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SSD SAO Handbook 1
OVERVIEW

The Division of the Social Sciences seeks to encourage the establishment of Student Affinity Organizations to promote a culture of diversity and inclusion in our community. The Division is committed to fostering an environment that embraces all of our students’ experiences, backgrounds, and academic and non-academic interests and an inclusive culture that encourages collaboration, flexibility, fairness, and respect for one another’s experiences and ideas. Ph.D. and M.A. students are encouraged to draw upon the resources of the Division to establish Student Affinity Organizations that advance these principals. For more information on resources offered by the Division, see the sections on Budget, Funding, and Reimbursement and Event Planning. A few examples of identities, interest, or experiences organizations can form around include:

- Gender/Sexual Identities
- Racial/Cultural Identities
- Spiritual/Religious Identities
- National Identity
- First Generation
- Field Work
- Graduate Parents
- (Dis)Abilities

WHAT IS A STUDENT AFFINITY ORGANIZATION?

Student Affinity Organizations (SAO) are voluntary, student-led groups of Ph.D. and M.A. students who come together based on shared characteristics, life experiences, future goals and interest. SAOs can advance the professional and personal goals of their members and promote a culture of diversity and inclusion in the Division by:

- offering an opportunity for students to connect with other students across departments and committees within the Division;
- providing students with similar interest or experiences with a support network;
- serving as a student resource through the organization of educational forums, professional development events and awareness of student concerns; and
- establishing forums to consider issues affecting the constituency of the SAO through the exchange of ideas.

The Division recognizes that many students, in their departments and committees, have already begun to form student groups to support diversity and inclusion. The Division applauds these student-led efforts and seeks to enhance support of these groups as well as broaden their ability to include students from other departments and committees within the Division.

Division-wide SAOs are established upon approval by the Dean of Students Office, allowing these group to access various resources including funding and event support.
BECOMING AN SSD STUDENT AFFINITY ORGANIZATION

Division SAOs are student-driven. Any groups of students who believe they and the Division can benefit from their experience can request recognition as an organization provided they meet the requirements established by the guidelines below.

If a student or group of students are not ready to form an organization but wish to gauge interest among graduate students of the Division, the Division will partner to host information sessions where those students can share their prospective SAO purpose and build potential membership prior to requesting Division recognition. Student(s) interested in hosting an information session or learning more about information sessions should contact the Assistant Dean for Student Advancement and Diversity in the Dean of Students Office.

Each Student Affinity Organization supported by the Division of the Social Sciences:
- Must be open to all SSD students.
- Do not speak or presume to speak on behalf of the Division or the University.
- Adhere to the policies outlined in the University’s Student Manual
- Submits an annual status report outlining the group activities and a budget report.
- Cannot promote or participate in any discriminatory practices.

STEPS TO ESTABLISH AN SSD STUDENT AFFINITY ORGANIZATION

To receive formal recognition as a Division Student Affinity Organization, each SAO must:

- Have a minimum of 5 members, preferably representing a variety of departments. Exemption from this requirement may be requested in writing along with the SAO application and will be considered on a case-by-case basis.
- Have at minimum a President, Vice-President and Treasurer.
- Complete the online application and submit along with the SAO bylaws. The bylaws should be submitted in the format given to Registered Student Organizations (https://leadership.uchicago.edu/sites/leadership.uchicago.edu/files/uploads/Sample_Bylaws.pdf).
- It is highly encouraged, but not required, to have a faculty or staff sponsor. Faculty or staff sponsors must sign the Faculty/Staff Sponsor Agreement. The Sponsor Agreement can be found in the Appendix.
- Respond to any request for additional information within three weeks.

Students will be notified in writing of a decision on their application within two weeks. Final decision on an application is made by the Dean of Students with recommendations from staff in the Dean of Students Office and the Student Executive Committee. If an application is approved, the SAO leadership will be required to meet with the Assistant Dean Chaevia Clendinen to review divisional policies as well as resources available to the SAO. The SAO has the responsibility of maintaining contact with the Dean of Students Office and informing the Office of group activities and initiatives. The SAO leadership must file an annual report on SAO activities for the year, using
the form provided by the Division. All SAOs will undergo a yearly review by the Student Executive committee and the Dean of Students Office.

