



# 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

HOME EVENTS ORGANIZATIONS NEWS

Explore Vanderbilt University

Search Events, Organizations and News Articles

### My Memberships

The Office of Student Organizations & Governance	American Chemical Society - Vanderbilt Chapter	Athenian Junior Honorary Society
Best Buddies	Black Girls Lift	CHAARG
Coordinating Council of Honor Societies	Dean of Students	Engineering Ambassador Network
Experience Vanderbilt		

LOAD MORE

### Events

VIEW ALL EVENTS

<b>MD Interview Day</b> Friday, January 2 at 8:00 AM CST Office of Enrollment Services Group Business	<b>ASRT Session 4</b> Friday, January 2 at 7:15 PM CST Barrett Cinema Learning	<b>FLICK! i Tonya</b> Saturday, January 6 at 12:00 PM CST McMinn Theatre Arts & Music	<b>Winter Break</b> Friday, December 22 at 8:00 AM CST N/A Social
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### Latest News

<b>All of a Sudden, The Rockets Are Dominant on Defense too (FiveThirtyEight)</b> Friday, December 8 Posted by Jason Green for Vanderbilt Sports Analytics Club Basketball Analytics	<b>Election Results and ARGUS Case Competition</b> Sunday, December 3 Posted by Olyan Kaza for Vanderbilt Undergraduate Real Estate Club This document announces the results of the 2017-2018 VURBC elections and gives information on the ARGUS university competition.	<b>2018 Maymaster Abroad</b> Tuesday, November 28 Posted by Daniel Harrison for Maymaster Abroad Sixteen courses offered, from the Dutch Caribbean to China
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### Paths

- VSO Collaborative Events Tracking
- DOS Professional Development
- My Vanderbilt Experience 2017-2018
- My Vanderbilt Experience 2018-2017

### Campus Links

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

## Campus Links

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

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



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- Athenian Junior Honorary Society
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- Coordinating Council of Honor Societies
- Dean of Students
- Engineering Ambassador Network
- Experience Vanderbilt

LOAD MORE

Events

VIEW ALL EVENTS

- MD Interview Day  
Friday, January 5 at 8:00 AM CST  
Office of Enrollment Services  
Group Business
- ASRT Session 4  
Friday, January 5 at 7:15 PM CST  
Barrett Cinema  
Learning
- FLICK! i Tonye  
Saturday, January 6 at 12:00 PM CST  
McNair Theatre  
Arts & Music
- Winter Break  
Friday, December 22 at 8:00 AM CST  
N/A  
Social

Latest News

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Posted by Jordan Kutz for Vanderbilt Sports Analytics Club  
Basketball Analytics
- Election Results and ARGUS Case Competition  
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Paths

- VSO Collaborative Events Tracking
- DGS Professional Development
- My Vanderbilt Experience 2017-2018
- My Vanderbilt Experience 2018-2017

Campus Links

- ONE Ongoing application
- Card Reader Check-Out Form
- Card Reader PURCHASE Form
- Anchor Link Training Resources
- Dean of Students
- Engage Help

Anchor Link

HOME EVENTS ORGANIZATIONS NEWS

Explore Manage Admin

Explore Vanderbilt University

Search Events, Organizations and News Articles





# MANAGING YOUR STUDENT ORGANIZATION >>> Navigating Anchor Link

Anchor Link

Action Center

Explore

Manage

Admin

Action Center

Manage your organization content and review submissions.

Administrator Tools

Organization Search

Search Organizations

Branches

Vanderbilt

(Showing 1 of 1)

My Memberships

REGISTER AN ORGANIZATION

The Office of Student Organizations & Governance

American Chemical Society - Vanderbilt Chapter

Anchor Link Expert Group 7

Anchor Link Expert Group 8

Athenian Junior Honorary Society

Best Buddies

Black Girls Lift

CHAARG

Coordinating Council of Honor Societies

Dean of Students

Engineering Ambassador Network

Experience Vanderbilt

Gold Humanism Honor Society

Housing and Residential Education

Muslim Students Association

(Showing 1 of 1)

SHOW MORE

Pending Submissions

Event Requests

0 Submissions

There are currently no Event Requests requiring review.

VIEW ALL

General Forms

0 Submissions

There are currently no General Forms requiring review.

