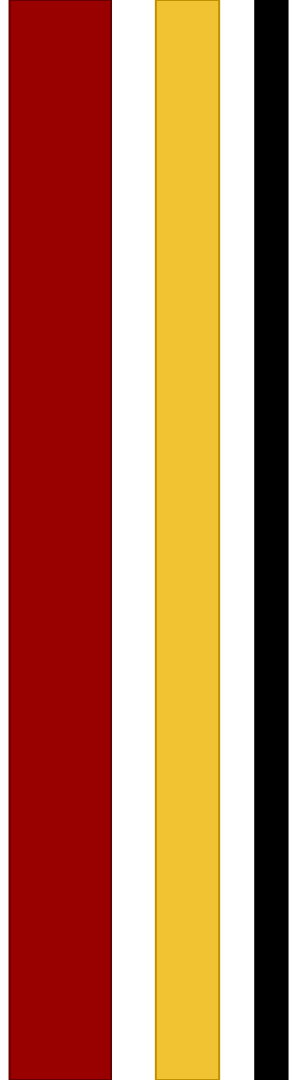# Welcome to SCOT!

Student Club and Organization Training

Sponsored by Ursinus College Student Government and the Student Activities Office

Here's what we're going to cover today:

1. Navigating the Student Activities website
2. Organization Accreditation Process (OAP)
   a. Starting a New Organization
3. AFAC Allocations
4. Planning an Event
5. Fundraising
6. Advertising
   a. Poster Policy
7. Questions & Concerns
8. Election Schedules
9. The Rest of This Semester!

Navigating the Student Activities Website

1. Go to www.ursinus.edu
2. Type "Student Activities" into the search bar
3. Click the first result!
4. Go to the "Resources" tab on the left side

Ok -- let's walk through this!

Secure | https://www.ursinus.edu

Good evening, Ursinus!

Students | Faculty and Staff | Alumni | Parents | Give to UC

U Ursinus College

150 **KEEP THE PROMISE**

THE SESQUICENTENNIAL CAMP

About Ursinus | Academics | Admission | Student Life | Athletics | News | Events

Search

Previous Pics

It may be spring break, but snow is covering our beautiful, suburban 168-acre campus. **Visit Ursinus**

Submit Yours!

You're more than a major. Most of us are a little bit of, well, *everything*.

8:20 US

← → C | 🔒 Secure | https://www.ursinus.edu/search/?q=student+activities

Students | Faculty and Staff | Alumni | Parents | Give to UC

Ursinus College

15C KEEP THE PROMISE

THE SESQUICENTENNIAL
CAMPAIGN FOR URSINUS

About Ursinus   **Academics**   **Admission**   **Student Life**   **Athletics**   **News**   **Events**

student activitie 🔍

News matching "student activities"

Philanthropy Day

Columbia Cottag

Search Results for 'student activities'

WEB **IMAGE**

About 3,370 results (0.33 seconds)

Leadership Development and Student Activities | Ursinus College
The Leadership Development and **Student Activities** Office offers students leadership opportunities through more than 100 student clubs and organizations. Clubs and organizations range from student government to the arts, community service and Greek Life, affording everyone a niche in which to participate. In addition ...
https://www.ursinus.edu/offices/student-activities/

About Us | Leadership Development and Student ... - Collegeville

8:21 ◁ ▼ 🔋 US

Secure | https://www.ursinus.edu/offices/student-activities/

We are located in the Lower Lounge of Wismer Center.

Monday - Friday 9:00 AM - 5:00 PM

About Us

Clubs & Organizations

Greek Life

Campus Activities Board

Campus Philly

Events

Resources

Food Trucks

contact US

https://www.ursinus.edu/offices/student-activities/resources-and-funding/

Whether your passion is sports, singing or service, Ursinus has the thing for you. *(Maybe even 3, 4, or 5 things!)*

The Leadership Development and Student Activities Office offers students leadership opportunities through more than 100 student clubs and organizations. Clubs and organizations range from student government to the arts, community service and **Greek Life**, affording everyone a niche in which to participate. In addition, the Leadership Development and Student Activities Office offers programs, resources, and services intended to contribute to the social, educational and cultural learning at Ursinus College.

Upcoming Events

MAR 17	**Dave and Busters**
9:00pm	
MAR 17	**Glow-Bowl**
11:30pm	
MAR 23	**Ball at the Bellevue**
8:00pm	
MAR 24	**Rittenhouse Row and Rittenhouse Square**
5:30pm	
MAR 24	**Late Night Pancakes**

The 2nd Annual UC MiniTHON

00:16

Activities Fair 2017

With more than 100 clubs on campus, there's

Navigating the Student Activities Website

So, you've gotten to the "Resources" page. Here's what it looks like...

← → C 🔒 Secure | https://www.ursinus.edu/offices/student-activities/resources-and-funding/

We are located in the Lower Lounge
of Wismer Center.

Monday - Friday 9:00 AM - 5:00 PM

About Us

Clubs & Organizations

Greek Life

Campus Activities Board

Campus Philly

Events

UC Ambassadors

Resources

- Organization Accreditation Process
- AFAC Allocations
- Planning an Event
- Fundraising
- Advertising

Food Trucks

Resources

Here's everything you need for your organization to be successful at Ursinus.

One thing that is Uniquely Ursinus is the wide variety of clubs and organizations on campus. These organizations are active in event planning and fundraising, and we in the SAO are excited to help them every step of the way. **On this site is everything club leaders need to create and maintain successful organizations**.

Please reference the links underneath "Resources" on the left-hand side to get started.

Navigating the Student Activities Website

Now, as we move through each of the tabs on the "Resources" page, we're going to describe the process for your organization.

First, let's go through the Organization Accreditation Process (OAP).

We are located in the Lower Lounge
of Wismer Center.

Monday - Friday 9:00 AM - 5:00 PM

About Us

Clubs & Organizations

Greek Life

Campus Activities Board

Campus Philly

Events

UC Ambassadors

Resources

- Organization Accreditation Process
- APAC Allocations
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8:27 US

About Us

Clubs & Organizations

Greek Life

Campus Activities Board

Campus Philly

Events

UC Ambassadors

Resources

- **Organization Accreditation Process**
- AFAC Allocations
- Planning an Event
- Fundraising
- Advertising

Food Trucks

Organization Accreditation Process

Welcome to the Organization Accreditation Process (OAP). In order to exist as an organization on campus, you must meet the following requirements and submit the following documents. Everything you need to know is provided below!

