STUDENT ORG PROGRAMMING REFERENCE GUIDE

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N Northeastern
Center for Student Involvement

Thank you for offering your time, energy, and talents to a student organization here at Northeastern! This **FAQ Quick Guide** will help your organization **thrive.** Whether you are just starting an organization or continuing a long-lasting program., this guide will answer all of the frequently asked questions by student leaders during the planning process and execution of events and programs.

Involvement within a student organization is one of the best ways to **broaden your college experience** by meeting new people, enhancing your leadership skills, and building your resume.

As a leader of a student organization, you are responsible for knowing, following, and educating others on the policies and procedures found in this guide in addition to the ones outlined on our website
csi.sites.northeastern.edu
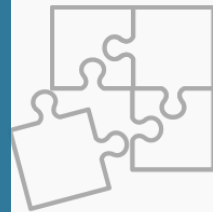
TABLE OF CONTENTS

CENTER FOR STUDENT INVOLVEMENT

Our Mission

The Center for Student Involvement (CSI) initiates and sustains co–curricular activities and programs that enrich student life and enhances the relationship between academics and experiential learning. We engage the Northeastern community in collaborative efforts to foster the educational, professional, and personal development of our students. To learn more about us or simply get in touch, email us at **nucsi@northeastern.edu** or call **617.373.2642.**

The Programming Lab

The Programming Lab is a space designed with student organizations in mind. Located in room **240 of the Curry Student Center**, the Lab features space for informal meetings, storage and resources for student organizations.

Our Website

From policies and procedures to scheduling a space for your organization's next meeting, **CSI is here to assist you!** Our resources are here to help guide and provide your organization with the tools to be successful, so take a look through our website to learn more about all of the resources offered. Visit our website at **csi.sites.northeastern.edu**

CONNECT WITH US

617.373.2642

nuscsi@northeastern.edu

434 Curry Student Center
240 CSC Programming Lab

@434CSI

EVENT PLANNING 101

For each event or program your organization plans, the process outlined below should be followed:

Step 1: Student reserves space and secures funding

- Reserving space can be done through a few processes during the semester. For more information on those, refer to page 6, and for questions regarding reserving space, please email cscreservations@northeastern.edu.
- For questions regarding funding timelines please visit the Student Government Association site (sga@neu.edu) for undergraduates or the Graduate Student Government (noortheastern.edu/gsg) website for grads.
- If you have questions regarding the current balance in your student organization's cash or budget index, please check in with your faculty/staff advisor or SABO.

Step 2: Students must submit an Event Registration Request on Engage

- If you have questions, view the Engage "How-to-Guide" on our website or reach out to your CSI Program Manager.
- Missed deadlines will result in canceled or rescheduled events.
- See Event Registration Request deadlines outlined below.
- Do not complete this form in instances of:
  - Organization meetings
  - Tabling to promote your organization
  - Organization travel
  - Corporate sponsors or donations

6 Weeks in Advance

Hosting an event/event series (virtual or in person) that does not require the execution of a contract with an external party.

3 Weeks in Advance

Fundraisers

10 Weeks in Advance

Hosting an event or series that will require the process for bids and/or facilities contract(s) (i.e, hotel, boats, conference centers and campgrounds).

8 Weeks in Advance

Hosting an event/event series that will require the execution of all other contracts.

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Step 3: Students meet with CSI Program Manager

- After completing your Event Registration Request, your CSI Program Manager will be notified via Engage. They will follow up with you to talk more about your program over email, virtually, or in person. In this meeting, you and your CSI PM will discuss event goals and details.

Step 4: CSI Program Manager creates Monday.com Board + shares with student

- CSI uses a project management tool called Monday.com to plan and track all student organization programs through email automation, due dates, resources, and detailed instructions for assigned tasks.
- Once you receive an email invitation to join, create your Monday.com account using your northeastern.edu email. Refer to the Monday.com Student Manual on our website to learn more about Monday.com terminologies and to learn how to use the platform.

Step 5: Student and CSI PM use Monday.com to execute program

- You and your CSI PM will follow the instructions and timelines outlined on your program-specific Monday.com board to complete the necessary steps to successfully execute your program.