VIEW ALL

Explore

Manage

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Anchor Link

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Action Center

Manage your organization content and review submissions.


Administrator Tools

Organization Search

Search Organizations



# MANAGING YOUR STUDENT ORGANIZATION >>> Navigating Anchor Link



My Vanderbilt Experience Society  
Vanderbilt

Manage Organization

Home

Roster

About

Events

News

Gallery

Documents

Forms

Elections


Service Hours

Explore View

Action Center Home


Anchor Link

HOMEEVENTSORGANIZATIONSNEWS




My Vanderbilt Experience Society


CONTACT



VIEW ALL PHOTOS



VIEW ALL PHOTOS



CULTURE OF CARE

Students who complete the My Vanderbilt Experience program will be honored by becoming members of the My Vanderbilt Experience Society. Society members will be recognized for their engagement on campus at the annual VALE Awards for leadership excellence and will also be invited to take part in unique professional development and networking opportunities throughout the following academic year. In addition, these students will be

My Vanderbilt Experience Society

66 Members

Primary Contact: Kevin Fialkowski





# 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

The Office of Student Organizations & Governance

← BACK TO TRACK ATTENDANCE

Add Attendance

INVITATIONS

TEXT ENTRY

FILE UPLOAD

You may enter up to 500 e-mail addresses or card IDs in the textbox below.

Please enter only one e-mail or ID per line.

The list must contain only the identifier type selected below. If you have more than 500 attendees to add, please use the File Upload option above.

Identifier Type

E-Mail Address

Card ID Number

Attendees

(one per line)

Status

Attended

ADD

## Fall Interest Meetings

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

Manage Event

START Sessions

Q

View Submissions

🏷️

Manage Invitations

🔄

Track 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/>

Anchor Link Action Center

The Office of Student Organizations & Governance

← BACK TO MESSAGING

### Create Message Relay

Use the filters to generate a temporary relay email address. Then send your message to the email address and the system will distribute the message to all users who fit the filter criteria. You can use any email creation tool at your disposal to generate rich-text emails. The temporary relay will be available for 24 hours.

1) Select Recipients

Send to members holding these Positions

EDIT...

None

and/or these specific Members

EDIT...

