START

YOUR FIRST STEP IN LEADING YOUR STUDENT ORGANIZATION

VANDERBILT UNIVERSITY | DEAN OF Students | Student Organizations

OFFICE OF STUDENT ORGANIZATIONS & GOVERNANCE

DeAnte' Smith
Director

Wil De Los Santos
Program Coordinator

AGENDA

❖ Managing Your Student Organization
❖ Reserving Space
❖ Event Planning/Protection of Minors
❖ Updated Finance Information
❖ Policies
❖ Questions

Managing Your Student Organization

- ✓ Navigating Anchor Link
- ✓ Membership Recruitment
- ✓ Communication Methods
- ✓ Documents & Records
- ✓ Elections & Polls
- ✓ Applications & Forms
- ✓ Tracking Attendance
- ✓ Card Readers

MANAGING YOUR STUDENT ORGANIZATION >>> Navigating Anchor Link

Anchor Link Resource Page: https://www.vanderbilt.edu/anchorlink/manage-your-organization/

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MANAGING YOUR STUDENT ORGANIZATION >>> Membership Recruitment

Tabling
- Student Involvement Fair (End of Aug)
- Tri-fold boards
- Giveaways/Games
- Track Attendance!
  - Swipe or record e-mails
  - Invite to join your group on Anchor Link afterwards
  - Add to listserv

MANAGING YOUR STUDENT ORGANIZATION >>> Membership Recruitment

Fall Interest Meetings
Invite members through Anchor Link using their e-mails from your attendance

MANAGING YOUR STUDENT ORGANIZATION >>> Communication Methods

Anchor Link Messaging

- E-mails
- Text Messages

Tech Requests

- Submit a tech request by following this link:
  https://www.vanderbilt.edu/deanofstudents/student-organizations-tech-request/

MANAGING YOUR STUDENT ORGANIZATION >>> Documents & Records

- Meeting Minutes
- Executive Board Documents
- Budgets

Organizations can create folders, rename, move, and grant permissions to the public, anyone on campus, organization roster, or specific positions
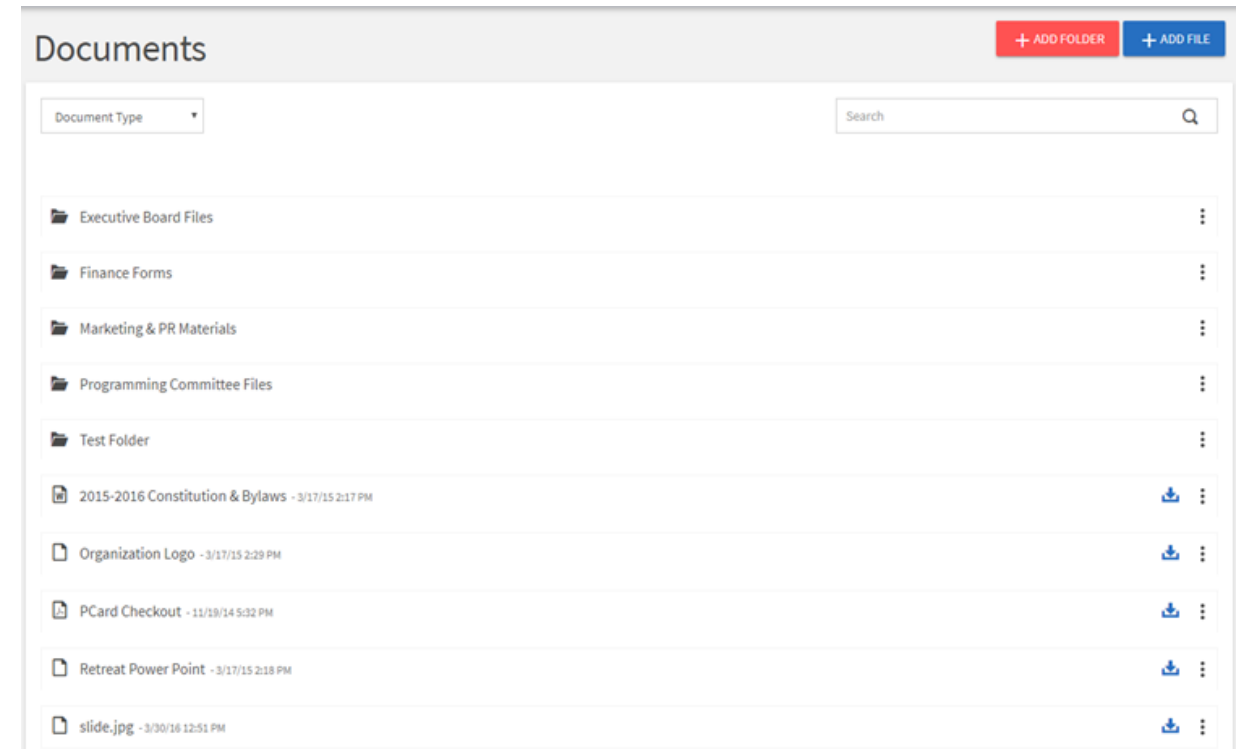
MANAGING YOUR STUDENT ORGANIZATION >>> Documents & Records

