2010 Leadership Conference

Student Organization Training
Privileges of being a registered Student Organization

- Right to reserve rooms (most free of charge) on campus
- Right to advertise on campus
- Right to an on-campus mailbox
- Right to an on-campus account
- Right to request funds from COSO
- Right to use the FAU name (at the end of your organization’s name)
- Right to use services provided in the Clubhouse
Responsibilities of a registered Student Organizations

- Must re-register online every year (deadline is the 2\textsuperscript{nd} Friday in September)
- Must register all events/meetings on or off campus by completing and submitting the Program Registration form to the Student Union Administrative Office room 203
- Officers must maintain a 2.5 cumulative GPA, undergraduates must be registered in 6 credit hours and graduates must be registered in 3 credit hours
- Attend Leadership Conference annually
- Complete online financial training
Program Registration Form

- You can find the form online [www.fau.edu/sil](http://www.fau.edu/sil) then click on the link for forms.
- All events/meetings on or off campus must be registered with the Student Involvement & Leadership Office.
- The program registration form must be completed and submitted 10 business days prior to the event.
- Required Signatures - Requestor, Advisor, Venue.
Meetings – Student groups may reserve space for meetings no more than twice a week. Additional space may be reserved for special events/programs/activities (beyond normal executive board meetings and general meetings). Meetings will only be reserved in 3 hour time blocks.

Cancellation/No Show Policy - A no show is equivalent to a cancellation of less than 24 hours. First no show —your organization will receive a written warning. Second no show your reservations will be suspended for 14 business days. Third no show your reservation will be suspended for the remainder of the semester.
Student Union Policies continued

- Reservations can only be made for one semester at a time.
- Requested rooms may not be available, a comparable room may be substituted.
- Coordination meetings will be scheduled for large scale events.
- Rooms are free for student organizations under normal circumstances
- **Registered Student Organizations are not billed for rental rates unless they are:**
  1. Having co-sponsorship event/program with a department, tax-exempt group or commercial group.
  2. Charging a registration or admission fee or selling tickets (this may apply for donations as well).
  3. Sponsoring a program that is open to the general public (non-students).
Police

• Certain events MAY require FAU Police presence:
  • Events where money is being exchanged
  • Depending on the amount of people attending the event and the time of the event
  • If there is amplified sound
  • Ultimately the Police make the determination of when and how many officers that will be required.
  • The Student Organization is required to pay for the cost for the Police coverage. The cost is $35 per hour and there is a minimum of 4 hours.
Other Reservable Spaces

- These forms can be found at www.fau.edu/sil then click on Forms.
- Completed and submitted to the SIL office 10 business days prior to the first desired table reservation date.
- Bookstore/Free Speech Lawn – reserve online
- Breezeway – reserve online
- BBQ Pits – Go to the Housing Department
- Academic Classrooms – Go to the Registrar’s office
Performance Contracts

- Circumstances for the contract – DJ, Musician, Comedian, Speaker, Performer, etc.
- Contact SIL at least 3 weeks in advance
- Complete Performance Agreement Worksheet
- SIL sends contract to University Attorney
- Do NOT sign contracts – Director of Purchasing signs contracts on behalf of the University
In order to show a movie on campus, you must show proof of copyright.

Why? Movies shown at an event/meeting are considered “Public Performances”.

How do you obtain a Public Performance License?

The major firms that handle these licenses include:

1. Swank Motion Pictures Inc. 800-876-5577
2. Motion Picture Licensing Corp. 800-338-3870
Food Policies

- Chartwells is the on campus food provider at FAU. If you have food at a meeting or event, it must be through Chartwells.
- No Frills Catering is a less expensive option for food through Chartwells. Food must be picked up by student organizations.
- Student organizations must apply for a Food Waiver if you have food that has been donated or if your organization requires a certain food that Chartwells cannot provide.
- Food Safety Certification: [http://wise.fau.edu/divdept/envhs/Foodsafety](http://wise.fau.edu/divdept/envhs/Foodsafety)
- Contact catering at 561-297-2788 or [www.fau.edu/dining](http://www.fau.edu/dining)
Additional Policies

- Alcohol policy
  - Must be approved by the Associate Vice President of Student Affairs and the Senior Vice President of Student Affairs

- Date Auctions
  - Must be approved by the Associate Vice President of Student Affairs

- Fundraising
  - Need to know whether organization is fundraising for own organization or another non-profit agency
Logo/Branding

- [www.fau.edu/branding](http://www.fau.edu/branding)
- All logos using the FAU name need to be approved by the marketing department email Jan Bond [jbond@fau.edu](mailto:jbond@fau.edu)
- Must use approved vendors for promotional items if you are using the FAU logo
Advertising

