



# ***Governors State*** **U N I V E R S I T Y**

## Clubs and Organizations Resource Manual

2020-2021

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**Welcome, Jaguars!**

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**Student engagement is 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 implemented Jaguar Connection, developed self-help video resources and produced this manual. The manual is just one of the many resources designed to 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 happen.**

**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 “Know the Code” the GSU Student Handbook, published by the Office of the Dean of Students and a thorough understanding of your rights under Title IX.**

**If you are uncertain about a policy, please do not hesitate to contact your Advisor, the Student Senate or the staff of the Center for Student Engagement and Intercultural Programs. Call (708) 235-4552 or stop by the center in A2100.**

**Best wishes for a productive year,**

**Dr. Robert Clay  
Executive Director, Student Engagement & Intercultural Programs**

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

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## Virtual Programming Addendum

## **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):**

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

Guiding Principle Treat student records as you would want someone to treat your 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 is a 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, 2016, smoking and any tobacco use are 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 Enrollment Management

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 Enrollment Management 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 Enrollment Management 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 Enrollment Management 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.

For more information, visit our website at [www.govst.edu/StudentAffairs](http://www.govst.edu/StudentAffairs)

**Center for Student Engagement & Intercultural Programs Staff**

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Center for Student Engagement & Intercultural Programs

**Mission**

*The Center for Student Engagement and Intercultural Programs (formerly Student Life) strives to empower students through interaction in self-initiated or planned activities with fellow students, faculty members and staff. It's based 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.*

Engagement allows students to have a more powerful voice in navigating their collegiate experience through intentional curriculum design that focuses on activities for their holistic development. Engagement positions faculty and staff to share in these experiences as partners

Intercultural Programs embraces all human differences while building on the commonalities through intersectionality. It serves to eliminate discrimination and exclusion based on race, color, creed, national origin, ethnicity, gender, gender identity, sexual orientation, age, socioeconomic status, disability, religion or military status.

The Center for Student Engagement and Intercultural Programs is where involvement and learning meets. The center affords students the opportunity to be included in activities and the chance to participate using one's abilities in day to day activities as a member of the community. The center promotes a sense of belonging and connectedness through campus programming, leadership development, intercultural education and service learning as partners with all campus community members. Collectively this unit provides students with holistic programs and activities to enhance the collegiate experience of all students.

## **Areas Under the Auspices of CSEIP**

Jaguar Den – A2121  
GSU Food Pantry – A1115  
Intercultural Programs  
Interfaith Meditation Room – A2121  
Student Senate -- A2134  
Conference Room – A2110  
Meeting Room – A2131

## **CSEIP Space Utilization**

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 Jaguar Den 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.
- Jaguar Den 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 Rooms A2110, A2131, and the Interfaith Room must be reserved through CSEIP 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 have food, please leave remains, trays or personal belongings behind you.
- Please refrain from the 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 taken 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 Executive Director and can be appealed to the Dean of Student

## **Unleash the Leader in You!**

The CSEIP 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 them for assistance or to provide input.

### **Student Activities Council (SAC)**

Advisor  
Konya Sledge – Assistant Director, Campus Programs & Traditions  
Room A2103  
(708) 235-7609

### **Student Senate**

Advisor

Dr. Robert E. Clay – Executive Director, CSEIP  
A2100, 708-534-4551

**Phoenix Newspaper**  
**Randall Weissman, Advisor**  
E-Building Room E2560  
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**ReConstructed Magazine**  
**Laura White, Advisor**  
E-Building Room E2560  
[lwhite@govst.edu](mailto:lwhite@govst.edu)

## Resources for Student Organizations

### Planning Meetings and Events

With the entry of Jaguar Connection, we have streamlined many of the processes to achieve a successful meeting. All resources are located in Jaguar Connection and may be approved via the program: room reservations, requisitions, event approval, and you can locate your club's up-to-date financial picture by clicking on the Financial tab in your module. You can communicate with your club via email, advertise your events, report on club activities through writing stories, and create your own club gallery of photos.

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.
- Submit an *Event Request* form on Jaguar Connection. Ensure that you provide your club's room request 1<sup>st</sup> and 2<sup>nd</sup> choice, equipment requests; and room set-up. Once room request has been confirmed by FDM Student Life 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 signed contract, a Purchase Request must be submitted via Jaguar Connection with the contract or invoice, and W-9. **There is one individual in Procurement authorized to sign contracts, students nor advisors are able to sign contracts. Never sign a contract!**

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 from Arena Food Services, Inc.
- 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 on Jaguar Connection. This form allows you to request rooms, specific set-ups and any special equipment that may be needed in just one stop. **(Request must be received no later than 3 weeks prior to the event, requests receive less than 15 business days run the risk of not being able to accommodate.)**

Events are requested through the R25 Calendar event system are 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 Student Life has notified you.

Through the Events tab on Jaguar Connection, 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 Interim Director, Student Life & Intercultural Student Affairs, or designee, must sign this form.

