

UNIVERSITY OF ILLINOIS AT CHICAGO

Office of the Dean of Students

Student Government Resource Guide

2018 - 2019

For student governments 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:

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| 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

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|---------------------------|--|
| Summer 2018 | Reserve campus space for fall meetings |
| September 1, 2018 | FY19 budgets available for SMBOT, GSC, USG and HPSC |
| September 17, 2018 | Budget allocations available for Health Professional Student Councils |
| October 29, 2018 | Budget Report #1 sent to student council presidents and treasurers |
| October 29, 2018 | Submit fall leadership award requests (USG, GSC, and HPSC) |
| November 1, 2018 | Reserve campus space for spring meetings |
| December 10, 2018 | Budget Report #2 sent to student councils |
| February 4, 2019 | Budget Report #3 sent to student councils |
| March 1, 2019 | Submit spring leadership award requests (USG, GSC, and HPSC) |
| April 8, 2019 | Budget Report #4 sent to ALL student councils
Submit your organization’s registration to Center for Student Involvement |
| May 10, 2019 | <u>No further spending for HPSC student councils</u> |
| May 27, 2019 | <u>No further spending for FY19</u> —for HPSC, USG, GSC, and Trustee |
| June/July 2019 | SFAC Presentations – HPSC, USG, GSC, and Trustee only |

CONTACT LIST

Org	Position	Name	Email	Phone
DOS	Dean/Advisor GSC, HPSC, & Trustee	Dr. Linda Deanna	ldeanna@uic.edu	312-996-4857
DOS	Assistant Dean of Students	DuJuan Smith	dujuan7@uic.edu	312-996-4857
DOS	Student Legal Services	Ted Kwon	attyted@uic.edu	312-996-9214
DOS	Assist Dean/Veterans Affairs	Annette D. Wright	awright@uic.edu	312-996-4857
DOS	Assistant Director of VA	Jesus Molina	jmolin6@uic.edu	312-996-1408
DOS	Business/Administrative Assoc.	Crystal Jaimes	cjaime3@uic.edu	312-996-4857

GSC	President	Anna Terebus	atereb2@uic.edu
GSC	Vice President		
GSC	Treasurer	Sai-Siva Kare	skare3@uic.edu
GSC	Secretary	Juan Maldonado-Weng	jmaldo27@uic.edu

HPSC	President	Rosemarie Tagare	ratgar2@uic.edu
HPSC	Vice President	Herissa Ledesma	hledes2@uic.edu
HPSC	Treasurers	Kavya Vaitla	kvaitl2@uic.edu
		Edith Barnes	ebosqu1@uic.edu
HPSC	Secretary	Jordan Reader	jreade2@uic.edu

USG	President	Jashuan Bowens	usgpresident@uic.edu
USG	Vice President	Frederique Desrosiers	usgvicepresident@uic.edu
USG	Treasurer	John Johannesson	usgtreasurer@uic.edu
USG	Speaker	Jocelyn Bravo	usgspeaker@uic.edu

BOT	Student Trustee	Darius Newsome	dnewso2@uic.edu
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Websites

Dean of Student Office – <http://www.dos.uic.edu/>

Center for Student Involvement – <http://involvement.uic.edu/>

USG – <https://usg.uic.edu/>

GSC – <http://gradstudentcouncil.uic.edu/>
HPSC – <http://hpsc.org.uic.edu/>
PSC – <https://sites.google.com/site/uiccoppharmacystudentcouncil/>
PHSA – <http://publichealth.uic.edu/current-students/phsa>
UMSC – UMSC.org.uic.edu
CMSC – CMSC.org.uic.edu
AHSSC – UIC AHSSC on Facebook; UICAHSSC20@gmail.com

SPRING AND SUMMER ACTIVITIES

Spring Checklist

- Complete the election process
- Register your organization and its new officers with the Center for Student Involvement
- Meet with your advisor
- Transition planning and training for new officers
- Summer retreat planning (if applicable)
- Set summer executive board meetings

Summer Checklist

- Attend summer executive board meetings
- Plan and set goals for upcoming year
- Set fall meeting schedule
- SFAC Presentation (June/July – HPSC, USG, GSC, STUDENT TRUSTEE groups only)
- 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.