Students can appeal any decision to recognize their organization. Only appeals that address the reasons for denial will be re-evaluated by the Dean’s Office. Decisions of appeals re-evaluated by the Dean’s Office are final and will not be reconsidered.

BECOMING A RECOGNIZED STUDENT ORGANIZATION (RSO)

Recognition by the Division does not register the organization with the University’s Center for Leadership and Involvement (CLI). A Registered Student Organization (RSO) is a student organization that is recognized by the CLI and consequently supported and funded by University central administration. Because of the resources offered by CLI, SAOs are encouraged to become RSOs if they meet CLI requirements. For more information on the process and full application materials, please visit the CLI website: [http://leadership.uchicago.edu/start-rso](http://leadership.uchicago.edu/start-rso). SAOs are also encouraged to seek affiliation with any RSOs on campus which share their mission. A full list of RSOs is available [here](http://leadership.uchicago.edu/start-rso).

OTHER STUDENT-RUN GROUPS

Groups interested in becoming a Community Service Recognized Student Organization should meet with the University Community Service Center. If the primary purpose of the organization is to provide services to the community, RSOs can apply to become Community Service RSOs. The additional benefits for Community Service RSOs include access to funding and connections to the community service opportunities in the Hyde Park and surrounding community.

Groups interested in becoming a Sports Club should contact Athletic & Recreation’s Sports Club Office. Sports Clubs are not eligible to become RSOs. For more information, please visit this website: [http://athletics.uchicago.edu/clubs/index](http://athletics.uchicago.edu/clubs/index).

MANAGING AN SAO

INCLUSION POLICY

Membership in SAOs must be open to all students within the Division of the Social Sciences. SAOs are not allowed to require the payment of dues as a condition of membership. SAOs have the authority to impose other reasonable conditions for membership. However, any condition of membership must be written in the organization’s bylaws, approved by the Dean of Students, and administered fairly and reasonably. An SAO should create and maintain a membership list. An SAO may restrict voting of board members or officers to members it deems in good standing according to the SAO bylaws.

The Division of the Social Sciences adheres to the University of Chicago’s principles around free expression and supports the open exchange and debate of ideas. Therefore, any Division-sponsored
SAO event (except for board and member meetings) must be open to all students within the Division. Open events must be advertised on the Division’s calendar in advance of the event (at minimum 2 weeks prior). SAOs may hold members-only events if they have approval from the Dean of Students Office. Funding request for member-only events will be given consideration on a case-by-case basis but in totality may not exceed more than 50% of the organization’s budget. SAOs that fail to maintain a membership list will not receive approval to have member-only events.

In addition, the SAO event must take place at Americans with Disabilities Act compliant venues and with the full consideration of accommodations for individuals with Disabilities. All SAO event advertisements should include the following statement:

To request disability accommodations, please contact Associate Dean of Students Kelly Pollock at 773.703.8414 or e-mail at kpollock@uchicago.edu.

Any request for accommodations will be handled by the Dean of Students Office. SAO board members will only be informed of the type of accommodation needed if the accommodation will significantly impact the format of the event.

Funding for future events may be withheld if an SAO violates the Inclusion Policy without prior approval by the Dean of Students Office. Repeated offenses can result in the revoking of the organization’s recognized status in the Division. This policy does not affect any rule regarding the use of funds established by the University or other funding sources.

MEMBERSHIP

Membership to an SAO should be open to all Division of the Social Sciences students. If an SAO wishes to include members from outside the Division, the SAO should schedule a meeting with the Dean of Students Office first. If the SAO feels conditions of membership are necessary, they must be reasonable conditions of membership and should be included in the organization’s bylaws. The bylaws are reviewed by the Student Executive Committee and the Dean of Students Office as part of the SAOs application for recognition. Membership, however, can only be used for election/selection of leadership and not as a condition to attend events or activities except member-only events approved by the Dean of Students Office. An SAO should keep a record of active members and it is the responsibility of the organization to create and maintain that list. If an organization requires assistance in gaining membership, the SAO can submit a request to the Assistant Dean of Advancement and Diversity to host information sessions and to use other channels of communication for announcements and notifications.

