

Advisor Training



OFFICE OF STUDENT ORGANIZATIONS & GOVERNANCE



DeAnte' Smith
Director



Wil De Los Santos
Program Coordinator



► Agenda

- Role of Advisor/General Expectations
- Advising the student organization
- Event Planning
- Finances

Role of an Advisor/General Expectations



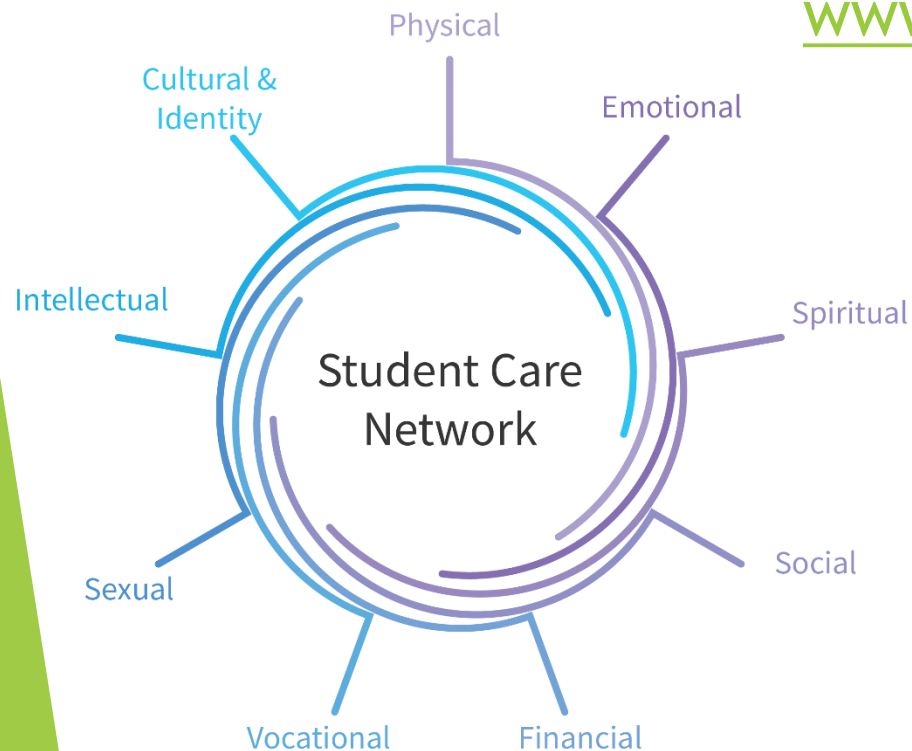
- ▶ Determine what style of an advisor you will be to the student organization
- ▶ Establish relationship with executive officers
- ▶ Review Constitution and By-Laws
- ▶ Review minutes from general meetings
- ▶ Assist organization with annual goal settings
- ▶ Know resources available on campus to connect organization



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



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
Referrals

Supportive follow-up
Medical Leave of Absence

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

- Contact information:

www.vanderbilt.edu/carecoordination
studentcare@vanderbilt.edu

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



Managing Your Student Organization

- ✓ Anchor Link Resources
- ✓ Manage Mode in Anchor Link
- ✓ Card Reader/Attendance Tracking
- ✓ Event Planning



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

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 Tonya Saturday, January 6 at 12:00 PM CST Barrett Theatre Arts & Music	Winter Break Friday, December 22 at 8:00 AM CST N/A Social
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Latest News

All of a Sudden, The Rockets Are Dominant on Defense too (FiveThirtyEight) Friday, December 8 Posted by Jordan Greer for Vanderbilt Sports Analytics Club Basketball Analytics	Election Results and ARGUS Case Competition 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.	2018 Maymester Abroad Tuesday, November 28 Posted by Daniel Harrison for Maymester 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

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Anchor Link Resource Page:

<https://www.vanderbilt.edu/anchorlink/manage-your-organization/>



MANAGING YOUR STUDENT ORGANIZATION >>> Navigating Anchor Link

Anchor Link

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DGS Professional Development

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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

