

ST. THOMAS UNIVERSITY
Student Organization Packet



2016-2017



Acceptance Letter

By signing below, I acknowledge that I have received a copy of the Student Government Association, Student Organization Policy, and Procedures Manual. I understand that it is my responsibility to read and comply with these policies and procedures.

Date: _____

Student Organization: _____

Student Organization Leader: _____

Student Organization Advisor: _____

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Student Organization Criteria

REQUIREMENTS FOR STARTING A CLUB/ORGANIZATION

- Fill four (4) E-board Member Positions:
President, Vice President, Treasurer, and Secretary
 - **A student cannot hold one of these four positions in more than one club at a time**
- Minimum of a 3.0 GPA for all officers
Submit one copy of each officer's AER to SGA advisor for verification of 3.0 GPA
- Full-time Faculty or Staff Advisor
Faculty or Staff Advisor can only represent one club per school year
- Submit Club/Organization Constitution
Includes: goals, mission statement, desired learning outcomes
- List of 10 Active Members (including E-board)
Include: Name, Student I.D., and Signature

“Interest Group Status” for one (1) Semester

- There is a one (1) semester “Interest Group” period; during this time Club/Organizations will not qualify for SGA funds
- **If your interest group meets the requirements during this probationary period, your group can become a club in the following semester and receive SGA funding**

REQUIREMENTS TO REACTIVATE CLUBS/ORGANIZATIONS

- Submit Club/Org Constitution
- Turn in Club/Organization SOP 2016 (please keep in mind these are due at the beginning of each semester)
- Complete (MONTHLY):
 - 1 Social Event (Community Service) OR 1 Educational/Cultural Event
 - 1 Fundraiser Event
- E-board member(s) must attend bi-weekly Student Organization Council (SOC) meetings and monthly Club/Org.

INTEREST GROUP REQUIREMENTS

- Submit a Club/Organization form with E- board Members
Positions: President, Vice President, Treasurer, and Secretary

- List of 10 ACTIVE Members (including E-board)
Include: Name, Student I.D., and Signature

- Contribute by submitting community service hours
Include: Name of event, date, time, planning and set-up time, and the number of participants.

- Attend all SOC meetings

- We would like each Club/Organization to participate in at least 3 SGA hosted events and at least 3 other Club/Organization events per semester
Include: Name of Club/Organization Event attended, and pictures for proof of attendance

Desired Learning Outcomes (DLO's)

Please review and discuss the chosen Desired Learning Outcome (DLOs) options for Student Leadership Development on the following page. SGA will use your selections for our future reference, to help manage and advise you for the upcoming year.

Club / Organization Name: _____

Desired Learning Outcomes (DLOs) and brief explanation for your year:

1. _____

2. _____

3. _____

4. _____

5. _____

Club / Organization President's Signature: _____ Date: _____

Club / Organization Advisor's Signature: _____ Date: _____

Registration Form

Club/Organization's Name: _____

Club/Organization's Mission: _____

The information below serves as an update for each academic semester for every respective organization at St. Thomas University. Please complete the below information and return to the SGA Office for approval. Please attach one copy of the Clubs/Organization's constitution.

Advisor's Print Name: _____ School of: _____

Phone Extension: _____ STU E-Mail: _____

Meeting Locations: _____ | _____

Location (Room)

Day/Time

Note: If your Club/Organization has unique meeting dates and times, please let us know.

EXECUTIVE BOARD INFORMATION

President's Name: _____ **I.D. #:** _____

Phone Number: _____ **(STU) E-Mail:** _____

FR / SO / JR / SR / GR

Vice President's Name: _____ **I.D. #:** _____

Phone Number: _____ **(STU) E-Mail:** _____

FR / SO / JR / SR / GR

Treasurer's Name: _____ **I.D. #:** _____

Phone Number: _____ **(STU) E-Mail:** _____

FR / SO / JR / SR / GR

Secretary's Name: _____ **I.D. #:** _____

Phone Number: _____ **(STU) E-Mail:** _____

FR / SO / JR / SR / GR

Advisor's Signature: _____

FOR STUDENT GOVERNMENT USE ONLY

Received by: (SGA Officer): _____ **Date Received:** ____ / ____ / ____

Organization Contract

AGREEMENT FORM

Club/ Organization

Date

The deadline for submission of the Student Organization Packet documentation is: _____

