WORKSHOP GOALS

- Orient students to the roles and responsibilities of Student Life & Development (SLD) and Faculty/Staff Advisors
- Orient students to campus policies
BENEFITS OF BEING INVOLVED

- Retention Research
- Increase likelihood to succeed academically
- Provide Campus Life
- Develop transferable skills
  - Communication, time management, professional etiquette, etc.
- Social connections and sense of community
- Interact with faculty, alumni, etc.
- Enhance résumé
Promote opportunities for campus and community involvement through student organizations, leadership training and experiences, and community service.

Support and advise the many programs and events student organizations provide to the campus community.
YOUR SLD ADVISOR

- Staff Member assigned to student orgs
- Helps you
  - Clarify program goals and objectives
  - Plan your event and establish timelines
  - Generate ideas to publicize your event
  - Generate ideas to recruit and retain members
  - With budgeting and ASI grants
  - Understand the University regs and policies
  - Build your leadership and organizational skills
FACULTY/STAFF ADVISORS

- Volunteer Subject Expert
- Responsibilities are mutually negotiated between advisors and students:
  - Assist students to develop strategies and goals that provide for member ownership, feedback, and involvement
  - Being aware of the student group’s constitution and bylaws and University policies
  - Assisting the student organization in program development and planning
ANNUAL REGISTRATION OF
STUDENT ORGANIZATIONS

- Organization Registration via BeachSync
  - ARCA and FAAR forms complete registration

- Eligibility
  - Undergrads 6 units; Grads 3 units
  - 2.0 GPA and no probation of any kind
  - No more than 150 UG units/50 Grad units

- Orientation Workshop
  - Org’s reg. must be updated & be listed as Officer/Admin
  - Event planning ability expires August, 2014
  - Must attend annually
Scheduling Events on Campus

- Begin by seeing your SLD Advisor
  - Description/Idea of your event
  - SLD Advisor will:
    - help you plan your event
    - determine if your event is Major or Minor
    - provide contact info for venues
    - identify the event timeline, deadlines, forms, requirements, etc.
- Courtesy Holds at USU-CEC
SCHEDULING DEADLINES

- Filing forms, completion of program details and marketing must be met before the program can be approved by your SLD Advisor:
  - major programs, concerts, speakers, conferences – Approval **4 weeks** prior to program
  - workshops, seminars, events being catered, hot food sales, student filming – Approval **2 weeks** prior to program
  - General Meeting Rooms – no music, no singing, no disruptions, tables/chairs cannot be moved – no deadline

- Events may not be scheduled during final examination period

- Amplification
POSTING REGULATIONS

- Event must be approved by your SLD Advisor prior to the release of any program publicity.

IDENTIFICATION OF PUBLICITY

- All publicity must state the sponsoring organization, name of programs and date, time, location and contact for the event.

TIME LIMITS

- All publicity material may be posted no more than seven school days prior to the event and must be removed no later than three days following the event. Major events – 3 weeks prior to event
POSTING REGULATIONS

- FLYERS
  - No approval needed to post on kiosks

- POSTERS, SPECIAL EVENT SIGNS & BANNERS
  - 25 posters on stakes, OR 20 special event signs, and three (banners) per event maximum. SLD approval required.

- POSTING in the USU
  - Besides any approvals needed from SLD, approval is also required from ASI Marketing, USU-312.
BANK ACCOUNTS

- ASI Agency Account – Fiscal Workshop or Test Required
- ASI Grant Account – Fiscal Workshop Required
- No off campus accounts
- Contracts with Service Providers
  - Signatures & Submission Deadline
    - 1 week prior $1000 and less
    - 2 weeks prior over $1000
- Approved Vendor Policy
See your SLD Advisor if your student organization is planning on fundraising or offering a scholarship(s) to CSULB students:

- Cash Donation Process
- T.V. Show Taping Process
- Gift In Kind Donation Process
- Scholarship Process
Resources for Student Organizations

Student Life & Development provides many resources to enhance the success of student organizations. "SHELLS" (Successful Higher Education Leadership Learning Skills) that are intended to help student organizations.

You will also find details about the many resources available for student organizations such as advisors, officers, and fund-raising.

*Note: Adobe Reader is required to view (.pdf) files.

<table>
<thead>
<tr>
<th>SHELLS Documents</th>
<th>Description</th>
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<tbody>
<tr>
<td>Financial and Budgetary Manual</td>
<td>The Financial and Budgetary Manual helps student organizations develop strong financial plans and budgetary plans. Included are tips on the Associated Students, Inc. Grant Application process, suggestions on how to develop a budget, information on fund-raising, and useful sample forms for ensuring a successful financial budget.</td>
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<tr>
<td>Officer Manual</td>
<td>The Officer Manual helps student leaders become successful event planners and organizational leaders. Each chapter takes you from event conceptualization, through planning and authorization, and then to implementation.</td>
</tr>
<tr>
<td>Officer Training and Transition Manual</td>
<td>The Officer Training and Transition Manual helps student organizations with the transition process for outgoing and incoming officers. Included are resources on how to effectively transition officers, implementing officer transition retreats, and a sample leadership agreement for the incoming officers.</td>
</tr>
<tr>
<td>Organizational Meeting Manual</td>
<td>The Organizational Meeting Manual provides information on how to run successful organizational meetings. Included are resources on designing agendas, taking minutes, and Robert's Rules of Order.</td>
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<tr>
<th>Associated Students, Inc. Forms</th>
<th>Date Revised</th>
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<tbody>
<tr>
<td>Allotment Schedule Adjustment</td>
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<tr>
<td>ASI Hospitality Form</td>
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BeachSync is the CSULB version of OrgSync, a powerful Community Management Software (CMS)

- All student organizations utilize BeachSync for their organization’s annual registration
- Allows student orgs. to manage membership rosters, list events, maintain calendar entries, upload photos/videos, communicate with members, and design a website
Important Things to Remember

- See you SLD Advisor early and often
  - Your SLD Advisor is a valuable resource
  - Your events may not be approved if you don’t abide by the scheduling deadlines

- Keep your organization’s BeachSync information updated
Your name will be forwarded on to Venue Operators within 3 business days

Make sure you are listed as an “Officer” on your organization’s BeachSync registration page

Any Questions?