

Student Leadership Handbook
Office of Student Life
2023-2024



ROSALIND FRANKLIN
UNIVERSITY
of **MEDICINE AND SCIENCE**

Executive Student Council Overview

Student Council is the student governing body at Rosalind Franklin University. The Executive Student Council consists of a President, Vice President, Treasurer, Secretary, Parliamentarian, and Student Information Officer who represent students on campus. There is also a Student Dean Cabinet within Student Council serving as a liaison between their school and the Executive Student Council, and discuss interprofessional issues and funding on campus. Student Council's mission is to advocate for the needs of students, promote unity between all students and faculty of the five colleges, and serve as a means to organize and run student events. Student Council works cooperatively with the Office of Student Life to allocate student activities fees to student organizations, class leadership, and special interests each year. Each month, Student Council meetings are held to update all students on new issues and activities on campus, gather input from student council representatives, and recognize student leaders for their accomplishments. There are over 80 student organizations and classes governed by Student Council.

President	Christian Arcelona	ESCPresident@rosalindfranklin.edu
Vice President	Jacob Wolf	ESC VicePresident@rosalindfranklin.edu
Treasurer	Mandella Mensah	ESCTreasurer@rosalindfranklin.edu
Parliamentarian	Cristina Fonseca Gonzalez	ESCParliamentarian@rosalindfranklin.edu
Secretary	Jonathan Lo	ESC Secretary@rosalindfranklin.edu
Technology Officer	Hunter Green	ESCtechofficer@rosalindrfranklin.edu

Office of Student Life (OSL)

The Office of Student Life supports the academic and social development of students through enhancing the quality of campus life. We seek change the campus environment, sharpen leadership skills, and promote wellness within the University community.

The Office of Student Life, within the Division of Student Success and Wellness encourages participation in student activities as an excellent way to experience personal growth, meet new friends, share common interests with other students, faculty, and staff, and have some fun outside the classroom. We assist student organizations to implement programs and activities that will enhance their leadership skills and help the organization fulfill their primary goals. Through its programs and services, the Office of Student Life is committed to assisting students in becoming a force for positive change in the community and greater society.

Programmatic Objectives:

- Support the central goal of student academic success and professional development through organizational planning and advising, program development, and enhancement of services.
- Advise student organizations on campus and provide policies to support student involvement on campus.
- Encourage and promote self-responsibility, leadership and community engagement among students.
- Provide opportunities for student growth, development, healthy lifestyles and discovery via appropriate collaborations and partnerships.
- Increase knowledge, access, and utilization of programs and services to student via intentional and systematic assessment.

The Leadership Handbook has been created by the Office of Student Life to help guide and orient Student Organizations and Class Councils to the policies, resources, and development they will need to be student leaders at Rosalind Franklin University of Medicine and Science.

We serve as a resource and advising office for those who are involved in student leadership on campus, and look forward to meeting you soon if we haven't done so already.

Our Website:

The Office of Student Life's website is located on Insite within the Division of Student Success and Wellness website and contains important information and resources for Student Organizations.

<https://insite.rosalindfranklin.edu/AcadPrgmsStuSuprt/SAI/Pages/Division-of-Student-Affairs-and-Inclusion.asp>

The Campus Life Office:

Our main phone line is 847-578-8354.

The Office of Student Life is a part of the Division of Student Success and Wellness (SSW). Many individuals within the entire division could be an excellent resource for a student organization.

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Guiding Student Organizations

For the purpose of this handbook, a student organization shall consist of any registered student organization, the Executive Student Council (ESC), Student Council, and any class or project within Rosalind Franklin University of Medicine and Science (RFUMS) programs that have organized leadership and funding.

Guiding Principles

Relationship with University

Rosalind Franklin University of Medicine and Science considers student organization activities and programs an integral part of the University's mission. The University is guided by a philosophy of shared responsibility to protect the RFUMS campus environment. The programs and activities contribute significantly to students' total educational development and progress. Student activities provide experiences which stimulate interest in and understanding of current social, economic, political, professional, and cultural problems and issues. At the same time, they provide rewarding experiences that are gained from living and working in interprofessional groups. In addition, student activities provide students with stimulation for intellectual growth, leadership development, democratic processes, and responsible citizenship.

