



CLUB LEADERSHIP PEARLS

STUCO 2018 - 2019

Overview

- This presentation is designed to provide you with a general overview regarding running an organization/club at RowanSOM
- It will include the following:

General Information (slide 3)	Organization of Clubs in STUCO Constitution (slide 5)	How to Become a Club (slide 9)	Club Requirements Details (slide 14)	Club Closet Rules and Expectations (slide 18)	Funding (slide 19)
Important Forms & Traveling (slide 21)	Reimbursements (slide 24)	Entities of Interest (slide 26)	The How Tos... (slide 30)	People to Know (slide 38)	Summary (slide 41)

General Information

- Clubs and organizations are classified as either STUCO-based or non-STUCO based entities.
- If an organization is STUCO-based the club can designate itself as a non-funded club or as a funded-club upon completion of it's two-year probation.
- Funded clubs must meet certain requirements each year to receive funding.
- A non-STUCO based organization is not held to STUCO-based club requirements and will not receive yearly funding. They can, however, petition for funding through Alumni Grants and/or Special Projects.

Non-STUCO Organizations

- Organizations that are non-STUCO include the Rowan Community Health Center, OMM Clinic, Music Medicine and Project REACH
- Non-STUCO based organizations/clubs may have individual financial accounts hosted under Student Affairs and they are not held to STUCO's club-status requirements.
- They CANNOT receive yearly funding from the annual disbursement
- They CAN petition STUCO for an alumni grant and/or a special project funding request

STUCO-based Non-Funded Clubs

- Organizations/clubs that are STUCO-based are categorized into two groups— those that receive funding (established) and those that do not receive funding (inactive or probationary)
- Established clubs that have completed the two-year academic probation and are not receiving funds did not meet the requirements set forth by STUCO to receive funding based on their year-end report (YER)
- Established Inactive clubs are not eligible to receive STUCO funding until their status changes to established active

STUCO-based Funded Clubs

- Funded clubs have completed the two-academic year probation, have met all of the YER requirements to receive funding.
- Funded clubs will receive their funding from the annual disbursement which are allocated from the Student Activity Fees.
- All clubs who meet the minimum year-end report requirements will receive funding. Clubs may be eligible for additional funding which will be awarded on a point system for each additional category met.

STUCO-Based Funded Clubs Year End Reports Requirements

- Year-End Report (YER) Requirements (proposed changes to the constitution are ***):
 - A membership list that consists of 5% of the student body (approximately 37 students)
 - Host a minimum of 4 non-service activities and/or meetings, two of which must be open to the entire school
 - Table at involvement fairs or community-based events (TWO events/academic year)
 - Participate in at least one community service project
 - Participate in the student lounge clean-up as required and attend the leadership meeting workshop which you all are doing right now
 - Keeping your designated space for the club closet neat and organized with no supplies on the floor or on top of the closets***

STUCO-based Funded Clubs YER Additional Categories

- HOUSE point worthy event
- Participating in an OMS-Wellness event
- Additional community service project involvement
- TOUCH point worthy events
- Campus wide/large events
- Additional meetings and activities

***These are all proposed changes to the constitution and under review. The more category requirements that you meet the more points you can acquire which will then add on additional funding from the new based funding you will receive. More information will follow about completing your Year-End reports and the scoring system that will be used for 2018-19.

How to Become a Club



How to Establish A New Club

- Before doing anything you should speak to Dean Micciche or Karen Davis, and the 1st Vice President regarding your desire to start a new club
 - These individuals are your best resources for determining if a club already exists that matches your interests and if not, how to start a new club and if you desire to have your club recognized/established.
- For STUCO-based clubs you will need to submit the following:
 - A constitution
 - A petition (list) of at least 5% of the student body (37 students). They do not need to be member of the club-- this is just a vetting process
- These documents must be submitted to the 1st Vice President and Karen Davis to be reviewed prior to submitting to present to STUCO.

How to Become A New Club

- Once you have submitted the appropriate paperwork and it has been approved you may request to be placed on the STUCO agenda for the following meeting. Please email the Secretary to get added to the agenda.
- You will need to attend the STUCO meeting and present your club idea to the entire council. You will have 3 minutes to present and then STUCO members will most likely ask you some questions regarding your plan.
- During the closed portion of the STUCO meeting, STUCO will vote on whether to approve or deny your request

Probationary Status

- Once a new club is approved, you are automatically placed on probationary club status
- What does this mean?
 - For two academic calendar years you will not be eligible for funding. However, your club may request funding directly from STUCO, however.
 - You will be required to submit the YER and fulfill the requirements established for STUCO- based funded clubs.
- Following the end of two academic calendar years and the appropriate submission of the year-end reports, a vote by STUCO will be conducted to approve your club as an official club with funding status.