- Contact Information

- Event Plans & Evaluations

- Fliers, Graphics, & Wordmarks

MANAGING YOUR STUDENT ORGANIZATION >>> Elections & Polls

MANAGING YOUR STUDENT ORGANIZATION >>> Applications & Forms

MANAGING YOUR STUDENT ORGANIZATION >>> Applications & Forms

Forms have approve or deny functionality

Form results can be viewed three ways:
- Within the site
- Individual PDFs
- Excel Export

MANAGING YOUR STUDENT ORGANIZATION >>> Tracking Attendance

Why track attendance?

- <u>Required</u> for all AcFee funded events
- <u>Required</u> for *Greek Member Experience* or any track created
- <u>Required</u> for any event that includes interactions with minors
- Evaluate the success of your programs
- Capture names & e-mail addresses of attendees
- Keep records of events

More information on Attendance Tracking - https://www.vanderbilt.edu/anchorlink/attendance-tracking/

MANAGING YOUR STUDENT ORGANIZATION >>> Tracking Attendance

Ways To Track Attendance

- Card Readers
- E-mail Addresses
- Invitations or RSVP List

More information on Attendance Tracking - https://www.vanderbilt.edu/anchorlink/attendance-tracking/

MANAGING YOUR STUDENT ORGANIZATION >>> Card Readers

Purchasing

- $50 one-time fee
- Can be paid for with AcFee funds
- Information Available on Anchor Link

Checking Out (Free of Charge)

- Your adviser or department might have one available
- Main Library card readers are available to students
- First come First serve basis (New)

Campus Links

GME Ongoing Application	↗
Card Reader Check-Out Form	↗
Card Reader PURCHASE Form	↗
Anchor Link Training Resources	↗
Dean of Students	↗
Engage Help	↗

Card Reader Check Out or Purchase Link: https://wp0.vanderbilt.edu/anchorlink/need-help/check-out-or-purchase-a-card-reader/
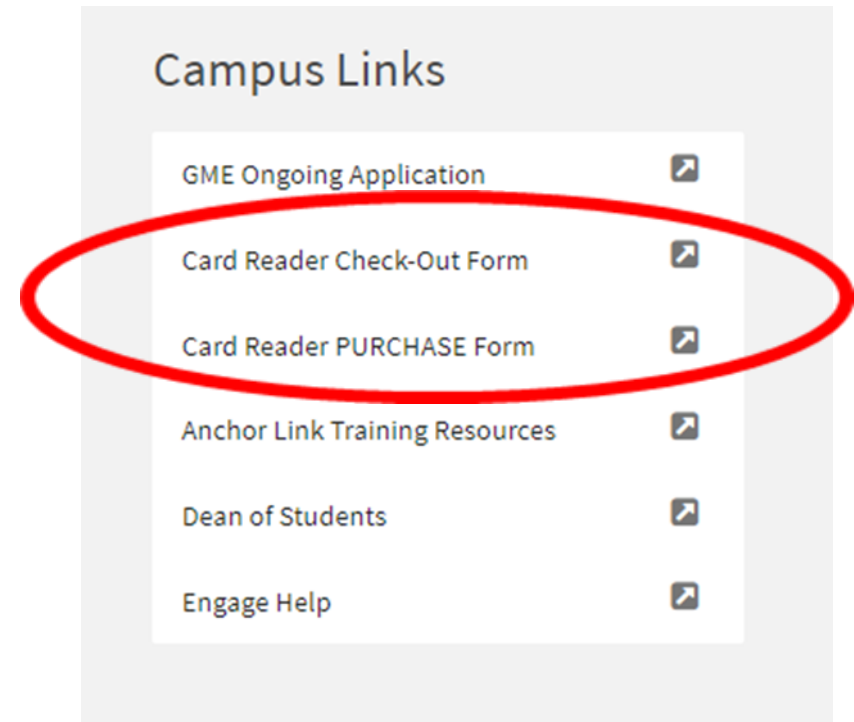
Reserving Space >>> Events at Vanderbilt