What is OAP?

OAP is a series of documentation that must be provided to SAO every semester in order to remain an organization on campus. It contains information requirements, including:

- Names of President and Treasurer
- Name of Faculty Advisor
- UCSG-Approved Constitution
- Organization Transition Plan
- Summary of Semester Activities or Achievements
- List of Membership

Any questions or concerns about OAP or starting an organization may be directed towards UCSG or Student Activities:

ucsg@ursinus.edu

studentactivities@ursinus.edu

Organization Accreditation Process

What is OAP?

OAP holds clubs and organizations to certain requirements, ensuring that each organization is contributing positively to the Ursinus community. Through OAP, the SAO and UCSG obtain necessary documentation to make communication with organizations more efficient.

It's to make life easier for you!

Organization Accreditation Process

To read more about OAP--the expectations, requirements, and evaluations--download the full document available on the site.

About Us

Clubs & Organizations

Greek Life

Campus Activities Board

Campus Philly

Events

UC Ambassadors

Resources

- **Organization Accreditation Process**
- AFAC Allocations
- Planning an Event
- Fundraising
- Advertising

Food Trucks

Organization Accreditation Process

Welcome to the Organization Accreditation Process (OAP). In order to exist as an organization on campus, you must meet the following requirements and submit the following documents. Everything you need to know is provided below!

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studentactivities@ursinus.edu

- Advertising

Food Trucks

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- Name of Faculty Advisor
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- Organization Transition Plan
- Summary of Semester Activities or Achievements
- List of Membership
- Attendance of at least 3 members to the Student Activities Office Student Club & Organization Training

ucsg@ursinus.edu

studentactivities@ursinus.edu

What does my organization need to do?

1. Read the following to familiarize yourself with OAP and its requirements.

- **OAP** 📄

2. Below are links to the required documents (to be submitted through the OAP survey):

- **Organization Constitution** 📄

- **Transition Plan** 📄

3. Submit your OAP information through **this form** by the deadline each semester.

Starting a new organization? Here's what you need to do:

Organization Accreditation Process
Ursinus College Student Government

Defining the Organization Accreditation Process (OAP):

In order to exist as an organization on campus, organizations will have to provide the **Student Activities Office** with the following essential information:

1. Names of President and Treasurer
2. Name of Faculty Advisor
3. UCSG-Approved Constitution
4. Organization Transition Plan
5. Summary of Semester Activities or Achievements
6. List of Membership
   a. Eight Member Minimum
   b. Half of the Membership Minimum must be Non-Seniors
   c. *Permission from SASC if less than required member minimum

Organization Accreditation Process (OAP).docx
File Edit Format Tools Help

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Organization Accreditation Process
Ursinus College Student Government

Defining the Organization Accreditation Process (OAP):

In order to exist as an organization on campus, organizations will have to provide the **Student Activities Office** with the following essential information:

1. Names of President and Treasurer

2. Name of Faculty Advisor

3. UCSG-Approved Constitution

4. Organization Transition Plan

5. Summary of Semester Activities or Achievements

6. List of Membership

   a. Eight Member Minimum

   b. Half of the Membership Minimum must be Non-Seniors

   c. *Permission from SASC if less than required member minimum

Scroll down for info about UCSG evaluations, club merging, etc.

Organization Accreditation Process

Once I've read that, what do I need to do?

Your organization is to fill out a form each semester that requires the following:

- Names and emails of President & Treasurer for next semester
- Name and email of faculty Adviser
- Organization Constitution
- Transition Plan
- Summary of semester activities or achievements
- List of membership
- Attendance of 3 members to SCOT
  - President, Treasurer, & non-senior member

…What does all of this look like?

Organization Accreditation Process

First, let's go through the documents that you'll need to submit: Organization Constitution and Transition Plan.

Both have templates available for download on the OAP page of the SAO site. Let's look!

- Advertising

Food Trucks

- Names of President and Treasurer
- Name of Faculty Advisor
- UCSG-Approved Constitution
- Organization Transition Plan
- Summary of Semester Activities or Achievements
- List of Membership
- Attendance of at least 3 members to the Student Activities Office Student Club & Organization Training

ucsg@ursinus.edu

studentactivities@ursinus.edu

What does my organization need to do?

1. Read the following to familiarize yourself with OAP and its requirements.

- **OAP** 📄

2. Below are links to the required documents (to be submitted through the OAP survey):

- **Organization Constitution** 📄

- **Transition Plan** 📄

3. Submit your OAP information through **this form** by the deadline each semester.

Starting a new organization? Here's what you need to do:

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Organization Accreditation Process

Here's the Organization Constitution Template.

Note: Your organization should PERSONALIZE this document for your own needs. The template is a guideline, but your Constitution must be relevant to your own organization.

- E.g. if you don't require dues, take that section out (do not just leave it blank)!

Organization Accreditati ×   Constitution Template.d ×

← → C   ✱ Office Editing for Docs, Sheets & Slides | chrome-extension://bpmcpldpdmajfigpchkicefoigmkfalc/views/app.html   ☆   ⋮

Constitution Template.docx
File   Edit   Format   Tools   Help

Download   🔒 Share

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Constitution Template
Name of Organization

Your organization's constitution should follow proper outline format. Please use the following template as a guide. Each "I" should be followed by an "II", "A" by a "B", "1" by a "2", and so on. Each subsection should be indented. Please proofread your constitution for correct spelling, punctuation, and grammar before submitting it. In addition to the constitution, please include the Student Organization Registration Form, which should include the names of the Executive Board, group advisor, and the people who are interested in joining the organization. All new constitutions should be submitted to the Leadership Development & Student Activities Office.

Article I: Name
The name of the organization shall be _____.

Article II: Definition (and/or Purpose or Mission Statement)
It shall be the purpose, objective, or mission of _____ to _____.

Article III: Membership and Eligibility
   Section A: Membership is open to current full-time or part-time Ursinus College
   students. No student will be denied membership based on grounds of race, color

Important information that should be read and then DELETED from your Constitution.

