STUDENT ORGANIZATION
FINANCE TRAINING
Experience
Vanderbilt
About Experience Vanderbilt (EV)

Covers cost of 1 student activity per student per year up to $500

- Student Orgs:
  - Greek Life
  - Arts & Cultural
  - Sports & Rec
  - Service
  - & more!

- Ticket Packages - $75 for admission to events
  - Show cases, games, etc.
History Of EV - Student-Led, University-Supported

Formed in 2016

Only student org of its kind

Available to those who qualify for financial aid & more:

- Qualifying International Students
- Qualifying Next Step Students

EXPERIENCE VANDERBILT IMPACT

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
<th>Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>$68,723</td>
<td>235</td>
</tr>
<tr>
<td>2017-2018</td>
<td>$216,021</td>
<td>593</td>
</tr>
<tr>
<td>2018-2019</td>
<td>$308,000</td>
<td>966</td>
</tr>
<tr>
<td>2019-2020</td>
<td>$360,000</td>
<td>1,159</td>
</tr>
<tr>
<td>2020-2021</td>
<td>$350,000</td>
<td>1,226</td>
</tr>
<tr>
<td>2021-2022</td>
<td>$391,437</td>
<td>1,287</td>
</tr>
<tr>
<td>2022-2023</td>
<td>$520,957</td>
<td>1,870</td>
</tr>
<tr>
<td>2023-2024</td>
<td>$649,629</td>
<td>2,075</td>
</tr>
</tbody>
</table>

EXPERIENCE VANDERBILT HAS AWARDED: $2,864,766 TO OVER 9,411 RECIPIENTS
How does it work for students?

Apply ➔ Financial Aid Confirmation ➔ Run Algorithm ➔ Distribute Awards ➔ Notify Recipients ➔ Use your award!
What do Treasurers/Orgs Need to Know?

→ Report your cost-of-participation to EV

Form released in late Spring surveying costs

Leaders, check emails for this form

- Final Round of Applications Open for All Students (who qualify for financial aid) September 25- February 4!
Make your **cost-of-participation** as holistic as possible:

- Dues aren’t the only cost, include price of a t-shirt, other swag, etc.

- Any cost paid to the student org through Marketplace or Sarratt Box Office can be included in CoP

- Costs paid to third party orgs cannot be funded through EV

- Have club make purchases on students behalf to maximize EV funding
A Note on Financial Inclusivity

→ Finances create barriers for many great students

→ Financially inclusive programs should be a club priority
  
  → Work within your budgets and means to include members despite financial barriers

→ Many EV Recipients have held leadership positions

→ EV is limited to one experience per year
How to find info regarding EV

→ Emails from Experience Vanderbilt
→ Instagram @experience.vanderbilt
→ Ev website (https://www.vanderbilt.edu/experience-vanderbilt/)
→ Reach out!

experiencevanderbilt@vanderbilt.edu - Club Email
Lucas.m.giraldo@vanderbilt.edu- President Lucas Giraldo
LOCATED IN SARRATT 339 AND 343
## Adviser Role

**Advisor Role** – To assist student org leaders and student groups with finding avenues for activity that is consistent with its mission, consistent with University policy, conducive to every participant’s growth and development, and critical to building a sense of community.

<table>
<thead>
<tr>
<th>Organization Advocate</th>
<th>Financial Authority</th>
<th>Policy Compliance</th>
<th>Department Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help student organizations navigate Vanderbilt’s structure to help fulfill their mission(s)</td>
<td>Educate student leaders on appropriate finance practices</td>
<td>Educate on, Interpret and enforce University policy concerning student engagement</td>
<td>Work closely with SOLS and Student Affairs central to ensure consistency and cohesion with all student engagement practices</td>
</tr>
<tr>
<td>Provide administrative guidance in planning programs and events</td>
<td>Authorize financial transactions (check out card/p-card, travel, reimbursement etc.)</td>
<td>Review and approve organization registration documents</td>
<td>Raise awareness of unique organizational needs and issues</td>
</tr>
<tr>
<td>Offer continuity from year to year</td>
<td>Help determine org activity for the academic year</td>
<td>Help organizations review and update all governing documents</td>
<td>Raise awareness of important student org dates (Student Involvement Fair, Service Fair)</td>
</tr>
<tr>
<td>Consult with Office of Student Organizations, Leadership and Service when necessary</td>
<td>Guiding officers in the maintenance of accurate records and bookkeeping.</td>
<td>Ensure compliance with Protection of Minors (POM) Policies.</td>
<td></td>
</tr>
</tbody>
</table>
TREASURERS
**Treasurer Role**

- **Treasurer Role** – To help student organizations carry out their financial activity by keeping track of their expenses, becoming familiar with the student org purchasing process, educating their members on the appropriate finance practices, and working closely with various offices concerning student org finances.