Pharmacy, Nursing, Dentistry, Applied Health Sciences, Public Health, Graduate Nursing, University Medical and Chicago Medical colleges all receive a % of the student fees that HPSC receives. These are divided per the number of students enrolled in your respective colleges after the 10-day enrollment period. At which point, you will receive an official letter from the Office of the Dean of Students informing you of your budget for the year.

Due to the funding source being from student fees, the Office of the Dean of Students is part of the approval process with any requests to use these funds. The funds are available during the fall and spring semesters only, not during the summer.

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 (granted by HPSC and GSC only)

Student Government 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 application forms provided by GSC and HPSC. Forms and deadlines are located on their websites.
- The Student Government determines which students qualify for a travel grant and ultimately, send those names to our office.
- The Student Governments must complete the Request for Funds Form for each student awarded.
- They then must submit the RFF's via email to Dean of Students Office and the excel spreadsheet PRIOR to confirming the awardees. This is to help our office be prepared when the first student walks in to claim their grant.
- The excel spreadsheet of should include the following: First name, Last Name, UIN, Phone number, Email, Citizenship Status, Conference Title, Dates of Travel, Amount Approved, and Other Grants Awarded for this Same Travel.
- **NOTES:**
 - *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.*
 - *Funds will be pulled from their financial aid 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 will accept paperwork for travel grants Monday through Friday from 9:00 AM to 5:00 PM at 1200 West Harrison Street, Chicago, IL 60607, Suite 3030 Student Services Building.
- If we cannot find the student's name on file, we will contact GSC or HPSC to receive approval in writing in order to proceed.
- Students must come in to the office to drop off their receipts, sign the RFF, and verify the information is correct and accurate.
- Receipts (if loose and small) should be taped to an 8 ½ x 11 sheet of paper.
- They can total more than the amount being awarded but if the receipts total less than the amount granted then, the amount will be adjusted and they will only receive what is presented as an expense.
- Acceptable receipts are as follows:
 - Airfare boarding pass (Bank statement with charge if **no** boarding pass is available)
 - Hotel Folio (i.e.: receipt from lodging, listing dates of stay, room rate, taxes)
 - Gas Receipts
 - Conference Registration receipts
 - Food Receipts
 - Poster Printing Receipts
 - Car Rental Receipts (or mileage, will need starting address and destination address)
- The office of the Dean of Students processes grants per quarter every Friday. For U.S. Citizens and Residents, it takes about 1-2 weeks. For International or Foreign Students, it takes about 3-4 weeks if their payroll paperwork is up to date.
- We advise that students make copies of all documentation before submitting to our office if they wish to have records for their files.

Transportation

- Airline - Receipts must be under the name of the person that traveled in order to be reimbursed. A boarding pass as proof of travel is needed, or a bank statement showing the charge. Electronic confirmations do not necessarily serve as proof of travel.
- Car Rental - Receipts should be under name of the person that traveled to get reimbursed. We do not reimburse insurance expenses due to the University Business Office policies.
- Taxi / Cab / Shuttle - Please have original receipts for reimbursement.

If any of these receipts are in another name because you shared the expense, simply bring a note that states it was a shared expense, how the amount was divided and signed by the parties involved please.

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, signed note) must be provided.
- This receipt should show parking charges, internet fees, room rate, taxes 1, 2, or 3 and the name of the hotel/address. An email confirmation will only work if the hotel cannot or does not provide a receipt, which is unusual.

Meals

- Please provide meal receipts taped to a blank sheet 8.5x11 sheet of paper.

REIMBURSEMENTS (for individual students or e-board members)

