



REGISTERED STUDENT ORGANIZATION HANDBOOK

2024-2025

LSU

Campus Life

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REGISTERED STUDENT ORGANIZATIONS

THE BASICS

A Registered Student Organization (RSO) fulfills all 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 for RSOs

As an RSO, your group receives certain privileges if your organization stays in active status with the university. These privileges include the following:

- Utilization of [TigerLink](#) to:
 - List and manage your events
 - Maintain your organization profile
 - Manage your organization roster and officer roles
 - Communicate to your organization
 - Build a website that incorporates your events, membership roster, and other items listed in your profile
- Ability to host events and 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.
- Apply for and receive organizational event funding from [Student Government](#).
- Receive discounted rates for advertising through [LSU Student Media](#), and discounted rates when hosting ticketed events in the [LSU Student Union Theater](#) and other performance spaces as allowed.
- Receive discounted rates or apply for donated food or drink products from [LSU Auxiliary Services](#) and LSU Dining services as allowed.
- Apply for annual recognition for student organization achievement at the Campus Life Awards.
- Recruit new members through Campus Life sponsored events such as Fall Fest and Involvement Fest.
- Ability to have approved events in TigerLink appear on the LSU online events calendar.
- Apply for and participate in the Tiger Stadium Group Seating process for LSU Football games.

These benefits are extended to organizations run by students operating under their governing constitution and funded through membership fees and fundraising, including greek organizations and UREC sports clubs. If your organization receives funding from a department or has faculty/staff oversight, it may be a department organization. Please [review the organization categories](#) document to see if you meet the requirements.

Responsibilities of RSOs

RSOs have certain 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 Student Advocacy & Accountability for consideration of concerns listed under the [LSU Code of Student Conduct](#) that governs behavioral expectations of all LSU students and RSOs.

Requirements to Register and/or Remain in Active Status

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

- **Complete Re-Registration for the Academic Year. Information needed:**
 - Three current officers or representatives, named in the system as the President, Vice-President, and third Officer (Treasurer, Secretary, Chair, etc.)
(NOTE: Campus Life recommends that RSOs that have a bank account have an officer serving as a treasurer.)
 - The name and contact information for the Campus Advisor
(NOTE: Advisors must be full-time LSU faculty or staff members.)
 - An updated Constitution that includes required sections outlined by Campus Life.
- **Attend RSO Training led by Campus Life**
Requirements for attendance will be provided to the officers.
- **Certify that new and continuing members of the RSO have completed Hazing Prevention Education Training prior to October 1 or March 1.**

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.

Requires Re-Registration – All organizations are required to re-register for the upcoming academic year. Once a group updates their officers, constitution, and advisor they will return to active status. Failure to complete re-registration by the established deadline will result in an inactive status.

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.

Registering a New Student Organization

If there is not an organization that captures your interest or your community, consider starting a new one. The process is easy, and Campus Life is here to guide new organization leaders through it.

Registration is done through TigerLink. Download the [New RSO Application Guide](#) to get started leaving your mark on campus!

Naming Your Organization

The Trademark Licensing Office within the Division of Finance & Administration promotes, protects, and regulates the university's name and identifying marks. This oversight extends to how registered student organizations use the words LSU or Louisiana State University. Please download and review the [RSO Naming Guide](#) before settling on your org name.

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

RSO Membership and Officer Requirements

Membership is restricted to Louisiana State University and Agricultural & Mechanical College including Online Students, 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.

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 on Disciplinary Probation without restriction are eligible to hold 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.

Accountability

Sometimes, issues may arise within an organization. In addition to the group's constitution, which provides guidance for resolution, additional resources are available, as outlined below.

Student Advocacy and Accountability

LSU Student Union, 4th Floor
(225) 578-4307
dossaa@lsu.edu

Student Advocacy & Accountability (SAA) promotes academic integrity and appropriate standards of conduct for the university. SAA is responsible for investigating alleged violations of university policy/standards and for implementing the accountability process as outlined in the LSU Code of Student Conduct. This is accomplished through educational conferences, administrative hearings, university hearing panels, and behavioral interventions for individual students and student organizations.