Campus programming for student clubs and organizations ends the week prior to finals, each semester. The final date to program on on-campus events is: **FALL** –Friday, November 27, 2020; **SPRING** – Monday, April 26, 2021.

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 a CSEIP staff member that the event has been approved and scheduled through the Office of University Events.**

### **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. Please visit [www.govst.edu/dining](http://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. A First Right of Refusal must be requested by contacting the Assistant Director of Student Involvement and Campus Programming. 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](http://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 CSEIP before distributing or printing. Once approved by CSEIP promotional material may be distributed. Flyers are posted by Student Life on approved Student Life bulletin boards.

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 CSEIP. You may also list your event in the Phoenix newspaper or you can take out an ad to market your activity. The Phoenix can be reached at 708.534.4517.

### **Posting and/or Distribution of Literature on the GSU Campus**

Approval for posting materials on bulletin boards is the responsibility of CSEIP. Approval must be obtained before posting of all materials. Posting submitted will be displayed on bulletin boards and Prairie Place. 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 CSEIP, 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 CSEIP

Approved items must have a date stamp and authorized initials/signature which is obtained in the CSEIP. Postings take place on Monday, Wednesdays, and Friday. Due to limited board space, full exposure for very large, double-sided or tri-fold pieces cannot be guaranteed to post on the Student Life bulletin boards. Only 11 copies for display will be accepted for bulletin boards and 4 copies for Prairie Place. CSEIP 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 CSEIP 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 CSEIP 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 Request must be submitted on Jaguar Connection. Be sure to upload all pertinent data related to your purchase.

What information is needed to create a Purchase Request form?

1. A complete account number
2. Vendor name, address, (W-9 form)--Social Security or FEIN (Federal Employer Identification Number) number, telephone, and email (or fax number if available).
3. Complete description of the purchase
4. Invoice/Quote (sample or proof of item if purchasing giveaways, t-shirts, etc.)
5. Description of what the purchase is for
6. Dollar amount (amount of tip if purchasing pizza)
7. Club/organization's Advisor e-mail address

Purchase Requests must be submitted via **Jaguar Connection** three weeks prior to needing the requested goods and services. Club requisitions are approved by Student Life. **Do not present requisitions to the Procurement or Accounts Payable Office they will not be processed. There is no petty cash. Checks are not given to student organizations. Checks are mailed to vendor up to 30 days after services rendered.**

Once the Purchase Request 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?* Submit the Purchase Request form, but leave 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 online?* Governors State University has a few vendors that we can purchase from on-line. They include:

- Amazon.com
- Walmart.com
- Office Max

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 (W9) as well as an invoice for their services. A Purchase Request is completed by the club treasurer via Jaguar Connection. 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 CSEIP for clubs and organizations. Student organizations are responsible for creating their promotional material; contact CSEIP 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 fund-raising activities. The headers and footers 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 in 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.

### ***CSEIP will 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:** Monthly electronic newsletter that serves as the community's source for news, information, and events. The View is distributed via GSU email. Submit stories by noon on Thursday prior to View publication.

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

**Monitor Messages and Orca Tv:** Brief announcements promoting an event, meeting, or performance can be posted on the internal monitors located around campus and on GSU Orca TV. Information must be submitted at least four 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 Student Life; these fliers/posters will not have the triad approval from marketing. Student Life will approve club flyers/posters for marketing and printing. Printing will be approved for GSU printing on the premise of available student club funds.

- 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 the 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 a 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 from 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 from 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. 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.*

Requests for E-Blasts for club events are not currently being accepted or approved.

### **Clubs and Organizations Budget Process**

**The Student Fee Process runs parallel to club elections; Budget Request Forms are available via Jaguar Connection in late February. Budget Requests must be completed and submitted via the Jaguar Connection website. For questions, please contact 708.534.4551 or SLCO@govst.edu.**

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 Coordinator of Student Organizations. The Coordinator of Student Organizations serve 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 Coordinator of Student

Organizations. Faculty representatives may be asked to participate in the discussions, but they are not voting members. The Coordinator of Student Organizations makes the final recommendation to the Executive Director of CSEIP

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 CSEIP 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 Student Organizations or RSOs. To become an RSO, an organization must complete and submit a New Club/Organization Packet via Jaguar Connection 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 from 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 Director of Student Involvement and Campus Programming.

## **Fundraising**

All student clubs/organizations must complete and submit for approval to Coordinator of Student Organizations, a Fund Raising Activity Form at least three (3) weeks prior to a fundraising activity. A fundraising request must be approved before initiating any measures to implement. The Fund Raising Activity Form is available online at [www.govst.edu/jaguarconnection](http://www.govst.edu/jaguarconnection) or in the the Center of Student Engagement and Intercultural Programs. Completed Fund Raising Activity Forms must be turned in to the the CSEIP. Any club/organization not in compliance with this fundraising requirement will face the possibility of having its funds frozen. The GSU Foundation will be apprised of all fundraising 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 up at the venue stating, “The Will County Health Department did not inspect any food at this fundraiser.”**

**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. Signage is available for pickup in the CSEIP.**

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, fundraising monies are to be deposited in the club/organization account. Be sure you have your account number and ask for a receipt at the 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 CSEIP. Requests for a check donation to be sent to an organization must be received at 4-6 weeks prior to the date needed. An authorized statement from the club president and advisor, including the name and address of the organization and the amount of the donation, must accompany the request.