At this time, the following forms should be submitted: (1) Student Organizations Contract, (2) Registration Form, (3) Desired Learning Outcomes

Throughout the Semester: Outcomes & Assessments (for each event), Fundraiser Loan Form (if needed), Supplemental Student Event Form (if needed), Special Event Set-Up Form (if needed), Club Minutes from all meetings, etc.

1 Week after Event: Group Service Hours Form (if applicable)

The signatures of each representative of all active Clubs/Organizations confirm that all previously mentioned requirements will be followed.

Expectations and Desired Learning Outcomes

Club/Org. President Signature

Social Service Expectations

Club/Org. Vice President Signature

Fundraiser Requirements

Club/Org. Treasurer Signature

Publicity Policies/Club Minutes

Club/Org. Secretary Signature

Leadership Responsibilities

Club/Org. Advisor Signature

Monthly Responsibilities

EXPECTATIONS AND DEADLINES

- At least one Club/Organization Executive Board representative must attend all SOC meetings
- Follow the social requirements
- Must make sure that Clubs/Organization and members take part in at least three (3) SGA hosted events and at least three (3) other Clubs/ Organization hosted events per semester
- Minutes of every meeting shall be sent to SGA Secretary of Communications

CLUB/ORGANIZATION REQUIREMENTS

- Each Executive Board will follow the CAS Guidelines and Procedures for developing their Club/Organization social requirements
 - Upon proposing events, use the Desirable Student Learning and Development Outcomes (DLOs) Guide. This approach allows Clubs/Organizations to fulfill their mission and be better prepared for all events.
 - Assessment Forms for each event must be submitted one (1) week following the end of the event.
 - **PLEASE MAKE ADDITIONAL COPIES OF ALL FORMS FOR FUTURE USE!!!**

EDUCATIONAL OR CULTURAL EVENT

- Educational or Cultural Event must satisfy the DLOs submitted by your club and must be approved by the SGA Vice President and President
 - Funding is available based on the situation for non- funded and funded Clubs/Organizations.
 - Education/Cultural event must have either an academic or a culturally engaging impactful purpose, creativity is welcomed.

STUDENT EVENT FORM

- Additional events or fundraiser forms must be submitted 2 weeks prior to the event; this will also assure that your events venue is available for the time and date requested.
- Advisors are responsible for booking the venue location for events for your club.
- Special Event Set-Up Forms must be specific for setup, giving a brief description and layout for the event

EVENT FUNDING FORM

- Budgetary information forms must be complete and submitted for approval.
- Receipts must be turned in to the SGA Treasurer no more than two (2) days after the end of the event.

FUNDRAISER FORM

- No more than two Clubs/Organizations can fundraise on the same day, with approval from both SGA Treasurer and SGA Vice President, per situation.
- SGA does not provide funding for Club/Org. fundraisers.
- Physical Plant does not provide table coverings, please provide your own.
- In the event of a cancelation, contact Physical Plant and the SGA ASAP
- The Treasurer from the Executive Board must turn in all money collected from fundraisers to the SGA Treasurer within two (2) days of the events completion.

Social and service event commitments from the SOP will be processed by the SGA Treasurer, VP, and Advisor. A brief meeting will be called to discuss funding at that time.

Club Reimbursement Form

The following information should be filled out completely. The Reimbursement Form must have original receipts attached to this form. Reimbursement has been CAPPED at \$200.00. Allocations exceeding will be at your OWN expense. ALL Reimbursements MUST be turned in no later than 2 business days after the club event. Failure to comply with these instructions will result in future club deductions.