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. LSU offers an online reporting system to help students, faculty, staff, families, and friends submit reports about:

- Potential violations of the LSU Code of Student Conduct
- Concerns regarding sexual misconduct and hazing
- Concerns surrounding acts of bias or discrimination

- Academic intervention
- Complaints or grievances
- Concerns about students in crisis or distress

When a report is received, SAA staff will review the details using a CARE approach (Communicate, Assess, Refer, Educate) and then determine a response that includes appropriate campus resources.

Resolving Membership Due Process Disputes: Student Government’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 carry out 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.

Hazing Prevention Education Requirements

The State of Louisiana’s Hazing Prevention Education requirements are applicable for all RSOs and non-registered student groups.

Beginning in 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 liaison (President or other equally titled officer) of an organization must certify full organization completion of the Hazing Prevention Education Training via an online certification form by the October 1 or March 1 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.

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. Visit the TigerLink page on the Campus Life website for information on how to setup your profile and additional How-To resources.

Students, Faculty, and Staff can log onto TigerLink using their LSU Credentials and create their own personal profile.

RSO Resources Provided by Campus Life

Campus Life is able to provide additional support and resources to registered organizations. Please contact the [Campus Life office](#) with questions about the resources listed below.

Group Training/Workshops

Identify and develop your unique strengths through one-on-one coaching and get customized training to help your team develop into transformative leaders. From new students looking to leave their mark to executive boards working through conflict, we look forward to helping you unleash your potential. Visit the [Leadership Training page](#) on the Campus Life website or [reach out to our office](#) with specific questions or requests.

Campus Life Equipment Rental

LSU Campus Life has equipment available for your org to reserve at no cost. Options include tents, speakers, tables, and games. Request must be made using the [Equipment Lending Request form](#) in TigerLink.

Storage

Campus Life provides limited storage to RSOs. Reach out to [our office](#) to discuss the available options.

LSU Food Pantry

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

LSU Campus Life operates the LSU Food Pantry to provide supplemental food to students who may experience food insecurity through our 985 sq. ft. location on the first floor of the LSU Student Union. The pantry is open to all currently enrolled students without the need to apply for or provide financial information.

Volunteers are vital to the food pantry. The Friends of the Pantry program provides a meaningful and convenient on-campus location for student organizations to volunteer and earn service hours. The [group volunteer sign up form](#) is located in TigerLink or on the Food Pantry webpage.

Additional RSO Resources

RSOs have access to additional benefits from departments throughout campus. Please contact the listed department for questions about any of these listed resources.

Mailboxes

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](#).

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.

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.

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. Email facilityservices@lsu.edu to reserve equipment or other resources.

Disability Services

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

The [Office of Disability Services](#) provides support services and accommodation to students with disabilities. Students with permanent or temporary disabilities who may need special accommodation from the university should contact Disability Services for academic accommodation. 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 accommodation.

Commencement Regalia

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](#).

ADVISORS OF REGISTERED STUDENT ORGANIZATIONS

OVERVIEW

The Campus Advisor is a multifaceted support system responsible for guiding the students to execute the student organization's mission. The advisor serves as a mentor, conflict mediator, educator, advocate, and policy interpreter. Through their guidance, expertise, and advocacy, the advisor empowers students to grow, succeed, and make a positive impact within the organization, LSU, and the broader community. RSO advisors are integral to the success of the organization and its student leaders' development. The advisor and student leaders should have a mutual understanding of the support being offered by the advisor.

Advisor Requirements and Expectations

- Must be a full-time faculty or staff member that is active on campus *
- May only advise three RSOs in an academic year.
- Must complete the Advisor Agreement and Acknowledgement Form
- Meet with the president/executive board at least once a semester (Additional meetings may be scheduled as needed or desired.)
- Attend at least one meeting or event with the entire organization
- Act as a liaison between the organization and the university
- Empower members as leaders, students, and professionals and learn their aspirations for the organization
- Act as a mandatory reporter for hazing, sexual misconduct, and discrimination

* Advisors must have a proxy or substitute advisor if they are on sabbatical, parent, or FMLA leave.