- Reimbursements can be given to students who travel or pay anything out of pocket **on behalf of one of these 14 Student Governments.**
- Examples of reimbursable expenses are:
 - Conference registrations
 - Leadership trainings for student governments
 - Professional development (non-curricular)
 - Food purchases for official student government meetings (agendas will be needed)
 - Supply purchases for student government offices
 - Mileage to attend meetings
 - Lodging while attending meetings
 - Transportation costs to attend meetings
- A **Request for Funds Forms** will need to be filled out by both the student requesting reimbursement, and the treasurer of the student government who is funding the request.
- The treasurer's information will go in the left hand box titled "Student Government Information" and the student or individual's information goes in the right-hand box "Person/Entity getting paid".
- A UIN is only necessary when it is a UIC staff, student, or member.
- Please make sure to be detailed and include all information requested unless it does not pertain (address is needed in case direct deposit is not set-up, the check is mailed to their home address).
- Detailed reasons for purchasing the items are needed, as well as dates, and who attended. If the receipt shows the meal was for a party of 10, you cannot say it was for a party of 20, just to not provide the names of attendees. The business office will reject them and ask for the names of attendees, delaying your reimbursement further.
- Signatures needed on the form for reimbursements are the student, the treasurer (or president if the treasurer is the one requesting reimbursement), and the advisor of your student government.
- Reimbursements take about 3-4 weeks to process via TEM and the money is deposited directly to the student's bank account they have linked with UIC.
- Please let me know if you are a student employee and seeking reimbursement. You may need to create your own expense report (or add me as a proxy) in TEM and submit due to your employment status with the University.
- Please keep in mind also, that some of these expenses, if they benefit the University (meaning the expense is not to advance your student status or academic requirements) can be paid for in advance, especially if your attendance to such events is in representation of UIC.
- Lastly, tape all receipts to 8 ½ x 11 sheets of paper, staple these to the RFF signed, and drop off to our office for processing. Failure to tape receipts may result in a delay or lost proof of purchase.

FURNITURE, EQUIPMENT, AND SUPPLIES

- These three categories are all surrounded by state, federal, and university policies. We must abide by lots of rules and regulations in order to purchase items in compliance with these rules.
- **To purchase equipment:**
 - Work with your advisor first to determine whether the purchase is one that benefits the students of your college and your student government operations.
 - Once they have approved, please visit one of the following websites to find the equipment you are needing:
 - (Office Max, HP, Dell, Best Buy, or CDW-G).
 - On the RFF, you will list your student government information on the top left-hand box and the vendor's store name (no address needed since we can order this online) in the top right-hand box.
 - For details, explain when you need it, why you need it, for who it is intended for, and where it is going to be stationed (ex: desktop computer for the student trustee in room 305 SCE to begin using in March 3, 2019 for work on board of trustee items).
 - Under the description, list the exact equipment you need or insert the link. Also include the price listed on the website (which might change) and quantity on the right hand columns.
 - Sign all 3 lines at the bottom and submit to me via email.
 - Allow time for us to order it, and for shipping time as well.
 - We will order it to deliver to our office (unless otherwise specified to me via the RFF).
 - Equipment costing more than \$500 will need to be tagged by a University P-Tag sticker. I will need to obtain the serial number, model number, price, date, and location of the equipment in order to tag it properly into our inventory. Just so you know, anything purchased with University Student Fee money comes to be University Property. You or any other student, staff, or faculty may not leave with it or personalize it once they have graduated. That would be considered theft from the University.
 - Lastly, the office staff (front desk students work for our office and serve as assistants to the 14 student governments) will contact you for pick-up from our office when it is ready. Typically, we can hold it for up to two weeks. Preferably, the sooner the better as our "storage room" is a file room we need access to daily.
- **To purchase furniture:**
 - Work with your advisor first to determine whether the purchase is one that benefits the students of your college and your student government operations.
 - Contact the Business Manager in the Office of the Dean of Students to determine which University-approved vendor to work with for a quote on furniture. We work with (the Ellison group, Allsteel, and Haworth).
 - After we meet, please fill out the RFF with the pertaining items filled in (vendor, the details, address where it is going, reason for purchase, etc. as well as items ordered).
 - The business manager will place the order via an online requisition that goes to the vendor and a purchase order is procured. This purchase order is necessary when purchasing furniture as they are providing a service and installation for us and policies govern such jobs on campus.

