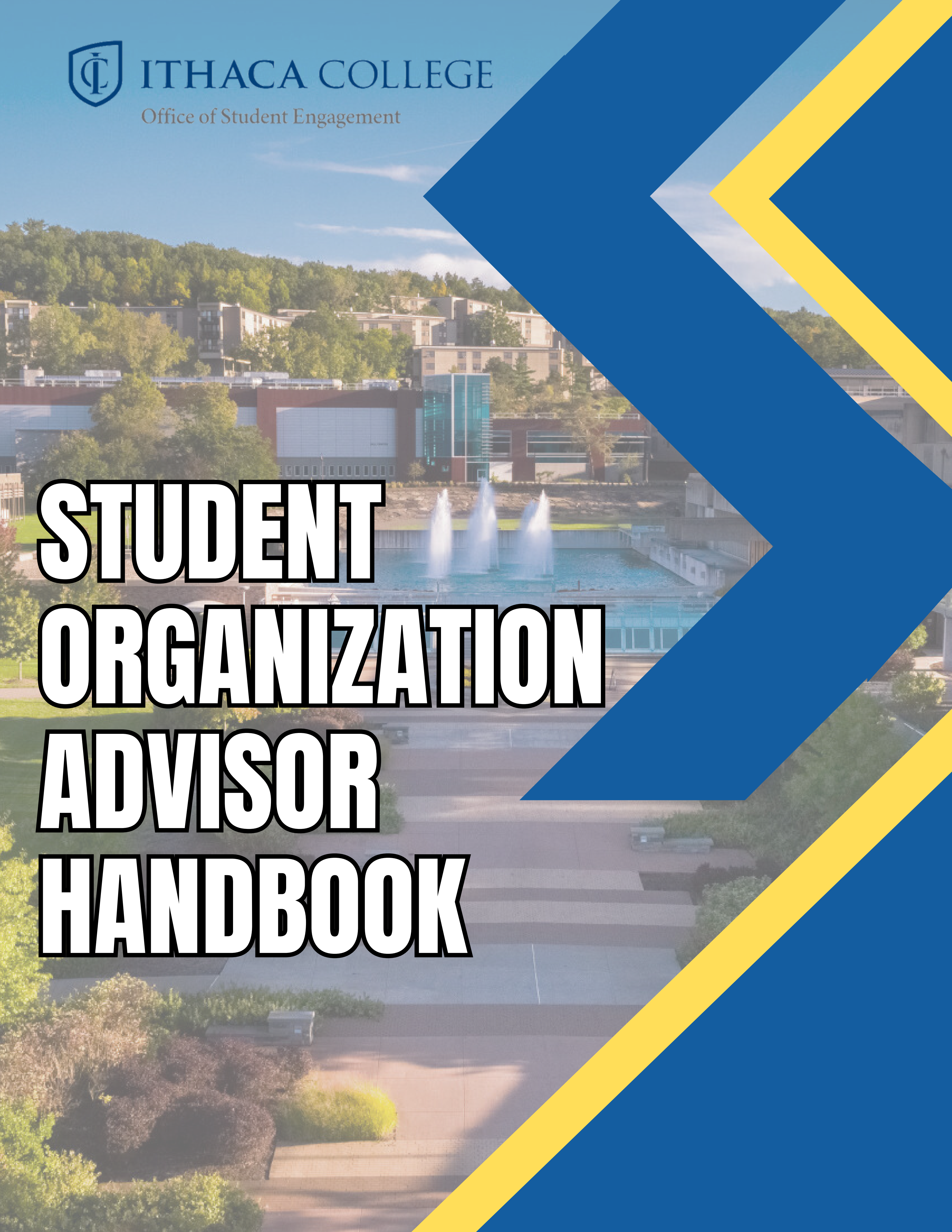
ITHACA COLLEGE

Office of Student Engagement

STUDENT ORGANIZATION ADVISOR HANDBOOK



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OSE RECOGNIZED STUDENT ORGANIZATIONS

* 2022-2023 ACADEMIC YEAR

The Office of Student Engagement (hereinafter referred to as "OSE") would like to thank you for your commitment to being a Student Organization Advisor for a Recognized Student Organization. Whether you are new to advising or have been an Advisor for many years, we hope you will find the resources included in this handbook helpful!

An Advisor plays an integral role for Student Organizations as they support the development of the organization and its individual members. You can impact the lives of our students and their experiences, not only at the college-level, but beyond their collegiate experience. Take a moment to reflect on the individuals in your life who have acted as mentors and inspired you on your path to success; you now have an opportunity to be that individual for someone else.

These guidelines contain information that we believe will assist you in your advising role, including OSE and Ithaca College policies and procedures, general tips and techniques, and helpful resources. Additional resources can be found on our official Advisor Teams group.

Again, we thank you for taking on the responsibility of serving as an Advisor and we look forward to working with you! If we can be of assistance at any time, please feel free to contact us.

Contact Us

ithaca.edu/office-student-engagement

607-274-3222 studentorgs@ithaca.edu

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THE ADVISOR ROLE

ROLE AND RESPONSIBILITIES

Student Organization Advisors are a vital part of the success and longevity of a Student Organization. Serving in this role helps guide students on Ithaca College policies and procedures, helps them problem solve and make sound decisions, and provides support in learning and growing as student leaders.

The Office of Student Engagement **requires** the following of Student Organization Advisors:

- Each Recognized Student Organization must have at least 1 Ithaca College staff or faculty Advisor.
- The Advisor must agree via IC Engage to be an organization Advisor; this confirms the commitment with OSE. Verbal confirmation, emails, etc. Will not confirm commitment.
- If a student organization chooses to travel, the Advisor must approve of the trip via a form on IC Engage and is oftentimes strongly encouraged to travel with the students.
- Advisors should not drive students in their personal vehicle. They may drive students in an Ithaca College vehicle after receiving approval as an IC driver.
- Be knowledgeable on OSE and Ithaca College policies and procedures, found in this Handbook. This includes remaining up-to-date on policies changes, important deadlines, and asking questions to and engaging with OSE as needed.
- Serve as a "Responsible Employee" under **Title IX**. Any incident of sexual violence, sexual or gender-based harassment, domestic violence, dating violence, stalking and/or retaliation reported to a Responsible Employee or which they observe or learn about, must be immediately reported to the Title IX Office.
- Report crimes observed or learned about from allegations made in good faith to Public Safety at 607-274-3333. These include, but are not limited to:
    - Hazing is a violation of college policy and New York State law.
    - Criminal homicide
    - Sex offenses - rape, fondling, statutory rape, and incest
    - Robbery
    - Aggravated assault
    - Burglary
    - Motor vehicle theft
    - Arson

    - Hate crimes
    - Arrests and disciplinary referrals for violations for liquor, drug and weapons laws
    - Dating violence
    - Domestic violence
    - Stalking
- A crime must be reported if it occurred:
    - On main campus or satellite campuses
    - Non-Campus buildings or property
    - Public property on/immediately adjacent to campus and easily accessible from campus
    - On an off-campus trip

The Office of Student Engagement **recommends** the following of Student Organization Advisors:

- If a student organization chooses to hold an off-campus event, such as a formal, film shoot, or performance, the Advisor is strongly encouraged to be present at the event.
- If an Advisor is retiring, leaving the college, or is no longer interested in serving as their organization's Advisor, it is helpful to:
    - Assist the organization in connecting with a different faculty or staff member
    - Notify OSE so we may update our records. We can also assist the organization in finding a new Advisor.
- Attend any OSE workshops or events for Advisors! These trainings and opportunities to connect will allow Advisors to brush up on advising skills, ask questions and work through problems, and engage with other Advisors on campus to build a network.
- Attend as many organization events and E-Board meetings as possible. This allows the Advisor to stay up-to-date and engaged with the organization. This also shows the students that the Advisor is there to help as needed and they are not just a name on paper.
- Hold one-on-one meetings with E-Board members on a weekly to bi-weekly basis may be necessary based on the activities of the organization.
- Review your organization's constitution and recommend edits as needed.
    - Every student organization is required to have a constitution that helps guide the organization on items such as membership, events, and code of conduct. Having a thorough constitution helps to make advising easier as the students have clear guidance and it protects the organization as issues arise.
- Facilitate or recommend E-Board retreats and transition meetings.
    - E-Board retreats provide an opportunity for students to team-build and set goals for the new semester; they are particularly helpful when new E-Board members are onboarded. OSE can assist with facilitating these meetings or providing resources for holding successful meetings.

Successful Student Organization Advisors keep the following three **responsibilities** in mind:

1. Responsibility to individual organization members:
    - Help students find a balance between academics and co-curricular activities.
        - Student leaders often have the tendency to burn the candle at both ends and overextend themselves. The Advisor has the unique opportunity to mentor students through their academic obligations and personal needs, and guide them in balancing various responsibilities.
    - Support each individual to participate in and plan organizational activities.
        - Some members fade into the background if not effectively encouraged. Being a member of a Student Organization can provide students with valuable interpersonal and/or leadership skills, but these are best developed when the student is involved.
    - Encourage students to accept responsibility for specific roles within the organization.
        - The Advisor may help students understand the importance of their roles. From officer positions, to committee members, to general body members, each student should feel invested in and accountable for their specific role.

2. Responsibility to the Student Organization
    - Assist the group in developing realistic goals for the academic year.
        - This will contribute to the education and personal development of the students involved. It is often a positive experience when the Advisor takes an active role, rendering advice and counsel as circumstances allow.
    - Assist the organization in clarifying realistic expectations.
        - It is important that both the Student Organization and Advisor have clear expectations of one another from the beginning. Discussing things like the advisor's participation in meetings and programs is a good place to start. Setting clear expectations will alleviate possible disappointment or hard feelings later.
    - Inform the group of institutional policies that may affect plans for organizational activities.
        - The Advisor should reinforce that organizations and their officers have an obligation to be familiar with policies and procedures that govern their organization. The Advisor should encourage organizations to be familiar with where the policies are listed, why they exist, and the channels to be followed.
    - Provide continuity within the organization and be familiar with their purpose, history, and constitution.
        - Membership turnover in student organizations is high and often the only link with the immediate past is an Advisor. The Advisor can steer group members clear of mistakes and help them avoid "reinventing the wheel".

- Offer ideas for projects and events.
  - The Advisor will perform an invaluable service by providing opportunities for the students to exercise initiative and judgment, and to enjoy a proper measure of autonomy in their events. Advisors may help the organization iron out the details and consider aspects of the program they might not have thought of. Ultimately it is the responsibility of the active members to operate the organization; however, Advisors are vital to learning that occurs during this important educational experience.
- Assist the group in evaluation.
  - This includes evaluating individual programs as well as a complete evaluation at the end of the academic year. The Advisor should be willing to give constructive criticism and offer praise for work well done.

