

Student Organization Registration and Information Packet 2009 - 2010

It is time to register all campus organizations who wish to be active during the 2009 - 2010 Academic Year. **Every organization is required to read and complete the information in this packet in order to be recognized by the University.** The purpose of this packet is to reacquaint you with GSW policies and procedures as well as provide information about some changes that have been made that will affect your organization. **This packet is being sent to both the advisor and the president that is currently listed with the Division of Student Affairs, but only ONE copy should be returned.** Please read carefully through each section of the packet and **RETURN THE TWO PAGES FROM SECTION 11 ALONG WITH A COPY OF YOUR CURRENT CONSTITUTION TO THE DIRECTOR OF CAMPUS LIFE NO LATER THAN SEPTEMBER 3RD AT 5PM.** If you have questions, please contact Joshua Curtin, Director of campus life, in the Office of Student Life in the Student Success Center Room 3409 at 931-2377 or by email at jcurtin@gsw.edu

If you are no longer the president or advisor of the organization you received this packet for, please forward the information to the new president or advisor or contact the OSL immediately.

Section 1: POLICIES AND PROCEDURES

Section 2: FACILITY RESERVATIONS AND HOLDING EVENTS

Section 3: WEEKEND ACTIVITIES INITIATIVE

Section 4: ADVERTISING MEETINGS AND EVENTS

Section 5: FUND RAISERS

Section 6: REQUESTING MONEY FROM SGA

Section 7: GO ONLINE!

Section 8: CAMPUS LIFE MEETINGS

Section 9: ORGANIZATION OF THE YEAR PROCESS!

Section 10: COMMUNITY SERVICE INITIATIVE

Section 11: REGISTRATION FORMS

Section 12: SAMPLE FORMS & DOCUMENTS

Section 1

Policies & procedures

THE WEATHERVANE

The 2008 - 2009 student handbook (The Weathervane) is now available online at www.gsw.edu/student/handbook.html or you can access it from the gsw homepage and click on student affairs - the link is located on the right hand side of the page. It is your responsibility to **read Appendix C, pages 69-74** pertaining to the rights, responsibilities, and policies related to recognized campus organizations **AND page 57-59** pertaining to the campus alcohol policy. These pages have been included in this packet in Section 12. Some specific points have been highlighted below and throughout this packet. Your organization is responsible for all the information contained therein.

KEEP YOUR INFORMATION CURRENT

Each organization must register with the Director of Campus Life EVERY Fall Semester.....That is the purpose of this packet of information.....HOWEVER changes in organization officers or membership during the year are to be reported to the Office of Student Life as they occur. In addition, updates should be made to the roster during Spring Semester. So keep your roster current! New officers should check to see that the constitution on file is current. Student organizations shall furnish to the Division of Student Affairs, upon request, any information which it considers necessary for administration, such as constitution, list of officers, faculty advisor, schedule of activities, etc. Each organization is given a box in the Office of Campus Life located on the 3rd floor of the SSC in room 3411.

PRIVILEGES

Registered student organizations are eligible to:

1. Use university facilities, equipment and services according to prescribed policies and procedures.
2. Sponsor on-campus fund raising events (all events should be approved by the Director of Campus Life at least two weeks prior to the event to reduce duplication with other organizations)
3. Apply for student activity funds (those organizations which do not restrict membership or do not require adherence to any doctrine or belief are eligible to apply.)
4. Invite guest speakers to campus in accordance with established guidelines.
5. Use copying services on campus. (See Director of Campus Life for details)
6. Establish a University account and use the services of the University Business Office.
7. Receive awards or honors presented to university organizations and members.
8. Be listed in University/student publications.
9. Sponsor program activities consistent with the purpose of the organization and the University.
10. Distribute and post literature and organizational materials according to established policies and procedures.
11. Request assistance from the Office of Public Relations and student media groups to promote organizational activities.
12. The use of a Campus Life box to keep information current and to receive all information throughout the year. This room is located on the 3rd floor of the SSC room 3411.
13. Access to a student organization workroom to allow for publicity making and organizational issues. This room is located on the 3rd floor of the SSC room 3411.

