

LSU

Campus Life

REGISTERED STUDENT ORGANIZATION (RSO) HANDBOOK

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Welcome Student Organizations!

Thank you for your support of the student experience at LSU. Our student organizations contribute to the quality and reputation of our campus. Use this handbook as your organization's go-to guide as you venture through various projects throughout the year. You'll find information about planning great events, holding successful fundraisers, and best practices for doing business on campus, among other helpful resources. Campus Life looks forward to working with you throughout the year.

Contact Us:

LSU Campus Life
358J LSU Student Union
Baton Rouge, LA 70803
(225) 578-5160
Website: www.lsu.edu/campuslife
Main Office E-mail: campuslife@lsu.edu
For TigerLink and Registered Student Organization information, e-mail: involvement@lsu.edu

Campus Life

Campus Life serves to enhance student learning through innovative initiatives focused on the tenets of involvement, leadership and service that enrich the LSU experience. Whether streamlining your membership recruitment or developing your executive leadership to provide guidance throughout your event planning process, LSU Campus Life is here to assist you and your student organization by providing intentional resources to foster your success.

Some of Campus Life's signature events include:

- Student Involvement Fairs
- [Fall Fest](#)
- [Homecoming](#)
- Love Purple Live Gold Awards
- [Geaux Big Baton Rouge](#)

TigerLink

TigerLink is the online engagement website for Louisiana State University and Agricultural & Mechanical College including LSU Graduate School, Law and Vet school students and registered student organizations. TigerLink provides opportunities for students to get involved with registered student organizations, LSU campus partners and departments, and the surrounding Baton Rouge community.

Students can log on to [TigerLink](#) and create their own personal profile. We encourage student leaders and all students to build their profile, upload a profile picture, and find events and organizations that meet their interests.

Profile Privacy Settings

In addition to [FERPA and Buckley Holds](#), LSU Campus Life values privacy and is committed to providing an engagement platform that considers the experiences of a diverse student population.

In TigerLink, LSU students can set and change their privacy settings and select whether they want to show or hide themselves from their organization rosters. Students can change the default setting by making changes to their privacy settings within their TigerLink account. Edits can also be made to personal profiles by choosing their preferred name and preferred email.

Any updates made to a user's Profile Privacy Settings pertain to their TigerLink account only. Preferred names, privacy settings, and other changes made within TigerLink do not change settings on other LSU systems. To make edits to your personal profile privacy settings follow the step-by-step guide located within the [Campus Groups Help Center webpage](#).

To update preferences in University systems (such as addresses and withholdings), the student would need to access the Directory Information link under Personal Preferences within the myLSU homepage.

Commencement Regalia for Registered Student Organizations

Student organizations must seek approval to issue academic regalia for their student members. All adornments (stoles, ribbons, sashes, etc.) must be approved by the Office of Academic Affairs at least 30 days prior to the graduation ceremony. Regalia request will be reviewed upon submission of an [Academic Regalia Adornment Approval Form](#). The full policy regarding undergraduate and graduate commencement regalia and the main commencement ceremony is available here: [Academic Regalia at LSU](#)

Registered Student Organizations (RSOs): The Basics

Definition of a Registered Student Organization

A registered student organization is an organization that has fulfilled all of the requirements established by the University for official registration. In this document, when the term RSO is used, it is to be interpreted to mean officially registered student organizations.

Benefits of Registering with LSU

As an RSO, your group is entitled to certain rights and privileges, as long as your organization stays in **good standing (active status)** with the university. These special benefits include but are not limited to the following:

- Be listed on the LSU Campus Life website and in University publications and newsletters;
- Utilize TigerLink to list and manage your events (invite-only, members-only, open to the campus community, events open to campus community and the public, and ticketed events)
- Post approved events and activities in the [LSU online calendar](#);
- Utilize TigerLink to: maintain your organization profile; manage your organization roster and officer roles; utilize TigerLink communication tools; and, use the website builder to create a website that incorporates your events, membership roster, and other items listed in your TigerLink group profile;
- Sponsor events and other activities on campus, often at free or discounted rates;
- Ability to reserve LSU facilities, grounds, and equipment for organizational use at free or discounted rates;
- Receive discounted rates for university media advertising as allowed by LSU Student Media;
- Receive discounted rates or apply for donated food or drink products from LSU Auxiliary Services and LSU Dining services as allowed;
- Receive discounted rates when hosting ticketed events in the LSU Student Union Theater and other performances spaces as allowed;
- Apply for and receive organizational event funding from Student Government;
- Apply for annual recognition for student organization achievement at the Love Purple, Live Gold Awards;
- Participate in information fairs (including student involvement fairs);
- and, apply for and participate in the Tiger Stadium Group Seating process for LSU Football games.

Types of Student Organization Statuses

LSU Campus Life uses different terms to describe the status of student organizations. Student organizations at LSU fall into one of the following status categories:

- **Active** - Active status is granted when an organization has completed all requirements to start a new organization or maintain active status. Student organizations on active status are listed on TigerLink and may take advantage of the benefits offered to RSOs at LSU.
- **Inactive** - an organization that has not completed annual requirements to maintain active status. Student organizations on inactive status are removed from all RSO lists and are not permitted to utilize any of the benefits of being an active student organization. Inactive organizations can become active again by contacting Campus Life and fulfilling any outstanding responsibilities.
- **Probation** - Probation status is defined as the status of an organization that has been removed from active status for violations of the LSU Code of Student Conduct, University policies, and/or local, state, and federal laws. The length and terms of probation vary. RSOs on probation may be required to complete certain requirements before being allowed to re-register with LSU.
- **Temporary** - the status for an organization formed to support a specific goal such as a political campaign or natural disaster relief. This status should last no longer than one semester.

RSO Requirements to Remain in Good Standing (Active Status)

To keep an organization's registration current and in **good standing (active status)**, organizations must:

1. Register the organization on an annual basis through the annual registration form on TigerLink. The form will ask for this specific information:
 - A list of three current officers or representatives, named in the system as the President, Vice-President, and third Officer. RSOs do not have to adopt those three titles in their Constitution/Bylaws but should have a student's name and LSU e-mail address to give Campus Life for each officer. Note: Campus Life recommends that RSOs that have a bank account have an officer working as a treasurer.
 - The name and contact information for the full-time LSU Faculty or Staff member serving as their Campus Advisor. This person must acknowledge their responsibilities by reviewing and completing a copy of the Advisor Agreement form each year.
 - An updated Constitution that includes required sections outlined by Campus Life
 - Verifying RSO banking account information and who has access to the RSO's funds. See the "RSO Banking Information Collected Annually" section for more information
2. Attend RSO Training led by Campus Life
 - The organization **President (or designee) and** at least one other executive officer are required to complete an in-person training workshop covering university policies during the semester of the RSO's re-registration.
 - Social fraternities and sororities affiliated with Greek Life are not required to complete the in-person student organization leader training as hosted by Campus Life. Although the training is open to those groups, Greek Life hosts a separate training series for fraternity and sorority leaders each January.
3. Certify that new and continuing members of the RSO have completed [Hazing Prevention Education Training](#) prior to October 1 or March 1.

Neglecting to complete the annual registration application, attend RSO training, or certify Hazing Prevention Education Training will result in the withdrawal of all privileges extended to the organization and move them to Inactive status.

RSO Requirements for Social Greek Organizations

Greek-letter student organizations that are comprised of single-sex membership and whose primary purpose is to recruit and support members scholastically, socially, and civically are designated as social Greek organizations. All registered social Greek organizations must affiliate with one of the Greek governing councils at LSU and are subject to all policies, procedures, and timelines of their affiliate council and the Greek Life Office. For more information, contact:

Greek Life
333 LSU Student Union
225-578-2171
greeks@lsu.edu
www.lsu.edu/greeks

Responsibilities of Registered Student Organizations (RSOs)

RSOs have certain rights and privileges. With these privileges come certain responsibilities to maintain your organization's registered status.

