as well as from non-designated posting areas including bathrooms, elevators, doors, entrances, hallways, and staircases.

• Residence Life Office, 4 Speare:
  36 posters/flyers, for display behind glass. All items must be affiliated with a registered student organization and include the email address reflected on the student organization’s Orgsync profile. No self-promotions, such as for SGA elections. Allow three days for posting. Any questions or concerns may be directed to Housing at (617) 373-2814. Dorm storming, or the process of sliding advertisements under resident doors, is prohibited.

• Marino Center:
  4 posters/flyers for two glass cases.

• Snell Library:
  1 poster can be placed on the bulletin board by Argo Tea; 1 poster can also be placed on each bulletin board in the Vending Machine Rooms on the 3rd and 4th floors.

• John D. O’Bryant African-American Institute (AAI), 40 Leon Street:
  1 poster and/or up to 10 flyers/cards

• Latino/a Student Cultural Center (LSCC), 104 Forsyth Street:
  3 posters and/or a stack of flyers/cards

• University Health & Counseling Services (UHCS), 135 Forsyth:
  3 posters/flyers

• International Student & Scholar Institute (ISSI), 405 Ell:
  1 poster/flyer

• Office of Student Conflict & Conflict Resolution (OSCCR), 202 Ell:
  1 poster/flyer

• Student Affairs, 104 Ell:
  3 posters/flyers

• Social Justice Resource Center, 106 St. Stephen:
  2 posters/flyers

• Disability Resource Center (DRC), 20 Dodge:
  2 flyers
TYPES OF MARKETING

Print Marketing

• Photocopying and printing services are available at Northeastern Reprographics, located in both Ell Hall and in the Forsyth Building. Requesting quotes and services is completed online through collegiatepress.com/northeastern, and services are charged directly to your SABO account. Reprographics also offers binding, graphic design, typesetting, a fax machine, and consultation on projects.

• Alternatively, the Center for Student Involvement can refer you to some well-known companies that specialize in college and university publicity.

• Student organizations can print up to 25 8.5x11 posters per event in the CSI Programming Lab, located in 240 CSC.

Signs and Signage Opportunities

• The University Sign Shop, located on St. Botolph Street, can create banners, award plaques, A-frames, and sandwich boards to advertise your event or organization. Contact the Sign Shop at nusignshop@gmail.com with your request. For information on Curry Student Center’s new electronic banners to advertise your organization, please see the Curry Student Center Electronic Banners section.

• Ask the Sign Shop to place your A-frame signs in strategic locations around campus to attract the appropriate audience for the initiative you are publicizing.

Residence Hall Mass Mailings

• Each student group is allowed one mass mailing to student campus mailboxes per semester, unless given specific permission by ResMail Management.

• Provide a distribution date and a digital copy of the flyers to the Manager or Assistant Manager of ResMail for approval of each mailing.

• Due to hiring schedules and move-ins, no mass mailings will be approved during the first two weeks of any semester. For more information, call the ResMail customer service line at (617) 373-5108.

Online Calendars

• Organizations may request to submit items to the OrgSync calendar, and all events sponsored by the SAF MUST be posted to this calendar. CSI will use this information to populate social media and the Curry Kiosk so students can see what events are taking place on campus. Your organization is responsible for making sure this content is up to date and accurate.

• Organizations may also submit items to the campus calendar in the myNEU portal.

Curry Student Center Electronic Banners

There is a digital opportunity for advertising your student organization within the Curry Student Center. The Curry Student Center features state of the art digital screens where your organization identity can be showcased.

Guidelines for resizing/creating your logo to fit the new digital screen:

• Your logo needs to fit in a 900 x 900 pixel square. Allow a margin of 150 Pixels on each side of your logo. This means that the actual logo size needs to be 750x750 (helpx.adobe.com/photoshop/using/image-size-resolution.html)

• Set your resolution to 72 dpi (helpx.adobe.com/photoshop/using/image-size-resolution.html)

• Colors should be in RGB (helpx.adobe.com/photoshop/using/color-modes.html)

• Use a solid color background; white or busy patterns are not allowed.

• In order to guarantee legibility, your font size should be at least 52pt. We recommend using a sans-serif font when spelling out your organization’s name to maximize on-screen legibility. One example of a font that reads well is Helvetica Neue Bold.

• Logos with a lot of detail are harder to read on-screen, so if you are redesigning your logo, we recommend that you keep it simple.

When your organization has an image that is ready for submission, please send the jpeg/png to nucsi@northeastern.edu for review. If the design falls in line with the guidelines, it will be approved and loaded into the program that plays on the screens. If edits are needed, CSI staff will work with your organization until the image can be approved.
**Digital Signage**

Recognized student organizations are eligible to submit content for digital signage screens around campus.

Please make sure that all contracts, legal agreements, space agreements, etc. are confirmed before sending the slide/content for posting.

Content for the following screens can be submitted via this link: tinyurl.com/digitalsignageform.

- Afterhours Plasma Screens
- Curry Student Center Plasma Screens
- East Village Lobby
- Eli Hall Lobby/Blackman Auditorium
- Speare Housing Customer Service Desk

Please keep the following guidelines in mind:

- Images must be clear and organized
- Images must be formatted to fit the digital screens. The screens in the CSC, Eli Hall/Blackman, and Afterhours are vertical at a 16:9 ratio. All images/slides/content must be set to a display ratio of 1920×1080 dpi
- Use ONLY Northeastern University or OrgSync emails/websites on slides
- Click the check boxes for the areas you want to have the slide posted. Please note that there are multiple screen moderators and submission of the form does not guarantee posting on all screens requested.
- JPEG, IMG, GIF, PNG, PPT, FLASH, MOV, files accepted
- Movie files should be no longer than 30 seconds and should not have sound
- Submit slides at least seven (7) business days before the event – slides will be installed within 48 hours of being received.
- The maximum time limit for an ad is three weeks prior to the event.

For the Marino Center digital screens please contact (617) 373-8590 or stop by the Campus Recreation Office in Marino for approval and specifics.

**Reserving Windows in the West Addition**

The Curry Student Center West Addition windows are available for recognized student organizations to hang posters, flyers and paint advertisements. The event advertised must be approved by the Center for Student Involvement or the Associate Director of Operations of the Curry Student Center. The approved event or activity must be the focus of advertising to the general Northeastern Community.

- All advertising must be for a specific event or series of events.
- Advertising is limited to a maximum of 5 panes of glass or less per organization for a maximum of two weeks per event.
- Painting/posting must be in English or provide an English translation, and all content and/or symbols must be pre-approved before posting.
- There will be no posting/taping/painting on the metal portions of the windows.

Paintings and posters may not be posted over 84 inches above the ground. Anything above 84 inches tall can only be installed by a university approved contractor and will cost approximately $400. Please inform Curry Student Center Operations at least one week prior to reservation start to schedule the contractor, otherwise, there could be delays installing your posters. Standing on tables and chairs to install your posters is strictly prohibited.

It is the responsibility of the sponsoring organization to remove all flyers/posters on the last day of their reservation and to restore the windows to their normal state. Failure to do so will incur a fee of approximately $250.

