Student Organization
Advisors Meeting
August 19, 2015

Presented by:
Janis Baughman, Student Activities
Jana Lynn Patterson, Student Life and SGA
Dana Carnes, Center for Leadership
Henry Walling, Campus Center Operations
Overview

- Office of Student Activities role and resources
- Student Organization Advisor Expectations
- Membership Rosters and Goals Reports
- Center for Leadership Resources
- Event Planning and Registration
- Student Organization Travel
- SGA Funds: Planning and Accessing
- Important Dates
Office of Student Activities
General Information

✓ Check out our website!
✓ Moseley 207
✓ Ext. 7214, studentactivities@elon.edu
Advisor Expectations

- Meet on a regular basis with organization officers.
- Attend organization meetings when possible.
- Travel with (or find an appropriate substitute for) ALL student organization trips that are overnight and/or outside of a 60 mile radius of Elon.
- Serve as the official Elon liaison.
- Ensure compliance of student organization with all university policies & procedures.
- Additionally, advisors may assist with budgeting, event planning, and other areas that support the mission of the student group.
Membership Rosters and Goal Reports

• Verify Organization Leadership and Membership
• Update Advisor’s Information
• Be knowledgeable of students’ goals
• Student Leadership roles reflected on their Elon Experience Transcript (EET)
• Due: October 9th at 5:00 pm
• Has the student leadership changed?

Student Org Administrative Site
Center for Leadership

Dana Carnes
Associate Director
Center for Leadership

General Information

✓ Check out our website:  
   www.elon.edu/leadership

✓ Located between Loy & Global Neighborhoods

✓ Ext. 5323

✓ Email lead@elon.edu
Training and Consulting

- LEAD Program
- Org President’s Dinner with Dr. Lambert (Sept. 14th)
- Spring Org President’s Dinner (February 2016)
- Intersect Conference (Nov. 13th-14th)
- Weekly Email (sent on Wednesdays)
- Specialized Leadership Development
  - Email orgdevelopment@elon.edu
Advisor Resources

- Advisor Workshops
  - See next slide for dates

- Center for Leadership Website
  - Student Org and Advisor Websites

- Center for Leadership Staff
  - GA for Org Development

- Leadership Library
  - Check out a book or resource
# Advisor Workshops

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Wednesday September 23rd</td>
<td>Hazing Prevention and Awareness</td>
<td>12:15-1:15pm</td>
<td>McKinnon D</td>
</tr>
<tr>
<td>Wednesday October 21st</td>
<td>The Many Roles of an Advisor</td>
<td>12:15-1:15pm</td>
<td>Moseley 215</td>
</tr>
<tr>
<td>Wednesday November 11th</td>
<td>Addressing Conflict within the Organization</td>
<td>12:15-1:15pm</td>
<td>McKinnon D</td>
</tr>
<tr>
<td>Wednesday January 13th</td>
<td>Leadership Transitions AND Motivating Mid-Year (two workshops at same time based on org’s transition timeline)</td>
<td>12:15-1:15pm</td>
<td>McKinnon D; Oak Room</td>
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Boxed lunches will be provided to advisors who RSVP. Spring 2016 workshops will be communicated at a later date.
EVENT PLANNING

Henry Walling
Assistant Director of Campus Center Operations
Event Planning and Registration

- Meeting & Event Reservations
  - All requests must be submitted through SPACES
  - 2 student requestors for a university student organizations and programs can make requests using the system
  - Electronic approvals needed from Faculty/Staff Advisor and Campus Center Operations
- Moseley Center as an “event clearing house” and will assist with confirming event requests
- All policies can be found in the Event Registration and Request Guidebook
University Resources

- All physical plant requests (moving and setup/environmental), in regards to events, are now submitted through SPACES with the initial request.
- Event Technology request
- MillPoint Catering through catertrax
- Specialized menu for student orgs
Event Management 101

- Required for all organizations that want to request events
- Students can represent only one organization, program, or group (does not have to be President but is encouraged)

Student Leader Training Date

- Wednesday, August 26th
The event space you have requested has been CONFIRMED. If you have any resource needs (Moving and Setup, Media Services, Catering, etc.), please remember you are responsible for the necessary arrangements. If you have any questions please call 336.278.7215 or email moseleyfrontdesk@elon.edu

Moving and Setup: 336.278.5500
Event Technologies: 336.278.6521
Catering: 336.278.5335
Campus Police: 336.278.5555

Event Name: International Girls Day Kappa Delta
Reference Number: 2012-AAKZHD

You can view event details by visiting:
https://spaces.elon.edu/25live/#details&obj_type=event&obj_id=192845
**Test Event**

### Event Details
- **Event Name:** Test Event
- **Event Type:** Meeting
- **Reference:** 2012-RALCVD
- **State:** Tentative
- **Organization:** Kappa Delta
- **Requester:** Henry Walling
- **Scheduler:** Henry Walling
- **Head Count:** 20 expected
- **Creation Date:** Tue Aug 21 2012