<table>
<thead>
<tr>
<th>Organization Advocate</th>
<th>Financial Authority</th>
<th>Policy Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Represent their organization by educating their members on all appropriate finance practices</td>
<td><strong>Educate org members on reimbursement process</strong></td>
<td>Educate on, Interpret and enforce University policy concerning student org finances</td>
</tr>
<tr>
<td>Complete Student Organization Fund and Contingency Funding applications on behalf of their group</td>
<td>Educate org members on getting access to Oracle if none is available to them</td>
<td>Seek Adviser approval on org financial transactions including reimbursement</td>
</tr>
<tr>
<td>Raise awareness of unique financial needs and issues</td>
<td>Help determine org activity for the academic year</td>
<td>Ensure student services fee funding is spent appropriately</td>
</tr>
<tr>
<td>Work closely with Adviser to establish finance gameplan for academic year</td>
<td>Create a ledger to maintain accurate records and bookkeeping</td>
<td></td>
</tr>
</tbody>
</table>
FUNDRAISING
**Fundraising Options**

- Membership Dues
- Ticketed Events
- Solicitation of support from Area Merchants and Corporate Sponsors
- Co-hosting
- Concessions for athletic events (Athletics)
- T-shirts (suggested donation)
- Fundraising with Alumni or Students
  - Contact Sarah Quinn (sarah.quinn@vanderbilt.edu)

**Fundraising Restrictions**

- Cannot collect money via Venmo, Cashapp or other personal means. Funds must be deposited immediately.
- Cannot use Vanderbilt property for non-university related business or activities
- No door-to-door soliciting in residential areas (except when granted permission by the Dean of Students)
- No fundraising events in limited-service restaurants (bars)
- Do not solicit funds from NASDAQ or Deloitte
- No selling of raffle or lottery tickets
- No sponsoring the sale of goods or services on behalf of non-Vanderbilt commercial enterprise unless related to traditional Vanderbilt event
- Don’t offer unspecified labor, services that require a license, violate the law university policy, or endanger the well-being of students or others
- No auctioning of individuals.
- Do review the Student Handbook and ask questions for clarity.
I changed the Co-sponsorship to co-hosting. We are hoping to get further away from co-sponsors.

Kysar, Lauren K, 2023-08-25T20:46:53.764
STUDENT ORGANIZATION FUNDS
Student Organization Fund Group Structure

- **Student Organization Funding (SOF):** Funding that is distributed annually to Registered Student Organizations (RSO) that apply via Anchor Link budget request.

- **Undergrad** – Student Committee appointed by VSG reviews all undergrad SOF applications. The Chair/Co-Chair oversee the entire process and contingency fund process during the school year. They elect a group of students (sub-committee) to assist reviewing the SOF application.

- **Graduate** – Graduate Student Council reviews the applications and suggest allocation amounts for SOF.
STUDENT ORGANIZATION FUNDS

- Funding provided to RSOs that complete the annual Student Organization Fund application during spring application period
- Allocated to student organization's account for their activities throughout the academic year
- Applications are reviewed and recommendations are made by student-led Student Organization Fund Committee. Final allocations are approved by the Dean of Students.
- Groups are required to keep records of event expenditures to apply for SOF (includes tracking attendance through Anchor Link).

Application Process
- Application Process via Anchor Link
- Interviews
- Allocation Decisions

CONTINGENCY FUND

- RSOs may request during the academic year
- Useful for new RSOs that missed the Student Organization Fund application period because of late acceptance
- Useful for current and new programming that require funding beyond the Student Organization Funds allotted
- Other funding shortfalls evaluated by Student Organization Funding Committee on a case-by-case basis

Application Process
- Form to be completed in Student Organization Fund Committee Anchor Link page
Student Organization Fund Restrictions

SOF Funding may not be used for the following:

▸ Requests to purchasing or supply alcohol or tobacco to students;

▸ Requests to pay student leaders or members of the organization for services rendered;

▸ Requests for programs which exclude participation or membership to segments of the Vanderbilt population, or where certain groups of students are not fully included in the event;

▸ Requests to fund charitable donations or expenses intended to directly and solely benefit non-Vanderbilt students or agencies;

▸ Requests for funding to directly maintain or establish a reserve. Unused funds will not roll over from one year to the next.