Date of form submission: _____ Name of Club/Organization: _____

President's Name: _____ (STU) E-Mail: _____

Treasurer's Name: _____ (STU) E-Mail: _____

Event / Reason for Reimbursement: _____

Date of Event: _____ Amount Requesting _____

Receipt's Total: _____

- Social Event SGA or Clubs/Organ. Collaboration
 Educational Event

Reason / Description:

Treasurer's Signature _____ Date _____

FOR STUDENT GOVERNMENT USE ONLY

TOP PORTION MUST BE FILLED OUT ONE WEEK PRIOR TO THE EVENT

Amount Given: _____ Date: _____

As President and Treasurer of the above listed organization, we hereby affirm that the information submitted above is accurate and truthful to our knowledge, and that the money being requested is strictly towards activities that involve the betterment of the STU campus. Furthermore, they abide by the rules and guidelines for the use of money by Clubs/Organizations set forth by the Student Government Association, Student Affairs Office, and St. Thomas University.

SGA Treasurer's Signature _____ Date _____

SGA Advisor's Signature _____ Date _____

Fundraising Form

THIS PORTION MUST BE FILLED OUT ONE WEEK PRIOR TO THE EVENT

ALL Fundraising Loan Forms MUST be turned in no later than 5 days before the Clubs/Organization event. Failure to comply with these instructions will result in losing funding privileges for future Club/Organization events.

Date of form submission: _____ Name of Club/Organization: _____

Treasurer's Name: _____ (STU) E-Mail: _____

Event/Reason for Fundraising: _____

Date of Event: _____

Treasurer's Signature _____ Date _____

FOR STUDENT GOVERNMENT USE ONLY

Amount Raised with Fundraiser: _____

Date of Deposit: _____ Amount Deposited: _____

SGA Treasurer's Signature _____ Date _____

SGA Advisor's Signature _____ Date _____

Joint Event Form

The following information should be filled out completely by both Club/Organization. This form must be filled out to receive the proper funding and support from the SGA. ALL Forms MUST be turned in no later than **1 week** before the Club/Organization event. Failure to comply with these instructions will result in future Club/Organization deductions. Please clearly indicate how much each club needs for this event in the designated areas and how each club is held responsible for their specific task.

Date of form submission: _____ Name of Event: _____

Name of Club/Organization #1: _____

Name of Club/Organization #2: _____

President of #1 Name: _____ (STU) E-Mail: _____

President of #2 Name: _____ (STU) E-Mail: _____

President #1 Signature: _____ **President #2 Signature:** _____

Treasurer of #1 Name: _____ (STU) E-Mail: _____

Treasurer of #2 Name: _____ (STU) E-Mail: _____

Treasurer #1 Signature: _____ **Treasurer #2 Signature:** _____

Date of Event: _____ Amount Requesting: _____

Social Event

Educational Event

SGA or Clubs/Organ.
Collaboration

Reason / Description:

As President and Treasurer of the above listed organization, we hereby affirm that the information submitted above is accurate and truthful to our knowledge, and that the money being requested is strictly towards activities that involve the betterment of the STU campus. Furthermore, they abide by the rules and guidelines for the use of money by Club/Organizations set forth by the Student Government Association, Student Affairs Office, and St. Thomas University.

FOR STUDENT GOVERNMENT USE ONLY

TOP PORTION MUST BE FILLED OUT ONE WEEK PRIOR TO THE EVENT

Amount Allocated: _____ Date: _____

SGA Treasurer's Signature: _____ Date: _____

SGA Advisor's Signature: _____ Date: _____

Deposit Form

The following information should be filled out completely. For sections that are not required and not filled out, mark "NA". Deposits can be turned into the SGA office up 24 hours after your event; failure to do so will result in account delays. Incomplete forms will not be submitted.