MEMBERSHIP REQUIREMENTS

Remember that students in leadership positions are required to have a minimum graduating grade point average of 2.0 and be currently enrolled. Organizations may require officers to have a grade point average higher than a 2.0 and should specify this requirement in the organization's constitution. It is the responsibility of the organization's faculty advisor to ensure compliance with the provision. Students holding organization offices are expected to uphold the requirements of the Georgia Southwestern Student Conduct Code. Should a violation of the Student Conduct Code or local, state, or federal law occur, the Vice President for Student Affairs, Judicial Officer, or designee and the organization's faculty advisor shall review the circumstances of the incident and advise the organization of recommended action. Recommended action may range from verbal admonition to removal of the student from office, and may include referral to the Georgia Southwestern State University judicial system.

STUDENT ORGANIZATION LIABILITY

Organization officers, members and advisors may be civilly liable for harm resulting from either dangerous organization activities or those that create an unreasonable risk of injury on and off campus. All persons involved in organizations are advised to plan activities carefully, comply with all laws (including those related to the consumption of alcohol and the use of vehicles and other equipment) and to neither endorse nor participate in activities that could result in injury to participants, bystanders, or property. Organizations sponsoring recreational activities, off-campus trips of any kind or any activities where risk to participants may be involved are required to have participants sign a **RELEASE AND WAIVER OF LIABILITY FORM**. These forms may be obtained from the main page of the GSW Student Affairs website.

Section 2

Facility Reservations and Holding Events

*Detailed information on scheduling social events is outlined on page 72-73 in the Weathervane and also included in this packet in section 12. A **policy reminder...pertaining to off campus social events**: These parties/events must also be registered through the Division of Student Affairs. There will be a separate form for off campus events that must be completed and approved at least 5 working days in advance. This form as well as reservation forms for other campus events can be found in the Division of Student Affairs at the Reservation Desk SSC 3416.*

Here are a few friendly reminders:

- **No social event** may be held by a student organization without **completion of a facility reservation form and the approval signature** of the Director of Campus Life. (This applies to both on or off campus events) Every effort should be made not to conflict with other campus events. See an updated calendar of events at www.gsw.edu/events. Organizations desiring to schedule events in the Freshmen housing must contact the Residence Life Coordinator.
 - The designated faculty advisor, or a designee selected by the faculty advisor, is required to attend all organization functions, for the duration of the event, at which alcohol will be consumed and to assist the officers and the sponsoring organization to comply with university regulations, as well as local, state, and federal laws.
 - **Event requests and setup requirements** for social events must be submitted for approval at least **5 working days in advance**. Forms can be obtained from the reservation desk in the Division of Student Affairs located in the Student Success Center Rm 3416. Reservations have been made available online. Please Note: Reservations for Jackson Performance Hall and the Fine Arts Theatre are now done through Theatre Technical Coordinator for the Fine Arts.
 - Be sure you are familiar with the **policy concerning security** on the above stated pages.
 - No campus-wide social activities shall be held by any student organization during final examination periods or within **48** hours of the beginning of final exams.
 - Activities on campus shall terminate on Sunday through Thursday nights by **midnight**; Friday and Saturday nights by **1:00 a.m. unless otherwise given permission by a University official.**
- GSW have a new Reservaiton system online.**

The following areas are available for reservation online through the Division of Student Affairs:

Lakehouse

Student Success Center Conference Rooms 2410,2413 & 2417. (Large 2nd floor conference rooms).

Student Government Association Conference Room

Student Success Center Student Lounge

2nd Floor Corridors of the SSC

Student Success Center Gameroom (limited reservations)

Marshall Student Center Hallway

Marshall Student Center Patio

Section 2

Facility Reservations and Holding Events

Sanford Lawn Centennial Plaza

You will be able to logon to our online reservations software and see what rooms are available for whatever date you may need. Please note that we will only be taking reservations until June 30th, 2010. If you make a request for date further than this request, it will be held on our system until the appropriate release date.

These are the only areas that we have access to and can make reservations for.

All reservations will be handled online from now on. Please continue to feel free to call us with questions regarding reservations for specific requests. You can reach us at reserve@canes.gsw.edu or 229-931-2368.