12:28 🔇 ▼ ▬ US

Organization Accreditation Process

Here's the Transition Plan Template.

Note: Your organization should PERSONALIZE this document for your own needs. The template is a guideline, but your Transition Plan must be relevant to your own organization.

- Take these guidelines & write descriptions of how your organization will accomplish these goals every semester or year.

Transition Plan Template.docx
File Edit Format Tools Help

⬇ Download   🔒 Share

🖶   ↶ ↷   📐 ⊕ ⊖   Normal ▾   ▾   ▾   B I U   A ▾ 🄰 ▾   ▤ ▥ ▦ ▧   ☰ ☰

Transition Plan Template
Name of Organization

A thorough and intentional **Leadership Transition Plan** will provide an organization with continuity so that next year's officers can build on the knowledge gained rather than starting from ground zero. Below are only suggestions, so take pieces that work for your group and add others you may need.

Tips for a successful transition
1. Officer terms should provide at least one month of overlap so new officers have the opportunity to shadow and learn from the outgoing officers.
2. When new officers have been elected, orient them together as a group with all of the outgoing officers. Include the organization's advisor in this process as well.
3. Outgoing officers should openly share what they believe went well and what they would change if they had it to do over again.
4. Make introductions to resources (Advisor, SAO, etc.).

The Basics: Contact Info and Account Access
1. Introduce new officer(s) to the club advisor.
2. Give contact information of all club leaders and advisor.

Information should describe when & how transition will take place, as well as the information necessary in the transfer (e.g. adviser, account number, etc.)

O   🔴   M   🔵   📄   △   🖼   12:39 🔇 ▼ 🔋 US 🌻

Organization Accreditation Process

Questions?

So, your Executive Board has completed the Constitution and Transition Plan. What now?

Now, you submit these documents (and other required info) through the form located on the site. Let's see what that looks like...

- Advertising

Food Trucks

- Names of President and Treasurer
- Name of Faculty Advisor
- UCSG-Approved Constitution
- Organization Transition Plan
- Summary of Semester Activities or Achievements
- List of Membership
- Attendance of at least 3 members to the Student Activities Office Student Club & Organization Training

ucsg@ursinus.edu

studentactivities@ursinus.edu

What does my organization need to do?

1. Read the following to familiarize yourself with OAP and its requirements.

- **OAP** 📄

2. Below are links to the required documents (to be submitted through the OAP survey):

- **Organization Constitution** 📄

- **Transition Plan** 📄

3. Submit your OAP information through **this form** by the deadline each semester.

Starting a new organization? Here's what you need to do:

U Ursinus College

Hello, and welcome to the Organization Accreditation Process!
We use this process to keep up-to-date contact and achievement information for clubs and organizations. If you have any questions about this form, please email the Student Activities Office (studentactivities@ursinus.edu). When attaching your organization's Constitution and Transition Plan, please use the templates found on the Student Activities website. Thanks!

What is the first and last name of your Organization's President?

What is your President's email?

What is the first and last name of your Organization's Treasurer?

Type in all required information. There are questions that allow for file submissions. Please name the file according to the example before submission. You must answer all questions to submit the form.

○   ◉   M   ●   ▤   ▲   🔔   12:49 🔇 ▼ 🔋 US

What are some things your Organization has achieved this semester? What are some events you have organized? Please list at least 3 things.

How many students are in your Organization?

Less than 8?

Between 8 and 15?

Between 15 and 25?

Over 25?

Could you please list the names and class years of at least 8 of your Organization's members? Yes, your president and executive board can count! Example: Mike Harvey,

Please list and describe your achievements in the box provided. Then, choose how many members you have in your organization. You need to list at least 8 members in the next box.

Organization Accreditation Process

Once you've submitted that form, **you've successfully completed OAP**! Your organization information will go to UCSG for review, and you will be evaluated based on the criteria you submitted.

Please see the OAP document for information on the tasks of UCSG in the OAP.

Organization Accreditation Process

Note: if your organization fails to pass the OAP two semesters in a row, you will be terminated by UCSG. Termination includes the following:

- Removal of organization's email privileges
- Liquidation of AFAC Funding
- Expulsion of all on campus organization advertising, such as paper flyers
- Disallowance of organization's use of EMS

Organization Accreditation Process

Please complete the OAP by the deadline every semester.
Deadlines and reminders will be sent by UCSG. Once you've established a Constitution and Transition Plan, it really is a quick process.
Again, the OAP is put in place to better the UC community, and to improve efficiency & communication between organizations, SAO, and UCSG. A short form every semester will help us do this!

Questions? Let's keep moving! Next up: how to start a new organization.

Organization Accreditation Process

How to start a new organization

Information about starting a new organization is available on the OAP site. Just scroll down a little more!

- Advertising

Food Trucks

- Names of President and Treasurer
- Name of Faculty Advisor
- UCSG-Approved Constitution
- Organization Transition Plan
- Summary of Semester Activities or Achievements
- List of Membership
- Attendance of at least 3 members to the Student Activities Office Student Club & Organization Training

ucsg@ursinus.edu

studentactivities@ursinus.edu

What does my organization need to do?

1. Read the following to familiarize yourself with OAP and its requirements.

- **OAP** 📄

2. Below are links to the required documents (to be submitted through the OAP survey):

- **Organization Constitution** 📄

- **Transition Plan** 📄

3. Submit your OAP information through **this form** by the deadline each semester.

Starting a new organization? Here's what you need to do:

Starting a new organization? Here's what you need to do:

1. Read the following document, which outlines the process and requirements of starting an organization.

- **Intent to Organize** 📄

2. Recruit potential members and a faculty adviser. Provide the adviser with the following document:

- **Adviser Manual** 📄

3. Name a President and Treasurer, then draft an Organization Constitution, as outlined in the template below:

- **Organization Constitution** 📄

4. Submit all information and documentation through **this Intent to Organize form**.

5. A Leadership Consultant will schedule a meeting with you regarding the organization information. Your application will then be evaluated by UCSG on the criteria outlined in the Intent to Organize document above.

When approved, you will need to complete the OAP survey every semester as outlined above.