What if I am trying to reactivate an established inactive club?

- You must present at the next possible STUCO meeting where we will vote if you can become established reactive which requires you to have
 - *A constitution*
 - *A petition (list) of at least 5% of the student body (37 students)*
- To become fully active again you must demonstrate that the club is active (hosting events, holding meetings, community service, etc.) for your club to be considered for a vote to become established active.
- Email the president and first vice president of STUCO whenever you would like to present at a STUCO meeting because it will take place during the closed session and will need to be added to the agenda

Club Requirement Details



Lounge Cleaning

- Every STUCO-based funded club and probationary clubs are required to participate in cleaning the lounge
- One club will be responsible for cleaning the lounge each week; the schedule will be created and disseminated by the 1st Vice President
- You are expected to clean out the lounge the Friday of your week, emptying the fridges of old food, lunch bags, etc. and wiping down the counters and tables
- You must send a reminder email to the SOM student body on the Thursday prior to your assigned cleaning session with instructions to remove any old food or lunch bags/boxes as all items will be thrown out unless otherwise labeled.

Leadership Workshop

- You must review this presentation in its entirety
- In addition, at least two members of the club **MUST** attend the leadership training session each year.

Club Closet Rules and Expectations

- The club closet will be moving sometime in September or October. All student leaders will be asked to pack your supplies. Storage boxes will be moved to the new club closet site by SOM housekeeping in the UEC building. Clubs will be expected to unpack their items and place them in the designated storage closet.
- All clubs are expected to maintain their space in an organized and orderly fashioned. Not maintaining your space appropriately can result in loss of your designated space in the closet and impact your funding. This means that you should occasionally review what is being stored and purge.
- All items should be properly stored in a box or container. NO ITEMS should be kept or stored on the floor and in the walkway.
- If your space is not clean when the year-end reports are vetted you will not receive funding.

Funding



Applying for Funding from STUCO

- In order to apply for funding from STUCO you will need to complete a form based on why you are applying for funding. All funding forms can be found on the STUCO website: <https://som.rowan.edu/education/studentlife/stuco.html>
- You must submit these forms to the President, Treasurer, Secretary, and Karen Davis the Sunday before the STUCO meeting. **Funding cannot be granted retroactively.**
- If you are a club/organization interest in receiving funding to travel you must fill out the document labeled “STUCO Funding Request Form”
- If you need to receive funds for a special project and/or event you can submit for funding by filling out the funding request form labeled “Special Projects”.

Alumni Grants

- Another option to receive funding is through an Alumni Grant, which is a \$250 grant that can only be awarded to a club once an academic year
- The requirements of this grant is that the event must be made available to all students.
- The funds cannot be used for conference or travel related expenses
- Please fill out and submit an Alumni Grant Request form to be considered for this seed grant. You must submit this form to STUCO President, Treasurer, Secretary, & Karen Davis.

Important Forms and Documents



Frequently Used On-Line Forms & Documents

All of the documents below are available on the RowanSOM website > <https://som.rowan.edu/education/studentlife/stuco.html>

[Student Reimbursement Policy](#)

[Miscellaneous Disbursement Voucher](#)

[RowanSOM Tax Exempt Letter](#)

[Pre- and Post-Travel Information](#)

[RowanSOM Student Travel Expense Form](#)

[RowanSOM Travel Waiver](#)

[STUCO Grant Request for Alumni Seed Funds](#)

[STUCO Funding Request for Special Projects](#)

[STUCO Student Education Lecture Grant Application](#)

Travel Forms

- **Pre-Travel:** Students planning to travel for professional development (research, leadership, club-related, medical mission, etc.) must complete and submit the Travel Waiver **30 days prior** to travel – these documents should be submitted to Karen Davis (Office of Student Affairs).
- If a student organization/club is planning to attend any meeting or conference, the club's president should submit a list of potential attendees to Karen Davis as early as possible. Karen will inform these students of the pre-travel requirements.
- **Post-Travel:** Once travel has been completed, students must submit a Travel Expense form and original receipts to Karen within 10 business days of travel to receive reimbursement. These forms must be submitted with all information completed including name, address, Rowan ID number, purpose of trip. Receipts are required for acceptable expenses to cover your eligible reimbursement amount (the amount that you have been approved to receive).
- For any specific questions regarding forms or receipts, please contact Karen directly.