▸ Requests to fund expenses which serve to sustain and/or benefit only the membership of the petitioning organization (i.e. private parties, T-shirts, etc.);

▸ Requests to fund travel, unless it is core to the mission of the organization;

▸ Questions regarding the Student Organization Fund should be addressed to studentservicesfee@vanderbilt.edu

▸ Visit webpage for more details: https://www.vanderbilt.edu/studentorgs/finances/studentservicesfee/
Student Organization Fund (Contingency Funds)

- Application opened **August 23**; linked on the Student Organization Funding Committee page
- Students need to complete application at least 2 weeks before the money is needed;
- Student chair is expected to respond to the request within 72 business hour, notifying that it was received;
- 5–10-minute Zoom meeting will be scheduled to discuss the request;
- Approval/denial will be sent in an email format;
- If approved a template will be provided that includes event/program name for which the funds are to be used, description of what the funds are to be used to cover, amount of money provided, and SOF task number to charge.
Student Organization Fund Process

- January: Communication of SOF Application
- February-March: SOF Application Period
- April: Application Review Period
- May: Notification of Allocation
- May: Appeal Period

Restrictions on the increased amount of a request will be communicated this semester. More information to come.
FINANCES
Our Administrative Coordinators on the Finance Team want to meet you and your adviser to talk about purchasing, travel, and contracts!

Val Lorusso  
Sarratt 207 (in-office M-W-Th)  
**Fun Fact:** I'm an 80's and Classic Rock enthusiast, love the Chicago Cubs, and cooking for and with my family.

Ally Rouff  
Sarratt 207 (in-office M-T-W)  
**Fun Fact:** I grew up on Long Island, NY and moved to Nashville in 2018. I love live music and trying new foods/restaurants in Nashville and on my travels.

Katie Muir  
Sarratt 207 (in-office W-Th-F)  
**Fun Fact:** I am one of those rare Nashville natives! I change the color of my hair on the regular, and I love all things pop culture: movies, music, fashion, and history.
Student Affairs Finance is here if you have any questions or complex situations. We can help navigate the policies. Please reach out to us.

Mark Leners, Accountant
Greg Swanson, Admin Officer
Dawn Midyett, Admin Manager
Eda Shorette, Sr. Business Operations Analyst
Kaitlyn Garrett, Sr. Administrative Officer
Oracle Cloud – The Vanderbilt accounting system used to make purchases, pay vendors and process reimbursements

You can find more information here: https://www.vanderbilt.edu/skyvu/
KEY FINANCE TERMS

- **COA/POET String** – The organization’s financial information needed for expenses and space reservations.

- **Task Number** – The unique RSO identifier, a part of the POET information. This number can be found in Anchor Link. RSOs spending funds need a task number. New RSOs must complete a [Task Number Creation Form](#).

- **Student Org Purchase Request** – The process by which student groups request assistance with any type of purchase.

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**The Marketplace** – A platform that allows registered student organizations to post fees/dues and sell merchandise online. The Marketplace is available through an online browser or the GET application on mobile devices. Students have the option of using their Commodore Card or personal debit/credit card for shopping.

To have posts made on behalf of your organizations, please complete the [Marketplace Anchor Link Form](#). Any questions regarding the marketplace may be directed to [sarratt@vanderbilt.edu](mailto:sarratt@vanderbilt.edu).
TO CHARGE A STUDENT ORG:

- Student organizations are set up as a project, and a POET string will be used

   **P**roject: SO_280200
   **O**rganization: 30500
   **E**xpenditure Type: choose from dropdown based on type of transaction
   **T**ask: Each Orgs Anchorlink ID #

   COA for Student Orgs:
   300.10.30500.xxxx.071.000

TO CHARGE A GREEK ORG:

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

   **P**roject: SO_280201
   **O**rganization: 30400
   **E**xpenditure Type: choose from dropdown based on type of transaction
   **T**ask: Each Orgs Anchorlink ID #

