



Clubs and Organizations Resource Manual

Student Life Center

Civic Engagement and Community Service Center (CECSC)

Intercultural Student Affairs

Room A2100

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Chicago, IL 60484

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www.govst.edu/studentlife

Welcome Jaguars!

Student involvement, whatever form it takes, either in an elected position on Student Senate, through active participation in community service programs, or by attending campus events sponsored by Student Life Center and GSU Program Council, Civic Engagement and Community Service and the Community Service Council, Intercultural Student Affairs and any of the 84 student organizations, enriches the social and intellectual life at Governors State University. As a student leader you contribute greatly to the process by not only supporting these activities but actively engaging in them as a planner, coordinator, volunteer and facilitator.

Our staff is committed to providing as much support to the efforts you and your organization make regularly to contribute to GSU and the greater GSU Community. It is with this commitment in mind that we have produced this manual. This manual can help you and your organization thrive at GSU. Whether you are just starting an organization or continuing a long-standing tradition, it is our hope that you will find this manual of great assistance in making things happens.

As a student organization leader, you are responsible for knowing and following the policies and procedures in this manual and other documents including, but not limited to the Policy 4, previously known as the Student Handbook, published by Student Affairs and a thorough understanding of Title IX.

If you are uncertain about a policy, please do not hesitate to contact your Advisor, the President Council Advisory Group or the Student Life Center. Email us at SLCO@govst.edu, call 708.235.7362 or stop by our office “A Destination” for Student Involvement, Room A2100.

Best wishes for a productive year,

**Sheree Y. Sanderson
Assistant Dean of Students
Student Life Center
Civic Engagement and Community Service Center
Intercultural Student Affairs**

Policies and procedures articulated in this handbook are subject to change. Notice of major changes are generally distributed to student organizations via the clubs and organizations Blackboard module, and GSU email. Minor changes may be made without formal notification.

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History of Governors State University:

Founded in 1969, Governors State University (GSU) is a four-year public university in the state of Illinois that champions openness, innovation and flexibility. Serving more than 5,900 students, GSU offers 64 degree and 24 certificate programs and our students earn the qualifications needed to succeed in business, industry, healthcare, the arts and education.

Governors State University Mission and Vision Statement:

Mission Statement

Governors State University is committed to offering an exceptional and accessible education that prepares students with the knowledge, skills and confidence to succeed in a global society.

Vision Statement

GSU will create an intellectually stimulating public square, serve as an economic catalyst for the region, and lead as a model of academic excellence, innovation, diversity and responsible citizenship.

Governors State University Core Values:

- Invest in Student Success through a commitment to mentoring and a deliberate university focus on student achievement of academic, professional and personal goals.
- Provide Opportunity and Access to a first-class public education to residents of our surrounding communities and all those traditionally underserved by higher education.
- Serve as an Economic Catalyst for the citizens of the State of Illinois and our larger Midwest region, so that our communities grow and flourish.
- Prepare Stewards of our Future to thrive in the global economy, to contribute to ongoing innovative research and to serve as stewards of the environment.
- Demonstrate Inclusiveness and Diversity to encourage acceptance of wide-ranging perspectives among students, staff, faculty and members of the broader community.
- Promote Quality of Life which encompasses civic, personal, professional and cultural growth.

Goals:

Provide distinctive academic programs that effectively prepare students to become leaders and productive citizens in the global community.

- Ensure that academic programs are up to date and relevant, and aligned with professional and discipline standards.
- Enhance academic programs through the incorporation of diverse intellectual perspectives and cross-cultural competence.
- Through the Academic Master Plan process, develop and implement new academic programs and revise current academic programs, which respond to regional, state, national and international needs and student demands.
- Provide a campus environment (physical and virtual) that supports teaching, learning and scholarly and creative activities through appropriate academic facilities, libraries, instructional and technology resources.
- Enhance external support as appropriate for university academic programs and services through increased relationships with external partners.
- Enhance academic programs through the implementation of best practices in administrative, faculty and staff development.

- Promote high quality learning opportunities through curricular, co-curricular and extracurricular activities, such as experiential learning, internships, international learning experiences, civic engagement and service learning.

Governors State University FERPA (Family Educational Rights & Privacy Act):

In order to be granted access to student records, please carefully review the material presented in this site. Maintaining confidentiality of student records is everyone's responsibility.

Guiding Principle: Treat student records as you would want someone to treat your own sensitive information (your transcripts, social security number, credit report, etc.). <http://www.govst.edu/ferpa/>.

Governors State University Title IX

Title IX is not just about sports! Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: "*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*" Sex discrimination includes sexual harassment and sexual assault.

Sexual harassment in education is an unwelcome behavior of a sexual nature that interferes with a student's ability to learn, study, work or participate in school activities. Sexual harassment involves a range of behavior from mild annoyances to [sexual assault](#) and [rape](#).

Title IX also protects lesbian, gay, bisexual, and transgender students and employees from discrimination, harassment, sexual assault and sexual violence including discrimination, physical aggression, intimidation, or hostility based on sex, sex-stereotyping or failure to conform to stereotypical gender norms.

Know The CODE

Community Standards and Student Advocacy

GSU's Community Standards and Student Advocacy (CSSA) strives to promote a safe and secure community while upholding the rights of all community members. The office provides programs and services that value academic excellence, student success, diversity, and personal as well as community accountability.

The Student Code of Conduct (Policy 4) is the primary policy used to outline the University's expectations for students and the role that they play in our community. This handbook outlines the administrative procedures used in addressing the conduct of students and/or recognized student clubs/organizations that fail to abide by the University's community standards. The student handbook can be found at <http://www.govst.edu/communitystandards/>.

Governors State University Diversity:

Governors State University has a diverse student body, which will allow you to experience an education that is in touch with the larger, diverse society you'll work in once you graduate. Statistically, the average age of a GSU student is 33.71 percent of our students are women, 38 percent are minority and over 2 percent are international students.

Governors State University Civility Policy:

The faculty, staff and students of Governors State University, as members of the university community, can expect to be treated with respect and consideration and are expected to treat others in the same manner. All members of the community must treat community members with civility and respect, while recognizing that disagreement and informed debate are valued in an academic community.

Demeaning, intimidating, threatening or violent behavior, either verbal or in written form, that affects the ability to learn, teach or work in the university community are unacceptable and violate Governors State University's standard of civility and respect.

Individuals covered by this policy include all members of the Governors State University community [faculty, staff and students of Governors State University].

Contractors and vendors of Governors State University, as well as visitors to the campus are also expected to comply with the requirements of this policy.

Violation of the policy: a university member who has violated the policy is subject to disciplinary action, which may include separation of the offending party from the university, consistent with established disciplinary procedures.

Non-compliant behaviors by contractors, vendors, or visitors may lead to removal from the campus, at the discretion of Governors State University.

Responsibility to Act: A member of the community who is involved in or witnesses behavior on campus that imposed imminent danger to people or property should immediately contact the Department of Public Safety. In situations that do not involve imminent danger, for advice on the proper course of action, or to make a complaint, a member of the community should contact a supervisor, division/department chair or Dean, Human Resources or Office of the Provost.

Use of Alcohol on GSU Campus

Pursuant to the Board of Trustees Regulations, the President has approved the following policies regarding the delivery, possession, use or consumption of alcoholic beverages [collective "Use of Alcohol"] on Governors State University's property or under University supervision, and at University sponsored or sanctioned events held on or outside the GSU campus:

1. Any Use of Alcohol is subject to this policy and all applicable federal, state and local regulations, including, specifically, limitations on legal age.
2. Use of Alcohol at University sponsored student events is prohibited.
3. The sale of alcoholic beverages at University events is prohibited and will not be approved.
4. Personal consumption, possession, or display of alcoholic beverages is prohibited in University public places.
5. Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance on University property or property supervised by the University may be subject to disciplinary action under University policies, and/or legal action.
6. The purchase of alcoholic beverages with appropriated State of Illinois funds is strictly prohibited.

When permitted under this policy, the use of alcoholic beverages on University premises is a privilege which may be withdrawn, and only be permitted when such use will not interfere with the decorum and academic environment of the University.

Governors State University Smoke-Free/Tobacco-Free Campus Initiative

In support of 110 ILCS 64/ the Smoke-Free Campus Act, as of July 1, 2015 smoking and any tobacco use is prohibited at Governors State University indoors and outdoors on campus, in university-owned vehicles at all times, and in all vehicles on or about campus property. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited.

Division of Student Affairs and Support Services

Governors State University is committed to offering an exceptional and accessible education that imbues students with the knowledge, skills, and confidence to succeed in a global society. GSU is dedicated to creating an intellectually stimulating public square, serving as an economic catalyst for the region, and being a model of diversity and responsible citizenship.

Mission Statement

The mission of the Division of Student Affairs and Support Services is to **promote the academic, personal and professional development of our students and inspire them to be responsible citizens and leaders** both on campus and in the community.

Vision Statement

At a transformative time for Governors State University, the Division of Student Affairs and Support Services will be recognized as a vital contributor in creating an inclusive, supportive and engaged campus community focused on student success.

Learning Outcomes

The Division of Student Affairs and Support Services aspires to deliver an innovative, comprehensive and integrated student life curriculum that promotes self-efficacy and determination, personal and professional success, multicultural competence, leadership development, and civic engagement.

Students who actively participate in Student Affairs and Support Services programs will achieve:

- (1) **Self-Efficacy and Determination** by constructing an understanding of self and commitment to personal responsibility, integrity and wellness that guides their decisions and actions.
- (2) **Personal and Professional Success** by learning and applying knowledge and transferable skills to achieve personal aspirations and professional and career growth.

- (3) **Multicultural Competence** by thriving within diverse perspectives, experiences and environments, and building their capacity for being an advocate for equity and social justice.
- (4) **Leadership Development and Civic Engagement** by deploying their knowledge and talents to improving their communities, both as individuals and by mobilizing others towards positive sustainable change.

The Division of Student Affairs and Support Services is comprised of the following departments: Academic Resource Center, Career Services, Office of the Dean of Students, Recreation and Fitness Center, Student Life, and the Veterans Resource Center. For more information, visit our website at www.govst.edu/StudentAffairs.

Offices and Services Comprising the Division of Student Affairs

Dean of Students Office

Dr. Aurelio M. Valente	Interim Vice President of Academic Affairs & Dean of Students
Tamieka Scott	Interim Director, Student Conduct
Lisa Carra	Assistant to the Dean of Students

Office of Student Life

Sheree Y. Sanderson	Assistant Dean of Students
Robert E. Clay	Director, Intercultural Student Affairs
Dennis Dent, Jr.	Coordinator, Campus Programs and Community Service
Konya M. Sledge	Administrative Assistant
Ricca Louissaint	AmeriCorps VISTA
Daniel Vergara	Graduate Assistant, Intercultural Affairs
Kamala Manasa Dhara	Graduate Assistant, Student Life

Civic Engagement and Community Service Center

Sheree Y. Sanderson	Assistant Dean of Students
Dennis Dent	Coordinator, Campus Programs and Community Service
Ricca Louissaint	AmeriCorps VISTA

Student Life Center

The staff of the Student Life Center includes Intercultural Student Affairs and Civic Engagement & Community Service Center (CECSC), we are committed to providing GSU students with opportunities to develop and realize their personal potentials through involvement in co-curricular activities.

By coordinating the efforts of over 84 student clubs and campus organizations, the Student Life Center enriches the social and cultural life of the GSU community and makes a valuable contribution to the educational mission of the University.

Leadership development programming is also coordinated through the Student Life Center. Effective leadership means more than running meetings and planning events; it involves making an impact on one's community. Leadership skills are life skills. The staff members in the Student Life Center are committed to developing the leadership potential of GSU students. When individual students become more effective leaders, our student organizations, and the educational experience for all students, are enriched and strengthened.

A Destination for Student Involvement

Student Life – A2100

Student Commons – A2121

GSU Food Pantry – A2121

Intercultural Programs-A2132

Interfaith Meditation Room – A2150

Student Row: A2109 – A2128

Student Senate

IBHE Student Representative

Board of Trustee Representative

Club of the Year

DDP

New Student Programs

Graduate Assistants

Student Conduct Office

Gaming Lounge --North Hall

Recreation and Fitness – A1106

Civic Engagement and Community Service Office – A2134

Conference Room – A2110

Meeting Room – A2131

Veteran Resource Center – A2109

Student Life Center Community Standards

The above listed venues are community spaces and we ask everyone to be respectful of others and consideration should be applied when utilizing these locations.

- Since Student Commons is an open space, individuals and groups should be aware of noise levels. If you are requested to lower your volume, please respect and accommodate that request.
- Student Commons is a community space and therefore needs to remain accessible as often as possible. For this reason, Student Life does not reserve Student Commons for events.
- Please note that Conference Room A2110, A2134 and the Interfaith room A2150 must be reserved through Student Life to occupy. At any time of the day a student group, staff or faculty group might have that space reserved. Please respect the privacy and wishes of the groups utilizing the space.
- There are trash receptacles available throughout, please use them. If you are having food, please do not leave remains, trays or personal belongings behind you.
- Please refrain from use of vulgarities. In addition to offending other students faculty or staff, Building A is commonly used as part of the tour route for incoming students and their families.

- Smoking, gambling and illegal drugs or drug paraphernalia are not allowed at GSU in accordance with University policy and state and federal laws. Alcohol is not allowed; please refer to the alcohol policy.
- Clubs and organizations must refrain from moving any furniture at any time. Furniture should only be moved by members of the Facility Development Management staff.
- Students using any facilities at GSU are responsible for the actions of their guests.

Violation and/or abuse of community spaces can result in disciplinary action taking against the student organization and/or the specific individual(s) involved. This action may include loss of office privileges for the organization and/or the individual(s) involved and, in extreme cases the loss of University recognition for the organization. Decisions in these matters will be made by the Assistant Dean of Students, and can be appealed to the Dean of Students.

Mission

*The mission of the office of **Student Life** is to support and enrich the Governors State University educational experience through student involvement in its programs, student organizations and services. The staff strives to empower students through interaction in self-initiated or planned activities with fellow students, faculty members and staff. Thus, Student Life is predicated on principles in which the campus climate respects the rights of individuals and groups, encourages student success and ensures outlets for personal and professional development.*

Student Life Center staff can be reached by calling our main number 708.235.7362

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Email: rlouissaint@govst.edu

Kamala Manasa Dhara

Graduate Assistant

Email: SLCO@govst.edu

Daniel Vergara

Graduate Assistant/Latino Services Assistant

Email: SLCO@govst.edu

Unleash the Leader in You!

The Student Life Center has established student driven councils to increase involvement among students and to provide assistance in programming events and workshops, assisting clubs and organizations with policies and procedures. Contact the appropriate councilmember for assistance or to provide input.

President’s Council Advisory Group

David Gethers, Vice President of Student Senate

Mychael Vanarsdale

Erica Mitchell

Governors State University Program Council (GSUPC)

Keyana Marshall

Keyana.Marshall@Yahoo.com

Cherish Brown

cherish8000@live.com

Shaniqua Jones

shananderson1@gmail.com

Dennis Dent, Coordinator of Campus Program

Student Life, Room A2102

708.235.7609

Community Service Council

Albert, Briana (Student)

Ames, Nicole (Student)

Annem, Sreenivasa (Student)

Brooks, Mizani (Student)

Chadare, Hillary (Student)

Eldridge, Grace (Student)

Halverson, Erika (Student)

Hampton, Moriah (Student)

Isabella P. (Student)

Jeremy F. (Student)

Kelly, Kevin (Student)

Lavenia T. (Student)

Lee, Keith (Student)

Lisa G. (Student)

Lopez De Nava, Sarahi (Student)

Lopez, Chantal (Student)

Mack, Terrence (Student)

Mattes, Katelyn (Student)

Misturat G.

