

UNIVERSITY OF ILLINOIS AT CHICAGO

Office of the Dean of Students

Student Government Resource Guide

2016 - 2017

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

DEADLINES

Summer 2016	Reserve campus space for fall meetings
September 1, 2016 (Th)	FY16 budgets available for SMBOT, GSC, USG and HPSC
September 9, 2016 (F)	Budget allocations available for Health Professional Student Councils
October 29, 2016 (F)	Budget Report #1 sent to student council presidents and treasurers
October 2016	Submit fall leadership award requests (USG, GSC, HPSC)
November 2016	Reserve campus space for spring meetings
December 16, 2016 (F)	Budget Report #2 sent to student councils
February 24, 2017 (F)	Budget Report #3 sent to student councils
March 2017	Submit spring leadership award requests (USG, GSC, HPSC)
April 28, 2017 (F)	Budget Report #4 sent to All student councils Submit your organization’s registration to Campus Programs
May 12, 2017 (F)	<u>No further spending for HPSC student councils</u>
May 30, 2017	<u>No further spending for FY16</u> —for HPSC, USG, GSC, and Trustee
June/July 2017	SFAC Presentations

CONTACT LIST

Org	Position	Name	Email	Phone
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DOS	Business/Administrative Assoc.	Crystal Jaimes	cjaime3@uic.edu	312-996-4857
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GSC	V. President	Tiffany Raber	traber2@uic.edu	765-469-4595
GSC	Treasurer	Melanie Norwood	mnorwo3@uic.edu	225-892-2981
GSC	Secretary	Vineeth Gattu	vgattu2@uic.edu	773-614-9378
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HPSC	President	Kim Hu	khu5@uic.edu	708-712-6065
HPSC	V. President	Emily Kalustesky	kaluset1@uic.edu	847-890-1920
HPSC	Treasurer	Shani Chibber	chibber1@uic.edu	222-848-2799
HPSC	Secretary	Jennifer Chang	jchang84@uic.edu	408-891-8653
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USG	President	Flordalia Rodriguez	frodri21@uic.edu	773-603-8818
USG	V. President	David Lin	dzheng21@uic.edu	917-593-3323
USG	Treasurer			
USG	Speaker			
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BOT	Student Trustee	Jauwan Hall	jhall40@uic.edu	773-628-4879

Websites

Dean of Student Office – dos.uic.edu/

Center for Student Involvement – <http://www.uic.edu/depts/chcc/programs/Campus/Files/>

Student Trustee – <http://uictrustee.com/trustee>

USG – <https://usg.uic.edu/>

GSC – http://www2.uic.edu/stud_orgs/gsc/

HPSC – <https://hpsc.org.uic.edu>

PSC – <https://sites.google.com/site/pharmacistudentcouncilcop/PSC-Executive-Board>

PHSA – <http://publichealth.uic.edu/currentstudents/sphstudentleadership/phsa/>

SPRING AND SUMMER ACTIVITIES

Spring Checklist

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

Summer Checklist

- o Attend summer executive board meetings
- o Plan and set goals for upcoming year
- o Set fall meeting schedule
- o SFAC Presentation (June/July)
- o 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.

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 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.

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 RFF's via email to Dean of Students Office PRIOR to sending informing students they can come in to claim their travel grants. If no RFF's are provided, we will not be able to process.
- **NOTE:** Please indicate whether the student is in the College of Medicine and/or International 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.
- Also, please find out if the student is receiving funding from another source. This should be indicated in the spreadsheet and the total amount would be helpful to know as well.
- *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.
- Please note: we will not be able to process any student that is not on the list, unless the student org officers approve them after we verify with them.
- 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)
 - Hotel Folio (ie: receipt from lodging, listing dates of stay, room rate, taxes)
 - Gas Receipts
 - Conference Registration receipts
 - Food Receipts
 - Poster Printing Receipts

- Once processed by the Office of the Dean of Students, domestic students will receive the funds within 2-3 weeks in their student account. 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>
- 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 posted on their student account.
- 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 on behalf of one of these 14 Student Governments. Conference attendance and participation are perfect use of student funds.
- After travel is complete, the student officers must fill out the Request for Funds Forms with their own information as the person/entity getting paid.
- The student's contact info should be exactly as it is in the UIC system.
- All signatures should be on the form. Student to be reimbursed, approving officer different from requester.
- Reimbursements take about 3-4 weeks to process and the money is deposited directly to the student's bank account they have linked with UIC.
- Any expense that needs to be paid for prior to travel, please request approval from your student org advisor and/or officers, then contact Crystal to make arrangements.
- Transportation –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 – reimbursed with receipts.
- Reimbursements take about 3-4 weeks to fully complete unless rejected by the business office, in which case we will contact you for clarification.

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.
- Please submit any contractual expense requests at least 30 days in advance, if possible, as soon as you know the better.
- These expenses require purchase order processing due to any signature required or service rendered to us by the vendor.

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.
- 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.
- Supplies will be delivered to the DOS office and you will be contacted when ready for pick-up.
- Please submit your Supply and Equipment requests 3 weeks before expected date of delivery.

PUBLICITY & PROMOTIONS

- If ordering from UIC, work with the Office of Publications to design your work order.
- If ordering from an outside vendor, work with the company to design your work order.
- When order is ready and PRIOR to starting work, contact Crystal Jaimes to purchase.
- The purchase must be made prior to starting work as it is not considered a contracted work order.
- Please submit your Promotional items requests 4 weeks before expected date of delivery, allowing time for production and delivery.
- 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

- Be sure that all parties know when and where your event is to be held.
- For best service from food vendors, it is strongly recommended that you notify them of the date as early as possible.
- 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.
- Food orders to be delivered will be paid with the University issued Credit Card.
- 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.
- 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.
- 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
- 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.
- NO alcohol is allowed.
- 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.
- Please submit your food orders for the week of your event on Monday of that week. If the event is happening on a Monday, please submit on the Thursday before.
- For spur of the moment meetings, send in 2-3 days in advance.
- If you purchase out of pocket, due to a late or weekend meeting, you may seek reimbursement.
- Collect all and any receipts at time of delivery and mail to Crystal via campus mail writing on the receipt the event date and student org.

SERVICE AWARDS

- 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.

List of Approved Vendors

- Quill for supplies
- Office depot for supplies
- Crestline for promo items
- Dell for equipment
- HP for equipment
- UIC Bookstore for equipment and or UIC supplies/gifts
- UIC Bookstore for Gift cards
- Amazon
- Target
- Wizard Creations for promo items
- Party city for event decorating
- These are all for online ordering. Please coordinate with Crystal if there is an urgent need for a store purchase.

Tips for Fiscal Management

- 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.
- 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.
- 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

USG – <http://www.uic-usg.org/about-usg/documents/>

GSC – http://www2.uic.edu/stud_orgs/gsc/documents/GSC_Constitution_Rev2007.pdf

HPSC – <https://sites.google.com/site/uichpsc/>

Additional Campus Resources

Posting Fliers – General

- (1) Size and number of posters will be governed by university/departmental 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 Fliers – 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.