   COA for Greek Orgs:
   300.10.30400.xxxx.061.000
VUDM is both the largest philanthropic and the longest running event on campus. Going into our eighteenth year, we are raising money for the Monroe Carell Jr. Children’s Hospital at Vanderbilt. 100% of the money we raise throughout the year comes from events like Dance Marathon. It is an event that takes place here on campus! Each February, we spend 24 hours dancing with our Vandy family to bring awareness and funds. For the Kids impacted by the hospital right here at Vanderbilt, it’s an event that changes their future for the better. For the Kids. The 18th Annual Dance Marathon will take place February 26th - 27th.
VIEWING ORG FINANCES IN ANCHOR LINK

Finance
Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Parent</th>
<th>Balance</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geology Club</td>
<td></td>
<td></td>
<td>$3,707.26</td>
<td>$3,707.26</td>
</tr>
</tbody>
</table>

Showing 1 - 1 of 1

Account Details
Geology Club

- Description
- Parent Account
- Organization: Geology Club
- External Account ID: 81UBU

- Task Number
- This can take up to six weeks to update
- Click here to view org transactions

<table>
<thead>
<tr>
<th>Trans #</th>
<th>Type</th>
<th>Date</th>
<th>Amount</th>
<th>Available</th>
<th>Memo</th>
<th>Req #</th>
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<tbody>
<tr>
<td>048552</td>
<td>Deposit</td>
<td>5/16/2021 11:23 AM</td>
<td>$25.00</td>
<td>$3,707.26</td>
<td>April 2021 Gift</td>
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<tr>
<td>048551</td>
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<td>$25.00</td>
<td>$3,702.26</td>
<td>April 2021 Gift</td>
<td></td>
</tr>
</tbody>
</table>
AnchorLink Uploads:

- Transactions in Oracle are downloaded once a week and uploaded to AnchorLink.
  - Transactions can take up to six weeks to show up on Anchorlink.

- Gifts and other funds deposited will take over a month to be reflected in AnchorLink.

- Ensure your organization's information is updated (leadership team, etc.).
**FUNDS FOR ORGS**

- RSO’s may collect money through fundraisers, dues, ticket sales, selling items or similar activities.
- The marketplace is the best place to post dues, items for sale or other revenue collection. This is a PCI compliant platform that allows students to use the Commodore Card or personal Credit Cards.
  - Square/Venmo/etc. – cannot be used

**HOW TO DEPOSIT FUNDS**

- Funds collected should be deposited as soon as possible. The funds should not be kept in your personal possession.
- Deposits should be made in Sarratt 207.
  - Cash deposits must be counted with student present.
- Email RSO’s deposit information to Mark Leners (mark.leners@vanderbilt.edu)
  - Include:
    - Name of Organization
    - Task number or COA string
    - Amount of deposit
    - How the revenue was earned
    - Your name and best way to contact you
    - Date of deposit
**STUDENT REIMBURSEMENTS**

- Reimbursement must be submitted by the person who made the payment. Request for reimbursement for another person is not allowed.

- If you do not have access to the Oracle Expenses Module, please reach out to Mark Leners.

- Reimbursements should be submitted within 30 days.

- A staff member will review the Request for Reimbursement and approve or return for more information. If returned, please look for comments with corrections needed for the report outlined in the email generated from Oracle.

For additional support, please visit us in Sarratt 207 Wednesdays between 8am-4pm.
PURCHASING AND TRAVEL

Everyone’s favorite subjects!
Advice for Purchasing:

• Confirm funds are available before submitting your Purchase Request in Anchor Link

• Review purchases
  • Are you allowing enough shipping time when ordering from boutique sites (Etsy)?
  • Are you aware we have Amazon business accounts and not Amazon Prime, so shipping will take longer?
  • If you’re using a spreadsheet, is it well organized with links that go to the correct location?

• Make sure you create a PDF of your email thread showing the full correspondence of your Adviser’s approval.

• Gifts to speakers and committee members should be uniform.
  • VU branded merch
  • Everyone receives the same item

• Complete the Purchase Request Form 2-4 weeks before you need the items or payment to vendors.
  • Requests submitted with less than 2-4 weeks' notice may be delayed in payment processing.
Purchasing

- All purchase requests MUST be approved via email by your Student Organization Adviser. You will be required to attach the entire email thread to your Purchase Request form as a PDF.