3. R<u>esponsibility to individual organization members:</u>
   - Work with the group, but not direct its activities.
     - Although the Advisor's role is not regulatory or disciplinary, the Advisor has an obligation to both the institution and the organization to keep their best interests in mind. At times, the Advisor may need to guide the organization to operate within institutional policies so that violations do not occur. The Advisor may also work with the organization's officers to establish and maintain internal group standards.
   - Help the organization during difficult times.
     - Although this type of intervention is rarely necessary, the Advisor's good judgment can assist in the event of mishaps, internal conflict, personal crisis, etc.

ADVISING STYLES

Each Advisor perceives their role in a student organization differently. Some Advisors play very active roles where they attend meetings, work with the student officers closely, and assist in program planning and development. Others maintain a more distant relationship to the group. It is our hope that each Advisor will maintain regular contact with their organization(s). Advisors accept responsibility for keeping informed about the activities of the organization, including informing OSE of any issues or concerns.

As an advisor you will assume many roles; some of which are mentioned here. A key idea to remember is the Advisor is not the leader. Advisors provide guidance, insight, and perspective to students as they work on projects and programs, but the Advisor should not be doing the work. Each Advisor will develop a style that is most comfortable for them and the students they work with. That style may change as organization experiences and needs vary. The following are some of the roles you may assume as an advisor:

- **Mentor:** Many students will come to see their Advisor as a mentor. The success of these relationships can last many years, and are fulfilling for both the student and the Advisor. Because of the nature of Student Organizations, your mentoring role may meet many different needs. Dunkel and Schuh (1998) describe mentoring as a one on one learning relationship between two individuals based on modeling behavior and an extended, shared dialogue. They identify five qualities that characterize good mentors:
  - Good mentors have been successful in their own professional endeavors
  - Good mentors behave in ways that are worthy of emulation
  - Good mentors are supportive in their work with subordinates. They are patient, slow to criticize, and willing to work with those who are less well developed in their careers.
  - Good mentors are not afraid to delegate tasks to colleagues and are not threatened by others who exhibit talent and initiative. They provide support for mentees who have been unsuccessful and praise for those who have been successful.
  - Good mentors provide periodic, detailed and honest feedback to their mentees.

- **Team Builder:** When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between themselves, and with the Advisor. Positive relationships help the organization succeed and work through conflicts and difficult times. Team formation does not occur by accident, but rather through an intentional design and process. To accomplish the goal of creating an effective team, it is necessary to spend time with the organization to involve the students in the process. As the Advisor, you may consider working with student officers to develop a plan and have them implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team. If you need resources on team building activities, OSE can assist you!

Conflict Mediator: Inevitably students are going to join the organization with different agendas, goals and ideas about how things should function and the direction the group should go in. This is a natural part of running an organization, and conflict that is properly managed can lead to a more successful and active group. If conflict is ignored, the potential for the organization becoming inactive is increased. When working with students who have come into conflict it may be necessary to meet with them and have them discuss their issues with one another. Some other things that might be important to discuss with students are:

- How do the students think they can work together for the best interest of the organization?
- How is their conduct helping the organization work toward its purpose?
- What are things they can agree on that will move the organization forward?
- How can they work together while still not agreeing on everything?

- **Reflective Agent:** One of the most essential components to learning through "out of the classroom" activities is providing time for students to reflect on how and what they are doing. As an Advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance, and then be honest with them. Let them know where you agree with their self-perceptions, and in a tactful manner, let them know where you disagree. Remember that any criticism should be constructive and concrete examples are helpful. When students discuss their areas of weakness, ask them how they think they can improve in those areas and how they feel you might be able to help them. Most students know what they need, but they often don't like to ask for help. You will find some self-assessment tools for students, as well as for groups, on the Advisors Teams group!

- **Educator:** As you work with student organizations, students will undoubtedly look to you for guidance and assistance. In your work with them, you will find many opportunities to help them learn. There may be formal educational moments, such as workshops on how to run meetings or event planning or a seminar on topics related to the organization's purpose. There will be informal moments when a student doesn't follow through on a commitment, or a program doesn't go as anticipated. As an Advisor, your role of educator will often come through role modeling behavior, guiding the students in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an Advisor is to do nothing; however, sometimes this can be the most important action. Allow the students to make their decisions even if their actions do not agree with your ideas. Sometimes students will succeed and other times they may fail. The key is to return to the role of Reflective Agent and give the students a safe space to reflect on their experiences.

- **Motivator:** As an Advisor, you may have to motivate students to excel, carry out their plans, and achieve their goals. Some students are easily discouraged and at the first sign of difficulty may want to quit. You will need to be their "cheerleader" to keep them excited about the potential success they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and by connecting their experiences at the College to the experiences they will have in the community. Don’t forget to nominate your student leaders and the organizations you advise for the many awards and recognitions the campus offers.

- **Policy Interpreter:** Student organizations operate under OSE and Ithaca College policies and procedures. At times, students may not be aware of these policies and may act against them. The more you know about the policies the better you can advise students on their plans. Policies will be listed in this Handbook and OSE is available for any questions that may arise.

HAZING AND HARRASSMENT

The Student Handbook and the **Ithaca College Policy Manual** are great resources to double-check IC policies and procedures that Advisors are responsible for upholding. If you have questions or need clarification, please contact the respective office who oversees that content. You can always reach out to the Associate Director for Student Involvement if you are unsure!

In addition to the above policies, please review the Hazing and Harassment Policies specific to Student Organizations:

Hazing Policy
All student organizations must be aware of the Hazing Policy:
"*Ithaca College does not support hazing in any form. The Ithaca College Policy Manual defines hazing as “intentionally or recklessly subjecting any person to the risk of bodily harm, or severe emotional distress, subjecting a person to treatment intended to put that person in a humiliating or disconcerting position, or causing or encouraging any person to commit an act that would be a violation of law or college regulations for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with any group, including, but not limited to, recognized organizations or athletic teams on College-owned or -operated property or at College-sponsored activities.” Any action that causes or encourages another individual to violate Ithaca College policies or local, state, and federal laws is considered hazing. Student organizations are expected to foster a culture of respect and civility. Reports of hazing will be swiftly investigated and appropriately handled. Student organizations found to be in violation of the Ithaca College hazing policy will be in jeopardy of losing their registration for the academic year and/or beyond.*"

Harassment Policy

I. Policy Statement on Discriminatory and Harassing Conduct

Ithaca College student organizations are committed to creating and maintaining an atmosphere where all members of the community are treated with respect and dignity. It is the policy of Ithaca College student organizations to provide equal educational opportunities for all qualified persons. Student Organizations do not discriminate in programs and activities on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal or state law. This commitment includes the provision that all student organizations are free from discrimination and harassment. OSE will not tolerate any form of discrimination or harassment and will not condone any actions or words that constitute such.

II. Definitions

Discrimination occurs when an individual is treated adversely because of membership in one of the legally protected groups under federal or state law. Discriminatory practices based on bias against a person's age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status are prohibited. Harassment occurs when unwelcome conduct based on an individual's membership in a protected group unreasonably interferes with the individual's work or educational environment. It includes verbal, visual, or physical conduct where such conduct may have the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Prohibited conduct may include, among other things, telling racist or sexist jokes or making offensive or derogatory remarks about another person's race, ancestry, national origin, age, sexual orientation, disability, or membership in another protected group. Prohibited conduct may occur through: *"Direct oral expression and/or physical gestures or actions: Notes, letters, and other forms of written communication distributed via U.S. mail, campus mail, or otherwise made visible to the public, phone calls, phone messages, or other forms of electronic verbal communication, email, text messages, instant messaging, social networks, or other means of electronic communication."*

Please report any instances of suspected or confirmed hazing or harassment to the Associate Director of Student Involvement.

TITLE IX: BOUNDARIES AND DISCLOSURES

Title IX Office Information

All educational institutions in the United States receiving federal funding are required to comply with Title IX of the Education Amendments of 1972, which mandates that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Complaints should be lodged with the appropriate coordinator listed below.

For reports of sexual assault involving students and/or employees, or general questions/concerns:

Linda Koenig
Title IX Coordinator
Peggy Ryan Williams Center, Garden Level
share@ithaca.edu
lkoenig@ithaca.edu
607-274-7761

Leonardo Wise
Title IX Investigator & Prevention Specialist
Peggy Ryan Williams Center, Garden Level
share@ithaca.edu
lwise@ithaca.edu
607-274-5136

Affirmative Consent Explained

- Consent is a knowing, voluntary, and mutual decision among all participants to what is about to happen.
- Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity.
- The definition of consent does not vary based upon one's identities.
- Silence or lack of resistance, in and of itself, does not demonstrate consent.
- Must be present for each and every action; Consent can be withdrawn at anytime

Building a Foundation

Healthy Working Relationships

- **Welcoming -** Create a space where people feel like they can confide in you on good and bad days.
- **Thoughtful -** Be intentional with your words; set the tone for your working relationship.
- **Respectful -** Be prepared for people to be different than you and check your bias at the door.
- **Empathetic -** Begin by listening to understand, not solely to respond.
- **Prepared -** Know where to go and who to speak with in case something does come up.

How We Get There

- **Practice -** Expect to make mistakes along the way; this is completely normal. When you do make a mistake, own up to it and take steps to prevent that in the future.

- **Guidance -** Don't be afraid to look towards others for support. If the topic is sensitive in nature, you can also seek support from the Title IX office.
- **You Are Not Alone -** While students might look to you as a leader, a healthy working relationship requires them to participate too! Anticipate that students will communicate their needs at times; you won't always have to take the lead.

Intersectional and Inclusive Approaches

- **Identity -** Socialization can lead one to consciously or unconsciously treat people differently; this is not healthy, nor is it acceptable.
- **Reassure -** If one of your students shares something vulnerable, validate them and let them know you will help them get connected.
- **Barriers -** Part of being an Advisor is meeting people where they are; remember that not all students have had the same access as others.
- **Blame -** No matter the subject, avoid shaming students. Shame will not lead to accountability.
- **Limits -** If something starts to feel too big for you to handle alone, let the student know, and then ask for help! (Ask up, never out)

Setting Boundaries

Access

- **Overly Available**
  - Answering a "Hey, can we talk?" message after work hours
  - Adding them as a friend on your personal social media
  - Cancelling other meetings regularly at their request
- **Never Available**
  - Not responding to their emails
  - Repeatedly forgetting to assist them with organization operations
  - Suggesting they "Google" a resource
- **How much access would you give?**
  - What time of day?
  - How should they contact you?
  - Why should they reach out?
  - What is off limits? Is anything off limits?
  - What should they expect to hear you checking in about regularly?

Compromise

- **Unwilling**
  - Immediately rejecting a reasonable request from a student based on a mild inconvenience
  - Unable to "meet in the middle"
- **Always Willing**
  - Consistently deferring to the student, even when against OSE policies
  - Prioritizing the student's needs over your own
- **When are you willing to be flexible?**
  - Meeting off campus?