Date of form submission: _____ Name of Club/Organization: _____

President's Name: _____ (STU) E-Mail: _____

Cell Phone Number: _____

President's Signature: _____ Date _____

Treasurer's Name: _____ (STU) E-Mail: _____

Cell Phone Number: _____

Treasurer's Signature: _____ Date _____

As President and Treasurer of the above listed organization, we hereby affirm that the information submitted above is accurate and truthful to our knowledge, and that the money being requested is strictly towards activities that involve the betterment of the STU campus. Furthermore, they abide by the rules and guidelines for the use of money by Club/Organizations set forth by the Student Government Association, Student Affairs Office, and St. Thomas University.

FOR STUDENT GOVERNMENT USE ONLY

Name of Event: _____ Date: _____

Amount Deposited: _____ Date of Deposit: _____

SGA Treasurer's Signature: _____ Date: _____

SGA Advisor's Signature: _____ Date: _____

Special Event Set Up Form Department of Physical Plant

This form must be filed four days prior to date of event. Club/Org. Advisor should have reserved the room/space on MyBobcat prior to submitting this form

Date of form submission: _____ Name of Event: _____

Club / Organization Name: _____

Date of Event: _____

Time to Begin: _____ AM/PM Time to End: _____ AM/PM

Facilities Requesting:

- | | |
|--|--|
| <input type="checkbox"/> Convocation Hall | <input type="checkbox"/> Mimi Dooner Breeze Way |
| <input type="checkbox"/> Bobcat Hall of Fame | <input type="checkbox"/> Plaza Kelly |
| <input type="checkbox"/> Science Building | <input type="checkbox"/> Fernandez Family Center Lobby |
| <input type="checkbox"/> Student Center Pavilion | <input type="checkbox"/> Library Front Entrance |

Person / Department Requesting set up: _____

Department: _____ Telephone Number: _____

Please Specify the Number of:

Rectangular Tables: _____ Round Tables: _____

Chairs: _____ Chairs: _____

Trash Receptacles: _____ Microphones: _____

Blackboards: _____ DVD/Computer/Media: _____

Podium: _____

If you need Audio/Visual, your Club/Org. advisor should reserve the necessary equipment on MyBobcat prior to submitting this form.

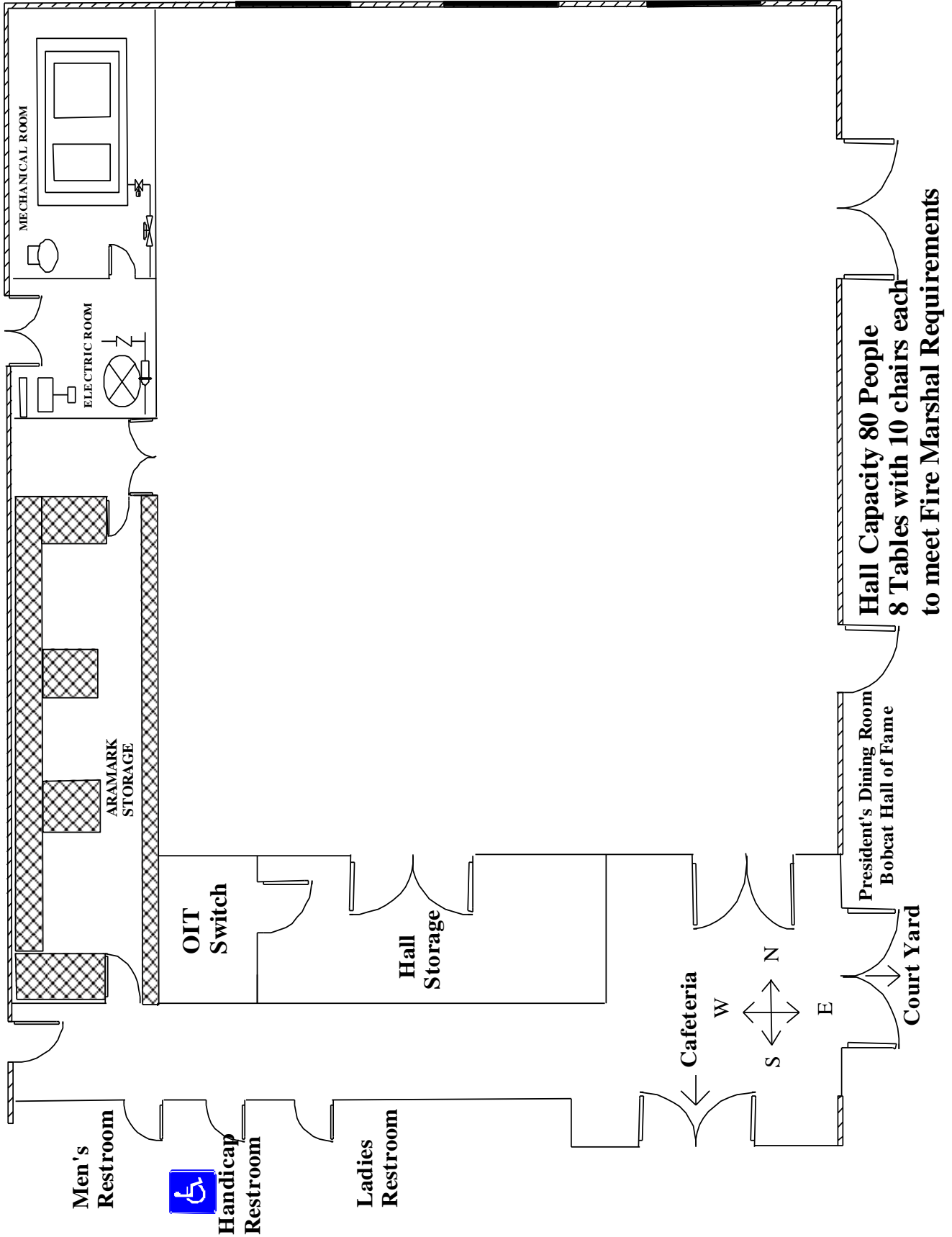
You must also submit the room layout attached if you require set up assistance (tables, chairs)

