Club Leadership Pearls

STUCO 2016-2017
Overview

• This presentation is designed to provide you with a general overview regarding running an organization/club at RowanSOM

• It will include the following:

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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 its two-year probation.

• Funded clubs must meet certain requirements each year to receive funding. Non-funded clubs must also fulfill specific requirements, but may change their status to a funded-club (more details about this later; under constitutional review).

• A non-STUCO based entity is not held to STUCO-based club requirements, but 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 Camden Clinic, OMM Clinic, REACH, and Bookmates, etc.
- 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 collective club funds
- 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 and those that do not receive funding.
- Established clubs that have completed the two-year academic probation and are not receiving funds, either:
  - Do NOT meet the requirements set forth by STUCO to receive funding based on their year-end report (YER) report OR
  - Have declined to receive funding for the upcoming academic year on their year-end report (YER)
STUCO-based Non-Funded Clubs

• Non-Funded clubs must submit the following on their YER report to maintain active status (and prevent the club from becoming inactive):
  • A membership list that consists of 5% of the student body (approximately 33 students)
  • Host a minimum of one general meeting per semester
  • Table at involvement fairs or community-based events (one event/academic year)
  • ***The constitution does not currently allow for this specific designation. We are in the process of revamping the constitution to have this be an option for clubs rather than they becoming defunct. These would be the proposed requirements***

• Non-Funded clubs may petition STUCO for alumni grants and/or special project funding
STUCO-based Funded Clubs

• Funded clubs have completed the two-academic year probation, have met all of the YER requirements needed to receive funding and have selected on their YER report that they would like to receive funding.

• Funded clubs will receive their funding from the collective club pooled funds that 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. ***This is currently under review and will likely be instituted in the constitution upon it’s revision.***
STUCO-Based Funded Clubs
YER Requirements

• Year-End Report (YER) Requirements (proposed changes to the constitution are ***):
  • A membership list that consists of 5% of the student body (approximately 33 students)
  • Host a minimum of 4 non-service activities and/or meetings, two of which must be open to the entire school
    • ***As it stands now this number is 6; we are looking to change it to 4 as a base requirement***
  • 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 weekly clean-up as required and attend the leadership meeting workshop
  • Keeping your designated space for the club closet clean with none of your items on the floor***
STUCO-based Funded Clubs
YER Additional Categories

• HOUSE point worthy event
• Participating in an OMS-Wellness event
• Additional community service project involvement
• Additional meetings and activities

  • These are all proposed changes to the constitution and under review. I just wanted to make you aware of them so that you can keep track of your events appropriately. 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. Again these are proposed changes and not official yet!
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 that meets your interests already exists, how to start your club and if you should apply to become STUCO-based
• For STUCO-based clubs you will need to submit the following:
  • A constitution
  • A charter, which is a petition (a list) of at least 5% of the student body (33 students). They don’t need to be members 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 1st Vice President to do this.

• 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. 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.
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 made to determine this is done 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 entire school the Thursday before by 1PM with instructions to remove any old food or lunch bags/boxes as all items will be thrown out unless labelled otherwise.
Leadership Workshop

- You must review this presentation in its entirety – and complete the brief quiz at the end.
- In addition, at least two members of the club MUST attend the leadership training session each year.
- Look for information to follow each year for this training program.
Club Closet Rules and Expectations

- All clubs are expected to maintain their space in an organized and orderly fashion. 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: http://www.rowan.edu/som/stucoweb/forms.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” as well as any travel forms required by the school (see Travel Forms).

• 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 (this means within a reasonable distance and during a reasonable time (event should be in the evening if possible during a weekday)).

• The monies 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

- Meeting room/table reservations for students
- Student Reimbursement Policy
- Miscellaneous Disbursement Voucher (MDV)
- Tax Exempt Letter for Club Purchases
- Student Travel Policy
- Travel Approval Form
- Travel Expense Form
- Travel Waiver- Domestic Travel
- Travel Waiver- International Travel
**Travel Forms**

- **Pre-Travel:** Students planning to travel for professional development (research, leadership, club-related, medical mission, etc.) must complete and submit the Request for Travel form and a 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, that club’s president should submit a list of potential attendees to Karen Davis. 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 Reimbursements
Reimbursements

- The Miscellaneous Disbursement Voucher (MDV) is used for reimbursement for goods/services/food. Students must get specific 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 $250. Purchases above that amount may need to be handled differently. 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 – Academic Center, room 217.

- For any specific questions regarding forms or receipts, please contact Karen directly.
Additional Entities of Interest
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 rowansomsae@gmail.com with their name, club name, position title, class year, rowan email address, and their PERSONAL email address.