✓Booking Space
✓Services
✓Event Management

Reserving Space >>> Events at Vanderbilt

Angela Covington/Jordan Hajacos – Assistant Directors
Karen Burnett – Commons
Jordan Farmer – Alumni
Brooke Gutschick – Kissam and Bronson
Andy Hoffman – Sarratt
Brooke McVey – ESB/Wond'ry, Benton, A&S
Sara Cope – Kissam and Bronson
Kayla Ongais - SLC
Emma Rutter – SLC
Student Staff

**Rand 307
Monday-Friday, 8am-5pm
Email: reservations@vanderbilt.edu
Phone: 322-2448**

<u>Spaces Available For Booking</u>
- Student Centers:
  - Sarratt|Rand, Alumni, SLC, ESB/Wond'ry, Commons, Kissam, Bronson College
- Academic Space
- Outdoor Spaces
- Chapels
- Langford
- Tables

Reserving Space >>> Services

- Box Office/Ticketing

- Production Services (A/V and tech support)

- Coordinate with Plant Operations, VUPD, Traffic & Parking
  - Request these services when you register your event in Anchor Link

Reserving Space >>> Booking Space

- [Virtual EMS](#)
- *Phone:* 322-2448
- *Email:* eventservices@vanderbilt.edu
- *Location:* Rand 307

Event Planning

✓Virtual EMS
✓Registering Events on Anchor Link
✓Events with Alcohol
✓Vanderbilt Trademark
✓ACE Design
✓Advertising & PR
✓Other Resources

Event Planning >>> Virtual EMS

- Make sure to reserve your space through Virtual EMS
- Please reserve your space **before** registering your event on Anchor Link

Event Planning >>> Virtual EMS

- Log in with username and password

- Allows you to browse and search for available spaces on campus

- View your current and previous requests

- Look for different room configurations

Event Planning >>> Events with Alcohol

- **Events with Alcohol**

- ***Organizers of the event must meet the following requirements***
  - Complete the [Host Responsibility Training](#)
  - Provide, free of charge, alternative beverages and food while alcoholic beverages are available
  - Check identification
  - Register event in Anchor Link
    - Includes off-campus events
    - Three weeks prior to the event date

Event Planning >>> Registering Events on Anchor Link

- **Special Event Registration**
- **Events with Vendors/Caterers**
  - o Event rental companies
  - o Food trucks
- **High Risk Events/Waivers**
  - o Bounce Houses
  - o Bull Riding
  - o Dunk Tank
- **Co-Sponsorships need approval**
- **Cancellation Policy – 10 business days**

Event Planning >>> Registering Events on Anchor Link

Why Register Events on Anchor Link?

Required For
- Events funded by AcFee
- Events with special requests (Plant operations, security, sound amplification, ticket sales)
- Events involving interactions with minors
- Events with alcohol

Benefits of Registering
- Publicity (Streamlined PR - Google Calendar, University Calendar, Social Media)
- Avoids date conflicts
- Helps with attendance tracking (Card swipes, Invitations & RSVPs)
- Keeps historical records

Benefits of Registering (Cont'd)
- Data storage
- Can use info for generating reports
- Can be used for GME and MVE credits
- Can be added to student extracurricular transcripts
- Will help with getting students reimbursed (**Proof of event**)

Event Planning >>> Registering Events on Anchor Link

How to Register Events on Anchor Link?

Event Planning >>> ACE Design

Services Provided
- **Free** flyer design for event marketing
- Can help create posters, fliers, social media materials, stickers, t-shirts and more!
- Can also work with graphic designs for class projects (with professor's permission)
- Must complete project request at least 2 weeks prior to event.