SELECTION OF LEADERSHIP

Eligibility for SAO leadership should be open to all members of the organization. If the SAO fails to keep an active membership list, then the SAO leadership must be open to any SSD student. The SAO should have plans for leadership transition in the bylaws. There should be details on how it will conduct elections, criteria for eligibility to vote or run for the board, how often elections will be held, etc. Elections should be held in-person if possible. If elections cannot be held in-person, the SAO must inform the Dean of Students Office on how it plans to hold elections that ensure equal
access. The plan must be approved by the Dean of Students Office before the SAO can proceed. Failure to do so may result in the SAO funding being withheld for the year for violating the Inclusion Policy.

The Division encourages SAOs to hold elections in the spring quarter and transition leadership over the summer quarter. This will allow the SAO to be fully functional by the fall quarter. All new leadership must meet with the Assistant Dean Chaevia Clendinen within four weeks of the start of fall quarter to review policies and resources as well as discuss plans for the year. The Dean of Students Office is available to help SAOs with leadership issues such as leadership conflict and transition. The Office can meet one-on-one or with board members to assist in resolving any conflicts as well as assistance in transition planning.

EMAIL ADDRESSES AND LISTSERVS

The Division will provide all SAOs two University of Chicago listserv email addresses—executive members and general membership group—for all SAO official business. Management and maintenance of the general members group listserv is the responsibility of the SAO designee who must also be someone that serves on the SAO's board. The SAO cannot deny a student entry onto a listserv nor can a student be forced to remain on a listserv. The listserv cannot be the only means of the organization sharing information on Division-funded events or activities. Examples of other ways of sharing information on events and activities include the Division’s event calendar, putting up flyers on relevant advertisement boards on campus, etc. SAOs that require assistance setting up listservs, designating a board member or for general email questions, should contact the Dean of Students Office.

UCHICAGO BOX FOLDER

The Dean of Students Office will establish a UChicago Box folder for each SAO. The Box folder will only be accessible to current board members and the Dean of Students Office. The folder should be used as the primary source to save any and all information related to the SAO including bylaws, budgets, programming or event information, membership list, etc. To access the Box sign into https://uchicago.account.box.com/login with your UChicago ID and password. The organization’s folder should be visible upon sign-in. If it is not, please contact Assistant Dean Chaevia Clendinen. An SAO can establish a Box folder accessible to all members as a means of sharing resources and information but Dean of Students staff must have access to the folder.

WEBPAGE

If an SAO decides to have a website, a link to the SAO’s website will be available from the Division’s main website. A website can be established by going to https://voices.uchicago.edu. The website must be maintained by the SAO’s board members or designee and adhere to the University Policies. Failure to do so will result in removal of the website link from the Division’s website.
BUDGET, FUNDING, AND REIMBURSEMENT

BUDGET

The Division will establish a budget for each SAO. It is the responsibility of the SAO to track all expenditures made for member-only and open events. It is extremely important that expenses do not exceed the budget. If the SAO exceeds their allocation, the SAO will not be eligible for funding the following year. The Treasurer should submit an end-of-year budget report outlining expenses and income to the Dean of Students Office. The budget reports are due by 5:00pm on June 15th.

A budget template will be available in the Box folder and all submissions must use the template. Budget reports should be uploaded directly to the Box folder. Failure to submit a budget will result in the suspension of any funding until the budget is submitted and reviewed. Funds do not roll over into the next academic year. Thus, the SAO forfeits any unused funds. The Division recommends seeking other sources of funding in addition to Divisional resources.

FUNDING

The SAO Budget
The Division will establish a budget for each SAO for various activities including professional, intellectual, social, and cultural events. A designated member of an SAO leadership must submit Funding Request Form to the Dean of Students Office to access those funds. The Division may approve, deny or require modifications of an SAO funding request. SAO board members will be notified of the decision within two weeks. If a request is denied, the SAO may submit a revised proposal that addresses the reasons for denial. If the Dean of Students Office requires modifications, the SAO must provide a written addendum that addresses the modifications before final approval can be given. Approved events will be assigned a tracking number which must be used for additional funding or reimbursement request for the approved proposal. SAO leadership may seek assistance from and discuss plans for their events with the Assistant Dean of Students for Student Advancement and Diversity prior to submitting a request for funding. SAOs are encouraged to co-sponsor events with each other to combine funding and reduce cost. An SAO cannot sponsor (or co-sponsor) multiple events that occur at the same time on the same day.