Murry, James (Student)

Noel, Samantha (Student)

Serrato, Carolina (Student)

Stevens, Cierra (Student)

Sturgess, Ronald (Student)

Taylor, Desiree (Student)

Taylor, Laura (Student)

Thomas, Joy (Student)

Trauvell C. (Student)

Wacker, Hayley (Student)

Wanda F. (Student)

Williams, Ariel (Student)

Wilson, Oshanique (Student)

Ricca Louissaint, AmeriCorps VISTA
Student Life, CECSC, Room A2130
708.235.7454

If you are interested in getting involved with the student newspaper “*The Phoenix*” or the student magazine to help promote standards and assist in developing the student experience, apply to the advisor or the Assistant Dean of Students.

Phoenix Newspaper

Dr. Debbie James, Advisor
E-Building Room E2560
708.534.3140
djames@govst.edu

ReConstructed Magazine

Dr. Christopher White, Advisor
E-Building Room E2560
cwhite@govst.edu

Student Life Center

Sheree Y. Sanderson, Assistant Dean of Students
A-Building, Room A2104
708.534.4552
ssanderson@govst.edu

Resources for Student Organizations

Planning Meetings and Events

The success of your organization's events will rely on how prepared you are for the unexpected. However, your organization should try to anticipate everything by systematically following these steps and remaining organized throughout the process. Obviously smaller meetings are less complex than campus-wide events. You should recognize the scope of your event and plan accordingly. Avoid last minute stress, anxiety, or even the need to cancel your event by adhering to the necessary steps.

- Brainstorm ideas. Keep in mind why you are having this event, the mission of the organization, what your organization can provide to the University community, and how you can collaborate with other student organizations to plan an event.
- Choose an idea and make sure that all members of the organization are committed to the idea. You will need the help of your membership to plan this event. If applicable, work with other student organizations to choose an idea.
- Establish a budget and determine if your organization has enough money to cover the expenses of the program. If not, develop fundraising plans or work with another organization.
- Develop program goals, timelines, a master task list, and how you expect to delegate responsibilities. Communicate often with one another and ensure that everyone is aware of their particular responsibilities.
- Fill out the *Event Request* form and submit to Student Life giving the club's room request 1st and 2nd choice, equipment requests and set-up. Once room request has been confirmed by FDM, we will notify the club.
- Room requests must be submitted and confirmed prior to coordinating marketing or extending invitations.
- Always work with the University's Foundation Office when inviting dignitaries or other high-profile performers, speakers or guests.
- Reserve a room location or site. If the event is to be held off-campus, it should still be registered with Student Life.
- If your deejay, performer, or venue requires a contract submit the contract to Student Life with a Requisition Worksheet, invoice and W9. *Only specified authorized GSU employees are able to sign contracts and/or place orders. No students, no advisors. **There is one individual in Procurement authorized to sign contracts, students nor advisors are able to sign contracts.**

Make necessary equipment arrangements including audio-visual, sound, light, staging, maintenance, etc.

- Make travel arrangements, if necessary, for your invited guests.
- Order food and beverages at least 3 weeks before your event.
- If the event requires waivers or releases, ensure that these are completed 2 weeks prior to the event.

Registering Your Event and Room Requests

You must register your event via the Events Request Form found in Student Life or online. This form allows you to request rooms, set-up and any special equipment that may be needed in just one stop. (Request must be received no later than 3 weeks prior to event, any request receive less than 15 business days run the risk of not being able to accommodate.)

Events are requested through the R25 Calendar event system and confirmed based on a first-come, first-serve basis. Remember to provide Student Life with a first and second choice, we are competing for common space with all departments in the university, so do not assume because you placed a request that is automatically confirmed. Your request is not confirmed until SL has notified you.

Through this form you will be asked a series of questions about the event. Depending on the complexity of your organization's activity, you may need additional housekeeping staff, food service staff, maintenance laborers, and security through the Department of Public Safety. These services, if needed, will be charged to your club accordingly by the appropriate department. The Assistant Dean of Students, or designee, must sign this form.

We strongly advise all groups to register a minimum of 3 weeks in advance of an event. Please plan ahead. **No advertising is permitted until the event registration process is completed and you have been notified by the Assistant Dean of Students or designee that the event has been approved and scheduled through Facilities Development and Management.**

Catering Services

Student organizations may wish to have food at events. All food and beverages must be ordered through Arena Food Services, Inc., the campus dining service, via the Assistant Dean of Students or designee. To see menus and prices visit www.govst.edu/dining.

Arena has an exclusive contract with GSU so therefore no other vendors are permitted to provide catering for events. Under special circumstances Arena may provide permission for outside items that they are unable to fulfill, but there must be written documentation. Pizza is the only exception to this rule, clubs and organizations are able to order pizza freely. If there are questions about the policy please contact Student Life.

Arena Food Services, Inc. has created a Budget Services Catering program for Student Organizations. Events utilizing Budget Services will receive a 5% discount off the total food and beverage portion of the invoice. Student Organizations utilizing Budget Services will pick up the product and supplies from the Café during normal business hours, will set up the event, clean up after the event and return all equipment to the Café upon completion.

You can learn more about the Budget Services Catering program available to student organizations as well as more information about food services and menu options available on campus by going to the Campus Dining website: www.govst.edu/dining.

Event Publicizing

Perhaps the most important part of planning an event is the way in which you communicate it to the University community and to the public (if applicable). Marketing materials for basic promotions must display the Student Life banner and be approved by Student life before distributing or printing. Once approved by Student Life, promotional material may be distributed.

When should the Marketing department services be requested? For press releases, any marketing material that may be used off campus, and artwork for (flyers, t-shirts, pens, etc.) that includes the GSU logo, needs to have the approval of Marketing. If there is a question contact Student Life.

To list your event in The GSU View and posting on the large monitors throughout campus contact Student Life. You may also list your event in the Phoenix newspaper or you can take out an ad to market your activity. Contact the Phoenix at 708.534.4517.

Posting and/or Distribution of Literature on the GSU Campus

Approval for posting materials on Student Life bulletin boards is the responsibility of Student Life. Approval must be obtained before posting of all materials. Postings submitted will be displayed on SL bulletin boards and Prairie Place (*by request*). Prairie Place will not post any community items at this time.

Types of material which may be posted include but are not limited to events, notices of and activities offered by the Student Life Center, events and activities sponsored by recognized student groups and organizations, events and activities offered by Governors State University or their associates (i.e. Arena, Follett Bookstore, etc.), non-profit events and activities of interest to Governors State University students. Direct service items and solicitations offered by for-profit companies not in partnership with Governors State University will be reviewed for approval on a case-by-case basis by the Assistant Dean of Students.

Approved items must have a Student Life date stamp and authorized initials/signature which is obtained in the Student Life Center. Postings take place on Mondays, Wednesdays and Fridays. Due to limited board space, full exposure for very large, double-sided or tri-fold pieces cannot be guaranteed posting on the Student Life bulletin boards. Only 11 total copies for display will be accepted for Student Life boards, including 4 copies for Prairie Place. Student Life will remove any unauthorized or outdated material on a daily basis. Materials accepted for posting will be on the bulletin boards for a maximum of 30 days.

Distribution of Leaflets, Brochures, Flyers, Pamphlets

It is the policy of Governors State University that:

- A. Materials may not be placed on vehicles parked on the campus (parking lots, roadways, driveways).
- B. Individuals who wish to distribute posters, flyers, pamphlets, brochures or other materials on the GSU campus must request approval from the Director, Department of Public Safety prior to the dissemination. Materials proposed for distribution on the GSU campus will be reviewed for appropriateness of content and presentation (graphics, pictures, language).
- C. Flyers are not to be placed under doors in Prairie Place.
- D. The following locations have been designated as approved areas for the distribution of materials on the GSU campus:
 - 1) Outside the main entrance (D-Main) of the University (or in the vestibule of the D-Main entrance)
 - 2) In the area in front of the old Welcome Center by the Hall of Governors
 - 3) In the Hall of Governors

D. Posters, flyers, brochures, and pamphlets may not be distributed using the GSU internal mail system.

E. Flyers, brochures, pamphlets, posters and other materials may not be placed on the tables, counters, or chairs in the cafeteria.

High Profile Speakers

If your organization is considering inviting a prominent or famous speaker, including those who may draw a large audience, a government official or head of state, you are to contact the Assistant Dean of Students immediately to discuss the plan. Coordination of invitations and visits to Governors State University are essential. This will help avoid significant conflicts such as multiple invitations sent to one person from different areas of the University; invitations extended without thought to security, travel, housing, and other associated costs.

Purchasing Items and/or Services

Anytime your club/organization needs to purchase goods and services a Purchase Requisition Request Form needs to be completed. You may obtain Purchase Requisitions from the Clubs and Organizations Blackboard shell, online at www.govst.edu/studentlife or the Student Life Office.

What information is needed to complete a Purchase Requisition Worksheet?

1. A complete account number
2. Vendor name, address, (W9)--Social Security or FEIN (Federal Employer Identification Number) number, telephone and a fax number if available.
3. Complete description of the purchase
4. Invoice/quote
5. Description of what the purchase is for
6. Dollar amount
7. Club/organization's Advisor and Treasurer's signatures

Purchase Requisitions need to be completed and turned in to the Assistant Dean of Students three weeks prior to needing the requested goods and services. All requisitions must be signed by the Assistant Dean of Students. **Do not present requisitions to the Procurement Office without proper signatures, they will not be processed.**

Once the Purchase Requisition is received by Student Life who checks to make sure the club/organization has enough funds in their account to purchase the goods or service it is then sent to Purchasing for review and approval and is processed as a Purchase Order. The length of time for processing a Purchase Requisition varies but generally the following applies:

- Direct Pay or Check with Order – can take up to 30 days

- Purchase Orders – allow at least 20 days
- Checks are cut ONLY on Tuesdays and Thursdays

Can I be reimbursed for purchases I make on behalf of the University? The simple answer is NO. There must be special circumstances and prior approval for the reimbursement; this is an exception to the rule. When exceptions are made the following rules apply:

- Sales tax is not reimbursable
- Equipment or software purchases are not reimbursable
- Original receipt of payment is required
- Reimbursements are only allowed for small emergency purchases and when a GSU Purchase Order or check is not a possible option.
- Balloons, flowers, food, plates, napkins, thank you gifts, etc. are not considered an emergency purchase.

What if I don't know where to buy what I need? Complete the Purchase Requisition Worksheet leaving the vendor blank. A buyer will assign a vendor after getting competitive pricing. (See Appendices for a list of local vendors).

Can we order goods or services on line? Governors State University has a few vendors that we can purchase from on-line. They include:

- Amazon.com
- Dell
- OfficeMax

However, the usual requisition process is still required.

*Only specified authorized GSU employees are able to sign contracts and/or place orders. Not students and not faculty advisors.

How do I return something I ordered? Whenever possible, DO NOT discard original packaging. Call Purchasing as soon as possible so that they can obtain a return authorization number from the vendor. The package must be either picked up by or sent to Central Receiving so that it can be returned to the vendor. Please keep in mind that a restocking fee may apply and some items may not be returnable.

What if I don't know what to do? Ask the Student Life staff and they will guide you through the most efficient process to meet your needs, budget concerns and goals via communication with Purchasing.

Honorariums for Guest Speakers

Student clubs and organizations may pay guest speakers for their services. In order to do this the speaker must provide their name, address, phone number, social security number and a completed W-9 as well as an invoice for their services. A Purchase Requisition Worksheet is then completed and submitted by Student Life to begin the payment process prior to

the date of service. Presenters will receive their payment via mail. *NOTE: GSU employees cannot be paid for speaking engagements or other related services related to campus activities

Marketing Events:

There have been several changes surrounding students marketing their events. Marketing has established new guidelines and all approval for marketing will now go through the Assistant Dean of Students. Student organizations are responsible for creating their promotional material; contact Student Life if you need assistance. Please read guidelines carefully regarding correct usage of logo, colorings and positions. Templates are available upon request for club marketing projects.

Guidelines for Student Organizations – Office of Marketing and Communications (Published by the Marketing Department—June 30, 2013) Updated August, 2014

Jaguar Logo Usage

All products displaying the Jaguar logo must be purchased through Follett’s Bookstore. No Jaguar items may be purchased to sell. Follett holds an exclusive contract with GSU.

GSU Logo Usage – Printed Materials

The Office of Marketing and Communications is providing Student Life with footers – that can be used for flyers and posters produced by student organizations at GSU. The footers must be used for flyers and posters that are created by student organizations to promote events or fundraising activities. The headers and footers must contain the GSU logo and are to be used only for documents that are created internally – by Student Life or organizations – for on-campus activities. Flyers and posters that are created with these headers and footers must be approved by Student Life.

These headers and footers must not be used without the permission of Marketing and Communications for off-campus activities, or for documents that require the services of the GSU Graphics department or Print Shop.

Guidelines from Marketing and Communications spelled out in this document are to be strictly followed at all times. For any questions on these guidelines please call Marketing and Communications.

GSU Logo Usage in Conjunction with Student Organization and Club Names

There will be instances when GSU logo/student club or organization name combinations are needed. When attached to a student organization or club, the GSU logo is to be positioned above the name of the club or organization as specifically prescribed in the following examples:



The GSU logo/student club name combination will be created for the student club or organization using the correct GSU logo and accepted fonts. Contact the Office of Marketing and Communications to have the GSU logo/student club name combination created.

A student club or organization may create a graphic representing their organization to be used separately from the GSU logo. The Office of Marketing and Communications can assist. The GSU logo is not to be used in the graphic.

GSU Logo Usage in Imprint Areas on Merchandise

Maintaining the brand of the university extends to the use of the logo and the branding design on items such as apparel, pens, bags and tchotchkes. The Office of Marketing and Communications can assist in the creation of designs to fit specific imprint areas for such items and will advise on the colors of items allowed to carry the GSU logo.

All items that carry the GSU logo must be approved by the Office of Marketing and Communications.

Contact Marketing and Communications for:

Community Announcements: Marketing and Communications will send a community announcement to local and regional media outlets announcing upcoming events, speakers, meetings, exhibits, conferences, workshops and performances. The media requires notification at least two weeks prior to an event date. Marketing and Communications requires notification three weeks prior to the event.

GSU View: This twice-weekly electronic newsletter is the GSU community's source for news, information and events. The View is published on Mondays and Thursdays and distributed to students, faculty staff and retirees. Submit stories at least two days prior to View publication.

Marquee: To have messages posted on the marquees located at each entrance to the university campus, submit requests at least two weeks prior to posting date.

Monitor Messages and Public Access Channel Announcements: Brief announcements promoting an event, meeting, or performance can be posted on the internal monitors located around campus and the GSU public access channel. Information must be submitted at least two weeks prior to the event.

Social Media: Assistance in development of social media outlets is provided by Marketing and Communications. Specific guidelines and parameters must be followed for establishing and maintaining social media sites. The first step is to contact Marketing and Communications and request a meeting.

•Marketing agrees that the handbook prepared for student life on protocol does not limit their collateral material from being distributed externally with the procedures we have in place.

•Student Life Club fliers/posters are being reviewed and approved by Sheree Sanderson; these fliers/posters will not have the triad approval from marketing. The Assistant Dean of Students will approve club flyers/posters for marketing and printing. Assistant Dean of Students will approve printing of student club materials.

