

# Intro to Student Organizations

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# Our Staff



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Director



Mary Prentice -  
Office Assistant



Roderick O'Neal -  
Office Assistant



Jasmine Torres -  
Grad Assistant



Annabelle Rousseau -  
Facilitator



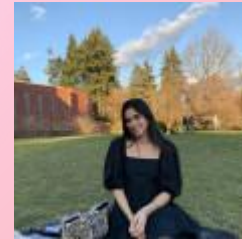
Ezra Hart -  
Office Assistant



Bille Sheikh -  
Office Assistant



Brendan Patrick -  
Office Assistant



Lila Khammash -  
Office Assistant

## Who to contact

<b>Student Engagement</b>	Club creation, reimbursements, name change
<b>ASB (Noe Rodriguez &amp; Josie Stenzel)</b>	Club budget code, club funds, allocations
<b>Club Advisor</b>	Event planning, club leadership, purchases
<b>Conferences and Events</b>	Event planning, reserving space on campus, AV/Dining options
<b>Other Student Orgs</b>	Collaborating on events, assistance with funding
<b>IT</b>	Email/technology issues, accessing club email account
<b>Campus Safety</b>	Emergency (injury, safety concern, allergic reaction, etc.)

# Update us!

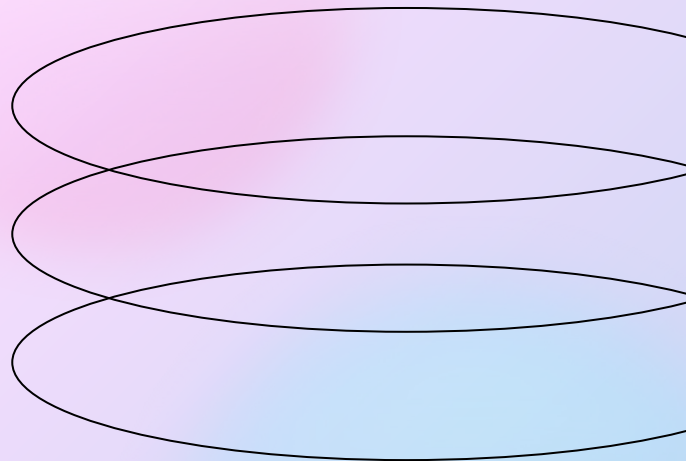
It is very important to update us on any changes to your club! You can update us by filling out the Student Organization Registration Form, or by emailing us.

# Track your budget

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- You will be notified of your awarded budget amount at the end of the academic year
- Use this spreadsheet to help you track your spending

[https://docs.google.com/spreadsheets/d/17xXPcBGZXNrF-4T8YkRZPbAhqv1DRzY\\_GC396fdjv6l/edit?usp=sharing](https://docs.google.com/spreadsheets/d/17xXPcBGZXNrF-4T8YkRZPbAhqv1DRzY_GC396fdjv6l/edit?usp=sharing)





# Following Policies

## IX. STUDENT ORGANIZATIONS

- A. Student organizations may be charged with violations of this Code or College Policy.
- B. The officers, leaders, and members of a student organization, as well as the organization as a whole, may be subject to discipline under the Code when its members, officers, or leaders commit violations with sponsorship from the organization.
- C. The officers, leaders, or any identifiable spokespersons for a student organization may be directed by the Dean of Students or designee to take action to prevent or end violations by members, officers, or leaders acting with sponsorship from the organization.
- D. Outcomes for organizations may include loss of all privileges, including College recognition, for a specified period of time, revocation of funding, dissolution, as well as other appropriate outcomes. Individuals involved in violations with sponsorship from an organization may also be assigned personal outcomes, regardless of those assigned to the organization.

# Important Forms

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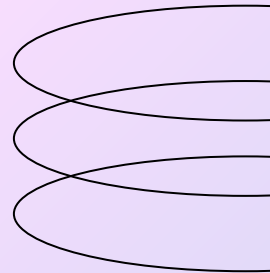
Reserving the Purchase Card

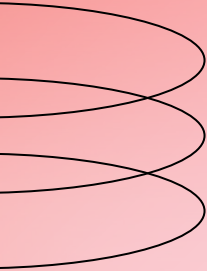
Update org contacts/register a new club

Travel Request Form (club sports)

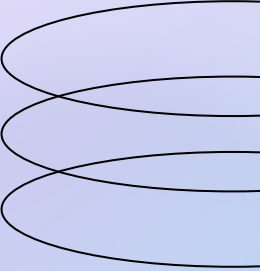
Liability Waiver Form (club sports)

Reimbursement Form





**What other  
questions do you  
have about leading  
a student org?**







# Thanks!

Do you have any questions?

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