### **Donation Boxes**

Organizations fundraising for the 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) Beginning of Hall of Governors
- 3) Building G Atrium
- 4) Hall of Governors

All requests for outside funding sources must be presented to the Vice President of Institutional Advancement & Marketing and will be reviewed on a case-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 you are presenting at a conference or your group is planning a trip to a conference, workshop, or research project, contact CSEIP to establish an itinerary with the organization. Must submit Student Travel packet at least 8 weeks in advance for all traveling members. **All student travel is handled by reimbursements only.** All questions concerning student travel should be directed to CSEIP at 708.235.7362 or visit our offices in A2100. Student Life will not prepay [http://www.govst.edu/Campus\\_Life/Student\\_Life/Student\\_Travel/](http://www.govst.edu/Campus_Life/Student_Life/Student_Travel/).

## Student Organization Registration Guidelines

### Terms and Definitions

**All Clubs and Organizations must be registered in Jaguar Connection to be recognized as an active club. Registration and renewals are processed through Jaguar Connection only.**

**Student Clubs** – These groups 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. Clubs are fully funded by Student Senate and regulated by CSEIP. Student clubs have a defined purpose and mission that guides club activities. The club is maintained and run by students. Clubs must enlist a staff or faculty advisor and have a full executive board which are currently enrolled student members. Clubs have to submit or comply with the Recognition Process by registering on the Jaguar Connection website to be considered a recognized or active club. All clubs report to the CSEIP and must register on an annual basis. If a club maintains recognized status and is an active participant in CSEIP they are eligible for funding. Clubs are required to abide by the policies in the Club/Organization Resource Manual to maintain recognized status and club privileges. Additionally, only currently enrolled students are permitted to serve as officers of officially recognized student organizations.

**Campus Organizations** – A campus organization is defined as a student organization that is led, organized, or sponsored by University departments, offices, or units, and thus is not independent from the University. The sponsorship and University oversight of these organizations is what differentiates them from student clubs. Student leaders in campus organizations work almost exclusively with the staff from the department, office, or unit that oversees them. Campus organizations receive designated benefits afforded to student clubs and file with the CSEIP to obtain access to those benefits. Campus organizations generally have the following characteristics in relation to the department, office, or unit at the University that oversees them:

- Their mission, purpose, and goals align
- Events and activities are carried out on behalf of the University department, office, or unit
- The University department, office or unit may:
  - play a role in selecting the organization's members
  - provide advising to support the organization
  - provide financial resources to support the organization

Questions about campus organizations should be directed to the department, office, or unit that oversees the campus organization.

**Registration** is the annual notification and confirmation of a student organization that intends to be active during the current year. CSEIP 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 Coordinator of Student Organizations will ask the Student Senate 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 Coordinator of Student Organizations 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 CSEIP 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 CSEIP and inclusion in university publications where appropriate;
- Participation in CSEIP events;
- Use of CSEIP 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 CSEIP, 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 involvement fairs held at the beginning of the fall and spring semesters 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 CSEIP to hold an organizational meeting on campus. The group must apply for tentative recognition by filing a Petition for New Student Organization with CSEIP which includes the following information:

- name of the organization
- the purpose of the 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 Coordinator of Student Organizations. Upon receipt of the petition, he/she will ask the Student Senate 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 Coordinator of Student Organizations 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 CSEIP:

- a constitution which must include the name, purpose, operating procedures, membership requirement, and the basic structure of the continuing organization (guidelines for and a sample of a constitution are included)  
The 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 CSEIP

Upon receipt of the above, the Coordinator of Student Organizations or designee of CSEIP will ask the Student Senate to recommend formal recognition of the group. If the Coordinator of Student Organizations 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 Coordinator of Student Organizations or designee will rule on recognition of the group. This ruling may be appealed to the Executive Director or designee for review. The decision of the Executive Director 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. updates the organization's roster on Jaguar Connection each academic year with the current officers and name of the Governors State University faculty or staff advisor;
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 Requests, etc.).

Any group becoming inactive for two years or more must reapply for recognition as a new organization. For additional information, contact the Coordinator of Student Organizations or designee (A2100).

Application forms and a sample club/organization constitution are available in the Student Life portal on Jaguar Connection at [www.govst.edu/jaguarconnection](http://www.govst.edu/jaguarconnection).