If you wish to paint the windows, you must paint with water-soluble artist paint/crayons. Facilities must wash and clean the windows and restore the windows to their normal state. This service comes with a fee of $250.

Please fill out the West Addition Window Request form to reserve a panel of windows, tinyurl.com/WestAdditionWindowRequest. Please remember that the panels are first come first serve; Availability cannot be guaranteed.

For standard poster sizes, up to 84 inches, contact NU Reprographics: collegiatepress.com/northeastern

For larger window graphics installations, recommended vendors include seaportgraphics.com and citiusprint.com.
BRANDING GUIDELINES

Whether you are starting a new student group or are part of a well-established organization, you will want a unique, representative logo that puts your best face forward and protects you from potential trademark issues with outside entities. Here are some rules to abide by for University usage and approvals.

Logo Creation

• When creating a new logo or identity, you should graphically represent what your group is about or supporting, as opposed to just representing Northeastern. This will help your group express its individuality and broadcast its core purpose.

• To make it clear that your group is part of the University, you may write out “at Northeastern University” within the identity or group name. Just be sure to spell out the full name, do not use “Northeastern” alone.

• Groups that are part of a nationwide or international organization may use the identity the organization provides, but the materials the group produces must still follow the established approval process, as noted in the Approval Process section.

• Existing logos—even those in use for many years—are subject to standards specified in this handbook and must be revised to follow the current branding guidelines and approval processes. This will ensure that all student groups are accurately and appropriately representing themselves and the University.

Logo Restrictions

• Although student groups are an essential part of the University community, they voice their own ideas and opinions, not those of Northeastern University as an institution. Therefore, each student group needs to create a graphic identity that is separate from the University’s.

• For this reason, either as part of your mark or separately, student groups may not use, in whole or in part:
  - The official Northeastern logo, word mark, seal, or stationery
  - Logos or other elements from Athletics and/or Alumni Relations (such as those pictured)

• The usage of “NU” is not permitted, either contained within or paired with logos.

• Logos may not resemble those of other organizations, such as companies like Nike. We recommend researching existing logos to ensure that your group’s logo is unique, to avoid potential legal issues in the future, and to help your club truly stand out.

Approval Process

To ensure consistency in adhering to University branding standards, all logos and any product containing branding—regardless of the quantity of the item—must first be approved by the Center for Student Involvement. Your CSI Program Manager will work with the Marketing and Communications department to obtain approval.
CHALKING ON CAMPUS
Chalking may only be done by recognized student organizations and University departments that are sponsoring an approved activity and/or program. The focus of the advertising must appeal to the general interest of the Northeastern community.

Guidelines
• All student organizations MUST only use chalk made available by the Center for Student Involvement. Please visit CSI to obtain the chalk—it is free for your use.
• Any writing done with other chalk will be considered vandalism and is subject to referral to the Office of Student Conduct and Conflict Resolution (OSCCR).
• Any cleaning charges as a result of using non-approved chalk will be billed to the individual or student organization responsible.
• No spray chalk is permitted on campus.
• No chalking is permitted on any step, stoop, or vertical surface (vertical surface to include, but not limited to, pillars, risers, or windows). Please be sure that the area you are chalking on can be reached by rain.
• Chalking is limited to 25 words or less per event in any one area. Please be brief in your message.
• Please include the following:
  - Name of Event
  - Location
  - Date
  - Time
  - Sponsor

Chalking shall be restricted to the following areas:
• Snell Library Quad
• Snell Engineering walkway, leading toward Forsyth Street
• Centennial Common (between Shillman and Ryder Halls, and Forsyth and Leon Streets)
• Sculpture Park and Robinson Quad to the steps of Columbus Garage Bridge
• Stetson Quad from Speare Common to Opera Place and Forsyth Street
• World Series Way (between Forsyth Street and Hayden Hall)
• West Village Quad
• Bulfinch Pathway from Krentzman Quad to Snell Library Quad
• Sidewalks surrounding International Village (not to include Ruggles MBTA station steps and landings)
• Cabot Court Quadrangle

Note: No chalking on Boston public sidewalks is permitted.

PUBLICATION DISTRIBUTION GUIDELINES
Any recognized student organization that wishes to distribute material (newspapers, articles, magazines, cards, books, booklets, circulars, flyers, handbills, leaflets, etc.) must obtain approval prior to such distribution consistent with the terms of the Sales and Solicitations Policy. When distributing materials in the Curry Student Center approval must also be obtained prior to distribution by contacting Curry Student Center Operations at CSCoperations@northeastern.edu.

Residence Hall Groups
• Residence Hall groups must comply with the University’s Sales and Solicitation Policy and with applicable Residential Life and University Housing Policies.

Removal of Materials
• Sponsors of approved materials are responsible for the removal and disposal of surplus and/or outdated publications. Failure to timely remove outdated approved publications will be considered littering and may result in the assessment of disposal charges, disciplinary action, and/or legal action.

Failure to Follow Distribution Policy
• Failure to follow the guidelines in this policy including, but not limited to, unauthorized posting or distribution, may result in disciplinary action and/or other legal action.
The Student Activities Business Office (SABO) is the financial center for all student organizations. SABO provides accounting and banking services, fee-free accounts, monthly financial statements, and financial training. Working with SABO, you will learn how to manage your student organization’s finances and as a result, a little more about your own finances. In addition, the responsibility you have looks great on a resume and will help you manage budgets in the workplace. In this section, you will learn how to manage your student organization budgets, how to earn money for your organization through fundraising, and helpful information on spending guidelines.

THE STUDENT ACTIVITIES BUSINESS OFFICE

Located in 434 CSC, SABO is the financial center for all recognized student organizations. SABO provides fiscal support, including banking, management tips, distribution of Student Activity Fee (SAF) and Graduate Activity Fee (GAF) money, and audit services. For the convenience and protection of your organization, all organizational finances must be handled through this office. The information outlined in this section is especially important for your organization’s treasurer and advisor. In order for your undergraduate or graduate student organization to establish an account, it must be recognized and in good standing with the Center for Student Involvement. Organizations must fully re-register once each semester to maintain an active status. Refer to the Recognition & Registration section for more information. Failure to re-register each semester will result in your student organization being declared inactive and all funds in the student organization account(s) being frozen. With the exception of deposits, no activity will be permitted against the account(s) until the student organization is re-registered and in good standing.

FINANCES & FUNDRAISING

ESTABLISHING AN ACCOUNT

Budget and Cash Indexes

Accounts funded by the Student Activity Fee or Graduate Activity Fee are called Budget Indexes. Student fee money may only be used for approved expenses. All expenses require the organization advisor’s signature approval (not the CSI Program Manager). Any balance in a Budget Index at the end of the fiscal year reverts back to the funding entity for future funding. Undergraduate organizations should refer to the Student Activity Fee (SAF) Manual for detailed procedures. Graduate organizations should visit the Graduate Student Government’s website at northeastern.edu/gsg for more information on funding guidelines.