None

2) Enter Title

Subject

3) Generate Relay Address

Total recipients: 0

GENERATE CANCEL

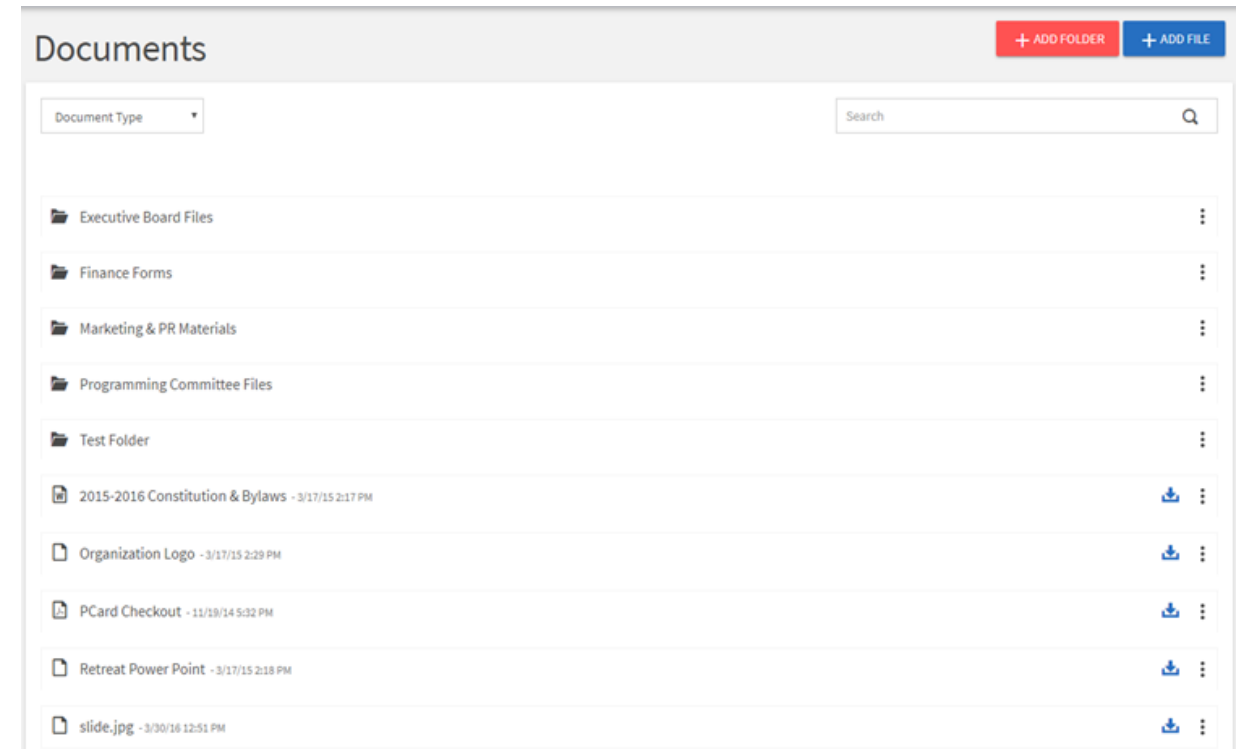




## MANAGING YOUR STUDENT ORGANIZATION >>> Documents & Records

- 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

Organization Logo

Permissions

The Public	Anyone On Campus	Organization Roster	Specific Organization Positions
------------	------------------	---------------------	---------------------------------

*Positions that already have administrative access can not be deselected.*

- ☐ Member
- ☐ Program Coordinator
- ☐ P-Card Check Out
- ☐ Staff Member
- ☐ Graduate Student Staff
- ☐ Assistant Dean
- ☐ Graduate Assistant
- ☐ Greek Life Graduate Assistant
- ☐ Law School Adviser
- ☐ PR Chair
- ☐ Publicity Chair
- ☐ \_
- ☐ Protection of Minors Advisor
- ☒ Primary Contact
- ☒ Grand Counsel
- ☒ President
- ☒ Vice President
- ☒ Treasurer
- ☒ Secretary
- ☒ Director
- ☒ Associate Director
- ☒ Administrator
- ☒ Faculty Director
- ☒ Anchor Link Expert
- ☒ Undergraduate Student Staff
- ☒ Adviser
- ☒ Social Chair
- ☒ Recruitment Chair
- ☒ Philanthropy Chair
- ☒ New Member Educator
- ☒ Community Service Chair
- ☒ Greek Life Adviser
- ☒ School of Medicine Web Staff
- ☒ Financial Adviser

[SAVE](#) [CANCEL](#)



# MANAGING YOUR STUDENT ORGANIZATION >>> Elections & Polls

[← BACK TO BALLOTS](#)

Favorite Vanderbilt Figure

[FORM PROPERTIES](#)

Submissions have already been collected using these fields. Any changes beyond spelling corrections may result in data loss.

←

Page 1

→

[PAGE LIST](#)

[PAGE PROPERTIES](#)

**Vote now to determine who is the most beloved public figure at Vanderbilt!**

**\* Version 1: Who is your favorite Vanderbilt figure?**  
**Click on the "i" to see the photo and bio of each candidate.**


☐ Chancellor Zeppos [i](#)

☐ Cornelius Vanderbilt [i](#)

☐ Mr. C [i](#)

**\* Version 2: Who is your favorite Vanderbilt figure?**  
**(This shows an alternate way to set up your elections if you do not need to include bios or platforms)**

☐ Chancellor Zeppos







# MANAGING YOUR STUDENT ORGANIZATION >>> Applications & Forms

Founder's Walk Sign-up

FORM PROPERTIES

Submissions have already been collected using these fields. Any changes beyond spelling corrections may result in data loss.

Page 1

PAGE LIST

PAGE PROPERTIES

Please sign-up below if your organization plans to attend Founder's Walk, and let us know how many from your group will participate in the event.

Organization Name

Representative Contact Email

Approximate number who will attend

Add New...