CONTRACTS

A contract is **REQUIRED** whenever your organization hires and pays performers, service providers, or hosts an event off-campus. Such arrangements are legal obligations between the business or performer and Northeastern University. For examples of when a contract is necessary, visit our website or talk to your CSI Program Manager.

To start the contract process...

Collect the proper documents from the vendor; Certificate of Insurance, W9 and invoice then complete and submit the Pre-Contract Form on Engage.

Catering

On Campus Vendors: Rebecca's Catering and Chartwells are the preferred vendors for Northeastern and are the CSI recommended options.

Off-Campus: Vendor food prepared and/or served on Northeastern–owned property.

Students are required to complete an **Event Registration Request** on Engage and gain CSI Program Manager approval **BEFORE** placing a catering order with on-campus or off-campus caterers.

All outside vendors who perform catering services at or above **$5,000.00** must have a fully executed contract prior to date of service.

Purchasing

When necessary, student organizations may purchase items such as equipment, giveaways, and other event supplies through the Student Activities Business Office's **reimbursement** or **Direct Payment** processes. Contact your Program Manager **PRIOR** to any purchasing.

BUDGET INDEX:
Funds allocated by the Student Government Association or Graduate Student Association are placed into the organization's budget index and may only be used for pre-approved expenses.

CASH INDEX:
Funds in the student organization's cash index may be spent at the discretion of the group with the exception of drugs, alcohol, tobacco products and personal items.

EVENT CONSIDERATIONS

Event Spaces + Facilities

There are two ways students can reserve the Center for Student Involvement space at Northeastern University.

Campus-Wide Call for Programs

- Log into the Student Hub portal at about.me.northeastern.edu.
- Click on the "Resources" tab
- Click on "NU Space Scheduling Online" or search for it
- Sign in again on the reservations site.

Click on "Create a Reservation" and then choose "CSI Call for Programs" "Book now" and then follow the prompts to submit your requests.

When scheduling programs outdoors, student organizations should keep in mind the impact that such programming may have on the campus and surrounding communities. As such, programs with amplified sound, or that may be deemed a potential disturbance to others (including BBQs, carnivals, outdoor concerts, etc.), may be limited to certain dates, times, and locations.

Prior to reserving space, please read through our general policies, found on our website, where you can also find a full list of venue spaces.

As-Needed Basis after Call for Programs Closes

Upon the completion of Call for Programs for a given year, further requests are processed on a first-come, first-serve basis through the Scheduling Desk's online scheduling service center.

- Access **Northeastern University Space Scheduling Online (NUSSO)** via the Student Hub to view open rooms, learn about venues, and book spaces.
- If you have further questions or concerns, please contact the Scheduling Desk at **cscreservations@northeastern.edu.** You should include the following information to expedite the service:

1. **Date(s) of reservation – beginning and ending times (make sure to factor in time for set-up and breakdown)**
2. **Event Name**
3. **Group Name (University departments and recognized student organizations only)**
4. **Contact Information (Names, phone number, email address)**

NUPD + EVENT SECURITY

Through your CSI Program Manager, NUPD will be informed of events being planned by student organizations. The Center for Student Involvement and/or Public Safety may assign police officers to work at your event depending on the nature of the activity.

If the event is funded by the SGA Finance Board and the Student Activity Fee (SAF), or the Graduate Student Government, the fee for police details will be paid by your respective governing body. Otherwise, your organization will be charged for any detail officers assigned to your event, so make sure you include this expense in your initial budget.

The following are examples of activities where officers may be assigned:

- Cash is being collected
- A crowd of 150 or more is expected
- Event features a visitor/speaker/performer that is a public figure, political candidate, controversial in nature, or has a history of inciting crowds
- Event will take place in a public forum (i.e. rally or adjacent to public pathways/roads)
- Event is open to non-NU students or guests
- Event includes the serving of alcohol
- Dance parties and auctions

Additional Security

Depending on the location, size, and nature of your event, NUPD may assess that your event needs additional security. If your event meets any of the criteria below, you should plan for an additional $522 in your organization's budget planning.