    - What happens if this student isn't actually assigned to you but asks for assistance?
    - Will you cancel plans to accommodate them?
    - If they ask for weekly meetings, what will you do?
    - If they tell you something and demand you keep it a secret, will you? Under what circumstances?

Personal Life

How much or how little you share about your personal life is up to you...just be conscious of what you are sharing and why.

- **Closed Off**
    - When a student asks you what you studied in college, you tell them the question is irrelevant and become defensive
    - Rejecting all of a student's attempts at forming a connection
- **Open Book**
    - Asking a student for advice about a personal life stressor
    - Calling a student to gossip on your free time
- **Think about what you want to share**
    - Family life?
    - Where you live?
    - Your plans this weekend?
    - What college was like for you?
    - Drama that might be circulating between other staff or faculty?

Receiving a Disclosure

Support Comes First

If you do receive a disclosure, you should know that the person before you will likely be impacted by the way you handle their initial disclosure.

- You want to encourage them to follow up with resources
- You want to identify places where they can share their experiences with experts
- You want to validate them
- You want to tell them that you need relay their information to the title ix coordinator so they can be provided with support, resources, & options.

Then What?

After validating their disclosure, you can work with them and offer the things like:

- Visit ithaca.edu/share for options
- Contact your supervisor for support
- Contact the office of public safety or title ix office to make a report
- Contact the advocacy center to seek support
- Use “ProtoCall” to reach an after hours on-call counselor

Questions That May Come Up

- **What happens if I report to the Title IX Coordinator?**
  - The Title IX Coordinator will reach out to them and offer resources, support & options. Responding to this outreach is completely optional.
- **Who can I talk to about this?**
  - Students are welcome to make a formal report, to speak with someone confidentially, or they may choose not to speak with anyone. (see contact information below!)
- **Will they tell my parents? My counselor?**
  - College officials will not share information with parents, nor with counselors.
- **Who are you going to tell?**
  - As an Advisor, you are expected to inform the Title IX Office and/or the Office of Public Safety, depending on the report itself. Please use your best judgement.
- **Do I have to tell anyone?**
  - Students are not required to speak to anyone if they do not wish. Your report to the Title IX Office and/or to Public Safety does not mean they will be expected to speak with us.

After a Disclosure

Supporting Access to Resources

Take your time facilitating an introduction to resources. This could mean sending an email and cc'ing the student, making the call together, or taking a walk to the office for a drop-in appointment or to schedule an interview. Remember to respect their wishes by connecting them to the resources they want in a manner that they have consented to.

Confidential Resources: Sexual Misconduct

Counseling and Psychological Services	**607-274-3136**
Religious and Spiritual Life	**607-274-3103**
Center for Health Promotions	**607-274-3136**
Center for LGBT Education, Outreach, and Services	**607-274-7394**
Hammond Health Center	**607-274-3177**
Advocacy Center 24/7 Hotline	**607-274-5000**
Center for IDEAS	**607-274-7777**

Continued Support

You are welcomed to check in with students to inquire about their connection to resources. You do not need to identify whether or not they will continue the relationship, but you may want to ensure that the resources made initial outreach. An impacted student may decide to work with confidential resources, supporting resources, document a report with Title IX or Human Resources or seek none of these. All choices are valid.

The Benefits of Reporting

- Build awareness to a concern, especially one rooted in bias or discrimination, allowing for an intervention
- Those impacted receive support, resources and options
- Individuals engaging in biased or discriminatory behavior can receive feedback to correct behavior and/or receive formal consequences
- It can help identify opportunities for educational interventions in our communities

Communication and Early Intervention

- Why reporting can help: You could prevent policy violations by addressing concerns, regardless of your perception of its severity
- Communication: Brainstorm with your supervisor on how you might offer corrective solutions to a problem. Be open to the facilitated conversations about conflict
- Early Intervention: Don't wait! Prevent harm by speaking up and taking responsibility in consultation with your supervisor

Places to Report

Title IX Office	**607-274-7761**
Human Resources	**607-274-8000**
Office of Public Safety	**607-274-3333**
Office of Student Conduct and Community Standards	**607-274-3375**
NYS Police Campus Sexual Assault Hotline	**607-274-7269**
Sexual Harassment and Assault Response & Education (SHARE)	
Bias Impact Reporting Form	

OSE STAFF AND SUPPORT

THE OFFICE OF STUDENT ENGAGEMENT

Our Mission

The Office of Student Engagement provides innovative and collaborative learning opportunities to empower all students at Ithaca College to feel a sense of belonging, explore their passions, and make a difference.

Professional Staff

- Mish Lenhart - Director for Student Engagement
- Sarah Boniche – Associate Director for Student Involvement
    - **Your go-to contact for questions related to advising Student Organizations!**
- Jess Shapiro – Assistant Director for Student Engagement
- Brittany Watros – Student Organizations Business Coordinator
    - **Assists with Student Organization Finances and Travel**
- Dan Rogers – Administrative Assistant

Student Staff

OSE employs 12 para-professional student staff called Student Leadership Consultants, or SLCs. SLCs are a vital part of our office and assist with OSE programs, events, and projects. As a Student Organization Advisor, you may work with them on org operations, such as planning travel with your students or working through a low-level group conflict.

STUDENT ORGANIZATION SUPPORT

OSE's Student Leadership Consultants (SLCs) work on different project teams within their role. Some project teams directly work with Student Organizations and focus on supporting their needs and operations.

Student Organization Specialists (SOS) Team

The SOS Team is comprised of 3 Student Leadership Consultants (SLCs) who are experienced in Student Organization operations and are oftentimes leaders in organizations themselves. The SOS Team is a great resource for E-Boards to connect with as they can help with any issues or questions that may arise, from hosting E-Board Retreats, to goal-setting workshops, to working through low-level group conflicts. Many org leaders communicate with the SOS team when they are about to plan a big event, deciding to travel as an organization, or are new to their position to learn the ins and outs of what they need to do to make their dreams a reality.

Students can email studentorgs@ithaca.edu with questions or to make a meeting with an SOS Team member.

Travel and Finance Team
The Travel and Finance Team is comprised of 4 SLCs who are trained to use Finance Cloud and are knowledgeable on travel policies and procedures. This team can assist with OSE-related financial procedures, such as submitting the Spending Request Form (SRF), request a credit card to make purchases, or request an account summary. They also meet with students who are ready to travel to approve their trip and help with making travel accommodations, such as booking hotels or flights.

Students can email orgfinances@ithaca.edu with questions or to make a Travel meeting.

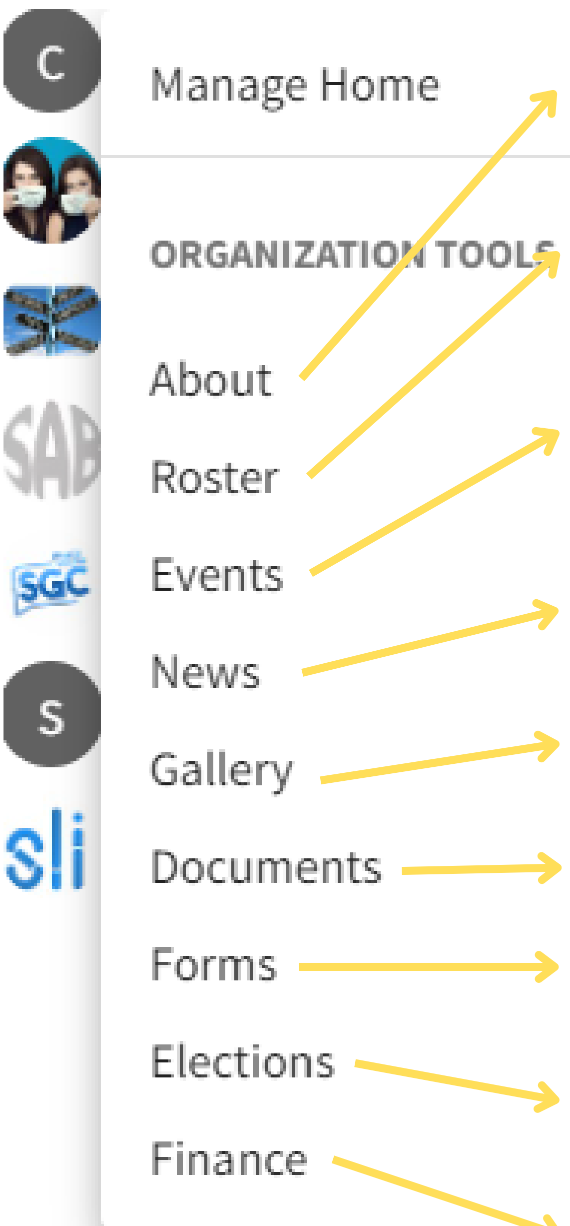
Recognition Team
The Recognition Team is comprised of SLCs who track Recognition requirements and work with students looking to start a new Student Organization. The New Student Organization Recognition (NSOR) process is open from the beginning of the academic year to the day before Spring Break. The Recognition Team meets with students to support their creativity and turn their dreams into a reality and supports the new student organization in learning policies and procedures

Students can email studentorgs@ithaca.edu with questions or to make a meeting with an SOS Team member.

Club Hub
Club Hub is a bi-weekly newsletter that goes out on Fridays to all Student Organization officers listed on IC Engage. This newsletter contains important information related to Student Organization operations, including upcoming deadlines and changes in policy. This newsletter is a great resource for student leaders to connect with our office and stay up-to-date!

IC ENGAGE

IC Engage is the go-to online hub for the promotion and registration of campus events. Each Student Organization has an official profile page on IC Engage, which they are requested to maintain as up-to-date as possible. Each Organization has access to the following options on their page:



About: Orgs can put a description of their mission, values, and events. They can also note a primary contact, social media handles, and upload photos or videos.

Roster: Orgs can invite members to join. They can also note who is on the E-Board by labeling them an officer or giving them a specific title. It is very important to keep this list updated as members come and go.

Events: Orgs can create upcoming events that will appear on IC Engage and the IC campus events calendar. There are many different features, such as asking pre or post-event questions and sending out invitations.

News: This under-utilized feature allows orgs to post updates, special call-outs, or events on the main IC Engage page.

Gallery: Orgs can upload photos of their events, meetings, conferences, trips, etc. to showcase what they are doing!

Documents: Orgs can store files here. Most notably, this is where they store their Constitution.

Forms: Orgs can store forms here, such as forms to take attendance, gather feedback, or track purchases

Elections: Orgs can host in-house elections using IC Engage. Official votes can be collected through the platform by sending out an electronic ballot to members!

Finance: This is where orgs can submit a budget proposal to Student Governance Council (SGC). Previously, orgs could also see their account balance here. This is no longer the case - orgs must submit a form on IC Engage.

OSE has many forms on IC Engage that Student Organizations regularly interact with. These forms can be found by simply typing in the name in the top search bar on the main IC Engage homepage.

- Credit Card Request Form: This is where students can request to take out an OSE credit card to make purchases.