Financing of Student Organizations

Student Council is granted the authority to allocate student activity fees each academic year. Individual student groups are allocated student activity fees by Executive Student Council. Groups allocated student activity fees are required to utilize funding in accordance with the Executive Student Council Constitution and University rules, regulations, and policies. Groups found in non-compliance with the Student Council Constitution or University policies may be suspended as a registered student organization and will no longer have rights to University resources for the duration of that suspension as determined by OSL or Executive Student Council.

Each year, the financial records of Student Council will be audited by OSL. As such, all expenditures and financing of student groups are required to be maintained by the Executive Student Council. See the [Finances and Budgeting](#) section for more specifics.

Responsibilities of Student Organizations

1. Each student organization must apply and be a recognized student organization through the Executive Student Council. Organization members are responsible for being familiar with all Rosalind Franklin University of Medicine and Science policies and the [constitution](#) of Executive Student Council. The Executive Student Council will be responsible for the verification and documentation of every student organization's status, and those organizations that do not meet the requirements of a student organization risk losing their charter and funding through Executive Student Council or benefits granted to student organizations by the University as determined by the Division of Student Success and Wellness.
2. Each student organization will have a constitution with mission statement on file with the OSL and the Executive Student Council. The mission statement shall be posted on each organization page within the [Engage platform](#). The mission must address how the organization helps to fulfill the mission of the University, and will be reviewed and updated annually by each organization's incoming leaders.
3. Each student organization will create and follow a constitution or by-laws which at a minimum define: Purpose, Membership, Elections, Responsibilities of Officers, Committees, By-laws, Faculty Advisor, Finances, Affiliations, and Amendments. This information will be on file with the OSL and with the Executive Student Council and have approval of the Office of Student Life. Organizations may use the [Constitution/By-Laws Worksheet](#) to help them create this document for their organization. Changes must be submitted for approval to the Office of Student Life with proof of ratification process as defined in the constitution.
4. Each student organization must communicate the date, time, and location of each organizational meeting to all the organization's members, and must register the meeting through the Engage [Event Planning Process](#) in the OSL.
5. Each student organization will submit the names and contact information for the organization's leadership to the OSL and Executive Student Council. Any changeover in officer information should be updated on the appropriate Student Organization page.

6. Any student organization that is planning a meeting, event, or service project on or off campus must seek approval through the event planning process on Engage. The planning form is due no later than one week prior to the event for events that do not include alcohol, fundraising, set-up requests, or audio-visual requests. All other events require at least a two week advance request. **No Promotion and Marketing for an event should occur before the event is approved through the OSL.**
7. Organizations providing any clinical-related services (including but not limited to: patient/client education, health screening, patient advocacy, etc.) must:
 - a. Have a clinical advisor who must be a faculty clinician;
 - b. Provide parameters of patient/client contact as part of the event planning process.
 - c. Provide a list of all students and faculty/staff present at each clinically related event to the OSL in a timely fashion.
8. All student organization activities are expected to adhere to the ESC Constitution, University rules, policies, and procedures, as well as municipal, state and federal laws.
9. All student organizations have a shared responsibility to ensure that all business and activities conducted on RFUMS campus do not cause or result in unreasonable risk to either party.