Event Planning >>> Advertising & PR

DOs
- Anchor Link
- Anchor Link Leaders
- Listserv (Leader-development events only)
- InnerVU
- Bulletin Boards
- Tabling
- Table Tents
- Banners by The Wall
- Outdoor fliers

DON'Ts
- Chalking
- Stakes in the ground
- Nailing or stapling fliers to trees
- Placing unapproved fliers on bulletin boards

Visit https://www.vanderbilt.edu//studentorgs/manage-your-org/event-planning for more information.

Event Planning >>> Office of Brand Engagement & Governance (OBEG)

o Use of Vanderbilt name, logos, and verbiage on merchandise requires approval from OBEG.

o Step One: Fill out a Merchandise Request Form (MOR)

o Step Two: Place your order with a licensed Internal Campus Supplier

o Step Three: After MOR approval, you must submit a requisition to obtain a Purchase Order (PO).

o Policy requires that suppliers be paid by purchase order (PO). A Pcard/One Card cannot be used for payment.

o Questions: Contact Cortney Goodson Cortney.goodson@Vanderbilt.edu

Event Planning >>> Other Resources

The Anchor

- Banner painting room—free supplies (ask the info desk for location)

Student Organization Mailboxes

- Contact studentorganizations@vanderbilt.edu if you want a mailbox

Websites

- Anchor Link
- Student Organizations
- Student Handbook (Student Engagement)
- Student Handbook (University Policies and Regulations)

FINANCES

- ✓ Oracle Cloud
- ✓ Task Number
- ✓ Org Finances
- ✓ Spending
- ✓ Tax Exemption
- ✓ Advisor's Role
- ✓ AcFee & Other Funding

Finances >>> Oracle Cloud

- New Admin and Finance System

- Will be used for reimbursements, purchases, expense reports etc.

- Check requests,1180's, and student travel forms will no longer be used to process any expenses, or financial transactions i.e.; NO MORE PAPER!!!

- The Anchor Link Financial Module will be used to review finances

- Plan ahead for expenses and events accordingly

Visit https://www.vanderbilt.edu/skyvu/ for more information.

Finances >>> Task Number

- Student organizations will no longer use center numbers as their financial identifier

- The COA String and Task Number will replace organization center number

- Serves as part of the Chart of Accounts (COA)/POET string that will be used to charge student groups

- Task Number can be found in two ways:
  - Via Anchor Link or
  - Via Student Org website (link below)

How to charge a **student** organization:

Student Organizations are set up as a Project, and a POET string will be used

Student ORGPOET Segments

P Project: SO_280200

O Organization: 30500

E Expenditure Type: choose from dropdown based on specific type of transaction

T Task: Each Organizations Anchorlink ID #
*see list below of all tasks (Anchorlink ID's), or search within Oracle

COA should map to: 300.10.30500.xxxx.071.000

Visit https://www.vanderbilt.edu/studentorgs/finances/student-organization-task-numbers to find your task number or visit
https://s3.amazonaws.com/vu-wp0/wp-content/uploads/sites/93/2014/01/01172348/Finance_Detailed1.pdf to learn how to find your task number on Anchor Link.

Finances >>> Org Finances

- **No more e-Dog** – Students no longer need to request access to their student organization if they're a student leader on Anchor Link

- Student leaders listed on Anchor Link will be able to view their organization's balance, and financial transaction history.

- They can also grant access to this finance module to new student leaders at will.