To view what locations are available please bookmark this website:

<http://www.netsimplicity.net/Reservations>

Username: Guest (note the capitalization of the G) Password: gsw1906

This website will only allow access to view what is available. There is another website to request a room for your specific needs. The link is as follows: Please bookmark this site as well

<http://www.netsimplicity.net/Reservations/meetingrequest.aspx>

Username: Guest (note the capitalization of the G)

Password: gsw1906

This is a very general page and may need some follow up information. We may email you back requesting further information. Please respond quickly to expedite the process. This site will ask the following questions:

Meeting Start: Meeting End: Location:

Meeting Title (Please include a specific information about the meeting here this includes room setup).

Reservation Type

Location (please list the exact location you are requesting here)

Email (Please use the email of the person making the request)

Host (Person actually requesting the room reservation with a number to reach you at.)

Booked By

#Attending

Please note: Your reservation is not official until you receive an email confirmation from the Officer of Reservations. It will come from the email account: reserve@canes.gsw.edu

Section 3

Weekend Activities Initiative

In order to encourage more weekend programming and activities on our campus, this initiative focuses on joint efforts between the student organizations, the Campus Activities Board, and the Office of Student Life to provide monetary support for weekend events as well as a reward system for those organizations who participate in this initiative. (See Section 9 for Organization of the Year Process)

This is how it works:

1. Organizations who register with the Office of Student Life to host an **on campus weekend activity** during the semester will be given **\$100 in cash** to help pay for expenses. The money will be provided jointly by the Campus Activities Board and the Division of Student Affairs. More specific information regarding the use of the money is outlined on the weekend program registration form included in Section 12. Please note: Organizations wishing to provide a weekend program must contact a CAB member to do joint programming.
2. Weekends are reserved on a first come, first serve basis. This will be based on when the registration form is received by the Director of Campus Life. **Only one weekend program per semester week will be funded.** Organizations may host more than one event per semester as the schedule allows.
3. Participation in the weekend initiative program is a portion of the criteria needed to be eligible for the Organization of the Year Award and the \$300 cash prize. (See Section 9)

See the attached forms in Section 12 for more information.

FREE MONEY!

Section 4

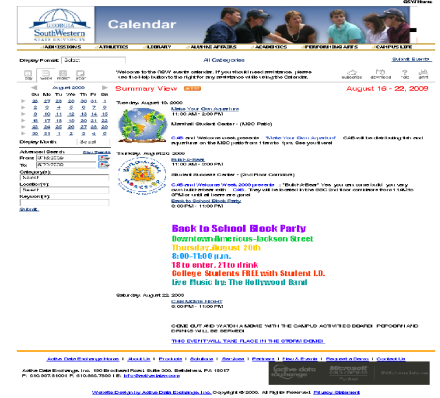
Advertising and Publicity

POSTING OF INFORMATION

There are many important guidelines on POSTING OF INFORMATION around campus for your organization sponsored events. Please read **page 52** of the Weathervane regarding posting information or the information included in Section 12. You are responsible for adhering to the policies at all times.

WEB CALENDAR

If you would like your activities added to the calendar of events at www.gsw.edu/events, then email the information you would like posted to the Director of Campus Life at jcurtin@gsw.edu. Click the tab submit events then type the following
Username: gsworganizations and Password: gsw1906



STUDENT NEWSPAPER - The Sou' Wester

The student newspaper is a vital campus communication tool. Your organization is encouraged to submit articles and photographs about your achievements, goals, and service projects. Also, The Sou'Wester is a great way to advertise your events, parties, fund raisers, etc. Advertisements up to 5"x 3" in size are FREE to all recognized student organizations. Any ad larger than this will cost a nominal fee of \$1.50 per column inch. Deadline to submit information to The Sou'Wester is Mondays at 5pm prior to publication date. Information can be left in the Sou'wester mailbox in the DSL or emailed to gswpaper@canes.gsw.edu. Sidney Davis is the current Editor of the Sou'Wester.

MAIL BOX STUFFERS

If your organization would like to "stuff the campus mailboxes" with information about upcoming events, you must have at least 1000 copies. Also, you must give the campus post office advance notice and in some cases may be required to provide one person to help with "stuffing the boxes".