Organization Accreditation Process

How to start a new organization

The site outlines the steps of this process, but let's quickly walk through the requirements.

Note: the differences between OAP and starting a new organization are small. See if you can spot them!

Secure | https://www.ursinus.edu/offices/student-activities/resources-and-funding/organization-accreditation-process/

Starting a new organization? Here's what you need to do:

1. Read the following document, which outlines the process and requirements of starting an organization.

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4. Submit all information and documentation through **this Intent to Organize form**.

5. A Leadership Consultant will schedule a meeting with you regarding the organization information. Your application will then be evaluated by UCSG on the criteria outlined in the Intent to Organize document above.

When approved, you will need to complete the OAP survey every semester as outlined above.

Organization Accreditation Process

How to start a new organization

This document outlines everything your new organization needs, and what criteria UCSG and SAO will use to evaluate your proposal. Let's take a look.

Intent to Organize Evaluation Criteria
Ursinus College Student Government

Defining the Intent to Organize Process:

In order to create an organization on campus, organizations will have to provide the **Student Activities Office** with the following:

1. Names of President and Treasurer
2. Name of Faculty Advisor
3. Constitution that follows the UCSG template
4. Proof of Intended Membership
   a. Eight Member Minimum
   b. Half of the Membership Minimum must be Non-Seniors
5. Intended Events and Activities

Criteria

The following are questions an organization must pass after UCSG evaluation:

1. Are there any existing clubs with a similar mission/membership to this organization?

Organization Accreditation Process

How to start a new organization

Note: when creating a new organization, please take care to ensure that it contributes something UNIQUE to the Ursinus community, and that it will last beyond your own participation. These criteria are outlined in the document shown.

Organization Accreditation Process

How to start a new organization

So, you've read the Intent to Organize document. Now, let's go over some basic steps.

You will need to find potential members and a faculty adviser. Think of someone who might be interested and could contribute to your organization. When asking your adviser, send them the following document to look over…

Starting a new organization? Here's what you need to do:

1. Read the following document, which outlines the process and requirements of starting an organization.

- **Intent to Organize** 📄

2. Recruit potential members and a faculty adviser. Provide the adviser with the following document:

- **Adviser Manual** 📄

3. Name a President and Treasurer, then draft an Organization Constitution, as outlined in the template below:

- **Organization Constitution** 📄

4. Submit all information and documentation through **this Intent to Organize form**.

5. A Leadership Consultant will schedule a meeting with you regarding the organization information. Your application will then be evaluated by UCSG on the criteria outlined in the Intent to Organize document above.

When approved, you will need to complete the OAP survey every semester as outlined above.

ADVISING 101
A Guide for New and Experienced Organization Advisors

The Mission of Ursinus College

The mission of the college is as real today as it was at its founding in 1869, its aim to model civility and to teach students how to put their ideas to work.

"To enable students to become independent, responsible and thoughtful individuals through a program of liberal education. That education prepares them to live creatively and usefully, and to provide leadership for their society in an interdependent world."

Students worldwide demonstrate conviction and ceaseless energy. Ursinus students are known for their achievements and dedicated involvement. The role of an organization advisor is crucial to the success of a student organization. The advisor who simply lends his/her name to an organization to fulfill a requirement does a great disservice to that group. Effective advising requires numerous skills normally associated with teaching or counseling and a willingness to commit time to the activities of an organization. This publication is designed to aid you in your mission to remain a successful organization advisor at Ursinus College. You will find that

This PDF gives your potential Adviser all the information they need to know about advising a student organization. Give them time to decide if they can make the commitment.

Organization Accreditation Process

How to start a new organization

Name a President and a Treasurer (at minimum), then outline a Constitution from the provided template--same one as before!

Starting a new organization? Here's what you need to do:

1. Read the following document, which outlines the process and requirements of starting an organization.

- **Intent to Organize** 📄

2. Recruit potential members and a faculty adviser. Provide the adviser with the following document:

- **Adviser Manual** 📄

3. Name a President and Treasurer, then draft an Organization Constitution, as outlined in the template below:

- **Organization Constitution** 📄

4. Submit all information and documentation through **this Intent to Organize form**.

5. A Leadership Consultant will schedule a meeting with you regarding the organization information. Your application will then be evaluated by UCSG on the criteria outlined in the Intent to Organize document above.

When approved, you will need to complete the OAP survey every semester as outlined above.

Constitution Template.docx
File   Edit   Format   Tools   Help

Normal   ▾   ▾   ▾   B I U A ▾ A ▾   ≡ ≡ ≡ ≡   ≣ ≣

Constitution Template
Name of Organization

Your organization's constitution should follow proper outline format. Please use the following template as a guide. Each "I" should be followed by an "II", "A" by a "B", "1" by a "2", and so on. Each subsection should be indented. Please proofread your constitution for correct spelling, punctuation, and grammar before submitting it. In addition to the constitution, please include the Student Organization Registration Form, which should include the names of the Executive Board, group advisor, and the people who are interested in joining the organization. All new constitutions should be submitted to the Leadership Development & Student Activities Office.

Article I: Name
The name of the organization shall be _____.

Article II: Definition (and/or Purpose or Mission Statement)
It shall be the purpose, objective, or mission of _____ to _____.

Article III: Membership and Eligibility
Section A: Membership is open to current full-time or part-time Ursinus College students. No student will be denied membership based on grounds of race, color

Important information that should be read and then DELETED from your Constitution.

Organization Accreditation Process

How to start a new organization

Submit all of your information and documentation through the Intent to Organize form located on the site (it looks just like the OAP form).

Starting a new organization? Here's what you need to do:

1. Read the following document, which outlines the process and requirements of starting an organization.

- **Intent to Organize** 📄

2. Recruit potential members and a faculty adviser. Provide the adviser with the following document:

- **Adviser Manual** 📄

3. Name a President and Treasurer, then draft an Organization Constitution, as outlined in the template below:

- **Organization Constitution** 📄

4. Submit all information and documentation through **this Intent to Organize form**.

5. A Leadership Consultant will schedule a meeting with you regarding the organization information. Your application will then be evaluated by UCSG on the criteria outlined in the Intent to Organize document above.

When approved, you will need to complete the OAP survey every semester as outlined above.