- To make **deposits**, complete the RSO Deposit Form and deliver to Mark Leners in Sarratt 351. The form is on the Student Org Website.
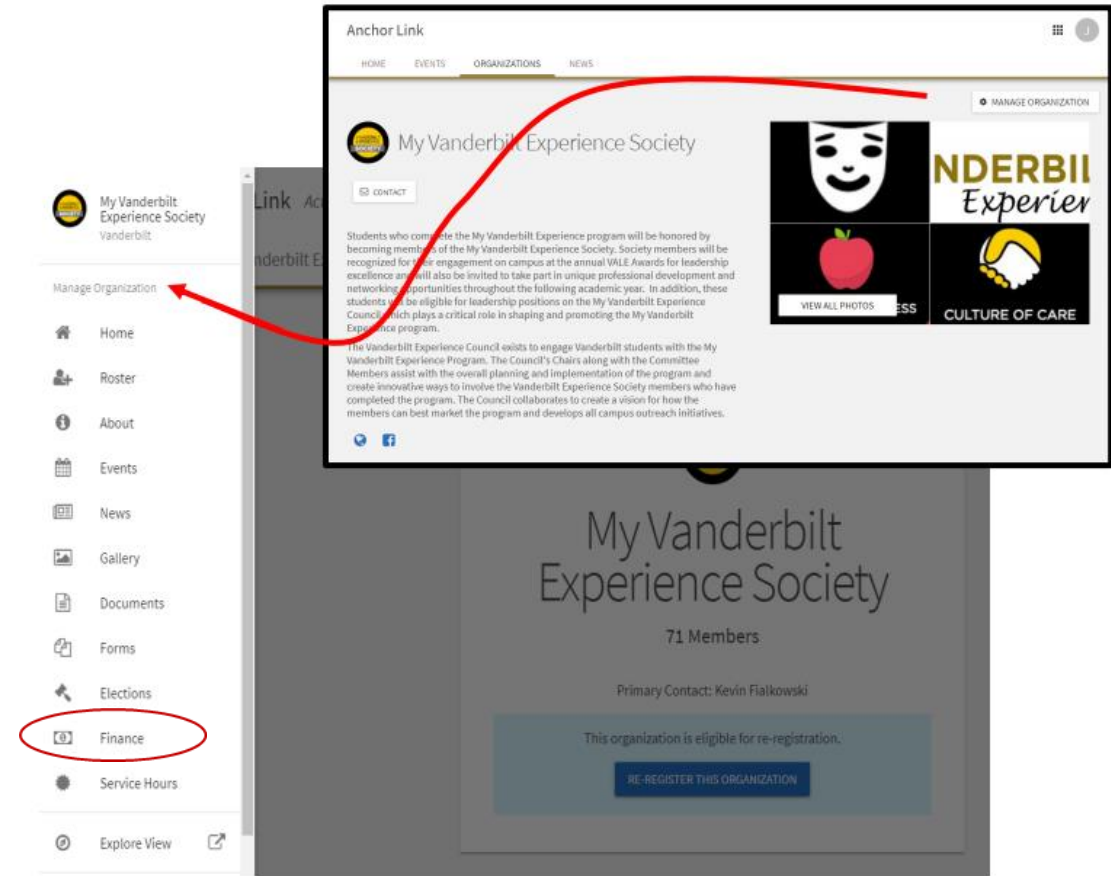
Visit https://s3.amazonaws.com/vu-wp0/wp-content/uploads/sites/93/2014/01/01172348/Finance_Detailed1.pdf for detailed instructions on finding your task number in Anchor Link.

Finances >>> Spending

- **Student Check Out Card (P- Card)** - A credit card issued by Vanderbilt for the purpose of paying for expenses related to Vanderbilt departments and student organizations. Please review link below for information on where to reserve.

- **Travel** - The student permission form is used for pre-travel permission.   Reimbursement for travel related expenses will be achieved via Sky VU.

- **Reimbursement** – Students who spend money for organizational purposes can get reimbursed through the Oracle Cloud reimbursement request.

- Use a Student Check Out Card as much as possible (avoid spending your own money)

Visit https://www.vanderbilt.edu/studentorgs/finances/procurement-cards to review Check Out Card procedure.

Finances >>> Advisor's Role

- Assist group(s) with mission planning

- Authorize spending by confirming student org expense plan when student check out request is made or delegate authority to a secondary adviser

- Authorize purchases

- Reconciling expense reports (electronic access to accounts) or delegate to student members or secondary adviser

Visit https://www.vanderbilt.edu/studentorgs/advisors to learn more about Advisor role.

Finances >>> Tax Exemption

- A RSO is considered to be a part of Vanderbilt and is therefore tax exempt

- To make a purchase you must have the Tax Exempt Certificate with you at the time of the purchase whether you are using your own money or the p-card

Visit https://finance.vanderbilt.edu/accounting/secure/documents/TN_Sales_and_Use_Tax_Exemption.pdf to access the tax exempt certificate. You may need to log in with your VUNetID and password.