Those responsibilities include but are not limited to the following:

- Each organization will comply with federal, state, and local laws and codes and applicable University policies.
- Each organization is responsible for the activities and/or actions of current LSU student members, non-student members, and guests while participating in any function sponsored by that organization.
- Organizational information must be kept current with Campus Life on TigerLink.
- All organizations are responsible for the planning, supervising, and ensuring the safe operations of each of their programs. This includes planning for risk management for all RSO activities.
- All organizations should function using sound financial management and are responsible for any debts they may incur, including those to LSU.
- The organization must always maintain an LSU faculty or staff member to serve as their Campus Advisor.
- All organizations are required to have an updated constitution within their TigerLink profile that adheres to university policies, local, state and federal laws.

Failure of an organization to comply with the above responsibilities may result in Campus Life notifying the [Student Advocacy & Accountability](#) Office for consideration of concerns listed under the [LSU Code of Student Conduct](#) that governs behavioral expectations of all LSU students and RSOs.

RSO Banking Information Collected Annually

To ensure that RSO financial resources are kept separate from LSU financial responsibilities, RSO student leaders must inform Campus Life about their financial accounts and who has access to their funds during the annual registration process.

Organizations are asked to provide details on the following items if they indicate that the organization has a bank account:

- Name of the banking institution
- An uploaded copy of the most recent bank statement
- An uploaded copy of the bank signature card (i.e., the signatory page).
 - Before uploading, student leaders must redact (cover) any confidential and private data, including Social Security Numbers, birth dates, home addresses, phone numbers, driver's license numbers, and other critical information. That information should not be stored long-term by the student leaders in their own e-mail accounts or records
 - Guidance from the Louisiana State Attorney General's Office states that LSU faculty and staff, including those who serve as advisor, may not be signatories on a student organization's bank account.

State of Louisiana's Hazing Prevention Education Requirements Applicable for all RSOs and Non-Registered Student Groups

Beginning Fall 2019, organizations as defined by the [Louisiana State law](#) also known as the "Max Gruver Act" are required to complete Hazing Prevention Education Training.

Prospective, new and active members must complete the one hour, required online and/or in-person Hazing Prevention Education Training annually. Training will be provided by the institution or provided by the organization or affiliate.

Primary contacts of an organization as defined by the [Max Gruver Act](#) must certify completion of the Hazing Prevention Education Training via an online certification form by the October 1st or March 1st deadline for each semester in which organizations have new members.

Additional information regarding Hazing Prevention Education Training and university resources can be found on the [Hazing Prevention Education website](#).

Officer Requirements

Each RSO President serves as the primary liaison to the University. Additional positions required for each group include a Vice President and a third officer.

Officers must be listed on the organization's roster through TigerLink. Only officers listed on the roster are permitted to make reservations, register events, and conduct other business on behalf of the RSO.

In order to serve as an officer, students must meet the following criteria:

- Undergraduate students must be enrolled as full-time students at Louisiana State University and Agricultural & Mechanical College including LSU Graduate School, Law and Vet school; graduate students must be enrolled at least part-time (with 6 hours).
- Undergraduate students and Vet school students must have at least a 2.0 cumulative GPA; other graduate and professional students must have at least a 3.0 cumulative GPA and be in good standing with the University.
- Students on Disciplinary Probation with Restriction, Deferred Suspension, Interim Suspension, and Suspension are ineligible to hold an RSO leadership position, regardless of their length of time in the position – or length of time remaining in the position. This includes newly elected officers, as well as continuing officers. Student leaders issued an outcome with Disciplinary Probation with Restriction must step down immediately from their position.
- Students who are on Disciplinary Probation without restriction are eligible to hold a position of leadership in an RSO.
- Students must meet all other academic standards established by the RSO that are included in the organization's constitution and/or bylaws.
- Graduating seniors who are not registered as full-time students may still hold office in a RSO during the semester in which they are scheduled to graduate.

Eligibility requirements will be verified by LSU Campus Life. If a student is ineligible to serve, Campus Life will contact the individual in question and the organization advisor. In the event of a change in leadership, RSO officers and the advisor must contact LSU Campus Life to run an eligibility check on the new officers.

Membership Requirements & Due Process

General Requirements

Membership is restricted to Louisiana State University and Agricultural & Mechanical College including LSU Graduate School, Law and Vet school students. Active membership is restricted to LSU students. Associate membership (non-voting) is restricted to LSU faculty and staff.

Resolving Membership Due Process Disputes: SG's University Court

LSU Student Government's University Court partners with Campus Life to hear cases involving breaches of a student organization's constitution, policies, or procedures related to membership. For these instances, students will be allowed to detail the organization's rules they allege were violated, provide evidence and testimony as proof, and request a certain recommendation be given by the court. The University Court is committed to providing an equitable recommendation that brings the organization into compliance with their regulations so they may best carryout their stated goals.

Students who desire the Court to hear their case and issue a recommendation can submit a custom report through the [LSU Cares website](#) under the **Don't see what you're looking for?** section.

LSU Faculty and Staff Advisors

Advisors

Campus Life requires all RSOs to secure and maintain an advisor who is a current employee (faculty or administrative, full- or part-time staff) at Louisiana State University. Campus Life believes that RSO advisors are integral to the success of the organization and the development of its student leaders.

In order to serve as an advisor, faculty or administrative staff must complete an Advisor Agreement form, available via TigerLink, which states the required and suggested roles of an advisor. Advisors should inform their supervisor that they are volunteering as an LSU student organization advisor; the role of an advisor cannot be performed in lieu of the employee's work hours or work responsibilities (unless already included in written job duties). Part-time employees in an academic program (graduate assistantship) or internship are not eligible to serve in the role of the primary advisor or official advisor of record.

Advisor Training

Training will be held in both the Fall and Spring semesters for advisors to learn about policies and procedures that RSOs must follow and how best to support student leaders.

- New Advisors are required to attend Advisor Training the semester of becoming an advisor (Fall or Spring).
- Beginning Fall of 2019, returning advisors are required to attend training every 3 years. Updates on university policies will be sent to all advisors every fall and spring semester.
- In the event of major policy changes that effect RSO advisors, Campus Life may call all RSO advisors in for additional training sessions.

Advisors and student leaders can request additional training sessions by emailing involvement@lsu.edu.

Advisor Changes

A change of advisor or changes in the advisor's contact information requires the submission of an updated Advisor Agreement form signed by the individual in the advisor role. As soon as an advisor resigns, it is the organization's responsibility to inform Campus Life of this change and to find a new advisor for the organization. Student organizations are allowed a period of one month (not including the summer) to find a new Campus Advisor.

Advisor Expectations

The 1990 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or “Clery Act”

Per the [Clery Act](#), advisors for Student Organizations at LSU are considered Campus Security Authorities with responsibilities to report criminal incidents or concerning behavior to [LSU Police](#) when acting in their role as an organization advisor.

Campus Advisors as Mandatory Reporters for Sexual Misconduct and other Title IX Concerns

In accordance with Title IX of the Education Amendments of 1972 and as stated in the PM-73 Policy Prohibiting Sex- and Gender-Based Harassment and Discrimination, including Sexual Misconduct, LSU prohibits and is committed to an environment free of discrimination on the basis of sex, gender, and sexual misconduct. The [PM-73](#) policy applies to all LSU employees and students.