Accounts with money from organization-generated or outside funding sources are called Cash Indexes. Funds in a Cash Index may be spent at the discretion of your organization, with the exception of drugs, alcohol, tobacco products, or personal products. All expenses require your organization advisor’s signature. Any deposits made by your organization will be placed in your Cash Index. Any remaining funds in the Cash Index at the end of the fiscal year stay with your organization, and are carried forward into the next fiscal year.

Outside Bank Accounts

Student organizations may not hold a bank account outside of Northeastern. All finances must be handled through SABO. Please meet with your CSI Program Manager if you have questions about this policy.

FOR MORE INFORMATION

For more information on SABO, call (617) 373-4329, email sabo@northeastern.edu, or visit northeastern.edu/sabo.
Student Organization Treasurer Responsibility

It is the Treasurer’s primary responsibility to follow the published rules and regulations, and to relay financial information to organization members. All expense transactions require the signature of the organization’s advisor. While spending decisions should be made inclusively as an organization, the signature of the Treasurer, President, and other officers or members are not authorized. This is to ensure advisor knowledge of financial activity and to maintain accountability.

Any student found violating policies and regulations, or processing financial transactions without the authorization of their advisor, may be subject to disciplinary action and may be held personally liable for financial obligations incurred.

Organizations that violate financial policies are subject to suspension, probation, or withdrawal of Northeastern recognition.

Advisor Responsibility

All advisors are required to be full-time faculty or staff members at Northeastern. Student organizations are permitted to have a co-advisor, who must also be a full-time Northeastern faculty or staff member. Co-advisors allow for flexibility of signature authorization in case one advisor is difficult to reach or will be away from campus for a period of time. Your advisor should be familiar with the policies of the Center for Student Involvement, SABO, and Northeastern. Advisors should ensure that all expenses are legitimate organization expenditures and within Northeastern and SABO guidelines. All expense transactions require the signature of the organization’s advisor. In addition, the advisor should regularly review the status of the organization account in Banner to ensure the integrity of transactions against the account.

Electronic Banner Approval Process

Each advisor must complete the SABO Advisor Banner Access form in OrgSync to gain signature authority for your organization. Once the form is completed on OrgSync, SABO will email the advisor with a PDF copy of the completed form to be signed and returned to SABO. Forms can be returned to SABO via email, fax, or interoffice mail. Advisors can access resources about Banner on the SABO website at northeastern.edu/sabo.
SOURCES OF FUNDS

The standard sources of funds for recognized student organizations include:

- Student fee allocations
- Funds generated by the organization
- Department contributions
- Co-sponsorships

Student Fee Allocations

All students are assessed mandatory fees each academic semester they are enrolled at Northeastern. The funds generated from these fees are used for student programming and initiatives. The following are the three types of fees assessed.

The Student Activity Fee (SAF):

Administered by the Finance Board of the Student Government Association (SGA) for undergraduate student organization programming. For a detailed description of the SAF funding request process and requirements, please refer to the Student Activity Fee Manual, available at:

332 CSC
(617) 373-2651
www.sga.neu.edu

The Resident Student Fee:

Administered by the Resident Student Association (RSA) for residence hall programming. Note: these funds are not typically available to student organizations, with the exception of RSA. For more information on the Resident Activity Fee (RAF) Manual, visit:

Stetson West, Suite 128
(617) 373-8682
www.rsa.neu.edu

The Graduate Activity Fee:

Administered by the Graduate Student Government (GSG) for individual graduate student conferences and graduate student organization funding to support programming and initiatives. Please consult GSG for more information:

236 CSC
(617) 373-4502
northeastern.edu/gsg

Signature Authorization

Your organization advisor’s signature on the SABO Banner Access form is vital as it provides the appropriate signature for those authorized to approve expenditures against your student organization account. If your advisor is expected to be away, they may have a co-advisor act in their place. If there is no co-advisor, they may appoint a full-time Northeastern faculty or staff member to act as a temporary advisor.

Once a substitute has been designated, please make sure their contact information is updated in OrgSync. This can be accomplished by having your temporary advisor create an OrgSync account (if they have not already done so) to submit their information in the system to become affiliated with your organization. They must complete the SABO Banner Access Form via OrgSync to become approved by the Center for Student Involvement and SABO to conduct business for your organization. When your organization advisor returns to campus, they can log into OrgSync to change the information back, restoring him/her as the advisor to your organization.

If there is an emergency situation and no secondary advisor has been appointed, the Assistant Dean of Student Engagement or designee may have temporary signature authorization upon discretion.

Per Northeastern’s Professional Standards and Business Conduct Policy, authorized signatories must not approve a payment to themselves or a family member, nor approve a group of payments that includes a payment to themselves or a family member. The individual’s supervisor or the next higher-level supervisor must authorize such disbursement.
FUNDRAISING POLICIES & PROCEDURES

Student Group Generated Funds

Your organization is encouraged to fundraise and seek outside contributions from academic departments and/or co-sponsorships. Money raised is deposited into your student organization Cash Index. The balance in these accounts at the end of the year automatically rolls forward to the new fiscal year.

All fundraising, collection and solicitation events must first be approved by the Center for Student Involvement. To host a fundraiser or solicitation event, meet with your CSI Program Manager and complete the Fundraising/Collection/Solicitation request form three to four weeks prior to the event, depending on the type requested.

Cash Collection/Sale of Goods

When necessary, student organizations may collect cash on campus. Cash collection is limited to certain areas, and must be conducted according to the following policies:

- Student organizations wishing to collect donations or sell goods must complete a Fundraising/Collection/Solicitation Request form, found on OrgSync. Please submit this form for approval no later than three weeks prior to your event.
- Student organizations may sell items or collect cash in the following areas without the need for an NUPD detail:
  - $20 or less per item in Curry Student Center
  - $10 or less per item in the Library Quad, Krentzman Quad and Bulfinch Path
  - Sales or collections in excess of these limits may be possible with the presence of an NUPD detail
- Cash collection or sales of any kind taking place in Speare Quad, Centennial Common or any location not indicated above must have an NUPD detail.
- Cash collection or sales of any kind in conjunction with a large event must have an NUPD detail, regardless of the cost per item.
- A cash box is required for all cash collection.
- When cash on hand reaches $150, a deposit must be made with SABO. All deposits must be made with at least two members of the student organization in attendance.
- All cash collection activities must be approved by your CSI Program Manager in advance.

Please note, currently there are no approved platforms for online sales and collection of funds for student organization use. Please speak with your CSI Program Manager if you have further questions.

DID YOU KNOW

While collecting funds, a minimum of two (2) organization members must be present at all times.
Penny Wars/Coin Collection

Student organizations wishing to have a Penny War must complete a Fundraising/Collection/Solicitation Request form, found on OrgSync. Please note that SABO will not accept rolled coins. Coins must be transferred into bill form before a deposit with SABO can be made. To coordinate an NUPD police escort to the bank, please contact your CSI Program Manager. An NUPD police detail will escort you to Bank of America (on Huntington Avenue during the bank’s hours of operation) to exchange the coins for small bills. Please note that at Bank of America, for immediate exchange to bills, coins must be pre-rolled or a ten day processing period may apply. Once the coins have been exchanged, your organization will be escorted back to SABO to deposit your cash. For further instructions on making a deposit, please see Completing a Deposit Slip later in this section.