Ursinus College

Welcome to the Intent to Organize form! Thank you for expressing interest in starting a new organization on campus!

In order to create an organization on campus, organizations will have to provide the Student Activities Office with the following:

1. Names of President and Treasurer
2. Name of Faculty Advisor
3. Constitution that follows the UCSG template
4. Proof of Intended Membership
   a. Eight Member Minimum
   b. Half of the Membership Minimum must be Non-Seniors
5. Intended Events and Activities

What is the name of your President?

Type in all required information. There are questions that allow for file submissions. Please name the file according to the example before submission. You must answer all questions to submit the form.

1:37 US

Organization Accreditation Process

How to start a new organization

Your Intent to Organize form will be received automatically by a Leadership Consultant in the SAO. They will reach out to you to **schedule a meeting**. Once you've been approved by an LC, the application will go to **UCSG for an evaluation** of the criteria listed in the Intent to Organize document. You will receive word of your approval after this evaluation.

Note: if your organization is approved, you will have to complete the OAP every semester as outlined previously.

Organization Accreditation Process

How to start a new organization

Spot the Difference: New organizations do not have to provide a Transition Plan, and they only need <u>intended</u> members and events.

New organizations, after approval and formation, will be required to send 3 members to the **next** SCOT meeting (the first SCOT offered after the formation of the organization).

Questions? Let's keep moving! Next up: AFAC Allocation information.

AFAC Allocations

So, you have an organization, and it has completed the OAP. Now, you need funding! We're going to walk through everything you need to do.

First, where do you go on the site? Start on the "Resources" page that you saw earlier.

We are located in the Lower Lounge
of Wismer Center.

Monday - Friday 9:00 AM - 5:00 PM

About Us

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Greek Life

Campus Activities Board

Campus Philly

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UC Ambassadors

Resources

- Organization Accreditation Process
- AFAC Allocations
- Planning an Event
- Fundraising
- Advertising

Food Trucks

Resources

Here's everything you need for your organization to be successful at Ursinus.

One thing that is Uniquely Ursinus is the wide variety of clubs and organizations on campus. These organizations are active in event planning and fundraising, and we in the SAO are excited to help them every step of the way. **On this site is everything club leaders need to create and maintain successful organizations**.

Please reference the links underneath "Resources" on the left-hand side to get started.

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Food Trucks

AFAC Allocations

Visit the links below for concerns regarding club & organization funding, policy, and requests.

Helpful links:

- **AFAC Guidelines** 📄

- **AFAC Request Form** 📄

Questions or concerns regarding AFAC should be directed to the UCSG Treasurer, Lily Talerman:

litalerman@ursinus.edu

Please review the AFAC Guidelines *before* submitting AFAC requests for your club or organization. Make sure that your requests follow all necessary requirements.

Complete the AFAC Request Form and email documentation to **afac@ursinus.edu**.

Club and organization funding is allocated at the discretion of UCSG during meetings throughout the semester.

AFAC Allocations

This screen has everything you need to know about AFAC. Let's start with the basic guidelines.

The guidelines outline the composition of the AFAC committee, organization requirements, and proper usage of AFAC funding. Be sure to read about all of these aspects in the document provided.

Secure | https://www.ursinus.edu/offices/student-activities/resources-and-funding/afac-allocations/

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Activity Fund Allocation Committee Guideline

I. COMPOSITION OF THE ACTIVITIES FUND ALLOCATION COMMITTEE (AFAC)

A. Membership

1. Chairperson: UCSG Treasurer
2. UCSG President (or other representative of USGA)
3. Program Associate from LD/SAO
4. UCSG Executive Board Class Representatives (4)
5. UCSG Senators (2) elected at large from the Senate.
6. Student Activities and Services Committee (SASC) representative
7. The Associate Dean of Students – Dir. of LD/SAO

B. Secretary/Treasurer of AFAC (if deemed necessary)

1. A member of AFAC
2. Is elected by AFAC
3. Will attend AFAC meetings and give status reports on funds that have been allocated.
4. Will work with the AFAC chair as a liaison between AFAC and the Business Office.
5. The position may be held by the AFAC chair if they so choose.

C. Voting

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C. Voting

AFAC Allocations

Once you've read the guidelines, get started on your **Allocation Request Form**! The Form requires information about your organization, as well as a breakdown of costs for your event or activity.

Follow the example provided!

NAME OF ORGANIZATION:
   President:
   Treasurer:
   Advisor:
   Number of members:
   Current account balance:
EVENT or PROGRAM:
   Date of event:
   Description of event:
   Total cost of event:
   Breakdown of costs:

EXAMPLE:

NAME OF ORGANIZATION: Ursinus College Student Government
   President: Garrett Bullock
   Treasurer: Lily Talerman
   Advisor: Todd McKinney
   Number of members: 17
   Current account balance: $0
EVENT or PROGRAM: Homecoming
   Date of event: 16/9/17

AFAC Allocations

Submit your Request Form to afac@ursinus.edu.

Your request will be reviewed at the next AFAC meeting, and you will receive word about your funding as soon as possible.

If you have any questions, please email the current UCSG Treasurer, whose email will be provided on the AFAC site.

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Club and organization funding is allocated at the discretion of UCSG during meetings throughout the semester.

AFAC Allocations

Note: AFAC decisions may be appealed. See the guidelines for more information.

Also, Allocations will not be allotted for requests of personal use. Any purchases made by the organization must remain in the possession of the organization (e.g. no personalized shirts, etc).

Questions? Let's keep moving! Next up: Planning an Event.

Planning an Event

So, your organization has received funding, and you're looking forward to hosting an event! We're going to walk through everything you need to do to pull this off.

First, where do you go on the site? Start on the "Resources" page that you saw earlier.

We are located in the Lower Lounge
of Wismer Center.

Monday - Friday 9:00 AM - 5:00 PM

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Planning an Event

Being recognized as a club or organization means you have the ability to host an event on campus. However, these events need to be approved by SAO. Here's how to get that done.

How does this work?