LSU faculty and staff members who serve as campus advisors of RSOs at LSU are required to report instances of sex- or gender-based harassment and discrimination, including sexual misconduct and power-based violence (e.g., sexual assault, stalking, dating violence, domestic violence, sexual exploitation, retaliation, etc.) for which they are not the victim, but of which they are aware.

LSU requires advisors to report a concern when they learn about it to the LSU Title IX Coordinator through the Office of the Title IX Coordinator webpage at <https://www.lsu.edu/titleix/> or by contacting the LSU Title IX Coordinator directly:

LSU Title IX Coordinator
118 Himes Hall
titleix@lsu.edu
Phone: 225-578-9000
Fax: 225-578-4442

This expectation applies to these employees when acting as an advisor for a RSO at LSU, even if their typical LSU employee role is listed in PM-73’s “Limited Exceptions” section (p. 13, Section A.2)

To prepare for their responsibilities in this role, campus advisors are encouraged to complete their annual required LSU’s Power-based Violence Prevention & Response Training **before** beginning their advising duties each year. This training is available on the [LSU’s Mandatory Employee Training website](#).

RSO Event Registrations

All RSOs using University facilities or resources for their on-campus events must file an Event Registration form in TigerLink. Event registrations require tentative approval of physical spaces in advance prior to submitting an event through TigerLink. Facility managers will confirm the tentative reservations through the Event Registration process.

Event Approval Timelines

RSOs are encouraged to file Event Registrations well ahead of time. Advance timing will allow approvers proper time to review the submission in light of LSU policies as well as coordinate the necessary cleaning of the location by the necessary deadlines. The average approval timeline of any event type listed below is dependent upon the preparation and planning of said event type, but students should follow the guidelines below:

Type of Event	Who should I contact?	When should I register my event?
General Event	Building Manager for chosen event space (find at https://bc.lsu.edu)	Submit Event Registration at least 5 business days ahead of the event
Events with Security	Contact LSU Police Department at lsupdevents@lsu.edu	Submit Event Registration with completed contract at least 10 business days ahead of the event
Events serving Alcohol	Contact LSU Police Department at lsupdevents@lsu.edu	Submit Event Registration with completed contract at least 10 business days ahead of the event
Events with Facility Services Equipment	Contact Facility Services at facilityservices@lsu.edu	Submit Event Registration at least 10 business days ahead of the event
Blood Drives	Contact Student Health Center at healthpromotion@lsu.edu	Submit Event Registration at least 15 business days ahead of the event
Walk/Run or Parade	If event is on LSU campus, contact LSU PD at lsupdevents@lsu.edu	Submit Event Registration at least 30 days ahead of the event (see p. 13 for more specific steps)
Fundraisers or Sponsored Events	Contact Ashley Territo with Finance & Administration at aterrito@lsu.edu	Submit Event Registration at least 10 business days ahead of the event
Events during Concentrated Study	Contact Dr. Jacqueline Bach with the Office of Academic Affairs at jbach@lsu.edu	Submit Event Registration at least 10 business days ahead of the event
Events at UREC	Contact the UREC team at urec@lsu.edu	Submit Event Registration at least 10 business days ahead of general events or at least 30 days ahead of major events
Events requiring Parking	Contact Parking & Transportation at parking@lsu.edu	Submit Event Registration at least 10 business days ahead of the event
Events in the Student Union	Contact Union Event Management at unionem@lsu.edu	Submit Event Registration at least 5 business days ahead of the event (must be approved in TigerLink at least 2 business days ahead of the event)

General Events

Campus Life and other Event Approvers need time to review proposed events in light of university policies for use of space, catering and food guidelines, public performance licenses for films, and more. General events should be submitted in TigerLink at least **5 business days** prior to the event date. This includes examples like member meetings or trainings, events with guest speakers, events with food, peaceful assemblies, etc. Planning any event well ahead of time prepares the RSO to host the event well – and grants the RSO time to attract their audience.

Events with Security

LSU Police Department
(225) 578-3231

Student organizations can request security services for on-campus events through LSU Police (LSU PD). Visit the LSU Police Department's Event Security webpage to download the LSU Police Services Contract. The completed contract should be emailed to LSU PD at lsupdevents@lsu.edu at least 10 business days prior to the scheduled event date. If LSU PD is unable to fill the request, they may suggest that the RSO contract security with an approved vendor.

RSOs are required to pay an hourly rate per officer assigned to monitor the special event unless otherwise stated by LSU PD. As of May 2022, this hourly rate is \$70 per officer per hour with a minimum of 4 hours. LSU PD can help determine cost of services from outside agencies.

Events that meet any of the following criteria are **required** to contact LSU PD to arrange security for their event:

- Events with 350+ attendees
- Events where alcohol will be served
- Concerts or other events with live music
- 5Ks/Walk/Run or Parade events

Events with Alcohol

[Policy Statement 78: Serving, Possessing and Consuming of Alcoholic Beverages](#)

Revised: June 27, 2019

Summary of Policy Statement 78. For the complete Policy Statement, select the link above.

This policy is applicable to the serving, possessing, and consuming of alcoholic beverages on University property and within University facilities. This Policy Statement outlines the policies and procedures specifically applicable to the serving, possessing, and consuming of alcoholic beverages on University property and within University facilities by students, University personnel, and their guests. Additional guidance is given for RSO events with alcohol off-campus.

Events with Food Service

[PS 60 Food Service within LSU Facilities and Premises](#) provides guidance for all RSO and department on-campus events with catering, including when an [LSU Approved Caterer](#) is required.

PS-60 also states that "Greek houses, the religious centers, and the International Cultural Center [are] authorized to prepare and serve food to members and guests provided that the food preparation area complies with all applicable local and state health, sanitation and safety standards." (Section III.C)

Food Trucks

Food trucks not already contracted by LSU Dining are prohibited from selling food on campus. However, food trucks can be contracted and paid by a student organization to give away food/beverage items as a part of that particular organization's event as long as they are an [LSU Approved Caterer](#). Those details must be listed in the RSO's Event Registration form and must be approved by Finance & Administration.

Off-Campus Events

RSOs are permitted to hold meetings and events off-campus. RSOs are not automatically required to submit an Event Registration form for events or meetings held off-campus, but may be required to submit an event registration or other form if the event falls within the following guidelines:

- If an off-campus event is a fundraiser or is sponsored in whole or in part by another entity, the RSO should e-mail LSU Finance & Administration (sponsorrequests@lsu.edu) a list of all potential donors/sponsors and the potential items the RSO will receive (donations of money, services or products). RSOs should

follow guidance from LSU Finance & Administration and should upload copies of their e-mail exchange into their Event Registration form.

- If a facility, vendor or sponsor serves alcohol on the premises where the event is to take place, not in conjunction with the event, the student organization hosting the event must make arrangements for the facility, vendor, or sponsor to abide by [LSU's Policy Statement on Serving, Possessing and Consuming of Alcoholic Beverages on Campus \(PS-78\)](#), particularly in terms of permitted alcohol, the use of licensed vendors, and the RSO not taking any role in serving alcohol.
- For off-campus events with alcohol, RSOs must submit the "Off-Campus Events with Alcohol Notification Form" to the appropriate office.
 - [Off-Campus Events with Alcohol Notification Form – Greek Life](#)
 - [Off-Campus Events with Alcohol Notification Form – non-Greek Students](#)

Student Organization Tailgating

RSOs who want to tailgate on campus on Football Game Days must complete the "Game Day Tailgate Notification Form" in TigerLink.

Event Approval and Registration Process

Below is an overview of the Event Approval Process and Registration Process:

How does an RSO obtain event approval?

- Step 1.** A student representative reserves desired space with the appropriate university department (e.g., LSU Student Union Event Management, Registrar's Office, and University Recreation/UREC, etc.)

