



STUDENT
ENGAGEMENT
FALL 2023

NEW STUDENT ORGANIZATION WELCOME PACKET



OFFICE OF STUDENT ENGAGEMENT

WELCOME



hi there!

**CONGRATULATIONS ON BECOMING A
NEW STUDENT ORGANIZATION! IN
THIS PACKAGE, WE WILL GO OVER
WHAT RESOURCES AND TOOLS YOU,
AS AN OFFICIAL STUDENT
ORGANIZATION, HAVE ACCESS TO
THROUGH THE STUDENT
ENGAGEMENT OFFICE.**

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WHAT IS STUDENT ENGAGEMENT?

STUDENT ORGANIZATIONS ARE THE MAIN REASON WHY THE OFFICE OF STUDENT ENGAGEMENT EXISTS. WE WILL SERVE AS THE FIRST AND FOREMOST MAIN RESOURCE FOR YOU AS A STUDENT ORGANIZATION THROUGHOUT ITS LIFE HELPING TO SUPPORT YOU IN ANY WAY WE ARE ABLE TO. WE ARE AVAILABLE TO YOU FIVE DAYS A WEEK AND CAN BE REACHED THROUGH EMAIL, PHONE CALL, OR EVEN IF YOU JUST STOP BY THE DESK FOR A CHAT! IF YOU EVER HAVE AN ADMINISTRATION QUESTION REGARDING YOUR CLUB OR SIMPLY WANT SOME HELP IN ADVERTISING AN EVENT, THAT'S WHAT WE'RE HERE FOR!

STUDENT ENGAGEMENT'S MISSION

The Office of Student Engagement believes that academics and involvement go hand-in-hand at Lewis & Clark as a part of a balanced, engaging, and rewarding college experience. Through its programs and support systems for student organizations, Student Engagement facilitates, coordinates, and implements a variety of co-curricular activities that support the Division of Student Life and the College's mission.

STUDENT ORGANIZATIONS

Student organizations are one of the most important factors in creating a successful student life on any college campus, which we are sure you're aware of. Creating or being involved in one is a privilege and should be seen as a great honor. It allows students to make connections with their peers creating a sense of community and familiarity with their fellow classmates. Being in a student organization comes with many privileges at your disposal to aid you in creating a successful organization.

FUNDING AND PRIVILEGES

Funding Process

Only officially recognized student organizations may request for funding from ASB. Budget requests are not guaranteed and can be done on a rolling basis throughout the year. The ASB Director of Allocations and ASB Treasurer oversee the Finance Committee that reviews and vets all student organization budget requests.

** Student organizations need to track their own budgets once given their allocation amount from the Finance Committee. If they have questions regarding budget amount at any given time during the academic year, they will need to directly email the ASB Treasurer themselves.

Privileges

Officially recognized student organizations have the following privileges available to them:

- Development of lifetime knowledge skills, and leadership experience
- Approval of ASB funding
- Ability to request/reserve venue spaces on campus
- On- and off-campus organizational programming is covered by the College's insurance policy
- Being able to participate in S.E.E. and Spring Activities Fair

EVENT MARKETING

STUDENT LEADERS MAY ASK FOR IDEAS ON HOW TO ADVERTISE THEIR EVENTS TO OTHER STUDENTS.

- Instagram
- The Bark (which is sent by the Vice President of Student Life every week)
- Posters
- CAB Weekly email updates

RESERVING ROOMS/SPACES

Only officially recognized student organizations may reserve rooms on campus; meeting rooms on the second floor of Fowler Student Center may be booked directly via Student Engagement. All other rooms/venues on campus must be reserved through the Conferences & Events Office (C&E) by filling out this [Google form](https://docs.google.com/forms/d/e/1FAIpQLSfsb9utdxQL3nf18qibZSJC76k_0KI68xOFhBAHfqs3E5d5Zw/viewform)

(https://docs.google.com/forms/d/e/1FAIpQLSfsb9utdxQL3nf18qibZSJC76k_0KI68xOFhBAHfqs3E5d5Zw/viewform).