•Any Clothing or Promotional Items with the GSU Logo (T-shirts, Jackets, Key Chains, etc) must be reviewed by Marketing and Communications.

Photography

Photography Guidelines

As often as possible, images must reflect the real GSU community and use actual GSU students, faculty and facilities whenever possible.

ALL subjects in photos must sign a GSU photo release form permitting the university to use their image.

The photo release form is available for download online under public affairs in the myGSU portal or online at <http://www.govst.edu/uploadedFiles/Photo%20Release%20Form.pdf>.

Hard copies are available in the Office of Marketing and Communications. Signed forms should be turned into the Office of Marketing and Communications along with date and description of the event and/or reason the images were taken.

Photos must be high resolution for print materials (preferably 300 dpi, although large files at lower resolution may be acceptable. For online postings such as the GSU View or website, 72 dpi is required). In all cases, the image should be sized according to its intended use.

Taking your own photos

When taking your own photos for use by a university entity (e.g. department, program, college), signed photo release forms must be obtained of all subjects in photos. Release forms must be filed with the Office of Marketing and Communications.

Photographers are reminded that photographs of large groups/crowds where faces can be seen and identified are not allowed unless photo releases have been obtained of all subjects.

For more information about photography guidelines or the availability of a GSU photographer, contact the Office of Marketing and Communications.

Internet Images

Do not download random images/logos off the Internet. This is illegal. The university does not have permission to use the images, even if they are housed on a public site. Additionally, images pulled from the Internet generally are low resolution and unusable in print materials.

There are exceptions to this guideline. If you have express permission to download and use an image from a particular website, you may access it. Please contact the Office of Marketing and Communications if you have any questions about the efficacy of a downloaded image.

Style Issues

GSU has adopted the AP Style Guide as the official style guide for language for internal and external communications at the university. Student Life will have access to an online resource for application to all materials.

When composing flyers and posters, it is important to follow the style guide for telephone numbers and time.

Telephone Numbers – Format telephone and fax numbers using periods, instead of hyphens or parenthesis, when used on marketing materials, brochures and the web: 708.534.5000.

Time – Indicate time of day by pairing numerals with *a.m.* or *p.m.* (not AM or am). Do not use zeroes if the time is on the hour. A space should separate the numeral and the a.m./p.m. Use the terms *noon* and *midnight* in place of 12 a.m. or 12 p.m. Examples: 3 *a.m.* or 3:30 *a.m.*

A range of time should be indicated using the word to separating the starting and ending time. If both times are in the a.m. (or p.m. respectively) only the second time should include the a.m./p.m. This rule should also be followed when indicating times on posters and flyers.

Example: *The distinguished lecture runs from 3 to 5 p.m. this afternoon.*

All requests for E-Blasts must be sent to the Assistant Dean of Students.

Clubs and Organizations Budget Process

The Student Fees/Finance Committee (SFFC) of the Student Senate is responsible for recommending fee distributions for the Student Activity Fees and the Student Center Fees to the Assistant Dean of Students. The Assistant Dean of Students as the designated fee administrator serves as a resource/information source to the Committee. The budget for the next fiscal year is developed by the Committee and recommended to the Assistant Dean of Students. Faculty representatives may be asked to participate in the discussions, but they are not voting members. The Assistant Dean of Students makes the final recommendation to the Vice President, Student Affairs and Enrollment Management and Dean of Students.

Student Activity Fees facilitate the development and maintenance of extra and co-curricular activities on and off-campus which increase the ability of students to enrich/enhance their educational goals. The development of a “sense of community” is a key ingredient in attempts to create a sense of belonging among the student population. Student Activity Fees help support clubs and organizations, including the Student Senate and the *Phoenix*.

Any student club or organization, which has been recognized by the Student Life Center of Governors State University (GSU) is eligible for funding throughout any present fiscal year and for the following fiscal years to come. These groups are referred to as Recognized Organizations, or ROs. To become an RO, an organization must complete and submit a New Club/Organization Packet to the Student Life Unit for approval.

1. **Club President and Treasurer must present proposed budget request at the budget hearings conducted by the Student Fees/Finance Committee for fiscal year allocations.**
2. Budget requests to the SFFC must meet timelines and format provided in order to be considered for funding.
3. Funding requests must document the benefit to be derived for the proposed activity.
4. All requests must designate the individual(s) who will be fiscally responsible for the effective use of all resources provided.
5. Resources will not be provided to fund activities for which students will receive direct academic credit for their participation.
6. All activities must be open and promoted for participation to all students at Governors State University.

7. All requests must contain signatures of the student sponsor(s) as well as the faculty or staff who have agreed to provide guidance to them in their projects.
8. All expenditure requests for approved budgets will require student officer/sponsor signatures as well as staff/faculty advisor approvals and that of the Assistant Dean of Students.

Fundraising

All student clubs/organizations must complete and submit for approval to the Assistant Dean of Students a Fund Raising Activity Form and a Fund Raising Compliance Agreement at least three (3) weeks prior to a fund raising activity. A fund raising request must be approved before initiating any measures to implement. The Fund Raising Activity Form is available on line at <http://www.govst.edu/studentlife>, on Blackboard or in the Student Life Office. Completed Fund Raising Activity Forms must be turned in to the Student Life office. Any club/organization not in compliance with this fund raising requirement will face the possibility of having its funds frozen. The GSU Foundation will be apprised of all fund raising requests.

Raffles and two-for-one splits are not permitted as fundraisers. Any food, book fundraising or clothing sales must conform with Arena and Follett Bookstore, respectively, contracts. Each has exclusive contracts and first Right of Refusal to sales on the GSU campus in their respective areas.

If you are conducting a bake sale or food sale of any sort that includes “home prepared” items, you must place a sign stating, “The Will County Health Department did not inspect any food at this fundraiser.” A clear visible sign “home baked goods” must be displayed. Food must be individually wrapped, clear plastic bags or clear wrap. This is per the Will County Health Department. If the bake sale is not in compliance it will be shut down.

All student clubs/organizations (this includes Honor Societies) shall maintain organization funds on deposit with the Business Office where they will be maintained as “agency” funds and be subject to audit. Organizations may not maintain a petty cash fund. All funds received and funds disbursed must be done so through the Business Office. Thus, fund raising monies are to be deposited in the club/organization account. Be sure you have your account number and ask for a receipt at time of deposit with the GSU cashier.

Fundraising for Outside Organizations

Fundraising requests must stipulate the organization that funds will be donated to at the beginning of the process. No club funds can be used to donate to an outside organization. Donations to outside organizations must have a completed fundraising request form on file with Student Life. Requests for a check donation to be sent to an organization must be received at 4-6 weeks prior to the date needed. A completed donation sheet with the name and address of the organization and the amount of the donation must accompany the request.

Organizations fundraising for collection of items to be distributed to need-based organizations must contact Student Life staff prior to implementation. Dispenser placement must be approved and can only be placed in specific areas. At no time should a container be placed in the D-Main Entrance by the Welcome Center. No plain boxes, boxes should be decorated appropriately or will be removed. The person(s) responsible for checking the boxes daily should be on file in Student Life with contact information.

Approved areas area for dispensers:

- 1) Building A
- 2) Old Welcome Center (Beginning of Hall of Governors)

- 3) Building G Atrium
- 4) Hall of Governors

All requests for outside funding sources must be presented to the Interim Vice President of Development and will be reviewed on a cases-by-case basis. Student clubs are not permitted to contact companies or vendors to solicit donations or funds without the authorization of the Foundation.

Travel by Student Organizations

Student organizations are allowed to travel using funds from their budgets. If your group is planning a trip to a conference, workshop, or research project, contact the Assistant Dean of Students in order to establish an itinerary with the organization, have student travel packets signed by traveling members, and provide pre-trip planning information. **All student travel is handled by reimbursements only.** All questions concerning student travel should be directed to Student Life at 708.235.7653 or visit our offices in A2100. Student Life will not prepay funds; all travel is reimbursed no matter which fund it is drawn from.

Student Organization Registration Guidelines

Terms and Definitions

Student Organization – These organizations consist of 100 percent student membership and students must fill all leadership positions, Student members must meet eligibility requirements as outlined in the Student Organization Resource Manual. Additionally, only currently enrolled students are permitted to serve as officers of officially recognized student organizations.

Campus Organizations – The organizations consist of membership that may include faculty, administrators, staff members or members of the surrounding community. Responsibility for and leadership of these organizations may rest with a faculty member, administrator of staff member and does not solely rest with students. An example of these organizations consists of Toastmasters, GSU Program Council, Community Service Board, Forensic Team, GSU Editorial Board. These organizations are not governed by this registration and recognition policy.

Registration is the annual notification and confirmation of a student organization that intends to be active during the current year. SL provides this notification after the successful completion and review of the annual registration packet usually due by the last business day of June.

Fee & Finance Committee – the Student Senate Fee & Finance Committee was created to ensure a just system of funding for recognized student organizations of Governors State University. They oversee and administer the disbursement of funds from the financial account to those organizations recognized by the Student Senate. Funds are primarily allocated for events or programs that are educational, cultural and/or social in nature.

Recognition of Student Organizations

The Assistant Dean of Students will ask the Student Senate Programming Committee Chair for a recommendation upon receipt of their petition. Student groups will normally be approved if they follow the appropriate procedures and comply with being open to all students without respect to race, color, national origin, sexual orientation, religion, gender

(excluding social fraternities and sororities), age, marital status or disability. If the Assistant Dean of Students determines that a student organization has failed to abide by these criteria, he/she may revoke the organization's recognition. Organizations must register by the last day of June to the Office of Student Life to continue their official recognition.

University Official Recognition

- Permission to use the Governors State University name with their organization under strict guidelines and approval;
- Ability to advertise via SL and inclusion in university publications where appropriate;
- Participation in Student Life events;
- Use of Student Life bulletin board space;
- Ability to post organization's events to the GSU Calendar;
- The right to apply for funding from the Student Senate Finance Committee activities fee;
- Use of Print Shop services;
- Use Blackboard and social media for organization;
- The right to apply to conduct fundraising activities on campus;
- Use of campus mail service;
- Access to a staff liaison in the Student Life Unit, who can provide assistance in programming, leadership development, planning, financial management and accessing additional university resources and services;
- The use of space by reserving rooms, halls and outdoor event space;
- Participation in the student engagement fairs held at the beginning of the year, as well as activity fairs held each winter for incoming students;
- Inclusion in the online directory of student organizations;
- Organization account for financial transactions.

Recognition Process for New Student Organizations

There are basic steps in forming new organizations at Governors State University.

Step I -- Tentative Recognition

A group may receive permission from the Student Life Unit to hold an organizational meeting on campus. The group must apply for tentative recognition by filing a Petition for New Student Organization with Student Life which includes the following information:

- name of organization;
- purpose of organization;
- name of Governors State University faculty/staff advisor;
- name and student ID number of seven (7) current students, which is the minimum number required, who have agreed to join.

This petition will be forwarded to the Assistant Dean of Students or designee. Upon receipt of the petition, he/she will ask the Student Senate Programming Committee Chair for a recommendation. If the petition is approved the club or organization will be granted tentative recognition which will provide them with all the privileges of a fully recognized group for a period of three (3) months by which time they must have completed step 2. In extenuating circumstances, the Assistant Dean of Students or designee, upon written request, may extend the three months to a maximum of five months.

Step II -- Formal Recognition

To be formally recognized as a club or organization, a group must present the following information to Student Life:

- a constitution which must include the name, purpose, operating procedures, membership requirement, and basic structure of the continuing organization (guidelines for and a sample of a constitution are included)
- Roster of officers and with current emails and phone numbers; including a list of membership
- the name of the current year's Governors State University faculty or staff advisor
- a list of the current officers including name and student ID number. Officers must be in academic good standing to be eligible to serve.
- the club must have its officers and advisor attend an orientation with the Office of Student Life

Upon receipt of the above, the Assistant Dean of Students or designee of Student Life will ask the Student Senate Programming Committee Chair to recommend formal recognition of the group. If the Assistant Dean of Students or designee disagrees with the recommendation, he/she will ask for a meeting with the chair to discuss their recommendation. If differences cannot be reconciled, the Assistant Dean of Students or designee will rule on recognition of the group. This ruling may be appealed to the Dean of Students or designee for review. The decision of the Dean or designee is final.

If approved, the group will be a recognized university organization with all of the privileges thereof as long as it:

1. files each trimester a Registration Form with the current officers and name of the Governors State University faculty or staff advisor with Student Life
2. adheres to procedures for all financial expenditures, which must be authorized by Student Life before implementation
3. Completes other paperwork as required (i.e. Fund Raising Activity Form, Purchase Requisitions, etc.).

Any group becoming inactive for two years or more must reapply for recognition as a new organization. For additional information, contact the Assistant Dean of Students or designee (A2104).

Application forms and a sample club/organization constitution are available on the Student Life web page at www.govst.edu/studentlife.

Club Sports Recognition

Governors State University's club sports teams are student-initiated activities that require students to be responsible for organization, leadership and decision making. Club sport activities range from informal play, regular practice and instruction to intercollegiate and tournament competition. Some clubs require dues from their membership in order to support their activities. Recreation and Fitness provides guidance, use of athletic facilities, minimal financial support and an administrative framework for the operation of officially recognized clubs.

Similar to student organizations, Club Sports must create a constitution, develop a budget and meet other requirements in order to be considered for recognition.

Requirements of All Student Organizations (New and Re-registering Organizations) Annual Registration of Student Organizations

Student organizations must submit the following information about the previous year's activities with the Office of Student Life each fall trimester in order to maintain their official status with the University. In addition to this annual filing requirement, student organizations must notify the Office of Student Life whenever officer changes occur or there is a change in contact information. At any time, SL should have the most updated contact information for all officers of the organization.

To register, go to www.govst.edu/studentlife for the Registration Form. Throughout the year, student organizations can update their information. Any officer listed on the organization's registration is permitted to make updates.

The following are the necessary components of the annual renewal registration process:

1. Completion of the Student Club/Organization Registration Form
2. Submission of a current Membership Roster
3. Club/Organization constitution
4. Listing of the previous year's activities

A Note on External Organizations and Groups

Under the conditions described below, organizations/groups external to Governors State University may request permission to recruit GSU students for membership. To be considered for permission to recruit on campus, an organization/group must meet all of the following conditions:

- The organization/group must operate under a charter or similar governing document which is issued by an executive leadership team of the organization/group;
- The mission and goal(s) of the organization/group must complement the mission, goals, and policies of Governors State University;
- The activities, events, and programs of the organization/group must meet the requirements and adhere to the same rules, regulations, and student conduct code policy and procedures of on-campus approved organizations/groups; and

- Eligibility for membership in the group/organization must meet the requirements of the Governors State University Affirmative Action Statement.

Groups/organizations seeking permission to conduct recruitment activities on campus must submit the following documents to the University's Assistant Dean of Students for review:

- A letter signed by the local and national (if appropriate) president or other chief executive officer of the organization/group requesting permission to recruit GSU students on campus and describing the benefits of membership for GSU students;
- A copy of the charter and other governing documents that include the mission, goals(s), and purposes of the organization/group and that guide the organization/group's activities; and
- A copy of any application and materials prospective members will have to complete to be considered for membership.

After reviewing the required documents, the Assistant Dean of Students may grant permission for on-campus recruiting; may request additional information and/or documentation; or may deny permission for the group to conduct on-campus recruitment activities. Permission to recruit on-campus will include access to University facilities according to the policies, rules, and regulations governing such use.