- Step 2.** A student officer submits the event request through TigerLink by following these steps:
 - Log in to your profile on [TigerLink](#)
 - Select your organization
 - Select "Create" in the upper right corner
 - Select "Create Event" Button
 - Complete Event Registration form
 - Upload space confirmation or include Zoom link
 - Submit Event Registration for approval(Important Note: Only officers listed in TigerLink can create and submit an event. The officer that submits the event is the only one that can request changes.)

- Step 3.** Event Approvers, the RSO's Campus Advisor, and members of LSU Campus Life/Greek Life staff will review the request. Reviewers ensure that the potential event meets all university requirements. University departments are consulted if necessary. Those departments include but are not limited to [Event Management](#), [LSU Police](#), and [Risk Management](#).

- Step 4.** If the event request meets the requirements, LSU Campus Life/Greek Life staff grants approval.

What happens if an event is not approved?

- Step 1.** If the event request is not approved, LSU Campus Life/Greek Life staff contacts the student representative via TigerLink to:
 - Request more information
 - Request another form
 - Deny event request

- If denied, a notification is sent to the student representative who submitted the event request with reasons for the denial via email.
- A student can resubmit an event once they have made the necessary adjustments to comply with university policy.

- Step 2.** Once the student representative provides more information and/or submits additional forms, the LSU Campus Life/Greek Life staff will review the event request once more.
- Step 3.** If the event meets the requirement(s), LSU Campus Life/Greek Life staff will grant approval, and approval notification is sent via email to the student representative who submitted the event request.

Specific steps for 5Ks/Walk/Run or Parade Events

- Step 1.** Begin registration of the 5K Run activity (or Parade/Walk/Road use) with the City-Parish by contacting the BR City Police Traffic Division at 225-389-3874. If the event is to take place on LSU's campus, contact the LSU Police first at 225-578-3231 for specific guidance.
- Step 2.** Meet in person with a supervising officer from the appropriate agency (as indicated in Step 1) who will help define the route. The officer will tell the program planner which other agencies they would need to visit for signatures approving the route and activity.
- Step 3.** The organization would need to satisfy insurance requirements for the event
- The City and Parish may need to be listed as additionally insured
 - If the event occurs on LSU's campus, the LSU Board of Supervisors would need to be listed as additionally insured
- Step 4.** LSU may have a separate Hold Harmless / Liability form that needs to be signed. Contact Ashley McGowan with Risk Management at amcgowan@lsu.edu for more information.
- Step 5.** The City-Parish policy is that registration begins no sooner than 6 months before the event date and is finalized no later than 30 days before an event. This includes having the Certificate of Insurance in hand to give to the BRPD Traffic Division officer.
- Step 6.** The law enforcement agencies (LSU PD, BRPD, or EBR Sheriff) supporting the event will charge the organization for each attending officer. There would likely be a minimum number of hours charged for each officer.

Multi-Day Events

Events that are held over multiple days or the weekend should be registered as single events if there are separate events per day with complex details such as different starting/ending times and locations. Removal of all items from university grounds and facilities is required on a daily basis. Overnight use of facilities (including outside locations e.g., Parade Ground, etc.) requires prior approval from campus administrators.

Virtual Events

Adding a virtual location will enable help your members join your meeting on the geaux. When you 'Create an Event' under your organization profile, the option to add a virtual location will be available.

Film and Movie Screenings

RSOs interested in showing films or movies at meetings and events must comply with the Federal Copyright Act (Title 17 of the U.S. Code), which governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a home video copy of a movie carries with it the right to show the movie outside the home. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved. To show a film or movie on campus, your organization must purchase a “public performance” license from one of the three companies listed below:

Criterion Pictures
<http://www.criterionpicusa.com>
(800) 890-9494

Swank Motion Pictures, Inc.
<http://www.swank.com>
(800) 876-5577

Motion Picture Licensing Corporation (MPLC)
<http://www.mplc.com>
(800) 462-8855

Fees are determined by factors such as the number of times a particular movie will be shown, anticipated audience size, location, etc. While fees vary, they are generally inexpensive for smaller audiences. Fees may be waived if a request is granted from the company responsible for producing the film or movie. For more information on the law on “Public Performances,” visit <https://www.swank.com/college-campus/copyright/> (Swank Motion Pictures, Inc., 2017). Once the organization makes the “public performance license” purchase, the organization is required to provide documentation in TigerLink under the Documents section of the Event Registration form.

Online Streaming Services and Films

RSOs interested in showing films, movies, television shows and any other content available via a streaming service (e.g., Netflix, Amazon, Hulu, Slingshot, etc.) must still adhere to that company’s terms and conditions in the user agreement. This may still require obtaining a “public performance license” to screen the film or movie for a virtual event. Students interested in procuring a “public performance license” can reach out to Campus Life for assistance with the process at involvement@lsu.edu.

Peaceful Assemblies

Revised July 15, 2019

As stated in PM-79, the University acknowledges the right and privilege of individual students, groups of students, and RSOs to assemble peacefully on campus.

Peaceful assemblies by RSOs are not required to be scheduled or registered in TigerLink unless the event meets one or more of the following criteria:

- The event will be held in a University facility, the interior of a building or other area where access is restricted.
- The event may reasonably require the use of University resources (tables, utilities, equipment, etc.) or involvement of a service department of the University, e.g., the directing of traffic and/or parking, managing a crowd, providing of electricity to the site, marking of playing fields, blocking of streets, setting up stages or platforms, placing special trash receptacles in the area, providing tables and/or chairs and inspection and/or cleanup after the event.

- Any event involving amplified sound
- Any event involving the sale of food or beverages. (See PS-78 for events involving alcohol and PS-60 for events involving food.)
- Any event that poses reasonable safety concerns or may involve prohibited activities listed in PM-79.

Although the University does not require the registration and scheduling of events that do not meet one or more of the above criteria, students or student organizations who plan such events are strongly encouraged to schedule and register such events at least 5 business days in advance in TigerLink. Receiving the advice and counsel of staff who routinely deal with such matters will help to navigate University resources, departments and policies, as well as the Student Code of Conduct. Students interested in planning a peaceful assembly can reach out to Campus Life at involvement@lsu.edu or (225) 578-5160 for assistance with the planning process.

Events and Concentrated Study Period for LSU A&M students

Office of Academic Affairs - (225) 578-8863

Concentrated Study Period is the five-day period during the fall and spring semesters (Wednesday through Sunday) immediately preceding Finals Week. During this time, no extracurricular student activities, such as social and athletic events, will be held on- or off-campus. Any exceptions must receive prior written approval from Academic Affairs via Vice Provost for Academic Programs & Support Services Dr. Jacqueline Bach (jbach@lsu.edu), at least 10 business days prior to the event.

RSOs who are granted an exception by the Office of Academic Affairs must also follow the procedures listed in the Event Approval & Registration Policy section. Students should report violations of this policy to the Office of Academic Affairs and Campus Life.

Unaccompanied Minor Policy

In 2018, Campus Life instituted a policy governing RSO activities on campus regarding minor-aged children. No activities, meetings or events will be approved where RSOs will allow the participation of minor-aged children (children under the age of 18 years) without the presence of a parent, legal guardian or designated caregiver present with the minor. No waiver or other agreement should be used by RSO members, LSU, or partnering organizations to release parents, guardians, and/or custodial caregivers from the responsibility of accompanying or monitoring minor-aged children at a student organization event.

This policy does not apply to currently enrolled LSU students who are less than 18 years of age. However, RSO leaders, event planners and campus advisors should consult with LSU Risk Management to review the specific activities at organization events to see if an additional Hold Harmless agreement should be signed between the parent, guardian, or custodian of an LSU student less than 18 years of age and the RSO for the planned activity.