Finances >>> AcFee & Other Funding

- AcFee (Student Activity Fees)
- Member Dues
- Fundraising
  - o Suggested Donations
- Department Funding
  - o DoS Co-Sponsorship Form
- Co-Sponsorships
  - o VSG Co-Sponsorship Form
  - o Org to Org Co-Sponsorship

Policies

✓Registration and new org policies
✓Protection of Minors
✓Hazing
✓Travel
✓Contracts
✓Fundraising

Policies >>> Registration and new org policies

Re-Registration

- Student organizations must reapply for registration annually
- Completed and approved registration confirms org's participation at Student Involvement Fair
- Need current membership roster and constitution and/or bylaws
- Requires upload of completed Officer & Advisor Affirmation Form (upload both pages)
- If starting financial account, must upload Task Creation Form
- Must be completed by **incoming officers**.

New Org Registration

- Timeframes
  - Sept 1st – Sept 15th
  - Nov 1st – Nov 20th
  - Mar 1st – Apr 15th
- Must complete New Org Interest Form
- Once approved, you will be given a link to your org's Anchor Link Page to begin the registration process.

Visit https://www.vanderbilt.edu/studentorgs/registering-your-org for more information.

Policies >>> Protection of Minors

*This policy applies to **all** on- and off-campus programs and events that involve interactions with minors.* Minors are defined as people under the age of 18 who are **NOT** Vanderbilt students or enrolled full-time at another college/university.

Training
- All members of your roster must complete the online POM training on or after July 1 of the current academic year.

Supervision
- Level 1: Staff from a third-party organization or parents/guardians will be present for the entire event
- Level 2: If there is no outside party present, all members of your roster must complete and pass a background check

Anchor Link
- Event registered
- Paperwork submitted
- Attendance tracked

Visit https://www.vanderbilt.edu/studentaccountability/pom for more information.

Policies >>> Hazing

This policy applies to **all** on- and off-campus programs and events coming from Student Groups.

State Law Definition

Hazing is defined in the law as "any intentional or reckless act in Tennessee on or off the property of any [college or university] by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger the student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization."

Visit https://www.vanderbilt.edu/studentaccountability/pom for more information.

Policies >>> Hazing

*This policy applies to **all** on- and off-campus programs and events coming from Student Groups.*

Vanderbilt Extension
the University expands its definition of hazing to include any act that may produce, or is intended to produce, mental or physical discomfort, embarrassment, harassment, or ridicule, or any acts that are humiliating, intimidating, or demeaning, or that endanger the health and safety of another person. Such acts include—but are not limited to— paddling in any form, inducement of excessive fatigue, required exercise inconsistent with the mission of the organization, or physical or psychological shocks; personal servitude; implementing or participation in treasure hunts, scavenger hunts, or road trips that are not pre-approved by the appropriate University office; publicly wearing apparel which is conspicuous and not normally in good taste; engaging in public stunts, morally degrading or humiliating games and activities; forced or coerced consumption, drinking games, or, other organized activities, late work sessions, and other obligations which interfere with scholastic purposes of the organization; and any other activity inconsistent with the purposes of the organization's constitution, by-laws, standing rules and policies, or University policy.

Visit https://www.vanderbilt.edu/student_handbook/student-conduct/ for more information.

Students engaged in co-curricular travel in Davidson or one of the contiguous counties (i.e. Williamson, Rutherford, Wilson, etc.), are not required to fill out a travel form **unless** it is an overnight trip.

Visit https://www.vanderbilt.edu/student_handbook/student-engagement/ for more information.

Policies >>> Travel

- Liability Concerns: students agree to hold the University harmless, as participation is voluntary

- In general, when student organizations participate in travel _outside_ of Davidson County or one of the contiguous counties, a travel form is required (adviser's signature is required)

Policies >>> Contracts

Contracts
- In most cases, Vanderbilt provides their own contract for services. **DO NOT** sign any contract or agreement.
- Must be processed and signed by the Dean of Students or Disbursement Services
- Contact *Annetta Pickett*: annetta.pickett@vanderbilt.edu

Speakers
- Any speakers and entertainers **must** be contracted before an event.
- Speakers and entertainers will now be paid via e-procurement.
- **DO NOT** sign any contract or agreement.