- It will be shipped to the DOS office for tagging purposes unless it is a large item at which point, it can be set-up to deliver to the desired on-campus address. Crystal Jaimes (or front desk) will contact you when the equipment is ready to be picked-up.
- **To purchase supplies:**
 - Work with your advisor first to determine whether the purchase is one that benefits the students of your college and your student government operations.
 - Once they have approved, please visit one of the following websites to find the supplies you are needing:
 - (Office Max, Quill, Amazon).
 - On the RFF, you will list your student government information on the top left-hand box and the vendor's store name (no address needed since we can order this online) in the top right-hand box.
 - For details, explain when you need it, why you need it, for who it is intended for, and where it is going to be stationed (ex: staples and paper clips for use in the CMSC office during office hours for e-board members to work on meeting agendas, in office 783 SCW).
 - Under the description, list what supplies you will need, quantity, and approximate price. You may also attach a list with links if that is easier.
 - Sign all 3 lines at the bottom and submit to me (cjaime3@uic.edu) via email.
 - Allow time for us to order it, and for shipping time as well.
 - We will order it to deliver to our office (unless otherwise specified to me via the RFF).
 - Just know, even though it is not equipment costing more than \$500 a piece, supplies are still University property if purchased with these funds.
 - Lastly, the office staff (front desk students work for our office and serve as assistants to the 14 student governments) will contact you for pick-up from our office when it is ready. Typically, we can hold it for up to two weeks. Preferably, the sooner the better as our "storage room" is a file room we need access to daily.

PROMOTIONAL ITEMS

- **To purchase promotional items:**
 - Work with your advisor first to determine whether the purchase is one that benefits the students of your college and your student government operations.
 - Once they have approved, please visit one of the following websites to find the promotional item you are needing:
 - (Customink, Quality Logo Products, FGS Inc., 4 Imprint, Discount Mugs, Vistaprint, Empire Promos, Baudville, MINT t-shirts, One-hour-tees, Crestline, Amsterdam Printing).
 - On the RFF, you will list your student government information on the top left-hand box and the vendor's store name (no address needed since we can order this online) in the top right-hand box.
 - For details, explain when you need it, why you need it, for who it is intended for, and where it is going to be stationed (ex: Hoodie sweatshirts for USG to use at campus resource fairs and promote membership to USG to undergrad students on August 28, 2017 in the quad).
 - Under the description, list what promotional items you will need, quantity, and approximate price. You may also attach a list with links if that is easier.
 - Sign all 3 lines at the bottom and submit to me via email.

- Allow time for us to order it, and for shipping time as well. **We will work with the vendor directly, do not contact them to start work on the plaques, shirts, or cups, pens, etc. This creates a hassle when it comes to compliance for these types of expenses.**
- We will order it to deliver to our office (unless otherwise specified to me via the RFF).
- Lastly, the office staff (front desk students work for our office and serve as assistants to the 14 student governments) will contact you for pick-up from our office when it is ready. Typically, we can hold it for up to two weeks. Preferably, the sooner the better as our “storage room” is a file room we need access to daily.
- Get approval from Marketing for the logos you will use on the promo items. Their website is <http://marketing.uic.edu/>

FOOD ORDERS

- **To purchase food:**
 - Work with your advisor first to determine whether the purchase is one that benefits the students of your college and your student government operations.
 - Once they have approved, please visit one of the following websites to find the food you are needing:
 - (Pompeii, Potbelly’s, Einstein Bagels, Chilangos, Pizza Hut, Hawkeyes, Portillo’s, Jimmy Johns, Specialty’s catering, Wise Owl, UIC catering)
 - On the RFF, you will list your student government information on the top left-hand box and the vendor’s store name (DO INCLUDE ADDRESS, phone, fax, email) in the top right-hand box.
 - For details, explain when you need it, why you need it, for who it is intended for, list names if under 20 people, delivery address, time of delivery needed, and name of person receiving the delivery and phone number (ex: pizza for UMSC general body meeting on 4/8/19 in Rockford, IL to discuss Medical guidelines and best practices at Rockford college of medicine room 3B from 6-8 PM – address is ____).
 - Under the description, list what food you will need, quantity, and approximate price. You may also attach a list with links if that is easier.
 - Sign all 3 lines at the bottom and submit to me via email.
 - **Allow time enough for us to order it, and for delivery, please include what time and WHO & phone number of the person receiving the delivery as well.**
- 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.
- Outside food is not allowable in all UIC rooms. Please make sure you know where to order food from for your meeting space.
- We will call in the order and pay for these with the University issued Credit Card.
- *If you are having a catered, sit down, waited event, please call our office to speak with the business manager instead.*
- Send the receipts as soon as the event is over by mailing to 1200 W. Harrison St., MC 318, Chicago, IL 60607. Without the mail code, we will not receive the mailing. And without receipts for your event, we will discontinue purchasing. We need the receipts in order to reconcile the expense and show proof of delivery to the University Business Office.
- NO alcohol is allowed.
- Please submit your requests for food orders 5 DAYS in ADVANCE.

