Student Government Resource Guide

2014 - 2015

For all student councils and advisors
The purpose of this publication is to serve as a resource guide for the student governments that have their budgets allocated by the Office of the Dean of Students. The complete list is as follows:

- Applied Health Sciences Student Council
- Chicago Medical Student Council
- Dental Student Council
- Graduate Student Nursing Organization
- Graduate Student Council
- Health Professions Student Council
- Nursing Student Council
- Peoria Student Council
- Pharmacy Student Council
- Public Health Student Association
- Rockford Student Council
- Student Member of the Board of Trustees
- Undergraduate Student Government
- University Medical Student Council

**DEADLINES**

- **Friday, August 8, 2014**  Reserve campus space/rooms for fall meetings
- **Monday, August 25, 2014**  FY14 budgets available for SMBOT, GSC, USG and HPSC
- **Friday, September 5, 2014**  Budget allocations available for Health Professional Student Councils
- **Wednesday, October 1, 2014**  Prepare student service awards
- **Friday, October 31, 2014**  Budget Report #1 sent to All student council presidents and treasurers
- **Monday, November 3, 2014**  Reserve campus space for spring meetings (GSC)
- **Submit fall service award requests (USG, GSC, HPSC)**
- **Friday, December 19, 2014**  Budget Report #2 sent to All student councils
- **Friday, February 27, 2015**  Budget Report #3 sent to All student councils
- **Monday, March 30, 2015**  Submit spring service award requests (USG, GSC, HPSC)
- **Friday, May 1, 2015**  Budget Report #4 sent to All student councils
- **Submit your organization’s registration to Campus Programs**
- **Friday, May 15, 2015**  No further spending for HPSC student councils
- **Friday, June 12, 2015**  No further spending for FY15—for HPSC, USG, GSC, and Trustee
- **June/July 2015**  SFAC Presentations
# CONTACT LIST

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**Websites**

- Dean of Student Office - [http://deanofstudents.uic.edu](http://deanofstudents.uic.edu)
- Campus Programs - [http://www.uic.edu/depts/chcc/programs/Campus/Files/](http://www.uic.edu/depts/chcc/programs/Campus/Files/)
- Student Trustee - [http://uictrustee.com/trustee](http://uictrustee.com/trustee)
- GSC - [http://www2.uic.edu/stud_orgs/gsc/](http://www2.uic.edu/stud_orgs/gsc/)
- HPSC - [https://hpsc.org.uic.edu](https://hpsc.org.uic.edu)
- PSC - [https://sites.google.com/site/pharmacystudentcouncil/cop/PSC-Executive-Board](https://sites.google.com/site/pharmacystudentcouncil/cop/PSC-Executive-Board)
- PHSA - [http://publichealth.uic.edu/currentstudents/sphstudentleadership/phsa/](http://publichealth.uic.edu/currentstudents/sphstudentleadership/phsa/)
SPRING AND SUMMER ACTIVITIES

Spring Checklist
- Complete the election process
- Register your organization and its new officers with Campus Programs
- Meet with your advisor
- Transition planning and training for new officers
- Summer retreat planning (USG)
- Set summer executive board meetings

Summer Checklist
- Attend summer executive board meetings
- Planning and setting goals for upcoming year
- Set fall meeting schedule
- SFAC Presentation (June/July)
- August/early fall executive board meeting with all West Side Student Council presidents (HPSC)

BUDGETS

Source of Funds
Student Fees – Your budgets are comprised of funds received from student fees. Your organization will receive this money on an annual basis. The amount you receive is dependent on a vote by the SFAC Committee after a mandatory annual presentation (during the summer). Each organization (SMBOT, GSC, USG, and HPSC) will make a presentation to request the following year’s budget.

Chicago Organization Fund – COF Funds are accounts that your organization can request and use for the purpose of managing monies collected or raised by your organization. These funds are taxable and may not be combined with your student fee monies; there are very different rules governing their use. These accounts function similar to regular bank checking accounts. This type of account, unlike your student fee budget, must be requested and established through Campus Programs.

