

# Student Organization Advisor Workshop

## Student Organization Policies and Procedures

# Points to Discuss

- Registration
- General Responsibilities of Student Organizations
- Reserving Space
- Funding
- Advisor Agreement and Responsibilities

# Registration Periods

- Fall Registration Period: 8/12-11/21
- Spring Registration Period: 1/5-3/20

# Registration Process

- **Step 1** - Attend the Registration Workshop.
- **Step 2** - Complete the online Registration Application and email an updated copy of the Organization's Constitution.
- **Step 3** - Download the Advisor Agreement and have the Organization's designated Campus Advisor sign it. Once completed, submit the Advisor Agreement in person to Campus Life.
- **Step 4** - The Registration Process is not considered complete until the Organization has (1) attended the Registration Workshop, (2) emailed a copy of the Organization Constitution and (3) submit a signed copy of the Advisor Agreement in person.



# Registration Process

- **Step 5 - Internal** - The Organization and Advisor will receive formal correspondence from Campus Life within 3 - 10 business days.
- **Step 6 - Internal** - If necessary, the Registration Application will be returned to the Organization with recommendations or suggestions.

Until Approved, Campus Life prohibits organizations from: reserving space, distributing marketing materials, posting and/or updating their website, receiving a mailbox, accessing allocated funds or applying for campus funds.



# Important Note

Complete Registration Application online at:

- <http://adminservices.clayton.edu/campuslife/stuorgapp.aspx>

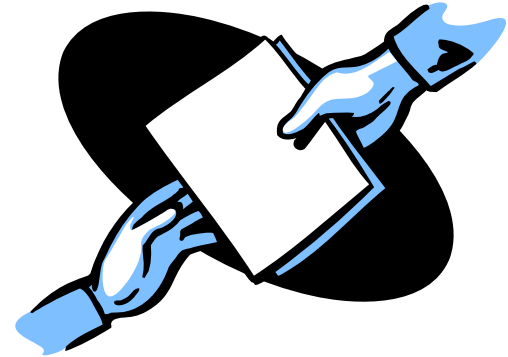
Email updated Constitution to:

- [StudentOrgs@clayton.edu](mailto:StudentOrgs@clayton.edu)

# Application Review

## Application check:

- Align with University mission
- Similarity with other groups (mission, cause, purpose etc.)
- Structure and Constitution (inappropriate measures, recruitment, etc.)
- Fees, dues or monetary needs
- Ability to be successful!



# Benefits of being Registered

## Access to

- Campus space
- Student Activities Center Organization Suite and supplies
- Student Activity Fees
- Campus Life equipment and resources
- Campus community support



# Campus Life Expectation

## Basic 'Rule of Thumb!'

Student organizations (including all members) are 'expected' to be knowledgeable of all University and Campus Life policies, procedures and expectations.



# Campus Life Staff

## Members:

- Tony Berry
- Lakiesa Cantey
- LaShanda Hardin
- Benjamin Hopkins
- Natasha Hutson
- Eric Simon



## Location and Hours

- Student Activities Center, Suite 223
- Monday – thru – Friday, 8:00 am – 5:00 pm

# Administrative Details

- Mailboxes  
(S.A.C. Student Organization Suite, 208)
- Website. For website access or password updates, contact [LakiesaCantey@clayton.edu](mailto:LakiesaCantey@clayton.edu)
- Student Organization Handbook online



# General Responsibilities

- Exhibit and support the Mission of the University and the Division of Student Affairs.
- Abide by all University policies and procedures as well as all federal, state and local laws.
- Conduct membership recruitment without regard to race, color, ethnicity, religion, sex, sexual orientation, national origin, age, marital status, physical or mental disability, and parental status, housing status, source of income or military status.
- Maintain a minimum of five (5) members; all members must be currently registered Clayton State students.
- Maintain a full-time faculty or staff member as the Advisor.
- Attend the annual Student Organization Registration workshop.