Special Note: The Office of Physical Plant does not skirt tables, decorate, or dress up tables for any event.

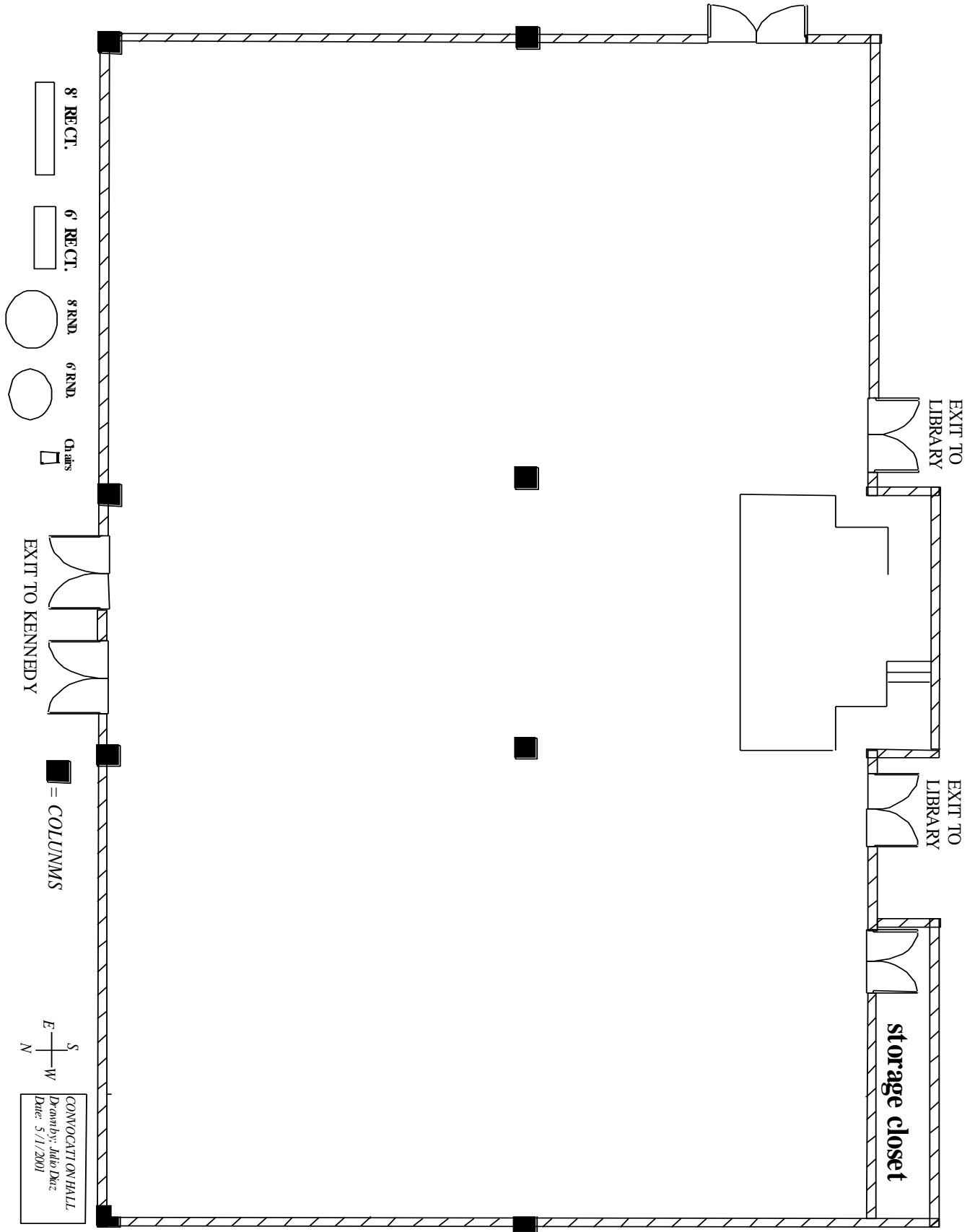
There is no charge for University events, other than those for rental of tables, chairs, platforms, skirting, or labor charges for set-ups requiring weekend set-up or clean-up. Outside organizations must inquire in advance of filing this form with the Physical Plant office at (305) 628-6594.

IMPORTANT: Should the event be cancelled, please notify the Office of Physical Plant as soon as possible. This will enable the Office of Physical Plant the possibility of offering the facility to others and avoid set-ups that are unnecessary. Please note all cancellations are to be done in writing and sent to the Office of Physical Plant either via e-mail or fax. No exceptions.

Bobcat Hall of Fame



Convocation Hall



CONVOCATION HALL
 Drawn by: Julio Diaz
 Date: 5/1/2001

Publicity Policy

- SGA must approve ALL publicity
- Penalties for violating procedures may result in elimination of publicity privileges
- NO Club/Org may contact any local media source directly
- Event you wish to send out via global email must first contact the Secretary of communication 3 to 5 days beforehand.
- Information you wish posted in the STU Chronicles must be sent the first Tuesday of every month.

All Publications

- Enclose the basics of the event (who, what, when, where and why)
- Pre-approval of the events locations
- **Submit in JPEG or PDF format** to the SGA **Secretary two (2) weeks prior** to an event
- Only post on community bulletin boards with thumb tacks or staples. Posting of flyers is not allowed on windows or doors; bulletin boards supervised by departments should be solicited for their approval and their own posting policies.
- Remove ALL publicity within **3 days** of the completion of an event
- Global Emails must be submitted to the SGA Secretary as a “JPEG” file for approval; upon review, the **SGA Advisor** will distribution
- Before submitting any publication, please review content thoroughly (grammar, spelling, punctuation, etc.)
- Must state how many copies of publication needed within the email
- Must have approval **stamped by SGA** before posting
- Flyer sizes are 6x8 or 8x11

SGA Secretary of Communications Email: Byars, Chelsie D., CByars@STU.EDU

All Letters of Solicitation and Press Releases Must

- Be submitted to the SGA Advisor for approval
- Be submitted **one (1) month prior** to publication for SGA Advisor approval
 - Press options: to be used for publicity, must be pre-approved by Speaker of Senate
 - Facebook
 - Instagram
 - Twitter