SERVICE AWARDS (USG, HPSC, GSC only)

- At the end of each semester, certain Student Government officers are awarded with a service award for their service to the University Student Government body.
- Around the 3rd month of each semester, please begin discussion and finalize who will be receiving such service awards.
- Fill out the left-hand side of the RFF with the student government information, the right-hand side with the student awardee and all their information.
- The middle section states what award they received and for what semester. Please be detailed.
- Description, in more detail why the student deserves the award.
- Also include the amount.
- Sign all three lines at the bottom and send to me via email.
- No receipts are needed.
- These will take about 3-4 weeks to complete and will be deposited directly to the student's account.
- If the officer is an international student, the student needs to turn in:
 - Visa
 - I-94
 - W-8BEN
 - Foreign National tax information form
 - TWRC
- Allow a few weeks for the process to complete.

PROJECT AWARDS

- On certain occasions, student governments as asked to provide project awards to other student groups on campus. These are funding opportunities for other groups on campus to host small events and gatherings for the benefit of University students.
- When providing a project award, please have your student government discuss with the interested party what their request involves.
- Speak with your respective advisors first and receive their input on whether it is an allowable expense per your student government policies. If so, proceed in filling out the RFF's as listed above for the type of expense they are needing to make.
- It will still contain your student government information, with their information listed in the description portion of the RFF. On the right hand side, simply list the vendor from whom we would be purchasing the items from.
- If it happens to be a department, to whom we should transfer money to, list their department name, a contact person, phone number, email and fax.
- In the description sections list out what the award is for, when, what, why, to whom, etc.
- When you send to me, I may have follow-up questions, so please make sure to check off that it is a project award in the RFF and what group is receiving the \$\$\$. Do not guarantee to the student group that they will receive the money until they RFF reaches the Dean of Students office for approval please.

- This only works if we pay for items or reimbursements, but we do not pay back student orgs for money spent on their trips, etc. Student organizations registered with CSI have lots of other resources from where to pull money from.

VENDOR PAYMENTS

- Speaker honorariums
- film licenses,
- software licenses,
- bus rentals,
- artistic services
- bouncy houses
- anything that requires a contract
- Please contact crystal as soon as possible (30 days in advance of when you need the service) to secure payment to the vendor in a timely manner.
- Please do not sign any of the contracts given to you by vendors.

GIVEAWAYS

- All giveaways must be recorded with the Dean of Students office.
- Determine first what you want to give away and when. We can purchase items from several places, but we cannot buy gifts cards from anywhere else but the UIC bookstore. Meaning, we can only buy UIC bookstore gift cards. Applebee's, best buy, gift cards etc. We are not allowed to buy nor reimburse.
- Fill out the RFF of the Giveaway item you wish to prize the students with and send to me.
- Allow enough time for us to buy the items to house in our office. Meaning, before your event please.
- Then, once you have determined a winner, send them to our office for claiming their prize.
- Make sure you send us their name(s) as well so we know we are awarding the right student.
- They will need to bring their i-Card to prove they are indeed the student and a friend may not come in their place.

GENERAL EXPENSE GUIDELINES

- All requests must come from one of the 14 student governments we work with. The sub-groups your student government provides funds to be unknown to us therefore, requests coming directly from those groups may be unrecognizable and unattended. Please work directly with your sub-groups to fill out the form accordingly and ask your treasurer to play the intermediate role of communicator between our office and those sub-groups.
- 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.

- Please involve your student government advisor on all expense requests and obtain approval via signature or email.
- 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.

POSSIBLE VENDORS LIST

- 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
- Staples
- Wizard Creations for promo items
- Party City for event decorating

Elections and Constitutions

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://usg.uic.edu/documents/>

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

HPSC – <http://hpsc.org.uic.edu/home/links>

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.