Responsibilities of RFUMS Administration

1. The OSL, as part of the Division of Student Success and Wellness, will work with student organization leaders in the planning and delivery of leadership training workshops to ensure that student leaders are adequately prepared for their responsibilities. These workshops will occur annually, and will also be available through an online tutorial.
2. The OSL will maintain open and clear channels of communication so that student organization leaders know who is in charge of the various points of concern for student organizations.
3. The OSL will provide the Executive Student Council, and any student or student organizations, a copy of University rules, regulations, and policies annually, and updates as necessary. This can be requested through OSL directly.
4. The OSL will provide student organizations the necessary forms as defined in the Student Leadership Handbook and will provide guidance in the completion of these forms as requested. The OSL will provide these forms online through their [Engage Page](#). The OSL will also work with the ESC in the creation of new policies regarding student organizations.
5. The OSL will work actively with the Executive Student Council as a link between the Administration and all RFUMS Student Organizations.
6. The OSL will work with Executive Student Council to address the needs of student organizations (including, but not limited to: space, letterhead, paper, etc.).
7. The OSL will verify that student organizations adhere to the University rules, regulations, and policies, as well as municipal, state, and federal laws.

Responsibilities of RFUMS Student Organization Advisors

1. Maintain employee status (faculty or staff) at RFUMS.
2. Assist the student organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.
3. Be familiar with the student organization's constitution and all other governing documents to ensure the ability to advise effectively.
4. Attend executive officer meetings, general meetings, and organization events when possible.
5. Receive and review financial reports from the organization's treasurer.
6. Encourage the officers of the organization to share information with the general membership.
7. Assist in the orientation of new members and with the transition process each year.

8. Become familiar with Rosalind Franklin University policies and procedures, as well as the Student Leadership Handbook and any pertinent federal, state, or municipal laws that may establish expectations for student behavior and activities.
9. Guide the group and its officers to established policies, answer policy questions, and explain the consequences for choosing to operate outside their parameters.
10. Ensure that any organization providing clinical-related services has a clinical advisor who is a faculty clinician present during the time of these services.

Behavior Review Process for Student Organizations

Student organizations found in violation of any University rule, regulation, policy, procedures, or in violation of the Student Council Constitution or any federal, state or municipal law, are subject to sanctions imposed by the University Administration through the Division of Student Success and Wellness. Sanction may range from a written warning to revocation of University resources and support for that organization. Any organization/class receiving student activity fees are subject to behavior review procedures and will be held responsible for using student activity fees appropriately.

Upon notification of alleged misconduct or a violation of a University rule, regulation, or policy by a student organization, the Executive Director of Campus Life, or designee shall investigate the complaint. Within ten (10) business days of the receipt of the complaint by the OSL, the organization shall be notified in writing of:

1. The alleged violation or misconduct that occurred and the facts on which the allegation is based.
2. The date and time of a conference with the Executive Director of Campus Life, or designee to discuss the complaint. Such conferences shall occur no later than twenty (20) business days after the receipt of the complaint by the OSL.
3. Sanctions or penalties which may be imposed (outlined below).

At the conference, Executive Director of Campus Life, or designee shall preside. The organization accused will be provided an opportunity to answer all charges, and to make a presentation on its behalf.

Within ten (10) business days following the conference, the Executive Director of Campus Life, or designee shall send their written decision to the student organization, the Executive Student Council, and the Director of Student Life.

Possible Sanctions

1. Written Warning - notice that further violations are likely to result in more severe sanctions.
2. Revocation of charter and/or limitation of privileges - restrictions placed on the group's activities and/or use of University facilities, resources, and support for a period not to exceed one year.
3. When the violation is severe enough for consideration of suspension or revocation of the student organization, a revocation of that group's charter will occur and Student Council will be informed of the decision. This will include:
 - a. Funding freeze on student organization's account
 - b. Suspension of the student organization's charter
 - c. Revocation of the student organization's charter
4. Referral to Academic Program of Study or the Student Affairs Judiciary Committee (SAJC) Process- when a violation involves possible academic or non-academic misconduct within the person(s) area of study including violations of the ethical code of conduct the person(s) involved may be referred to their academic department or the Dean of Students for those violations.

Appeals

A student organization or student leader has the right to appeal the decision of the Executive Director of Campus Life or designee. An appeal must be made in writing and submitted within five business days of receipt of a sanction. The Dean of Students or designee will contact the student organization/leader within five business days to schedule a conference. The sanctions imposed by the Executive Director of Campus Life shall remain in effect until the Dean of Students determines the outcome of the appeal.