- Campus Center LCD Screen Form: This is where students can request to have their flyer put on the Campus Center LCD Screens. This is a great, free option for student organizations to market upcoming events, fundraisers, or recruitment efforts!

- Crowd-Sourcing Fundraiser Request Form: This is where students can request to do an online fundraiser. This allows OSE to track money coming into an organization's account.

- Spending Request Form (SRF): This is where student can submit receipts, invoices/contracts to be paid, ask for items to be ordered on Amazon or Staples, and request personal reimbursements.

- Student Activities Center Form: This is where students can request to reserve items from the Student Activities Center (SAC), such as the popcorn machine, microphone and speakers, and card swipes to take attendance at events. They can also reserve our brand-new SAC Conference room for private meetings!

- Student Org Request for Account Summary Report: This is where organizations can request an updated account summary, where they can see how much money they have left and what has been spent.

- Travel Authorization Form (TAF): This is the form student organizations will submit when they are ready to plan a trip.

OSE is happy to assist you with learning how to use IC Engage or answering any questions you may have!

STUDENT LEADERSHIP INSTITUTE (SLI)

The Student Leadership Institute, also know as SLI, is a workshop series housed through OSE. There are 4 different tracks of SLI:

- **Leading Self:** Equips students with the fundamental skills and ideas to grow as leaders, students, and individuals. These workshops focus on mindfulness and personal growth.

- **Leading Others:** Provides students with practical strategies for leading effectively in groups in the classroom, the home, the workplace, and beyond.

- **Leading in a Diverse World:** Enhances students' understanding of other people through the lens of personal identity development, learning about the experiences of people in other identity groups, and exploring various topics related to diversity and social justice.

- **Leading @ IC:** Prepares students to lead within student organizations through workshops that provide useful information and resources as well as help students develop leadership skills!

Many academic, scholarship, and co-curricular programs require student attendance at SLIs, including OSE's Re-Recognition process. These workshops are highly beneficial to student leadership development and personal growth.

The Leading @ IC track is most important to Student Organizations as it contains workshops specific to organization operations, such as how to plan a trip as a Student Organization, how to use IC Engage, how to lead an E-Board Retreat, and how to manage conflict in a Student Organization. As an Advisor, it is important to encourage your E-Board members to attend these sessions to continue to build their skills and knowledge-base. Leading at IC SLIs are always labeled with "Student Org. 101" at the beginning of the title, so students know what it is!

Outside of SLIs, OSE offers Advisor-specific workshops that contain similar information to Leading @ IC workshops. These sessions differ, however, in that they are for Advisors only and allows time for honest conversations and direct questions to learn how to better support student organization members and leaders. The workshops are always labeled with "Advisor 101" at the beginning of the title, so that Advisors know what they are!

All SLIs, Advisor Workshops, and OSE events can be found on IC Engage and will often require registration at least 24 hours in advance of the event. If you have any special requests or recommendations for workshops, please let OSE know - we would love to hear from you!

RECOGNITION

RECOGNITION BENEFITS

In order for Student Organizations to fully operate, they must become "Recognized" through OSE. Organizations through OSE must be co-curricular in nature and open to all students to join; this is what sets them apart from academic organizations or club sports.

Recognized Organizations secure the following benefits:

- Reserving rooms on 25Live
- Requesting funding from campus offices, departments, and the Student Governance Council (SGC)
- Using OSE storage for Student Organization items
- Utilizing the Student Activities Center (SAC), a dedicated space for Student Organizations to meet and use resources
- Connecting with OSE professional and student staff for support in operations and management
- Using Ithaca College's name in the organization title
- Tabling and Soliciting on campus
- Printing through the on-campus Print Shop
- Receiving a campus financial account
- Traveling as a Student Organization

Un-Recognized Organizations will not be able to operate with these functions, so completing the Re-Recognition process each year will be highly beneficial and ensure an organization's success and longevity.

RE-RECOGNITION

Re-Recognition provides Student Org E-Boards the opportunity to learn OSE policies and procedures, update their records, and develop skills in leadership and organization operations. Re-Recognition runs from the start of the academic year until the end of the Fall semester. Deadlines vary by year; officers and Advisors receive an email from the Associate Director for Student Involvement over the summer before the process opens with official dates and deadlines. There is typically a "grace period" in September where orgs can operate as a fully Recognized organization as they complete the process, gain members, and set their events for the year. After the grace period ends, the privileges of Recognition ends (outlined above), so it is important for orgs to complete the process quickly so they can remain operating.

1. Submit the Re-Recognition Form found on IC Engage. This form will also be emailed out to the primary contacts for the organization as well as their Advisors.
2. Update the Organization's IC Engage page:
   a. Create a constitution with the **NEW** constitution template found on the Re-Recognition Form. This constitution will be reviewed and approved by OSE.
   b. Update the organization's roster, primary contact, "About" page, and other aspects of the page as needed.
   c. Invite Advisor to accept the "Advisor Agreement" through IC Engage. The student editing the IC Engage page must send this agreement to the Advisor through IC Engage. The Advisor will receive an email from IC Engage notifying them of this Agreement. Advisors must accept this agreement in order for the organization to move forward in the Re-Recognition process.
   d. Designate 4 primary officers according to given instructions on the Re-Recognition form.
3. **4 designated officers** must attend **at least 1** Leading @IC SLI in **Block 1** before the Grace Period ends. If the organization misses the Grace Period deadline, each designated officer must attend **2** SLIs in **Block 2** before the semester's end. The Re-Recognition process will close at the end of classes in the Fall semester.
4. **Each E-Board member** must review the **NEW** "Student Organization Handbook". This will be emailed to all Student Organization primary contacts and Advisors. It will also be made available on the OSE website.
5. **Each E-Board member** must take and pass the "Student Organization Handbook" Quiz.

Alternative Option for #3: Attendance at The Student Organization Conference, which will occur during the Grace Period in the Fall 2023 semester, can count for Block 1 and 2's SLI requirement for the 4 designated officers.

These requirements are tracked by OSE staff and an **official notification email** will be sent to all E-Board members and their Advisor after completion of the Re-Recognition process. If an official email is not received, this indicates the organization did not finish all steps. For questions or further assistance, please contact OSE at studentorgs@ithaca.edu.

NEW STUDENT ORGANIZATION RECOGNITION

When a student or group of students has an idea to start a new organization, they can contact OSE to meet with a Recognition Team Member. The team member ensures the students have all items in place to be successful in their pursuit of Recognition and that their idea is unique and serves the campus community. New Student Organization Recognition runs from the beginning of the academic year up to Spring Break.

After that time, the student(s) will need to wait until the following academic year to start their organization.

1. Submit the New Student Organization Recognition Form found on IC Engage. This form can be received by emailing the studentorgs@ithaca.edu email to request access.
2. If the New Student Organization Recognition Form is approved, the student(s) will be asked to meet with a Recognition Team Member to go over the rest of the Recognition steps and answer questions.
3. Create the Organization's IC Engage page:
    a. Create a constitution with the **NEW** constitution template found on the New Student Organization Recognition Form. This constitution will be reviewed and approved by OSE.
    b. Update the organization's roster, primary contact, "About" page, and other aspects of the page as needed.
    c. Invite Advisor to accept the "Advisor Agreement" through IC Engage. The student editing the IC Engage page must send this agreement to the Advisor through IC Engage. The Advisor will receive an email from IC Engage notifying them of this Agreement. Advisors must accept this agreement in order for the organization to move forward in the Re-Recognition process.
    d. Designate 4 primary officers according to given instructions on the New Student Organization Recognition form.
4. **4 designated officers** must attend **at least 1** Leading @IC SLI in the **Block they started in.** If the organization misses the end of the Block they started in, designated officers must attend **2** SLIs in **following Block** before the semester's end. The New Student Organization Recognition process will close at the start of Spring Break.
5. **Each** E-Board member must review the **NEW** "Student Organization Handbook". This will be emailed to all Student Organization primary contacts and Advisors. It will also be made available on the OSE website.
6. **Each** E-Board member must take and pass the "Student Organization Handbook" Quiz.

These requirements are tracked by OSE staff and an official notification email will be sent to all E-Board members and their Advisor after completion of the New Student Organization Recognition process. If an official email is not received, this indicates the organization did not finish all steps. For questions or further assistance, please contact OSE at studentorgs@ithaca.edu.

MAINTAINING RECOGNITION

Recognition status under OSE is a privilege and can be jeopardized if the following items are not maintained:

- The **4 designated officers** must attend **1 Leading @ IC SLI per Block**. An alternative option to attend The Student Organization Conference is noted under the "Re-Recognition" section.
- The organization's IC Engage page must be updated at the **start of each Block**, specifically the organization's roster if changes of membership or officer positions have occurred.
- **All new E-Board members** should review the "Student Organization Handbook" and will be responsible for it's content.
- The organization must remain up-to-date of OSE and Ithaca College policies that are communicated through email, Intercom, Club Hub Newsletter, IC Engage, Handbooks, websites, etc.
- The organization should follow all OSE and Ithaca College policies. If there is confusion or concern, students should reach out to OSE at studentorgs@ithaca.edu for clarification.

Sanctions for going against policy can range from:

- Required meeting with the Associate Director for Student Involvement and/or the Student Organization's Business Coordinator
- Freezing of the organization's bank account and access to request or spend funds
- Educational sanctions
- Recognition suspension
- Probation for operational activities
- Removal of Recognition status for an amount of time or for the academic year

2023-2024 ACADEMIC YEAR DATES

Below are the 2023-2024 academic year dates for the Re-Recognition Process. Please note, these dates and deadlines vary each year. Please refer to the most updated copy of this Handbook and official emails sent by OSE and OSE staff for the correct dates.

August 1st, 2023	Re-Recognition Process opens, Student Organizations enter a grace period
September 29th, 2023	The grace period ends
December 8th, 2023	Re-Recognition Process ends
March 8th, 2024	New Student Organization Recognition process ends

FINANCES

FUNDING SOURES

OSE-Recognized Student Organizations have four options to secure funding for their travel, programs, and events. Each option is separate from OSE and requires the Treasurer of your organization to plan ahead and follow proper procedures.

1. **Student Governance Council:** This is the most common type of funding and is something all OSE-Recognized orgs have access to request.
    a. SGC Funding is a **SEPARATE** process to OSE and is handled entirely by students who are elected into the Appropriations Committee.
    b. The Appropriations Committee is a subsect of SGC that receives a large sum of money at the beginning of each academic year to allocate to student orgs. Please review the "SGC Funding Process" page for further details.
2. **Raised Funds:** Student organizations can fundraise or receive donations.
    a. Student orgs must receive permission from OSE first to fundraise, using the Crowd-Sourcing Funding Request Form on IC Engage.
3. **Academic Department:** If the student organization is closely related to an academic department on campus, they may be eligible for funding assistance; this is especially true if the funding request is related to professional development, such as traveling to a conference or holding a networking event.
    a. Oftentimes, student orgs related to an academic department use partial funds from their department and partial funds from SGC. If this happens, students and their Advisors should ensure they are following the proper procedures of their department and OSE as these can sometimes differ!
4. **Residence Hall Association (RHA):** If a student org's programming relates to serving or benefitting on-campus students or Residence Halls, the student org may be eligible to request funds from RHA.
    a. RHA is now a committee within SGC. This means SGC has two types of funding sources that all OSE-Recognized Student Organizations have access to.