Preparing your Budget
USG – Executive board officers prepare the budget over the summer, present it to the general assembly at the beginning of the Fall semester and the assembly votes to approve the budgets.

GSC – Officers prepare the new fiscal year budget in the Spring and present it to the general assembly for a vote.

HPSC – Half of the allocated budget is made available to HPSC and the other half is split between the health professions student councils. They receive their budgets from the DOS in the middle of September based on college enrollment.

Student Trustee – prepares the budget over the summer and reviews with the DOS for final approval.
Student Fees Advisory Committee (SFAC)
Each of the four groups (USG, GSC, HPSC, and Student Trustee) will nominate a representative and an alternate representative to serve on the SFAC committee. There must be one representative from each organization at all SFAC meetings to ensure voting rights for the organization. The SFAC committee meets on a regular basis from June through October. Each organization must make a budget presentation to the SFAC committee for the following fiscal year. Copies of previous presentations are available in the DOS Office for review and can be used as templates for new presentations.

How to Spend your Money
Student fee money is allocated for co-curricular student activities. The activities must be open to all UIC students.

What you CAN pay for:
- Supplies
- Promotional items
- Food for Meetings
- Officer Leadership Awards
- Reimbursements
- Equipment for Student Org offices (printers, computers, fax machines. will be tagged as UIC property)
- Travel Grants
- Giveaways for students
- Programming Expenses
- Gift cards (only can pay for UIC bookstore giftcards)
- Speaker honorariums

What you CAN'T pay for:
- Donations to charity
- Personal Expenses of any kind
- Funding for academic or administrative offices
- Reimbursements to Int'l Students with an Expired Visa
- Sales tax - The University is tax exempt
- Outside food for events held in a university facility that requires food be purchased from university dining services.
- Alcohol!
- Any expenditure not approved (signed) by your advisor
- Any contract with the appropriate insurance coverage as mandated by OBFS
- Gift cards from other vendor
- Gifts for faculty or staff

The information above is not meant to be an exhaustive list of all possible expenditures, but rather a list of common types of student organization expenditures. This list is subject to change at any time, based on current university policies. For more detailed information pertaining to spending SFAC funds, go to the OBFS website at: http://www.obfs.uillinois.edu/
TRAVEL GRANTS

Organization Responsibilities:
- The Office of Business and Financial Services and the Office of Student Financial Aid discourage units (RSOs, Departments) from granting funds for a term in which the student is not registered.
- Students must apply for travel grants using the student organization application forms. Forms and deadlines are located on student orgs' website.
- The Student org is who has authority to approve the students who will receive a grant and the student organization will notify the recipients by email.
- The Student org must complete the Request for Funds Form for each student awarded.
- Submit the RFFs via email to Dean of Students Office PRIOR to sending students in to claim their travel grants. If no RFFs are provided, we will not be able to process.
- NOTE: Please indicate whether the student is in the College of Medicine on the RFF. Failing to do so will create a delay in processing.
- Prepare and send an excel spreadsheet of all the recipient names each quarter.
- Spreadsheet of names should include the following: First name, Last Name, UIN, Phone number, Email, Citizenship Status, Conference Title, Amount Approved.
- Funds will be pulled from financial package, and the aid will be adjusted if the student is receiving loans.
- If an outstanding balance exists in their student account, this money will be used towards that balance.
- Please explain these outcomes to the recipients of the travel grants.

