



Helpful Hints | 2023-2024

- A.** Register your organization each year by completing the Organization Information Form at www.usm.edu/lsi. *Any time leadership in your group changes, notify LSI as well through email at LSI@usm.edu.
- B.** Attend a required Student Organization Orientation (SOO) in order to receive approval to begin requesting meetings and events on campus. Dates for the SOO are listed on the website at www.usm.edu/lsi under “Resources”.
- C.** Visit the “Forms and Policies” page of the LSI website for instructions regarding requesting space for meetings/events on campus. Please note links this page will provide information on all available space for student orgs to request as well as fees and policies associated with booking particular spaces.
- D.** Submit the request form online by 4 p.m. on Monday for events the following Sunday-Saturday, unless that Monday is a University holiday in which the forms are due on the preceding Friday. Events that are “special” in nature require the form to be completed at least 1 month in advance. *Submit forms as early as possible to ensure your space is open and event can be confirmed.
- E.** Depending on the nature of the event, a pre-event meeting may be required with either LSI or the facility directly to go over additional university policies as well as securing and paying for UPD, if necessary.
- F.** **All on-campus events are required to use Aramark for catering services** and to adhere to the University snack policy. For more information, email LSI@usm.edu or visit our website for specific policies.
- G.** The sign policy is strictly enforced throughout campus –read the policy before making and/or copying any signs. All events should be confirmed before any campus advertising can begin.
- H.** Fundraising on campus **must have an educational or philanthropic benefit** and cannot compete with any existing campus vendors (Aramark or Barnes and Noble). Absolutely no gambling or gambling terminology (i.e. raffles) are permitted to occur on campus.

The Office of Leadership and Student Involvement

Student Activities Hub, Union 110

Box #5048, Phone: 601.266.4403, Website, www.usm.edu/lsi

*Throughout the year, policies and procedures may change. Please visit www.usm.edu/lsi for the most current policies.