CAMPUS WIDE EMAIL

Organizations wishing to post campus wide emails **MUST SEND THEM TO** Joshua Curtin, director of Campus Life at jcurtin@gsw.edu to be sent out. Mass emails to all students are sent out by 12noon on Mondays. **Email must meet the approval of the Director of Campus Life.**

GSW TV-16

The campus television station is another great way to promote your activity or event. For more information, contact Jason Foster, Production Director at 931-5004.

PRESS RELEASES

Any information deserving local press coverage such as national awards, recognition, service projects, fund raisers, should be sent to the Office of University Relations to be distributed to the local media. You can contact Stephen at 931-2038 or email him at ssnyder@gsw.edu

ATTEND CAMPUS LIFE SEMESTERLY MEETINGS

The Director of Campus Life meets with all organization members during the beginning of Fall and Spring Semester to update everyone schedules and avoid programming conflict. Organizations are encouraged to send representatives to this meeting.

Section 5

Fund-Raisers

All registered student organizations are encouraged to make every possible effort to become financially self-supporting. Organizations may generate funds by charging dues to members, charging admission to events and sponsoring approved fund raising activities. **Fund raising events must be approved at least two weeks in advance by the Division of Student Affairs**, including approval of the method to be used in selling tickets and collecting money when admission is to be charged to an event. Fund raising is defined as anytime an organization collects money for any purpose on or off campus. Raffles and games of chance are prohibited.

Section 6

Requesting Money from the Student Government

One of the privileges of being a registered student organization is that you are able to apply for student activity funds, with the exception of those organizations which restrict membership or require adherence to any doctrine or belief.

In order to apply for these funds, you must make a presentation to the Student Government Association and follow the necessary guidelines.

In Section 12 of this packet you will find the request form. The completed form should be submitted to the SGA office no later than 2pm on the Wednesday prior to the meeting you wish to attend. Meetings are held every Thursday at 4:30pm in the Student Success Center Conference Room 2417. Feel free to make copies of this form and keep it on file within your organization for future use.

Section 7

WEBSITES

All registered student organizations are **HIGHLY ENCOURAGED** to create a website about your organization.

If you go to the GSW homepage (www.gsw.edu) and click on student

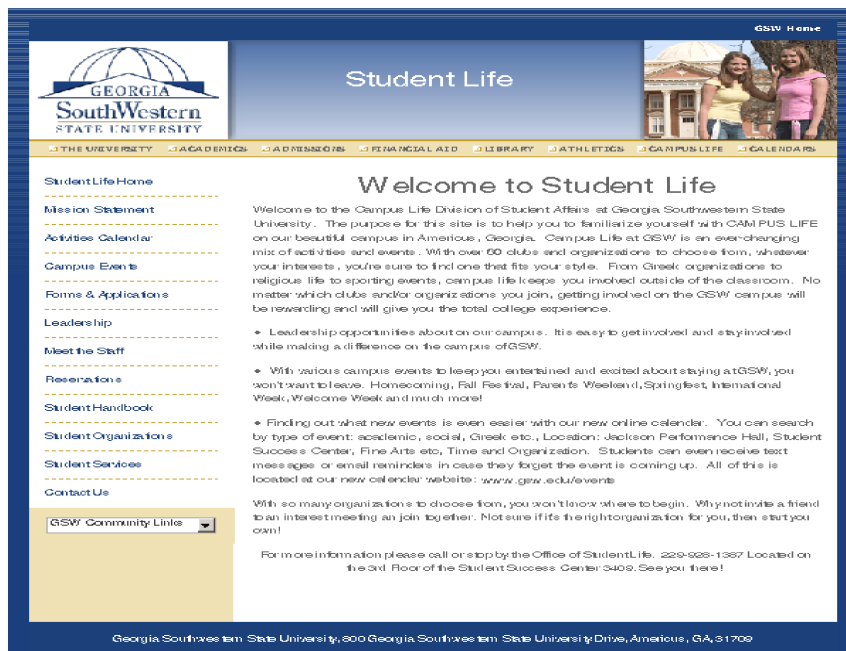
affairs, then student activities, this will take you the home page for Campus Life. From there you can link to a listing of campus organizations. All University Webpages will be updated this year. All Registered student organizations will receive a webpage. Please send information and pictures to update your page. Registered student organizations can have a link sent to their local website.