Student Responsibility (how to claim the travel grant)
- Students should be registered for the term in which they apply for a travel grant.
- The Office of the Dean of Students, located at 3030 SSB, will accept paperwork for travel grants Monday through Friday from 9:00 AM to 5:00 PM. If we cannot find the student's name on file, we will need to contact GSC or HPSC to receive approval in writing in order to process.
- After the student travels he/she must bring their receipts and sign off on their document.
- Receipts can total more than the amount being awarded. If receipts total less than the amount granted then, the student will be granted the total amount of all receipts submitted.
- Acceptable receipts are as follows:
  - Airfare boarding pass (Bank statement if no boarding pass is available)
  - Airfare proof of purchase
  - Hotel Folio (listing dates of stay, room rate, taxes)
  - Gas Receipts
  - Conference Registration receipts
  - Food Receipts
  - Poster Printing
- Once processed by the Office of the Dean of Students, domestic students will receive the funds within 2-3 weeks in their bank account as a direct deposit. This grant is considered a grant/scholarship and will affect the students' financial aid.
- It is the responsibility of the student to check the accuracy of their information before signing the Request for Funds form.
- We advise that students make copies of all documentation before submitting.
**International students**
- Must follow the same procedure as above but will also require several forms unique to this process; please keep in mind that this process will likely take longer to complete. For more detailed information regarding university policies on foreign nationals reimbursements, go to the OBFS website for more information: [http://www.obfs.uillinois.edu](http://www.obfs.uillinois.edu)
- International student’s payments are processed thru payroll; it is then submitted electronically thru OBFS. Depending on the status of the student, taxes are deducted for IRS purposes. If they are on payroll, it will automatically be direct deposit; if not a paper check will be issued.
- All students are encouraged to set-up a direct deposit account with the university to expedite processing grants/scholarships.

**Transportation**
- Airline - Receipts must be under the name of the person that traveled in order to be reimbursed. Need the boarding pass as proof of travel.
- Car Rental - Receipts should be under name of the person that traveled to get reimbursed. OBFS will not pay for extra insurance.
- Taxi / Cab / Shuttle - Please have original receipts for reimbursement.

**Lodging**
- Hotel - Folios should be under the name of the individual being reimbursed. If a sole student pays for a room, but shares the room with other students, written proof of reimbursement (bank statement, copy of the check) must be provided.

**Meals**
- Please provide meal receipts to be reimbursed for those. Tape all receipts to a blank sheet 8.5x11 sheet of paper.

**TRAVEL REIMBURSEMENTS**
- Travel reimbursements can be given out to students who travel representing UIC on a student organization. Conference attendance and participation are perfect use of student funds.
- After travel is complete, the students must fill out the Request for Funds Forms and submit the form via the appropriate student government body.
- The student’s contact info should be exactly as it is in the UIC system.
- All signatures should be on the form beginning with the students’, the approving officer, and advisor if applicable.
- The RFF should arrive in the DOS office along with original receipts and other documentation.
- Reimbursements take about 3-4 weeks to process and the money is deposited directly to the student’s bank account.
- Any travel that needs to be paid for prior to travel, please get approval from your advisor, then contact Crystal to make arrangements.
- Transportation - Any airfare, taxi, train, rental cars, & shuttle expenses that cannot be paid prior to travel will need to be expensed out of pocket and may be reimbursed if the traveler presents receipts. Receipts must be kept and submitted in order to receive reimbursement.
- Meals - all per diem policies will apply. If you expense business meals while on travel status, you will not be reimbursed for more than $32/day (out-of-state) or $28/day (in-state).
- The RFF must be submitted prior to purchase as well.

**STUDENT ORGANIZATION ACTIVITIES**

**PROJECT AWARDS**
Refer to your organization’s website to find specific documents on project awards. All requests/awards are subject to university expenditure policies.
- Applicants for a GSC or USG award must present his/her request to the executive board, which will approve it for presentation to the general assembly. The individual is then responsible for presenting his/her case to the general assembly.
- Applicants wishing to receive an award from HPSC must first bring his/her request to the executive board. The executive board will then present to the general assembly on the person’s behalf. The HPSC assembly will vote on all project awards.
- The Student Trustee will work with his/her advisor to approve awards.
- If the expense has already been made for the project award, the RSO must fill out an RFF and submit it to the DOS office for reimbursement.
- If the expense is yet to be made, please have the student(s) make an appointment with Crystal Jaimes to purchase the items ahead of time.