## *Club Sports Recognition*

Recreation and Fitness provides guidance, use of athletic facilities, minimal financial support and an administrative framework for the operation of officially recognized clubs. Governors State University's club sports teams are student-initiated activities that require students to be responsible for organization, leadership and decision making. Club sports 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. 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 CSEIP each fall semester in order to maintain their official status with the University. In addition to this annual filing requirement, student organizations must notify the CSEIP whenever officer changes occur or there is a change in contact information. At any time, CSEIP should have the most updated contact information for all officers of the organization.

To register, go to [www.govst.edu/jaguarconneccion](http://www.govst.edu/jaguarconneccion) and click on Organization, and click the *Register An Organization* button. 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 in Jaguar Connection
2. Update current Membership Roster;
3. Club/Organization constitution/bylaws;
4. Ensure that events have been created for all club/organization 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 Executive Director of Student Engagement and Intercultural Programs 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 perspective members will have to complete to be considered for membership.

After reviewing the required documents, the Executive Director of Student Engagement and Intercultural Programs 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 the 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: 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 Dean of Students if you have questions about what is or is not hazing.
3. Contact the CSEIP (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 CSEIP 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:

- Complete the Annual Registration process via Jaguar Connection to be Registered with the CSEIP and maintain their good standing as officially registered Governors State University student organizations.
- Abide by all University policies and procedures.
- Work collectively with the CSEIP and their Faculty/Staff Advisor.
- Recruit actively to maintain the longevity of the organization.
- Assure that all events of the organization are consistent with the mission of the University and the CSEIP
- Assure that membership is open to all students and in compliance with University EEOC/Affirmative Action and Diversity Policy.
- Actively monitor spending and transaction of on-campus accounts via Jaguar Connection.
- Ensure that any changes in e-board members and/or a change in advisor is communicated to CSEIP and updated in Jaguar Connection.
- Organizations must have 100 hours of documented community service, in the fall and spring semesters.
- Organizations must sponsor five programs during an academic year; two programs must come from the following: Leadership, Diversity, Social Networking, Conflict Resolution, Effective Communication, Emotional Health & Wellness, and Spirituality.
- New organizations must have a minimum of ten full-time students.
- Organizations are responsible for developing or providing a mission statement, purpose of the organization, constitution and bylaws, calendar of events, and a roster of their officers and members with contact information submitted to be reviewed by the Coordinator of Student Clubs/Orgs.
- Organizations must comply with all rules and regulations set by the University and the Club/Org Manual.

### **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 2.5 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 provide their most recent GPA from previous institution. It will be the responsibility of the CSEIP 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 the 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 Coordinator of Student Organizations upon recommendation by the Student Senate President or Vice President 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 CSEIP for two consecutive semesters.
- The recommendation is made by the governing organization.
- The group makes a request for voluntary "moratorium" submitted by a 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 has the responsibility to oversee both Fall and special elections for Student Senate recognized organizations. *Fall 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 Fall or special elections, student organizations should ensure they are in good standing with both the CSEIP and the Student Senate. To be in good standing with CSEIP, 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 a 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 outlined in this document and should consult with the Coordinator of Student Organizations 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 designee to schedule elections meeting (week 4) and picks up nomination confirmation forms.

Week 2: Nomination Meeting is held, it is recommended that the Faculty/Staff 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 are passed unto the Coordinator of Student Organizations for review of compliance, registration, GPA requirements, etc.

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

### **Leadership Resources for Student Organizations**

#### ***General Expectations of Campus Organization President's***

1. Attend General Assembly meetings and organization meetings
2. Remind officers/members of deadlines and calendar events
3. Speak up during discussions if you have relevant information
4. Lead by example as an active member of the organization by showing interest in activities and dedication to organization
5. Perform at least 2 educational programs every semester
6. Request to see the Treasurer's books at the end of each semester and assist when needed with financial matters
7. Check major correspondence before it is sent
8. Inform the organization of policy violations or risky situations
9. Keep the organization aware of its stated objectives when planning events
10. Work with advisors to plan and implement events and programs
11. Work with campus advisor to mediate interpersonal conflicts that arise
12. Inform the organization of leadership opportunities in which members can participate
13. Encourage an evaluation of each activity by those students responsible for planning it and all organizational members
14. Encourage teamwork and cooperation among the officers of the organization
15. Be familiar with University facilities, services, and procedures that affect organization activities

#### ***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. Get 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 from 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 within 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.

### *Organization Meetings*

1. Meetings will be held no later than 6:00p.m. on a designated weekday in order to preserve the safety of organization members as well as observe proper hours for academic preparation each evening.
2. President will facilitate meetings and conduct proper organization business using Robert's Rules of Order.

#### **A. Involvement Fair**

1. The purpose of the "InvolvementFair" is to introduce students to the members, programs and culture of the said organization.
2. Organizations will participate in the "InvolvementFair" by reserving tables, passing out upcoming event information and materials, and educating students about the organization and upcoming programs.