When planning with your club/organization, your Event Planner, one designated member of the organization, will need to **submit an online form** that will be directed to the Leadership Development & Student Activities Office. Once submitted, a Leadership Consultant, who is a trained student employee, will schedule to meet with you within 24 hours of the submission. The details discussed in this **appointment** will include event management, fiscal planning, communication and marketing, and general assistance in making the event successful. The Leadership Consultant will also discuss what logistical support is vital to events. This includes but is not limited to facilities, catering, technological needs, and the business office. After event approval goes through Dean McKinney, you are all set to host your event!

Just hosted an event? How did it go? Tell us!

Keeping track of event evaluations can help your organization plan successful events in the future. If you've recently hosted an event, fill out this form:

Post Event Evaluation

We will keep a record of your event evaluations, and your

Planning an Event

First thing's first, you're going to need to read the Event Planning Manual. This outlines the ins-and-outs of hosting an event on campus (and provides you with resources to really make it special)!

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We will keep a record of your
event evaluations, and your

SAO at any time for a
comprehensive list when
planning next semester's events!

Step 1

Read our **Event Planning Manual**. This manual outlines all
important information involving process, logistics, and planning
that you need to organize a successful event.

--- contact US ---

**Leadership Development &
Student Activities Office**
Ph: 610-409-3608
F: 610-409-3741
Email Us

Event Planning Form

Step 2

Fill out **this form** to submit your event for approval. The
information you provide will go directly to a Leadership Consultant
in the SAO. They will then reach out to you to schedule a
meeting.

Step 3

Meet with an LC in the SAO. They will make sure that you've
correctly filled out all documentation, that you have all the
resources you need, and that your event will be a success. After
the meeting, a copy of your Event Planning Form will go to Dean
McKinney for approval. **Once approved, you can reserve the
space through EMS and host your event!**

Visual Learner?

Here is a handy graphic that outlines this process!

- **Student Event Flyer** 📄

Ursinus College

Event Planning Process

The Leadership Development & Student Activities Office has collaborated with the support staff at Ursinus College to create a process for registered clubs and organizations who wish to host campus wide events. This effort was organized in hopes to ensure that your events are planned and executed properly with little to no issues.

How does this work?

When planning with your club/organization, your event planner, one designated member of the organization, will need to submit an online form that will be directed to the Leadership Development & Student Activities Office. Once submitted, a Leadership Consultant, who is a trained student employee, will schedule to meet with you within 24 hours of the submission. The details discussed in this appointment will include event management, fiscal planning, communication and marketing, and general assistance in making the event successful. The Leadership Consultant will also discuss what logistical support is vital to events. This includes but is not limited to facilities, catering, technological needs, and the business office.

What kind of events do we need to put through this new platform?

All of your events should be submitted through the new operating system. Examples such as fundraisers on or off campus, social activities, community service, lectures, trips, or entertainment would be considered an event that should be submitted. If you are looking to plan larger events open to more than just students, please still submit the event but you will need to give a minimum 30 days' notice. Please note that this does not guarantee that the event can be hosted.

What do I need to do to start?

Prior to submitting your event, there are some things to consider. This guide should help you plan for all aspects of an event. Afterwards, this link will take you directly to the form: https://www.ursinus.edu/live/forms/61-event-planning-approval-form.

You can also access the form directly from the Ursinus website under the students' homepage. You should

Planning an Event

Once you've read the Manual, it's time to start planning your event. Your organization's Event Planner should submit all details of your event in the Proposal Form that is linked on the site.

Let's take a look.

SAO at any time for a
comprehensive list when
planning next semester's events!

Step 1

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important information involving process, logistics, and planning
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Conferences and Special Events

Reserve a Space

Facility Rentals

Event Spaces

SummerBurst

Community Nights

Meet the Staff

Event Plan Proposal for Students

Please fill out the below form before meeting with a Leadership Consultant in Student Activities. If you are just planning a one-time or weekly meeting for an approved organization, you do not have to fill out this form.

Event Name:*

Sponsoring Group/Club/Organization:*

Lead Planner's Name:*

Lead Planner's Email:*

Group Advisor's Name:

Group Advisor's Email:

> **This form asks for details of your event--the who, what, when, where, and why--if you will.**

Planning an Event

Your Event Proposal submission will be directed to the Student Activities Office. A Leadership Consultant will then reach out to your Event Planner to schedule a meeting.

At this meeting, the LC and your Event Planner will review the details of your event and make sure that everything will go smoothly.

Planning an Event

After you've been approved by an LC, they will contact the CASE office, so that you may reserve the space through EMS.

Let's walk through how to Reserve a Space. Start on the Event Proposal page on the CASE office site…

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Lead Planner's Email:*

Group Advisor's Name:

Group Advisor's Email:

Reserve a Space

Reserve a Space

- Faculty and Staff

Facility Rentals

Event Spaces

SummerBurst

Community Nights

Meet the Staff

Ursinus College grants access to facilities and the use of resources to current students, faculty and staff. Members of the surrounding community may also submit rental requests.

Faculty, Staff and Student Rental Requests

Employees may schedule facilities and equipment resources so as to carry out their specific job duties and to schedule events related to their responsibilities at the College. Students may schedule facilities and equipment resources for both social and academic activities with the guidance and approval of the Student Activities Office.

Our campus scheduling program is called **EMS** (Event Management System.) A request for facility or room use should be submitted at least two (2) weeks prior to the date(s) requested by using EMS. A confirmation stating whether your request has been confirmed or denied will be emailed to you within two (2) business days of the initial request. For more information, please contact Maureen Cawley @ 610-409-3279 or **mcawley@ursinus.edu** . We are happy to assist you in planning your events on the Ursinus College campus.

Community/ External Facility Rentals

— contact US —

Conferences and Special Events (CASE) Office

Sprankle Hall

P: 610-409-3002

case@ursinus.edu

Schedule with EMS

EMS requests must be made at least 48

☀ ems   Ursinus   ❓ Welcome, Guest. 👤

🏠 HOME

BROWSE

🔖 EVENTS

SITE HOME   MY HOME

Sign In   Welcome, Guest.