**EVENTS**
- For major campus events where you have more than 100 attendees, plan well ahead and set up an appointment with Crystal Jaimes in the Office. The purpose of the meeting will be to discuss the full list of expenses to be incurred prior to the event. For example any contracts needed or honorariums for outside speakers. Contact at cjaime3@uic.edu or 312-996-4944.

**ELECTRONIC EQUIPMENT & SUPPLIES**
- Electronic Equipment is subject to University policy and must be tagged as University property.
- To purchase equipment, contact your advisor to receive approval.
- Contact Crystal Jaimes to select the products that fit University standards.
- Fill out the RFF and submit to Crystal.
- Provide the following in the “description” section:
  - list each item that will be purchased
  - how much each item above will cost
  - name of vendor where items will be purchased
  - reason for expenditure
- The Business Manager will place the order and it will be shipped to the DOS office for tagging purposes. Crystal Jaimes will contact you when the equipment is ready to be picked-up.
- For supply orders, please do your research prior to ordering and send the itemized order to Crystal Jaimes along with the RFF signed.
o Supplies will be ordered via the Procurement Card issued by the University. If items on the list are not allowable, you will be notified in due time.

o Supplies will be delivered to the DOS office and you will be contacted when ready for pick-up.

PUBLICITY & PROMOTIONS

o If ordering from UIC, work with the Office of Publications to design your work order.

o If ordering from an outside vendor, work with the company to design your work order.

o When order is ready and PRIOR to starting work, contact Crystal Jaimes to purchase.

o The purchase must be made prior to starting work as it is not considered a contracted work order.

o Provide RFF with the following information:
  ▪ each item that will be purchased
  ▪ how much each item above will cost
  ▪ reason for expenditure (program, conference, office, etc.)
  ▪ if applicable: date, time, location, program name

FOOD ORDERS & CATERING

o Be sure that all parties know when and where your event is to be held.

o For best service from food vendors, it is strongly recommended that you notify them of the date as early as possible.

o When booking location on campus, verify with Meetings & Conferences that the specific room allows outside vendors to deliver food and/or cater. Some campus locations have a strict rule to allow only UIC campus catering to serve food.

o Food orders to be delivered will be paid with the University issued Credit Card.

o Any catering services in which the company has waiting staff is considered a contracted service and will need to be paid AFTER they render service via a Vendor Payment.

o If ordering food, please contact the vendor (eg: Giordano’s, Jimmy John’s, Pompeii) and make your selections. Have them send you a summary receipt before the event or meeting takes place.

o Fill out the RFF with the following information:
  ▪ 1) price provided by restaurant/store/vendor if one was provided
  ▪ 2) itemized menu with itemized pricing
  ▪ 3) delivery cost
  ▪ 4) costs for extra service (linen, silverware, etc.)
  ▪ 5) gratuity cost
  ▪ 6) attendees and affiliation (if under 20, provide names)
  ▪ 7) meeting/event purpose
  ▪ 8) location

o Send RFF before the event and original receipts after the event, to Crystal Jaimes in 3030 SSB or by mail at 1200 W. Harrison, MC 318, Chicago, IL 60607. Campus mail also is an option if you cannot deliver receipts in person. Use campus envelope and write the mail code (318), name, and department on the addressee line.

o NO alcohol is allowed.

o Always mention to vendors that the University is tax exempt and not to charge taxes. Request a tax exempt letter if your organization needs one.

SERVICE AWARDS

o At the end of each semester, Student Organization officers are awarded with a service award for their service to the University Student body.
Please determine the amount with your student organization and communicate this to the DOS office.

Send proper paperwork (RFF) and supporting documentation to the Dean of Students office to process.

If the officer is an international student, please contact the office to work out the proper documentation needed for processing.

Allow a few weeks for the process to complete.

**GIVEAWAYS**

All giveaways must be recorded with the Dean of Students office.

Place order by completing the RFF and submitting to Crystal.