Philanthropic Fundraising

Philanthropic fundraising exemplifies a community spirit of caring. The policy requires that:

- Only recognized student organizations sponsor fund drives.
- Solicitation is not allowed in classrooms nor in faculty or administrative offices.
- Definite and realistic time and goal limits for each project must be included in the request for approval.
- No more than one major fund drive for charity will be allowed in any semester.
- All money collected must be deposited with SABO.

When your organization is ready to send a check to the charity, the following must occur:

- A memo must be written detailing the total amount of funds to be donated and the reason for the donation. The memo must be signed by your organization’s advisor (you may assist in preparing the memo for them to sign if that is easier).
- You will also need to submit proof of where to send the check. That could be a screenshot of the organization’s website or correspondence with a contact from the organization.
- This documentation must then be attached to a Direct Pay Form, which must be signed by your organization’s advisor, then submitted to SABO for processing.

To gain approval for this type of fundraising, submit a Fundraising/Collection/Solicitation Request form to your CSI Program Manager.
SOLICITATION

There are a variety of different forms of solicitation your organization may pursue. This section describes each type of solicitation in greater detail, and provides information about how to gain proper approval.

Solicitation of Donations

Before your organization approaches an individual, group, or outside agency/business with the intent to solicit (either for the purpose of raising funds or to request donations of goods), you must obtain approval from the Center for Student Involvement. Solicitation efforts are carefully monitored by the University to ensure compliance with fundraising policies while concurrently ensuring coordination with the University’s overall fundraising and solicitation efforts. Solicitation requests should be submitted at least four weeks in advance to allow time for review by various University constituents.

Example of this type of solicitation: Your organization is hosting an event and would like to give out tickets to each event attendee for the chance to win door prizes. Rather than purchase door prizes, your organization would like to get items donated. You plan to approach local businesses to see if they would be willing to donate items, gift cards, or funds to help support your event.

Sales and Solicitations/Outside Vendor Policy

Northeastern is not a marketplace. Sales or solicitations of any kind are prohibited without written permission from designated officials of the University.

To comply with federal and state laws regarding not-for-profit corporations, Northeastern must regulate the amount of commercial activity permitted on campus. Therefore, University policy states that outside vendors are prohibited from selling or promoting products or services on campus without prior permission from University officials. The campus shall include the physical campus and extensions of the physical campus, such as Northeastern’s website. Permission may only be granted if there are no conflicts with existing contracts for goods or services.

Outside vendors shall include, but not be limited to, the following:

- College tours
- Radio stations
- Banks
- Telephone or telecommunication providers
- Testing services
- Credit card or discount card companies
- Coupon books
- Storage services
- Food vendors
- Clothing vendors
- Merchandise vendors
- Direct mail vendors

To request an exception to this policy, please reach out to the following:

- Student organizations may request an exception from the Center for Student Involvement by filling out the Fundraising/Collection/Solicitation form on OrgSync.
- Residence hall groups (who are looking to solicit in the halls) may request an exception from the Associate Dean of Cultural and Residential Life, or designee.

Please note that solicitation is always prohibited in certain public areas, such as classrooms, lounges, and cafeterias.

Example of this type of solicitation: Your organization is approached by a local food vendor who would like to come to campus to sell their product and promote their new business. They want your organization to help them get space and assist with their marketing and promotion by advertising on campus. This type of solicitation is not permitted. Please consult with your CSI Program Manager for any all requests.
Sponsorships

Your organization may be approached by a company looking to sponsor either your organization as a whole or a specific event your organization is hosting. If your organization chooses to accept this sponsorship, please note that representatives from the sponsoring company should never come to campus to promote their product or business. You may include information about their sponsorship in printed materials, or members of your organization can give out material on behalf of the sponsoring organization. However, no members who are affiliated with the sponsoring company are permitted on campus as mandated by the sales & solicitations and outside vendor policies.

Example of this type of solicitation: A local business approaches your organization and donates $100 to support your upcoming event. They also provide a case of granola bars to hand out at the event. Your organization can thank them for their donation in the event materials and your organization members may hand out the granola bars at the event. No members from the sponsoring group should be present at your event. The food policy applies as well.

Your organization may choose to apply for a grant from a for-profit or non-profit entity to help financially support an event or be put toward general organization business. Prior to applying or submitting any paperwork, please consult with your CSI Program Manager. It is important to ensure the potential funds are coming from a reputable source that does not obligate your organization to certain expectations if you were to receive and subsequently accept the sponsorship.

Conflict of Interest

Individuals within a student organization or members of their family may not benefit financially from services one provides to the group. Student organizations and their individual members may not procure the services of an outside individual or company if a member of the student organization, or a member of his/her family, would benefit financially from the arrangement. Exceptions to, or waivers of this policy, or a determination that, in fact, no conflict exists in a particular setting, may be granted by the Assistant Dean of Student Engagement or designee based on a written request for the waiver/exemption/determination that sets forth and fully and accurately describes the particular relationship and arrangement.
GAMBLING, GAMING, & RAFFLE POLICY

A raffle is defined as a lottery in which a person buys a chance to win a prize. Student organizations are not permitted to hold raffles or lotteries due to the significant restrictions and strict governance of such activity by the Commonwealth of Massachusetts. However, door prizes where there is no exchange of money are permitted. The circumstances must be such that everyone has an equal chance of winning, and the opportunity is open to all attending the event. As such, raffles and door prizes are not viable sources of fundraising.

On-campus gambling is defined as the unlawful engaging in, playing, operating, or assisting in operating a game of chance for money or some other stake, as well as the sale of lottery or raffle tickets. Gambling/gaming includes, but is not limited to, casino events; card tournaments (including those online); selling of pools, raffle or lottery tickets; taking or placing bets on sporting events; and Bingo. Any proposed event or fundraiser falling under this description, if there is a payment of money or some other stake for admission or prizes, will not be considered for approval.

Gambling or gaming type events will only be considered if:

- The program is part of a recognized student organization
- The entertainment or education of the campus community is the goal of the event/program
- No money is charged to participate in the event, and there is no exchange of money
- They are in compliance with local, state, and federal laws

Such events and programs may not be set up as fundraisers.

A student organization must meet with their CSI Program Manager at least six weeks prior to the proposed event to ensure that all aspects of this policy are understood and the event can be approved. A written proposal for exception to this policy must be submitted to the Assistant Dean of Student Engagement or designee for consideration.

Tangible Goods

Organizations can sell items created or produced by the members of the organization, such as jewelry or t-shirts. Goods must be provided at the time of sale, with the exception of a product or service provided directly by the student organization related to a seasonal date of delivery (such as Valentine's Day flowers or candy-grams). Catalog sales are not permitted, as items are not immediately available to the buyer. Submit a Fundraising/Collection/Solicitation Request form with a description of the items you plan to sell to gain approval prior to purchasing the items or advertising.