Fundraising Off Campus

- Form-Fundraiser/Solicitation
- Options
  - o Restaurants
  - o Corporations
  - o Parents and Alumni

Visit https://www.vanderbilt.edu/student_handbook/student-engagement/ for more information

Resources & Help

Anchor Link:
- Resources website- vanderbilt.edu/anchorlink
- E-mail - anchorlink@vanderbilt.edu

Student Leadership Development:
- Website - vanderbilt.edu/leadership
- E-mail - studentleadership@Vanderbilt.edu

Student Organizations:
- Website - vanderbilt.edu/studentorgs
- E-mail - studentorganizations@vanderbilt.edu

Student Handbook:
- Website - vanderbilt.edu/student_handbook

Student Centers:
- Website - vanderbilt.edu/studentcenters/events

Office of Student Accountability:
- Website - vanderbilt.edu/studentaccountability/pom

Student Care Network:
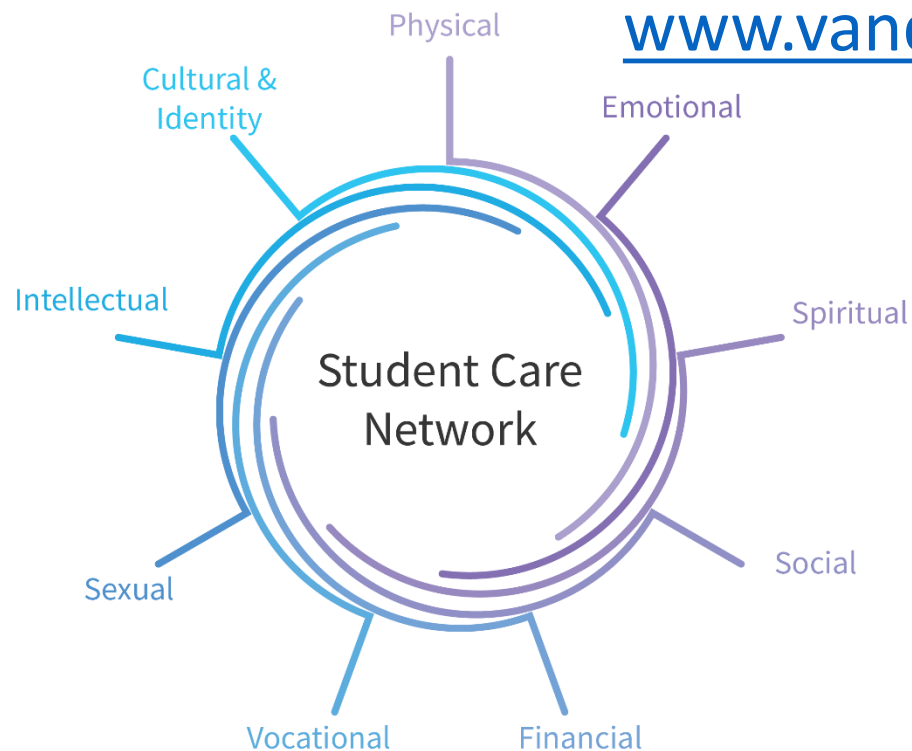- Website - vanderbilt.edu/studentcarenetwork

Student Care Network

- A holistic network of services and resources pertaining to health and wellness available to *all* Vanderbilt University students

www.vanderbilt.edu/studentcarenetwork

Student Care Network

Physical
Cultural & Identity
Emotional
Intellectual
Spiritual
Sexual
Social
Vocational
Financial

Office of Student Care Coordination
Sarratt Student Center, Suite 100
615.343.WELL (9355)

Center for Student Wellbeing
1211 Stevenson Center Lane
615.322.0480

University Counseling Center
2015 Terrace Place
615.322.2571

Student Health Center
1210 Stevenson Center Lane
615.322.2427

Office of Student Care Coordination

- Central and first point of contact to access the Student Care Network and support services in the Nashville community

- Provides coordination of care for:

  * Undergraduate students * Graduate students *Professional students

- Services:

Intake/Assessment	Supportive follow-up	Students of Concern
Referrals	Medical Leave of Absence	Consultation for faculty, staff, students, & families

- Contact information:

www.vanderbilt.edu/carecoordination	615-343-WELL (9355)
studentcare@vanderbilt.edu	100 Sarratt Student Center

QUESTIONS?