Hazing Statement

Hazing for the purpose of pledging, initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization, or team will not be tolerated at Governors State University. Hazing is defined as any intentional, knowledge of a reckless act, whether on or off campus, which endangers the mental or physical health or safety of any person, regardless of consent, or which violates public law or University policy. Hazing includes, but is not limited to (a) any physical brutality such as whipping, beating, striking, paddling, branding, placing of a harmful substance on the body, or similar activity; (b) any physical activity such as sleep deprivation, exposure to the elements, confinement, calisthenics, or other activity that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student; (c) any activity involving consumption of food, liquid, alcoholic beverage, drug or substance that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student; (d) any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, or adversely affects the mental health or dignity of a student, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described above; and, (e) any activity in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident.

What to do if you suspect hazing? Contact: Assistant Dean of Students

Hazing is a serious threat not only to an individual, but the integrity of the organization. Hazing will not be tolerated on the GSU campus, which holds true to the ideals of a just, civil, responsible, safe, healthy, and diverse community. Listed below are the steps you should take to report a hazing incident. Hazing either continues or stops with you.

1. Try to prevent the incident yourself. Talk to other members of the organization about the hazing. The problem will not solve itself; therefore, individuals must be made aware that their actions are inappropriate and illegal.
2. Contact the Assistant Dean of Students if you have questions about what is or is not hazing.

3. Contact the Office of Student Life (708.235.7362) or Department of Public Safety (708.534.4900) and report the incident. It is against state and federal laws not to report incidents of hazing. Any questionable activity that is reported to the Office of Student Life will be investigated by the appropriate authorities and dealt with accordingly. Judicial procedures are detailed in the Student Handbook.

Registered Student Organization Responsibilities

It is the responsibility of each student organization to:

1. Complete the Annual Registration process, Register with the Office of Student Activities and Service Learning and maintaining their good standing as officially registered Governors State University student organizations.
2. Abide by all University policies and procedures.
3. Work collectively with the Office of Student Life and their F/S Advisor.
4. Recruit actively to maintain longevity of organization.
5. Assure that all events of the organization are consistent with the mission of the University and the Office of Student Life.
6. Assure that membership is open to all students and in compliance with University EEOC/Affirmative Action and Diversity Policy.
7. Actively monitor spending and transaction of on-campus accounts.
8. Inform the Office of Student Life of any changes in e-board members and/or a change in advisor.

Organization Officer Eligibility

All elected or appointed officers of student organizations must be registered students at Governors State University. Undergraduate organization officers must be undergraduates and graduate organization officers must be graduate students, although general membership is not restricted.

Any student wishing to hold an office must have and maintain a 2.3 overall grade point average (GPA) , a 3.0 for graduate students is needed, prior to being elected or appointed to that position. Transfer students without an established GPA at the time of elections will be asked to acknowledge that if they are unable to achieve or exceed a 2.3 in their first semester, they will forfeit their leadership position. It will be the responsibility of Student Life to ensure through current elections, application processes and registration processes that all officers meet these eligibility requirements.

Students holding offices in clubs and organizations must make satisfactory progress toward a degree, as defined by the program or school. Individual organizations may uphold higher GPA standards. Student academic records will be checked regularly for compliance. Students on academic and/or conduct probation may not hold any office or position, either by election, appointment, or petition, in any active organization.

In addition, a student leader must represent the University by their actions, as such, students must also be in good academic and conduct standing free of disciplinary probation, as determined by the Office of Dean of Students prior to being elected or appointed and during the length of the term of office.

Withdrawal of Registration and Recognition

Registration may be withdrawn by the Assistant Dean of Students (or designee) upon recommendation by the STUDENT SENATE Vice President, Chair of the President's Council if any of the following conditions apply:

- The organization's activities are not deemed conducive to the usual conduct of life in a University community.
- The group's membership and/or its programs advocate views directed toward inciting or producing imminent lawless action.
- The group has failed to show a willingness to comply with reasonable regulations including use of facilities, approval of events, use of funds, departmental guidelines, or recruiting policies.
- The organization engages in any unlawful, disruptive or harassing activities or behavior.
- The organization fails to renew with Student Life for two consecutive semesters.
- Recommendation is made by governing organization.
- The group makes request for voluntary "moratorium" submitted by student organization.

If the withdrawal of recognition and registration and subsequently privileges associated with registration are disputed, appeals should be made to the Office of the Dean of Students within 5 business days of the date on the withdrawal notice.

Student Organization Election Guidelines

Well-run student organization elections help ensure that all members have an opportunity to seek leadership positions in all student organizations recognized by the Student Senate, in which they are active members. In addition, properly coordinated elections provide student leaders with the legitimate authority provided in the organization's constitution. The Vice President of the STUDENT SENATE and the President's Council Advisory Groups (PCAG) has the responsibility to oversee both spring and special elections for Student Senate recognized organizations. ***Spring elections are required for every organization following Spring break to elect the executive board to serve in the upcoming academic year.*** Special elections are required to fill vacancies of constitutionally recognized executive board members through the academic year.

Before beginning either spring or special elections, student organizations should ensure they are in good standing with both Student Life and the Student Senate. To be in good standing with Student Life, your organization should have completed and submitted all materials included in the annual registration packet and currently elected executive board should be in good academic and conduct standing. To be in good standing with Student Senate, an approved constitution should be on file, which among other articles, includes listing of executive board members, their responsibilities and powers, membership and voting rights which will guide the elections process.

Student organizations that are recognized by Student Senate are encouraged to follow the principles of the elections outline in this document and should consult with the Coordinator for Campus Programs and Community Service about the elections process.

Special Elections

As stated previously, a student organization's constitution should guide the principles and protocol for a student organization election. In the absence of clear guidelines the Student Government Association's constitution should serve

as a model for your elections. Generally speaking, special elections take approximately four weeks, as outlined below, to be executed fairly. In the interim, if no order of succession is identified in the constitution, the President is able to appoint an active general member in good standing to serve in an acting capacity for no more than a period of four weeks which coincides with the special elections timeline.

Week 1: No more than one week after resignation is received, the vacancy is announced to membership and Nomination Meeting is scheduled, President (or presiding officer) meets with the Vice President of Student Senate, or designated PCAG member to schedule elections meeting (week 4) and picks up nomination confirmation forms.

Week 2: Nomination Meeting is held, it is recommended that PCAG Member or Faculty Advisor attend, and position is discussed and responsibilities articulated. Nominations for the vacancy is opened and accepted as outlined in the student organization constitution. The date of the Elections meeting is announced and advertised to all general members eligible to vote.

Week 3: Names of nominees is passed in to the Coordinator for Campus Programs and Community Service and Community Service for review of compliance, registration, GPA requirements, etc.

Week 4: Elections are held as scheduled, a PCAG member attendance is required to validate vote count.

Spring Elections Timeline

Spring elections follow the same protocol and format documented in the special elections process above; however, specific dates and deadlines for Spring 2015 elections are outlined below:

- Feb. 24, 2016 - SS recognized student organizations should have met and discussed timeline with SJRB representative and schedule elections meeting to ensure the PCAG representative attendance.
- Feb. 25, 2016 - Deadline to meet eligibility requirements for 2015-16 elections process, if your student organization is not currently recognized by Student Senate. Questions regarding the Student Senate recognition process should be directed to David Gethers, Vice President of Student Senate via email at dgethers@student.govst.edu.
- Feb. 25, 2016 - Nominations forms for 2015-16 Executive Board Members available at the Student Senate Office located in Student Row or the Office of Student Life located in A2100.
- Feb. 25-Mar. 6, 2016 – Student organizations to hold open meetings for nominations for 2014-15 Executive Board positions.
- March 10, 2016 - Nomination forms due to Student Life.
- March 16-22, 2016 (Spring Break) – Student Life to confirm eligibility of nominees to presiding officer, Coordinator for Campus Programs and Community Service and PCAG representative.
- March 24-April 7, 2016 – Student organizations required to hold 2016-17 Spring elections,

PCAG Member must be present at elections.

It is important to follow these Spring elections deadlines since the process has been designed to coincide with the 2016-17 budget process. If your organization is unable to meet these deadlines, you should contact your Fee and Finance Committee as it may compromise your budget request. Please note, only 2016-17 Executive Board Members can appeal budget decisions.

GSU Student Clubs and Organizations Overview

Accounting/Finance Club

Learn how the numbers add up! Join other accounting students to learn more about the field, understand the issues facing accountants and develop academic positions on issues related to accounting.

Alpha Eta Society Chapter 67

The national honor society for allied health students recognizes the scholastic and educational achievements of its student members. (Membership is by invitation/nomination only).

Alpha Sigma Lambda (National Adult Learners Honor Society)

This association is dedicated to recognizing the academically outstanding undergraduate adult learning students in continuing higher education.

Alpha Upsilon Alpha (Honor Society of the International Reading Association)

Dedicated to the recognition and encouragement of scholarship, the development of personal and professional leadership qualities and service to the field of reading.

ANSO

To educate and allow all types of students to engage with and notice the world from a sociological and anthropological perspective.

Art Forum

Art students and those interested in art promote student involvement in the visual arts and advise faculty of the needs of art students and the artistic interests of the community.

Association of Production and Inventory Control

As association dedicated to understanding operations management.

Association of Latin American Students

Enhancing the Latino student's educational experience through friendship, activities, service, and university and community outreach.

Behind the Mic

Behind the Mic was established to showcase, cultivate and influence change through spoken-word.

Biology Club

Biology Club brings together students and faculty to enhance awareness, enjoyment, teaching, and learning of the natural sciences, and support the natural science endeavors of the Biology Department, the campus, and our community.

Black Student Union

BSU promotes high scholastic standards, cultural awareness, and friendship, and nurtures unity and pride among Black people.

Bowling Club

Bowling - enjoy the game and enhance your skills. Don't miss the fun.

Chess Club

Chemistry Club

Explore the field of chemistry around GSU and around the world with students and faculty.

Chi Sigma Iota

An international honor society for student, professional counselors, and counselor educators dedicated to scholarship, research, professionalism, leadership, and excellence in counseling, and to recognizing achievements in the pursuit of academic and clinical excellence in counseling.

Chinese Students' Association

Interested in learning about your fellow Chinese students and their culture? This group works to address the needs and concerns of Chinese students on share their culture with others.

Computer Science Club

Learn how computer science is so much more than zeros and ones.

Communicators Network

Communication is more than texting. Come and network, share ideas, and learn about the field of communications.

Criminal Justice Club – Lambda Alpha Epsilon

Dedicated to understanding and promoting the professions related to criminal justice studies.

Delta Mu Delta – Lambda Delta Chapter

This international honor society for business programs is accredited by ACBSP at the baccalaureate and graduate level.

Enactus

Enactus purpose is to enable progress through entrepreneurial action. The organization focuses on social, economic, and environmental issues facing society through the application of business principles.

Forensics Debate Team

GSU's speech club is open to all interested students.

Gay-Straight Alliance (GSA)

GSA fosters an active and diverse culture to promote acceptance and diversity on campus, and works toward the goal of eradicating discrimination while building friendships.

GSU Speaks-UP – International Toastmasters Chapter

Toastmasters International is a world leader in communications and leadership development. Members improve their speaking and leadership skills by attending one of the 14,350 clubs in 122 countries that make up our global network of meeting locations.

Disability Rights Education Activism and Mentoring (D.R.E.A.M)

D.R.E.A.M promotes academic success while raising disability awareness and encouraging the development, leadership, and advocacy skills of our members.

Graduate Professional Network

GPN is an educational organization whose existence is to foster and enhance the development and growth of the graduate student culture.

Human Resource Management Club

Understand what makes human resources both human and manageable.

Illinois Counseling Association, GSU Chapter

Promote the development of professional counselors, provide networking opportunities for students, advance the counseling profession, and use the profession and practice of counseling to promote respect for human diversity and dignity.

International Culture Organizations

The purpose of ICO is to create an environment for international culture exchange among the students of Governors State University.

International Students Organization

Learn about the world outside of GSU, meet students from other countries, discuss international affairs, and learn about international study and internship opportunities.

Japanese Philosophy Art and Culture Club (J*PAC)

Explore and share the beauty and wonder of Japan by examining the refined culture that gives this country its identity.

Lambda Pi Eta (National Honor Society for Communications)

Lambda Pi Eta is the official communications studies honor society of the National Communication Association (NCA).

Management and Leadership Organization

Gather together with other people who want to learn and improve their leadership skills, as well as personal growth. Learn techniques to become an effective leader and manager through group discussions and participating in miscellaneous activities at MLO meetings.

Management Information Systems

Enjoy learning with others and sharing a commitment to the managed flow of information.

Masters of Public Administration Club

Future professional public administrators meet to provide learning and networking opportunities through interaction with local, state and national public administration associations.

Muslim Student Association

Share the teachings of Islam to non-Muslim students, and provide the Muslim student body a prayer place and group for fellowship, and foster a relationship between different people who share the same faith.

Mu Beta Alpha

Dedicated to the promotion of GSU's MBA program by advancing the reputation, accomplishments, leadership and visibility of the program.

National Student Speech, Language and Hearing Association

A professional organization chapter for university students dedicated to the professional, academic study of normal and disordered human communication behavior.

Phi Alpha Honor Society

The society invites into membership those who have attained excellence in scholarship and achievement in social work. Members support each other, promote humanitarian goals and ideals and foster high standards of education for social workers.

The Phoenix (Student Newspaper)

The newspaper informs and entertains the university community with the production of a responsible, non-biased newspaper. It also provides staff with hands-on involvement in the creation of a publication.

Physical Therapy Student Association

The association strives to elevate the standards of the members, provide useful opportunities and experience to its members, and promote professional growth.

Pi Theta Epsilon

The national honor society for occupational therapy supports the development of occupational sciences and the practice of authentic occupational therapy by promoting research and other scholarly activities by its members. It both serves its members and helps insure quality health care services for the general public.

Presidents Club Council

The monthly meeting of all GSU Club/Organization presidents (or representatives) facilitates communication and cooperation among organizations. Information is shared about fundraisers, events, and activities. Business practices and procedures, governance issues, questions, and concerns are discussed and sent to the appropriate GSU office and/or the GSU Student Senate.

Psi Chi (International Honor Society)

The purpose of the organization is to encourage, stimulate, and maintain scholarship in the field of psychology and to advance the science of psychology.

Psychology Club

The club's mission is to expand knowledge and understanding of the field of psychology, and facilitate interaction among students in addition to enriching students' social experiences.

ReConstructed

Literary magazine club to promote writing of fiction and poetry, and graphic arts, as accessibly pursuits.

SALUTE Veterans Honor Society

SALUTE Veterans National Honor Society is the premier honor society for student veterans. Your membership symbolizes the commitment to recognizing and encouraging the academic success of student veterans at your institution.

Sign Language Club

The purpose of this club is to bridge the gap between the hearing and the deaf by encouraging awareness of current/relevant topics and the practice/utilization of Sign Language outside of the classroom environment.

SLiCK (Student Leadership Inspired by Consuelo Kuckbusch)

Are you looking for academic excellence and student engagement? If so, this group is for you!

Society of Collegiate Entrepreneurs

Bringing together students, entrepreneurs, alumni, and faculty with the hopes of building relationships that foster interactive learning around the world of entrepreneurship. Create a diverse network of individuals, from a variety of backgrounds and at different stages of the entrepreneurial ventures.

Spanish Reading Club

Join others interested in improving Spanish language, reading, and writing skills. Enjoy student presentations in both Spanish and English.