Submitting Reimbursement



Reimbursements

- The Miscellaneous Disbursement Voucher (MDV) is used for reimbursement for goods/services/food. Students must get receipts for all items that are expected to be reimbursed. All receipts must be originals and must be itemized showing the actual items that were purchased. If you made the purchase with a debit or credit card, a copy of the card showing the name and last four digits of the card number must be submitted.
- Please note, an MDV can only be used for purchases of up to \$500. Purchases above that amount may need to be handled differently. Reimbursements for food purchases are capped at \$250. See Karen Davis in advance of your purchase to determine best method.
- Rowan University is exempt from New Jersey state tax. Please use the tax-exempt certificate when making a purchase. The vendor will waive the New Jersey state tax on that purchase.
- Submit the completed form and receipt or receipts (please do not staple or tape receipts) to Karen Davis in the Student Affairs Office – University Educational Center- 2139.
- For any specific questions regarding forms or receipts, please contact Karen directly.

Additional Entities of Interests



Student Activity Calendar

- The Student Activity Calendar is designed to provide students with a comprehensive schedule of the activities going on within the RowanSOM community.
- Each club and organization is garnered one individual/representative through which access to the calendar will be granted. You are expected to only add/change events of the club that you are representing.
- Said individual must email rowanSTUCO@gmail.com with their name, club name, position title, class year, rowan email address, and either their PERSONAL email address or collective club email
- **Please do not schedule events on the same day at the same time unless they are general interest meetings**

Sunday News

- If you'd like your event/meeting, announcement or general information shared with the student body please email the Secretary of STUCO (trann4@rowan.edu) with the subject line "Sunday News" by 5 pm the Friday before the email is posted on Sunday.
- For those of you selling clothing or other items please use FaceBook as a way to communicate those sales. You can post an advertisement in the Sunday News and on the Student Activity Calendar.
- As a reminder you may only email your general interest membership as we are trying to cut down on the number of emails students receive. Exceptions have been granted, but you must request it, again email me.

Wellness Initiatives

- Small campus events to promote wellness and balance.
- Workshops and programs to address the needs of students, strengthen resilience and teach coping skills
- Support networks
- Yoga, Zumba, exercise to relieve stress and “reset”
- If you club is interested in: Wellness/Fitness activities/ Boosting morale/ Promoting Mindfulness/ Breaking the stigma of “getting help”/ and other ideas
- The possibilities are endless...

The Office of Student Affairs and Alumni Engagement would love to collaborate with club leaders for Wellness programming!
Contact Dean Micciche at miccicda@rowan.edu for more information.

The How Tos...



How to Request Technology Support

- To request a projector/laptop/microphone, etc. and any help using the A/V equipment & sound/music at your event, send request to sommm@rowan.edu
 - Please allow at least three business days for your request.
- Design & Printing Needs (Posters/flyers) – Send your request to Karen Davis at daviskar@rowan.edu for funding approval before submitting your request to sommm@rowan.edu.

How to Reserve a Room or Table

- Please follow this link and fill out the information request:
<https://som.rowan.edu/education/studentlife/reserve.html>
- Use the information box to give specific details about your reservation request.
- Students can check if a room appears available through 25Live:
[https://25live.collegenet.com/rowan/#home_my25live\[0\]](https://25live.collegenet.com/rowan/#home_my25live[0])
 - Note: Even IF a room appears available, there is no guarantee until the room reservation is submitted and confirmed.
- WAIT until you receive email confirmation from Naomi that your room is reserved.
- Reservations can take up to 72 hours to be processed.

Room Set-ups/ Requesting Tables and Chairs

- Tabling in the Atrium: If you only want to reserve 1-2 tables in the Atrium, please submit a table request.
- Basic room setup requests (tables and chairs)
 - *Email Naomi Mastrocola in Student Affairs at spinanr@rowan.edu*
 - *One-week minimum required for these requests. (Not counting weekends).*
- Extensive room setups (special requests, floorplan designs, catering, etc.)
Email Dean Micciche in Student Affairs at miccicda@rowan.edu

Ordering Catering for Larger Events & Meetings

For catering orders/quotes, contact Dean Micciche in Student Affairs at miccicda@rowan.edu.