ACCOUNT TYPES

Student Orgs have 2 types of bank accounts with OSE. Their account is managed by the Student Organizations Business Coordinator, however the Treasurer of your organization should be actively tracking the account and working closely with the

Business Coordinator to ensure policies and procedures are followed and all information is correct.

- **01 Accounts = IC Funds:** These are funds that are deposited into an org's account through IC resources, such as SGC provided funds. These funds do not rollover into the next academic year and should be used exactly for what they are allocated for. If/when funds are unused, they are taken back out the student org's account and returned to the provider.
- **02 Accounts = Raised/Rollover Funds:** These are funds that the organization would have received through fundraising or donation. These funds can accumulate and rollover each year. The student org can use these funds as needed, they do not need to be allocated to anything specific. It is good practice to have a plan for rollover funds and to use that money as advertised. For example, if money was raised by selling t-shirts and 50% of the funds were promised through advertising to be donated to a specific organization, those funds should be donated after the event.

A Student Organization's account information can be found on IC Engage and should be passed down through transition materials. If you as an Advisor do not know your organization's account, please work with your Treasurer or President or find it on your organization's IC Engage Page in the "Files" section. You can reach out to OSE for more assistance if needed.

Under the "Files" section on IC Engage, their are also resources for Treasurers to track their bank accounts. If they wish to receive an updated account summary, they must submit the Student Org Request for Account Summary Report form on IC Engage.

Please note: Any student org financial activity and business should be conducted through a Student Organization's financial account. For example, if a fundraiser is held through Venmo, those funds must be deposited into the Student Organization account before it can be used to purchase items. Another example is if a student organization receives a check donation from an alumni, it must be deposited into the Student Organization's account; it cannot be deposited into a personal account, such as the Advisor's personal bank account.

SGC APPROPRIATIONS COMMITTEE

The most common way for Student Organizations to receive funding is by submitting a budget proposal to SGC's Appropriations Committee. The Appropriations Committee is an appointed committee under SGC to allocate a large sum of money each academic year. Funds vary by year but are typically around $250,000.00 and is used to cover funding for anything from small programs, to large events, to student organization travel. The Appropriations Committee is typically formed by early October in the Fall semester and can take requests at that time. Because of the delay in starting up the Committee, there is an opportunity to submit Fall funding requests in Block 4 of the previous academic year for events/travel that will occur from August to October.

Funding is never guaranteed, regardless of event type, scale, or importance to the organization. However, funding is rarely denied to a Student Org unless there are egregious errors in their planning or completing the proper budget proposal steps.

SGC Funding Process

1. If this is the first funding request of the year, the Treasurer must review an educational video provided by the SGC Vice President of Business and Finance to go over the funding process. After this first request, future requests may proceed without review of the video unless requested.
2. The Treasurer can submit a budget proposal on IC Engage using a set template.
    a. The Appropriations Committee runs on a set timeline. All proposals should be in by 11:59pm on Sundays to be heard at the following Committee meeting.
3. After a proposal is submitted, the VP of Business and Finance will confirm is the Student Org can present their budget to the Committee, if there are minor edits that can be changed quickly, or if the budget is tabled or denied due to egregious errors in planning or requested use of money.
4. If invited to the Appropriations Committee meeting, the Treasurer will receive a Zoom Meeting link via email.
5. Appropriations Committee meetings are held at 7pm on Wednesdays via Zoom. The Treasurer will present their proposal to the Committee and questions may be asked about the reasoning for funding to ensure the money is allocated correctly and fairly.
6. The Treasurer will receive notification via email if their budget was approved, denied, or tabled by the Committee between Thursday or Friday following the meeting.
7. If approved, funds will be transferred to the Student Org's account by that Friday. If tabled or denied, the Org may submit their proposal again following suggested edits made by the VP of Business and Finance.

The Appropriations Committee is a separate governing body to OSE. As such, questions related to funding requests should be directed towards the VP of Business and Finance and their Assistant. OSE works very closely with SGC; the Associate Director for Student Involvement serves as SGC's Advisor and the Student Organizations Business Coordinator serves as the Advisor for the Appropriations Committee. Please remember that Student Org leaders should be leading communications with SGC. If, as an Advisor, you feel it is necessary to step in, please also alert the Associate Director of Student Involvement so that she may assist with that communication.

Other Items to Note:

- There are different types of budgets a Student Organization can request from SGC.
    - Travel
        - This request is for when a Student Organization is traveling and needs funds specific to traveling expenses. Please note that an Organization **MUST** have gone through the Travel Authorization process with OSE **FIRST** before requesting funding.
    - Programming
        - This request is for Student Organizations to put on programs, such as banquets, dance showcases, or to get food for their event.
    - Operational
        - This request is for Student Organizations to request funds to cover their operating expenses, such as purchasing walkie talkies that will be used each year by the group to improve communication during theater productions.
    - Fundraiser
        - This request is for when Student Organizations need to cover up-front expenses to host a fundraiser. These funds serve as a loan - after the fundraiser, these funds are returned to SGC
- A **RETURNING** organization can request up to 10% of SGCs funds in one academic year. In the 2022-2023 academic year, there was $250,000.00 in funds, so orgs could request up to $25,000.00 in the year.
- A **NEW** organization can request 1% of those funds in their first year of operation.
- Travel funds have a limit of $4,500.00 and can include meal costs.
- Only 1 budget proposal can be submitted per program, trip, or fundraiser.
- Only 1 Operational budget proposal can be submitted each semester.
- Funding requests must be made **at least 2 weeks** in advance of the program or event.
- Funding for trips should be requested as early as possible or **at least 4 weeks** in advance of the trip. Students need to consider purchases such as flights, hotels, conference payments, etc. so the earlier the better to receive funds!
- The Appropriations Committee requires that students provide supporting documentation with their requests. This can vary from providing quotes, invoices, contracts, emails from vendors or staff, or specific links that show the items true cost.
- SGC funds can and will eventually run out each year. This can happen as early as February in the Spring semester. In the 2022-2023 academic year, funds ran out the week after Spring Break in March. It is important to plan ahead and request funds early!

There are many other details to review that the Treasurer of your organization is responsible for understanding. You can review the full **Appropriations Committee Handbook here**! Please note that this Handbook is updated as needed and new information will be advertised out when changes are made.

SGC Appropriations Committee Contact Information:
SGC Vice President for Business and Finance: sgcbusiness@ithaca.edu
VP of Business and Finance Assistant: sgcbusiness_assist@ithaca.edu

WAYS TO PURCHASE

Once Student Organizations have secured their funding, there are a few different ways they can make payments:

- **OSE Credit Card:** The most used method for Student Organization to make purchases is by signing out an OSE Credit Card. We have 3 OSE credit cards specifically for Student Organizations to make purchases. The Treasurer should submit a Credit Card Request Form, found on IC Engage, that is monitored regularly. Once their request is approved, they will be asked to come in-person to the OSE office to sign the card out. Along with the credit card, students will receive NYS tax exempt documentation and will be instructed to use it appropriately to ensure there is no tax on their purchases. The credit card can be used for in-person and online purchases.
- **Online ordering through Amazon, Wegmans Catering, or Staples:** OSE offers ordering items from the 3 above vendors as we have business accounts with them. Treasurers can submit this type of request by using the Spending Request Form (SRF), found on IC Engage. There may be other vendors where our office will need to place the order for students, as they may have special ordering requirements, such as 4imprint. Submitting the SRF will allow students to communicate what vendors they are looking to use and then our office can respond with the appropriate procedure for purchasing.
- **Invoices or Contracts:** All invoices and contracts must be paid by our Student Organizations Business Coordinator through the Spending Request Form (SRF). Please see the "Processing Payments" page for more information.
- **Reimbursement:** If students are in a time crunch or unable to sign out an OSE Credit Card, they can choose to make the purchase themselves with personal funds. We can issue a reimbursement as long as they receive an itemized receipt. The student will need to eat the tax cost as we are not able to pay tax. The reimbursement process can take some time, so this method is not recommended as a go-to means of making student organization purchases.

PROCESSING PAYMENTS

All payment requests must be submitted on the Spending Request Form (SRF), found on IC Engage. This form should be submitted by the student organization Treasurer to notify the Student Organizations Business Coordinator that a financial action needs to be taken. The SRF is regularly monitored for submissions, but Treasurers should expect that processing their requests will take **up to 2 weeks**. A quick outline of the SRF and it's options can be found below.

- **Purchase Request:** This option is for when a student is requesting that OSE make a purchase for them. We can ONLY purchase the following online: Amazon orders, Wegmans Catering, Staples orders. We have business accounts for these vendors and can order these items online for the student organization. Student organizations submitting the form will need to also upload a detailed list with links of the items they would like. This type of form should be submitted as early as possible to allow for shipping time and stock issues.
- **Make a Donation:** This option is for when an organization is looking to donate their raised funds. Check is the preferred method for this but we can make certain exceptions to do so via credit card with prior approval from the Student Organizations Business Coordinator.
- **Pay an Invoice or Contract:** This option is for when a Student Organization has worked with an outside vendor, guest artist, speaker, etc. for services. All contracts must be created and approved by the Associate Director for Student Involvement. Please review "Contracts and Invoices" in the "**Event Planning**" section.
- **Acquire Reimbursement:** This option is for when a student has covered costs on a personal card instead of using an OSE credit card. Reimbursements can take some time to process, so it is recommended that students make every effort to plan ahead as needed to use other purchasing methods.

Receipts and Invoices

All receipts and invoices must be itemized and have no tax on them. Receipts should be returned either in person to OSE or via email to orgfinances@ithaca.edu. Note: For travel, there are some states that do not accept NYS tax exemption. Please refer to "Planning Resources and Tips" under the "**Student Organization Travel**" section.