Soccer Club

Play soccer, enjoy the game, learn the rules and skills, and have a ball!

Social Work Student Organization

Students learn about the GSU program, gain opportunities to network with professionals, serve local communities, and enjoy social and professional activities.

Student Education Association

Explore education and professional development opportunities in the field of education.

Student Health Care Management Association

Join a professional association that includes healthcare executive who lead hospitals, healthcare systems, and other healthcare organizations, provides prestigious credentialing and educational programs, and sponsors the annual Congress on Healthcare Management.

Student Occupational Therapy Association

Student and faculty strive to provide useful opportunities and experiences to members, promote professional growth, and provide community education opportunities.

Student Veterans Association

Student veterans are committed to the betterment of veteran students, and providing outreach and mentoring for professional growth.

Student Senate

The elected Student Senate promotes the general welfare of GSU students through the representation of student concerns, viewpoints, and interests regarding governance issues to the administration, staff, and faculty. It also strives to improve the academic and co-curricular experiences at GSU and to provide developmental opportunities for its members.

Student Sustainability Committee

Student group to develop and initiate sustainability efforts and represent GSU in the region.

Students of Addiction Studies

Join an association that investigates and discusses lead hospitals, healthcare systems, and treatments, related to addictions.

Table Tennis Club

Break out the paddles and practice your serve! Join the Table Tennis Club and get your game on.

Tau Sigma National Honor Society

Tau Sigma is the national honor society for transfer students. Students must maintain a 3.5 GPA to be invited to join.

Wellness Club

Manage stress levels as you manage your education and learn about, share and implement stress management techniques in real world situations.

Undergraduate Research Club

Facilitate the engagement of undergraduate students in research and scholarly activities, to participate in research related workshops and to share individual research experiences among club members, all in order to enhance and enrich the research experience.

Upsilon Phi Delta

Enhance the academic and professional competence of individual members, elevating standards, ideals and professionalism in health administration.

Upsilon Pi Epsilon

National Honor Society for MIS and Computer Science

Other Organizations

TWAG (This Week At GSU)

TWAG aims to create a well informed and social university atmosphere. Students will be informed on what is going on around campus and how to become more involved.

Leadership Development Programs

"Leadership and learning are indispensable to each other." - John F. Kennedy

www.govst.edu/Leadership

Leadership development is an essential student learning outcome of a comprehensive student experience at Governors State University. Student Affairs educators at Governors State aspire to contribute to the mission of the University by challenging and inspiring students to be responsible citizens and leaders on-campus and in their communities. Among the formal programs supporting our focus on leadership development include: Emerging Leaders Program for first-year students, Student Leadership Institute for upper-class students, Graduate Leadership Scholars and both the Men's and Women's Leadership Retreat.

CEO Leadership Certificate Program

The CEO Leadership Certificate Program (CEO) is designed to provide student leaders of clubs and organizations effective and essential leadership skills. Students will have the opportunity to develop and enhance a personal philosophy of leadership that includes comprehension of leadership theory and application. The CEO program develops leadership potential and self-efficacy in preparing today's students to lead. Student leaders will also explore leadership trends to foster learning and personal development through exploration of theories and practices.

Register online: <https://www.surveymonkey.com/s/CEOLeadership>

Schedule: Offered annually in the Fall semester.

Contact: Sheree Sanderson, ssanderson@govst.edu.

Target Audience: Elected leaders of student organizations.

Men's Leadership Summit

The purpose of this summit will be to explore the variety, as well as the essential elements of what it means to be a man in a leadership role in the context of the Governors State University community. The intersection of

male gender and leadership will allow us to explore such topics/skills as advocacy, coalition building, contemplative practice, communication, decision making, consensus building, diversity/inclusion and conflict management. The goal of the summit will be to develop a cohort and community of male leaders who will begin the work of developing knowledge of and trust among each other so that they can have a positive and enduring influence on the GSU campus community.

Schedule: Offered annually in the Fall semester.

Contact: Robert Clay rclay@govst.edu and/or Dr. Aurélio Manuel Valente, avalente@govst.edu.

Target Audience: All male students interested in exploring leadership and advancing male achievement.

SHERO Leadership Symposium

The goal of Governors State University's first Women's Leadership Symposium will be to inspire women to seek their highest level of personal and professional development. Participants will gain a greater understanding of their own approach to leadership and acquire new ideas to optimize and sustain one's potential. The program will provide perspectives and strategies in the areas of: personal development (such as health, financial maintenance, stress management, etc.), career development and advancement, and community engagement. The conference format will be a tribute to the arts that include a keynote speaker and breakout discussions to celebrate SHEROs and diversity. The conference is inclusive to all genders looking to support leadership. [S – Sharing, H – Herstory (of), E – Empowerment, R – Resilience (&), O – Opportunity]

Schedule: Offered annually in the Fall semester Contact: Jessica Specht, jspecht@govst.edu.

Target Audience: All female students interested in exploring leadership and advancing women's achievement.

Inclusive Leadership Conference

The Inclusive Leadership Conference is designed to create a culture of acceptance and celebrates differences among people, encouraging them to be free of misconceptions and prejudices. Participants will gain knowledge, skills and thought processes needed to create and nurturing environments that are rich with diverse views and people. The conference format includes an opening speaker, interactive workshops/breakout sessions and a keynote speaker. In addition there will be a designated time for the GSU student leaders to interact with the keynote in a training session designed specifically for student leaders; to enhance their leadership strategies and assist them in meeting their leadership goals.

Schedule: Offered annually-Friday after Martin Luther King Day. Save the Date - Friday, January 22, 2016.

Contact: Roshaunda Ross, rross3@govst.edu.

Target Audience: All students interested in advancing social change and learning about the intersection of leadership and social justice.

Principles of Peer Leadership (COUN1609)

This course provides an opportunity for the building of leadership skills through interactive and experiential activities so that students can become better equipped to pursue student leadership positions. Leadership skills developed in this course include professional communication tactics, conflict and crisis management, group facilitation, and micro-counseling skills. Students will also develop a working knowledge of campus resources.

Schedule: Offered every Spring semester

Contact: Jennifer Boender, jboender@govst.edu

Target Audience: All students

Emerging Leaders Program

The Emerging Leaders Program immerses freshman and sophomores in a process of personal development that lays the foundation for the exploration of leadership at GSU. Students participate in workshops, activities, and discussions where they encounter various social issues, including but not limited to multiculturalism, diversity and gender roles, racism, sexism, and religious and socioeconomic issues.

Schedule: Offered annually in the Spring semester

Contact: Dennis Dent, ddent@govst.edu

Target Audience: Freshmen Students

Student Leadership Institute

Based on national best practices for leadership education, the Student Leadership Institute (SLI) is a distinctive co-curricular certificate program designed for students seeking leadership development opportunities that will contribute to their personal development and help achieve their leadership potential. Using Kouzes and Posner's nationally recognized Five Practices of Exemplary Student Leadership as a foundation, this innovative program consists of workshops that participants elect to attend based on their individual interests and leadership goals.

Schedule: Offered annually in the Spring semester and completed by Spring Break.

Contact: Lisa Carra, lcarra@govst.edu

Target Audience: All students interested in exploring leadership topics, learning leadership from faculty and staff mentors. Open only to Transfer and Graduate students in Spring 2016.

Leadership Resources for Student Organizations

Role of a Student Leader

Expectations from Group Members as well as Advisor:

- You are the representative of the organization, what you do will now reflect upon the entire organization.
- You must be fair to all the members of the organization and treat all members with respect.
- You are now responsible for all the organization does and does not do.
- Being a leader among your peers is not easy, but you still have to maintain authority without being a dictator. Be firm! Stand behind your decisions.
- You must do all that is required of you according to the organization's constitution and by-laws.
- Ask members as well as faculty what they expect from you as a leader. It is important to keep an open-mind and always get feedback from the people who elected you.

Strategies for Successful Leadership:

- Maintain good relations with your advisor. The health of this relationship is directly reflected in your ability to satisfy and therefore influence members. Powerful leaders are those who are confident.
- Show your members the qualities you want them to show you. Show honesty, loyalty, sensitivity, thoughtfulness, decisiveness, flexibility, rationality, objectivity, initiative and enthusiasm you want from members by displaying these qualities yourself. Modeling is the most powerful leadership strategy.
- Make your expectations clearly known. How else can you expect people to satisfy them? Never assume members know what behavior and results you expect of them. Never be afraid to tell them exactly what you want. Tell them before they do it, and as often as you can.
- Use meetings to strengthen the team. Encourage participation and idea sharing.
- Reward cooperation and hard work. Don't take good performance for granted.
- Give feedback to individuals regarding their contribution to the team. Make certain they know how well they are meeting your expectations and where they can possibly improve.
- Listen to members. They will feel that what they have to say is important.
- Admit your mistakes. This is a sign of strength.
- Don't promise----deliver. Only two things can happen when you make a promise and neither one of them is very good. A fulfilled promise is expected; an unfulfilled promise can end a relationship.
- Manage your time well. Free up as much time as possible to spend with members.

- Give people the information they need to do their job----before they need it.
- Do little things that show members you value them as an individual. People always want to feel important.
- Don't take yourself too seriously. Laugh at yourself and with other people.

Goal Setting for your Organization

The Importance of Goal Setting:

- Goal setting is a very powerful technique that can yield strong returns in all areas of life.
- By setting sharp, clearly defined goals, you can measure and take pride in the achievement of those goals. You can see forward progress in what might previously have seemed a long pointless grind.

By Setting Goals You Can:

- Achieve more.
- Improve performance.
- Increase your motivation to achieve.
- Increase your pride and satisfaction in your achievements.
- Improve your self-confidence.
- Plan to eliminate attitudes that hold you back and cause unhappiness.

Research Shows that People Who Use Goal-Setting Effectively:

- Suffer less from stress and anxiety.
- Concentrate better.
- Show more self-confidence.
- Perform better.
- Are happier and more satisfied.

Setting Goals Effectively:

- Express your goals positively by using a positive statement: "Execute this technique well," is much better than "don't make a stupid mistake."
- Be precise. If you set a precise goal (putting dates, times, and amounts so that achievement can be measured), then you know the exact goal to be achieved, and can take satisfaction from having completely achieved it.
- Set priorities. Where you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by too many goals, and helps to direct your attention to the most important ones.
- Write goals down to avoid confusion and give them more force.

- Keep operational goals small. The goals you are working towards immediately (i.e., in this session) small and achievable. If a goal is too large, then it can seem that you are not making progress towards it. Keeping goals small and incremental gives more opportunities for reward.

Today's goals should be derived from larger goals.

- Set performance not outcome goals.
- Set specific goals.
- Set realistic goals.

Leadership Resources for Student Organizations

Recruiting and Retaining New Members

Incorporating New Members in the Organization:

- Keep new members well informed to make them feel wanted and welcomed. Give them a packet of information about the organization and its policies.
- Gradually meter out responsibility for tasks you usually perform personally. This develops them while freeing you for greater challenges.
- Assign important, challenging jobs. Cut them loose on risky projects. Give them a chance to show what they can do.
- Praise members when they have performed a job well. They will be more motivated and they know that you appreciate their efforts.
- Involve them in decision making. Use and consider their suggestions.
- Send them to a management developing or personal enrichment seminar once a year. Attending seminars makes people feel important and it teaches them new skills.
- Provide frequent, honest, and objective feedback. The periodic formal performance appraisal should not contain surprise information. Don't defer praise or reprimands until then.
- Don't solve problems for them. Teach them how to solve problems for themselves.
- Remain accessible for their problems or questions. Keep an open door and an open mind.
- Train your members so that one or more of them can take over your job when you leave office.

Your replacement should be working for you right now.

- Encourage new members to join a committee right away, this will make new members more involved and want to take on bigger positions.

Team Building

- *Establish opportunities for open and honest feedback among team members. If an advisor or team leader does nothing more than pull team members together regularly to talk openly about cooperation, expectations, and other group issues, a significant step toward building a more effective team will have been taken.*
- The first team-building session or meeting should attempt to establish a norm of openness and trust among team members and dispel any initial resistance members might have. The best way an advisor, leader, or consultant can overcome initial resistance is to model the very openness he or she wishes to create in the group by clearly stating the major purposes of team-building, followed by giving members the opportunity to discuss their impressions, resentments, fears or questions.
- Team-building efforts should always include strong ties to the actual work of the group. A simple intervention such as, “Here is a set of desired outcomes from team-building efforts. Let’s look at these and list some objectives which apply to our team and our situation,” will usually lead to a fruitful goal-setting session.

When basic team-building objectives have been reached, the group should be steered quickly toward continuing to increase openness, trust, and cohesiveness, so they can work effectively toward their new objectives. One way to work with these issues is to provide the opportunity for each member to identify and share his or her expectations about the potential outcome of the team-building sessions, and share his or her appreciation of the other team members in a structured way. Open-ended questions can be powerful catalysts for building groups’ expectations.

Running an Effective Meeting

Running an efficient meeting can help your organization accomplish more goals and be more effective as a whole. Responsibilities of a Group Leader (i.e., running an effective meeting):

- Prepare a written agenda. Make sure each member receives it before the meeting. Make sure to bring extra copies just in case.
- Make sure the meeting room is available. Ensure the room is comfortable and it has the necessary tools needed for the meeting.
- Provide all the necessary materials. Place as many materials at each seat as is sensible in order to save distribution time later.
- Start the meetings on time. Reward those who arrive on schedule.
- Preview the agenda with the group in the sequence specified.
- Prevent members from digressing. Stick as closely to the agenda as possible.
- Don’t allow any single member to monopolize the discussion.
- Listen carefully to everything. You may be the only one who does.
- Control conflict and hostility. Challenge and debate are healthy—hostility is not. Approach conflict squarely and honestly.
- Create a climate where all members feel free to communicate openly and honestly.
- Conclude by summarizing what the group accomplished and what the next step will want to feel important.

- Don't take yourself too seriously. Laugh at yourself and with other people.

Time Wasters in a Meeting

Time Wasters Solutions

- Agenda too full
- Members feeling like "I don't need to be there"
- Meeting too long
- People talk too much
- Unorganized leader
- Lack of participation
- Identify time for each topic
- Always think about how your meeting is actively involving members
- Set time limits, meet more frequently, not longer
- Create a system to monitor how much each person contributes (e.g., tossing a ball)
- Use agendas
- Get input from members

Information provided by: Smart Moves by: Sam Deep

Leadership Resources for Student Organizations - Delegating

Delegating Authority to Members:

- Make sure the member has the skill, talent, and ability to perform the job. Don't delegate a job destined to result in failure or frustration.
- Check with the group leader (if you are not the leader) or the advisor. Unless you have been given complete discretion in this matter, be certain the group leader agrees to your giving up a particular responsibility.
- Delegate not only the menial, unimportant jobs but also the significant ones. Members will see this as a vote of confidence.
- Make sure members clearly understand the task. Have members describe what they think you want them to accomplish.
- Allow the members latitude in how the job should be performed. Your way is not the only way! However, if there are rules or constraints that must be followed, make sure you communicate them.

- Provide all the resources necessary to perform the job. If you are going to delegate, also provide the necessary help.
- Remain accessible. Always provide a “safety net” for the member. Be available, but don’t engage in over-the-shoulder surveillance.
- If the job is performed well, praise the member.
- If not, tell the member how to improve.
- Delegate often-----everyone wins!