Check Box List

Multiple answers to question (Choose several)

Radio Button List

Single answer to question (Choose one from few)

Text Field

User generated answer (Fill in the blank)

Drop Down List

Single answer to question (Choose one from many)

Instructions

A descriptive text box with no answer

Single Check Box

Select to affirm (Agree to the above)

Ranking

Prioritize multiple answers

File Upload

Upload a file



# MANAGING YOUR STUDENT ORGANIZATION >>> Applications & Forms

Anchor Link

Action Center

The Office of Student Organizations & Governance

Manage Forms

+ CREATE FORM

ACTIVE

ARCHIVED

ARCHIVE

Name	Start Date	End Date	Copy	Publish	Submissions
"My Favorite Things" Survey 2015-2016	9/9/2015 11:15 AM	5/31/2016 5:30 PM			(45 unapproved)
2017 Student Involvement Fair for Offices/Departments	10/7/2014 5:00 PM	8/22/2017 5:00 PM			(7 unapproved)
Advisers Listserv   Removal	5/29/2015 11:15 AM	6/29/2015 12:45 PM			
Advisor Interest Form	1/13/2015 4:00 PM	6/30/2018 5:00 PM			(1 unapproved)
Anchor Link Feature Feedback - Staff & Faculty Form	3/29/2016 9:00 AM	4/29/2016 11:00 AM			(2 unapproved)
Anchor Link Feature Feedback - Student Form	3/29/2016 9:00 AM	4/29/2016 11:00 AM			(16 unapproved)
Anchor Link Leaders Listserv   Addition	8/22/2014 5:45 PM	6/30/2018 5:00 PM			(1 unapproved)
Anchor Link Leaders Listserv   Removal	8/22/2014 5:45 PM	6/30/2018 5:00 PM			
Dinner with the Chancellor	2/22/2016 1:30 PM	2/25/2016 2:45 PM			(18 unapproved)
Founder's Walk Sign-up	8/10/2015 1:00 PM	8/23/2015 1:00 PM			(56 unapproved)
Founder's Walk Sign-up 2016	8/1/2016 1:00 PM	8/22/2016 1:00 PM			(68 unapproved)
Founder's Walk Sign-up 2017	8/1/2017 9:00 AM	8/18/2017 5:00 PM			
Graduated Students Staying at the University 2015	4/19/2015 11:00 AM	7/17/2015 5:00 PM			(213 unapproved)
Greek Member Experience Missing Credit Form - '16-'17	8/20/2016 8:45 AM	5/3/2017 10:45 AM			(1 unapproved)
Greek Member Experience ONGOING Applications '16-'17	6/21/2016 5:00 PM	10/7/2016 11:45 PM			

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?

- Required for all AcFee funded events
- Required for *Greek Member Experience* or any track created
- Required 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

← BACK TO TRACK ATTENDANCE

Add Attendance

INVITATIONS TEXT ENTRY FILE UPLOAD

You may enter up to 500 e-mail addresses or card IDs in the textbox below.  
Please enter only one e-mail or ID per line.  
The list must contain only the identifier type selected below. If you have more than 500 attendees to add, please use the File Upload option above.

Identifier Type

E-Mail Address Card ID Number

\* Attendees

(one per line)

Status

Attended

ADD

Manage Event

START Sessions

View Submissions

Manage Invitations

Track Attendance

Anchor Link

START Sessions

Ready to swipe

Submit

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



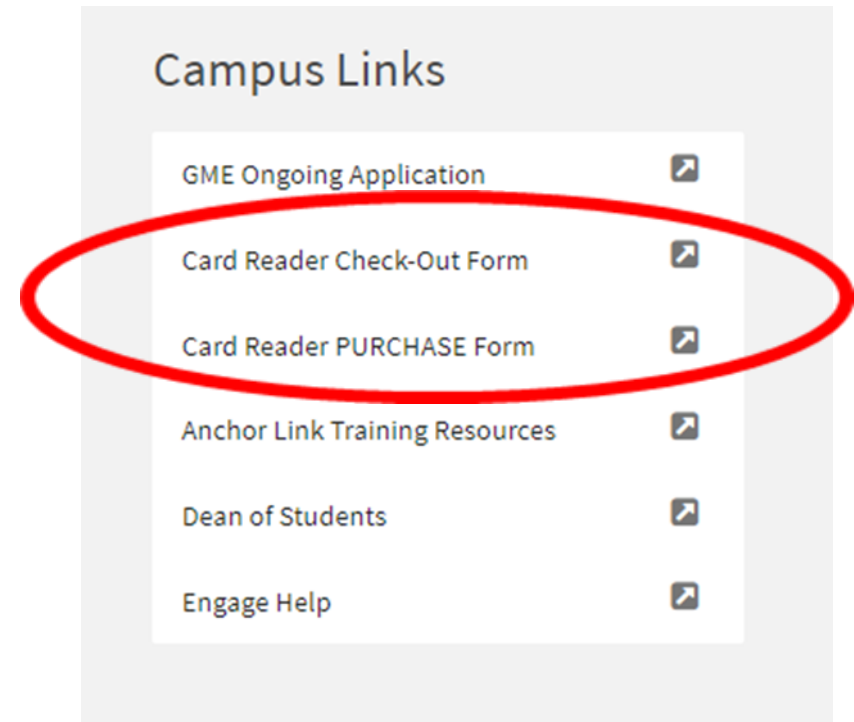
## MANAGING YOUR STUDENT ORGANIZATION >>> Card Readers