Selling Tickets

Selling tickets to an event requires some advance planning. All ticket sales must be processed through the Northeastern University Box Office. For events needing tickets, please fill out the Ticketing Request Form on OrgSync. Please see Events Requiring Tickets in the Event Planning & Policies section for additional information.

Northeastern Department Support

If an organization's program or membership is of particular interest to a department, consider seeking support from them. In order for money to be transferred from a Northeastern department to a student organization, a Journal Entry form must be completed by the Northeastern department and forwarded to SABO for processing.

Northeastern departments may be able to provide some indirect forms of support as well. Departments may allow the organization some telephone or photocopying privileges, which can save money for other activities. Departments may have suggestions for additional outside support or contributions.

If nothing else, ask them to help promote your organization or event. Consult the Center for Student Involvement before soliciting administrative offices. Solicitation of individual Northeastern students, faculty, or staff is prohibited unless the organization receives permission from the Center for Student Involvement.
Outside Support
Some organizations obtain support directly from their church or community groups, honor societies, fraternal organizations, or similar sources. These funds are deposited into the student organization’s Cash Index in SABO in the form of cash or checks payable to Northeastern University. Please work with the CSI staff to ensure this is done appropriately.

Co-Sponsorship and Networking
When your organization is in the planning stages of a project, invite another organization to get involved. Co-sponsorship of an event is a creative method of making the most of limited resources. With nearly 400 recognized student organizations, there are likely to be a few that have an interest in sponsoring a program with your organization. The expenses may be split on a Direct Pay Request form when making payment, or student organizations may transfer funds to one another via a student group transfer form. Refer to the Transfers and Direct Charges section of this guide for additional information. Two (or more) organizations working on the same project have more financial and human resources than one working alone.
DEPOSITING YOUR MONEY

Deposits
Deposit all money into your student organization Cash Index immediately. Never allow any members or officers to take the money home or deposit it into their personal account. This is risky, as well as a violation of Northeastern policies. Deposits should always be made to the Cash Index. SABO staff will promptly credit the Cash Index and give your organization a deposit transaction copy for your records. When collecting funds during fundraising initiatives, you will be asked to make a deposit when your cash-on-hand reaches $150. You are permitted to keep $50 on hand to make change. Please make sure all checks are made payable to “Northeastern University.”

Night Deposits
To deposit money when SABO is closed, complete the deposit slip and put all copies in a sealed envelope with any cash, checks, and change. Contact the CSC Building Manager at (617) 593-2409 to assist in depositing the funds into the night deposit safe. The Building Manager will escort the individual to the night safe and unlock it. Deposit the funds into the slot.

Pick up the verified receipt at SABO the following business day. If the Student Center is closed at the end of an event, Public Safety can provide the individual with a lock box.

A student organization member must then return to Public Safety the following day with the key and retrieve the money to be deposited at SABO.

Cash Boxes
Cash boxes are available to borrow from SABO when a student organization is collecting money for an approved fundraising event. A student organization may request up to $50 in cash, per event, to make change. Please note that this is only a possibility if your organization has the requisite funding available in your account. To request change, complete a Petty Cash request form indicating the amount and denomination(s) that is desired. Have the organization’s advisor sign the petty cash request and then submit it to SABO, along with the fundraising approval email from the Center for Student Involvement.

About Checks
- All checks should be made payable to Northeastern University and will be endorsed by SABO.
- For the protection of the student organization, obtain all information possible from an individual paying by check. If a check bounces, it can be tracked if you have a name, student ID #, permanent address, and phone number.
- Any checks not honored by the bank will be deducted from the student organization account. SABO will notify the student organization in writing, along with a copy of the returned check for their records.
- It is the student organization’s responsibility to collect on any bad debt.

DID YOU KNOW
Direct Pay Request Forms and Reimbursement Forms can be downloaded from the SABO website.
### COMPLETING A DEPOSIT SLIP

1. Fill in the total of cash and coins in the “Currency” and “Coin” lines. Calculate the total amount of cash being deposited.

   Itemize each check number and the total of each check.

   Please make sure all checks are made payable to “Northeastern University” only.

2. Put the total of currency and check in the “Total” box.

3. Put the organization name and Cash Index number on the “account #” line.

   Specify the event or type of fee on the “Source of Funds” line.

   Fill in the name of the individual doing the transaction on the “Deposited By” line and fill in the date.

4. Place the money and deposit slip in an envelope.

   Submit the money and deposit slip to SABO (see the “Night Deposits” section for after business hours deposit procedures).

5. SABO will return the verified yellow receipt to your student organization.
SPENDING GUIDELINES

Disallowed Expenses

No payment or reimbursement will be transacted for the following expenses:

- Alcohol (regardless of age; unless under contract with Chartwells or contracted facility)
- Drugs (including over-the-counter medications, i.e. aspirin)
- Tobacco products
- Fines, penalties or charges incurred by personal negligence
- Personal products/expenses

Tax-Exempt Status

Northeastern University is a not for profit institution and is therefore tax exempt in the Commonwealth of Massachusetts. This exemption includes purchases of all tangible personal property by Northeastern to the extent that such property is used in the conduct of the business of the purchaser. This exemption does not include such taxes as service or meals tax. Willful misuse (including use for personal purchases) of this exemption may result in criminal tax evasion sanctions. Tax exempt forms may be accessed from: northeastern.edu/ap/taxexemptforms.

Additional State Exemptions

Northeastern has reciprocal agreements with other states allowing for certain tax exemptions. When traveling to any of the states listed below, contact SABO to confirm the exemptions of the particular state. Copies of exemption certificates can printed out from the Accounts Payable website.

Northeastern University has exemption certificates for the following states:


Direct Pay Request Form

Direct Pay Requests are used to request payment for any services, performer payments, or purchases from vendors. Payment is made in the form of a Northeastern University check. Keep in mind the following when completing a Direct Pay Request Form:

- Amounts over $1,000 require a longer time to process because the signatures of two Northeastern officials are required.
- The original invoice, approved contract, or original, itemized receipt(s) must be attached to the Direct Pay Request Form for the check to be processed.
- When paying a vendor directly, there should be one invoice or contract per Direct Pay Request Form.
- When paying a vendor from the United States, a W-9 must also be submitted with the Direct Pay Request Form. The name on the W-9 must match both the name on the Direct Pay Request Form and the contract (if applicable).
- If a purchase order initiated the purchase of merchandise, fill in the purchase order number in the P.O. # section of the form.
- Provide a contact name and phone number on the form for any questions that arise while it is being processed.

Processing time: A check will be mailed approximately 10 business days after the Direct Pay Request is submitted to SABO and approved. Influencing factors include the amount of the check request, the current volume of check requests at Accounts Payable, and how many signatures the request will require. Please plan accordingly.

General Notes:

- This form must be signed by your organization’s advisor (not your CSI Program Manager).
- Questions regarding financial matters should be addressed with SABO or your organization’s advisor. CSI Program Managers do not have access to financial records.
HOW TO FILL OUT A SABO DIRECT PAY (DPAY) REQUEST FORM

1. Vendor Name and Address: The name and address of the person or company that is being paid is filled in here. It must match the information on the contract generated by CSI, the accompanying invoice, and the W-9.