User Id *   Create An Account

Password *

Sign In

Put in your Ursinus username and password (do NOT include @ursinus.edu)

○ 🔴 M 📁 📄 △   🖼 2:37 🔇 ▼ 🔋 US ☀

ems   Room Request   ❓ Timmerman, Joanna R 👤 ˅

🏠 HOME

📅 CREATE A RESERVATION

▦ MY EVENTS

BROWSE

🔖 EVENTS

My Reservation Templates

Room Request   book now about

○ ⚪ ✉ ⬤ 📄 △   🖼 2:43 🔇 ▾ 🔋 US 🌻

Planning an Event

SHOULD THIS NOT WORK:

Please contact Taylor Manferdini at the CASE office for help reserving a space.

Planning an Event

After you've reserved a space, get started planning within your organization, and reach out to campus resources that you might need:

- Event Tech & IT
  - For visual, sound, microphones, etc.
- Facilities
  - For tables, chairs, etc.
- Catering
  - For food and service
- And more! (See the Manual)

Planning an Event

Policy for Outside Food:

- Please work through Dining Services Catering and/or Sodexo when possible (information to contact these sources is available in the manual).
- If not, your source must be traceable and licensed.
  - We need record of this documentation at your meeting with an LC!
  - Can be grocery store, but no homemade goods

Planning an Event

Note: you must PLAN AHEAD when hosting events. Please give the SAO (and your resources) *at least* 2 weeks processing time--more, depending on the size, location, and complexity of your event.

Also, try to avoid major dates like CoSA, Homecoming, Commencement, Alumni Weekend. Look on the calendar to see what other events are happening, so that you are not competing for audiences (e.g. Having a Chess tournament and a Checkers tournament on the same night).

Questions? Let's keep moving! Next up: Fundraising.

First, Let's Take a Break!

It's been a long meeting, and we've been throwing a lot of information at you (can you believe this is slide #85?). Take a minute to stand up, stretch out, and drink some water.

We appreciate you working with us!

Fundraising

Now, your organization is looking to raise some money (either for your own needs or for an outside charity). We're going to walk through everything you need to do to make that happen.

First, where do you go on the site? Start on the "Resources" page that you saw earlier.

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Fundraising

Is your club or organization interested in fundraising? Please follow the guidelines below!

Helpful links:

- **Fundraising Policy** 📄
- **Fundraising Form** 📄

Please read the Fundraising Guidelines *before* submitting the Fundraising Form to **studentactivities@ursinus.edu**. Give ample time before your fundraiser for processing (at least 2 weeks). Once the SAO has received your documentation, a Leadership Consultant will reach out to you in order to go over the form before submission to FAB. You must meet with an LC in the SAO.

Note: if you are fundraising for an outside organization, you must provide documentation of their acceptance of the donation and their status as a non-profit organization.

Any questions or concerns may be directed to the Student Activities email:

studentactivities@ursinus.edu

Or stop by the SAO in Lower Wismer to meet with a Leadership Consultant.

Fundraising

This screen has everything you need to know about Fundraising. Let's start with the basic guidelines.

The Fundraising Policy outlines all requirements and restrictions for Fundraising on campus. Be sure to read the entirety of the document.

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Ursinus College Fundraising Policy

Ursinus College Mission Statement:
The mission of Ursinus College is to enable students to become independent, responsible, and thoughtful individuals through a program of liberal education. That education prepares them to live creatively and usefully, and to provide leadership for their society in an interdependent world.

A.Definition:
Fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational project.

B. Guidelines:

The following guidelines are applicable to all fundraising activities by recognized student organizations, college departments and course sanctioned groups:

The organization must complete a request form and obtain approval of the fundraising activity from the Fundraising Approval Board (FAB), which has representation from students and staff from the following departments: Student Activities, UCARE, Business Office, Advancement, Dean's Office and Academic Programming. This group meets weekly throughout the semester.

1. The fundraising activity is required to offer a benefit to the College community that is consistent with its educational mission.
2. The purpose for which the funds will be raised must be consistent with the group's goals and Ursinus College policies. The fundraising activity must not violate legal, tax, or corporate restraints upon the College.
3. An accounting of any funds raised must be provided to FAB within five business days of the event or completion of project.
4. A currently enrolled student member(s) of the group must be present during the entire event.
5. In the absence of an available exemption, the event sponsor is responsible for ensuring the collection, reporting, and payment of all applicable Pennsylvania State Sales and Use Taxes.

Fundraising

Once you've read the policy, get started on your **Fundraising Form**! The Form requires information about your fundraiser: who it benefits, how you'll raise money, etc.. It also must be signed by your adviser.

Follow the example provided!

← → C 🔒 Secure | https://www.ursinus.edu/offices/student-activities/resources-and-funding/fundraising/

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studentactivities@ursinus.edu

Or stop by the SAO in Lower Wismer to meet with a Leadership Consultant.

2:59

Request Form and Guidelines
For Fundraising Activity by Student Organizations

This form is to be completed and submitted to the Fundraising Approval Board (FAB) – located in the Student Activities enclave in Wismer Lower – by any recognized student organization or course sanctioned group which seeks to raise money. All fundraising efforts will be reviewed by FAB in order to ensure that the proposal is consistent with the educational mission of the College and adheres to the guidelines outlined in the Ursinus College Fundraising Policy.

**The form with any required documentation must be submitted a full 2 weeks before the proposed fundraising activity.

A. Group seeking to raise funds on campus:

_____

_

Please describe the fundraising activity you propose:

_____
_____
_____
_____
_____
_____

Fundraising

Note: if you are fundraising for an outside organization, you must provide documentation of their acceptance of the donation and their status as a non–profit organization.

Fill out the section in the Form with their information, and attach a letter of documentation.

C. If the fundraising is undertaken on behalf of an off-campus organization, a letter needs to be attached from the organization receiving the funds indicating its approval of this fundraising activity on its behalf in confirmation of its status as a registered non-profit charitable organization.

If different from your student group:

Organization Name: _____

Organization Contact: _____

Address: _____

_____

Phone: _____ Email: _____

D. After reading the Ursinus College Fundraising Policy, I agree to abide by all regulations.

Student Group Leader's Signature: _____ Date: _____

Student Group Leader (Print Name): _____

Student Group Advisor's Signature: _____ Date: _____

Student Group Advisor (Print Name): _____

Fundraising

Submit your Fundraising Form to studentactivities@ursinus.edu.

Your request will be processed as soon as possible, and an LC will reach out to you to schedule a meeting about your fundraiser.