Advisor Training

Training is mandatory for all Campus Advisors. 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 2024, returning advisors are required to attend training every three 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 email campuslife@lsu.edu to request additional training sessions.

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 FAQs

1. Can I use my LaCarte card to purchase items for RSOs?
No, an RSO is considered a student-led and funded organization. Students should use their organization's funds to make purchases for events, marketing, and otherwise.
2. What is the RSO Advisor's role with off-campus banking?
RSO Advisors should not have access to the RSO's banking per the Louisiana Attorney General Opinion No. 1994-167. It states that the University is not responsible for regulating the funds of RSOs. As representatives of the University, advisors should not have any control over these responsibilities and should not have access to RSO financial banking information. The student organization, through its duly appointed officers (e.g. treasurer) is solely responsible for the receipt, deposit, and/or expenditure of its funds.
3. Can I update or modify the RSOs information in TigerLink?
No. This is a student organization managed by students. It is their responsibility to keep all information in TigerLink up to date.
4. How do I resign my role as an RSO Advisor?
Notify the executive board of the student organization of your desire to resign. Once the students are aware, they can remove you as an advisor in TigerLink.
5. Who do I go to for conflict resolution support for the RSO?
Campus Life also provides team building and conflict management workshops to educate groups on how to resolve conflict internally.
6. How much time does it take to be an RSO advisor?
It depends on the needs of the students and the support they need on a weekly basis. Setting a standard for communication and advisor involvement with the student leaders is recommended.
7. Can I be an advisor for multiple RSOs?
Yes, Full-time staff or faculty may advise a maximum of three RSOs. Please ensure that you communicate this with your supervisor.
8. How do I handle situations when the RSO is not meeting its goals or expectations?
As the RSO Campus Advisor, you have the influence to intervene when the organization is not living out its mission. During a conversation with the RSO leaders, create a plan of action to mitigate any issues that may be contributing to their lack of progress.
9. What is the process for resolving issues related to RSO governance or constitution?
Student Government's Judicial Board has a conduct board that holds hearings for breaches of constitution for RSOs. You may contact them for a hearing at sgjudicial@lsu.edu.
10. What resources are available to support my role as an RSO advisor?
There will be RSO Campus Advisor training every semester to share resources and support to fulfill the responsibilities. You may reach out to Campus Life for specialized support on a case by case basis.

Mandatory Reporting

Campus Advisors also serve 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](#), LSU prohibits and is committed to an environment free of discrimination based on 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 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](#) or by contacting the LSU Title IX Coordinator directly:

Division of Engagement, Civil Rights & Title IX
146 Thomas Boyd hall
titleix@lsu.edu
225-578-5736

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 [LSU's Mandatory Employee Training website](#).

Clery Act

The 1990 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or "[Clery Act](#)" states that advisors for Student Organizations at LSU are considered Campus Security Authorities with responsibilities to report criminal incidents or concerning behavior to [LSU Police Department](#) when acting in their role as an organization advisor.

Hazing Prevention

[PM-80 Prohibition of Hazing](#) states LSU is fully committed to maintaining a supportive educational environment free from hazing and which promotes the mental and physical well-being, safety, and respect of and among its students. Any incidents involving hazing must be reported online or at the following offices: LSU Police Department, Dean of Students, Campus Life, or Greek Life.

All members of the registered student organization must complete the [LSU Hazing Prevention Education Training](#) to remain in good standing.

EVENTS

REGISTRATION AND TIMELINES

Campus Life is here to help provide a link between your RSO and the various offices and required approvers for events and spaces across campus.

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.

Campus Life and other Event Approvers need time to review proposed events, considering university policies for the use of space, catering and food guidelines, public performance licenses for films, and more. General events should be submitted in TigerLink at least five business days before the event date. This includes events such as member meetings or trainings, events with guest speakers, events with food, peaceful assemblies, etc. RSOs cannot change the event in TigerLink within four days before the event, and Campus Life will usually approve proposals within three days.

Please reach out to the [Campus Life office](#) with any questions or issues with event registration.