The Social Science Graduate Student Advisory Committee (SSGSAC)
SSGSAC receives an annual budget that is used to fund activities and programming for the Division of the Social Sciences departments. SSGSAC is made up of students from the 14 departments and committees within SSD. The SSGSAC’s budget is funded by the Student Life Fee. Funding is determined exclusively by SSGSAC and SAOs should submit the request for funding directly to SSGSAC. For more information contact Assistant Dean Brett Baker in the Dean of Students Office.
Offices within the Center for Identity + Inclusion (CII)
There are three main offices within the CII — Office of Multicultural Student Affairs, LGBTQ Student Life and Student Support Services. These offices offer a variety of resources to organizations that support their mission including program support, funding and event space. Please visit the CII website for more information at https://inclusion.uchicago.edu.

Graduate Council
The Graduate Council provides funding to individuals and groups to host events, travel to conferences, and other on-campus activities. The SAO should submit a funding proposal to the Graduate Council and follow the Council’s guidelines. Information regarding funding can be found at https://gc.uchicago.edu/funding-opportunities.

University Community Service Center
If an SAO is also an RSO, the organization can apply for funding from the Community Service Fund which is overseen by the University Community Service Center. Only community service-related projects will be considered for funding and can go to any RSO, regardless of whether the RSO is Community Service focused or not. Allocations are made on annual and quarterly bases. For more information about the funding, please visit https://ucsc.sites.uchicago.edu/page/csf-community-service-fund.

University Student Government
If an SAO is also an RSO, additional funding can be provided by the University Student Government. The Student Life Fee provides the Student Government with the source of revenue necessary to fund RSO activities. Funding is provided to groups that have University-wide appeal and provide services to the whole University community. Please visit the Student Government’s Finance Committee website for information on submitting a funding request at http://sg.uchicago.edu/student-government-finance-committee.

Fundraising or Receiving Funds from External Groups
All matters of fundraising are done out of Alumni Relations & Development. SAOs are not permitted to solicit funds from any external groups or conduct any fundraising events. Should the opportunity arise where an external party desires to fund an SAO, the SAO must inform and direct the party to the Dean of Students Office.

Conference and Travel Funds
The Division does not fund SAO travel to conferences or meetings. For information concerning funding for conferences and travel, individuals can contact their departmental administrator. Individuals can also apply for the Graduate Council Travel Fund.

REIMBURSEMENT
To reduce your out-of-pocket expenses, when possible, please go through the Dean of Students Office to make large purchases and avoid making purchases directly.
Reimbursement Process
To be reimbursed, organizations must have prior approval of the expenses by submitting a funding request before incurring the expense. As a general rule, the Division will not reimburse members of an organization for out-of-pocket expenses for unapproved events or activities.

If members of an organization incur out-of-pocket for an approved event, then each member must complete and submit a Reimbursement Form along with all receipts. Business meals require itemized receipts. All receipts must be received within two weeks of the event taking place. All reimbursement requests MUST include the tracking number associated with the original funding proposal. All reimbursements come out of the organization’s budget, so it is the responsibility of members to inform or give copies of expenses to the SAO’s Treasurer.

The reimbursement process can take up to two weeks. Therefore, it is strongly advised that members of an organization take every measure to plan an event carefully and be fully aware of the approved funds for the event.

Examples of Reimbursable Expenses
Most goods and services are reimbursable. If members of an SAO are unsure of whether expenses are reimbursable or not, they should contact the Dean of Students Office prior to incurring the expense; when in doubt, ask the Dean of Students Office! University restrictions govern what the Division allows and the Division is prohibited from making exceptions.

Example of Goods include: Office supplies, stamps, photocopying, art supplies, films, taxi and parking expenses, tickets to events, and fabric. Once reimbursed, durable goods such as barbeque grills, sets of books, et cetera are considered University property and subject to university rules on use and disposal/sale.

Examples of Services include: Engraving, screen printing, printing, and rentals. The Division will reimburse speaker fees. All Speakers travel expenses will be reimbursed or paid for.