2. Social Security Number or Tax ID Number: As with the Vendor Name and Address, the Social Security Number or Tax ID Number must match the information on the Northeastern contract and W-9.

3. P.O. #: This box must be completed if your organization used a purchase order (P.O.) to guarantee payment to a vendor before issuing a check. (Contact SABO for more information about P.O.s)

4. Invoice # and Invoice Date: This information can be found on the invoice provided by the vendor. If the invoice does not have a number and/or date, use the contract number and date instead. If there is no contract affiliated with the submission of this form, follow the instructions on the left hand side of the Direct Pay Form.

5. Index/Account Code: If funded by a governing body (i.e. SGA or GSG), this information can be found on the funding approval form. The Index refers to the organizational account from which the money will be taken. The Account Code indicates the way in which the money is being used (i.e. for food or entertainment or printing costs).

6. Net $ Amount: The Net Amount should reflect the final invoice amount or the agreed upon fee found within the contract.

7. Advisor Approval: Your advisor must sign and date this section. If you choose to pursue electronic submission of this form, please follow the steps outlined on the SABO website.

8. Description Block: This area must be completed with a description of what the check is paying for, such as “DJ for Welcome Back Party.”

9. Contact Information: Include a contact name and phone number for a member of your organization who can answer questions about the form should they arise during the form’s processing.

Note: For any sections of the form not explicitly detailed above, please leave blank.
Petty Cash
- Petty cash reimbursements provide your organization with immediate cash reimbursement of up to $50 per day.
- Complete a Petty Cash request form, attach the original itemized receipts, and have the organization's advisor sign/approve the form.
- Present the approved form, with the original itemized receipts, to SABO. The individual will receive immediate cash reimbursement, provided the account has sufficient funds.
- The pink copy of the Petty Cash form will be returned to the student organization for their records.

Processing Time: Same day

NOTE: Reimbursements for more than $50 should be processed on an Expense Reimbursement Voucher form, which requires a few days to process and have a check issued.

Payment for Services
To pay a performer, speaker, service provider, or off-campus location, you must have completed the process for a contract to be signed. Please see the section on Contracts and Insurance for additional information about that process. Please note that your group cannot advertise your event before the contract(s) are fully executed.

The contract process and the payment process go hand in hand, and you should work with your CSI Program Manager to ensure you complete the necessary steps in an appropriate time frame. While the contract process will occur at least 6-8 weeks prior to your event, starting with submission of the pre-contract form on OrgSync, the payment process could also get started at that time as well. Most vendors expect payment immediately following the event, so you must work with your CSI Program Manager to ensure the contract and Direct Pay Request Form paperwork is correctly completed in a timely manner. Please see the Direct Pay Request Form section for more information regarding this paperwork.

Reimbursements
- Reimbursements must be made payable to the individual that incurred the expense.
- Reimbursement to an individual for expenses paid in the amount of $50 or less can be processed on a Petty Cash request form or a Reimbursement form. Reimbursements greater than $50 require a Reimbursement form.
- Complete an Expense Reimbursement Voucher form, attach the original, itemized documentation including proof of payment (i.e. receipts, invoice, order form, registration form, etc.) and have your organization’s advisor sign/approve the form.
- The approved Reimbursement form and original, itemized documentation, signed by the advisor, must be submitted to SABO, either in person in 434 CSC or via email using the method outlined on the SABO website. NOTE: Checks cannot be made payable to the same person who approves the form. In these cases, your organization’s advisor should have the individual they report to authorize any reimbursements for out-of-pocket expenses they have incurred on behalf of the organization.
- The Reimbursement form will be processed to generate a check, provided your account has sufficient funds.
- Should your group desire a copy of the documentation, you should make photocopies of the reimbursement form and accompanying receipts for your records prior to submitting the originals to SABO.
- The original, itemized documentation should clearly show proof of prior payment by the individual being reimbursed. Statements, photocopies, and credit card receipts are not acceptable forms of documentation. Statements do not itemize what was purchased and could contain prior balances that have already been paid. Photocopies have the potential of being altered or replicated for multiple payments.

SABO reserves the right to not process payment or reimbursement for goods or services that are not clearly identified by official documentation.
Purchase Order (P.O.)

When buying resource materials for your organization, such as t-shirts or giveaways, your organization may complete a purchase order (P.O.) in advance. Purchase orders are a promise of payment to a vendor in exchange for goods or service. A purchase order encumbers money from your group’s account so that once the order is received, the money has already been reserved for that purchase. If the received merchandise is satisfactory, then a Direct Pay Request form must be processed in order to pay the vendor.

Quotes are appropriate to obtain purchase orders, but not to request payment. A quote is an estimate, not the exact amount due for payment; therefore an invoice should be submitted for payment.

How to Obtain a P.O.

• Request an itemized quote from the vendor. The quote should provide the vendor’s name, address, and phone number, as well as an itemized list of what is being purchased, the unit cost of each item, any tax and/or shipping, the total cost of the order, and any special arrangements.

• Have your organization advisor approve and sign the quote.

• Present the approved quote to SABO. If your organization has sufficient funds to cover the estimated cost, money will be encumbered and the P.O. will be issued by SABO.

• SABO will retain a copy and the original quote. Make an additional copy of the quote for your group’s records.

• The three copies of the P.O. are distributed in the following ways:
  - **White**: sent to the vendor
  - **Yellow**: for student group records
  - **Gold**: submitted with the Direct Pay Request form and original, itemized invoice to initiate payment to the vendor

Processing time: same day, as long as all requirements are fulfilled.

Any order over $1,000 requires written bids from at least three different vendors. The choice should be the lowest bid. If the choice is not the lowest bid, you must attach a written explanation for the decision.

To avoid the account being charged twice, remember to note the P.O. number in the appropriate Direct Pay Request form box.

If the vendor does not require a P.O., simply attach the original, itemized invoice to a Direct Pay Request form for payment.

Do not pay a vendor in advance of receiving the merchandise. Should you not receive the merchandise, or receive it in unsatisfactory condition, you may lose leverage to negotiate a resolution and/or lose your organization’s money.

WHY EVERYONE LIKES P.O.’S:

• Businesses and vendors prefer P.O.’s because it assures them that the organization is approved to make the purchase and guarantees them payment.

• Northeastern prefers P.O.’s because it assures us that your group planned and prepared to make a purchase.

• Student groups prefer P.O.’s because they don’t have to use their own money up front and then be reimbursed.

• Groups can be assured that the company delivers what was ordered.
Stop Payments
On rare occasions, a check may be lost or stolen and a cancellation of payment (stop payment) is necessary.

Should your group find themselves in this position, send SABO an email or memo stating:

• name of the person, company, or organization the check was made payable to
• the amount of the check
• the invoice number
• the date the request was submitted to SABO
• the reason for stop payment
• whether the check is to be voided or reissued

Check void means the check is no longer required. If your organization had a check processed that is no longer required, and you wish to cancel it, return the original check to SABO and ask them to void it. Do not destroy the check! SABO will need the check in order to void it.

