

The slide features a red background with several decorative circles. At the top, the title 'Student Organization Information Session' is written in white, bold, sans-serif font. The word 'Student' is partially enclosed by a white-outlined circle, while 'Organization' and 'Information Session' are each partially enclosed by a solid black circle. Below the title, the dates 'August 31-September 4, 2009' are written in white, bold, sans-serif font. The word 'August' is partially enclosed by a solid black circle, 'September' is partially enclosed by a white-outlined circle, and '4, 2009' is partially enclosed by a solid black circle. In the bottom right corner, the name 'Katharine Pei' and her title 'Coordinator for Leadership Development Campus Life & Event Services' are written in white, sans-serif font. The title is on one line, and the full name is on the line below it.

Student Organization Information Session

August 31-September 4, 2009

Katharine Pei
Coordinator for Leadership Development
Campus Life & Event Services

Student Organization Handbook

Located on the Student Organization Website

<http://www.semo.edu/leadership/studentorgs/>

- Student Organization Registration Process
- Advisor Resources
- Funding & Finances
- Important Offices to Know
- General Policies & Procedures
- Event Planning & Promotion



Student Organizations

[Student Organizations \(by type\)](#)

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Student Organization Information Sessions and Registration

Student organizations are required to send at least one representative to an informational session in order to register for the 2009-2010 academic year. Important information on the registration process, funding, event planning, as well as other helpful topics will be presented. 2009-2010 Student Organization Registration forms will only be available at these sessions. If you are unable to attend a session, please contact the [Coordinator for Leadership Development](#), University Center 202, 651-2280 to schedule an alternate date.

New student organization advisors are encouraged to attend a session or contact the [Coordinator for Leadership Development](#), University Center 202, 651-2280 to receive training.

Fall 2009 Student Organization Information Session Dates:

- August 31: 12-1pm
- September 1: 12-1pm, 3:30pm-4:30pm
- September 2: 12-1pm, 4-5pm
- September 3: 12-1pm
- September 4: 12-1pm

All sessions are located in the Center for Student Involvement, University Center 204.

Student Organization Registration form deadline is Friday, September 18, 2009 by 5:00 p.m. to Campus Life, University Center 202, MS 1200.

Student Organization Handbook 2009-2010

- [Student Organization Registration Process](#)
- [Advisor Resources](#)
- [Funding & Finances](#)
- [Important Offices to Know](#)

Student Organization Resources

- Student Organization Registration Process Resources
 - [Student Organization Constitution Template](#)
 - [Student Organization Sample Constitution 1](#)
 - [Student Organization Sample Constitution 2](#)
- Funding & Finance Resources
 - [Student Government Funding Brochure](#)
 - [Student Organization Budget Sample](#)
- Event Planning & Promotion Resources
 - [Request for Exception to Catering Exclusivity Form](#)
 - [Posting Policy Brochure](#)
- Managing Your Organization Resources

Leadership & Student Organizations

Welcome

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[Student Organizations](#)

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Search Southeast:



Southeast
Missouri State University,™

Registration

- Organization must be open to all students
- Registration form:
 - 5 current students
 - In good academic (2.0 GPA or better) and disciplinary standing
 - Advisor
 - A current faculty member, staff member, or graduate assistant
 - Website information
 - E-mail a copy of your constitution to dchronister@semo.edu
 - Must include an anti-hazing statement
 - Registration form due: **Friday, September 18, 2009 at 5:00 p.m. in UC 202**

For more information, contact:

Dale Chronister, Administrative Assistant, dchronister@semo.edu, x2280

Obligations to us

- Submit a roster each semester at the request of Campus Life
- Send new officer and advisor names every time there is a change to leadership@semo.edu
- Submit list of approved members who may have access to student organization mailbox code, charge CSI resources to you account, and have access to student work space in CSI, if applicable

Funding



SG Funding Board

<http://www2.semo.edu/studentgov/Funding%20Board.htm>

Funding Board Informational Meetings

- Thursday, September 3 4:00pm CSI Conference Room 204H
- Monday, September 21 4:00pm Indian Room
- Tuesday, October 13 4:00pm Indian Room

For more information, contact:

Dale Chronister, Administrative Assistant, dchronister@semo.edu, x2280

Funding



D.I.C.E.