Keeping Authority:

- It is important to let the members of your organization know that you are in fact the leader and that should be established right away. This is often one of the hardest tasks many leaders face. You can be the best of friends with members, but when it comes to business of the organization you must put the best interests of the organization over your own. If it is not, respect issues could come up later within the organization. And friends could be taking advantage of you without knowing it.
- Be nice! Nobody likes an unfriendly person and will more likely be more cooperative of someone they like and trust. When delegating, authority be polite.
- To gain respect you must “Treat others the way you want to be treated.” You have to give respect in order to receive it. Respect is the basis for maintaining authority. If your members respect you as the leader then you will have no problem keeping authority.

Recognizing Your Member’s Accomplishments

Characteristics of a Successful Member Recognition Program:

- It is enthusiastically supported by the advisor of the organization as well as executive board members.
- An organization-wide committee of upbeat members and leaders to administer the program. The leader should acknowledge their efforts and rotate membership on the committee regularly to maintain a flow of fresh ideas.
- Leaders should always be on the lookout for members to nominate. Try to spend as much time as possible catching people in the act of doing something right. (This “snooping” process is as important as the recognition program itself.)
- Other members and leaders of the organization recommend candidates to the committee in writing.

Specific accomplishments are noted and documented.

- Teams as well as individuals should be recognized. Team spirit can be heightened by a competition for excellence between groupings of students. This approach works especially well when a considerable portion of the organization’s work is performed as projects.
- The time lag between submission of nominations and announcements of awards is no more than two weeks. Delays weaken the impact of awards, especially those given for specific accomplishments.

- Winners are widely publicized, as are the reasons for choosing them. This clearly identifies what club members consider as heroic effort.
- The actual recognition or award is delivered in a personal and honest manner. Make presentations during lunch or have a brief ceremony.
- The awards are things that members value. Ask them for suggestions. Possibilities include: give tickets to prized sporting or culture events; name an award after a winner; send winners to attractive seminars; give a donation to a charity in the winner's name; provide a free lunch.

Conflict Management: How To Do It Effectively

Basic Steps to Effective Conflict Management:

- Be calm. This makes it easier to discuss a problem.
- Define your feelings, needs and what you would like to change.
- Communicate your needs by saying how you feel and what your needs are. Avoid blame.
- Take responsibility for your role in the conflict.
- Listen carefully and attentively to the other person's point of view, respect their feelings.

Be open-minded!

- Discuss the present.
- Focus on the future, not on the past!
- Brainstorm. When you are ready to look at alternatives, come up with as many solutions as possible.
- Evaluate alternatives. Go over suggestions. Come up with a plan everyone involved can accept.
- Try out a plan. Practice the solution. Keep up your end of the agreement. Be positive and optimistic.
- Reevaluate. After a week or two, assess how the plan worked. Make any needed adjustments. Try out the new plan.

Steps for Managing a Conflict Between Two Other People:

- Bring in a third-party mediator (such as yourself) to create fairness among the parties involved. This could be a higher-up in the organization or someone both people trust. Such a person might act as an intermediary between them whenever they cannot communicate sensibly face-to-face.
- Listen to both people to understand their feelings, assumptions and assertions. You may wish to do this one-on-one or with both people together.
- Get each party to listen to one another without interruption. Allow each person to speak only after paraphrasing what the other person has said to the other person's satisfaction. This technique effectively reduces anger.

- Point out where you think the misunderstanding might be. Don't ascribe any blame to the misunderstanding, just show it to them.
- Ask if either of them can suggest a solution that all three of you can live with. This is preferable to the solution coming from you.
- If the parties are still not agreeing, try to reverse the roles to get the parties to see the other point of view. Change the perspectives of the parties by having each assume the position of the other for a specified period of time.
- As a last resort, force them to end their hostilities and tell them you will make the final decision. Use the power of your position to issue an ultimatum to stop fighting.

Information provided by:

Smart Moves by: Sam Deep

Leadership Resources for Student Organizations

Governors State University Leadership Development Programs

The professional staff members in the Office of Student Life are committed to developing the leadership potential of GSU Students. When individual students become more effective leaders, our student organizations, and the educational experience for all students, are enriched and strengthened. To this end, a series of leadership development activities coordinated out of the Office of Life is a significant component of the co-curricular educational experience of GSU students. Our programs provide opportunities for students to develop skills and abilities, provide opportunities for increased understanding of the group process, and highlight campus resources. By participating in these multi-faceted programs, student leaders will be able to make the most of their co-curricular involvement, and in turn, enhance their overall personal development.

Student Leadership Institute

Based on national best practices for leadership education, the Student Leadership Institute (SLI) is a distinctive co-curricular certificate program designed for students seeking leadership development opportunities that will contribute to their personal development and help achieve their leadership potential.

Using Kouzes and Posner's nationally recognized Five Practices of Exemplary Student Leadership as a foundation, this innovative program consists of workshops that participants elect to attend based on their individual interests and leadership goals. While the SLI co-curricular certificate program offers participants the flexibility to create their own curriculum, there are common program features that include:

Graduate Leadership Scholars

The team has developed the Graduate Leadership Scholars (GLS), which will be both unique to the graduate participants, and have added value to your experiential learning experience. This is an exclusive opportunity to participate in the leadership program designed specifically with you in mind.

GLS Program will contain the following required elements:

- Work with a mentor
- Workshops
- Leadership in Action Project (LAP)
- Present LAP at Graduation

Student Governance Leadership Conference (April)

Student Club/Advisors Leadership Training (April)

Leadership Awards Banquet (April)

Student Leaders Blackboard Module (Year round)

Leadership & Faculty/Staff Advising Resources

Leadership Skills Advising Model

The Office of Student Life supports the academic mission of the University with the development of the Leadership Competencies Program Advising Model. Leadership competencies is an advising and programming framework that formalizes and acknowledges the educational impact that experiential learning has on students who are effectively engaged in leadership positions on campus.

The academic curriculum is enhanced when the Coordinator for Campus Programs and Community Service work with student leaders with the intention of achieving learning outcomes based on an experiential education model. Whereas academic courses rely upon classroom techniques to transmit knowledge as the primary means for learning, the experiential curriculum uses leadership experience as its principal competency-building methodology.

In general, the Leadership Competencies framework is used as a method to outline and evaluate specific experiences and skills that students gain while involved in leadership positions in student clubs and organizations. Furthermore, the framework examines the role and impact of the over 60 student groups on campus who are assigned Coordinator for Campus Programs and Community Service. Coordinator for Campus Programs and Community Service engage student leaders in training programs and sessions that enhance their strengths and seek to build on or create new areas of competence. These formal programs are supplemented by individual advising meetings where the Coordinator for Campus Programs and Community Service work with student leaders on leadership competency areas that have been benchmarked for development.

Leadership Competencies

- **Communication/Public Speaking:** Communicating – verbally, nonverbally, and in written form –information, ideas, and contrasting points of view in an effective and professional manner.
- **Conflict Mediation:** Promoting reconciliation, settlement, or compromise between parties who are experiencing incompatible or opposing views.

- **Event Planning:** Effectively managing and planning events, utilizing campus resources and working with other members of a club or organization.
- **Financial Management:** Budgeting and spending appropriately for approved events. Co- sponsoring with other clubs or organizations.
- **Goal and Vision Setting:** Identifying goals and a vision for the student group that fosters unity and a sense of purpose amongst group members and is in the spirit of the university mission and campus community.
- **Group Dynamics/Motivation:** Interacting effectively within the group, as both a leader and as a peer. Maintaining focus, drive and determination to meet individual and group goals.
- **Management/Delegating:** Giving recommendations to others to help them make a decision or plan a course of conduct and skillfully directing or implementing organizational tasks and responsibilities.
- **Mentoring/Role Modeling:** Critically directing activities or a course of action in an organizational context with the intent to develop future leaders and promote organizational continuity.
- **Problem Solving:** Analyzing problems from several perspectives, identifying and evaluating alternative solutions, and implementing selected solution(s).
- **Self-Awareness:** Understanding one's own capabilities, character, feelings, or motivation, and how these might affect one's professional effectiveness.
- **Social Awareness and Civic Responsibility:** Identify ways in which student group plays a role in a variety of communities, including its own constituents within GSU and as far-reaching as the global community.
- **Utilizing Resources:** Creatively employing or applying appropriate resources (physical, personal, educational, etc.) to the challenge of programming and student leadership.
- **Working Effectively with Diverse and/or Underrepresented Populations:** Working effectively with students, faculty and staff who represent a diversity of viewpoints, experiences, and cultures.

Role of a Faculty or Staff Advisor

Involvement in campus organizations allow students to develop organizational and leadership skills, as well as complement their educational objectives and learn about human behavior. In support of these objectives, it is important that experienced faculty and staff be available to assist students in their organizational endeavors. While the range of student activities and group purposes are diverse, advisors can be valuable resource to the organization in terms of help with procedural matters, University regulations and policies, and event and budget planning. It is crucial that student groups work with committed faculty and staff advisors.

It is important that Faculty and Staff advisors understand the responsibilities involved before making a commitment to a student group. Those responsibilities include:

1. Assist officers with understanding their duties, which include administering programs and plans, organizing projects, and making appropriate transitions.
2. Encourage that continuity of the organization is preserved through a constitution, minutes, files, traditions, and annual events.

3. Encourage use of parliamentary procedures and make sure that meetings are run in a orderly, efficient manner.
4. Encourage students to understand and apply democratic principles, including recognition of minority opinions and rights.
5. Attend as many organization meetings and events as possible
6. Articulate campus policies and procedures.
7. Be a sounding board, especially for officers, and be supportive of all members.
8. Maintain the ability to deal with the same issues each year, and remain fresh.
9. Be a facilitator, both among officers of the Executive Board, and between officers and members.
10. Be a resource for the students, especially concerning University policies, regulations and services.
11. Consult on program planning and development.
12. Consult with individual students, when necessary.
13. Consult with other University departments when problems arise with the student organization.

Coordinator for Campus Programs and Community Service

The Coordinator for Campus Programs and Community Service serves as a support to the faculty/ staff advisor and the executive board of the student organization and is responsible for ensuring that all programs, events, monetary transactions and contractual agreements made on the behalf of the student organization are consistent with University policies and guidelines. The Coordinator for Campus Programs and Community Service also ensures that all events and programs sponsored by the student organization, both on campus and off campus meet the requirements outlined in the STUDENT SENATE Finance Committee By-Laws, Student Organization Resource Manual and University Risk Management policies.

Faculty/Staff Advisor Resources-The Organization's Responsibility to the Advisor

- Notify the advisor of all meetings and events.
- Consult him/her in the planning of projects and events.
- Consult him/her before any changes to the structure of the group or in the policies of the organization are made, and before major projects are undertaken.
- Understand that although the advisor has no vote that he/she should have speaking privileges.
- Remember that the responsibility for the success or failure of the group project rests ultimately with the group, not the advisor.
- Talk over any problems or concerns with the advisor.
- Acknowledge that the advisor's time and energy are donated, and express appreciation.
- Be clear and open about your expectations for your advisor's role.

- Periodically, evaluate your advisor and give appropriate feedback.

Suggestions for Effective Advising

- The maturity/skill of the organization and its leadership should dictate your style of advising. If the leaders have low skill levels, you may need to be more actively involved with the group. As the leaders' skill level matures, you can then decrease the amount of direction you need to provide the group.
- Express sincere enthusiasm and interest in the group and its activities.
- Be open to feedback from the group. Talk with them regarding your role as advisor. Be willing to admit mistakes.
- Give the group and the leaders feedback regarding their performances. Raise questions with them regarding their goals.
- Be aware of University policies and procedures so that you can be a knowledgeable resource for the group.
- Get to know members. Be available and accessible to them. They will feel more comfortable with you and be more open to your input if they know you.
- Meet with the officers before group meetings. Assist them setting an agenda.
- Following group meetings, discuss with officers any problems encountered during the meeting. Offer suggestions/feedback for how meetings can be improved.
- Be careful of becoming too involved with the group. You are not a member. Advise, assist, facilitate; do not lead or take responsibilities for the group.

Benefits to Advising

- Satisfaction of seeing and helping students learn and develop new skills.
- Watching a group come together to share common interest and work toward common goals and an understanding of differences.
- Developing a personal relationship with students.
- Furthering personal goals or interests by choosing to work with an organization that reflect one's interests.
- Sharing one's knowledge with others.
- Observing students in and out of the classroom.
- Watching students move from membership to leadership roles, or from being reserved to participating fully.
- Being recognized for service to an organization from the student membership.
- Serving as a mentor for students.

- Networking with colleagues involved as advisors of similar organizations.

An Advisor of a Student Organization

Should

- Suggest.
- Work with the executive board.
- Help insure the group examines all other executive board member's sides of issue.
- Help develop team spirit and cooperation.
- Be their assertive self.
- Have a relationship with the group that allows growth and development.
- Attend their meetings and programs.
- Treat members as individuals.
- Serve as a resource.
- Be available in emergency situations.
- Be consistent with their actions.
- Be visible.
- Know their limits.
- Know their group's limits.
- Learn to speak/when not to speak.
- Keep their sense of humor.
- Develop a good rapport with the groups.

Should Not

- Become such an advocate that an objective point of view is lost.
- Impose.
- Do the work of the president.
- Be a bleeding heart.
- Allow the organization to become a one-person operation.
- Be laissez faire or autocratic.
- Be the parent or smothering.
- Assume the organization handles everything ok and do not need you.
- Assume the organization's attitudes, needs, and personalities will remain the same every year.
- Take ownership of the group.
- Just sign papers for the group.
- Miss groups meetings or functions.
- Say, "I told you so..."
- Manipulate the group.
- Tell the group what to do.
- Take everything seriously.
- Be afraid to let the group try new ideas.

Roles of an Advisor

Positive

Negative

Mediator	Nag
Motivator	Guest Speaker
Processor	Bore
Encourager	Titan
Communicator	Warden
Confronter	Preacher
Teacher	Worry Wart
Listener	Critic-Manipulator
Innovator	Boss
Ally	Egotist
Diplomat	Tourist
Conscience	Parent
Sage	Follower
Devil's Advocate	Stagnator
Goal Setter	Pseudo-Intellectual
	Prom Queen
	Hot Head

Resources for Advisors

The Office of Student Life provides support to advisors as well as to organizations. Advisors are welcome to attend any workshops, orientations, leadership sessions or information sessions pertaining to organization management and sponsored by Student Life.

In addition, the Office of Student Life conducts programs for new and returning advisors, consisting of a variety of topics such as the advisor's role and responsibility, successful event planning, money management and financial procedures for student organizations, liability issues, and other topics of interest to advisors. These sessions give advisors an overview of policies and procedures, and an opportunity to network with other organization advisors. Occasionally, meetings are held with advisors of similar organizations to discuss issues relevant to specific groups. Advisors are informed of various meetings, opportunities and resources through interoffice mail and e-mail information provided to the Office of Student Life.

How to Ensure Your Program is a Success

1. Brainstorm and choose an idea.

With your organization, brainstorm a list of programs you would like to provide for the campus community. Keep students' interests in mind. You may find that if you offer something students are not interested in, you alone will be the audience. Do a "needs assessment" of the campus and ask your constituents what they want! Ensure that your group members are committed to the idea.

2. Consider timing.

When you are scheduling events, keep in mind possible conflicts. Check with other student organizations, programming groups and the University calendar. Don't overload the campus with too many programs. Remember, you are not in competition with other programming groups.

3. Plan ahead.

Schedule your programs well in advance. This will give you plenty of time to make reservations, secure resources and publicize. You also will avoid the disappointment of finding a resource unavailable or a programming space already reserved after you've announced the program.

