

## **FALL 2022 COLLEGE OF LAW PUBLIC HEALTH POLICY FOR EVENTS AND MEETINGS**

**Preface:** We are thrilled to be back on campus for in-person learning for the Fall 2022 semester! Our primary goals this year are (1) to protect the health and safety of each of you and our entire College of Law Community, and (2) to maintain the ability to have in-person learning and events. The Law College orgs do not need approval from the University Student Life and Ministry department. The Law org 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, while also furthering the goals of health and safety and in-person learning.

### **1. Intent to Charter**

- a. All student organizations must have a faculty advisor.

### **2. Student Organization Fair**

- a. The Fall Student Org Fair will be held in person in the BAC on September 13, 2022 from 12:30-5:30pm.

### **3. Student Org Support**

- a. 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.). Loyola does not ask student orgs to do fundraising to support their own org.

### **4. Membership Dues**

- a. 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 Ms. Shelly before collecting any funds for assistance.

### **5. All events must be approved via the SBA's semester planning process.**

- a. Each student organization must fill out a [Student Organization Events Request Form](#) to begin the calendar planning and approval process.
- b. The last day to complete the Student Organization Events Request Form is August 7<sup>th</sup>.
- c. Each organization is encouraged to plan a maximum of 3 events for the Fall semester and two events for the Spring semester, not including elections. The last day to hold an event on or off campus is November 6, 2022.

### **6. Off-Campus Events**

- a. Loyola-sponsored off-campus events are now permitted, although student organizations can still hold virtual events, if preferred.

- b. For off campus events, please provide the venue and address on the Student Organization Request Form.

## **7. Event Speakers**

- a. All speakers must be approved by the faculty advisor and Director of Student Life, Lauren Sapp ([lesapp@loyno.edu](mailto:lesapp@loyno.edu)).
- b. Please add the number of speakers and include speaker names in the Student Org Events Request Form.
- c. Speakers will not be financially compensated. If your organization would like to give an outside speaker a Loyola related gift, please see Ms. Shelly ([sliles@loyno.edu](mailto:sliles@loyno.edu))

## **8. Food and Beverage Service**

- a. To order food and beverages please complete Student Organization Events Request Form. Please provide the attendance count, the venue, menu options and potential cost at least 10 days before the event. Ms. Shelly will then complete the order.
- b. Food and beverages for off-campus events will be handled by providing Ms. Shelly an invoice and a W-9 from the vendor before Loyola will provide a check for the event.

## **9. Equipment Reservations**

- a. Please contact Lauren Sapp ([lesapp@loyno.edu](mailto:lesapp@loyno.edu)) to reserve tables, linens, games or any other equipment needed to create a successful event.

## **10. Room Reservations**

- a. Once your event is approved, you will use Ad Astra to book a room for your event. Once you complete that form in its entirety, you will be notified of the room location.
- b. Rooms will be assigned based on availability and the number of students expected at the program. The student org designated contact person for the event or event publicity should use Ad Astra to book a room for your event [here](#).
- c. Once you complete the form in its entirety, you will be assigned an on-campus room and will receive a confirmation via the4 College of Law's Ad Astra. Please reach out to Ms. Shelly if you have any issues ([sliles@loyno.edu](mailto:sliles@loyno.edu)).

## **11. Travel**

- a. Any Loyola-sponsored travel must be approved by the Office of the Dean.

## **12. Health and Safety**

- a. All events are subject to the University's [public health guidance for events on campus](#). This policy is subject to revision based on changes to University, local, state and federal public health guidance.

### **13. Security**

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

### **14. Charitable Events/Donations**

- a. Please contact Lauren Sapp ([lesapp@loyno.edu](mailto:lesapp@loyno.edu)) if your student organization would like to fundraise for an event. Ms. Sapp 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.

### **15. Publicizing Org Events**

- a. To post on the electronic boards throughout campus, e-mail Mary Francis Seiter at [mfseiter@loyno.edu](mailto:mfseiter@loyno.edu) at least one week prior to the event. Please email Mary Francis one PowerPoint slide or one jpeg image no larger than 1920 x 1080 pixels, preferably in landscape format. Please do not send scans of hard copied flyers. *Items sent for the monitor will also be included in the weekly newsletter.*
- b. If you would like your event to be featured in the newsletter please submit it to Anna (Any) Miner, SBA Secretary and Newsletter Chair at [sba@loyno.edu](mailto:sba@loyno.edu) by **12:00pm on Thursday**.
- c. Faculty advisors must approve of all advertisements by their student organization.

### **16. Keep Attendance**

- a. For every event held by your organization, you must create and submit an attendance sheet to [sba@loyno.edu](mailto:sba@loyno.edu) no later than one week after the event.