- How to make a purchase:
  - Complete the Purchase Request Form in Anchor Link.
  - In-person (P-Card) – Should be reserved at least two weeks in advance for pick up in Sarratt 310. For local, in-person purchases only and not online purchases.
  - Online (One Card) – Should be completed two weeks in advance. We recommend using common websites such as Amazon, Target, etc. (please note delivery and service charges). Specialty items ordered through boutique sites are difficult to receive in a timely manner and may not acknowledge our tax-exempt status.
  - Merchandise and Apparel – Should be approved four weeks in advance through the Brand Engagement Office. Student must work with approved or licensed vendors only.
  - Payment to Service Providers - May be requested by completing the Purchase Request form two weeks in advance. New suppliers must apply to become a vendor/supplier and will receive an email with instructions on how to register as a supplier at Vanderbilt.

- With pre-approval from your organization’s Adviser, you can submit an expense for reimbursement in Oracle. This applies to purchases that are made with personal funds. Reimbursements should be submitted in the same month purchases occurred.
All suppliers/vendors need to complete registration **prior** to providing services. This needs to be done through the supplier registration portal at [http://vu.edu/newsupplier](http://vu.edu/newsupplier).

- Registration takes time to complete, and the supplier will be required to submit several details about their company. Suppliers will be able to review the registration instructions, gather necessary documents, and begin the registration process.

After completing and submitting the online registration, the supplier's request will go through an approval process. Once approved, they will be registered with Vanderbilt University as a supplier.

- Step-by-step instructions can be found: [https://finance.vanderbilt.edu/purchasingandpaymentservices/purchasingservices/documents/Supplier_Self_Registration_Guide.pdf](https://finance.vanderbilt.edu/purchasingandpaymentservices/purchasingservices/documents/Supplier_Self_Registration_Guide.pdf)

Once registered, the supplier will need to submit a detailed invoice which must include the following:

- Supplier name and address
- Reference to Vanderbilt University
- Invoice date
- Unique invoice number
- Description of the goods and/or services provided

The invoice will need to be submitted by the student using the [Purchase Request form](#).
Send an email to your Adviser and include the following information:

- Organization
- Organization’s Task Number
- Reason for Purchase
- Vendor Name(s)
- Estimated Cost
- Student Services Fee Funds Provided
- Funds Available in Org Account (How to check for funds)
- Form of Payment Requested
  - In person (P-Card to be Checked Out)
  - Online Purchase
  - Merchandise and apparel order (Purchase Requisition for University approved supplier)
  - Reimbursement for items purchased
- Requested Date to Check Out P-Card or receive purchased items:
- If traveling outside of the Greater Nashville area, provide dates, location, and persons traveling (Travel Policy)
Ordering Merchandise and Apparel

Merchandise includes clothing, stickers, trophies, pens/highlighters, cups, etc.

1. Get an itemized quote from one of our licensed vendors (list available on the Brand Engagement website)
2. Secure your adviser’s approval via email and save it as a PDF.
3. Complete the Merchandise Order Request (MOR) Form at least four weeks in advance.
4. Complete the Purchase Request Form and attach the email from Brand Engagement showing your MOR was approved.

All merchandise must be ordered from a licensed vendor and paid via Purchase Order.
Merchandise & Apparel (Cont.)

After deciding what is to be printed, please provide the following information to the licensed vendor so they can provide you with a proper quote:

- Department/Organization name
- Contact information
- When you need the product (deadline)
- Budget
- What products you’re interested in
- Provide information on what you want on the product (artwork, if possible)
- Indicate use of the product:
  - Internal Use/Promotional Giveaways
  - Purchase for Resale (Requires prior approval from Adviser)
Prizes/Gifts

Purchases must be made by a Vanderbilt Employee using a OneCard. **Students may not** purchase gifts, prizes, or gift cards. **Students will NOT be eligible for reimbursement.**

Cash prizes or gift cards are not allowed.

Prizes and Gifts (tangible gifts – not gift cards):
Gifts and Prizes: defined as items given to select individuals; items given to all attendees/members with a value under $75 are not considered gifts. The gift total value includes all items within the gift to one person at one time (IE: Gift Baskets)

- **Tangible Gifts Under $75**
  Required for purchase:
  - Approval of the group’s Adviser
  - Explanation for purchase of gifts
  - List of recipients receiving gifts
  - Adviser approval email
Prizes/Gifts

Gift Cards:
- The purchase of Gift Cards or Gift Certificates is highly discouraged.
- Preapproval is required for the purchase of all Gift Cards or Gift Certificates regardless of value from Student Affairs Finance and Payment Card Office.
  - Cash Advance Gift Card Request Form
  - Cash Advance Gift Card Tax Tracking Form
- Approved purchases must be made by a Vanderbilt Employee using a OneCard.