4. Establish a budget.

Determine if you will need additional funding and be clear about how much each aspect should cost.

5. Get others involved in setting up the program.

When others have their time and energy invested in a program, they are more likely to help make sure the event is a success. Get other student organizations involved in the program planning ... CO-SPONSORSHIPS!

6. Delegate responsibilities.

Involve members of the organization with various tasks. You may need to break into committees or assign a point-person for each aspect of the program. Make sure the people involved understand what they are signed up for. Use people's strengths, networks, and interests to the group's benefit.

7. Keep an open mind about others' Input.

There is seldom only one correct way to do a program. Learn from students in your area and from other staff members about alternative program concepts and design.

8. Contact Performers (if applicable).

Discuss the terms and conditions of their service/performance and ask for a proposal or sample contract. (see section about contracts)

9. Plan your marketing strategy. Be creative.

A hot pink flyer posted haphazardly on bulletin boards across campus probably won't pack the house. Take some time to communicate with your community, and make sure upcoming programs will stick in their minds amid all the other information posted on campus.

10. Order catering, attend to set up and confirm arrangements. Purchase decorations and supplies.

11. Encourage people to attend.

Even if people disagree with the topic or point of view, tell them to come and express their opinion. This will help foster a discussion and creative dialogue between people. Touching the audiences' emotion and personal reality encourages people to think and fosters effectual change.

12. Contact faculty.

Identify faculty members who might be interested in your program, ask them to be part of the planning, and attempt to coordinate the program as part of classroom instruction.

13. Have a GREAT event!

Remember to remain collected, positive, and enthusiastic. Welcome all the participants to your event and demonstrate your pride and energy for the event that everyone's worked so hard to put together. Your attitude will be contagious.

14. Pay the bills.

Some invoices come after the fact. Be sure to follow up with the departments, vendors that you need to pay.

15. Thank people who helped.

While it's natural and tempting to move on to the next thing—take a few moments to express your gratitude for people's contributions. It will encourage them to continue giving to the program and let them know that you noticed their diligence/creativity.

16. Evaluate the program and leave a record for next time.

Different people notice different things during the planning process and at the event itself. Use this to your advantage. Evaluate what worked well and discuss what can be improved and brainstorm how to do so. Keep a record for the next generation of leaders and event planners.

Programming Basics to Consider

Deciding what type of event to plan:

The first step in the planning process is to determine a general idea of the type of event or program you want to bring to campus. There are a variety of approaches that you can use to develop a list of ideas. Some of these are:

- Brainstorming with your members
- Trade publications (these are available in the Office of Student Life)
- Call other colleges and universities
- Go out to local clubs and listen to performers
- Read Arts and Entertainment section of newspapers/magazines
- Listen to what students are talking about on campus
- Conduct campus surveys
- Review previous year's files

Note: It is very important that your event or person(s) you plan to bring to campus are suitable for college students and are in accordance with University policies. If you have any doubts about whether or not the event is appropriate, consult your Coordinator for Campus Programs and Community Service.

Determining the Feasibility of Your Event:

You must take into account the limited number of locations that can accommodate large events, and many of those rooms may not be available on the dates when you hope to bring the performer to campus. There is also the possibility that the technical requirements of the performer may be more than is available at the University. This means that the organization would be required to subcontract or rent equipment to meet additional needs. Alternatively, you may need to look at off-campus locations.

Another factor to remember when planning an event is the economic impact of the event on the budget. Your group has limited resources, so be sure to anticipate your event costs while looking at the “big picture” of programs you hope to sponsor all year long.

Once you have acquired this information and believed it is a good selection, you will need to submit the requirements for this event on your Event Reservation Form, including whether food will be served, how the event will be advertised, and what space requirements you may have, you should also setup an appointment to meet with your Coordinator for Campus Programs and Community Service to discuss your plans for the event. Once the reservation has been tentatively held for you and you know the needs of this event can be met, it is time to start the contract process!

Programming Basics to Consider

Making your program accessible:

Please exercise reasonable effort in assuring the facilities are accessible to people with disabilities in a manner consistent with the guidelines of the ADA. Some ways to do so include but are not limited to: making sure that all promotional materials, handouts, brochures, etc can be made available in alternative formats for people with disabilities. Informing the campus community and public that accommodations can be made for people with disabilities. The facilities you select should be barrier-free. There should be appropriate space for wheelchair seating. Appropriate seating should be arranged for people who need to see interpreters. Restrooms and entrances should be accessible. Make sure you arrange for appropriate accommodations, such as interpreters in advance. The Director of Disability Services is available to assist you in the initial planning of your event by arranging site analysis for accessibility, interpreter services, assistive listening devices alternative format materials, and special accommodation assistance. Please call 708.534.3968.

Seeking Co-Sponsorship

If a Governors State University student organization is interested in co-sponsoring an event with an external sponsor, this should be discussed at the start of the planning process with the Coordinator for Campus Programs and Community Service. All arrangements and financial transactions must be completed through the student organization’s Student Life Business Office account. Student organizations must assume responsibility for all aspects of the planning process and conduct of the event.

If your group is co-sponsoring the event with another group, we will ask you to determine which group is the “primary sponsor” of the event. The primary sponsor should be the group that reserves the facility and makes the reservation arrangements. All arrangements and financial transactions must be completed through one account only. Necessary funds must be transferred to that organization and/or departments, financial or otherwise, must be submitted in writing to the Office of Student Life.

If your group is seeking co-sponsorship from an administrative or academic department, it must first seek a letter of support from the Office of Student Life that must be submitted with a request for sponsorship. This letter ensures to the faculty or staff that your event has met all necessary requirements and has been approved. All completed request letters must be returned and confirmed before an organization can access these funds.

Programming on Campus

Catering and Dining Services

If you would like to have food available at your event, you will need to work with Arena Food Service, our campus food service provider. You may limit your options for an event facility, as food is not permitted in some locations on campus. You must work with Arena for all of your catering needs.

Important Notice

Arena Food Services has an exclusive contract with GSU. All orders must be fulfilled through Arena, the only exceptions are pizza orders.

You must indicate to Arena any tablecloths or table skirting when you request your order. To order food for your event, you need to complete the following steps:

- Have confirmed dates, times and locations for your event along with anticipated attendance and amount allocated for food.
- Ensure that you have adequate funding to cover the request.
- Consult the catering menu and the food service staff to determine what items you need to order for your event.
- Place orders with Rebecca the catering manager for Arena. This should happen a minimum of 10 business days before your event. Only written requests will be honored, and should be delivered to Arena. Forms can be accessed through the GSU Portal.

For Receptions

Requires notice 10 business days.

In the event of a cancellation with less than 48 hours notice there will be a 50% food and labor charge. Events canceled on the day of the function will be billed for the full amount.

Submit a written order indicating items to be ordered, time of delivery and pickup, and number of people you plan to feed. You can submit your order to the Catering Director. Please have the following information:

- Group Name
- Phone Number
- Contact Person
- Day, Date and Time of your Event
- Location of your Event
- Budget Number (for administrative lines) or address of where to send a bill (student activities)
- Number of Guests

- Any special requests (e.g., flower displays, linens, etc.)
- Menu Items

Catering and Dining Services

Billing for Catering

All bills are based on the guaranteed count provided 3 days prior to the event. Ensure that prices quoted include plastic ware, linen and skirting for all food tables. If you prefer to provide china for your event, custom ordered linen, flowers or linen used for tables other than for food there will be additional fees.

- Three days before your event contact Arena Food Services to confirm your order.

Contracting and Paying for Outside Entertainment/Service

Researching Entertainment

Once you have decided upon a specific type of entertainment, you must research what is available. Some things to consider during this phase of the planning process are:

1. Where do you plan to hold the event?
2. When the event will be held (date, time)
3. How much you plan to pay for the performer(s) and related costs of the event.

Contacting the Artist/Agent for Information

Once you have narrowed your search to specific acts, you can begin to contact agencies and performers. Local performers will often act as their own agents.

Note: For the purposes of this handbook, a professional booking agency and/or an artist acting on his/her own behalf will be referred to as the agent or agency.

Questions you might want to ask an agent during the research phase are:

1. When is the act available?
2. Can you send a demo tape and/or press kit? You can help other members of your group get to know the act. An artist will often include any television, motion picture, or other special appearance they have made.
3. Is the act going to be in my area?
4. What is the general price range for the act?
5. Does the act have any special technical or facility requirements?
6. Can I receive a copy of the contract rider so I can determine if we can meet the needs of this event?
7. Do you think this act would do well on my campus and how has it been received on other campuses?

8. How well has this act done at similar schools?
9. Could I get the names and numbers of people at similar schools who have booked this act?

When speaking to the agent, you must remember that your purpose is to bring quality entertainment to campus. Please make sure that the agent is aware that you are only researching at this point and cannot make any booking decisions without approval.

Students and advisors are NOT legal signatories of the University and MAY NOT sign contracts or agreements, or enter into any verbal agreements on behalf of their organization. The student organization leaders and the Advisor should review the contract, and then submit with the proper documentation to the Office of Student Life for processing.

Outside Entertainment and Contracts

Artist/Performer has no agent

Be clear with the prospective artist that an agreement can't be made without a Contract. approval by the organization and Student Activities and Service Learning.

- All agreements are made between the artist and GSU University;
 - Allow for a 2 week deadline;
 - Mention price range rather than specific figure;
 - Ask for recommendations, demo tapes or local opportunities to view performance;
 - Artist has local agent;
 - Prior to discussion of program, speak to your Coordinator for Campus Programs and Community Service;
 - Review agency contract, make necessary changes and then submit to the Office of Student Life- Allow for a 4 week deadline. Procurement will sign, copy and return to agency.
 - National Act scheduled events- Must allow 10-12 weeks deadline or it could jeopardize the on-campus booking!
- DO NOT initiate discussions with act/agency BEFORE meeting with Coordinator for Campus Programs and Community Service.

Reviewing the Agent's Contract/Rider

1. The agent is not required to hold a specific date for you until you contact them and inform them that you have decided to bring the event to GSU University.
2. When you book an act, you must be sure that the school can meet all of the requirements for presenting the event.
3. Ask the agent to fax, mail and/or email a copy of the agency contract and contract rider to use in conjunction with GSU University's Standard Performance Contract. Review the rider thoroughly and accurately as you will need to consult with other University personnel to be sure that GSU University can meet the act's requirements.

University policies strictly prohibit organizations from supplying certain items such as cigarettes and alcohol. If you receive a rider which requests prohibited items, it is your responsibility to contact the agent immediately and inform him or her of the restrictions.

The University has a limited inventory of audio-visual equipment. You may encounter a situation where a rider contains items that are not available using the resources on campus. In this situation, you have three options:

1. Call the agent and inform them of the limited resources available. Ask the agent if the show can be performed using what is available on campus. If this is not a viable option, you must consider your second option.
2. The second option you have is to contact a Michael Krull in the Center for Performing Arts (CPA). The CPA is a professional sound company and will provide information about pricing and availability of the needed equipment. Remember that this may cause your group to incur unplanned costs. You would then be required to adjust your budget for this event accordingly.
3. Ask the performer to bring or provide his or her own equipment.

Procedures for Contracts

1. Complete an Event Activity Request.
2. Students nor advisors are to sign any contracts, they must be submitted to Student Life.
3. The artist/performer/agency must read the contract, agree to its terms and mail the signed contract back to the Office of Student Life care of the Coordinator for Campus Programs and Community Service.
4. The signed contract must be received AT LEAST 20 business days BEFORE the scheduled program to guarantee that a check will be ready for the day of the event.
5. The contract will then be sent to the Procurement for signature and authorization to pay the speaker/performer/agency. **No one** else is authorized to sign contracts on behalf of the University.
6. All payments will be mailed to performers after service has been rendered.
7. If the contract was NOT received in time, it will be sent back to the speaker/performer/agency before the program, it can be picked up with the day of the program.
8. Please note that ALL performer checks that require a deposit for confirmation as well as any National Act must be mailed out at least 3 weeks prior to the date of performance.
9. If there are any other questions, concerns or problems, the organization/club sponsoring the event should make an appointment IMMEDIATELY with the Coordinator for Campus Programs and Community Service.

Off-Campus Event Guidelines

Events planned by student organizations at off-campus locations are considered university events and are subject to university programming and travel policies and guidelines.

An off-campus event sponsored in whole or in part by a GSU University student organization shall be governed by the following guidelines when one or more of the conditions occur.

1. GSU University funds or student activities fees are used in part, or in whole to support the event.
2. The event sponsor is a registered student organization.
3. The event has been approved for publicity in a GSU University owned or leased property.
4. Transportation is provided to or from University owned or leased property.
5. GSU students are the principle audience for this event.

This would include, but not be limited to social events at off-campus function facilities, organizational trips to area attractions (i.e., University Golf Course), and attendance by some or all organization members at conferences, workshops, etc.

Since the guidelines covering these types of events vary significantly based upon the distance to be traveled, the number in attendance, the duration of the event, and the mode of transportation, it is important to discuss an off-campus events with your Coordinator for Campus Programs and Community Service at least 8 weeks prior to the event

Please note the following guidelines as you begin to plan these types of events:

- All off-campus events, as described below, should be registered with the Office of Student Life. All paperwork must be filed with the Coordinator for Campus Programs and Community Service.
- All GSU University policies regarding purchasing, contracts, alcohol, etc. are in effect at off-campus events.
- Faculty/staff trip advisors are required. The student organization is responsible for identifying the advisor and gaining his/her agreement to attend by obtaining signature on the Trip Advisor Consent Form and Risk Management Form (if applicable). Any cost associated with the advisor (tickets, etc) is borne by organization and should be included in their preliminary budget outline. It is generally accepted practice that an advisor would also receive a guest ticket.

Off-Campus Event Requirements

When planning an off-campus event, the student event planner needs to set up an appointment with the Coordinator for Campus Programs and Community Service immediately. The student planner will then be responsible for completing the appropriate paperwork and in gathering the appropriate information. You will need to:

1. Supply the address, phone number and name of a contact at the event site.
2. Depending on the event, the organization may be required to provide transportation.
3. Arrange for a police/security detail, if the establishment does not provide one.
4. Supply the name(s) of the advisor(s) who will be present for the duration of the event. If your organization advisor cannot be present, you must identify a member of the faculty, administration or staff that must be approved by your Student Activities Coordinator for Campus Programs and Community Service who is willing to attend.

One advisor to every 45 students, although more might be needed for high risk events.

5. Prepare an itemized budget plan for the event, including sources of funds and ticket sale.

Off-Campus Event Guidelines

(see ticket policies) and timeline (if applicable). Use of university funds must comply with business office policies and treasurer's manual guidelines.

6. All participants (including guests) must complete a Release of Claims/ Travel Waiver Form with complete contact information. This information should be available to the event sponsor at the duration of event. A copy should be made, along with the event itinerary to the Assistant Dean of Students by noon the last business day prior to the event.

7. The sponsoring organization assumes full responsibility for any/all activities related to this event.

Third Party Vendor Agreement

The student planner needs to have the vendor sign and comply with the information listed on the Vendor Agreement. Information included but not limited to the following would include:

1. A confirmation that the premises are properly licensed for the service of alcohol by the appropriate local and/or state authority.
2. Vendor is properly insured for the service of alcohol with a minimum of \$1,000,000 of general liability insurance.
3. Vendor confirms that they are solely responsible for all aspects of the service of alcohol.