#### **d. Table Top Wednesday's**

1. The purpose of Table Top Wednesday's is to engage the campus community in the activities of the various student organizations.
2. Organizations will participate in TableTop Wednesday's by signing up to set-up a table in order to display the mission, goals, and current organization programming.

### ***Time Wasters in a Meeting***

#### **Time Wasters**

- 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 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 the 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, the authority should 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 a 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 cultural 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 CSEIP 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

#### **Programming Orientation Workshops**

##### **S.O.S. Student Organization Support Workshop**

The workshops, focus for club officers of any student organization addresses the planning and implementation process to make a successful program at GSU. From brainstorming, room reservations, booking talent, advertising, fund-raising,

steps to make EVERY program a success. Workshops will be held throughout the year and will focus on financial policies governing Student Senate recognized organizations.

## **Leadership Programs**

**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.

**The Service & Leadership Seminar** – a weeklong experiential learning opportunity for incoming freshmen and transfer students at GSU. Students are provided an opportunity to learn about community service, leadership, and self-awareness. The seminar encompasses community service projects, workshops, speakers, and interaction with campus leaders. Students will be immersed in an array of activities that will enable participants to discover how they can help create positive, sustainable change on Governors State University's campus

**Inclusive Leadership Conference** - 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.

**SHERO Women's Leadership Symposium** - inspires 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 is inclusive to all genders looking to support leadership. [S – Sharing, H – Herstory (of), E – Empowerment, R – Resilience (&), O – Opportunity]

**Men's Leadership Summit** - explores the variety, as well as the essential elements of what it means to be a man in a leadership role. The intersection of male gender and leadership will allow us to explore topics essential to create a cohort and community of male leaders who will begin the work of developing self-awareness and trust among peers to be positive contributors and influencers in their communities.

**Student Leadership Inventory** - 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.

**CEO Leadership Certificate Program** – 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.

**Leadership Capstone** – students who have completed at least two previous GSU leadership programs will be invited to complete a 'Jaguar L.E.A.D.' capstone project. L.E.A.D. stands for *Leadership Experiences Applied and Demonstrated*. Selected student participants' capstone project will *demonstrate* how they can and will *apply* concepts they have learned

from previous GSU leadership programs in a real-world setting: the GSU campus or community. Each participant will also be paired with a faculty/staff consultant who will help guide the student through project implementation. Project implementation will be based on practices/theories/processes learned in GSU leadership programs. Participants will showcase their projects during culminating presentations at the end of the spring term.

## **Leadership & Faculty/Staff Advising Resources**

### ***Leadership Competencies Program Advising Model***

The CSEIP 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 acknowledge 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 of Student Organizations works 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 80 student groups on campus who are assigned to the Coordinator of Campus Organizations. The Coordinator of Campus Organizations engages 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 of Campus Organizations works 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.

### **Coordinator of Student Organizations**

The Coordinator of Student Organizations 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 of Student Organizations 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.

### ***Selecting an Advisor***

Student Organizations have the responsibility to select their advisor(s). While the role of an advisor varies based upon the organization’s activities and purposes, all advisors are expected to abide by “Role of the Faculty or Staff Advisor”

When approaching a potential advisor, students should keep the following in mind:

Does the individual have time to devote to the organization?

Will the individual take the role willingly and seriously?

Does the individual have the knowledge and skills required to assist the organization?

Does the individual have a clear understanding of the organization’s purpose, constitution and bylaws?

### ***Role of a Faculty or Staff Advisor***

Involvement in campus organizations allows 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 a 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 an 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.

#### *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 about 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 a 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 reflects 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**

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### **Should**

- Suggest.
- Work with the executive board.
- Help ensure the group examines all other executive board member's sides of the 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**

**Mediator**  
**Motivator**  
**Processor**  
**Encourager**  
**Communicator**  
**Confronter**  
**Teacher**  
**Listener**  
**Innovator**  
**Ally**  
**Diplomat**  
**Conscience**  
**Sage**  
**Devil's Advocate**  
**Goal Setter**

### **Negative**

**Nag**  
**Guest Speaker**  
**Bore**  
**Titan**  
**Warden**  
**Preacher**  
**Worry Wart**  
**Critic-Manipulator**  
**Boss**  
**Egotist**  
**Tourist**  
**Parent**  
**Follower**  
**Stagnator**  
**Pseudo-Intellectual**  
**Prom Queen**  
**Hot Head**

## **Resources for Advisors**

The CSEIP 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 CSEIP 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 e-mail and Jaguar Connection alerts.

### **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 the Assistant Director of Student Involvement and Campus Programming.

### **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 of Campus Organizations 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 Student 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 708-235-3968.

## **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 of Student Organizations. All arrangements and financial transactions must be completed through the student organization's 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 CSEIP.