Students may not purchase gifts, prizes, gift certificates or gift cards with personal funds. They will not be eligible for reimbursement.
DONATING TO NON-PROFIT ORGANIZATIONS

- Complete the Charitable Contribution Form.
- Adviser signs, then the org emails it to Mindy.Ireland@Vanderbilt.edu
- After all signatures are attached, the form is returned to the org or Adviser.
- Student submits the form to StuOrgPurchases@vanderbilt.edu for processing.
- Charitable org may need to create a supplier/vendor account if one doesn’t already exist.

You may not use Student Organization Funding to donate to charity.

Raised funds may be used for charitable donations.
Agreements & Contracts

- Best practice: Allow 6 weeks of lead time for contract review and vendor set-up.
- Students and staff are not allowed to sign on behalf of the University or your student organization.
- Forward to Mindy.Ireland@vanderbilt.edu for Dean Black’s review and signature.
- After it’s returned, you will forward it to PurchasingServices@vanderbilt.edu.
- After all signatures have been collected the contract/agreement will be returned to you. It can then be submitted to StuOrgPurchases@vanderbilt.edu.
- New vendors/suppliers will need to be set up in Oracle before the work is completed.
- Speakers and performing artist – Fees paid should be all-inclusive of travel and hotel and noted in contract/agreement. They should book their own travel and accommodations at their own expense.
Student Org Travel
TRAVEL - WHERE TO START?

Group Travel

• Start planning now for groups of 10+ students.

• Orgs benefit from a group contract
  • lower prices
  • increased flexibility
  • Can only be used if travel is requested far in advance (4-8 weeks)

• Student names can be provided closer to the travel date.

All airfare must be purchased through VU and our travel agent.

Airfare purchased outside of the process will not be eligible for reimbursement.

Keep in mind busy times of the year for travel (Fall and Spring Break).

Questions: StudentOrgTravel@vanderbilt.edu
TRAVEL - WHERE TO START?

Domestic Travel

1. Complete the Intent to Travel Worksheet and ask your Adviser to review.


3. Complete the Student Org Travel Form.

4. Make sure there’s enough time for planning the trip.
   a) Domestic travel - allow 4-6 weeks for travel arrangements to be made
   b) Local Metro-Nashville travel – allow 2-4 weeks for the completion of the driver authorization process and/or the reservation of ground transportation

5. If driving for service work, you’re required to complete the Driver Authorization process. Your organization's primary point of contact should send one email containing everyone's proof of authorization to the Student Org Travel email and the Admin Coordinator who booked your travel prior to the trip.

Questions: StudentOrgTravel@vanderbilt.edu
1. Complete the Intent to Travel Worksheet and ask your adviser to review.

2. Contact the Office of Global Safety to complete the required steps for international travel.
   a) Safety and Security Checklist
   b) Travel Risk Assessment

3. Complete the Student Org Travel Form.

4. Make sure there’s enough time for planning.
   - 3 months in advance for international travel

Our travel agent recommends we start planning now for all international trips!
Resources

- **University Counseling Center**: Call 615-322-2571 to speak with an on-call behavioral health provider.

- **Student Care Coordination**: Schedule an appointment online or call 615-343-WELL (9355).

- **Center for Student Wellbeing**: Call 615-322-0480.

- **Center for Spiritual and Religious Life**: Call 615-322-2457.
Resources (Cont’d)

- SOLS Website
- Anchor Link Resources
- Student Handbook | Student Engagement Section
- Student Organization Fund | VSG Description of SOF
- Plan Your Event
- Organization Best Practices
- Student Discrimination
Reporting Resources

- Reporting an Incident
- Protection of Minors Reporting – Child Abuse and Other Child Safety Concerns
- Reporting Sexual Harassment or Sexual Misconduct
- Reporting Discrimination
- Report Hazing
- Report Honor Code Violation
- Reporting General Violations of University Policy (No including Sexual Misconduct, Discrimination, and Honor Code Violations)