Fundraisers

Student Organizations can hold fundraisers to collect money in their -02 accounts. This money can roll over each year and is at their discretion to use as they see fit. Fundraisers must be approved by OSE using the OSE Fundraiser Approval Form, found on IC Engage. This form also approves student use of online fund collecting sites, such as Venmo and GoFundMe. Some rules to keep in mind for fundraisers (this list can also be found directly on the form):

- Only the Treasurer of the organization should be submitting the request form and handling funds:
    - Only the Treasurer should have the Venmo account collecting funds.
    - It is highly recommended that organizations create a student organization-specific account and to not use someone's personal account.
    - The Treasurer must deposit the raised funds no later than 48 hours after the event of collecting money.
    - The Treasurer must have the ability to write checks from their bank account. This is how they will deposit the raised funds from Venmo, into their personal bank account, and then into their Student Organization bank account.
    - A deposit receipt will need to be submitted to OSE to confirm funds have been appropriately deposited.
- OSE trusts that organizations will be ethical and timely when running fundraisers.
    - Organizations should keep receipts of the funds they are collecting, to track how much money they are raising and ensure that it lines up with their final total to be deposited.
    - Organizations should be collecting money to be used ONLY for organization operations, such as to purchase materials or to donate to a non-profit on behalf of the organization. Money should not be used for personal purchases.
    - Multiple members besides the Treasurer, and including the Advisor, should be aware of when a fundraiser is happening, how much money is collected, how much money is deposited, and when the deposit happens.
    - Deposits must happen no less than 48 hours after the event of collecting.
    - The Treasurer must submit proof of raised funds, such as a screenshot of a Venmo account, to the Student Organizations Business Coordinator's email **immediately** after the fundraiser concludes.
- Advisors are **required** to approve their Student Organization's fundraisers. Advisors should also be aware of how much money was collected from the fundraiser and what it will be used for.

Deposits

After a Fundraiser or receiving a donation, the Treasurer should deposit their raised funds no later than 48 hours after the event. Student Organizations must use the on-campus bank, located on the 3rd floor of the Campus Center, right near OSE. They need to fill out a **Deposit Slip** form and select the first option of "Student Organizations". If the donator wishes for their donation to receive tax benefits, they should donate to the Student Organization via the **Alumni Make a Gift Site**.

EVENT PLANNING

EVENT PLANNING TIPS

Event planning can be a big undertaking for Student Organizations, as it requires planning ahead, working with different resources and offices, and understanding proper procedures and policies. Here are some tips and items to think about as you assist students in their event planning endeavors.

- First and foremost, plan ahead! You will need to consider the timelines of each step in your event planning and that can affect if your event is successful or can even happen by your goal date.
- Think of which funding source(s) you will work with to fund your event. If you are looking to secure funding through SGC, remember you must follow their funding request timeline.
    - Example: Your event date is set for Thursday, February 9th. You need to submit a budget proposal to SGC at least 2 weeks before the event, so your goal date for submission is Sunday, January 22nd. This means you need to have your event planned and all items for purchase selected by January 22nd. Those next 2 weeks after you secure funding will allow you time to make purchases and finalize details.
- If you are making purchases online, it is highly recommended to order as early as you can! Shipping dates and inventory vary daily and it is never guaranteed that your items will come in on time. If you know you may need rush shipping, that cost should be included in your funding request to SGC.
- Learn which campus partners you need to regularly interact with and build relationships with them. Offices such as Public Safety, Conference and Events Services, A/V Services, and Facilities regularly work with Student Organizations to execute events. Having strong communication and a positive track record with these offices will go a long way! As an Advisor, you can be helpful in bridging these relationships and ensuring it continues each year after E-Board turnover.
- Ensure all E-Board members are aware of event needs and details. Some organizations may have specific officer who plan events. It is important that the organization's Treasurer, President, and other relevant officers are aware of the event as well in case they need to step in with planning. For example, the Treasurer usually works with contracts and submits and SRF for payment. If the Treasurer is unaware of what the contract is, the proper procedures for it, etc., it can greatly effect the event's outcome.

- When in doubt, ask for help! Students are **highly encouraged** to meet with the Associate Director for Student Involvement to ensure their events are properly planned and they are not missing any steps. The Associate Director can help them set a timeline, recommend resources or campus partners to work with, and brainstorm ideas. Students should never try to guess policies or procedures, so they should reference the "Student Organization Handbook" or reach out to OSE for clarification and further assistance.

CONTRACTS

The contract process has changed over the 2022-2023 academic year and requires the Associate Director of Student Involvement to be heavily involved in its creation and execution.

Steps of the Contract Process:

1. The Student Organization sets up a meeting with the Associate Director for Student Involvement.
    a. Typically the Treasurer and the President, Vice President, or Event Planner are present at this meeting.
    b. Students should come prepared with the following information to share with the Associate Director:
        i. Event Date
        ii. Event Time
        iii. Event Location
        iv. Arrival Time for the guest
        v. Service Fee
        vi. Any Additional requirements to be promised on the contract, such as materials, food, etc.
        vii. Payee's Full Legal Name
        viii. Payee's Home Address
        ix. Payee's Cell Phone Number
        x. Payee's Email Address
        xi. Any additional event details as needed
    c. At this meeting, the Associate Director will ask questions and approve the organization's use of contract.
2. The Associate Director will provide the students a contract. The contract can then be used as supporting documentation to use in funding requests.
3. Once funding is approved, the students can get the contract signed by the guest and then they must email it back to the Associate Director to be signed by OSE. Funding and the guest's signature is required before OSE can sign the contract.
4. Once the contract is signed by both parties, the Associate Director will send it back to the students to send to the guest for their records.

5. **After** the event date, the Treasurer should submit the contract through the Spending Request Form (SRF) to start the payment process. If the Treasurer does not complete this step, the guest may never be paid. It is very important for the Treasurer to submit the SRF in a timely manner after the event has occurred.
6. Students should check in with their guest to ensure payment was made after about 2 weeks.

Important items to note:

- Contracts cannot be created or signed by students or Advisors. OSE is the only authorized entity to work with and sign Student Organization contracts.
- Contracts can take anywhere from 2-8 weeks to fully be created, reviewed, and approved. The timeline depends on the type of service that is being requested, which can affect the type of contract that will need to be used.
- OSE has contract templates that are most commonly used by Student Organizations. In certain circumstances, contracts from the vendor/guest may be used, but they must be fully reviewed and approved by the Contract Review Team (CRT), which can take many weeks.
- The Contract Review Team (CRT) is a new entity comprised of members from Legal, Procurement, and Risk Management and they work on reviewing and approving contracts. The Associate Director works closely with this team to ensure policies are being followed and for additional assistance as needed. Students should not be directly contacting this team for contract assistance; all communications regarding contract use should go through the Associate Director for Student Involvement.
- In May 2023, a new contract policy was created where all contracts must be submitted through a portal. This portal means that the contract timeline may be delayed, so it is imperative that students plan ahead and meet with the Associate Director as early as possible. This new policy ensures students do not create and submit contracts on their own; only the Associate Director for Student Involvement can work within the portal.
- When in doubt, reach out to OSE with questions, comments, or concerns! It is imperative that students ask for help if they are unsure, rather than assume and make detrimental mistakes.

RIGHTS

Student Organizations who wish to use licensed materials must obtain the rights to use them. The 3 main type of rights that Student Organizations regularly interact with are film rights, performance rights, and logo rights. The rights must be purchased and can range from $100 to over $2,000 depending on the nature of the rights. Below are outlines of the steps for students to secure rights by type.

Film Rights: Film rights are required any time an organization is looking to show a film for a program or event. Student Organizations may secure rights in a few different ways:

1. OSE has a standing relationship with the vendor Swank Entertainment to secure film rights. They are able to provide the license and ship a hard copy of the film to campus as well as marketing posters if requested. They have access to brand new movies only in theaters and an extensive general catalog.
   a. For this option, students simply need to email the Associate Director for Student Involvement with their request. The Associate Director will respond with a quote to be used as supporting documentation for an SGC budget proposal.
2. The on-campus library has a catalog of educational films that can be used free of charge. This is a great option for organizations looking to host educational programs or events.
3. Student Organizations can purchase their own film rights from various licensing websites.
   a. Students must provide the Associate Director with a quote and use that quote as supporting documentation for an SGC budget proposal.
   b. Students can then request an OSE credit card and make the purchase themselves online and provide the receipt to the Associate Director as proof of license.

Performance Rights: Performance Rights are mainly applicable to theater student organizations who regularly put on shows. The process for obtaining rights can take a long time and be quite costly. It is **highly recommended** that theater groups meet with the Associate Director for Student Involvement early on to plan their shows and develop a timeline. Below are the general steps for receiving performance rights:

1. Students will meet with the Associate Director for Student Involvement to go over the show details. Students should be prepared with the following information at their meeting:
   a. Show Date(s)
   b. Show Time(s)
   c. Show Location (on-campus Theater or off-campus space - off-campus spaces will require an additional venue contract to be executed)
   d. Amount of seats in the Theater
   e. Price of Tickets
   f. Amount of actors, directors, and other important roles
   g. Materials needed, such as amount of scripts, orchestral pieces, logo rights for marketing, practice tracks, projected scenery, etc.
   h. Which vendor their show will be requested from: Musical Theater International (MTI) or Concord Theatrics. Students can review their catalogs online and ensure rights can be requested (some shows cannot be requested because they are currently in production through national touring or on Broadway).

2. After this meeting, the Associate Director will request rights through the requested vendor. Processing of this request can take the vendor up to 2 weeks. The Associate Director will notify the students once this request has been approved and will provide them with a quote to be used as supporting documentation for an SGC budget proposal.
3. Once funding is approved, the students should contact the Associate Director to notify her to pay for the rights. Once the rights and materials are paid for, it can take up to 3-4 weeks for materials and approval of the request to arrive. Students should plan accordingly in this timeline to set their auditions and rehearsal dates.
4. After the show date(s), students may need to return return rented materials to the Associate Director to be shipped back to the vendor.

When making funding requests to SGC (or using other funding sources), students should plan for hidden shipping fees. Quotes rarely show these fees and OSE does not receive a final invoice until all materials have arrived, long after funding requests have been made. It is recommended that student plan for $400-$500 in hidden fees.

Logo Rights: Logo rights may sometimes be needed for marketing purposes. These requests are rare and there is no specific vendor OSE works with to secure them. Students can request logo rights by emailing the Associate Director for Student Involvement. If the students have their own vendor to license from, they should include the Associate Director in that communication as evidence of licensing approval.

ROOM RESERVATIONS AND VENUE REQUESTS

Room Reservations

Student Organizations can make room reservations on the 25Live portal, found on ithaca.edu/apps. Only Recognized organizations can reserve rooms and they must report which organization they are representing when they make their request.

Students can reserve rooms for meetings, programs, or events. They will be asked to report any A/V, catering, or room set-up needs and they will need to provide their student organization bank account in case charges need to be made. They can request quotes for those charges in order to secure funding.

OSE can help students learn to use 25Live if needed! 25Live is managed by Conference and Events Services (CES), so questions regarding system issues or reservations should be directed to them at ces@ithaca.edu.

Some tips to keep in mind:

- If students know when and where they want their event to take place, they should reserve their room as soon as possible. Event spaces on campus are limited and reservations fill up quickly!

- Student can make room reservations up to 18 months in advance. If student organizations have annual events, it is highly recommended that they reserve their space as far out as they can.
- CES can provide basic services, such as lighting in Emerson Suites, A/V services, etc. Students who put on performances tend to work with outside vendors for more detailed needs, such as using a stage, many microphones, or special lighting.
- When an event is finalized, CES will email them an event summary. Students should review their event summary in full and ensure all details are correct.
- Students can work with the Associate Director to brainstorm ideas for their event, including recommendations of rooms for their events.