If your group is seeking co-sponsorship from an administrative or academic department, it must first seek a letter of support from the CSEIP 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 Basics to Consider**

### *Student Budget Catering*

*Arena has created a Student Budget Catering Service Program for enrolled students and Recognized Student Organizations. Events utilizing the menu items in the Student Budget Catering Guide receive a reduced price for these menu items. Hosts utilizing Student Budget services pick up the products and supplies from the cafe during normal business hours. To learn more view the Catering for Student Clubs and Organizations link on Jaguar Connection.*

### *Catering and Dining Services*

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

Arena Food Service, Inc. is proud to offer a wide range of catering options to satisfy any event need. Their dedicated event personnel are happy to assist you and your group in planning your event to provide the perfect culinary delights. If you would like to have food available at your event, you will need to work with Arena Food Service, Inc. You may limit your options for an event facility, as food is not permitted in some locations on campus.

### *Advance Booking Discount*

In an effort to encourage advanced planning for upcoming meetings and events which require catering services, Arena Food Service, Inc., has developed an Advanced Booking Discount program for catered events. To qualify your event for the Advanced Booking Discount, you must submit your completed event requisition via email to the Catering Department at catering@govst.edu at least 2 weeks prior to your event. Once you receive a contract, create a purchase request, and upload the contract to Jaguar Connection. 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:

- Place orders with 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. Catering Requisitions Forms can be accessed through Jaguar Connection.
- Provide Name, Phone Number and Email of Contact Person
- Day, Date, Time, and location of your Event
- Club/Organization Account Number
  - For external vendors, you must use Student Life billing information:
    - Attn: Student Life
    - 1 University Parkway, A2100
    - University Park, IL 60484
- Number of Guests
- Any special requests (e.g., flower displays, linens, etc.)
- Menu Items
- Three days before your event contact Arena Catering to confirm your order

### *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 dinnerware for your event, custom ordered linen, flowers or linen used for tables other than for food there will be additional fees

## **Contracting and Paying for Outside Entertainment/Service**

### *Researching Entertainment*

Once you have decided on 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 manual, 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 CSEIP for processing.**

### *Outside Entertainment and Contracts*

#### *When the Artist/Performer has no agent*

Be clear with the prospective artist that an agreement can't be made without a Contract.

- 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.

### *When Artist has local agent and/or has representation*

- Prior to discussion of the program, speak to the Coordinator of Campus Organizations
- Review agency contract, make necessary changes and then submit to the CSEIP - Allow for a 4-week deadline. Procurement will sign, copy and return to the agency.

### ***“National” or “Big Name” Acts/Artists***

- Allow 8 weeks for planning a national concert act.
- DO NOT initiate discussions with act/agency BEFORE meeting with the Assistant Director of Student Campus Programming and Traditions.
- Allow for a 10-12 week deadline or it could jeopardize the on-campus booking!

### *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.
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 or email a copy of the agency contract and contract rider to use in conjunction with GSU’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 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 Michael Krull in the Center for Performing Arts. Remember that this may cause your group to incur additional, 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. Submit an Event Planning form.
2. Students nor advisors are to sign any contracts, they must be submitted to CSEIP
3. The artist/performer/agency must read the contract, agree to its terms and mail the signed contract back to the CSEIP: In care of the Coordinator of Student Organizations.

4. The signed contract must be received AT LEAST 20 business days BEFORE the scheduled program.
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 on 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 of Student Organizations.

### **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 student organization shall be governed by the following guidelines when one or more of the conditions occur:

1. Governors State 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 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 off-campus events with your Coordinator of Student Organizations 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, must be registered with the CSEIP. All paperwork must be filed with the Coordinator of Student Organizations.
- All GSU 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 notifying the Coordinator of Student Organizations via e-mail. Any cost

associated with the advisor (tickets, etc) is borne by the organization and should be included in their preliminary budget outline. It is a 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 of Student Organizations 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 the Coordinator of Student Organizations, 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 sales

### ***Off-Campus Event Guidelines***

Use of university funds must comply with business office policies and CSEIP guidelines.

6. All participants (including guests) must complete a Travel Waiver/Release Form with complete contact information. This information should be available to the event sponsor throughout the duration of the event. A copy should be made, along with the event itinerary and submitted to the Coordinator of Student Organizations and University Risk Manager 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. The information would include but is not limited to the following:

1. A confirmation that the premises are properly licensed for the service of alcohol by the appropriate local and/or state authority.
2. The vendor must be 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/Travel Waiver Forms and the Risk Management Memo for the duration of the trip.
- Contacting the CSEIP and Department of Public Safety in the 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 the CSEIP upon return.
- Making suggestions as for 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 of Campus Organizations to determine the adequate time to spend with students.

### ***Crisis Management***

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

1. Have a representative from your organization, preferably the trip advisor or the president, call the CSEIP at (708-235-7362), Monday through Friday, from 9 AM - 5 PM.
2. Call the GSU Police (708) 534-4900 or UNIVERSITY CAMPUS STATUS HOTLINE 708.534.4909 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.
4. 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 CSEIP at least four weeks prior to the departure date or the date that a financial or contractual commitment is required. Eight weeks is required 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 CSEIP or another entity, anyone traveling representing GSU must have prior authorization to travel.