Examples of Non-reimbursable Expenses
Not all goods and services can be reimbursed. Generally, the Division will pay directly for services but will not reimburse services. Please contact the Dean of Students Office to ensure any expenses the SAO members anticipate paying for can be reimbursed. These non-reimbursable expenses include, but are not limited to:

Gifts/Donations: Gifts given to guests, speakers or others are not reimbursed. If an SAO hosts a speaker for whom a gift is appropriate, please first contact the Dean of Students Office before making any purchases. Similarly, if an SAO donates to an organization or group, the Division will not reimburse for that expense.

Personal services: If the SAO contracts an individual to perform, the performer must submit an invoice and W-9 form. A receipt in these cases are insufficient. Please contact the Dean of Students Office prior to incurring the expense to receive all necessary information to satisfy this requirement.
EVENT PLANNING

SAOs must adhere to all University Policies and Regulations and are strongly advised to review the University Policies in the Student Manual and Forms and Policies on the Center for Leadership and Involvement Website prior to hosting an event.

The Division is proud to offer resources to SAOs to develop programs and events that will enhance the graduate student experience in SSD and foster a greater sense of community. To that end, SAOs are encouraged to be creative and provide a wide range of programming throughout the year. These events can include, but are not limited to, social, cultural, and professional development events. The Dean of Students Office is available to students and SAOs to provide guidance on program and event planning.

GUESTS, ALUMNI AND OTHER OUTSIDE SPEAKERS

The SAO is wholly responsible for the relationship with the invited speaker or organization regarding all matters related to the event. The SAO should maintain clear communication and be responsive to the requests and queries of the speaker or organization. Should members of an SAO encounter any issues with a speaker or an organization, they are to inform and seek immediate assistance from the Dean of Students Office.

POLITICAL ACTIVITIES

The University is a tax-exempt organization under Section 501(c)(3) of the tax code and is therefore prohibited from participating in any political campaign activities including those at the federal, state, and local levels. The support of individual candidates, campaigns, or political parties is strictly prohibited. The University may not endorse any candidate, make political donations, political fundraising, or engage in any activity that would be deemed as supporting or opposing a candidate for public office. The University and SAOs are prohibited from raising funds for political candidates on campus, using the name of the University, or use of official University channels (such as websites or listservs). For more information, please review the Political Campaign Activity Memorandum and the Student Manual.

SPEAKER/GUEST HOTEL AND TRAVEL EXPENSES

Speakers and Guests can either be reimbursed for all their travel expenses or the Division pays upfront for most costs. The Division prefers to pay upfront. Speakers from within the Chicago metropolitan area will be reimbursed for their travel expenses (e.g. cab fare, mileage, etc.). Travelers from outside the Chicago metropolitan area may be reimbursed for incidentals (e.g., meals, cab fare, etc.). Hotel costs or airfare will be paid for directly by the Dean of Students Office from the sponsoring SAO’s budget. Students are not permitted to book hotels or flights on their own and must go through the Dean of Students Office. For information on hotels with University rates, visit http://visit.uchicago.edu/accommodations.shtml. All costs should be included in the Funding Request Form and submitted to the Dean of Students Office.
**EVENT LOGISTICS**

The Dean of Students Office is available to provide SAOs with advice and resources in event planning. In addition, the Center for Leadership and Involvement has online resources to help student organizations plan events.

**Publicity**

Unless given prior approval by the Dean of Students Office, SAOs are required to post all events on the Division event calendar to allow the SSD community an opportunity to attend. All posted events will be included in Division communications including weekly bulletins and on the screen in the SSRB 1st floor. For advice and assistance with advertisement on adding an event to the calendar and the Division’s website, contact the Assistant Dean Chaevia Clendinen.

The Physical Sciences Division has a Graphic Arts Center that offers design and printing services. For more information on services and rates, visit Graphic Arts 2.0.

**Security**

On occasion, an SAO may host an event for which security is necessary. This can occur especially with high-profile speakers or when protest because of the speaker is likely. Please contact the Dean of Students Office far in advance if security is necessary so the appropriate arrangements with the Campus and Student Life’s High Profile Events team can be made. The security service fee is $85 per hour per officer and other fees and cost may apply, which will all be paid for by the SAO funds. In addition, afterhours meetings where SSD buildings are required to be unlocked may require a security officer stationed in the lobby.

