



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

2016-2017	\$68,723 [235 Recipients]
2017-2018	\$216,021 [593 Recipients]
2018-2019	\$308,000 [966 Recipients]
2019-2020	\$360,000 [1,159 Recipients]
2020-2021	\$350,000 [1,226 Recipients]
2021-2022	\$391,437 [1,287 Recipients]
2022-2023	\$520,957 [1870 Recipients]

2023-2024

\$649,629 AWARDED

2,075 RECIPIENTS

EXPERIENCE VANDERBILT
HAS AWARDED:

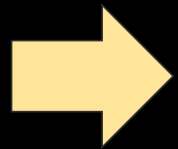
\$2,864,766

TO OVER

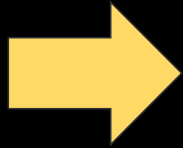
9,411 RECIPIENTS

How does it work for students?

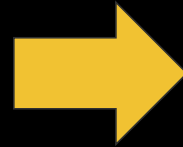
Apply



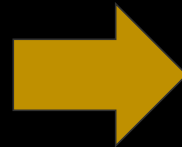
Financial Aid Confirmation



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!

What do Treasurers/Orgs Need to Know?

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



Office of Student Organizations, Leadership, and Service



DEANTE' SMITH
DIRECTOR



ADRIENNE WATSON
ASSISTANT DIRECTOR



WIL DE LOS SANTOS
PROGRAM MANAGER



MIKE RAHIMZADEH
PROGRAM COORDINATOR



CAROLINE WILSON
PROGRAM COORDINATOR



MADISON WOODS
PROGRAM COORDINATOR



CHARLIE ZIMMERMAN
GRADUATE ASSISTANT



OLIVIA CAMPBELL
GRADUATE ASSISTANT

LOCATED IN SARRATT 339 AND 343



ADVISERS

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.

Organization Advocate

- ❖ Help student organizations navigate Vanderbilt's structure to help fulfill their mission(s)
- ❖ Provide administrative guidance in planning programs and events
- ❖ Offer continuity from year to year
- ❖ Consult with Office of Student Organizations, Leadership and Service when necessary.

Financial Authority

- ❖ Educate student leaders on appropriate finance practices
- ❖ Authorize financial transactions (check out card/p-card, travel, reimbursement etc.)
- ❖ Help determine org activity for the academic year
- ❖ Guiding officers in the maintenance of accurate records and bookkeeping.

Policy Compliance

- ❖ Educate on, Interpret and enforce University policy concerning student engagement
- ❖ Review and approve organization registration documents
- ❖ Help organizations review and update all governing documents
- ❖ Ensure compliance with Protection of Minors (POM) Policies.

Department Liaison

- ❖ Work closely with SOLS and Student Affairs central to ensure consistency and cohesion with all student engagement practices
- ❖ Raise awareness of unique organizational needs and issues
- ❖ Raise awareness of important student org dates (Student Involvement Fair, Service Fair).



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.

Organization Advocate

- ❖ Represent their organization by educating their members on all appropriate finance practices
- ❖ Complete Student Organization Fund and Contingency Funding applications on behalf of their group
- ❖ Raise awareness of unique financial needs and issues
- ❖ Work closely with Adviser to establish finance gameplan for academic year.

Financial Authority

- ❖ **Educate org members on reimbursement process**
- ❖ Educate org members on getting access to Oracle if none is available to them
- ❖ Help determine org activity for the academic year
- ❖ Create a ledger to maintain accurate records and bookkeeping.

Policy Compliance

- ❖ Educate on, Interpret and enforce University policy concerning student org finances
- ❖ Seek Adviser approval on org financial transactions including reimbursement
- ❖ Ensure student services fee funding is spent appropriately.





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)

KKO



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.