- The event will be hosted in either Blackman Auditorium or Matthews Arena
- The event will be designated as a NU+1 event for attendees
- The event is perceived or reported information suggests there will be an increased security risk

DEMONSTRATIONS

The University supports faculty, staff, and students in the peaceful and orderly expression of views, whether in support or protest, related to issues, actions, events, or opinions about which there may be disagreement. This policy protects those members of the University community who are demonstrating, as well as the rights of others to study and work without unreasonable disruption. This policy applies to demonstrations on University property or in connection with University events and applies to all University faculty, staff, student, vendors, volunteers, and visitors. **Any student organization seeking to demonstrate on University property or in connection with a University event must comply with this policy.**

Registration of Space, Attendees, Other Permissions

No person or organization shall hold, cause or permit to be held a demonstration on University property or in connection with a University event unless all necessary reservations of space and permissions from CSI have been obtained prior to the demonstration. Only University faculty, staff, and students are permitted to apply for and/or participate in a demonstration.

Contact your Program Manager if your organization intends to hold a demonstration. Student organizations must formally reserve space through the Scheduling Desk prior to the event. Once the space has been confirmed, students must complete an Event Registration Request on Engage using your reservation information (date, time, location, etc.). Once that request is received, your PM will make arrangements for a meeting to discuss the event and assist you in applying for a demonstration permit.

Expectations for Demonstrations and Attendees

Any approved demonstration must be conducted in a manner that is peaceful, orderly, and consistent with the University Code of Conduct, and applicable laws. Demonstrations must not block hallways, and entrances or otherwise disrupt University business. Demonstrations must not be conducted in faculty or administrative offices, classrooms, libraries, or study areas. Moving picket lines are prohibited. Only University faculty, staff, and students are permitted to participate in demonstrations. Ant persons participating in a demonstration other than a University faculty, staff, or student will be considered a trespasser and may be required to leave University property.

The University may, in its discretion, take appropriate action up to and including requiring the immediate cessation of a demonstration, if a demonstration at any time fails to comply with this policy. Any person or group that violates this policy may be subject to discipline consistent with applicable University policy and procedures.

SPEAKERS ON CAMPUS

When planning to invite a guest speaker to campus as part of an event or program, your organization should schedule a meeting with your CSI Program Manager to review and discuss the following considerations **before** initiating the contract process:

1. **The topic and general flow of discussion.**
2. **Determining if the guest speaker would pose any concern(s) to the campus community (i.e. incitements of violence, harassment, etc.) through review of social media, past events, and stated intent for the planned program/event.**
3. **Identifying any additional resources or support needed for the event/program to be successful.**

TICKETING

The following policies refer to non–athletic events. Tickets must be sold exclusively through the Northeastern University online ticketing system – **mytickets.northeastern.edu**. This platform is required to sell tickets, free and paid to any events sponsored by campus departments or student organizations.

- **All requests for ticketing services must be submitted online via the Ticketing Request Form at least 14 calendar days prior to your preferred on–sale date. This form can be found on your event's Monday.com board, work with your CSI Program Manager if you have any questions.**

- **All Northeastern events, whether sponsored or hosted by on or off–campus entities, are subject to a $3 –per–ticket fee that will be built into the ticket price. It is the responsibility of the event promoters to include the fee in all advertised prices to provide consistency.**

- **All events must have fully executed contracts before tickets may be put on sale. Student organizations must consult with their CSI Program Manager prior to deciding on a sale date.**

- **Due to credit card processing schedules, paperwork to transfer revenue for ticket sales is submitted to the budget office on the 15th of each month. Following that date, ticket revenue will be transferred to the appropriate account.**

Student Activities Business Office (SABO)

434 Curry Student Center

617.373.4329

SABO@northeastern.edu

northeastern.edu/SABO

Student Government Association (SGA)

332 Curry Student Center

sga@neu.edu

northeasternsga.com

@northeasternsga

Graduate Student Government (GSG)

236 Curry Student Center

GSG@northeastern.edu

northeastern.edu/gsg

@northeasterngsg

Event Management

Scheduling Desk: cscreservations@northeastern.edu

Afterhours: afterhours@northeastern.edu

Event Operations Staff: eventoperations@northeastern.edu

ON CAMPUS RESOURCES

There are several on–campus resources that are available to assist you and your organization should any of your members require assistance through troubling times.