### 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)





# 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](mailto:reservations@vanderbilt.edu)**

**Phone: 322-2448**



## Reserving Space >>> Spaces

### **Spaces Available For Booking**

- 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](mailto: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

[Browse & Search](#) [Log In](#) [Links](#) Welcome Guest


[Home](#)





**Welcome to the online reservations system for Vanderbilt University**


In order to request space, please log in using your VunetID and e-Password.


Once logged in, select a template from the Reservations menu in the toolbar or choose one of the locations below to make your request. Departmental accounts should be requested by using the Access Request Form located in the Links menu in the toolbar.

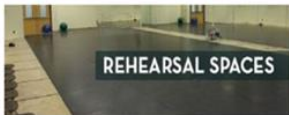
**STUDENT CENTERS  
MEETING ROOMS**

**STUDENT CENTERS  
EVENT SPACES**

**THE COMMONS CENTER**

**ACADEMIC SPACES**

**LANGFORD AUDITORIUM**

**REHEARSAL SPACES**

- Make sure to reserve your space through [Virtual EMS](#)
- Please reserve your space **before** registering your event on Anchor Link





## Event Planning >>> Virtual EMS

**Reservations**

- Academic Classrooms
- Commons Center Requests
- Langford Requests
- Outdoor Space
- Rec Center - Free Reservations
- Rec Center - Group Reservations Only
- Rehearsal Space
- Religious Life Spaces
- Student Centers Event Spaces
- Student Centers Meeting Rooms
- Table Requests
- View My Requests

**Reservations system for Vanderbilt University**

In order to request space, please log in using your VunetID and e-Password.

Once logged in, select a template from the Reservations menu in the toolbar or choose one of the locations below to make your request. Departmental accounts should be requested by using the Access Request Form located in the Links menu in the toolbar.

- 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**
  - Event rental companies
  - Food trucks
- **High Risk Events/Waivers**
  - Bounce Houses
  - Bull Riding
  - 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?



My Vanderbilt Experience Society  
Vanderbilt

Manage Organization

Home

Roster

About

Events

News

Gallery

Documents

Forms

Elections

Service Hours


Explore View

Action Center Home

Anchor Link

HOMEEVENTSORGANIZATIONSNEWS


MANAGE ORGANIZATION



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CONTACT

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VIEW ALL PHOTOS

SS

CULTURE OF CARE

My vanderbilt Experience Society

66 Members

Primary Contact: Kevin Fialkowski



## Event Planning >>> ACE Design



**ACE  
DESIGN**

A **FREE** RESOURCE FOR STUDENTS AND STUDENT ORGANIZATIONS

**WHAT WE DO:**

- POSTERS
- LCD screens
- PROGRAMS
- tshirt design
- BANNERS
- FLYERS
- ...and **MORE**

### 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)



VANDERBILT  
UNIVERSITY®

- Use of Vanderbilt name, logos, and verbiage on merchandise requires approval from OBEG.
- Step One: Fill out a [Merchandise Request Form](#) (MOR)
- Step Two: Place your order with a licensed [Internal Campus Supplier](#)
- Step Three: After MOR approval, you must submit a requisition to obtain a Purchase Order (PO).
- Policy requires that suppliers be paid by purchase order (PO). A Pcard/One Card cannot be used for payment.
- Questions: Contact Cortney Goodson  
[Cortney.goodson@Vanderbilt.edu](mailto: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](mailto: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)

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](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.