Explore Manage Admin

Grid icon

Profile picture

Anchor Link

HOMEEVENTSORGANIZATIONSNEWS

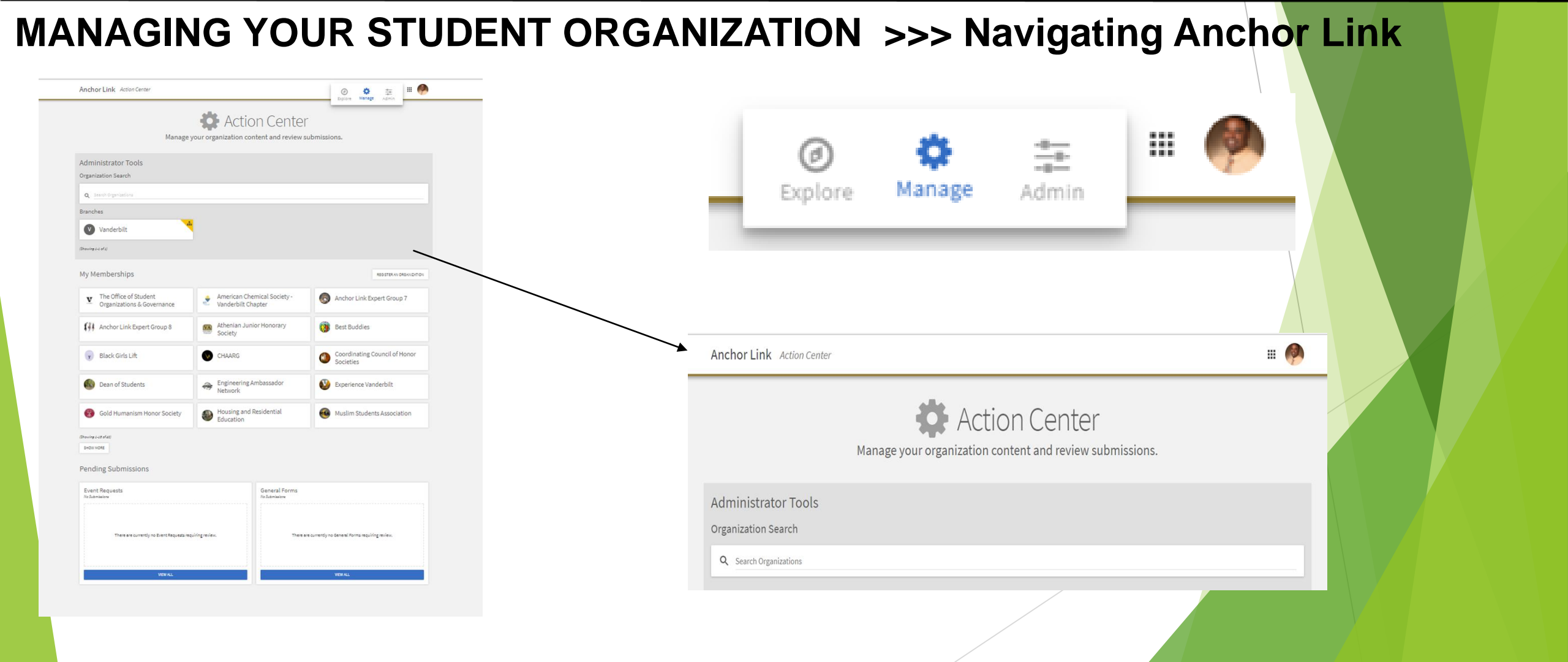
Explore Vanderbilt University

Search Events, Organizations and News Articles

Explore Manage Admin

Grid icon

Profile picture



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

Admin

Anchor Link

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Manage your organization content and review submissions.


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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

MANAGE ORGANIZATION



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](#)





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



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

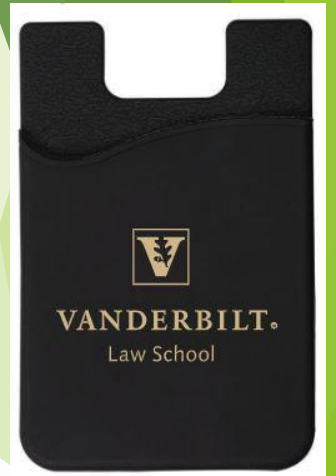


Event Planning >>> Office of Brand Engagement & Governance (OBEG)



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





FINANCES

- ✓ Oracle Cloud
- ✓ Finances in Anchor Link
- ✓ Co-sponsor an event
- ✓ AcFee & Other Funding
- ✓ Tax Exempt





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





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 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>