**Clean-up**

The SAO is responsible for clean-up after an SAO event. The room must be left clean; all food removed; and all chairs, tables, and AV equipment returned to the original condition prior to the event. Failure to adhere to these rules may result in a fee which will be paid out of the SAO budget.

**Canceling or Rescheduling an Event**

A minimum of 24 hours’ notice in advance of the event must be given to cancel catering orders and remove the event from the Division's calendar. An email noting the cancellation of the event must be sent to the Dean of Students Office at ssd-sao@uchicago.edu to ensure all catering orders are canceled and events are removed from the Division’s publicity board and calendar.
## USEFUL CONTACTS

<table>
<thead>
<tr>
<th>Office of the Dean of Students</th>
<th>Student Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1126 E. 59th Street, Suite 101-104</td>
<td>Ida Noyes Hall, Suite 106</td>
</tr>
<tr>
<td>Social Science Research Building</td>
<td>Phone: (773) 702-8414</td>
</tr>
<tr>
<td>Phone: (773) 702-8414</td>
<td>Email: <a href="mailto:studentcenters.sched@lists.uchicago.edu">studentcenters.sched@lists.uchicago.edu</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:ssd-sao@uchicago.edu">ssd-sao@uchicago.edu</a></td>
<td>Website: <a href="http://eventservices.uchicago.edu">http://eventservices.uchicago.edu</a></td>
</tr>
<tr>
<td>Website: <a href="https://socialsciences.uchicago.edu/about/dean-students-0">https://socialsciences.uchicago.edu/about/dean-students-0</a></td>
<td><strong>SSD Information Technology</strong></td>
</tr>
<tr>
<td><strong>UChicagoGRAD</strong></td>
<td>1155 East 60th Street, Room 049</td>
</tr>
<tr>
<td>970 East 58th Street (Bookstore), Third Floor</td>
<td>Phone: (773)702-0793</td>
</tr>
<tr>
<td>Phone: (773) 834-2093</td>
<td>Website: <a href="http://sscs.uchicago.edu">http://sscs.uchicago.edu</a></td>
</tr>
<tr>
<td>Website: <a href="https://grad.uchicago.edu">https://grad.uchicago.edu</a></td>
<td><strong>Center for Leadership and Involvement</strong></td>
</tr>
<tr>
<td><strong>Center for Leadership and Involvement</strong></td>
<td>5706 S. University Ave</td>
</tr>
<tr>
<td>5706 S. University Ave</td>
<td>Phone: (773) 702-5710</td>
</tr>
<tr>
<td>Phone: (773) 702-8787</td>
<td>Email: <a href="mailto:inclusion@uchicago.edu">inclusion@uchicago.edu</a></td>
</tr>
<tr>
<td>Website: <a href="https://leadership.uchicago.edu">https://leadership.uchicago.edu</a></td>
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<td><strong>University Community Service Center</strong></td>
<td><strong>Athletics &amp; Recreation</strong></td>
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<tr>
<td>University Community Service Center</td>
<td>Ratner Athletics Center</td>
</tr>
<tr>
<td>6030 S. Ellis Ave.</td>
<td>5530 S. Ellis Ave.</td>
</tr>
<tr>
<td>Phone: (773) 753-4483</td>
<td>Phone: (773) 702-4658</td>
</tr>
<tr>
<td>Email: <a href="mailto:uesc@uchicago.edu">uesc@uchicago.edu</a></td>
<td>Email: <a href="mailto:bockb@uchicago.edu">bockb@uchicago.edu</a></td>
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<tr>
<td><strong>Office for Sexual Misconduct Prevention and Support</strong></td>
<td><strong>University Police</strong></td>
</tr>
<tr>
<td>Shea Wolfe, Director &amp; Deputy Title IX coordinator for Students</td>
<td>850 E. 61st Street</td>
</tr>
<tr>
<td>5525 S. Ellis Ave</td>
<td>On-Campus Phone: 123</td>
</tr>
<tr>
<td>(773) 702-0438</td>
<td>Cell/Home Phone: (773) 702-8181</td>
</tr>
<tr>
<td>Email: <a href="mailto:swolfe1@uchicago.edu">swolfe1@uchicago.edu</a></td>
<td>Email: <a href="mailto:cops@uchicago.edu">cops@uchicago.edu</a></td>
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STUDENT AFFINITY ORGANIZATION (SAO) APPLICATION