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 considering 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:

EVENT TYPE	WHO TO CONTACT	MINIMUM BUSINESS DAYS NEEDED
General event	Building manager for space Link for building coordinators	5
In the Student Union	Union Event Management unionem@lsu.edu	5 Must be approved in TigerLink 2 business days ahead
Event with security	LSU Police Department at lsupdevents@lsu.edu	10 submit with completed contract
Event serving alcohol	LSU Police Department at lsupdevents@lsu.edu	10 submit with completed contract
Requires Facility Services equipment	Facility Services at facilityservices@lsu.edu	10
Fundraiser or sponsored event	Ashley Territo Finance & Administration aterrito@lsu.edu	10
Event during Concentrated Study	Office of Academic Affairs academicaffairs@lsu.edu	10
Event at UREC	UREC urec@lsu.edu	10 for general 30 for major
Event requiring parking	Parking & Transportation parking@lsu.edu	10
Blood drive	Student Health Center at healthpromotion@lsu.edu	15
Walk/run or parade (on campus)	LSU Police Department at lsupdevents@lsu.edu	30

Events with Security

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

- Events with 250+ attendees
- Events where alcohol will be served
- Concerts or other events with live music
- 5Ks/Walk/Run or Parade events

LSU Police Department

lsu.edu/police
(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 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 must 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 the cost of services from outside agencies.

Events with Alcohol

[PS 78: Serving, Possessing and Consuming of Alcoholic Beverages](#) is applicable to the serving, possessing, and consuming of alcoholic beverages on University property and within University facilities. This Policy Statement applies to 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 departmental 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 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"

Peaceful Assemblies

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 campuslife@lsu.edu or (225) 578-5160 for assistance with the planning process.

Event Approval and Registration Process

Event Approval Process

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, 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?

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.

ADVERTISING ON CAMPUS

OVERVIEW

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 issues unrelated to the message's content 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.

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.

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.

Students and Student Organizations

- Campus Life is responsible for enforcing LSU's policies in this area as they pertain to students and recognized student organizations.
- 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.

- 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.

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

310 LSU Student Union
225-578-5660

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 the [Auxiliary Services website](#).

Student Media

225-578-1697
admanager@lsu.edu

Student Media oversees the operation of The Reveille newspaper, the Gumbo yearbook, KLSU-FM, The Mag, and Tiger TV. 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. RSOs have discounted advertising options available.

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 on the [Trademark Licensing](#) website.

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.

FINANCES

OVERVIEW

The University is not responsible for oversight or regulation of the funds of RSOs. The RSO, through its duly appointed officers (e.g., treasurer) is solely responsible for the receipt, deposit, and/or expenditure of its funds. Advisors shall not have any control over these responsibilities and as such shall not have access to RSO financial or banking information. LSU does not collect financial or banking information from RSOs. It is the responsibility of the RSO's appointed officers to maintain and manage all funds collected and any bank accounts. It is also the responsibility of the appointed officers to properly transfer the title of the account when there is a change of RSO leadership. Any suspected misappropriation of funds should be reported to Student Advocacy and Accountability.

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 to raise 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, email campuslife@lsu.edu or call (225) 578-5160.

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 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

There are several ways for RSOs to fund events, including sponsorships and donations from both on-campus departments and off-campus businesses and partners. If your RSO plans to solicit donations from organizations or companies, there are a few guidelines RSOs should follow.

If a student organization is interested in soliciting any businesses or organizations for donations of money, services or products, the organization must first seek approval from Finance & Administration. Include what each business or organization will provide to the student organization. A list of all potential donors/sponsors must be provided in the TigerLink Event Registration form for approval.

The Event Registration must be submitted via TigerLink at least 10 business days prior to the event.

Donations of money, services or products from an approved vendor or sponsor cannot include the promotion, sale, or service of alcoholic beverages.

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 because 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 various funding opportunities for RSOs, including the Organizational Relief Fund (ORF); Programming, Support and Initiatives Fund (PSIF); and funding from Student Senate.

- PSIF supports various student organizations, including new student organizations, organizations hosting

conferences on campus, and organizations 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.

This guide is published and maintained by LSU Campus Life

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LSU

Campus Life