Venue Requests

Student Organizations wishing to use off-campus venues for performances, film shoots, banquets, or other types of events must work with the Associate Director for Student Involvement to create a contract. Additional stipulations with the contract may be required, including signing liability waivers or planning transportation to and from the venue for members.

Off-campus venue use must be approved by the Associate Director. OSE has a handful of venues that are worked with consistently and they may be recommended to be used first if possible. Organizations should contact OSE as soon as possible to plan their off-campus event with the Associate Director and go over all event details and policies.

FOOD

Students must use on-campus catering if their cost is over $200.00. Exceptions to this can be approved by CES if they state they cannot deliver on the requested services. Exceptions include, but is not limited to:

- CES does not have enough staff to cover the event, they are
- CES is unable to provide the requested menu
- There is a large amount of people attending the event

Students can get food delivered to campus or they may purchase food in person using an OSE credit card.. If using Wegmans, they should request OSE place the order using the Spending Request Form (SRF). If students wish to use an off-campus caterer, they must work with the Associate Director for Student Involvement to create a contract and receive approval. This process may involve requiring the restaurant has certain insurance and follows special procedures to ensure food safety.

RISK MANAGEMENT

Certain Student Organization events may require risk assessment and additional stipulations. It is important for students to work with the Associate Director for Student Involvement first to assess the risk of their event and what next steps may be. Students should not contact Risk Management directly.

"High-Risk" events include, but are not limited to:

- Student Organizations that are dance-related and their event will contain dancing/continuous movement.
- Events with risky aspects, such as smashing plates, playing some type of sport, or high-level movement
- Events where alcohol may be present. Note: Senior Class is the **only** student organization allowed to serve alcohol at their events.
- Off-campus events
- Student travel or any time students leave campus under Student Organization operations.

"High-Risk" events will most likely require use of an Ithaca College Waiver. The Associate Director for Student Involvement will work with students on creating and collecting waivers for participants of their event.

Due to the nature of Dance Organizations, all Dance Organization members will be required to sign a specific waiver at the start of each semester to confirm their involvement and their acceptance of liability in their involvement.

SOLICITATION

CAMPUS-WIDE SOLICITATION

Student Organizations have many options to promote and advertise their organization and events across campus. OSE oversees solicitation in and around the Campus Center and can assist with soliciting in other campus buildings and spaces. OSE can also help with coming up with creative and engaging ideas for advertising! Please make sure to review the **Campus Wide Solicitation Policy** for more information and to access all forms.

Flyering / Bulletin Boards

Recognized student organizations may advertise on specific bulletin boards designated for general posting in the Campus Center and academic buildings without stamped approval. Each poster must contain the name of the student organization and an e-mail address for a contact person and the accommodation statement.

OSE has a number of bulletin boards within the Campus Center that student organizations can request to use to promote their upcoming events. Any recognized student organization can request a bulletin board on the Student Activities Center Form, found on IC Engage. There are a number of boards inside and outside of the Campus Center available for student organizations to use. We've created a helpful guidebook that contains all the information you need to know about bulletin boards, **click here for our bulletin board guidebook!**

Student Organizations should utilize the on-campus Print Shop to print their marketing materials. They need to request funds through SGC under an Operation Budget Request. OSE has partnered with the IC Print Shop to give student organizations an opportunity to print their poster the size of the bulletin board. **Click here for our how-to guidebook of how to print a bulletin board through the print shop!**

Organizations also can find a Cricut, backing paper, letter/symbol stencils, markers, paints, and other supplies available in the Student Activities Center if they prefer. They can visit the SAC during operating hours or e-mail studentorgs@ithaca.edu with any questions about accessing the Student Activities Center.

To post flyers in Residence halls, students can submit 150 copies to Residential Life. If approved, Res Life staff will post them.

No posters are permitted on doors, windows, walls or vehicles; they may only be posted on designated bulletin boards.

Campus Center LCD Screens

Student Orgs can solicit on the LCD screens around campus by submitting the Campus Center LCD Form, found on IC Engage. Promotions can stay in rotation on the screens for up to 2 weeks. This is a great, free option for student organizations to market!

Intercom

During the Re-Recognition process, Student Organizations have the opportunity to report up to 3 members to have access to post on their Student Organization's behalf. Students can follow instructions **here** to post or they can contact OSE to meet with an SLC for further assistance. This is another free option for student organizations to market!

IC Engage

IC Engage is the go-to online hub for the promotion and registration of campus events. Student Organizations each have a profile and the capability to post events for registration and advertising and post news posts on the main page. Student Organizations are required to post all of their events to IC Engage and it is required that they select the option to post on the IC Campus Calendar as well (this is an option when the student creates their event on IC Engage).

Club Hub

Every other week OSE puts together a Club Hub newsletter that goes out on Fridays. This newsletter contains important updates from OSE, SGC, or other campus partners pertinent to Student Organization operations. There is also a section for call-outs to showcase upcoming student organization events, successes, and recognition. This newsletter is disseminated to all student organization officers listed on IC Engage.

Tabling

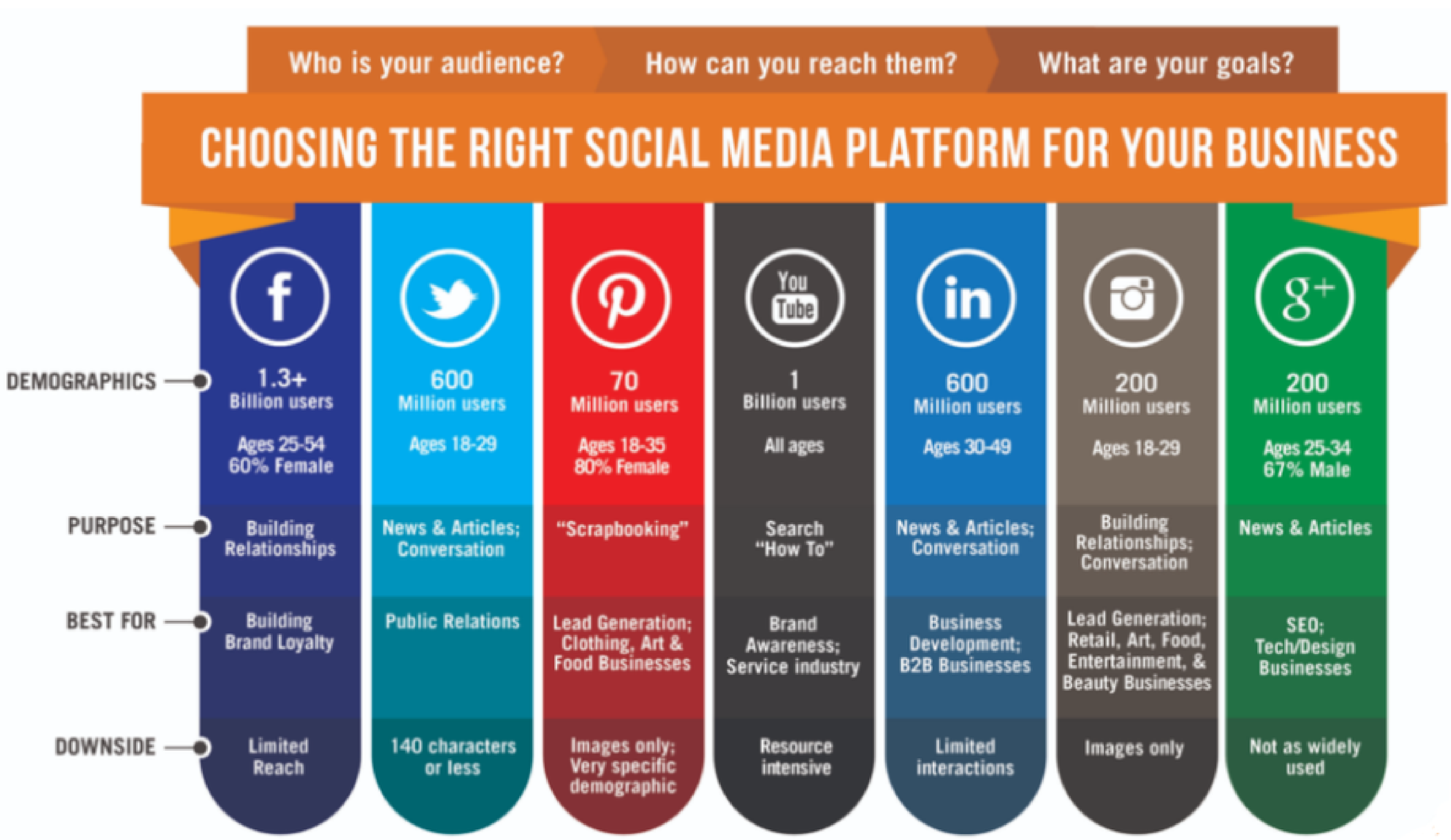
Students can table in the Campus Center or use the academic quad for solicitation or event purposes.

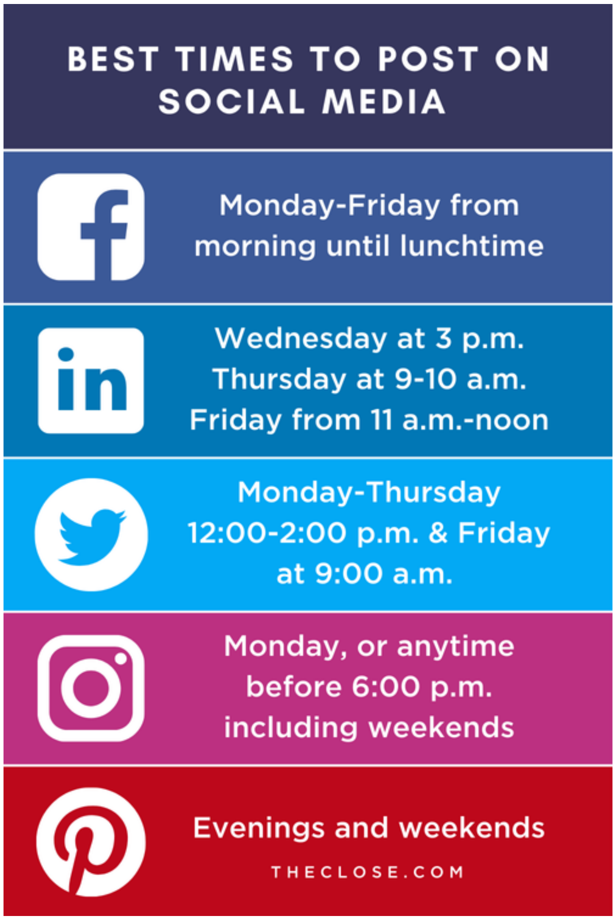
- To request a permit to table, students can submit the Solicitation Table Permit, found on IC Engage.
- To request a permit to use the Academic Quad, students can submit the Academic Quad Reservation Form, found on IC Engage. Reserving the Academic Quad may require additional communication and notification to other offices or departments, such as Public Safety.
- To request to fly a specific cultural or celebratory flag, students can submit the Campus Center Flag Flying Form, found on IC Engage.