Student Organization Charter Requirements

Starting a New Student Organization

The Office of Student Life at Rosalind Franklin University of Medicine and Science offers the opportunity for students to form new student organizations on campus. The following is the procedure to become a chartered student organization on campus. All Forms can be found at

<https://rosalindfranklin.campuslabs.com/engage/organization/studentlife>

1. Meet with the Director of Student Life, or designee to discuss your student organization idea and explore if there is a current student organization that may serve the same mission.
2. Submit [Form A](#) to the Office of Student Life for review. Form A includes a formal mission statement of the organization, proposed activities, and interest of at least 3 students on campus.
3. Review and approval/denial will be given after Form A is completed by the Office of Student Life.
4. If approved, Form B must be submitted. This includes naming the chartering officers, and submitting a [Constitution or by laws](#).
5. Review and approval/denial of Form B will be done by the Office of Student Life.
6. After Form B is approved, the Office of Student Life will require that all chartering officers attend and complete Student Leader Training on behalf of the student organization.
7. After completion of Student Leader Training by all chartering officers is complete, the student organization will be chartered by the Office of Student Life.
8. The Student Organization will then present themselves to Student Council at the next scheduled Student Council meeting (this is for information purposes only).
9. After officially chartered, the organization will have the ability to use all resources allocated to Student Organizations on campus and request funding from Executive Student Council

Requirements of Student Organizations

As determined by the Student Council Constitution, the following requirements apply to all student organizations on RFUMS campus:

1. All student organizations must have a representative at each Student Council meeting.
2. All student organizations must conduct a minimum of two all school activities per year. New clubs fully recognized after the December Student Council meeting of the academic year are only required to do one all school activity.
3. Any club not meeting the above requirements shall be dissolved at the first meeting of the academic year, or next appropriate meeting, and their funds will be absorbed by the general fund.

Policies and Procedures

Alcohol for Student Sponsored Events

Purpose

It is the intention of Rosalind Franklin University of Medicine and Science to maintain a safe academic environment. Events sponsored by student groups and classes should maintain an appropriate level of professional behavior. The RFUMS Administration recognizes the need for appropriate social interaction among colleagues and will, as appropriate, support such events. As such, the University affords registered student groups and classes the privilege of serving alcohol at certain events. Students are expected to know and abide by all applicable state and federal laws and University rules, policies, and procedures. Students are responsible for their own behavior; however, if a student group includes alcohol as a part of their event, they must maintain an environment that promotes responsible behavior and provides a safe environment for all attendees.

Approval

A request to include alcohol at any sponsored student organization event, both on and off campus, must be received by the OSL at least two weeks prior to the date of the event via the [Event Planning Form](#). The details of the event will be reviewed by the OSL. Approval will be granted at least seven days prior to the event (depending on when the form is submitted for approval), provided the event abides by all University policies and procedures.

Eligibility

Student groups wishing to include alcohol as a part of an event must be an officially recognized group or class through the Executive Student Council.

University Official Events

Only receptions honoring individuals or events honoring specific achievements in academic progress, special seminars, faculty events, university dinners, or fundraising activities for University programs will be considered for approval. No other activities will be considered for approval.

Marketing & Focus

Alcohol must not be the focus of any event. Advertising the presence of alcohol and/or encouraging the use of alcohol is not permitted in event promotions. Events open to the general public and advertised off campus are not permitted to include alcohol as a part of the event. All advertising must be approved by the OSL prior to any disbursement or printing arrangements.

Events at venues that provide alcohol, such as concerts, baseball games, etc., are not subject to this policy unless they are specially catered or participation is controlled.

Location

The University alcohol policy is applicable when a student group or class is sponsoring an event on campus or at a closed event at a venue off campus. For the purpose of on-campus events, only specific locations will be approved: Centennial Room, DNA Cafe, Faculty Lounge, Scholl Gallery, Main Lobby, Picnic Grove, Rhoades Auditorium/Hall Entry.