This Campus Life policy is not meant to supersede LSU Permanent Memorandum (PM) 16 [Protection of Minors Participating in University Programs](#). Should an RSO wish to host and supervise non-LSU students less than 18 years of age, they should review PM-16 and consult with LSU Risk Management and Campus Life prior to hosting minor participants on campus.

Campus Emergencies

Should the LSU campus experience an emergency, RSO leaders and advisors should follow directions issued by the LSU Emergency Operations Center (LSU EOC) [LSU EOC webpage](#). These directions may include information on campus closures, area restrictions, or limits placed on campus hours. These directions may also include a cancellation of all RSO-related activities regardless of physical location. In the event of a full campus closure, organization leaders should not automatically seek off-campus locations for their scheduled events but follow the directives of the LSU EOC as safety issues may exist off-campus as well. Campus Life and its partners will assist organizations with rescheduling events when LSU EOC advises that LSU has resumed normal operations.

RSO Fundraising

Fundraising by student organizations is allowed at LSU, in accordance with University policies and processes, local and state laws, and the [LSU Code of Student Conduct](#). Fundraising is a type of event; therefore, the Event Approval & Registration Policy also applies.

Fundraising is defined as any event, program, or activity in which money or items are collected for the purpose of raising funds for the organization, a philanthropy, or donating goods to charities. Some examples include donations, ticket sales, sale of items, or collection of goods (e.g., canned food drives with donations to a food bank).

Campus Life staff can assist RSOs with questions, offer suggestions, and help student organizations comply with the fundraising approval process. To request a meeting, call (225) 578-5160 or email involvement@lsu.edu.

To be approved, fundraisers must comply with the following:

- The Event Registration must be submitted via TigerLink at least 10 business days prior to the start of the fundraiser
- Fundraisers involving food must comply with [LSU's Policy Statement on Food Service \(PS-60\)](#), which determines approved venues and catering stipulations
- Fundraisers with food cannot take place anywhere in or around Free Speech Alley/Plaza (per Finance & Administration, due to contractual obligations with the dining vendor of the University)
- Student organizations must abide by [LSU's Policy Statement on Serving, Possessing and Consuming of Alcoholic Beverages on Campus \(PS-78\)](#). RSOs cannot raise funds from alcohol sales, including receiving a percentage of alcohol sales for fundraisers held in business that sell alcohol in addition to food or other items
- If promotional items are sold, the organization must seek an additional approval from Finance & Administration. The promotional item design must be emailed to trademark@lsu.edu for approval **prior** to gaining approval for the fundraiser from Campus Life/Greek Life.
- Student organizations may use the LSU logo or other indicia if approval is granted from Finance & Administration ([LSU's Policy Statement on the Use of University Name and Indicia, PS-93](#)). This approval includes, but is not limited to, T-shirts, hats, calendars, decals, banners, or any other apparel or non-apparel items. The approval is obtained by emailing trademark@lsu.edu.
- LSU defines an auction as the process of buying and selling goods or services by offering them for bid (silently or otherwise), and then selling the item to the highest bidder. Auctions are allowed as fundraisers when entire net proceeds of the auction are devoted to a charitable or educational organization (per Louisiana Revised Statute 4:707. B).
- LSU Athletics prohibits RSO fundraising on campus on the day of home football games.
- Off-campus fundraising events do not require Event Registration and approval (Office of Risk Management, August 2011) unless they involve an event where alcohol is served. For off-campus events with alcohol, RSOs should fill out the "[Off-Campus Events with Alcohol Notification Form](#)."

Sponsorships and Donations

1. For RSO events sponsored in whole or in part by another entity, the RSO should e-mail LSU Finance & Administration (sponsorrequests@lsu.edu) a list of all potential donors/sponsors and the potential items the RSO will receive (donations of money, services, or products). RSOs should follow guidance received and upload their email exchange into their Event Registration Form.
2. If a student organization is interested in soliciting off-campus businesses or organizations for donations of money, services or products, the organization must first seek approval from Finance & Administration. A list of all potential donors/sponsors must be provided in the TigerLink Event Registration form for approval. Email sponsorrequests@lsu.edu with questions about sponsorships and donations.
3. The Event Registration must be submitted via TigerLink at least **10 business days** prior to the event.
4. Donations of money, services or products from an approved vendor or sponsor cannot include the promotion, sale, or service of alcoholic beverages.
5. RSOs are not permitted to use LSU's EIN number or LSU's tax-exempt status. Donors to student organizations are not able to use LSU's EIN number to write off their donation. Donors may not receive a tax donation benefit as a result of donating to a student organization.

Donation Requests: LSU Auxiliary Services

LSU Auxiliary Services welcomes donation requests of LSU Dining and Coca-Cola products for RSO activities. Consideration of requests begin each year on July 1 and are available until resources are allocated for the year. RSOs must be registered and in good standing with the university to request and receive donations. RSOs may not re-sell donated products or services. Normal catering policies govern the use of the donated products and services as well. Visit the [donation request webpage](#) for more information and to submit your request.

Student Government Funding Opportunities

Student Government offers a variety of funding opportunities for RSOs, including: the Organizational Relief Fund (ORF); Programming, Support and Initiatives Fund (PSIF); and funding from Student Senate.

- PSIF supports a variety of student organizations, including new student organizations, organizations hosting conferences on campus, and organizations who are hosting late-night programs for students, among others.
- ORF helps defray the travel costs of full-time undergraduate students (graduate students apply through the graduate school) traveling to conferences, conventions, or competitions which are educational, academic, or professional in nature.
- Student Senate may provide additional funding for an RSO's programs, conventions, or competitions.

Details on each of these funds can be found within the [Student Government website](#). Funding requests should be submitted no later than six (6) weeks prior to the event.

Banking and Financial Information for RSOs

RSOs who collect member dues, host events, or travel may need to acquire a checking account. The process for applying for a checking account is listed below. Other avenues for managing funds are available through LSU's Agency or Miscellaneous Other (MOT) accounts. More information about each account is provided below.

Checking Accounts

Student organizations in need of a checking account must first apply for a tax identification number through the Internal Revenue Service ([IRS Form SS-4](#)). Organizations apply online through the [IRS website](#). Once the tax

identification number has been assigned, groups must fill out the appropriate forms with a local bank to receive the checking account. RSOs at LSU are encouraged to hold officer transition meetings from year to year. Funds in a bank account can become unavailable to the organization if student officers leave and do not introduce the new student officers to the bank as signatory authorities for their account.

LSU Miscellaneous Other (MOT) Accounts

MOT accounts are used by LSU departments to bill a student leader's Bursar's office account for services provided for their organization. Once a student organization requests paid services from an LSU department (e.g., Facility Services, Parking, etc.), that department will contact the Bursar's Office to request creation of an MOT account. The student will then pay the Bursar's Office for the charge posted to their MOT account for the service. Payment must be rendered before an LSU department will provide the service.

RSOs that receive funding from an LSU department should work with their department's business manager to determine the best route of payment for services to other departments.

Tax Information for RSOs

The information found in the section below should be considered a guide and should not be considered a substitute for actual legal advice. For legal advice, your organization should contact an attorney.

Employer Identification Number

Any student organization collecting dues or income of any type is encouraged to have a bank account. In order to set up your bank account, you must apply for an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). No RSO can use LSU's EIN number. The EIN application is located on the SS-4 form on the IRS website. You may apply through the following links:

- Form: <http://www.irs.gov/pub/irs-pdf/fss4.pdf>
- Instructions: <http://www.irs.gov/pub/irs-pdf/iss4.pdf>
- Online Application: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- Phone: (800) 829-4933

Non-Profit Organization

Some student organizations choose to apply for federal income tax-exempt status through the IRS. The most common type of tax-exempt status for organizations is a 501(c)3 designation. The non-profit process is time-consuming and may require additional fees for application. Organizations wishing to apply for non-profit status may find more information on the IRS website.