# General Responsibilities

- Update Campus Life with student organization changes such as: rosters, contact information, officers, authorized signatures, constitutions, etc.
- Ensure timely payment of all expenses incurred by the group.
- The President or Director (or a student designee in his / her absence) shall represent the student organization in its relationship with the University. Accountability will also be placed on the student organization as deemed necessary and appropriate. Failure to be consistent with the aforementioned responsibilities may lead to a loss of recognition and / or disciplinary action by Campus Life.

# Americans with Disabilities Act (ADA)

- All events, meetings and programs must be accessible to individuals with disabilities. Design your set-up in the most universal way possible.
- Design your organization web site in order for individuals with disabilities to be able to view it. Some tools to check the accessibility of your website are:  
<http://www.visionaustralia.org.au/ais/toolbar>  
<http://www.w3.org/WAI/intro/accessibility.php>
- For questions, contact the Disability Resource Center for assistance at (678) 466 - 5445



# Americans with Disabilities Act (ADA)

The following statement must be present on all marketing per University policy:

Individuals requiring disability related accommodations for participation in any activity, event, meeting or program or to obtain print materials in an alternative format, please contact the Disability Resource Center at (678) 466 - 5445.

# Space Request

- Campus Life requires a minimum of **3 - 5** business days to process a Space Request submission. Space Requests that require equipment and a set-up must be submitted a minimum of **10** business days prior to the scheduled date; this excludes Space Request where one table and two chairs are needed (Example: Information Table. Space Requests that do not require equipment or a set-up may be submitted a minimum of **5** days prior to the scheduled date.
- In some instances, the scheduled event, meeting or program may require a schematic and a walk-through.
- For additional information, contact Campus Life.

# Space Request

- Student Organization Advisors are required to attend all events, and programs held on the weekend (Friday night through Sunday night) – excludes meetings.
- Student Organization Advisors are required to attend all events, meetings and programs that start or end after 11:00 pm.
- In instances where the reserved space is not sufficiently cleaned afterwards, student organizations will be assessed a \$100.00 cleaning fee.
- Student organizations are **financially liable** for broken equipment and/or facility damage.

# Space Request

- Ensure all equipment is returned in the condition in which it was issued (i.e. operational, clean, etc.).
- Student organizations are not permitted to rope off (i.e. Commons, Quad, etc.) for events, meetings or programs without Campus Life approval.
- Student organizations are not permitted to remove condiments from the cafeteria area.

# Space Request Special Notice

**Academic Affairs reserves priority access to  
classroom space.**

# University Priority

The University reserves the **right of refusal** for the following services: Printing and Catering.

Under no circumstances are student organizations permitted to use outside security for campus events, meetings or Programs. All campus security must be provided by the Department of Public Safety. Events, meetings or program that require security must be requested a minimum of 5 weeks prior to the scheduled date; a fee will be assessed.

For additional information, contact the Campus Life.

# University Posting and Announcement Policy

Postings not in accordance with the University Posting Announcement Policy will be removed and discarded. Failure to adhere to the regulations may result in a loss of privilege to post and/or publicize on campus.

All campus postings must be approved by Campus Life. Any material posted on campus that is not stamped by Campus Life will be removed and discarded. Campus Life will only approve (25) flyers, posters or signs per event, meeting or Program; this excludes: handbills.



# University Posting and Announcement Policy

- Posters, signs or flyers in poor taste will not be approved
- The name of the sponsoring student organization (s) as well as the date (month, day, and year) must appear on all poster, signs or flyers, etc.
- All posted items must be removed within 24 hours or the next business-day
- Sidewalk chalk is only permitted on the main sidewalk of the campus courtyard (The rear of the University Center)
- The placing of any publicity materials on vehicles is strictly prohibited.
- Table tents may be placed in the Commons area with permission from the Campus Dining General Manager. Table tents may be placed in the Student Activities Center Café, Game Room, and Student Organization Suite with permission from Campus Life.
- All requests to hang banners must be approved by Campus Life

# University Posting and Announcement Policy

- No reproduction of the University Logo or Seal
- No usage of the expression “Official University...”
- No usage of University logos on student organization websites
- Posters, signs and flyers must be posted on campus bulletin boards designated for general use; do not attach to walls, windows or doors
- Posted posters, signs or flyers may not overlap on bulletin boards
- No more than one of the same poster, sign or flyer may be placed on any one bulletin board

# Student Activities Fees

- Student organizations must apply for funds during the Spring Semester through the Student Fee Advisory Board (SFAB) for the following academic year.