If your fundraiser is approved by the LC, your request will be submitted to FAB. You will be notified after FAB approval.

Questions? Let's keep moving! Next up: Advertising.

Advertising

Now, your organization is looking to advertise your events/fundraisers. We're going to walk through advertising policy.

First, where do you go on the site? Start on the "Resources" page that you saw earlier.

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Advertising

Interested in gaining new members? Want to draw attention to your club's event? Make sure you read this!

Advertisement Policy

- Advertisements via email, poster, etc. need to be approved by the Leadership Development & Student Activities Office before being placed around campus or sent out. Approved advertisements must be STAMPED.

- Any ads being broadcasted on the TV or over email need to be created on Microsoft PowerPoint. If going to our television channel, they need to be emailed as an attachment to **ursinusnews@ursinus.edu.**

- Any posters need to be made on PowerPoint with the **traditional dimensions, 40 x 30.** Email ads converted to **JPEG**.

- To read the entire policy, please read the document **here.**

Poster Policy

Any questions or concerns may be directed to the Student Activities email:

studentactivities@ursinus.edu

Advertising

The advertisement policy can be found in a document on the page, but let's hit some basic points:

- ALL ads (including posters) must be approved by the SAO
  - Stop by the SAO for a stamp, then make copies
- TV ads should be PowerPoints sent to ursinusnews@ursinus.edu
- Posters for tech should have proper dimensions (40x30) and be converted to JPEG

Advertising
Poster Policy

Posters are a great way to spread the word about your organization; however, there are rules about where and how you hang them. Please scroll down to see the Poster Policy on the Advertising page.

About Us

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Greek Life

Campus Activities Board

Campus Philly

Events

UC Ambassadors

Resources

- Organization Accreditation Process
- AFAC Allocations
- Planning an Event
- Fundraising
- **Advertising**

Food Trucks

Advertising

Interested in gaining new members? Want to draw attention to your club's event? Make sure you read this!

Advertisement Policy

- Advertisements via email, poster, etc. need to be approved by the Leadership Development & Student Activities Office before being placed around campus or sent out. Approved advertisements must be STAMPED.

- Any ads being broadcasted on the TV or over email need to be created on Microsoft PowerPoint. If going to our television channel, they need to be emailed as an attachment to **ursinusnews@ursinus.edu.**

- Any posters need to be made on PowerPoint with the **traditional dimensions, 40 x 30.** Email ads converted to **JPEG**.

- To read the entire policy, please read the document **here.**

Poster Policy

Any questions or concerns may be directed to the Student Activities email:

studentactivities@ursinus.edu

Resources

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Poster Policy

Please view the Solicitations Policy in the Student Handbook, linked **here**. Make sure any posters for your organization abide by these policies—those that do not may be removed by Student Activities Staff.

Activities email:

studentactivities@ursinus.edu

Ursinus College

601 E. Main Street, Collegeville, PA 19426
(610) 409-3000
Contact Us

Webmail
Library
Editor Login

Offices & Services
Employment
Social Media

Ursinus College

15C **KEEP THE PROMISE**

THE SESQUICENTENNIAL
CAMPAIGN FOR URSINUS

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Student Handbook

Academic Policies

Student Code of Conduct

Sexual and Gender-Based Misconduct

Social Events

Campus Safety

Wellness Program

Change of Status

Student Activities

Solicitations

Campus Advertisements & Postings

In order to communicate to the campus community the vibrant and exciting happenings offered here at Ursinus College, use the following guidelines when posting materials or advertising about specifics events, programs, or activities in academic and administrative buildings:

- Postings are permitted in the following locations: bulletin boards, stairwell landings, elevators, metal doors, and bathrooms stalls.

- Flyers and publicity materials may not create a safety hazard.

- Postings may not be placed on glass doors, windows, at the top or bottom of stairwells, close to or covering lighting fixtures, or in places that may disrupt the flow of traffic in a building.

- Postings must be hung in an orderly, non-cluttered fashion, without multiple postings in one

Advertising
Poster Policy

So, you've read the policy. Let's highlight some major points (and mistakes we often see):

- Postings may not be placed on glass doors, windows, at the top or bottom of stairwells, close to or covering lighting fixtures, etc. (Place them on bulletin boards!)
- Scotch, packaging or duct tape on any surfaces is prohibited due to the damage and difficulties associated with the removal (you can use painter's tape!).
- Postings or advertisements should be removed within 24 hours after the event, program, or activity has occurred.

Advertising
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Note: Posters that do not abide by these guidelines will be subject for <u>removal by SAO staff</u> (who make frequent "poster checks" during office hours). The staff member who removes your posting--if before the date of the event--will reach out to you about the poster and the guidelines.

That's all folks! Next up: Questions and Concerns.

Election Schedules

In order to improve efficiency and preparedness, we ask that organizations follow the schedule below for elections in the spring semester:

- UCSG elections last week of March
- Class council elections first week of April
- ALL organization elections complete by the second week of April
  - Take the time you need prior to organize

This way, elections will be complete to allow transition time (*note*: goes in your Transition Plan!) and to accurately fill out the OAP by the end of the semester.

The Rest of This Semester!

Thank you so much for attending SCOT! Here's what you need to do now:

1. Let us know if you have any questions or concerns (next slide)!
2. Make sure that all 3 of your organization's representatives attend a session, if they are not here today.
3. Fill out the OAP by **Thursday, May 3rd at 11:59pm** (this is just before finals start)!

RECAP:

What are the main points to take away from SCOT?

★ Everything is available to you on the **SAO website**!
★ The current President, Treasurer, and 1 non-senior member must **attend SCOT** at the beginning of each semester!
★ Fill out **the OAP** by the deadline (Spring 2018: May 3rd) at the end of each semester!

Questions & Concerns

Is there any part of this process that you'd like clarified? Any specific questions that you need answered?

How can we best help you?

Questions & Concerns

If you would like to speak to someone individually, or if you have questions that come up after this meeting, please reach out to any of the following email addresses:

ucsg@ursinus.edu or studentactivities@ursinus.edu

Former UCSG President: Garrett Bullock (gabullock@ursinus.edu)

SAO LC: Joanna Timmerman (jotimmerman@ursinus.edu)