Filing Taxes

For organization not classified as non-profit, it is important to ensure your organization is filing taxes as appropriately outlined by the IRS. If the student organization reports less than **\$5,000.00** on their "gross receipt", regardless of the organization's classification, it will automatically be considered federal income tax-exempt and will not need to file annually with the IRS. A "gross receipt" is defined by the IRS as "the total amounts the organization received from all sources during its annual accounting period." Note that this number is calculated before subtracting any costs or expenses. Also note that this number includes donations later re-donated to a charity, dues collected from members, etc. Thus, most forms of money taken in by the organization count against this \$5,000 limit.

If a student organization receives \$5,000 or more during an annual accounting period, it should contact the IRS to determine which form to file on behalf of the organization.

RSO Travel and Trip Travel Insurance

Office of Risk Management

253 LSU Alumni Center

(225) 578-3283

riskmgmt@lsu.edu

RSO travel can be a rewarding professional, academic and social experience. To ensure a successful trip, pre-planning of all trips is encouraged. Campus Life does not require RSO advisors to travel with the organization; however, advisors may be required to travel on official trips by their academic department or college. Faculty/staff members should check with their department when planning to travel with a student organization.

Student organizations planning to travel internationally must apply through Academic Programs Abroad in the Office of International Programs. For more information, email studyabroad@lsu.edu at least three months in advance of planned travel.

RSOs traveling with the assistance of LSU funds (such as funding from a department or Student Government) must first receive authorization to travel and register for Trip Travel Insurance from LSU Risk Management. RSOs not traveling with assistance of LSU funds do not need approval from LSU Risk Management but must still register for trip travel insurance.

LSU Risk Management provides Student Trip Travel Insurance coverage for students attending or participating in a University supervised and sponsored activity or function such as an RSO event. The Student Trip Travel Insurance Policy is a minimal medical policy for eligible charges not in excess of usual and customary charges for accidents **only** and does not cover sickness. Student Trip Travel Insurance is provided at no charge to the RSO, but it must be filed before RSO members travel or before the off-campus event begins. To utilize Student Trip Travel Insurance, RSOs must complete the [Trip Travel Request Form](#).

General Programming Facilities Available for RSO Events

To reserve space at a facility on campus not listed below, RSOs can contact the building coordinator for the space they would like to reserve. Find a list of all building coordinators [here](#).

Clarence L. Barney Jr. African American Cultural Center

86 Veterans Drive

(225) 578-1627

aacc@lsu.edu

RSOs can reserve the Clarence L. Barney Jr. African American Cultural Center (AACC) at no charge for events or meetings. If the AACC is needed on the weekend, the RSO is required to pay the Weekend Usage Fees (contact the AACC for pricing). All events/meetings must have an RSO advisor or AACC staff member present. Reservation request forms are available [online](#).

Barnes & Noble at LSU Event Room

2 Union Square

(225) 578-5137

RSOs can reserve the Event Room at Barnes & Noble at LSU free of charge. To reserve the space, RSOs should reach out to the store at tm396@bncollege.com to get a copy of the reservation form. Once the form is completed, the store will contact the RSO to confirm dates and details of the event.

Bo Campbell Auditorium

100 Gym Armory
(225) 578-5787

The Bo Campbell Auditorium is available for reservations for organizations wishing to utilize it. As one of the premiere lecture theaters in the country, the Bo Campbell Auditorium seats 1,008 spectators in a newly renovated spacious facility. The auditorium is generally NOT made available to third-party organizations outside of LSU. All events must be university approved. [Complete Bo Campbell Reservation Form](#). Once your reservation request is approved, the event must then be approved by LSU Finance & Administration. A license for the use of the facility must also be signed. Review [Bo Campbell Policies](#).

Classroom Reservations

Office of the University Registrar
112 Thomas Boyd Hall
(225) 578-2090 or 578-2096

Classroom space is available at no cost to RSOs. All requests for space should be completed by submitting the Classroom Space Request Form at least 5 business days prior to the day the meetings or events are scheduled to occur. Please note that food and drinks are not allowed in classroom space. Classroom space **may not be available during the first weeks of the fall semester due to academic space schedules**. Classroom Reservation Request Form can be found [online](#).

International Cultural Center

3365 Dalrymple Drive
(225) 578-0457 | (225) 578-1702
icc@lsu.edu
lsu.edu/intlpro/icc

The International Cultural Center (ICC) serves to promote interactions among students, staff, faculty, and community members of all cultures, helping to develop a globally enriched learning environment throughout LSU and Baton Rouge. It also serves as a rental space for groups or individuals in the area. Located close to the university lakes and with its own parking lot, the ICC is an ideal location for a variety of events, such as meetings, workshops, and social gatherings. It is supported in part by a semesterly international student fee and is available for use at no cost to international student organizations for the first three hours of rental. All other student groups, university departments, individual students/staff/faculty, and the general public may rent the ICC at a graduated fee scale. Learn more about the facility's capacity and how to rent the space by visiting the ICC's [facility page](#).

LSU Student Union

LSU Student Union Event Management
310 LSU Student Union
(225) 578-5959
unionem@lsu.edu
lsu.edu/as

Areas reserved through LSU Student Union Event Management include Union spaces, the Parade Ground, the Greek Theater, the Natatorium Field, Acadian Field, and Memorial Oak Grove. RSO officers can make reservations in-person or online at www.lsu.edu/as/events.

For all events and meetings scheduled to occur in spaces regulated by Event Management, RSOs must register those events and/or meetings within TigerLink.

- **Student Organization Event Reservations:** All forms and event details must be completed and submitted by the students for student organization events. If a form is submitted by a department member such as the Campus Advisor for the student organization, it will be deemed a department event and the student organization will be billed at the department rate. The reservation deadline and process have remained the

same. The deadline for reservations, final event details, and TigerLink approvals is 9am two business days prior to the event.

- **Paid Student Organization Events:** All fees associated with student organization (paid) events, must be paid directly by the student organization. If they are receiving funding from a sponsor, that sponsor cannot pay Auxiliary Services / the LSU Student Union directly. The checklist for what deems an event “paid” is listed in [Auxiliary Service reservation policies](#).
- **Free Speech Alley and Circle:** Individuals or groups are permitted to use this area without reservation or approval. RSOs and LSU departments need to provide their own table and chairs. This space is not to be used for larger-scale events without consultation with Union Event Management. Availability is on a first-come, first-served basis. Items cannot be left unattended or abandoned in this space.
- **Tower Drive (between the Union and Coates Hall only):** For events on Tower Drive, the Event Management reservation form is still required for RSOs and university departments. Additionally, Parking & Transportation manages parking spaces along Tower Drive. Both offices must be contacted to arrange for events on Tower Drive.

LSU Student Union Theater

Theater Box Office
(225) 578-5782

uniontheater@lsu.edu

Reservations request for the Union Theater must be submitted through an [online event form](#). If the date is available, the main contact will receive an estimate of costs to review, and a tentative reservation will be made. Estimates must be signed and returned to Theater Manager.

Event Registrations must also be submitted and approved in TigerLink before RSOs receive full confirmation. Once an event is confirmed, there will be a required pre-production meeting with the LSU Student Union technical staff prior to the rehearsal/show date. For a pre-meeting preparation list, contact the LSU Student Union Theater Manager.

Pete Maravich Assembly Center (PMAC)

(225) 578-8428

For more information about reserving the PMAC, reach out to athleticsevents@lsu.edu at least 10 business days prior to the event date. For events utilizing the floor of the PMAC, reach out at least 6 weeks in advance.