<http://www.semo.edu/leadership/dice/index.htm>

- Event must be open to the entire campus community
- Event must be held on campus beginning at or after **5 p.m. on Thursday through Sunday evening**
 - For any event that ends after 8 p.m., an *Evening Social Function Form* must also be completed and submitted to the Scheduling Office, UC Room 413
- Event must be free for Southeast students
- Applicants must meet with Campus Life staff member to process the application, review a plan for the event and finalize budget requests
- Submit budget request forms 3 weeks prior to event

For more information, contact:

Katharine Pei, Coordinator for Leadership Development, leadership@semo.edu,
x2280

General Billing

- **May charge University provided services**
 - Chartwells Dining Services
 - Southeast Bookstore
 - Central Receiving
 - Center for Student Involvement
- **Requesting an SO#**
 - Contact Dale
- **Paying your bill**
 - Check your Student Organization mailbox
- **Delinquent Accounts**
 - Will lose privileges

For more information, contact:

Dale Chronister, Administrative Assistant, dchronister@semo.edu, x2280

Finances

Student Organization Bank Account

- You may NOT use the university's Employer Identification Number (EIN)
- Get your own EIN to open the account, not your Social Security Number
- Use three signatories or more
 - Treasurer, President, Advisor
- Name of account may not include any variation of the university's name

Tax-Exempt Status

- You may NOT use the university's tax-exempt number unless you are using university provided funding
- Your national organization may allow you to use their number
- If you want to apply for one, call Katharine x2280

For more information, contact:

Katharine Pei, Coordinator for Leadership Development, leadership@semo.edu,
x2280

Policies



- **Nondiscrimination Policy**
- **Hazing Policy**
- **Evening Social Function Policy**
 - <http://www4.semo.edu/uc/evenings.htm>
 - Events that begin after 8 p.m.
 - Events open to individuals who are not members of the sponsoring organization
 - Events with an anticipated attendance for 100 or more
 - Form available online

Policies



- **Food and Beverage Policy**

- All food items distributed on campus must be prepared or approved by Chartwells Dining Services
- Exceptions can be made by submitting a “Request for Exception to Catering Exclusivity” form
 - Submit 10 days in advance to Event Services & Scheduling
- Exceptions made on case by case basis

- **Gambling**

- Illegal lottery games
- Raffles

Policies



- **Publicity & Advertising Policies**

- **Official University Name**

- May not use “Southeast Missouri State University” or any variation thereof in the student organization’s title. This includes Southeast and SEMO.

- **University Symbols**

- May not use the University’s symbols (including the official Seal, University dome, or official logotype for any purpose whatsoever.

Policies



Posting Policy

- **Where may I post?**
 - University Information Boards
 - Include name of sponsoring organization, contact information, and expiration date
 - 61
 - Posting Policy listed on page 139 of Daily Planner, can be found on Student Organization website, hardcopies available in UC 202

Chalking Policy

- Horizontal, uncovered sidewalks and walkways only
- If it doesn't wash off with the rain, don't chalk there

Resources

Campus Life & Event Services

- Free room reservations through Event Services & Scheduling
 - x2282, UC 413
 - For fall 2010 reservations, may not make requests until April 15, 2010
- Free recruiting and advertising from Campus Life & Event Services
- Workshops through Campus Life & Event Services
 - Programming/event planning
 - Recruitment
 - Marketing
 - Budgeting & financial management
 - Fund-raising
 - Teambuilding
 - Group dynamics
 - Communication
 - Diversity
 - Motivation
 - Delegation
 - Leadership style inventories
 - Officer transitions
 - Conflict resolution
 - Risk management

Resources



Center for Student Involvement

- Student organization mailboxes
- Student organization work space
- Storage lockers
- Ice breaker & leadership resource library
- Butcher block paper
- Laminator
- Ellison Press
- Poster maker machine
- Scanner
- Copier



Resources

Recreation Services

- Low ropes course through Recreation Services
- Teambuilding workshops
- x2105, ask for Eric Redinger

Copy Center

- Parker Hall 105, x2531, copycenter@semo.edu

Website

- Create your own website and then contact IT to request server space
- IT, x4951

Advisor Resources



- **Advisor Responsibilities**
 - Maintain and update master membership and officer roster
- **Before You Commit**
- **Advisor Contract**
- **Advisor Self-Evaluation**
- **Liability and Risk Reduction**

Homecoming

- **Info Meeting**

- Wednesday, September 2, 2009 4:00 p.m., Crisp 125

- **Man and Woman of the Year Application Form**

- Due: Thursday, September 10, 2009 by 4:00 p.m., UC 202

- **Window Painting Registration Form & Deposit**

- Due: Friday, September 18, 2009 by 5:00 p.m., UC 202

- **Field Day Registration Form**

- Due: Wednesday, September 23, 2009 by 5:00 p.m., UC 202

Upcoming Events



- Make a Statement

- September 8-11

- University Speaker Series

- October 13 Aron Ralston

- October 28 Newt Gingrich and Howard Dean
debate Healthcare

- Friday Night Leadership

- Opening Eyes: Seeing Leadership Through Another's

- November 13 3:30 p.m. – 7:00 p.m.

- Register online

Questions

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- E-mail leadership@semo.edu
- Call 651-2280
- Stop by the Center for Student Involvement