### *Rental Vehicles*

GSU does work with a vendor for car rentals for student organizations.

### *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 CSEIP 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 Coordinator of Student Organizations 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 the Coordinator of Student Organizations for consultation:**

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 CSEIP will provide the 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.

### **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 paperwork. 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 and full-time students 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 Coordinator of Student Organizations.

## **Financial Management for Student Organizations**

### College Accounting

Each registered student organization receives an account with CSEIP. 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 CSEIP 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 Coordinator of Student Organizations and the Treasurer of Student Senate. This account is maintained and managed by the CSEIP with the following guidelines for expenditures:

- Student Organization approval for all expenses must be documented in meeting minutes and/or through approved budgets. Student Organization accounts are not permitted to run a negative balance.
- All state purchasing and expenditure guidelines apply to these accounts, including but not limited 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 organization and members must obey constitution.

### ***Financial Management for Student Organizations***

Financial Management for Student Organizations: Who is responsible for an organization's 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 CSEIP 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 Fee and 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 Coordinator of Campus Organizations. 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 GSU Cashier's Office.
- For the withdrawal of funds, a Purchase Request form must be submitted via Jaguar Connection.
- Prepare and maintain a budget regularly.
- Make certain the organization spends money according to the approved budget and within guidelines.

### *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 order requests.

### *Coordinator of Student Organizations*

The Coordinator of Student Organizations is available to assist clubs and organizations with budgeting concerns. It is the role of the Coordinator of Student Organizations to maintain current fiscal logs on Jaguar Connection and to help ensure that programs and expenditures are consistent with the policies of the University and the Student Senate.

The Executive Director of CSEIP 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 and:

- 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, Fundraising, 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.

### **The CSEIP provides assistance to clubs and organizations in the management of their accounts. What can CSEIP 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.
- Help student organizations sell tickets for sponsored events.

### ***Accounts Receivable/Advertising Sales***

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

- Meet with Coordinator of Student Organizations 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 of Student Organizations, 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 from the GSU Cashier's Office 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 at the Business Office to obtain Cash Box. GSU University Police may be necessary to ensure the safety of cash collection. All money collected must be deposited immediately following the 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. CSEIP and the Business Office requires that a Cash Box be used for increased accountability.

Procedures before:

- Request a cash box from the Cashier's Office 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 is responsible for ticket sales and reconciliation and must return the cash box.
- Verify beginning cash.
- Always verify change given to a customer.

Procedures after:

- Deposit money after each day of sales with the Cashier's Office.
- Return all receipts, unsold tickets to CSEIP.
- 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/ticket.

### ***Financial Management for Student Organizations***

Check Requests: Purchase Requests are only accepted via the Jaguar Connection website. 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 on the form. The CSEIP is required by the University Comptroller to document all programs and costs associated with them.
- A copy of the contract, bill, receipt, invoice MUST be uploaded to the purchase request form, regardless of the amount. The Business Office must have documentation for all transactions.
- Purchase 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 purchase request can be processed.
- 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 CSEIP directly.

### **Student Activities Fees for Student Organization Use 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 the Club/Organization Resource Manual and Fee and Finance Committee By-Laws.

Q. When is the request due?

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

Q. What does a complete Purchase Request form include?

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

- Specifics of events (as requested in form),
- Signature of Coordinator of Student Organizations (for registered student organizations),
- 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 the request and forward to STUDENT SENATE.

- At 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 Senate Treasurer.

Q. Where do Programs funds come from?

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

### **High Risk Events Management**

As Governors State University transitions to a four-year comprehensive residential University, the scopes of its programming is also growing and in some cases these events have elevated levels of risk. This memorandum is designed to provide both event planners and University Events office guidance on risk factors and event planning expectations to mitigate risk to the institution and implement programming with safety as a priority.

**Risk Factors:** When an event is planned, these risk factors may elevate a program to be considered a higher risk at which point, University Events office and event planners should consider the guidance outlined below. Higher risk events include events with two or more of the following factors:

- Anticipated attendance at, or near, fire safety capacity.
- Event is scheduled entirely, or mostly, outside of office hours when minimal university resources are available.
- Open to non-GSU members with an expectation that more than half in attendance will not be GSU faculty, staff or students.
- Open to underage participants without expectation that parents or guardians will be present.
- Alcohol will be free, or sold, with no associated food consumption.

