The organization approval process runs through faculty advisors and the College of Law Dean's office. We have prepared the guidelines below to allow student organizations to safely meet and enjoy community with one another.

Student Organization Policies

1. **All Loyola affiliated student org events must be approved via the Office of Student Life, Director Lauren Sapp and your faculty advisor.**
   - Each student organization must fill out a [Student Organization Events Form](#) to begin the calendar planning and approval process. One form per event is required.
   - Each event must be approved by the Student Org’s faculty advisor using the [Faculty Advisor Event Approval Form](#).
   - Each organization is allowed to plan a maximum of two events for the Fall semester and two events + an E-board election for the Spring semester. Each org is allowed to co-sponsor one additional event with another student organization in the Fall semester.
   - **Student Org Leadership Informational Zoom Meeting will be held on Thursday, July 25th from 12pm-1pm and from 5pm-6pm. Participation in one of these events is mandatory.**
   - **The Student Org Leadership day will be held in person, on campus on Thursday, August 15th, 2024 at 3:30pm in Room BAC 202, with an orientation reception to follow. This event is mandatory.**
   - **All student org event requests are due by Sunday, August 25th at 11:59pm.**
   - Greenville Hall: Currently, the law school can only use Greenville Lawn. Loyola Student Orgs do not have access to the inside of the Greenville Hall building, including the restrooms.
   - **No student org events will be held after November 1st, 2024.**

2. **Intent to Charter**
   - All student organizations must:
     1. Have a legally related purpose and/or goal,
     2. Have a faculty advisor. Every registered student organization at Loyola University New Orleans College of Law is required to have an advisor who is a current faculty member. Faculty advisors must approve every student org event. Please complete the [Faculty Advisor Event Approval Form](#) and upload it to the [Student Organization Events Form](#).
     3. Have a constitution and bylaws.
   - **New Student Org E-Board Elections:**
     1. If you are interested in starting a new student org, please reach out to Lauren Sapp. Prospective student orgs must hold one general meeting to assess interest. Once you obtain at least 10 signatures of interested students, the group would then hold executive board elections pending approval.
     2. All elections must be fair and equal i.e. all votes have equal power and are counted accurately. Each student org must have a president, vice president, and secretary. (Some larger orgs choose to have more positions such as treasurer, social chair, community service chair, etc.)
     3. **First year students (1Ls) are NOT allowed to hold E-Board positions in any student org.**

3. **Student Org Support & Budgeting**
   - Student orgs are funded from a common pool of funds. These funds support student life. These funds are not utilized to purchase individualized items for student orgs (shirts, office supplies etc.).
   - **Each student org must keep a record of their org budgets to submit at the end of the semester.**
• Office of Student Life can assist with planning, advertising and food purchases for your on or off campus event. Purchases such as decorations, lighting, alcohol, activities, entertainment, staff, etc. must be covered by the student organization.

4. Reimbursements
• Reimbursements will be approved on a case by case basis. Do not buy supplies, food, etc. for an event expecting to be reimbursed. If you wish to be reimbursed please get the items approved by Lauren Sapp before purchasing. Keep your receipts and turn them into Lauren Sapp within 60 days of purchase. Financial affairs does not allow reimbursements over 60 days after purchase.

• The Treasurer of each organization is responsible for keeping an itemized spreadsheet of all purchases for events. Student Org treasurers must also include a budget sheet containing what donations their org has received (if any) and what each student in their organization is spending from donated funds.

5. Membership Dues
• Loyola does not require that orgs utilize any dues system. The College of Law encourages all orgs to be open to students without cost. If your org is connected to a national organization with required dues, contact Lauren Sapp before collecting any funds for assistance.

6. Event Speakers
• All speakers must be approved by the faculty advisor and Director of Student Life, Lauren Sapp (lesapp@loyno.edu). Please complete the speaker approval form.
• Please add the number of speakers and include speaker names in the Student Organization Events Form.
• Speakers will not be financially compensated. If your organization would like to give an non-Loyola affiliated speaker a Loyola related gift, please see Director Lauren Sapp.

7. Food and Beverage Requests
• To order food and/or beverages, please complete Student Organization Events Form. Please provide the following at least 5 days prior to your event:
  o All food requests must be made to Michele Keiffer via email at mwkeiffe@loyno.edu.
  o When requesting food via email, please supply the following information:
    1. Restaurant name & website
    2. Exact food items requested with prices showing the total amount.
    3. The time, date & location of your event.
    4. Indicate whether the order will be delivered or picked up and the preferred delivery or pick up time.
    5. Your contact information (phone number) so the restaurant can call you when the food order has arrived on campus.

• Student Org Events with 30 guests or fewer have a food budget of $200.00. Student Org Events with more than 30 guests have a food budget of $300.00.

• To have alternative outside vendor for symposiums, galas, banquets, etc., Financial Affairs requires that Loyola obtain the following four documents from any potential vendor:
  1) Vendor’s current Certificate of Insurance
  2) Vendor’s W-9
  3) Vendor’s invoice
  4) Complete Vendor ID Form

Once these documents are received they are sent to financial affairs to create a PO number for purchasing and a check is for the vendor is provided. This is a two or three week process and requires receiving those documents three weeks before the event.
8. Alcohol
- Any alcohol, including beer or wine, cannot be used or consumed at student org events by student organizations without prior approval from the Director of Student Life.

9. Room Reservations
- Once your event is approved, your on campus room will be reserved based on answers or specifications provided in your Student Organization Events Form. Once the room reservation is complete, the event contact person will receive an email confirmation of the room location.

10. Travel
- Any Loyola-sponsored travel must be approved by the Office of Student Life.

11. Security for On-Campus Events
- Security is required anytime the public is invited, more than 50 people are expected, money will be collected, alcohol is served or there will be a controversial speaker or topic. Please consult with Director of Student Life, Lauren Sapp, if needed.

12. Charitable Events/Donations
- Please contact Lauren Sapp (lesapp@loyno.edu) if your student organization would like to fundraise for an event. The Office of Student Life will arrange for a storefront on your organization’s webpage for electronic donations. Donations to Loyola student organizations should not be made into students’ personal accounts.

13. Publicizing Org Events
- To post on the electronic boards throughout campus or to advertise an event in the Friday newsletter, please email Megan Davis at midavis3@loyno.edu a jpeg or png image no larger than 1920 x 1080 pixels, preferably in landscape format along with any additional event details. Please do not send scans of hard copied flyers or pdf documents. If you would like your event to be featured in the Friday newsletter, please submit a graphic in jpeg or png format to Megan Davis at midavis3@loyno.edu by 5:00pm on Wednesdays.

14. Keep Attendance
- For every event held by your organization, you must create and submit an attendance sheet to sba@loyno.edu no later than one week after the event.