

Helpful Hints
from the Office of Leadership and Student Involvement

- A.** Register your organization each year by completing the Organization Information Form found on the LSI website: www.usm.edu/lji.
- B.** Attend a required Student Organization Orientation in order to receive approval to begin requesting meetings and events on campus. Dates for the SOO's are listed on our website.
- C.** Complete the appropriate Event Request Form for all meetings and events *all organizations including Greek must go through Leadership and Student Involvement first to register events on campus. Leadership and Student Involvement will then forward the request onto the appropriate department for confirmation.
- 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 ONE MONTH ahead of time. See www.usm.edu/lji for Event Registration Deadlines.
- E.** If police officers are required for the event, they must be paid for in cash, cashier's check or money order at UPD. The cost is \$32 hour for a three-hour minimum, totaling \$96. Leadership and Student Involvement will determine the number of police officers required for an event. *Note, events requiring UPD are considered "special in nature" and require at least one month's notice and a pre-event meeting with office staff prior to approval.
- F.** Amplified sound is ONLY allowed outside on campus during the following hours:

Beginning and ending times for outside amplified sound events:

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|----------------------|----------------------------------|
| 1. Monday – Thursday | 5:15-6:15 p.m. *Union Plaza only |
| 2. Friday | 4-10 p.m. |
| 3. Saturday | 10 a.m. - 10 p.m. |
| 4. Sunday | 1-10 p.m. |

- G.** The sign policy is strictly enforced throughout campus –read the policy before making and/or copying any signs.

The Office of Leadership and Student Involvement

Student Activities Hub, Union 110

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

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