# Student Activity Fees Payment

- Funds used without prior approval will not be reimbursed with Student Fees unless used for the purpose in which they were allocated.
- All timelines for catering, photocopies, contracted services etc. must be followed. Failure to do so may result in an inability to meet a scheduled payment deadline.
- If an advance payment is required, the request for payment must be submitted no less than 10 days prior to the scheduled event, meeting or program.

# Student Activity Fees Payment

- For vendor payments, the vendors Federal Identification Number (FEIN), phone number, and fax number must be provided.
- For vendor payments, the vendor contract or CSU service agreement/contract must be attached.
- All checks will be mailed to the address on the form. In accordance with the Business Office policy, checks are not available for pick up.

# Student Activity Fees Reimbursements

- In order to submit a request for reimbursement, a **Student Activity Reimbursement Request Form** must be completed. In addition, all supporting documentation must be attached (i.e. receipts, invoices, contracts, sign-in sheets, etc.)
- All requests for reimbursements must be submitted to the Division of Student Affairs within (10) ten business days of purchase.
- All reimbursement requests must be submitted by no later than Friday at noon to the Division of Student Affairs

# Student Activity Fees Reimbursements

- The individual being reimbursed cannot authorize and/or sign the document as the approver.
- The Advisor's signature is required.
- Original receipts with your name and Laker ID# written on the front should be neatly taped to a piece of paper. Photocopied receipts will not be accepted.
- Do not mix organizational purchases with personal purchases.

# Student Activity Fees Signature Requirements

- Each organization must have (2) two authorized designated signatures with permission to submit reimbursement requests. **Requests that are not signed by the authorized signers on file will not be processed.** If the designated authorized signature changes, Campus Life must be notified immediately.
- The Advisor and the Authorized student must sign all reimbursement requests. **EXCEPTION: Advisor's that need to be reimbursed only need the signature of (1) one of the authorized signers.**
- By signing the request for reimbursement, the authorized signer is ensuring that if applicable, all supporting documentation is included and the packet is complete.

# Student Activity Fees Signature Requirements

- **Authorized signers cannot approve their own requests for reimbursement. The remaining signature (not being reimbursed) must sign the reimbursement form.**
- Reimbursement requests take a minimum of (2) two weeks to process. In instances when the reimbursement form is completed incorrectly, the reason will be noted on the form and a copy will be provided for the Advisor, Organization President and the individual being reimbursed.

# Student Activity Fees Accounting

- Student Organizations are responsible for keeping a budget accounting ledger. The Division of Student Affairs budget office will assist as needed, but it is the responsibility of the student organization to keep its own accurate financial records.
- For assistance, contact Carmelita Davis.

# Student Activity Fees Evaluation

- All events, meetings and programs sponsored by Student Activity Fees require the submission of an Evaluation form. The Evaluation form must be submitted to Carmelita Davis no later than 10 business days after the event, meeting or program has been executed.
- Failure to submit an Evaluation form may result in a hold being placed on remaining Student Activity Fees. In addition, failure to submit the Evaluation form may result in an inability to receive Student Activity Fees during future funding allocations.

<http://adminservices.clayton.edu/campuslife/forms/sfabevaluation.pdf>

# Travel Guidelines

- All University-related and sponsored student travel requires pre-approval. This is a liability insurance requirement and is not negotiable. If pre-approval is not obtained, no reimbursement from allocated or agency funds can be made.
- 3 to 4 weeks prior to the conference registration deadline or travel date, submit a Request to Travel form and/or all supporting documentation.
- Students must have a minimum institutional GPA of at 2.0 and must be registered for at a minimum of one academic course during the semester of travel.