Check reissue means the check in its current form contains faulty payment information. A new check with the correct payment information is required. Confirmation from the bank takes approximately 10 working days. Once SABO receives the confirmation, a check can be reissued, if appropriate.

Procurement Card
SABO may be able to assist with purchases via the use of a procurement card, also called a Procard. A procurement card may be used to expedite the following payments:

• Northeastern computer purchases from Apple or Dell though the myMarketplace portal
• Hotel rooms
• Airfare

For more information on paying for travel arrangements, please see Travel Reimbursements later in this section.
FINANCES & FUNDRAISING

TRANSFERS & DIRECT CHARGES

Funds Transfers

This is a convenient way of making payments when co-sponsoring events or purchasing products or services from another student organization or Northeastern department. Utilize the following protocol when a funds transfer is needed.

• From your student organization to another student organization (use the Student Group Transfer form).
  - To complete the form, have the advisor of the organization incurring the expense sign the form, attach any pertinent documentation, then submit to SABO for processing. Make sure there is sufficient funding available for the transfer, otherwise it will not be approved.

• From your student organization to a Northeastern department (use the Student Group Transfer form).
  - Find out which departmental budget the funds transfer needs to be deposited into. Then complete the Student Group Transfer form accordingly, have your advisor sign off on the paperwork, and submit to SABO with any relevant paperwork (i.e.: an invoice, if one was provided).
  - SABO will then take the information submitted and process a Journal Entry form to transfer the funds from your student organization’s account to the department’s budget.

Typical Processing Time: next day

• From a Northeastern department to your student organization (the department should submit a completed Journal Entry form to their budget manager for processing).

Typical Processing Time: variable – could be quite time-consuming, depending on the department, so plan accordingly

Budget Transfers/Reallocation

These are only used internally with funding provided by the SGA Finance Board, GSG, or RSA. All other transfers occur as outlined in the Funds Transfers section.

ONLINE/ELECTRONIC PAYMENT OPTIONS

Online/electronic payment methods have not been approved by the University.

Online options that are not currently approved may include, but are not limited to, the following:

× CrowdRise
× Eventbrite
× Facebook
× GoFundMe
× Indiegogo
× Kickstarter
× Tablelist

Electronic options that are not currently approved may include, but are not limited to, the following:

× Apple Pay
× Bitcoin
× Dwolla
× Google Wallet
× PayPal
× Snapchat
× Square Cash
× Tilt
× Venmo

If your organization is interested in an online payment collection option that is approved by the University, please consult with your CSI Program Manager to see what options might be possible.
ON-CAMPUS PREFERRED VENDORS

Northeastern has contractual arrangements with service providers, called preferred vendors. Business conducted with preferred vendors can be charged directly to the student organization’s account as follows:

- Obtain the appropriate form from SABO for proper transaction authorization and billing purposes.
- Conduct the transaction with the vendor.
- Make a copy of all transaction documentation for your organization’s financial records. SABO will keep all original documentation.
- Return the original transaction documentation, enclosed packing slips and receipts to SABO. This can help with account concerns and ensure proper billing.

Office Supplies

Northeastern has a contract with Staples Office Supply to purchase office supplies, such as folders, paper, and markers. All student organizations and Northeastern departments are strongly encouraged to use Staples when ordering supplies because of Northeastern’s discounted rate and fast, convenient service.

To order, simply follow the procedures in the following outline:

- Look through a Staples Office Supply catalog available in SABO or online.
- Choose supplies to order and write down item specifics. You will need to know the item name, reference number, and page number (if using the catalog).
- Place your order through SABO. Your order will be delivered to the Center for Student Involvement on the 4th floor of Curry Student Center in two business days. Your student organization account will be charged directly.

Bookstore

Ground Floor Curry Student Center
(617) 373-2286
Office supplies, Northeastern merchandise, etc.

Obtain a bookstore voucher from SABO. Bring this, your items, and your Northeastern ID to the register for processing. Then bring the sales slip and form to SABO for filing. Store requisitions cannot be used for personal items or textbooks.

Reprographics

11 Ell and 17 Forsyth
(617) 373-5646
Northeastern’s preferred vendor for copies and printing

Student organizations are able to place online orders with Reprographics using SABO’s Digital Store Front (DSF) and Stationery Online ordering system. To place an order, visit collegiatepress.com/northeastern. If you have any issues logging into the website, or questions about your organization’s email, username, or password, please contact SABO at sabo@northeastern.edu.

Once an order is placed, an email will be sent to SABO for budget approval. The student group will then be notified via email if the order was approved or denied. To avoid having your order denied, please ensure you have sufficient funds in your account and that you are using the correct cash or budget index numbers in the budget number field.
### FOOD & CATERING OPTIONS

**Chartwells Dining and Event Services**
Northeastern's Catering Service  
neucatering.catertrax.com  
106 St. Stephens Street  
(617) 373-2479

Select a menu online and Chartwells will provide a Budget Approval form and itemized invoice. Return the form with the invoice to SABO. SABO will send the form back to Chartwells. See the section on Event Planning & Policies for additional information.

**Rebecca’s Cafe**
Rebeccascafe.com/neu  
neucatering@rebeccascafe.com  
Phone: (617) 373-2479  
Fax: (617) 373-3572

Call or select a menu online, and Rebecca’s will provide a Catering Invoice. SABO will work with Rebecca’s to approve the order, provided your organization has sufficient funding available in your account. See the section on Event Planning & Policies for additional information.

**Curry Student Center Food Court**
Sweet Tomatoes created an order form for quick and easy ordering for student organizations. You can download the form from the Center for Student Involvement’s website. Complete the required information on the order form and submit the completed form to SABO, and they will send the form to Sweet Tomatoes to confirm your order.
TRAVEL REIMBURSEMENTS

Please review the Travel Policy in the Event Planning & Policies section when traveling on student group business.

Hotel

Payment for room charges can be arranged in advance through SABO, or reimbursed upon return.

- Payment in advance: Obtain an itemized written quotation from the hotel that outlines room cost and taxes associated with the room. Have your organization advisor approve this quote and provide your account number. Submit the paperwork to SABO, and they will pay for the room in advance and directly bill your account.

- To be reimbursed upon return: Obtain an itemized, original room receipt from the hotel. Attach the hotel receipt to a Reimbursement form, obtain your organization advisor’s approval signature, and submit the documentation to SABO for reimbursement.

Airfare

Payment for air travel can be arranged in advance through SABO, or reimbursed to an individual upon return. Contact Expedia Travel to coordinate the travel arrangements.

- Payment in advance:
  - Expedia Travel: A Northeastern preferred vendor: (617) 451-4200, expedia.com
  - Obtain a detailed itinerary from Expedia. Indicate the account number to be charged on the itinerary and have the organization advisor approve and sign the itinerary. Submit approved itinerary to SABO, and they will purchase the tickets. Charges will be billed directly to your student organization’s account.

- Other air travel providers: If a more cost-effective option is available, follow the same steps noted above. In addition, documentation will be needed, which shows that Northeastern’s preferred vendors offered higher fares.

