

# “How to at JCU!!!”

## FAQ's for Planning Events at John Carroll University

Here is a list of the most commonly asked questions (with answers) from student organizations about program planning.

### **How do I reserve a room on campus?**

If you are a part of a recognized and registered student organization on campus, you can request to use space for a meeting or an event through the [Request for Facility Use](#) form found here or on the website under the forms section.

### **How do I request funding from the Student Organization Budget Board (SOBB)?**

Registered and recognized student organizations at JCU can request from the Student Organization Budget Board in four (4) different categories:

- The [Operating Fund](#) is meant to support the daily needs of student organizations for things like office supplies, meeting supplies, etc. Each organization is able to request up to \$100/per semester from this fund.
- The [Programming Fund](#) is to support events or programs open to the JCU campus.
- The [Travel Fund](#) is meant to support student travel to conferences and events that are off-campus.
- The [Service Fund](#) is to fund service projects and other organization needs related to service.

The forms need to be submitted at least 2 weeks before the date of the event or the travel and they have to be heard at the SOBB budget board at least one week before. In order to access the forms click on the links above or go to the forms section of the website.

### **How do I prepare for the SOBB presentation?**

After you submit your request form, you need to make sure that you sign up for a time to present to the budget board (on the Student Union office door – across from the office of Residence Life). Make sure the representative that attends the meeting on behalf of your organization is well versed about the request and prepared to answer questions about details like budget, locations, promotion, and other things. Be prepared to share as much information as you can with the board about the details of the request, why it is important to your organization, why it is important to the campus at large.

### **How do I get t-shirts approved?**

If an organization wants to print and order apparel (i.e. t-shirts) or other promotional items (i.e. cups, frisbees, etc.), it is critical that the group seek approval from the OSA before going to print. The student organization needs to make sure that the design of any item that will promote the organization and/or its event(s) and accurately depicts the mission of the organization and the University. To begin this process, complete the [Apparel and Promotional Item Approval Form](#).

Next, student organizations must contact our preferred vendor for promotional items, [theJCUshop](#) in order to get a quote for any promotional item, including t-shirts. The company website is [jcushop.jcu.edu](http://jcushop.jcu.edu) and our representative is Aubrey Cocklin. This vendor has competitive pricing and has a streamlined relationship with integrated marketing and communications and purchasing.

## **How do I get reimbursed for expenses? How do I get access to my organization's LSO account?**

All registered and recognized student organizations have two accounts at the university: the LSO account, which ends in a "2" and a savings account, which ends in a "1". Click here to access the [organization codes](#).

The LSO account is used when the organization is approved for funding through the SOBB for semester allocations, travel, program, or service requests. Organizations do not get cash directly from SOBB. Rather, organizations spend their own money ahead of time (if the request is approved) and get reimbursed after the fact from the LSO account. Student organizations must complete a [check request form](#) (interactive multi-voucher) and submit both the completed check request form and receipts to the Vice President for Business Affairs in the Student Union. Paperwork must be submitted within 30 days of the event or the organization will not be reimbursed.

## **How do I get access to my organization's savings account?**

All registered and recognized student organizations have access to a savings account that ends in a "1". Click here to access the [organization codes](#).

The savings account is the account organizations can use to keep monies obtained through dues or fundraising. All deposits can be made through the Business Office (basement of Rodman Hall).

## **What is the difference between an org code and an account code?**

The org code is the 6 digit code that begins with a "4" and ends in a "2" that was given to your organization when it was initially recognized. This is the code you typically use when you are asked for your organization's org code. The other "4" account code is the savings account that ends in a "1". See above for the explanation about this. Click here to access the [organization codes](#).

The account code is basically a way to organize expenditures into categories. You will need to use an account code when completing a check request. Here is a list of the commonly used [account codes](#) for your reference.

## **How do I promote my event?**

Promotion of events is a critical part of planning a successful program. There are a number of inexpensive or free ways you can promote your event such as: social media, word of mouth, flyers, banners, [Lobovision](#) (digital signage in atrium), a table in the atrium, and chalking.

Make sure you familiarize yourself with the posting policy and get any flyers or special publicity approved by the Office of Student Activities. Click here to find the [posting policy](#).

Also, if you have a publicity request beyond flyers and banners you need to complete the [publicity request form](#).

## **How do I pay a performer or artist?**

In order to pay an artist, performer, DJ or the like, the organization must have a contract that is signed by the person performing and co-signed by the director of student activities. Student organizations cannot sign for the University. Here is a template for a [contract agreement](#) form that you can use. Please meet with the director of student activities to discuss this process. The signed contract accompanies the check request and is sent to the business office to process the check for the performer. The general deadline is that paperwork needs to be into the business office by Tuesday at 1:00pm for a check to be cut by the Thursday of that week.

Other deadlines may apply if the organization is obtaining funding from the budget board. Check with the Vice President for Business Affairs about those specific deadlines.

### **How can I have an event with alcohol?**

There are times when student organizations are approved to have alcohol at student organization sponsored events. In order to get this approved please complete the [social event planning and notification form](#) at least **14 days prior to the event date**. Forms turned in late will not be approved. Organizations must follow all the steps that are listed on this form including the details about wristbands and advisors being present.

### **How do I do a fundraiser?**

Organizations need to complete the [Fundraising Request Approval](#) form in order to have any fundraiser approved.

### **How do I find out what is happening on campus?**

Towards the beginning of your event planning process, you should be sure to find out what else is happening on campus on the date you are looking at. There are a few key places you should check. Check the [R25 calendar](#) which lists the venues that are booked on campus. Finally, you might want to check with the [student union programming board](#) calendar.

Check out the list of our current [student organizations](#)!

### **Where is the Office of Student Activities located?**

Our office is located in suite 201 in the D.J. Lombardo Student Center, right above the bookstore. We are open from 8:30am – 5pm, Mon - Fri. Stop by anytime!