UREC Spaces, including the Field Complex

University Recreation
(225) 578-8601

University Recreation (UREC) requires all reservations to be submitted at least two weeks in advance (major events require one-month advance notice). Details on Court Reservations, Facility Reservations and Rentals, Meeting Space Reservations, Activity Space, Outdoor Field Space, Rental Policies and Guidelines can be found within the [UREC's Reservation and Rental website](#).

Women's Center

5 Union Square
(225) 578-1714

wc@lsu.edu

The LSU Women's Center promotes the advancement of women's issues and gender equality through its services, advocacy efforts, and educational programs. The Women's Center has [spaces available](#) for RSOs to reserve for no

charge. The Women’s Center asks that [reservation requests](#) be submitted online at least 5 business days in advance.

General Publicity

Campus publicity is available through many resources. Some publicity is free, but there may be advertising costs associated with a few of the resource areas. RSOs should keep in mind that word-of-mouth efforts, building strong relationships with other RSOs, and using social media outlets are some of the best avenues to publicize events. When publicizing events, please refer to the policy on the “Distribution of Printed Material on Campus.”

Additional Opportunities:

- **LSU Student Union Marketing**

310 LSU Student Union

(225) 578-5660

lsu.edu/as/index.php

The Student Union offers digital messaging through the digital displays. This system replaces other forms of advertising and offers visibility in several Union locations. RSOs interested in having an LSU affiliated program or event advertised should visit as.lsu.edu and click on “Digital Signage Request” under “Forms” or e-mail uas@lsu.edu.

- **Student Media**

(225) 578-1697

studentmedia@lsu.edu or admanager@lsu.edu

www.lsu.edu/studentmedia

Student Media oversees the operation of The Reveille newspaper, the Gumbo yearbook, KLSU-FM, The Legacy Magazine, Tiger TV, an advertising/marketing department and a web operation. These media outlets provide information and entertainment to the campus community, while providing students with both a campus voice and practical training in publishing and broadcasting.

- **TigerLink**

www.lsu.edu/tigerlink

TigerLink is the student organization and event registration system managed by Campus Life that tracks each student’s involvement at LSU from day one until they cross the stage to receive their degree. Within TigerLink student organizations can register their events and promote them to all LSU students.

Marketing

Guidelines on Distribution of Printed Material on Campus

Distribution of literature and other printed material on campus is governed by several LSU Policy Statements, including [PS-82](#) on Use of LSU Facilities and Premises and [PS-06](#) on Solicitation of Advertisement. Because distribution of printed material impacts several different LSU offices and programs, these guidelines have been prepared to clarify how these policies should be interpreted and applied by the various offices involved. These guidelines do not replace or modify the formal policies but are provided to assist LSU officials with the implementation of those policies.

Principle

LSU is committed to the First Amendment of the United States Constitution and the free speech values it embodies. As an institution of higher education, LSU recognizes the importance of free and open debate on all matters.

Distribution of printed material on campus raises a number of issues that are unrelated to the content of the message being conveyed by that printed material. LSU has an obligation to take reasonable steps when appropriate to protect its students, faculty, and staff from invasions of privacy, impediments to safety, and interference with the University's educational, research, and service missions. To protect those interests, LSU reserves the right to impose content-neutral and reasonable time, place, and manner restrictions on the distribution of printed material on campus.

General Rules

- Posters, flyers, and bulletins may not be placed on any LSU buildings, doors, walls, utility poles, trees, shrubbery, or any other surface. Posters, fliers, and bulletins may be placed on designated bulletin boards in accordance with any rules established by the department or office responsible for the bulletin board.
- Distribution of printed material on other areas of the LSU campus is subject to reasonable, content-neutral regulation of time, place, and manner to protect the interests of LSU and its students, faculty, and staff, including, but not limited to, vehicular or pedestrian traffic congestion, construction activities, space available or required, parking needs, event security, litter mitigation, landscaping limitations, emergency contingencies and public safety considerations, the prevention of obstreperous distribution of literature, unwelcome hawking and face-to-face solicitation, the frequency or duration of requested use, the volume or frequency of other requests or reservations, the university's own planned use of its facilities for athletic or other events, and potential for interference with the university's educational mission.

Non-Students

1. Non-students include any person who is not an LSU student and any entity other than recognized student organizations. It also includes students who are acting on behalf of or for the benefit of any non-student.
2. The Office of Finance & Administration oversees distribution of printed material on campus by non-students and is responsible for enforcing LSU's policies in this area as they pertain to non-students.
3. Non-students must obtain approval from the Office of Finance & Administration before distributing printed material on campus.
4. In general, the following guidelines will apply to distribution of printed material by non-students. However, the Vice President for Finance & Administration shall have authority to impose additional requirements or waive these guidelines in order to promote the best interests of LSU.
 - Newspapers and magazines distributed free to students may be placed in newspaper racks at areas designated by LSU, in consultation with the publisher.
 - Other than newspapers and magazines, distribution of advertising of any sort by non-students is not allowed.
 - No fliers, brochures, cards, or other printed material may be placed on car windshields.
 - Outside of the LSU Bookstore and similar locations, no printed material may be offered for sale without express approval.

Students and Student Organizations

1. Campus Life is responsible for enforcing LSU's policies in this area as they pertain to students and recognized student organizations.
2. Individual students acting solely on their own behalf do not need prior approval to distribute printed material to other individuals on campus by personally offering to hand it to them.
3. In general, the following guidelines will apply to distribution of printed material by students. However, the Vice President for Student Affairs shall have authority to impose additional requirements or waive these guidelines in order to promote the best interests of LSU.
 - No fliers, brochures, cards, or other printed material may be placed on car windshields.
 - Advertising for student events, groups, and activities will generally be permitted, subject to reasonable restrictions to protect the interests of LSU.
 - No printed material may be offered for sale without expressed approval.

- Organizations should include the organization name on any printed materials intended for distribution on campus.

Promotional Items

If promotional items are sold or distributed, the organization must have prior approval from Finance & Administration. Campus Life and/or Greek Life cannot approve promotional items.

The promotional item design must be emailed to trademark@lsu.edu for approval from Finance & Administration. RSOs should not move forward with production or selling until they receive an email confirmation back from trademark@lsu.edu.

RSOs may use the LSU logo or other indicia if approval is granted from Finance & Administration ([LSU's Policy Statement on the Use of University Name and Indicia, PS-93](#)). This approval includes, but is not limited to, T-shirts, hats, calendars, decals, banners, or any other apparel or non-apparel items. The approval is obtained by emailing trademark@lsu.edu.

Use of University Name

Effective August 28, 1995, the Trademark Licensing Office within the Division of Finance & Administration promotes, protects, and regulates the University's name and identifying marks. These marks include the name, logos, seal and all identifying marks, symbols and slogans associated with LSU. The University has registered its marks with the U. S. Office of Patents and Trademarks and the Louisiana Secretary of State to protect the integrity and identity of the marks.

Prior written permission is required through the Trademark Licensing Office for use of the University's name or marks for anything other than official University purposes. The following applies to student groups, organizations, and sport club teams.

Use of University Name

A registered student organization or sport club team may use the University name in its title, publications or letterhead to show its status as a registered student organization at LSU but may not use the name in a manner as to create confusion between it as an organization and the University itself nor in a manner that would in any way constitute an endorsement, approval or underwriting of any organization, product, activity, service or contract by Louisiana State University.