### How to charge a **student** organization:

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

Student ORG/POET 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 # <small>*see list below of all tasks (Anchorlink ID's), or search within Oracle</small>

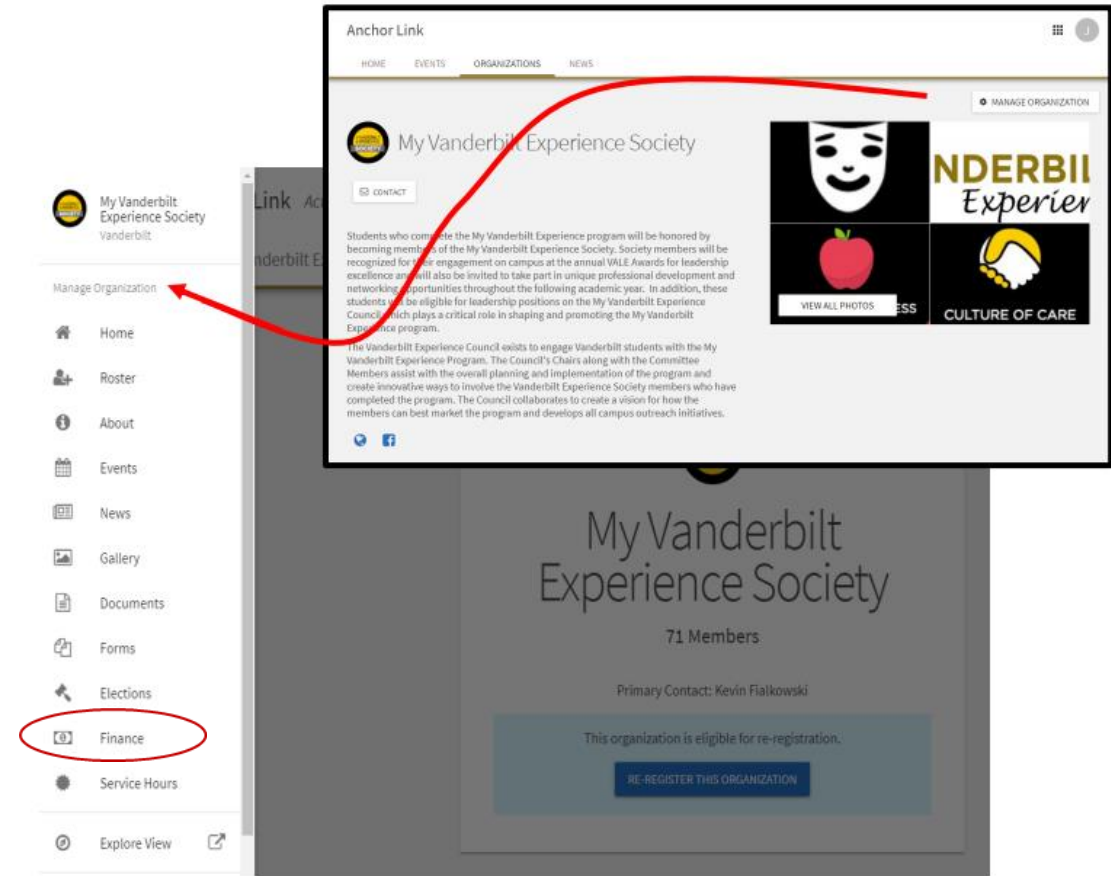
COA should map to: 300.10.30500.xxxx.071.000





## 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](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](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
  - Suggested Donations
- Department Funding
  - DoS Co-Sponsorship Form
- Co-Sponsorships
  - VSG Co-Sponsorship Form
  - 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 1<sup>st</sup> – Sept 15<sup>th</sup>
  - Nov 1<sup>st</sup> – Nov 20<sup>th</sup>
  - Mar 1<sup>st</sup> – Apr 15<sup>th</sup>
- 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/](https://www.vanderbilt.edu/student_handbook/student-conduct/) for more information.



## Policies >>> Travel

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/](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](mailto: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.