If you are not already linked and have a website established, please email the link to jcurtin@gsw.edu for approval. If you have not created one, please make it a goal for this year to create one.

EMAIL

On the registration form in Section 11, there is a place to list contact email addresses for your organizations president, vice-president, and advisor. **It is imperative that if you have this information that you provide it accurately and check your email regularly throughout the semester.**

The majority of correspondence from the Division of Student Affairs to student organizations will be done via email.



WHAT ARE CAMPUS LIFE MEETINGS?

Campus Life Meetings Campus Life Meetings were created to give campus organizations an opportunity to meet once a month to discuss issues concerning organizations and to promote their events and activities while encouraging co-sponsorships and cooperation among the organizations. In addition, these meetings will help updated each organization with policy and procedural changes that will occur throughout the semester.

These meetings are mandatory for all campus organizations, and are representation is necessary to have successful meetings. Please send 1-2 representatives to each of these meetings to give us updates on events and activities your organization wishes to sponsor.

The Campus Life meetings will be on the last Wednesday of every other month at 5pm in the Student Success Center Room 3410 (with the exception of holidays - see schedule below). Each organization is required to send one to two representatives to the meeting. Attendance will be taken at the meetings for competition purposes. This is subject to change without notice.

**The meeting schedule for 2008 - 2009
is as follows:**

August 27th

March 25th

September 24th

April 29th

October 29th

November 26th

January 31st

February 25th

Section 9

Organization of the Year

Become the Organization of the Year and You could Win \$300.00

Here's how:

1. Representative attends all Mandatory Campus Life Meetings (see Section 8)
2. Actively participate in the Spirit Competition during Homecoming Week
3. Sponsor one event/activity during Homecoming Week that is free and open to the campus.
4. Be represented and participate in all Campus Pride Days
5. Participate in community service projects (*see section 10 for additional information) and submit monthly Community Connections Reports to the OSL by the 5th of each month. (September - April) (See section 12 for copy of form)
6. Sponsor one weekend event through the Weekend Initiative Program (section 3)
7. Provide an information table about your Organization at all Preview Days (Preview Days have been scheduled for: November 15th 2008, February 7th 2008, and March 21st, 2008)
8. Provide a campus-wide educational program between September 1, 2008 and March 31, 2009.
9. Participate in at least one Intramural Sport per semester listed under your organizations name.
10. Attend at least 2 GSW Sporting events per semester where 25% of your membership is present.
11. Be present and have a table at the GSW Organization Fair scheduled for Wednesday, August 15th from 11-1pm in the SSC 2nd Floor Corridors.
12. **Non-Compliance in all of these events will result in receiving full funding.**

All organizations that successfully complete all the criteria will be voted on by a committee that will review each organizations degree of participation in the events listed. The winner will be announced at Honor's Convocation during Spring Semester. The winning organization's name will appear on a plaque in the Student Success Center, receive a check for \$300, and have a letter of recognition sent to their national affiliate (if applicable). The committee's decision is final and rules are subject to review and modification by the committee as deemed necessary.

SUPPORT OUR COMMUNITY!

As a way to encourage and excite our student organizations about becoming involved in ongoing community service activities for this 2008-2009 academic year. The Division of Student Affairs has built in a competition that will recognize the **1st, 2nd, and 3rd place organizations** that have been involved in the most local community service hours throughout the year.

To do this, organizations will need to report their involvement, on a monthly basis, via the Community Connections form located in section 12 of this packet. **Forms must be turned in to the Division of Student Affairs by the 5th day of each month to be eligible. Forms received after the 5th will not be counted. Please turn in your forms to Kina Ford.**

The 1st, 2nd, and 3rd place organizations will be awarded with plaques during the Honors' Convocation in the Spring semester. The first form will be due to DSA by September 5th and may include community service projects for August.

Please complete the following three attached forms and return them along with a current copy of your constitution to the Office of Student Life by the deadline in order to be recognized for the 2009 - 2010 academic year.