Responsible Contacts

At least two individuals from the sponsoring group must be designated "responsible contacts." They are responsible for overseeing the implementation of the alcohol policy throughout the entire event. The responsible contacts are not to consume any alcohol before or during the event, and until the event is concluded and cleaned up. The responsible contacts are to remain constant for the duration of the event – shifts are not acceptable. The contacts are to introduce themselves to the security guards on duty on campus. The contacts will serve as the primary liaison with this department and the OSL. The contacts will terminate an event at which the policy is not being followed or other problems arise. University staff may require an event to close at any time if the security of the event is jeopardized or the safety of students is at risk. Any and all school events or events with anticipated involvement of 50 people or more must have University staff/faculty present.

Alcohol: Types, Distribution, Charging

- Beer and wine are permitted (so long the request to include alcohol has been approved by the OSL) for on campus events where the participants are purchasing the alcohol on their own.
- No hard liquor, grain alcohol, punches, or any mixed drinks are permitted at events which are held on campus. Events involving alcohol at off campus locations can include the above as long as approval is granted from OSL.

Distribution of alcohol is only permitted through a third-party vendor with a valid liquor license. Third-party server(s) must always be present; alcohol cannot be left unattended. A central point of distribution must be identified. Only one serving at a time may be served to participants of legal age. No event will be arranged as an all-you-can-drink/open bar event. The organizing group is responsible for ensuring that alcohol does not leave the event. If a person appears to be intoxicated, they should not be served. Distribution of alcohol may begin no earlier than 4 pm on a weekday and must conclude no less than one hour prior to the conclusion of the event, but in all cases no later than midnight.

Direct or indirect purchase of alcoholic beverages of any kind by the sponsoring organization is not permitted.

Food and Beverages

Non-alcoholic beverages and appropriate quantities and types of food must be displayed and available at no cost to attendees. Water must be one of the non-alcoholic beverages provided. Food must be available when the alcohol distribution begins and must be replenished, as necessary, throughout the program. If food is no longer available, alcohol service must end.

Security

On-campus events with alcohol must have additional security. For every 50 estimated attendees, one security guard must be present at the event. Groups may request additional security from Campus Safety. If campus safety is not available, security must be contracted through a third party at cost to the organization.

Transportation

Depending on the event, transportation to and from the event may be required, either in the form of designated drivers or commercial services, such as taxis or buses.

All School Announcements

Any announcements a student organization would like to send to the entire campus community must be posted through the Engage "News" feature: <https://rosalindfranklin.campuslabs.com/engage/news>. This can be done by having a group member go to their organization page on Engage. There will be no initial review of news items before they are posted to the community and as such organizations must ensure they are following all necessary policies, standards, and expectations for communicating with the University Community. In addition, news articles will be sent to the student body on Thursdays. Student Organizations do not have the right to email the entire university population.

Calendar

All events registered through the events planning process will be added to the Students Events Calendar. When appropriate, OSL will also add it to the University Calendar if needed. A weekly email of all the student events will go out each Monday Morning from an OSL staff account. This will be a listing of all events for the current week that were registered with the Office of Student Life by the Wednesday prior to the Monday. Any events registered late will not be guaranteed to make the publication. All events are viewable on the Student Events Calendar. All event information will be taken directly from the event registration form that appears on the calendar.

Contracts

All contracts for service or products to be purchased with student organization funds are a shared responsibility with the University and must be approved through the OSL and necessary University departments. Any organization seeking to enter a contract with a vendor must present the contract to the OSL at least two weeks prior to the date needed. Student Organizations may not enter into contracts without review by the OSL. The University will be the official contract holder, and will review and sign any necessary contracts.

Damages

The University strives to provide free resources to student organizations whenever possible. However, if a University resource is utilized by a Student Organization and is not returned or left in the same condition it is found, any damage cost may be assessed to the Student Organization/Group responsible. This includes damage to property and facilities, as well as excessive use and cleaning.