REIMBURSABLE EXPENSE POLICY

ALL STUDENT REIMBURSEMENT REQUESTS COME THROUGH STUDENT ENGAGEMENT FOR INITIAL REVIEW, PASSED ONTO THE ASB TREASURER, AND THEN FINALLY REVIEWED BY THE DIRECTOR OF STUDENT ENGAGEMENT OR THE ASSISTANT DEAN WHEN THE DIRECTOR IS NOT AVAILABLE.

REIMBURSEMENTS MUST HAVE THE FOLLOWING INFORMATION IN ORDER TO BE ACCEPTED:

- COMPLETED REIMBURSEMENT REQUEST FORM
([HTTPS://COLLEGE.LCLARK.EDU/LIVE/FILES/32405-2021-EXPENSE-REIMBURSEMENT-FORMPDFPDF](https://college.lclark.edu/live/files/32405-2021-expense-reimbursement-formpdfpdf))
- ITEMIZED RECEIPT (THIS EXPLICITLY LISTS EVERY ITEM THAT WAS PURCHASED AS OPPOSED TO JUST A FLAT PRICE)
- RECEIPT THAT SHOWS PROOF OF PAYMENT (IF IT WAS PAID WITH CASH, IT SHOULD LIST CASH. IF PAID WITH A CREDIT CARD, IT MUST HAVE THE LAST FOUR DIGITS OF THE CREDIT CARD NUMBER USED)
- PLEASE NOTE THAT STUDENTS OFTEN CONFUSE AN "INVOICE" WITH A "RECEIPT", AND THESE TWO ARE NOT INTERCHANGEABLE. AN "INVOICE" IS A REQUEST FOR PAYMENT WHILE A "RECEIPT" IS PROOF OF PAYMENT.

PURCHASE CARD (P-CARD) REQUEST/USES

STUDENT ORGANIZATIONS MAY REQUEST TO USE THE PURCHASE CARD. THE PURCHASE CARD IS A CREDIT CARD USED BY ALL STUDENT ORGANIZATIONS IN ORDER TO MAKE PURCHASES ONLINE (AMAZON, HOTEL BOOKINGS, FRED MEYER, ETC.) P-CARD PURCHASES MAY ONLY BE MADE AT THE STUDENT ENGAGEMENT DESK WITH A SE WORKER PRESENT BY APPOINTMENT ONLY. APPOINTMENTS CAN BE MADE ON THE SE WEBSITE. ANY PURCHASES GREATER THAN \$300 MUST BE FURTHER APPROVED BY THE DIRECTOR OF STUDENT ENGAGEMENT.

helpful CONTACT INFORMATION

STUDENT ENGAGEMENT - STUDENTENGAGEMENT@LCLARK.EDU
• (503) 768-7122

TAMARA KO - TKO@LCLARK.EDU
• (503) 768-7122

**CONFERENCES AND EVENTS OFFICE - EVENTS@LCLARK.EDU,
DEAGLE@LCLARK.EDU**
• (503) 768-7235

ASB PRESIDENT - ASBPRESIDENT@LCLARK.EDU

ASB TREASURER - TREASURER@LCLARK.EDU

CAB CHAIR - CABOARD@LCLARK.EDU

BON APPETIT MANAGER (RYAN JENSEN) - RYANJENSEN@LCLARK.EDU

IMPORTANT REMINDERS!!!!
CHECK YOUR ORGANIZATION'S GENERAL EMAIL OFTEN!
STUDENT ENGAGEMENT WILL ONLY USE THAT EMAIL
ADDRESS TO SEND IMPORTANT INFORMATION AND
REMINDERS (E.G., BUDGET INFORMATION, REIMBURSEMENT
DEADLINES, SPACE ALLOCATION APPLICATIONS, ETC.) SO IT
IS IMPERATIVE THAT YOU STAY ON TOP OF YOUR
ORGANIZATION'S EMAIL ADDRESS.