## Policies >>> Fundraising

### Fundraising Off Campus

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

Visit [https://www.vanderbilt.edu/student\\_handbook/student-engagement/](https://www.vanderbilt.edu/student_handbook/student-engagement/) for more information



# Resources & Help

## Anchor Link:

- Resources website- [vanderbilt.edu/anchorlink](https://vanderbilt.edu/anchorlink)
- E-mail - [anchorlink@vanderbilt.edu](mailto:anchorlink@vanderbilt.edu)

## Student Leadership Development:

- Website - [vanderbilt.edu/leadership](https://vanderbilt.edu/leadership)
- E-mail - [studentleadership@Vanderbilt.edu](mailto:studentleadership@Vanderbilt.edu)

## Student Organizations:

- Website - [vanderbilt.edu/studentorgs](https://vanderbilt.edu/studentorgs)
- E-mail - [studentorganizations@vanderbilt.edu](mailto:studentorganizations@vanderbilt.edu)

## Student Handbook:

- Website - [vanderbilt.edu/student\\_handbook](https://vanderbilt.edu/student_handbook)

## Student Centers:

- Website - [vanderbilt.edu/studentcenters/events](https://vanderbilt.edu/studentcenters/events)

## Office of Student Accountability:

- Website - [vanderbilt.edu/studentaccountability/pom](https://vanderbilt.edu/studentaccountability/pom)

## Student Care Network:

- Website - [vanderbilt.edu/studentcarenetwork](https://vanderbilt.edu/studentcarenetwork)

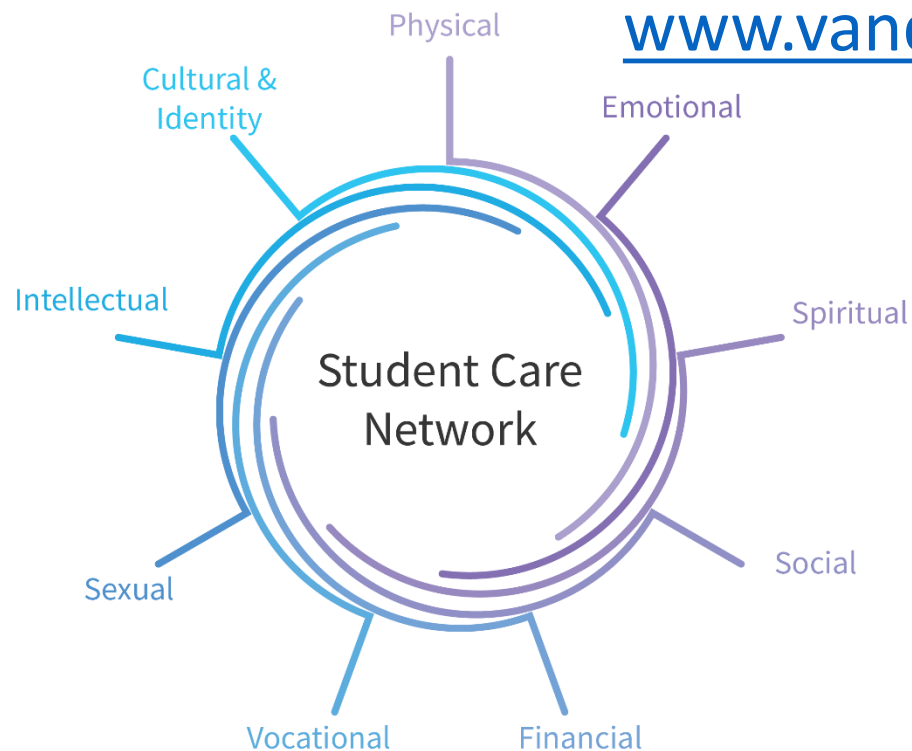




# Student Care Network

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

[www.vanderbilt.edu/studentcarenetwork](http://www.vanderbilt.edu/studentcarenetwork)



## 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:

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Intake/Assessment  
Referrals

Supportive follow-up  
Medical Leave of Absence

Students of Concern  
Consultation for faculty, staff, students, & families

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- Contact information:

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[www.vanderbilt.edu/carecoordination](http://www.vanderbilt.edu/carecoordination)  
[studentcare@vanderbilt.edu](mailto:studentcare@vanderbilt.edu)

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615-343-WELL (9355)  
100 Sarratt Student Center

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# QUESTIONS?