Publicity Policy Contract

The Student Government Association of St. Thomas University must approve all publicity for general publication on and off -campus. Postings in violation of the preceding on an open bulletin board will be removed. Closed and isolated bulletin boards supervised by departments should be solicited for their approval and their own posting policies. Publicity requiring approval less than a week in advance shall be approved at the discretion of the Student Government Association. Approved publicity will have an approval stamp provided to them. Flyers must be submitted to SGA two (2) weeks prior to event. **Posting of flyers is not allowed on windows, doors, or glass doors. Violation procedures are listed below.**

Removal of tangible publications will be the responsibility of the publicized organization within 24 hours of event. Interested parties may rearrange the bulletin board to create space and dispose of expired or not approved flyers.

- **FLYER POLICY** Publicity must contain: **who**, is the sponsoring organization of the program; **what**, is title of the program; **where**, is the location of the program; **when**, is the date/time; --and **why**, the program is happening.
- **ELECTRONIC MAIL POLICY** E-mail announcements must be submitted to the SGA Secretary of Communications for approval two weeks prior to the event. Upon approval, the announcement will be forwarded to the SGA advisor for distribution. It is the responsibility of the club or organization to revise or correct fliers which are not approved.
- **LED Display Board (Front Gate)** These announcements must be submitted via e-mail to the SGA Advisor for approval at least **two weeks** prior to the event. The SGA Advisor is the appointed person for Student Life and SGA and is the only person with the authority to make the request for the LED Display Board. Please limit your announcement to 4 lines, and submit exactly as you want it to be seen on the LED Display Board. Upon approval, the announcement will be forwarded to the Office of Marketing for posting. It is the responsibility of the club or organization to revise or correct fliers which are not approved
- **LETTER OF SOLICITATION POLICY** (Letter must be attached) No letters of request for sponsorship may be sent on letterhead or representing St. Thomas University without approval. A list of potential sponsors and letters of request for sponsorship must be submitted to SGA for approval.
- **PRESS RELEASES POLICY** (Information must be attached) These are intended for off -campus publicity requests and "Campus Briefs" to Student Life for approval by the SGA Advisor. Please Submit requests for Press Releases **at least one month** in advance. **You may not contact local media sources directly.**

POSTING POLICY VIOLATION PROCEDURES

Failure to comply with Campus Posting Procedures will result in the following sanctions:

- First Offense:** Written letter of warning to student organization and/or individual student.
- Second Offense:** Posting privileges denied for the remainder of the month. Student Organization and/or student referred to SGA Advisors.
- Third Offense:** Posting privileges denied for the remainder of the semester. Student Organization and/or student referred to Dean of Students.