STUDENT AFFINITY ORGANIZATION APPLICATION PROCESS:

The final decision on an application is made by the Dean of Students with recommendations from staff in the Dean of Students Office and the Student Executive Committee. If an application is approved, representatives of the SAO will be required to meet with the Assistant Dean for Student Advancement and Diversity to review Divisional policies as well as resources available to the SAO. All SAOs must abide by the regulations in the Division of the Social Sciences SAO Handbook.

APPLICATION DIRECTIONS:

Click here for the online SAO Application.

An affinity organization will be eligible for registration with at least five full time students. Please complete and submit the Student Affinity Organization Application along with the organization’s bylaws. Guidelines and template for the bylaws can be found at https://leadership.uchicago.edu/sites/leadership.uchicago.edu/files/uploads/Sample_Bylaws.pdf. For questions, please contact Assistant Dean Chaevia Clendinen at cclendinen@uchicago.edu.
STUDENT AFFINITY ORGANIZATION (SAO) APPLICATION

Click here for the online SAO Application.

Date (MM/DD/YYYY): _______________________

Name of Student Affinity Organization: _______________________

Affiliated with an existing Registered Student Organization (RSO): ☐ Yes ☐ No

If yes, please state the name of the RSO: _______________________

Mission statement: The mission statement should be no more than five sentences. It should indicate the purpose of the SAO and the values that motivate its efforts. It should also state what opportunities or needs exist that the SAO can address as well as how the SAO's mission will serve the Division's goal of creating a diverse and inclusive intellectual community.

Annual Goals of the Organization: What major activities does this organization hope to sponsor in the coming year? Indicate any plans for collaboration between your SAO and other student organizations within and outside the Division. If there are no plans as yet, please provide a statement on what the organization hopes to achieve in its first year. If additional space is needed please attach supporting documents to this application.
Organization Leadership:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Email (@uchicago.edu)</th>
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<tbody>
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<td></td>
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<tr>
<td>President</td>
<td></td>
<td></td>
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<tr>
<td>Vice-President</td>
<td></td>
<td></td>
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<tr>
<td>Treasurer</td>
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</tbody>
</table>

Principal contact for organization:

☐ President
☐ Vice-President
☐ Treasurer
☐ Other

If other, please specify:

<table>
<thead>
<tr>
<th>Role in SAO</th>
<th>Name</th>
<th>Department</th>
<th>Email (@uchicago.edu)</th>
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</table>

Does the organization have at least 5 members?  ☐ Yes  ☐ No
If yes, please provide the names and departments of at least 2 members.

Faculty/Staff sponsor (if applicable):

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Email (@uchicago.edu)</th>
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Please attach to this application the signed Faculty/Staff Sponsor Agreement Form acknowledging the Faculty or Staff member understands their role as sponsor.

Please attach to this application the SAO bylaws.
DISCLOSURE: I certify that I have read and understand the University’s policies and regulations governing activities of all Registered Student Organizations (RSOs) set forth in the Student Manual of Policies and Regulations. I certify that I have read and understand the Division of Social Sciences' policies and regulations governing activities of all recognized Student Affinity Organizations (SAOs) set forth in the Division’s Student Affinity Organization Handbook. I understand that failure to submit all required documents listed in this form can result in the dismissal of this SAO application. I understand that, if approved, SAO leadership must meet with the Assistant Dean for Student Advancement and Diversity within 30 days of approval.