Off Campus Trip Advisors

A Trip Advisor's Responsibilities Include

- Obtaining and being familiar with the trip itinerary and picking up and holding the Release of Claims/Travel Waiver Forms and the Risk Management Memo (prepared by the Office Coordinator) for the duration of the trip.
- Contacting the Office of Student Life and Department of Public Safety in case of emergencies. The on-campus offices will be responsible for getting in touch with the students' emergency contact.
- Acting in the capacity of a college official. If a concern arises that cannot be addressed by the organization's President (or designated trip leader), the advisor should assist.
- Serving as a role model to the organization's leaders and members, emulating those characteristics and behaviors they need to develop. Restrain from practices that might compromise one's judgment or ability to make decisions on behalf of the group (e.g., drinking, excessive contact with/disclosure to students).
- Reporting any student misconduct to Student Life and the Coordinator for Campus Programs and Community Service upon return.

- Making suggestions as how the trip or event can be improved and whether the organization should host/plan a similar event in the future.
- Being present throughout the duration of off-campus programs where alcohol is being served and/or off-campus guests are allowed. For conferences and trips, advisors need not be with the students at all times, but should work with the student leader and the Coordinator for Campus Programs and Community Service to determine adequate time to spend with students.

Crisis Management

If there is an accident/injury at your event, you should immediately notify the University. Notification may be made as follows:

1. Have a representative from your organization, preferably the trip advisor or the president, call the Office of Student Life at 708.235.7362, Monday through Friday, from 9 AM - 5 PM.
2. Call the GSU University Police at any time, if the Student Life Office is closed.
3. When notifying either location be prepared to leave a number at which you can be reached in case the University official needs to contact you. Please have the names of any students (who are involved) as well as the description of the accident/injury.

If there is an accident/injury, please gather as much information as possible, including the names, phone numbers and addresses of witnesses. Upon your return to campus, you will have to meet with a GSU official.

General Guidelines

1. All student organization travel shall be accomplished in accordance with all state motor vehicle laws.
2. All student organization travel must be registered with the Office of Student Life at least four weeks prior to the departure date or the date that a financial or contractual commitment is required. Eight weeks is suggested if ticket sales are required. To register an off-campus trip a student organization must submit the following items: a completed student travel packet for each student traveling. Whether funds are being provided by Student Life or another entity, anyone traveling representing GSU must have prior authorization to travel.

Rental Vehicles

GSU does not authorize rental cars for students.

Personal Vehicles

When a student uses a personal vehicle for GSU business, the driver assumes all liability for himself/herself and all passengers in the event of an accident or injury. Reimbursement will be made for mileage at the current rate of travel.

Overnight Travel

When a trip is overnight, the Office of Student Life must approve the full itinerary before the trip can be confirmed. Student organization members are responsible for identifying and securing a University staff member's (e.g., administrator, staff, faculty, or graduate assistant) agreement to serve as a trip advisor. We generally advise that the group secure one advisor for every 45 students although more might be needed for high-risk events (e.g., ski trips, socials with off-campus guests and at a club) as determined by the Assistant Dean of Students or designee. The trip advisor's expenses will be the responsibility of the sponsoring organization.

The following types of trips will generally require a trip advisor. Please consult your Coordinator for Campus Programs and Community Service.

1. Any trip on a rental bus, regardless of the distance from campus.
2. Out-of-state trips (exceptions may be made for trips of an academic nature).
3. Overnight travel trips.
4. Trips involving an element of risk to participants, i.e., ski trips, white water rafting, etc.
5. Trips of a purely social or entertainment nature (e.g., social/dance at an off-campus location).

The Office of Student Life will provide first-time trip advisor with written instructions and will meet with him/her to clarify responsibilities, emergency procedures, and guidelines for the trip. Please ask the trip advisor to read, complete and submit the travel packet.

For Non-GSU organizations or sponsored events, the maximum amount of flyers posted is five (5). These advertisements must also be stamped by Student Life.

Most frequently asked questions from student organizations revolve around budgets and money. Everyone wants to know the basics; how do we obtain money, and more importantly, are there any restrictions on spending it. This section of the manual is designed to provide you with information, which will help student organizations, and those entrusted with the responsibility to manage their budgets, to better understand the funding process, and guidelines for organizations treasurers to properly complete any fiscal paper work. Additionally, an important part of the experience of leading a student organization is managing its financial matters. This section is also intended to educate you on the financial aspects of student organizations.

It is also important for executive boards members to fully realize their responsibility to the students they represent to use the money in the best interest of the student body. Elected and appointed student leaders have been entrusted to make responsible and ethical decisions on behalf of their constituencies, nowhere is that decision making more exercised than the use of Student Activities Fees - a fund generated by every student currently enrolled, both part-time (\$20/ year) and full-time (\$80/year), at GSU.

Student clubs and organizations recognized by the Student Senate, registered by the Office of Life, and in good standing can access funding generated by the collection of the student activities fees through the annual budgeting process.

The president and treasurer of clubs and organizations should maintain accurate record keeping of their clubs' revenues and expenditures. Each treasurer should have an ongoing spreadsheet that is current and up-to-date. If you need assistance with numbers on your individual accounts contact the Accounting Specialist in Student Life.

Financial Management for Student Organizations

College Accounting

Each registered student organization receives an account with Student Life. All Student Senate funded groups are given a primary budgeted account. If the group has participated in the Student Senate annual budgeting processes, the initial balance will reflect the amount awarded by the Finance Committee. Student Organizations may not access the account until August 1 (or other date designated by Student Life and Student Senate) of that fiscal year and official elections have occurred for that academic year, or appointed members as confirmed by the organization advisor are verified. Exceptions to the policies on access to funding are made by the Assistant Dean of Students and the Treasurer of the Student Senate. This account is maintained and managed by the Office of Student Life with the following guidelines for expenditures:

- Student Organization approval for all expenses must be documented in meeting minutes and/or through approved budget. Student Organization accounts are not permitted to run a negative balance.
- All stated purchasing and expenditure guidelines apply to these accounts, including but not limiting to use of contract, vendors, purchase orders, etc. as documented by the GSU Business Office and the Student Organization Resource Manual.
- All funds in the student organization account at the end of the fiscal year are allowed to roll over those amounts.

Criteria for Funding

- The organization's Constitution must not be in conflict with the STUDENT SENATE Constitution.
- Club or organization membership must be open to all students (i.e. all students who pay the student activities fee).
- The club or organization must perform an educational, social or academic service for the University.
- The club or organization must be a non-profit organization.
- The club or organization must hold elections at least three (3) weeks prior to the deadline for budget requests.

- General meetings shall be open to every member of the Association and members must obey

Financial Management for Student Organizations

Who is responsible for an organizations transactions and business policies?

To ensure a fair distribution and allocation of student activities fees, several individuals, both at the organization level, the Student Senate and the Office of Student Life are involved to ensure funding is being used in a manner consistent with University and Finance Committee standards and policies and administered in an efficient and appropriate manner.

The Student Senate Treasurer

The Student Senate treasurer serves as the Chief Financial Officer for all funding generated by the Student Activities Fees. The Student Senate Treasurer serves as chair of the Finance Committee and through the policies of the Finance Committee protocols and operating procedures has signing authority for all undergraduate student activities fees expenditures, along with the Assistant Dean of Students. In the absence of the Student Senate Treasurer, the Student Senate President shall serve as the secondary signatory.

The Student Organization Treasurer

Each student organization must have a treasurer or an equivalent position whose responsibility it is to approve all spending of organization's funds. Please review the responsibilities of a student organization treasurer listed below.

- The Treasurer is responsible for all funds of the organization.
- Collect all money obtained through fundraising. A receipt should be given for all money collected.
- Deposit all funds in the organization's account immediately with the Cashier's Office or Student Life.
- For the withdrawal of funds, forms must be obtained and approved by Student Life.
- Prepare and maintain a budget regularly.
- Make certain the organization spends money according to the approved budget and within University policy and regulations.
- Make a Treasurer's report each month, listing receipts, expenditures and balance on hand, and submit to the Finance Committee as instructed.
- See that all bills are paid promptly.

- Keep a record of all money handled, both incoming and outgoing, and indicate purposes for which the money was disbursed.
- Have records available and in a condition for examination at any time.
- Be knowledgeable about budget management.

The Advisor

The Advisor chosen by the student organization must be consulted in the development of the organization's budget to provide a historical context and to represent the University's interests in developing ideas and programs that will be supported by the use of the organization's annual budget. In addition, the faculty/staff advisor is also required to approve and sign expenditure and purchase orders requests.

The Coordinator for Campus Programs and Community Service

The Coordinator for Campus Programs and Community Service is available to assist clubs and organizations. It is the role of the Coordinator for Campus Programs and Community Service to help ensure that programs and expenditures are consistent with the policies of the University and the Student Senate. The *Assistant Dean of Students* is the signer for all checks generated by the student activities fees.

Business Office

As such the Business Office processes all transactions for all student organization accounts generated by the student activities fees. The Business Office manages all transactions necessary for student organizations to effectively meet their goals and objectives.

- Updates and manages a business account for every registered student organization and records all of the student organizations transactions.
- Keeps a running balance of the money in your account, your current encumbrances and your available resources. Groups are not allowed to run a negative balance. All of a STUDENT SENATE funded group's financial transactions must go through the Business Office. **There can be no outside bank accounts.**
- Processes all paperwork including Purchase Orders, Check Requests, Contacts and Cash Collection/ticket sales.
- Processes payments to vendors, performers, hotels, and contractors, etc.
- Implements and maintains Budgetary and Fiscal Policies.
- Enforces various deadlines, guidelines and policies.

Student Activities Business Office support for account management:

The Office of Student Life provides assistance to clubs and organizations in the management of their accounts. What can Student Life do for you?

- Print reports for your organization and help clarify any questions about your account.
- Help student organizations review financial records.
- Process purchase order request forms.
- Recommend vendors with the best prices/services.
- Answer business policy questions and follow up with vendors.
- Collect fundraising money and issue receipts.
- Help student organizations sell tickets for sponsored events.
- Facilitate navigation of programming processes & paperwork.
- Provide cash box, tickets and receipts.

Accounts Receivable/Advertising Sales

Student organizations may spend anticipated income from advertisement sales through an accounts receivable procedure. A representative of the organization must meet with the Coordinator for Campus Programs and Community Service prior to making any accounts receivable arrangements. The following guidelines must be followed:

- Meet with Coordinator for Campus Programs and Community Service to review the process and pick up the necessary transfer forms or present account receivable forms generated by the student organization.
- Meet with the advertiser and complete all the appropriate forms.
- When the publication is finished, provide copies to Coordinator for Campus Programs and Community Service, which will be sent out with the invoice.
- Any unpaid invoices will become the responsibility of the student organization.

Cash Collections

Any time money is to be collected a Cash Box must be used. A Cash Box must be requested at least three business days prior to an event. Cash Boxes can be set up with an opening bank, however this request must also be made three business days in advance of the event. Complete a Cash Request Form to obtain Cash Box, change, receipt books and/or roll of tickets. GSU University Police may be necessary to ensure safety of cash collection. All money collected must be deposited immediately following sale or event. Do not spend any of the cash collected. Cash collections can only occur on campus; student organizations are not allowed to facilitate ticket sales or cash transactions off campus due to safety concerns. Student Activities Business Office requires that a Cash Box and/or register be used for increased accountability.

Procedures before:

- Request a cash box and/or bank at least three business days prior to the event
- Pick up cash collection materials the day of the event. If the date of the event is on Saturday or Sunday, the materials should be verified and picked up on Friday.
- Treasurer or President responsible for ticket sales and reconciliation must make an appointment with Office Administrator to complete transaction.
- Verify beginning cash.
- Write down the beginning number of tickets/items.
- Always verify change given to a customer.

Procedures after:

- Deposit money with the Business Office after each day of sales.
- Return all receipts, unsold tickets to Student Life.
- Reconcile the beginning and ending items/ticket number with the revenue being deposited into the account.
- An organization must be able to account for all items/tickets.

Financial Management for Student Organizations

Check Requests

Requisition forms are available in the Office of Student Life. The Business Office processes checks weekly; the following must be completed in order for checks to be processed:

- The requestor must read all instructions and complete the requisition form with ALL information requested (e.g, SSN, Tax ID#, etc.) and provide the necessary documentation support. Incomplete forms will delay the processing of the check.
- Include the name and date of the program in the general payment section. The Office of Student Life is required by the University comptroller to document all programs and costs associated with them.
- A copy of the contract, bill, receipt, invoice and purchase order (if applicable) MUST be attached to the check request form, regardless of the amount. The Business Office must have documentation for all transactions.
- Check requests will not be processed unless there is accompanying documentation.

- It is the responsibility of the requestor to obtain all necessary documentation in the order specified by the form so that the check request can be processed. Do not submit the check request/purchase orders before obtaining all the information.
- GSU has up to 60 days to pay a vendor.

Purchase Orders

When purchasing goods or services, student organizations are encouraged to use purchase orders. A purchase order is an agreement by the University to pay a quoted price upon delivery of the promised good from the vendor. When choosing vendors, check the Vendor List to identify vendors we have used in the past. If the vendor does not appear on this list, it can be added providing the vendor understands the policies regarding our Purchase Orders. If a vendor needs information about purchase orders and payment procedures, the vendor may contact Student Life directly. Student Life reserves the right to identify an alternate vendor for you if one can be found.

Student Activities Fees for Student Organization Use

Initiatives Funding FAQs

Q. Who is eligible to request funding from Student Senate?

A. Any registered student organization, academic or administrative department of the University sponsoring events for students. The event must be open to all students who contribute to the undergraduate Student Activities Fee and comply with policies in Student Activities Manual and Finance Committee By-Laws.

Q. When is the request due?

A. The request must be turned in 4 weeks before the date of the event.

Q. What does a completed form include?

A. A completed form, must include among other things the following information:

- Specifics of events (as requested in form),
- Attached budget of event,
- Signature of sponsoring elected Student Senate member (preferably a Finance Committee member),
- Signature of Coordinator for Campus Programs and Community Service (for registered student organizations),
- Confirmed contribution of a minimum of \$100 from a third party – not sponsoring organization, and

- RECOMMENDED –While not required, it is recommended that you include proposed advertising for the event.

Q. What is the approval process?

A. The process consists of the following steps once a completed form is turned in:

- Student Government Association Treasurer convenes Finance Committee to approve request and forward to Student Senate.
- At the next scheduled Student Senate Meeting, Treasurer will motion to approve allocations and Student Senate votes on allocations at hand. Please keep in mind if you are asking for 80% or more of total funding, you will need 2/3 of the votes to get funding, otherwise only a simple majority is required.
- Once approved, expenses for the event will be drawn from the student organization budget line. After the event it is your responsibility to coordinate with your Finance Committee Liaison a post-initiative report which consists of the actual budget and event summary for your event. Each organization is asked to present this information to the Finance Committee. This presentation should be scheduled within two weeks of your event or your semester presentation, whichever is first. When your presentation is accepted, your organization will be transferred the actual amount, or the amount previously approved, whichever is the least amount. It is the responsibility of the Treasurer, once the post-initiative report is accepted to transfer the appropriate amount to the student organization line. Departments or student organizations without budgets should coordinate their requests through the Student Government Association Treasurer.

Q. Where do Program Funds come from?

A. Program funds come from accumulated unused dollars allocated the Student Senate to create, support and/assist programming initiatives.

For Specific Questions, contact the Student Senate.

Please note: Student Senate meets every Friday at 3:30pm. Locations are posted on the website http://www.govst.edu/About/Board_of_Trustees/Student_Senate/.