The general rule is that the University name cannot precede the name of the student organization. **Examples include:**

Permissible:	ABC Club at Louisiana State University	or	ABC Club at LSU
Not Permissible:	Louisiana State University ABC Club	or	LSU ABC Club

One exception to the above rule is for Sport Clubs who compete nationally against other universities. In order to identify this unique student organization subset, the following examples will apply to identify the competing Sport Club:

LSU Sport Club, Sport Club at LSU, Louisiana State University Sport Club, Sport Club at Louisiana State University

If a Sport Club uses the word "team" within its title, it may only do so when the words "Sport Club" precede the word "team" in order to separate Sport Clubs from Intercollegiate Athletic Teams:

Permissible: ABC Sport Club Team at Louisiana State University, ABC Sport Club Team at LSU, LSU ABC Sport Club Team, Louisiana State University ABC Sport Club Team

Not Permissible: LSU ABC Team, Louisiana State University ABC Team

The correct reference to LSU is "Louisiana State University" or "LSU." Using the reference of "Louisiana State" only is not acceptable.

Use of University Marks and Indicia

Registered student organizations or club teams may not use the University seal or logos on letterheads, business cards or other identifying materials. A sport club team may, however, utilize a University mark as part of its uniform, provided the item is not issued or made available by sale or otherwise to anyone other than team members. Registered student organizations may receive permission to utilize a University mark for special use, such as a commemorative item that is for members use only. Contact the Trademark Licensing Office for review of such proposed use.

Should an item bearing the registered marks of the University be sold to anyone other than the membership of a registered student organization or sports club team, it becomes a commercial use of the mark and is subject to a license agreement. For example, if the ABC Club at LSU decides to use the marks of the University on its uniform, it may do so only subject to approval by the Trademark Licensing Office. If the club decides to sell a t-shirt bearing the University marks as a fundraiser, the manufacturer of the item must be an LSU licensee. The Trademark Licensing Office must approve all artwork and designs, as well as the quality of the product prior to its distribution. Please email trademark@lsu.edu with all proposed designs and any questions. A list of licensed screen printers can be found [here](#).

Additional Campus Resources for RSOs and RSO Members

Cale P. & Katherine Smith Student Financial Management Center

158 LSU Student Union

(225) 578-2162

lsu.edu/careercenter/sfmc

sfmc@lsu.edu

The LSU Student Financial Management Center (SFMC) provides financial resources and educational opportunities to students and RSOs. The SFMC is committed to helping students create and maintain financially responsible behaviors. SFMC staff are available to facilitate presentations and facilitate workshops on topics such as money management, budgeting, identity theft and much more. The SFMC also offers one-on-one appointments.

LSU CARES

www.lsu.edu/lsucares

LSU Cares is a university initiative dedicated to the well-being of students and promotion of a community that cares about each of its members. Students can report concerns about their peers or student organizations online through the [LSU Cares](#) website. If you have questions about which form to use, contact Student Advocacy & Accountability at 225-578-4307 or send an email to dossaa@lsu.edu.

Campus Mail

The UPS Store
First Floor of the LSU Student Union
(225) 578-6756

For information on reserving a mailbox for your student organization, contact The UPS Store.

Disability Services

115 Johnston Hall
(225) 578-5919
disability@lsu.edu

The Office of Disability Services provides support services and accommodations to students with disabilities. Students with permanent or temporary disabilities who may require special accommodations on the part of the University should contact Disability Services for academic accommodations. Disability Services staff are also available to student organization leaders and advisors for consultation about making their events, meetings and other activities more accessible for persons with disabilities or persons in need of accommodations.

Email Accounts

Information Technology Services
200 Frey Hall
(225) 578-3375

RSOs may request e-mail accounts through the LSU Information Technology Services department. The request must come from the organization's advisor. Find information [here](#) about requesting secondary e-mail accounts.

Equipment Reservation

Facility Services
(225) 578-3186
facilityservices@lsu.edu

Facility Services offers many resources to student organizations, including tables, chairs, podiums, risers, trash/recycling cans, and electrical and water setups for spaces outside of the LSU Student Union. All requests should be made 10 days in advance to allow for proper scheduling. To reserve equipment or other resources, email facilityservices@lsu.edu.

The organization may have the equipment delivered and picked up for a minimal fee. The organization will be billed for any equipment that is damaged or not returned.

Facility Services can also assist the requestor with furniture rentals from off-campus vendors at commercial rental rates. If electrical set-up is needed, there will be a cost incurred by the organization for the set-up and breakdown of the electrical supply. Facility Services is limited in the areas in which outdoor electricity can be provided.

There are many underground utility lines on the LSU campus. For personal safety, Facility Services no longer allows penetrations for tent stakes or signage on the Parade Ground (though small way-finding signs may be considered on a case-by-case basis by the Office of Finance and Administration). Facility Services will review requests by students to put stakes or signage in the ground. Water barrels and counterweights must be used to anchor tents.

Food Pantry

108 LSU Student Union
(225) 578-8800
www.lsu.edu/foodpantry

The Food Pantry has been committed to addressing student food insecurity at LSU since 2013. It provides many essential food items for currently enrolled LSU students.

Parking Information

Parking & Transportation Services
(225) 578-5000

parking@lsu.edu

Student organizations can request parking accommodations for events through the LSU Parking & Transportation department. Services available include reserving individual or multiple parking spaces, parking lots, parking guards, and barricades. To make reservations, submit the Parking Permit Request Form found on the [Parking & Transportation website](#). Reservations should be submitted two weeks in advance.

The rate for a reserved space in the Union Parking Garage is \$1.50/hour per space on weekdays from 7AM to 8PM (rate subject to change). More information can be found on the [Union Square Parking Garage website](#).

Recommended Resources and Trainings for RSO Leaders and Advisors

NCBI “Welcoming Diversity” and “Controversial Issues” Sessions

NCBI’s award-winning Welcoming Diversity Workshop is an experiential program that has been presented thousands of times at universities and colleges. For workshop opportunities, visit the NCBI at LSU webpage: www.lsu.edu/ncbi.

Controversial Issues Workshop (3-hour workshop)

NCBI’s award-winning Controversial Issues Process trains leaders to deal constructively with tough conflicts, enabling them to move disputing parties toward future cooperation. The skills taught in the NCBI Controversial Issue Process can be used by anyone in any conflict situation from simple misunderstanding to heated debate. The process is effective because it enables participants to understand the factors underlying even the most intractable conflicts and to move beyond them. To request a workshop, visit the [National Coalition Building Institute \(NCBI\) website](#).

Power-Based Violence Prevention & Response Training

To prepare for their responsibilities in this role, campus advisors and RSO leaders are encouraged to complete LSU’s Power-based Violence Prevention & Response Training **before** beginning their advising duties each year. This training is mandatory for employees but is certainly helpful for student leaders. This training and others are available on [LSU’s Mandatory Employee Training website](#).

University Policies, Codes, & Procedures of Note for RSOs

The most current iterations of the following guidelines can be found under [LSU University Policies](#) and [LSU Permanent Memoranda](#).

[Commitment to Community](#)

[LSU Agricultural Center: Reserving Space in Agriculture Buildings](#)

[LSU Code of Student Conduct](#)

[LSU Licensed Caterers](#)

[LSU Student Union: Reserving Space in the Student Union](#)

[LSU University Recreation: Reserving Space with University Recreation](#)

[Permanent Memorandum 79 - Freedom of Speech and Expression](#)

[Policy Statement 1: Equal Opportunity](#)

[Policy Statement \(PS\)-6: Solicitation of Advertisement](#)

[Policy Statement \(PS\)-60: Food Service](#)

[Policy Statement 78: Serving, Possessing and Consuming of Alcoholic Beverages](#)

[Policy Statement \(PS\)-82: Use of LSU Facilities and Premises](#)

[Policy Statement \(PS\)-93: The Use of University Name and Indicia](#)