1. Registration
2. Roster Form
3. Commit to Compete

DEADLINE

September 4, 2009

ORGANIZATIONS FAILING TO FILL OUT PAPERWORK WILL BE INACTIVE

NOTE: If your organization does not have a campus advisor OR is looking for a new advisor, please notify Mr. Joshua Curtin in the Division of Student Affairs for assistance.

If your organization wishes to be inactive this year please notify the DSA as well.

Section 12

Sample Forms

STUDENT ORGANIZATION REGISTRATION FORM 2009-2010

By signing this, I am stating that I have read and understand all information outlined in this packet as well as in the

RETURN BOTH PAGES OF THE REGISTRATION FORM ALONG WITH A COPY OF YOUR CURRENT CONSTITUTION TO THE OFFICE OF STUDENT LIFE NO LATER THAN SEPTEMBER 3RD. NOTE: ORGANIZATIONS THAT DO NOT REGISTER, WILL NOT BE RECOGNIZED BY GEORGIA SOUTHWESTEN STATE UNIV.

Weathervane regarding student organizations. I understand that my organization is responsible for adhering to the GSW student code of conduct and all the policies and procedures stated in the Student Handbook.

NAME OF ORGANIZATION: _____

PRESIDENT

ADVISOR

DATE

DATE

Officer and Advisor Directory

Advisor : _____

Campus Office: _____

Email: _____

Phone # _____

Signature _____

President: _____

Mailing Address: _____

Student ID# _____

Email: _____

Phone # _____

Signature _____

Vice-President: _____

Address: _____

Student ID# _____

Email: _____

Phone # _____

Signature _____

Secretary/Treasurer: _____

Address: _____

Student ID# _____

Email: _____

Phone # _____

Signature _____

Officer (_____): _____

Address: _____

Student ID# _____

Email: _____

Signature _____

Commit to Fully Participate in the Organization of the Year Competition

I have read the entire packet and my organization is fully aware of all the rules and regulations as set by this registration packet. We will fully participate in this competition to the best of our organizations abilities. Our organization will not cheat, as it will only hurt our organization and this institution. As a result of the competition, our organization is also aware that by participating fully, we will have a chance to win \$300.00 and have our names put on a plaque that will be represented by the Division of Student Affairs. We do this competition freely, and of our own free will.

Yes We Will Participate _____

No We Will Not Participate _____

Signed:

President _____

Advisor _____

Director of Campus Life _____

Request for SGA Funding

Request to the Student Government Association for Funding

The following proposal is being submitted to the Student Government Association in concordance with Article XV, Section 3, B. The following request must be completed by all organizations who are interested in submitting such requests to the Student Government Association.

Name of the Organization: _____

Reason for Funding: _____

How many students will attend: _____

How will this benefit the students: _____

Fundraising Efforts: _____

Budget Overview

Estimated Costs:

Transportation: _____

Meals: _____

Lodging: _____

Registration: _____

Other: _____

Total Cost: _____

Current Funding:

Available from Budget: _____

Donations or other funding: _____

Fundraising Proceeds: _____

Total Funding: _____

Based on the above information, _____ would like to submit this

request in the amount of \$_____ to the Student Government Association for their

consideration on today's date, _____.

Advisor Signature

Requestors Signature,

Request to Host a Weekend Initiative Program

Student Organization: _____

Advisor: _____

Student Organization (Co-Sponsor): _____

Advisor: _____

Name of Person in Charge: _____ Student ID# _____ - _____ - _____

Campus or Local

Address: _____

Email _____

Day time Phone: _____ Evening: _____

Type of Event: _____ Location of Event: _____

Time of Event: _____ to _____ Do you need sound equipment for event:

Yes _____ No _____

(if yes, you must complete the Sound Reservation form)

Please describe the activities involved with this event:

CHOICE OF DATE • Event must be held between 5pm on Friday and 5pm on Sunday to be eligible for monetary support

FIRST CHOICE Date of Event: _____

SECOND CHOICE Date of Event: _____

THIRD CHOICE Date of Event: _____

Signature of Person Completing the Form: _____

Date: _____

Signature of Co-Sponsor Representative: _____

Date: _____

Signature of Advisor: _____

Date: _____

Approved by Student Life Personnel: _____

Date: _____