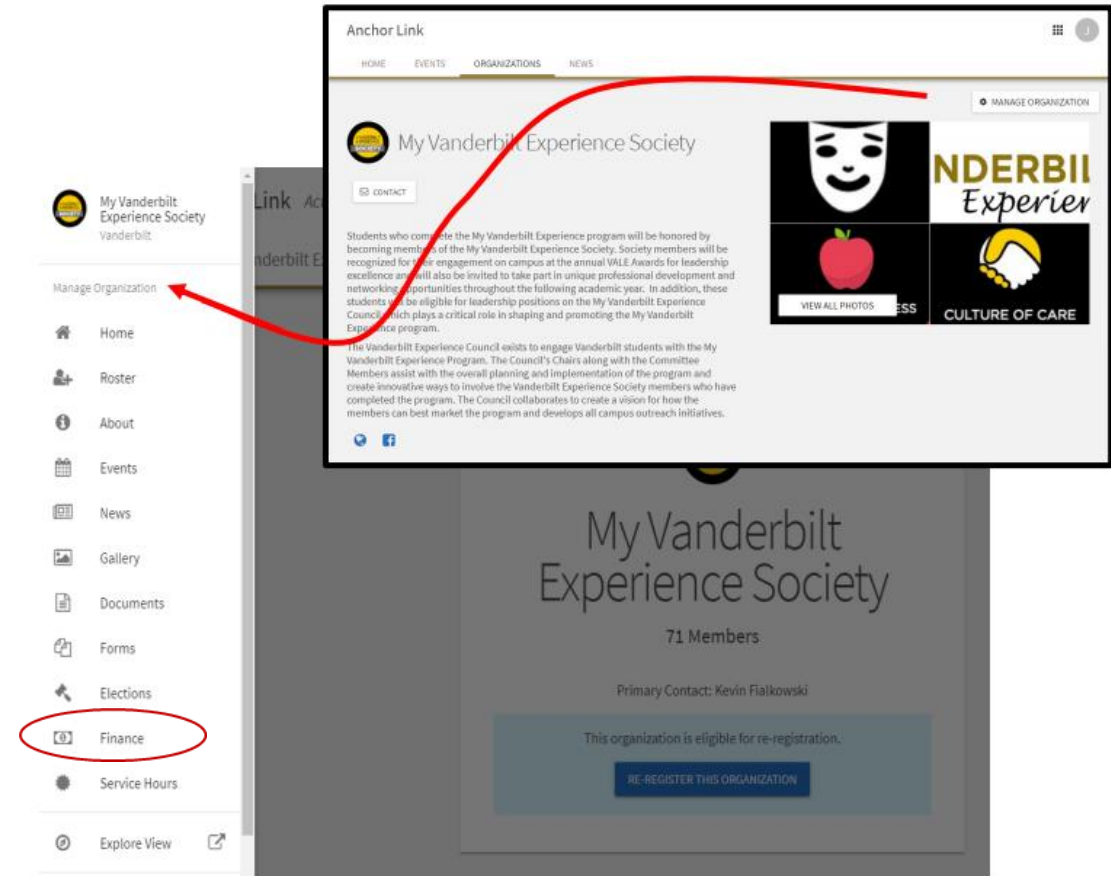
COA should map to: 300.10.30500.xxxx.071.000

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)





► How to Co-Sponsor an Event

- YOU CANNOT TRANSFER FUNDS FROM ORG TO ORG
- Org A (Sponsoring Org) sponsors an event with Org B (Receiving org)
- Org B provides Org A with official price quote of item(s) they would like funding assistance
- Org A provides documentation (email) that states what item(s) plan to fund and the total amount of funding they are contributing to item(s)
- Org A provides their task number to Org B
- Org B takes all of the above documentation (documented price quote, Org A agreement email, Org A task number) to their organization advisor who will enter the information into Oracle.
- *Co-sponsoring an event may negatively impact funds for the following year if it was not included on the Acfee submission*



AcFee

- Vanderbilt students pay an activity fee
- A portion of the Activity Fee is allocated to RSOs through the Vanderbilt Student Government (VSG) AcFee Committee
- RSOs are eligible to apply for AcFee funding each spring semester for the following academic year

AcFee

- Groups are required to keep diligent records of event expenditures in order to apply for AcFee
 - Includes tracking attendance through Anchor Link
- Application Process
 - First Application Submission
 - Application Reviews Returned
 - Final Application Submission
 - Interviews
 - Allocation Decisions

AcFee Contingency Fund

Reasons to apply to the Contingency Fund:

1. A significant new event for which funding was not requested is being pursued
2. An organization was formed after the normal allocation period
3. Unforeseen expenses make significant events impossible without additional funding
4. Other funding shortfalls to be evaluated on a case-by-case basis



Finances >>> Other Funding

- Member Dues
- Fundraising
 - Suggested Donations
- Department Funding
 - DoS Co-Sponsorship Form
- Co-Sponsorships
 - VSG Co-Sponsorship Form





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





Policies

- ✓ Registration and new org policies
- ✓ Protection of Minors
- ✓ Hazing
- ✓ 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.



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



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.”



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.



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 in Oracle.
- **DO NOT** sign any contract or agreement.



Policies >>> Fundraising

Fundraising Off Campus

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



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



QUESTIONS?