### Tasks for "Test Event"

**Notifications:** Publish to Calendar

- **Kappa Delta**
  - **Status:** Active
  - **Dates Assigned:** All
  - **Comments:** (none)
  - **Assigned To:**
    - Michael Williams
    - Shana Plasters
    - Henry Walling

- **Respond By Date:** Aug 24 2012

**Flagged?**

- **Flagged:** Yes
- **In Progress**
- **Approve? / Deny?**
  - All contacts must approve.
Arranging Travel for Student Organizations

Henry Walling
Assistant Director of Campus Center Operations
Student Travel

- **Van Certification**
  - September 2\(^{nd}\), October 7\(^{th}\), November 7\(^{th}\), December 2\(^{nd}\), January 6\(^{th}\), February 3\(^{rd}\), March 3\(^{rd}\), April 14\(^{th}\), and May 5\(^{th}\)

- **Online Van Reservation through SPACES**
  - Passenger list
  - Driver name and license information
  - Destination and miles to be traveled
  - Department account number
  - In the system, search for “van”

- **Van Mileage Card**
  - Fill up vans and clean out trash
  - Return to the Colonnades parking lot
  - *A $25 minimum fine will occur if vans are not filled with gas, mileage card not filled out, and/or trash is removed*
Highlights from the Travel Policy

- Advisors must be present for overnight excursions (or an AETL for Club Sports) or if University vans are being used outside of a 60 mile radius from Elon.

- If the Advisor is required to travel, he or she must be present in the van.

Travel Policies
Student Government Association

Jana Lynn Patterson
Associate VP of Student Life and Advisor to SGA
Student Organization Funding

**Annual Budget Allocations** for Recognized Student Organizations—presented in February, voted on in March; Organizations can access monies after September 6, 2015 **AND** after having had attended one of the scheduled Treasurer’s Meetings early fall semester.

**Special Allocations**: For new or unbudgeted opportunities; forms available on the SGA website.

**Fun Fund**: Allocations of up to $1000 available for fun, alcohol-free activities—must be open to all of campus and students cannot be charged to participate.
Budgets

• All recognized student organizations who received budgets received notification in Spring 2015 (President and Advisor); spreadsheet available on the SGA website

• Print versions will be mailed to the Treasurer of record and the Advisor by September 6; may be accessed after organization attends a treasurer’s meeting

• Refer to the Treasurer's manual and the website for processing;
Tips for Advisors

Student organizations must follow established processes (which mimic the University’s financial processes)- we manage over 120 student organization budgets; allow 30 days for processing; all SGA budgets are subject to audit

All SGA budget (any 9-317---) reimbursements, requests, etc. must be processed through the SGA Treasurer and the Advisor before going to accounting. Groups must be in good standing with the University and the Office of Student Activities to access funds

We must have ORIGINAL receipts for each reimbursement; no copies or duplicates; if someone loses a receipt and requests reimbursement we must have a signed affidavit (also signed by the org advisor) for the expense (subject to review by the auditor)

All expenses, agreements etc. over $150.00 requires a check request and over $1000.00 requires a Purchase Order; must be secured before goods or services are purchased

All agreements, contracts etc. must be signed by Jeff Hendricks in Purchasing BEFORE SGA can process payment including for deposits; please do not send check requests etc... to accounting first – this only causes delays
Leo Moran
SGA Executive Treasurer

E-Mail: sgatreasurer@elon.edu
Phone: (336) 278-7254

Office Hours as Posted in SGA Office
Moseley 213
SAVE THE DATE

Student Leader Training Session
Wednesday, August 26th, 4:30pm or 7:00pm

• Tools for successfully leading an organization
• Understand benefits and expectations
• Event and risk management
• Funding and access
• Available resources
• Leadership development opportunities
## Important Dates

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<tr>
<td>September 4</td>
<td>Fall Student Organization Fair</td>
<td>4:00-6:00pm</td>
<td>Young Commons</td>
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<tr>
<td>September 6</td>
<td>Opening Ceremonies for LEAD</td>
<td>2:00-4:00pm</td>
<td>Whitley</td>
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<tr>
<td>September 14</td>
<td>Student Leader Dinner with President Lambert (invite only)</td>
<td>5:30pm</td>
<td>Lakeside</td>
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<tr>
<td>Sept 21-25</td>
<td>HAZING PREVENTION WEEK</td>
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<tr>
<td>Sept 28-Oct 2</td>
<td>LEADSTRONG WEEK</td>
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<tr>
<td>October 9</td>
<td>Membership Roster &amp; Goal Report Due</td>
<td>5:00 pm</td>
<td>Online</td>
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<td>November 13-14</td>
<td>Intersect Conference</td>
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Conclusion

Thank you for all you do for our students and organizations!

Any questions?