Student Organization Information Session
Southeast Leadership Programs
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

Are you interested in getting more involved on campus and looking to connect with fellow Southeast students? Southeast has numerous student organizations ranging from club sports to hobbies, pre-professional programs, social clubs, and religious groups. Southeast hosts a large enough campus community to meet almost any extracurricular desire. Browse the Student Organization listings to find a group for your information on when and where groups meet and how to join is listed on the individual student organization pages. You can also view this Misc that lists all of our currently registered student organizations.

If you find we don’t have a group for your interests, you can always start one yourself!

Student Organizations (by type)

Student Organizations – A to Z

Student Organization Resources: View the Student Organization Handbook and other resources for student organizations.

Upcoming Events & Other News

Chamber of Commerce Welcome Back Picnic
Sunday, August 22nd, 4-6 pm, Show Me Center

Over 90 student organizations will be present! Browse the informational tables to find out more about each organization and meet current members. There will be food and lots of freebies in the Show Me Center, as well as a performance by The Carter Twins! Sponsored by the Cape Girardeau Area Chamber of Commerce, in partnership with Chartwells Educational Dining Services. Entertainment provided by Student Activities Council.

Student Organization Information Sessions

All student organizations are required to send at least one student representative to an informational session in order to register for the 2010-2011 academic year. Important information on the registration process, funding, event planning, as well as other helpful topics will be presented. 2010-2011 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, leadership@ssemo.edu, University Center 202, 531-2280 to schedule an alternate date.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Monday, August 30</td>
<td>12:00-1:00 p.m.</td>
<td>UC Tribute Room (205)</td>
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<tr>
<td>Tuesday, August 31</td>
<td>12:00-1:00 p.m.</td>
<td>UC Tribute Room (205)</td>
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<tr>
<td>Tuesday, August 31</td>
<td>3:30-4:30 p.m.</td>
<td>UC Tribute Room (205)</td>
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<tr>
<td>Wednesday, September 1</td>
<td>12:00-1:00 p.m.</td>
<td>UC Tribute Room (205)</td>
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<td>4:00-5:00 p.m.</td>
<td>UC Tribute Room (205)</td>
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<tr>
<td>Thursday, September 2</td>
<td>12:00-1:00 p.m.</td>
<td>UC Tribute Room (205)</td>
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<tr>
<td>Friday, September 3</td>
<td>12:00-1:00 p.m.</td>
<td>UC Tribute Room (205)</td>
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Registration

- Organization must be open to all students
- Requirements:
  - 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 forms
  - Accepted year round
  - Submit by **4:00 p.m. Friday, September 17 in UC 202** to avoid losing your reservations with Event Services & Scheduling

For more information, contact:
**Dale Chronister**, Administrative Assistant, dchronister@semo.edu, x2280
Obligations

- Submit a roster each semester at the request of Campus Life
- Complete an *Officer Update Form* every time you change officers and/or advisor(s)
- 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
SG Funding
http://www2.semo.edu/studentgov/

Funding Board
- Available for campus programs, events, activities, social projects, and educational activities.
- Events must be on-campus and open to all Southeast students.

Discretionary Funding
- Available for travel expenses and competitions

Informational Meetings

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Tuesday, August 31 at 6:30 p.m.</td>
<td>Tuesday, January 25 at 6:30 p.m.</td>
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<tr>
<td>Tuesday, September 7 at 6:30 p.m.</td>
<td>Tuesday, February 15 at 6:30 p.m.</td>
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<tr>
<td>Tuesday, September 21 at 6:30 p.m.</td>
<td>Tuesday, March 1 at 6:30 p.m.</td>
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<tr>
<td>Tuesday, October 12 at 6:30 p.m.</td>
<td>Tuesday, November 16 at 6:30 p.m.</td>
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<td>Tuesday, November 16 at 6:30 p.m.</td>
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For more information, contact:
Emily Johnson, ecjohnson2s@semo.edu, x2280

Student Organization Handbook
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 4 weeks prior to event

For more information, contact:
Joanna Shaver, Coordinator for Campus Programming, jshaver@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

Student Organization Handbook

Funding & Finances
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
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) without prior approval from Marketing & University Relations.
Posting Policy

- Where may I post?
  - University Information Boards
  - Residence Halls
    - With permission from the Office of Residence Life
  - Include name of sponsoring organization, contact information, and expiration date

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
- Assistance with event planning
- S.O.A.R. (Student Organization and Advisor Resources) 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

Student Organization Handbook

Important Offices to Know
Resources

Center for Student Involvement
- Student organization mailboxes
- 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 Responsibilities
- Maintain and update master membership and officer roster

Before You Commit

Advisor Contract

Advisor Self-Evaluation

Liability and Risk Reduction
University Events – We Need You!

Family Weekend
● September 25, 2010

Homecoming
● Info Meeting
  ○ Tuesday, September 7  4:00 p.m.  Crisp 125

● Due Date for All Forms
  ○ Friday, October 1  12:00 p.m.
Questions

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