- Reimbursement of personal funds upon return from the trip: Purchase airline tickets with personal funds and be reimbursed via a Reimbursement form. Attach original, itemized documentation as proof of payment, with the cost clearly identifiable (examples include original travel agent receipt, airline ticket confirmation receipt, or boarding pass accompanied by credit card statement). Submit the approved Reimbursement form and payment documentation.

Incidental Travel Expenses

Individuals may be reimbursed for incidental expenses incurred while traveling provided the expenses are approved by the student organization and within Northeastern guidelines. Remember to request and save itemized receipts to attach to a Reimbursement form and have your organization’s advisor approve the form. Submit the approved Reimbursement form and the original, itemized receipts to SABO to generate a check for reimbursement. Note: If the expense is $50 or less, a petty cash voucher may be used in place of the Reimbursement form.
**BUS, AUTO, & VAN SERVICE**

**Automobile/Van Rental**

Vehicle rentals cannot be direct billed to a student organization account, nor can they be paid for in advance. All vehicle rentals must be paid for by an individual and then reimbursed upon completion of the trip. The agency contract, clearly indicating the total amount paid, should be submitted as backup to the Reimbursement form. Student organizations are strongly encouraged to purchase collision damage waiver insurance. All liability will be the responsibility of the traveler.

**Northeastern Transportation**

Transportation, Receiving, and Warehousing Department
1 Marbury Terrace, Jamaica Plain: (617) 373-2343

**Northeastern Vans:** Students are eligible to use Northeastern vans if they pass a driver’s test and meet the following requirements:

- Valid driver’s license
- Copy of driving record from home state
- Copy of merit rating
- Copy of physical from University Health Center
- Three years clean driving record
- Must be at least 21 years old

Access to vans is limited and based on a first come, first served basis. Two vans are available for student use but only one van can be used at a time per club/organization. If you are planning a program that requires transportation, you should seek alternative transportation options as well.

**Bus Transportation**

If available, student organizations can be driven to their destination by bus. Complete the Bus Request form in OrgSync to submit your request to SABO. They will obtain a quote and reach out to your organization to confirm the trip. Upon completion of the trip, the bus company will bill SABO, who will in turn forward the bill to your organization. A Direct Pay Request form with your organization advisor’s signature must be returned to SABO, along with the original bus company invoice, in order for payment to occur.

**COMPUTERS & CAPITAL EQUIPMENT**

Capital equipment is defined by Northeastern as nonexpendable property having a useful life of more than two years and a unit cost of $500 or more. All capital equipment must be procured, maintained and disposed of according to Northeastern policy. The equipment is considered property of Northeastern and must be housed on campus.

**Capital Equipment and Software Purchases**

All capital equipment and software purchases, regardless of cost, must be approved by Student Affairs prior to purchase. This process insures that the best value is obtained for the student organization, confirms that the equipment is compatible with Northeastern’s network, and records the item for inventory purposes.

**Purchasing Procedures**

- Obtain a written quote from Northeastern’s preferred vendor (Dell or Apple for hardware, or GA Blanco for supplies). This quote should itemize the purchase and any terms of agreement.
- If there is a better deal with another vendor, submit a quote from the preferred vendor along with the quote from the vendor of your choice.
- Write the account number to be charged on the quote, and have your organization’s advisor sign it.
- Submit this information to SABO for Student Affairs’ approval and purchase.

* Note: It may take up to one full business day for SABO to initiate your order.

**Disposal of Capital Equipment and Software**

Consult with SABO when disposing of capital equipment that is no longer needed or functional. SABO will manage the removal of the equipment and update inventory records as appropriate. Individual removal of Northeastern property from campus may be considered theft.
FUNDING FROM A GOVERNING BODY

SGA’s Finance Board and the GSG’s Finance Committee award funds to student organizations using either Student Activity Fee (SAF) or Graduate Activity Fee (GAF) funds collected from each student. Your group may apply for multiple events during the fiscal year.

Programs may be fully funded, not funded, or partially funded. Any organization that requests funding for a program and receives less than full funding will be provided an explanation. For additional information about the policies and protocols associated with requesting funds from a governing body, visit the SGA Finance Board or Graduate Student Government websites.

SGA Finance Board

Program proposals to request Finance Board funding are due by specific deadlines published on the SGA website. In order to allow proper time for CSI staff to review and approve program proposals by the committee’s deadlines, the Center for Student Involvement requires additional time to review proposals PRIOR to their deadline for submission to the Finance Board. These deadlines are also outlined on the SGA website. If you have additional questions, please speak with your CSI Program Manager.

Top 10 Tips:

1. Check out the Student Activity Fee Manual and the Finance Board deadlines on the SGA website -- it has everything you need to know for submitting a budget request: www.sga.neu.edu/saf-requests/required-documents

2. Talk with your CSI Program Manager prior to submitting a request. They’re an essential resource for planning your event!

3. Before presenting for event funding, be sure to participate in a Finance Board workshop as it is a requirement to get your event funded.

4. The presentation to the Finance Board is a low-stress presentation. Don’t worry, we’re trying to help you and your student organization’s event!

5. Each student organization is allowed 5 budget requests per year, so make sure to plan wisely!

6. If you want food at your event to be funded by the SAF, make sure that you’re budgeting for it to cost $12 per person or less.

7. When submitting a budget, put the budget in its correct budget period - Small for budgets less than $5,000, Medium between $5,000 and $15,000, and Large more than $15,000. Also make sure you choose the right month.

8. Each item you are requesting funding from the SAF to purchase must have two quotes so that your student organization can make the case why the item is necessary for your event.

9. Try to have a co-sponsor for your event! Working with other groups can ensure a better presentation, a higher likelihood to get everything approved, and a more successful event.

10. After each event funded by the SAF, your student organization must submit a Spending Report. Please see the SGA website for more details!
Graduate Student Government

Funding applications are due to the GSG at least 30 days in advance of when you need access to the funds. For events requiring contracts, ticketing, marketing campaigns, or other components that require lengthy planning timelines, please submit your funding application at least 2-3 months in advance of your event.

Top 5 Tips:

1. Plan your events for the year in advance. You have limited funding available to your organization, so if your initiatives will require funding above and beyond what is available to you from the GSG, you will need to brainstorm ways to obtain the extra funding required.

2. Meet with your CSI Program Manager before submitting your funding application. They will help you identify hidden costs associated with your program that need to be included in your funding application. This will save you time since you won’t need to edit your funding application numerous times.

3. Don’t be afraid to submit your funding application early! Funding applications are reviewed on a rolling basis, so this will allow your organization to receive an early determination and will give you plenty of time to appropriately plan for your event.

4. Once you receive funds, keep track of all expenditures so you are able to easily compile and submit the spending report that is required at the conclusion of your event.

5. Did you know that event series are a possibility? If your organization hosts a similar program with similar expenditures numerous times over the course of the semester, you can submit one application for an event series. These should be submitted on a semesterly basis (i.e.: one for fall and one for the spring semester). For additional information, reach out to your CSI Program Manager.