- Program Registration Form must be approved by SIL before flyers can be stamped
- Placement of flyers
  - Do NOT put flyers on trees, vending machines, windows, doors
- Flyers must be removed 24 hours after an event
- Housing Policy
  - Take 70 flyers to main Housing office. Will be distributed to the RA’s for your organization
- Placement of quarter flyers
  - Do NOT litter halls, classrooms, etc with quarter flyers. Quarter flyers must be handed to a person.
ADA (Americans with Disabilities Act)

- ALL publications (flyers, posters, newsletters, banners, handbooks announcing events, etc.) targeting FAU students, staff, faculty, alumni, and the public must include the following statement:

  If accommodation(s) for a disability is required contact John Smith 561-123-4567/TTY 1-800-955-8770, a minimum of five (5) working days in advance of the date of the event.
Travel Forms

- Travel Forms can be found on the Dean of Student Affairs website
- Must completed and submitted to Student Government 4 weeks before departure date
- Travel Committee will approve travel and determine funds to be allocated
Council of Student Organizations

COSO

- Director of COSO - Robert Huffman
- Email: fau.bocacososo@fau.edu
- Phone: 561-297-3893
- COSO will fund new student organizations and organizations that need emergency funding
- COSO rules and policies are posted online www.fau.edu/sil
Student Government Accounting and Budgeting

- Read/review financial manual on SG website
- Two officers must complete and pass Blackboard Training. Email Jose Lezama jlezama@fau.edu your name, name of your student organization, your officer position and he will add you the Blackboard training
- When there is a transition of officers, organizations must make sure their Blackboard training is up to date and completed by the new officers
- www.fau.edu/sga/sgab.php
Student Government Accounting and Budgeting

- In order to get items paid, you need the following:
  - Approved Program Registration form
  - Expense Justification form
  - Invoice from vendor
  - W-9 from vendor
  - Purchase requisition filled out [www.fau.edu/purchasing](http://www.fau.edu/purchasing)
  - Signed and completed contract if applicable
  - Do not pay for items out of your own pocket and expect to get reimbursed
  - Allow several weeks to for entire process
On Campus Accounts

- Student Organizations are not permitted to have accounts off campus
- SIL sets up on campus account for all student organizations
- If you are not sure of your account number or balance, we can assist
- These accounts are used for fundraisers, dues, donations
- They have no money in them until you put money in them
- Money in the account rolls over every year
Club House

- Hours: Monday to Thursday 9am to 8pm
  Friday 9am to 5pm
- Submit Student Organization Service Request Form 24 hours in advance
- Resources – copies, banner paper, poster board, balloons/helium/ribbons, buttons, die cut machine
- There are limits to certain resources (copies, buttons, poster board and balloons)
- Leadership Library
Homecoming
October 24rd-October 30th

• Club Competition – opportunities for FUN and cash prizes!
• Find Homecoming student organization packet online at www.fau.edu/homecoming
• Parade – Biggest parade in FAU’s history!
Officer Transition

- At the end of each semester all student organizations are required to complete and submit a semester report.
- This report will outline the organization’s accomplishments of the past semester and goals for the upcoming semester.
- These reports will be used in the mandatory officer transition workshop in the Spring semester.
- All reports will be posted on CollegiateLink.
Web Resources

- Student Involvement & Leadership [www.fau.edu/sil](http://www.fau.edu/sil)
- CollegiateLink [www.fau.edu/getinvolved](http://www.fau.edu/getinvolved)
- Student Government [www.fau.edu/sga](http://www.fau.edu/sga)
- Chartwells [www.fau.edu/dining](http://www.fau.edu/dining)
- COSO [www.fau.edu/sil](http://www.fau.edu/sil)
- Student Union [www.fau.edu/studentunion](http://www.fau.edu/studentunion)
- Homecoming [www.fau.edu/homecoming](http://www.fau.edu/homecoming)
- Purchasing [www.fau.edu/branding](http://www.fau.edu/branding)
Collegiate Link

- www.fau.edu/getinvolved
- Create a description
- Upload an updated constitution
- You must have a minimum of 10 active members on your roster and identify 2 Executive Board members
- Upload picture that represents your organization
- Post Events
- Conduct elections
Student Involvement & Leadership

Contact Information

- Location: Student Union Room 203
- Phone: 561-297-3735

Leadership Team

Michelle Perkins – Director - mperkins@fau.edu
Alicia Keating – Assistant Director - akeatin1@fau.edu
David Blank – Coordinator - blank1@fau.edu
Gina Lavagna – Graduate Assistant - glavagna@fau.edu
Devin Sieck – Graduate Assistant - dsieck@fau.edu