MARKETING TIPS

Student Organizations can benefit from marketing their organization and events to increase visibility, attendance, and membership. Below are some tips to take advantage of the resources available to them and get creative:

- Take full advantage of the solicitation options on campus! Student Organizations should utilize all options of marketing every time they have an event or want to bring awareness to something. Different platforms reach different types of students.
- Create Student Organization social media accounts as well as branded accounts for emails, Venmo, etc.
- Student Organizations can use SGC funding to purchase a Canva Prime account or other design or marketing platforms to increase their visual marketing.
- Partnering with other student organizations on events can help increase reach and funding for events.
- Partnering with on-campus offices for sponsorship or collaborating on their events.
- Contact OSE if you need help on your marketing campaign or brand.
- Attend SLI workshops that relate to marketing, branding, and increasing Student Organization membership.
- Attend OSE-related events, such as the Student Organization Fair in August, to promote your organization. This is a great time to gain new members, highlight open E-Board positions, increase visibility of your organization and mission, and promote upcoming events.




BEST TIMES TO POST ON SOCIAL MEDIA
Monday-Friday from morning until lunchtime
Wednesday at 3 p.m. Thursday at 9-10 a.m. Friday from 11 a.m.-noon
Monday-Thursday 12:00-2:00 p.m. & Friday at 9:00 a.m.
Monday, or anytime before 6:00 p.m. including weekends
Evenings and weekends
THECLOSE.COM


Social Media Marketing Tips
Startup Talky
Define The Goal
Select Your Target Audience
Be consistent
Build An Effective Game Plan
Keep Track of Engagement
Keep Your Post Frequency Optimized!
Grow Your Subscribers Trust
Keep it Consistent and Attractive Visually!
Keep Improving the Customer Experie-nce (CX) Strategy
Select Your Social Media Platforms Wisely
Set Up Social Media Content Calendar
Use The Art of Storytelling
Use Emoticons - Humanize Your Brand
Treat Each Social Channel Uniquely
Deep Dive into Social Media Analytics
Use hashtags strategically
Embrace your mistakes
Quality always the top priority
Research and learn about your audience
Connect with your audience
use the right tools
Stay on top of latest trends & changes

STUDENT ORGANIZATION TRAVEL

TRAVEL AUTHORIZATION STEPS

All OSE Recognized Student Organization travel must be approved by the organization's Advisor and the OSE.

Any time a student leaves the city of Ithaca for Student Organization-related business, it is considered a travel experience and must be authorized. Alternatively, when traveling within Ithaca on behalf of their organization to hold a meeting or run errands is permitted without authorization.

Travel planning should start **at least 8 weeks prior** to a trip. While this may seem like a big buffer, it is necessary so that students can iron out logistics, request and secure funding, purchase transportation and lodging, and have their trip officially approved.

Steps for Travel Authorization:

1. Within the Student Organization, elect 1-2 students to serve as "Travel Coordinators" who will take the lead on planning the trip and complete all necessary paperwork for trip authorization.
2. Travel Coordinator(s) will fill out the Travel Authorization Form (TAF), found on IC Engage. The form will require students to report travel logistics, such as who is going, where and when you are going, how you plan to get there, and a budget of travel expenses.
3. Once the TAF is approved, the Travel Coordinator(s) will meet with the Student Organizations Business Coordinator and her team to review the TAF, ask questions, and discuss the next steps to their planning. Edits may need to be made to the TAF at this stage depending on what is discussed during the meeting.
4. All participants must complete the Traveler Participation Form, found on IC Engage.
5. The Travel Coordinator(s) will submit a Travel budget proposal to SGC to secure funding. A meeting with OSE is required **before** a budget request can be made to SGC.
6. Travel arrangements can be made **after** funding is approved. Students will work with OSE to make these arrangements and it may require further meetings to accomplish these tasks in person.
7. Advisor approval is **required** for final approval of the trip. Advisors will serve as the primary emergency contact during travel.

PLANNING RESOURCES AND TIPS

Travel-planning has many moving parts and requires the Travel Coordinators to be organized and diligent in their work. Below are some resources and tips for student organizations to use in their planning:

- First and foremost, students should plan as far in advance as possible. 8 weeks are required, but if students know a conference is coming up in the Spring semester, they are able to start planning and getting their trip approved in the Fall!
- The Advisor should be aware of travel plans and logistics and set expectations with the traveling students. This may include creating a communication plan with students in case of emergencies or to do check-ins and ensuring policies are being followed, such as collecting all itemized receipts.
- Travel Coordinators should ensure all traveling members are aware of the logistics, receive the created itinerary, and understand what to do in case of emergencies.
- Hotels/motels and retreat centers are approved lodging accommodations due to their risk-liability levels being low. Trips choosing to use home-stays as their lodging may be approved but only with the collection of additional, detailed information and documented understanding that the trip's risk-liability level increases and shifts from Ithaca College to the hosting homeowner(s).
- There are many states that do not accept NYS tax exemption or require tax at all. Students will work with the Student Organizations Business Coordinator to confirm if their trip will require their purchases to be tax exempt or not.
    - **Does not impose sales tax**
        - Alaska
        - Delaware
        - Montana
        - New Hampshire (but the state does tax meals and room rentals/hotels)
        - Oregon
    - **Tax Exempt Forms**
        - Florida
        - Kansas
        - Maine
        - Michigan
        - Mississippi
        - New Jersey
        - New York
        - North Dakota
        - Rhode Island
        - Texas
        - Wisconsin
    - **States that do not accept NYS Tax Exemption**
        - Alabama
        - Arizona
        - Arkansas
        - California
        - Colorado
        - Connecticut
        - Georgia
        - Hawaii
        - Idaho
        - Illinois
        - Indiana
        - Iowa
        - Kentucky
        - Louisiana
        - Maryland
        - Massachusetts
        - Minnesota
        - Missouri
        - New Hampshire
        - New Mexico

- Nebraska
- Nevada
- North Carolina
- Ohio
- Oklahoma
- Pennsylvania
- South Carolina
- South Dakota
- Utah
- Vermont
- Virginia
- Washington
- West Virginia
- Wyoming

* Students will most likely need to take out an OSE Travel credit card for their trip. This card is specific to travel expenses, such as gas/ meals, and lodging.
* Depending on the location of their trip, students may need to rent college-owned vehicles. Students can submit a **Vehicle Request Form** on the Office of Facilities website. Students should also review the policies for driving college owned and rented vehicles.
* Using college-owned vehicles is the preferred method of transportation for drivable trips; students taking personal vehicles is not recommended. Students who will be driving a college-owned vehicle must become an Approved Driver. The process and application can be found on the **Office of Risk Management's website**.

The Student Organizations Business Coordinator will walk students through this entire process and ensure all steps are completed prior to travel. Again, planning well in advance and having strong communication with OSE will ensure a successful trip!

STUDENT ACTIVITIES CENTER

AVAILABLE SUPPLIES AND RESOURCES

The Student Activities Center (SAC) is a dedicated space for Student Organizations! Located on the 3rd floor of the Campus Center, Egbert 311, next to the Taughannock Falls Meeting Room, this space has many resources and tools to help Student Organizations be successful. The SAC is connected to OSE and is staffed with one Student Leadership Consultant (SLC) during operating hours.

SAC Contact Information
Location: Egbert 311, third floor of the Campus Center, next to the Taughannock Falls Meeting Room
Email: studentorgs@ithaca.edu
Phone: 607-274-3377
Hours: 11am – 8pm, Monday – Thursday | 11am – 5pm, Friday

Available Supplies and Resources

- A reservable conference room
- Open meeting and hang-out space
- Computers and access to printing
- Arts and Crafts supplies, such as colored paper, markers, hot glue guns, and more!
- Materials to create a tri-fold informational board for tabling purposes, including poster board, cut-out letters, and space to store the tri-fold.
- Cabinet or bin storage for student organization-related supplies and materials
- A **Cricut** to create special printed items such as hats, t-shirts, and more
- An SLC available to answer student org-related questions

RESERVABLE ITEMS

The SAC houses some items that student organizations may find helpful to run their vents and programs. These items include:

- A popcorn machine and popcorn supplies
- Event speakers and microphone set
- Card swipes to track attendance at events. These swipes connect to IC Engage and attendance can be tracked directly in the event!

- Walkie Talkie sets, which can help with communication during recitals, performances, concerts, and large events
- A cash box to collect money at fundraisers and events
- Various board games and team-building games

These items can be requested through the Student Activities Center (SAC) Form, found on IC Engage.

SAC CONFERENCE ROOM

While there is open hang-out and meeting space in the main part of the SAC, there is now a new large conference room that can be reserved! This room is a great space for E-Board meetings, E-Board transition meetings or retreats, organization workshops, or small events that require meeting space. There are white boards and other materials to help run meetings. There will also be couches to hold less formal meetings and to study or hang out.

The SAC Conference Room will generally be open but it can be reserved using the Student Activities Center (SAC) Form, found on IC Engage.

STUDENT ACTIVITES CENTER (SAC) FORM

The Student Activities Center (SAC) Form can be found on IC Engage. This form has the following options for students:

- Requesting SAC Storage
  - OSE has cabinets and bins for Student Organizations to store their organization-related supplies and materials. Storage is given out on a first-come, first-serve basis and requires consistent maintenance to ensure old or perishable items are removed regularly.
- Reserving the SAC Conference Room
  - If students wish to hold private meetings in the SAC Conference Room, they can reserve the space to ensure it is available when they need it and so that they will be uninterrupted. Generally, this space will be open and can be used if no one has reserved it for that time.
- Reserving SAC reservable items
  - Items listed previously in the "**Reservable Items**" section can be reserved on a first-com, first-serve basis. Some of these items are larger and may

be needed for after-hours events. Students will work with OSE to ensure the items can be returned promptly and safely after their event.

- Requesting Bulletin Board Use
  - OSE has many bulletin boards in and outside the Campus Center for Student Organizations to promote themselves and their events. These spaces can be used for up to 2 weeks and are approved on a first-come, first-serve basis.

Please allow 48 hours for a response from one of our SLCs who monitor the form. They will confirm the reservation and coordinate pick-up and drop-off times if needed.

Questions related to the Student Activities Center can be sent studentorgs@ithaca.edu!

THANK YOU FOR REVIEWING THE STUDENT ORGANIZATION ADVISOR HANDBOOK!

Contact Us

ithaca.edu/office-student-engagement

studentorgs@ithaca.edu

3rd Floor of Campus Center, Egbert 325

607-274-3222