**Emergency Event Planning Modifications:** If an event is deemed Higher Risk based on factors associated above, the Emergency Response Team expects that additional planning measures will be implemented to ensure campus readiness and safety of those in attendance. These include:

- **Sufficient Planning Time.** A higher risk event should be registered and confirmed with University Events two months prior to event date to ensure sufficient lead time. A Higher Risk event without sufficient planning time will not be scheduled.
- **Police Details.** A budget for a higher risk event should include funds for minimal police details as outlined by DPS criteria.
- **Ticketing or Guest Policy.** A guest (or ticketing) policy will be clear in advertising for an event and a policy be in place to register and identify non-GSU guests.
- **Event Staffing:** Event sponsor should have sufficient event student or staff, trained and prepared to help manage event for its entirety.
- **Evacuation Plan:** Event sponsor should have copy of Building Evacuation Plan and event staff/students should be trained in preparation of event.
- **Incident Notification.** At beginning and closure of event, DPS should be notified. If an incident occurs, both DPS and Event Sponsors are required to submit reports to ERT and a post action meeting may be planned by ERT Chair or designee for the purpose of continuous improvement and policy development.
- **Supervision of Minors.** In general, underage guests, other than minors on campus with the Family Development Center, are not permitted on the GSU campus without parent, guardian or designated chaperones. Exceptions include Enrollment Management and

other officially sponsored events that will attract high school age students. All events in which minors are in attendance should comply with GSU practices pursuant to Abused and Neglected Child Reporting Act of Illinois.

# Virtual Student Club/Org Manual

As the University moves to virtual operations, the CSEIP staff created the following guide to assist your Club/Organization in continuing its operations through the last few months of the semester and beyond. As you browse the guide, please keep in mind that you can email the Coordinator of Student Clubs/Orgs at [cmcbride@govst.edu](mailto:cmcbride@govst.edu) with any questions.

## Meetings/Tips

We strongly encourage you to think through ways that your organization can continue to hold meetings, either for your general body, your exec board, or committees. Below are some tips for continuing meetings in a virtual format:

**Don't over invite.** Remote meetings plummet in quality as size increases; they can be recorded and heard at twice the speed. Let non-essential members off the hook, and share the recording. BUT... avoid making them feel excluded; give them the option to attend future meetings.

**Sharpen the agenda.** Organize the agenda as a set of questions. It creates focus, provides a better sense of who really needs to be there as well as the meeting's success.

**Active facilitation is key.** Meeting leaders must draw virtual attendees in and keep a tally to be sure all are contributing. Avoid asking, "Any comments?" Instead, call on people individually.

**Silence does not equal understanding or agreement.** There are some great apps available that allow participants to vote in real time to help facilitators gauge consensus. While it may seem unorthodox, don't encourage participants to mute their phones. Have all users minimize distractions in their physical space and become active participants to increase engagement.

**If possible, use video.** Video helps create a feeling of "presence" so attendees are actively engaged.

**Have everyone identify themselves prior to speaking.** Again, this creates presence.

**Establish some norms about what makes a good remote meeting.** Get expectations out there, such as, keep contributions to no more than 60 seconds so everyone has a chance to speak.

**Have instant messenger or chat room technology in place.** This way folks can notify you during the meeting if they need to speak or ask for something to be repeated.

**End meetings well.** Leave a few minutes to spare to clarify takeaways. Identify the directly responsible person for each action item, so no one leaves wondering what was accomplished.

**Ask people how the meetings are going.** Send a quick survey periodically; ask what is going well, not so well and ideas for improvement. Take the challenge to make your remote meetings different and worth the time invested.

**Meeting Platforms: Zoom, Google Hangout, Skype, Etc.**

## **Team Building, Bonding and Engagement**

Think creatively about ways to connect and have fun with one another from afar. It's important to keep morale high within the organization and keep members engaged and feeling connected.

- **Instagram Takeovers - Assign an officer or member a day of the week to take over the org's account and re-cap "a day in the life of \_\_\_\_"**
- **Tik Tok - Make a fun video and challenge other orgs to do the same.**
- **General Q&A - Use social media to allow others to learn more about your organization and how to get/stay involved.**
- **Story Telling - Share pictures and videos letting others know what you did and accomplished this past year. Share stories of your officers, members, and advisor(s).**

## **Virtual Icebreakers**

# Elections

Set up a virtual election using [Jaguar Connection](#)

Tips:

- Do a test run first to be sure you are familiar with the process and how results are shared.
- Make sure you are following your constitution's nominations and elections procedures as accurately as possible.
- Update your roster on Jaguar Connection to reflect your current membership. This will determine who has the ability to vote within your organization's election.
- Share elections results with your group virtually using email, social media, etc.

# Officer Transition

If your Club/Organization transitions to new officers before the fall semester, think about how the organization can facilitate a successful transition virtually. Below are some tips and resources for making that transition:

- Refer to your Club/Org constitution and adapt any conversations/activities to online communication.
- Outgoing and new officers meet from afar with web-based video conferencing and online chat platforms such as Zoom, Google Hangouts, Google Chats, and more.
- Share transition materials and documents through Google Drive or etc.
- Remind the new officer of any planning that typically happens during the summer.
- Share a list of important dates with the new officer including: Student Organizations Showcase, funding timelines, and more.

# Support and Advising Meetings

Request a virtual one-on-one meeting with the Coordinator of Student Clubs/Organizations- [Virtual Meeting Request Form](#)

Please feel free to contact our department with any questions or concerns you may have.