# Purchasing Card (P-Card) Request

- For organizations who choose to pay for needs online such as travel arrangements, a Clayton State University Purchasing Card (P-Card) Request form must be completed.
- If requesting payment for membership dues online, a roster of members that you are submitting payment for, as well as the PIN number to access the website to process the payment, must be submitted with this form.

# Fundraising

- Fundraising regulations: Student Activity Fees may not be used to fund and execute fundraising activities, events or programs.
- All funds obtained from approved fundraising efforts must be deposited in to a University account; the Division of Student Affairs will coordinate this process. For additional information, contact Carmelita Davis.

If you need additional information on budgetary aspects and guidelines, contact:

Carmelita Davis, Division of Student Affairs, UC 250

[CarmelitaDavis@clayton.edu](mailto:CarmelitaDavis@clayton.edu)



# Advising

## ➤ **Minimum Qualifications**

- Possess a working knowledge of the group
- Be able to relate with college-age individuals
- Time Commitment

# What is your Advising Style?

# Advisor Agreement

## ➤ Highlights

- Have a firm understanding of all University and Campus Life policies and procedures.
- Have a firm understanding of the organization's constitution and procedures.
- Act as a liaison for the organization.
- Provide advice and guidance. Serve as a resource and mentor for the members.

# Advisor Agreement

- Consult members of organization before making decisions.
- Help the students develop and learn how to function as a team.
- When possible, attend events, meetings and programs.
- Maintain consistent contact with the officers.
- Help with organization and officer transition.

# Benefits of Advising

## ➤ **Advisors**

- Stronger connection with students and colleagues
- Increase sense of school spirit and commitment to institution
- Improve technical skills
- Professional Awards
- Letter of Appreciation from Campus Life

# Benefits

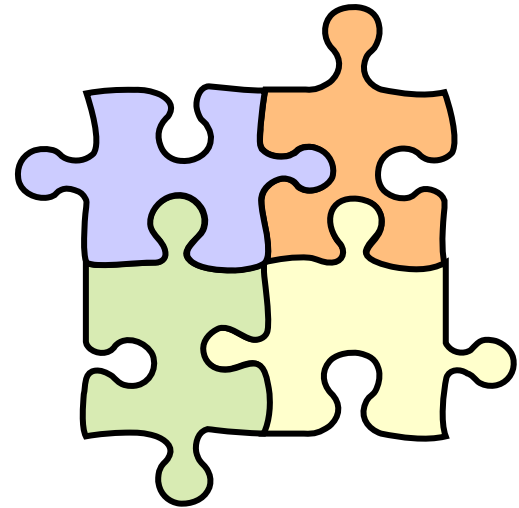
## ➤ Student Organizations

- Students stay in school and are more satisfied with their experience.

# Campus Life

**“Help your organization put the pieces together”**

- General support
- Ideas and feedback
- Event, meeting and program planning
- Campus navigation
- Marketing and promotion assistance



# Additional Opportunities

- Campus Programs
- Multicultural Programs and Resources
- Fraternity and Sorority Life
- Volunteer Services
- Leadership Development
- Student Activities Center
- Part Time employment and Internships



# Upcoming Major Events

- Student Involvement Fair and Organization Showcase, 8/21
- Volunteer Fair, 9/18
- Homecoming, 10/13 - 10/17
- Homecoming Comedy-Show, 10-16
- Homecoming Step-Show, 10/17
- Organization Holiday Celebration, 12/4
- MLK Week, 1/19 – 1/24
- Emerging Student Leader Conference, 2/6 - 2/8
- Culture Shock Week, 3/30 – 4/3
- Alternative Spring Break, 3/9 - 3/15
- Student Leadership and Involvement Awards, 4/23



# Questions