Club / Organization Name: _____

President's Signature: _____

Club Advisor's Signature: _____ Date: _____

Desired Learning Outcomes Examples

Desirable Student Learning and Development Outcomes:	Examples of Achievement
Intellectual growth	Produces personal and educational goal statements; Employs critical thinking in problem solving; Uses complex information from a variety of sources including personal experience and observation to form a decision or opinion; Obtains a degree; Applies previously understood information and concepts to a new situation or setting; Expresses appreciation for literature, the fine arts, mathematics, sciences, and social sciences
Effective communication	Writes and speaks coherently and effectively; Writes and speaks after reflection; Able to influence others through writing, speaking or artistic expression; Effectively articulates abstract ideas; Uses appropriate syntax; Makes presentations or gives performances
Enhanced self-esteem	Shows self-respect and respect for others; Initiates actions toward achievement of goals; Takes reasonable risks; Demonstrates assertive behavior; Functions without need for constant reassurance from others
Realistic self-appraisal	Articulates personal skills and abilities; Makes decisions and acts in congruence with personal values; Acknowledges personal strengths and weaknesses; Articulates rationale for personal behavior; Seeks feedback from others; Learns from past experiences
Clarified values	Articulates personal values; Acts in congruence with personal values; Makes decisions that reflect personal values; Demonstrates willingness to scrutinize personal beliefs and values; Identifies personal, work and lifestyle values and explains how they influence decision-making
Career choices	Articulates career choices based on assessment of interests, values, skills and abilities; Documents knowledge, skills and accomplishments resulting from formal education, work experience, community service and volunteer experiences; Makes the connections between classroom and out-of-classroom learning; Can construct a resume with clear job objectives and evidence of related knowledge, skills and accomplishments; Articulates the characteristics of a preferred work environment; Comprehends the world of work; Takes steps to initiate a job search or seek advanced education
Leadership development	Articulates leadership philosophy or style; Serves in a leadership position in a student organization; Comprehends the dynamics of a group; Exhibits democratic principles as a leader; Exhibits ability to visualize a group purpose and desired outcomes
Healthy behavior	Chooses behaviors and environments that promote health and reduce risk; Articulate the relationship between health and wellness and accomplishing life long goals; Exhibit behaviors that advance a healthy community.
Meaningful interpersonal relationships	Develops and maintains satisfying interpersonal relationships; Establishes mutually rewarding relationships with friends and colleagues; Listens to and considers others' points of view; Treats others with respect
Independence	Exhibits self-reliant behaviors; Functions autonomously; Exhibits ability to function interdependently; Accepts supervision as needed; Manages time effectively
Collaboration	Works cooperatively with others; Seeks the involvement of others; Seeks feedback from others; Contributes to achievement of a group goal; Exhibits effective listening skills
Social responsibility	Understands and participates in relevant governance systems; Understands, abides by, and participates in the development, maintenance, and/or orderly change of community, social, and legal standards or norms; Appropriately challenges the unfair, unjust, or uncivil behavior of other individuals or groups; Participates in service/volunteer activities
Satisfying and productive lifestyles	Achieves balance between education, work and leisure time; Articulates and meets goals for work, leisure and education; Overcomes obstacles that hamper goal achievement; Functions on the basis of personal identity, ethical, spiritual and moral values; Articulates long-term goals and objectives
Appreciating diversity	Understands ones own identity and culture. Seeks involvement with people different from oneself; Seeks involvement in diverse interests; Articulates the advantages and challenges of a diverse society; Challenges appropriately abusive use of stereotypes by others; Understands the impact of diversity on one's own society
Spiritual awareness	Develops and articulates personal belief system; Understands roles of spirituality in personal and group values and behaviors
Personal and educational goals	Sets, articulates, and pursues individual goals; Articulates personal and educational goals and objectives; Uses personal and educational goals to guide decisions; Understands the effect of one's personal and education goals on others

DLO Review and Assessment

Name of Event: _____

Date: _____ Time: _____

Location: _____

Following each event, as a Club/Org., please review and discuss the previously chosen CAS Desired Learning Outcome (DLOs) options for Student Leadership Development. This form is to assess events and DLOs already submitted by clubs.

Desired Learning Outcome: _____

Objective Description: _____

Tasks: _____

Intended Results: _____

Actual Results: _____

Use of Results: _____

ASSESSMENTS MUST BE SUBMITTED NO LATER THAN TWO (2) WEEKS AFTER EVENT

Community Service Form

Club Name: _____ Date of Service Activity: _____

Name of Service Activity: _____

Location of Service Activity: _____

Supervisor's Phone Number: _____ Supervisor's Email: _____

Supervisor's Signature: _____

Service Description: _____

President's Signature: _____ Date _____

SGA Treasurer's Signature: _____ Date: _____

SGA Advisor's Signature: _____ Date: _____

Community Service Hours Form

	Group Member	Hours Completed	Total Hours
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			
<i>8</i>			
<i>9</i>			
<i>10</i>			
<i>11</i>			
<i>12</i>			
<i>13</i>			
<i>14</i>			
<i>15</i>			

President's Signature: _____ Date _____

SGA Vice President's Signature: _____ Date: _____