CSI Policies Overview

Advisor Workshop
Center for Student Involvement

- Program Managers
  - CSI Staff Member
  - Knowledgeable in University Policy
  - Assist with event planning process

- The Programming Lab
  - Experienced Student Leaders (The Crew)
  - Meeting space, storage, and other resources for student organizations

434 Curry Student Center (Main Office)
240 Curry Student Center (Programming Lab)
Phone: (617) 373-2642
nuksi@northeastern.edu
northeastern.edu/CSI
Student Organization
(E-Board and General Members)

CSI
Program Manager

Faculty/Staff
Advisor
Frequently Used Forms

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Finances

- Student Activities Business Office (SABO)
  - Oversee student organization budgets
  - northeastern.edu/sabo

- Forms
  - Many SABO forms require advisor approval
    - Physical signature on form
    - Email stating approval
  - Reimbursements
  - Direct Pays
  - SABO Quick Help Guide

1. Cash Account
   - Fundraising, Dues, Donations, Etc.

2. Budget Account
   - University Funds
     - SGA (SAF)
     - GSG
The SGA Funding Process

Student Submits Request → Program Manager Approval → Presentation & Decision → Spending Reports/ Payment Requests
Fundraising

- Fundraising/Cash Collection/ Solicitation Form
  - OrgSync & CSI website
  - Submit 3-4 weeks in advance (At least 4 for Solicitation Requests)

- Cash Collection
  - NUPD Details
    - NUPD detail may be needed in certain areas around campus
    - Non-SAF events – Student Organization must cover the cost of the detail
  - SABO cash box
  - *Must be a tangible good at time of sale*
Fundraising

Restaurant Fundraisers
Selling of prepackaged goods
Penny Wars
Husky Starter

Gambling/ Gaming/ Raffles
Bake Sales
Online Cash Collection
Catalog Sales
Scheduling

**Call for Programs**
- Request in March for upcoming year
- Spaces allocated to make best use of the spaces available

**NUSSO**
- Through MyNEU

**CSI Scheduling**
- cscreervations@northeastern.edu

MAJOR EVENT SPACES:

- Blackman Auditorium
- Afterhours
- Fenway Center
- Curry Ballroom
- McLeod Suites

*Information and associated fees can be found in the Venue Information Packets [here](#).
Contracting & Insurance

- When are they necessary?
  - **Performers:** musicians, speakers, etc.
  - **Service Providers:** catering, lighting, etc.
  - **Off-campus Facilities:** venues, hotels, etc.

- Why we contract?
  - Protect students
  - Protect university
  - Guarantee payment to vendor
  - Guarantee service from vendor

- Insurance
  - Required for contracting process
  - NU must be listed as “additionally insured”
  - Ask your Program Manager for more info!
Contracting Process

Organization plans event, books space, & receives funding

Student submits pre-contract (CSI website)

Program Manager does initial review of materials

Office of the General Counsel Review

Sent to Campus Signatory
**Students and advisors cannot sign contracts**

Contract sent to vendor for signature

Direct Pay form submitted by student
**With advisor approval**

6-8 weeks before event date
Food

- Potlucks
  - Only permitted for events closed to organization members
  - Food Safety Form
- Refreshments
  - Non-perishable items
- Take-out
  - Under 100 attendees
- BBQs
  - BBQ Request Form
  - Chartwell’s Grills & Fire extinguisher
- Catering
  - Rebecca’s/ Chartwells: preferred caterer
  - Non-Northeastern caterers require contract & insurance
Programs Involving Minors

- May be required for events involving minors who are not NU students ON or OFF campus
- Speak with your Program Manager to connect with Risk Services!

**Office of Risk Services Forms**
1. Registration Form
2. Self Disclosure Form
3. Online Training & Certification (51A)
4. Participant Release Forms
Travel

- Travel Authorization Form & Release Waiver
- My Travel Plans (MyNortheastern)
- Chaperones
  - Team Leader
  - Faculty/Staff Member
- How to Book
  - Car: Driver Authorization Form
  - Bus: Work with SABO & preferred vendors
  - Air: Itinerary from Expedia sent to SABO
  - Hotel: Itemized quote sent to SABO
  - University Vans: Van Request Form
    - Must be a certified driver (Transportation Department)
Marketing & Communication

- Posters
  - Must Include:
    - Event location
    - Date & Time
    - Sponsoring organization
    - Contact information
    - Must include English translation if other languages are used
  - Please see the Student Organization Resource Guide for more info on posting locations

- Campus Calendar

- Plasma Boards

- Chalking
  - CSI provides chalk in Programming Lab!

- Branding
  - Approved by Marketing and Communications via Program Manager

- Campus Crossroad Tables
Additional Info and Resources

- **Student Organization Resource Guide**
  - CSI policies for event planning
  - CSI & campus resources for student groups
  - Information on reserving space
  - Fundraising information, and more!

- **Advisor Resource Guide**
  - Tips & tricks for advisors
  - Further detail regarding your role as an advisor
  - Financial information, and so much more!

Find these guides, forms and files, and more on the CSI website!
Questions?

Email: nuCSI@northeastern.edu