Slide 16

KK0 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



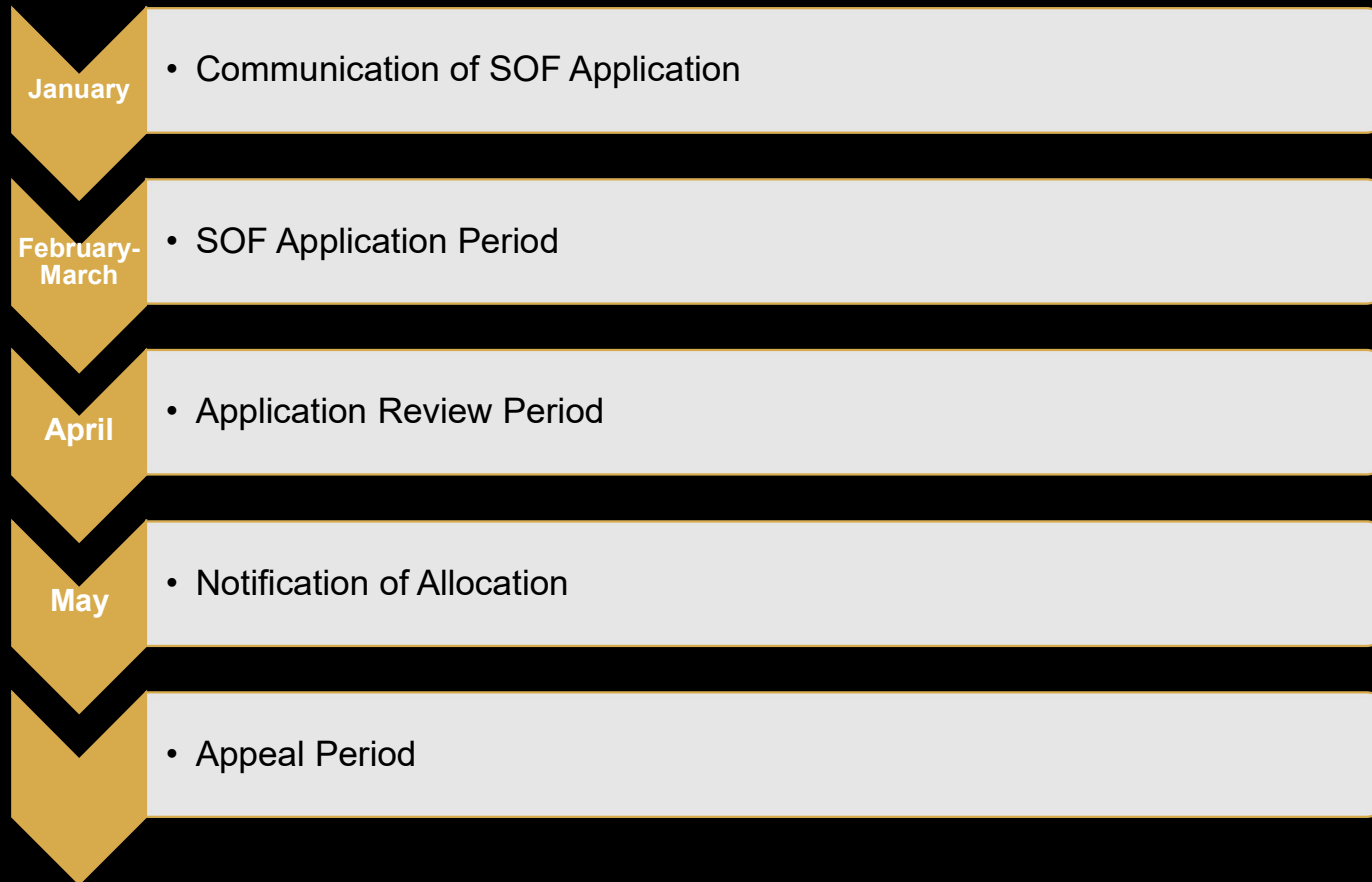
SOF Funding may not be used for the following:

- ❖ 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



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

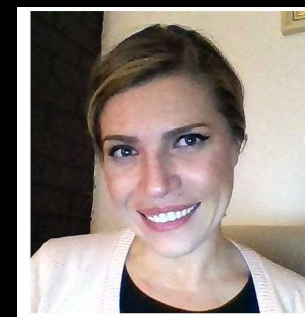


Greg Swanson,
Admin Officer

Financial Unit
Manager for
Student Orgs



Dawn Midyett,
Admin Manager



Eda Shorette
*Sr. Business
Operations Analyst*



Kaitlyn Garrett
*Sr. Administrative
Officer*

ORACLE CLOUD

- ❖ **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.



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.

TO CHARGE A STUDENT ORG:

- 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 type of transaction
T	Task: 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

Greek ORG POET Segments

P	Project: SO_280201
O	Organization: 30400
E	Expenditure Type: choose from dropdown based on type of transaction
T	Task: Each Orgs Anchorlink ID #

COA for Greek Orgs:
300.10.30400.xxxx.061.000



VIEWING ORG FINANCES IN ANCHOR LINK

The screenshot shows the Anchor Link interface for the organization "VUDM for the kids". The header includes the Anchor Link logo and a navigation menu with icons for Home, Calendar, People, Lists, Documents, and Settings. The main content area displays the organization's logo and name, "Dance Marathon", along with a brief description: "VUDM is both the largest philanthropic and the largest organization on campus. Going into our eighteenth year, we have supported the Monroe Carell Jr. Children's Hospital at Vanderbilt for 100% of the money we raise throughout the year." Below the description, there is a "Manage Home" button and a "VUDM for the kids" profile picture. A "Finance" menu item is highlighted in the navigation menu.

The screenshot shows the "Budget Requests" page in Anchor Link. The page title is "Budget Requests". In the top right corner, there is a "HELP US IMPROVE THIS PAGE" link and a "CREATE REQUEST" button. Below the title, there are tabs for "Budget", "Purchase", and "Funding". A search bar is present, along with filters for "Status: All Statuses" and "Process: All Processes". A "Show Only Recently Deleted" toggle is also visible. The main content area shows "All: 0 result" and "Export CSV PDF" options. The results are sorted by "Submitted Date" in descending order. A message in the center of the results area states: "No Requests match the search or filter criteria." The "ACCOUNTS" button is circled in red.

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.

[CREATE NEW REQUEST](#)

BUDGET REQUESTS ACCOUNTS

Name	Description	Parent	Balance	Available
Geology Club			\$3,707.26	\$3,707.26

Showing 1 - 1 of 1

Account Details

Geology Club

Description
Parent Account
Organization: Geology Club
External Account ID: 81980

\$3,707.26
BALANCE

\$0.00
ENCUMBERED FUNDS

\$3,707.26
AVAILABLE FUNDS

REQUESTS TRANSACTIONS

Trans #	Type	Date	Amount	Available	Memo	Req #
048552	Deposit <i>Imported</i>	5/16/2021 11:23 AM	\$25.00	\$3,707.26	April 2021 Gift	
048551	Deposit <i>Imported</i>	5/16/2021 11:23 AM	\$25.00	\$3,682.26	April 2021 Gift	

Task Number (points to Organization)

This can take up to six weeks to update (points to BALANCE)

Click here to view org transactions (points to TRANSACTIONS)

ANCHORLINK

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.

Video created to assist students through this process:



[Student Reimbursement](#) [Video](#)

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



March 7, 2024

PURCHASING AND TRAVEL

Everyone's favorite subjects!

PURCHASING

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.



Supplier Registration

- ❖ 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>.
 - 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/purchasingervices/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](#).

Requesting Adviser's Approval



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](#))



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



March 7, 2024



- 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.
2. Complete the Domestic Risk Management Packet.
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



"THE JOURNEY OF A THOUSAND MILES BEGINS WITH A SINGLE STEP." -LAO TZU



© 2013 Products



International Travel



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)