Provide the following in the “description” section:

- list each distinct item needed for purchasing
- how much each item will cost
- name of vendor where items will be purchased
- purpose of giveaways

Complete the Giveaway Auditing Form for each student that will be receiving a giveaway and submit the forms to the Dean of Students office (DOS).

The recipient of the giveaway must retrieve the item from our office by signing the forms already submitted by your organization.

They will need to bring a photo ID, preferably an I-Card.

If you are giving a trophy, plaque, or bookstore gift card to a member of your organization (officer) you do not need to fill out the Giveaway Form.

**Tips for Fiscal Management**

- If you plan to raise funds, don’t forget to establish a COF account with Campus Programs
- Do not plan on spending your budgets down to the last dollar! There are regular monthly charges as well as miscellaneous fees you should take into account.
- Vouchers prepared by other departments will not be accepted at DOS.
- Presidents cannot sign off on documentation for themselves. The same applies to the Treasurer or the Chair of Appropriations of your organization. One must have the other’s signature if the President or Treasurer needs reimbursement.
- Email completed RFF forms for general expenditures to your organization’s advisor. The signature from your advisor must accompany all expenditure requests before the purchase is made. A direct email from your advisor will be accepted in place of a signature.

**Tips for Event Planning**

- Students cannot sign contracts! Be sure to have the DOS and/or your organization’s advisor read and sign the contract before committing to anything!
- Remember to reserve spaces for general events/meetings as soon as possible. Many locations are booked a year in advance.
- Plan on paying food orders at least one week in advance.
- If your event will take place in any of the campus union meeting and conference rooms, food from outside restaurants or companies is not allowed.
o Make sure you make all electronic equipment, chair, table numbers, etc. arrangements at the same time you make your room reservation. This can make a huge difference in the quality of your program.

o When planning an outside event, don’t forget to have an alternate indoor rain location.

General Information

Elections
USG, Student Trustee, and Student Senators should refer to the DOS website to download/print election materials sometime early Spring semester.

GSC & HPSC nominations for executive board positions are made during the spring semester (usually during the last month of the spring semester) and elections are held the week following nominations. Representatives of the respective organizations nominate and vote for the executive board members.

Constitutions
HPSC - https://sites.google.com/site/uichpsc/

Additional Campus Resources

Posting-General
(1) Size and number of posters will be governed by university/departamental regulations.
(2) Kiosk: A candidate may post a maximum of 4 posters per kiosk (one on each side). A kiosk is a freestanding structure used for posting material.
(3) Large Bulletin Boards: A candidate may post more than one poster on large bulletin boards (measuring 5 feet wide and 5 feet high), but may not cover more than a total of 9 square feet.
(4) Banners are allowed for every candidate. Reservations for banner space in SCE and SCW must be made through Meetings and Conferences room 214 SCE.
(5) Small Bulletin Boards: A candidate may post only 1 poster on boards measuring less than 5 feet in one dimension.
(6) Posting is prohibited on city structures (e.g., light poles, flag poles, etc.)
(7) Posting is prohibited on glass, painted walls, doors, toilet stalls or any other surface that would not be considered a bulletin board in all university buildings.
(8) In SCE, the only space permitted to hand out flyers is on the first and second floor by the escalators.

Posting-Student Center East and West
The use of the Student Centers’ bulletin boards and kiosks is limited to recognized UIC students, faculty, staff, and departmental groups for campus events or services. Posting priority is given to student organizations.
On the east side of campus, up to 11 fliers should be taken to the student centers building manager’s office in SCE to be posted. On the west side, fliers should be taken to the Information Desk in the SCW lobby to be posted. Both the SCW Information Desk and the SCE Service Centers accept fliers from 8:30 am to 4:45 pm, Monday through Friday. To post in the Library of the Health Sciences, you must have all fliers stamped for approval at the Circulation Desk.

Posting on surfaces other than a bulletin board is not allowed and will be removed by the Physical Plant. This includes such areas as windows, doors, painted walls, washrooms and toilet partitions.