Please do not schedule events on the same day at the same time unless they are general interest meetings.
If you’d like your event/meeting, announcement or general information shared with the student body please email the 1st Vice President (gurenjial0@rowan.edu) with the subject line “Sunday News” 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.
What is the Student Resource Center

- The Student Resource Center was developed to meet the needs of all RowanSOM students. The center consists of spousal support network, wellness initiatives, enrichment programs to boost moral and spirits, and providing students with a toolkit to overcome obstacles throughout their journey here at SOM and beyond.

Contact Ashlee Angelus, garton@rowan.edu to get involved
Wellness Initiatives

- Small campus events to promote wellness and inner peace
- Workshops and programs to address the needs of students
- 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 Student Resource Center would love to partner with your club leaders!

Contact Ashlee Angelus, garton@rowan.edu to get involved
Other Important Clubs

• I.D.E.A. Council
  • Chair: Mohamed Albana, albanam0@rowan.edu

• Rowan SOM OMM Clinic
  • Co-Director: Julianne Barrett, barrettj0@rowan.edu
  • Co-Director: Laura Gurenlian, gurenli0@rowan.edu

• Camden Community Health Center (Camden Clinic)
  • Executive Director: Danielle Alaimo, alaimodr@rowan.edu
The How Tos...
How to Request an SOM Auto-Mail

• Please send a short description of your event and when you would like the e-mail to be sent. Include the who, what, when, where, and why in your message.
  • You may select up to two dates to have message sent.
  • You may also attach a detailed flyer (PDF or JPEG).
  • Requests less than 48 hours in advance may not be honored.

• Send your request and any attachments to Kathleen Kieper in Student Affairs at kieper@rowan.edu
How to Request Technology Support

• Academic Technology (Projector, Laptop, any help using the A/V equipment & mics/sound/music at your event) – Send request to sommm@rowan.edu

• Design & Printing Needs (Posters/flyers) – Send request to sommm@rowan.edu AND CC Karen Davis daviskar@rowan.edu.
How to Reserve of Room or Table

• Please follow this link and fill out the information request: http://www.rowan.edu/som/education/student_affairs/roomform.html

• Naomi Mastrocola, spinanr@rowan.edu is your point of contact. Once you fill out the form above she will contact you to confirm. Do not email her to reserve a room, you must use the link above.

• You may make a room reservation at any time…the earlier the better. I would make it at a minimum of 2 weeks in advance.
People to Know!!
**Important Contact Info - STUCO**

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<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Ashley Sam</td>
<td><a href="mailto:sama1@rowan.edu">sama1@rowan.edu</a></td>
</tr>
<tr>
<td>1st Vice President</td>
<td>Laura Gurenlian</td>
<td><a href="mailto:gurenlial0@rowan.edu">gurenlial0@rowan.edu</a></td>
</tr>
<tr>
<td>2nd Vice President</td>
<td>Kaylette Jenkins</td>
<td><a href="mailto:jenkinsk2@rowan.edu">jenkinsk2@rowan.edu</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Michael Coscia</td>
<td><a href="mailto:cosciam5@rowan.edu">cosciam5@rowan.edu</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Kush Shah</td>
<td><a href="mailto:shahk9@rowan.edu">shahk9@rowan.edu</a></td>
</tr>
<tr>
<td>Public Relations Representative</td>
<td>Lekha Racharla</td>
<td><a href="mailto:lekha18@rowan.edu">lekha18@rowan.edu</a></td>
</tr>
<tr>
<td>Alumni Affairs Representative</td>
<td>Kevin LaGuerre</td>
<td><a href="mailto:laguerrek7@rowan.edu">laguerrek7@rowan.edu</a></td>
</tr>
</tbody>
</table>
Important Contact Info

• Dean Micciche, miccicda@rowan.edu
  Student Affairs/ Student Services/ Alumni Engagement, Advancement & Fund-Raising

• Ashlee Angelus, garton@rowan.edu
  Tutoring, Wellness/Student Resource Center/Health Insurance/Yearbook

• Elizabeth Cruz, cruze@rowan.edu
  Alumni Engagement/Database Mgmt./ University Events/Mentors Program
Important Contact Info

• Karen Davis, daviskar@rowan.edu
  Club Governance/ Finance/ Student Travel/ Student Reimbursements

• Kathleen Kieper, kieper@rowan.edu
  Student Event Planning/ Logistics/ Marketing

• Naomi Mastrocola, spinanr@rowan.edu
  Room Reservations/ Table Reservations/ School Spirit Store/ Registrar
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 must be submitted 30 days prior to the travel date to Karen. You have 10 days from the day you return home from travelling to submit reimbursement forms.
• Contact Naomi for table/room reservations.
• 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.
• Keep the 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 16-17” at gurenli0@rowan.edu to receive a quick response!!