START
Student Organization Leader Basic Training
TRAINING OUTCOMES

- Registered Student Organizations (RSOs) will be up to date with current policies and procedures;
- RSOs will know which resources to seek to help them complete their mission objectives;
- RSOs will better understand the role of their Coach;
- RSOs will become familiar with our communication tools.
WHAT THIS TRAINING COVERS

- Organization Items
- Coaches
- Communication
- Resources
ORGANIZATION ITEMS

- Student Organization Registration
- Student Organization Community Impact Plan
- Student Organization Operation Plan
- COVID-19 Terms and Conditions
- Protection of Minors (POM)
STUDENT ORGANIZATION REGISTRATION

- Required for groups to become or remain a Registered Student Organization (RSO)
- Enables RSOs to register for Student Services Fee and Contingency Funding
- Updates org roster and constitution – Grants current E-board ability to reserve space via Virtual EMS provided that Anchor Link roster is current
- Requires incoming student leader’s admin access to org’s Anchor Link page
- Requires 4 Officers, their emails, VUNetIDs, and cell phone numbers
- Also requires a Coach/Adviser (graduate/professional groups).
STUDENT ORGANIZATION COMMUNITY IMPACT PLAN

- An intentional tool designed for each RSO to develop a strategic plan for the upcoming year
- This tool will collect information regarding a student organization’s leadership, mission/vision, and goals for the academic year
- Should be revisited with officers and must be reviewed with coach/faculty consultant throughout the year to discuss details and measure progress of the plan
- Will also be used by Student Services Fee Committee to determine funding in upcoming application period

Access the Student Organization Community Impact Plan here.
STUDENT ORGANIZATION OPERATING PLAN

- Must be completed in order to ensure compliance with Vanderbilt University’s COVID-19 guidelines

- Organization events must also be registered in Anchor Link

- Student leaders should review gatherings webpage for guidance on activities

- If president cannot complete multiple forms for various orgs, have another officer complete it for respective student group

- Failure to complete the form will result in org being, “Frozen” in Anchor Link. If org is currently frozen, form must be completed in order to unfreeze the student group

- Access Student Organization Operating Plan For Spring 2021 here.
COVID-19 TERMS AND CONDITIONS

- Acceptance of terms and conditions required by organization officers

- To access the terms and conditions do the following:
  - Click on your profile picture or initials at the top right corner of your page on Anchor Link
  - Click on, “Memberships” and scroll to the organizations requiring you to accept the terms and conditions
  - Check the box to accept your terms and conditions.

- Also, Officers with admin access to their org’s page may go to their “Roster” page to send a notification to fellow officers who need to accept their terms and conditions.
PROTECTION OF MINORS (POM)

This policy applies to all 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 Before Events**
  All members of your roster must complete the online POM training (Protection of Minors 101 or Protecting Youth module) on or after July 1 of the current academic year.

❖ **Supervision At Events**
  ▪ 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 Requirement**
  ▪ Event registered
  ▪ Paperwork submitted
  ▪ Attendance tracked

❖ Visit our [website](#) for more information
What Is A Student Organization Coach

Coach Responsibilities
WHAT IS A STUDENT ORGANIZATION COACH

The Student Organization Coach provides leadership and holistic development through experiential learning opportunities. They also advocate for the mission and vision of the organization in which they are associated, and council officers along with members of the organization regarding their responsibilities. Coaches also help student leaders manage the programmatic, financial, and logistical operations of their student organization(s).

At Vanderbilt, student organizations must have a faculty or staff coach in order to be a registered student organization. By serving in this role for a student organization, a faculty or staff member chooses to play a significant role in the development of students. Coaches serve as a consultant, mentor, role model, and educator to an organization. Furthermore, they assist in the growth and development of the group by providing direction through advice, understanding, challenge and support.
COACH RESPONSIBILITIES

ORGANIZATION ADVOCATE

- Help student organization(s) 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

- Authorize financial transactions (check out card/p-card)
- Keep track of financial account to help determine activity
- Guiding officers in the maintenance of accurate records and bookkeeping

POLICY COMPLIANCE

- Interpret and enforce University policy concerning student groups
- Signing of organization registration documents
- Help organizations review and update constitutions and other governing documents
- Ensure compliance with Protection of Minors (POM) Policies
COMMUNICATION

- Anchor Link Leaders Listserv
- Student Organizations Weekly Newsletter
ANCHOR LINK LEADERS LISTSERV

- Student Organization Leaders are added to this listserv after the student organization registration period.

- Student development opportunities, awards, and various information relating to student organizations is relayed through this listserv.

- Used to share weekly newsletter with student leaders.

- New student leaders may be added to listserv upon request by emailing studentorganizations@Vanderbilt.edu.
STUDENT ORGANIZATIONS WEEKLY NEWSLETTER

- Provides student organizations with information about university policies and procedures that impact their activities

- Informs student leaders about development opportunities from the Dean of Students office and campus partners

- Present students with weekly updates about items such as elections, the student involvement fair, student organization registration, upcoming trainings, and various items impacting student leaders

- Communicated through the Anchor Link Leaders Listserv

- New student leaders may be added to the listserv upon request by emailing studentorganizations@Vanderbilt.edu
RESOURCES

- Student Organizations & Governance
- Anchor Link Resources
- Student Handbook
- Student Services Fee | VSG Description of SSF
- Specific Campus Scenarios: Gatherings
- Organization Best Practices
- Student Discrimination
- The Hub