



OFFICE OF THE PRESIDENT

DELONTE LEFLORE
DIRECTOR OF STUDENT LIFE

CAMPUS SECURITY FUND

Who is Eligible?

In order to be eligible you must be either a Student Association (SA) Recognized **AND** Student Association (SA) Funded student organization with a budget of \$3,000 or more, Greek letter organization that is recognized either by IFC, CPC, NPHC or MGC are also eligible for Campus Security Funding (CSF). All eligible organizations must follow all University and SA rules, regulations, and policies and have to be in good standing with the University and SA.

How the Process Works

Organizations are able to apply for CSF starting first full week of academic classes. The application is available in the SA office in the Campus Life Building Suite 180 and on the SA website at <http://www.sa.niu.edu>. The requesting organization must completely fill out the application and have the president, treasurer and the faculty advisor signatures before turning in the application. Along with the turning in the application you would also need to turn in **1) Contract verifying that you have reserved a facility. 2) A copy of the University Police Security Contract specifying the cost of your event and confirming University Police availability.** Once all information is gathered and application is completely filled out then you can turn in the application along with steps 1 and 2 into the office of the **Director of Student Life in CLB 180.** The application will be sent to the Campus Security Fund committee for decision of approval or disapproval of the applications. The CSF committee has the final decision of the amount that the committee will give to the requester. If approved for an amount the Student Association will contact the University Police Station stating the decision and the amount approved for and an email sent to the organization with the CSF committee decision.

If Approved for the Campus Security Fund

The approved student organization will **NOT** be allowed to charge more than **\$5** for a campus security funded event. Advertising in Chicago for a campus security funded event is strictly prohibited. A copy of the flyer (s) being used for advertisement but be submitted to the SA office CLB 180. **FAILURE TO COMPLY WITH THESE RULES WILL AUTOMATICALLY MAKE THE APPROVED STUDENT ORGANIZATION RESPONSIBLE FOR PAYING THE SECURITY COST.**

Important Things to Know

Eligible organizations will only be able to **POTENTIALLY** receive the campus security fund two (2) times a year. **ELIGIBILITY DOES NOT GUARANTEE THAT YOUR ORGANIZATION WILL RECEIVE THE CAMPUS SECURITY FUND.** We strongly encourage co-sponsoring event with another organization. The campus security fund will not be available for any homecoming events due to the overwhelming cost. **YOU MUST OBTAIN APPROVAL FROM THE UNIVERSITY POLICE THREE WEEKS IN ADVANCE OF YOUR EVENT. No exceptions will be made!!!**



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CAMPUS SECURITY FUND APPLICATION

Organization's Name _____

Location of Event _____ Expected Attendance _____

Date of Event _____ Time of Event _____ to _____

Name of Contact Person _____

Position _____ Phone _____

ZID E-mail Address _____

Proposed Program Description _____

How much does the event cost \$ _____ (Please attach a budget)

How much do attendees have to pay? \$ _____

Signatures below verify that all parties involved are in agreement with the information provided above. Note that funds may be allocated in full amount or in partial amount. We the undersigned have read and understand all rules, procedures, and policies regarding the NIU Student Association Campus Security Fund.

President:

Name (Print) (Signature) (Date)

Treasurer:

Name (Print) (Signature) (Date)

Faculty Advisor:

Name (Print) (Signature) (Date)

Please attach contracts from the facility you are renting the event for and from University Police verifying the cost for security.

For Campus Security Fund Committee use only		
Security Cost _____	Recommended Amount _____	Amount Passed _____