

FRATERNITY & SORORITY LIFE



EASTERN ILLINOIS UNIVERSITY™

Fraternity and Sorority Life Community Center Guidelines and Procedures

These FSL CC guidelines and procedures are to be utilized in the usage of the Fraternity and Sorority Life Community Center by chapters, governing councils, and affiliated member(s) within the FSL community here at Eastern Illinois University. The FSL CC will be overseen by the Office of Leadership and Engagement, with the assistance from the Office of Student Life.

Overall Guidelines and Procedures

Usage and Reservation of Space:

1. The FSL CC will be open between the hours of 8:30am till close of the MLK Jr. University Union.
2. GC, Chapters, and affiliated members may utilize the FSL CC during the above time frame to hang out, host GC office hours, collaborate with fellow affiliated members, plan events, etc.
3. Governing Councils (GC), Chapters, or affiliated members may also reserve the space between the above listed timeframe through the Office of Leadership and Engagement via a reservation MachForm.
4. GC, Chapters, and affiliated members will receive a confirmation email that their date and time has been reserved by either the Director of OLE or the Program Specialist of OLE.
5. If a GC, Chapter or affiliated member plans to cancel their reservation they will need to contact the Director of OLE or the Program Specialist of OLE at least 24hrs prior to their reservation.
 - a. This will potentially allow another GC, Chapter, or affiliated members to reserve the space if needed.
6. A monthly updated reservation calendar will be posted on the first of the month to signify reservations that may be taking place that month.
7. It is expected that GC, Chapter, and affiliated members respect the FSL CC:
 - a. This means cleaning up after themselves when utilizing the space.
 - b. Appropriate respect and usage of the technology provided within the FSL CC.
 - c. Respect and usage of the items stored within the FSL CC.
 - d. Respect and usage of the provided furniture within the FSL CC.
8. Each GC and Chapter will have a labeled mailbox or mail slot within the FSL CC where they can receive mail, packages that aren't delivered to on-campus houses, and information from OLE, SLO, and/or GC or other chapters.

Marketing and Promotion of Events:

1. The Office of Leadership and Engagement and the Student Life Office reserve the right to market events utilizing the FSL CC if those events are in connection with the fraternity and sorority life community. (i.e Greek 101, FSL 101, recruitment/membership intake, Greek Week, Interest Fairs, GC programming, etc.)
2. Governing Councils and Chapters may utilize the FSL CC to market their programming events. Chapters however will have to pay to print their own marketing materials.
 - a. Flyer/Poster sizes available to be utilized for marketing:
 - i. 11in x 17in and 24in x 36in.
3. Marketing and promotion of events must be appropriate in nature, follow University, OLE, and SLO branding guidelines and procedures, along with chapters IHG marketing and branding guidelines and procedures.

Governing Councils and Other Standing FSL Committee(s) (i.e Greek Week, HPTF, etc.):

1. Governing Councils (GC) may utilize or reserve this space for the following:
 - a. Executive Board or General Body meetings.
 - b. Recruitment or Membership Intake meetings
 - c. Committee Meetings as needed
 - d. Other events or meetings deemed necessary by the GC.
2. GC Officers will utilize this space for office hours to create and execute programming efforts, collaboration with fellow officers and GC's, and to execute their GC position effectively.
3. GC Officers should put a minimum of 1 – 2 office hours per week.
4. Greek Week Steering Committee may utilize and reserve this space for the following:
 - a. Steering Committee Meetings, Delegate Meetings, Committee Meetings, etc.
5. Governing Councils, Greek Week Steering Committee, etc. must also utilize the reservation MachForm through the Office of Leadership and Engagement.

FSL Chapters:

1. Chapters may utilize or reserve this space for the following:
 - a. Executive Board or Chapter Meetings, if the space will accommodate the chapter.
 - b. Chapter Committee Meetings
 - c. International Headquarters visits
 - d. Recruitment or Membership Intake meetings
 - e. Committee Meetings as needed or other events deemed necessary by the Chapter.
2. Chapters must also utilize the reservation MachForm through the Office of Leadership and Engagement.