How to Request an SOM Auto-Mail

- Generally speaking, students should use the Sunday News, class Facebook sites and club specific lists to communicate events and programs.
- Auto-mail email requests are only permitted for events/fundraisers applicable to the entire campus – including faculty and staff & handled on a case by case basis.
- Email Dean Micciche at miccicda@rowan.edu a short write-up of information about your event/what you want sent. You may attach a flyer (jpeg or PDF).

TV Monitor Announcements

- At least three weeks before your event, you can send event information to Marketing. Send an email to the SOM Marketing Department, addressed to:
 - *Julia Carite* (swopeju@rowan.edu),
 - *Jerry Carey* (careyge@rowan.edu)
 - *Lynne Yarnell* (falchelm@rowan.edu)
- Your email will include:
 - *a brief description of your announcement (text is limited to 10-15 words)*
 - *any approved graphics or photo, ONE image will be selected for use*
 - *the buildings in which you would like your announcement placed (Academic Center, University Education Center, Rowan Medicine Building and/or 113 Laurel Road)*
 - *When you would like the announcement to run (maximum of two weeks)*
- Any announcements by student groups must receive prior approval from the Office of Student Affairs and Alumni Engagement.

Requesting Review for an Imprint or Logo Design

- Students seeking to purchase imprinted merchandise or apparel for their club, should send their logo/print request to the SOM Marketing Dept. Only the Marketing Dept. can approve logo designs that include the Rowan University or Rowan SOM brand.
- Requests should be submitted to Julia Carite (swopeju@rowan.edu) and also cc Jerry Carey (careyge@rowan.edu) and Dean Micciche (miccicda@rowan.edu).

People to Know!



SOM Student Government Officers 2018-2019

President

William Baker, bakerw6@rowan.edu

1st Vice President

Doris Xia, xiad1@rowan.edu

2nd Vice President

Jamila Holston, holstonj7@rowan.edu

Treasurer

Patrick Tempera, temperap3@rowan.edu

Secretary

Nhi Tran, trann4@rowan.edu

Public Relations

Raunak Singh, singhr4@rowan.edu

Alumni Affairs

Christian DiLiberto, dilibertc2@rowan.edu

Important Contact Info

- Dean Micciche, miccicda@rowan.edu
Student Affairs/ Alumni Engagement, Advancement & Fund-Raising/ Tutoring/
Student Wellness Programs/ Event Planning/ Yearbook
- Karen Davis, daviskar@rowan.edu
Club Governance/ Finance/ Student Travel/ Student Reimbursements
- Naomi Mastrocola, spinanr@rowan.edu
Room Reservations/ Table Reservations/ School Spirit Store/ Club Leadership
Directory
- Elizabeth Cruz, cruze@rowan.edu
Alumni Engagement/Database Mgmt./ University Events/Mentors Program

Summary

- A Non-STUCO Club does not receive general funding from STUCO nor is it required to complete the YER. They can apply for alumni grants, special project funding, and travel awards.
- STUCO Clubs can be funded or non-funded. Both must complete YERs, although the funded and non-funded clubs have different requirements.
- There will be base requirements for STUCO funded clubs to receive funding, but opportunities to earn additional funding to reward more active clubs will be made available upon constitutional review.
- Please contact the 1st VP and Karen Davis if you are interested in starting up a new club so we can help you with the process!

Summary

- Contact Karen for all things concerning your finances of the club, travel documents, and/or reimbursements. When in doubt ask Karen!!
- All travel forms for funded travel must be submitted 30 days prior to the date of travel to Karen. You have 10 days from the day you return home from travelling to submit your travel expense form.
- Table/room reservations must be made online! Make your reservation at least 2 weeks before your program or meeting.
- Utilize the Student Activity Calendar and the Sunday News to advertise your events. Only one member per club may have access to add events to the calendar. Club gmail addresses are not acceptable.
- Look for information to follow for the new club closets and keep your club closet clean!!
- If you have any questions feel free to contact the 1st VP at any time! Send an email with the subject line “Club 18-19” at xiad1@rowan.edu to receive a response!!