__________________________________________________________________________

Student signature (principal contact) Date (MM/DD/YYYY)
FACULTY/STAFF SPONSOR AGREEMENT

Faculty/Staff Name: ________________________________

Faculty/Staff Department: _____________________________________________

SAO: ____________________________________________________________

I, as the above named Sponsor, understand that I am agreeing to serve the above named SAO as the Sponsor. I have read the SAO application and the bylaws and I feel I can assist the organization in meeting its mission. I understand that my responsibilities MAY include:

• Assisting the organization in keeping focused on organizational goals (e.g., engagement, community building, recruitment, etc.)
• Promoting the value and availability of the group to faculty, staff, and students
• Serving as advisor on Divisional practices and policies
• Attending meetings and/or events when schedule permits
• Advocating for the SAO’s values and mission
• Providing ongoing thought leadership
• Supporting the achievement of the organization’s mission, goals, and strategic direction
• Acknowledging the SAO’s work through formal and informal communication
• Partnering with Assistant Dean for Student Advancement and Diversity and other Sponsors to share updates and promote collaboration among SAOs
• Sharing opportunities for the SAO to provide the Division with feedback and assistance on Divisional initiatives or objectives

As a Faculty/Staff Sponsor for an SSD Student Affinity Organization (SAO), the most valuable contribution you can make is providing insightful leadership. This letter affirms that you have agreed to serve as a Faculty Sponsor for a SAO and understand the responsibilities, as described above, this role may entail.

Signature ________________________________ Date ____________________________

SSD SAO Faculty Agreement
STUDENT AFFINITY ORGANIZATION FUNDING REQUEST FORM

Click here for the online funding request form.

DIRECTIONS: Please complete and submit this form for funding. The Dean of Students Office will not reimburse expenses incurred prior to the submission of a funding request and approval. For questions, please contact Assistant Dean Clendinen at cclendinen@uchicago.edu.

ORGANIZATION & CONTACTS:
SAO Name(s). If multiple organizations, please list all here and specify how the cost will be divided between the organizations:

<table>
<thead>
<tr>
<th>Student Affinity Organization</th>
<th>Cost Coverage (%)</th>
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<tbody>
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Principal Contact for Event:
Name | Organization | Email (@uchicago.edu)
--- | --- | ---

EVENT DESCRIPTION:
Proposed Event Title: ____________________________

Proposed Date(s): _______________ Proposed Time(s): _______________

Proposed Location: ____________________________ Estimated Attendance: _______________

Event Type: □ Division □ University □ Member-only

Brief event description (what is the purpose of the event?):

______________________________
**EVENT COSTS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Item(s)</th>
<th>Supplier</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>Audio/Visual</td>
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<td></td>
<td></td>
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<tr>
<td>Food</td>
<td></td>
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<tr>
<td>Rental</td>
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<td>Hotel and Travel</td>
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<tr>
<td>Speaker Fees</td>
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<td></td>
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<tr>
<td>Venue</td>
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<tr>
<td>Other</td>
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**Total Budget:**

**Funding Request:**

If applicable, please list all other sources from which you have applied for funds.

<table>
<thead>
<tr>
<th>Name of Funding Source</th>
<th>Amount Requested ($)</th>
<th>Status</th>
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**Student Signature (principal contact)**

**Date (MM/DD/YYYY)**
STUDENT AFFINITY ORGANIZATION REIMBURSEMENT REQUEST FORM

Click here for the online reimbursement request form.

DIRECTIONS: Please complete and submit this form, along with the requested attachments. Indicate the tracking number associated with this request. ORIGINAL RECEIPTS for approved funds must be handed into the Dean of Students Office in SSRB 101. Business meals require itemized receipts. The Dean of Students Office will not reimburse expenses incurred prior to the submission of a funding request and approval. For questions, please contact Assistant Dean Clendinen at cclendinen@uchicago.edu.

<table>
<thead>
<tr>
<th>Name of SAO Representative</th>
<th>Organization</th>
<th>Email (@uchicago.edu)</th>
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EVENT DESCRIPTION:

Event Title: ____________________________________________________________

Date(s) of the event: ___________________________  Time(s): __________________

Location: ___________________________  Attendance: ________________________

SEND REIMBURSEMENT TO:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID:</th>
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<th>Address:</th>
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<thead>
<tr>
<th>City, State, &amp; Zip:</th>
<th>Email address:</th>
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Reimbursement Amount: $ __________

ORIGINAL OR COPIES OF THE ORIGINAL RECEIPTS MUST BE ATTACHED!

Student Signature  Date (MM/DD/YYYY)