Engage

Student organizations are required to keep up to date information regarding officers, constitutions, and events on their Engage page. Students using Engage page resources must comply with University policies with the information displayed. At least two student organization members (president and treasurer) must complete training for Engage every year. This is to ensure clear and effective communication with the University community regarding all necessary resources for the student organization. If a student group fails to consistently update this information they will risk their group being frozen or unchartered.

Event Registration

All events organized by University students and student organizations must seek event approval through the OSL, whether the event is occurring on or off campus. The OSL will approve event requests that comply with all University policies and risk assessment. The Event Planning Form on Engage is due no later than one week prior to the event for events that do not include alcohol, fundraising, set-up requests, or audio-visual requests. Events involving alcohol, fundraising, set-up requests or audio-visual requests require a two week notice.

The sponsoring organization must receive event approval from the OSL before advertising, promoting, or confirming activities.

The event planning process and forms can be found in the [Event Planning](#) section of this handbook.

Post Event Form—Select events with large numbers of expected students in attendance may receive a post-event planning form. The form will be sent via email to the student who registered the event. The form is intended to assist the Office of Student Life and sponsoring organization in building stronger and more effective programs in the future.

Food Vendors

Rosalind Franklin University works exclusively with a food vendor to provide all food, beverage, and catering needs on campus. All University community members, including student organizations, must use the food vendor for events that are occurring on campus. Outside vendors may only be used to provide food for events and meetings when permission has been granted by the manager of the food vendor. Currently, our food vendor is [Food for Thought](#).

Food for Thought is available to all student organizations to plan special meals, catering, and refreshment options. If your club or organization wishes to have a special meal or a reception catered by the Food for Thought staff, you should contact foodforthought@rosalindfranklin.edu. Food For Thought also has a special catering menu available only to Student Organizations on campus providing several options of meals at reasonable prices. The following guidelines apply when requesting food from Food for Thought:

1. Contact Food for Thought via the Event Planning Form at least one week prior to an event to arrange for food services. Less notice may be accommodated for the Student Catering Menu, but please consult Food for Thought directly.
2. Provide your Student Organization name, title, and account number to ensure that the services are billed properly through the Executive Student Council.

As the University recognizes that costs associated with student events can be high, each year the OSL will provide a food subsidy of \$10,000 to the Executive Student Council. This money will be allocated for qualifying student organization use as determined and announced by Executive Student Council at the first meeting of the year. Any food purchases after the depletion of this \$10,000 the subsidy will be empty and no additional funds will be allocated for this purpose during the academic year.

Exception A: Bringing own food on campus for a meeting or event

For closed events that are not open to the general public, permission may be granted to registered student organizations to provide their own food and non-catered events if the following conditions are met:

1. The event is on RFUMS campus.

2. Attendance is restricted to 50 or less.
3. No food will be prepared or cooked on site.
4. No student organization funds are used to pay for the food. This includes an outside sponsor.

All trash from the room must be placed in a trash can or bag and cleaned up. Trash may not be left in the room or next to a garbage can. Any group who holds an event that does not properly clean up their event will lose the privilege to use outside food vendors for the remainder of the academic year. In addition, any group who does not properly clean up after their event may be assessed the cost of clean-up, incurred after the event.

Exception B: Receiving Permission to use an outside vendor for food.

Groups wishing to use an outside vendor for food must email foodforthought@rosalindfranklin.edu to ask permission to use an outside vendor for food. Requests should include the date and time of the event, and the type of food you are seeking to obtain from an outside vendor. Food for Thought will then reply with a decision whether to grant outside food permission.

If permission is granted, the student group will be responsible for all set up and clean up needed. Organizations are also responsible for notifying facilities of the date/time/location of their event by emailing renee.besler@rosalindfranklin.edu or indicating on their Event Registration Form, and utilizing [the School Dude portal](#). They must notify Facilities that they will be utilizing an outside food vendor so additional trash cans/bags may be delivered to the room.

Finances and Budgeting

Funding

The money to fund student organizations comes from student activity fees and is dispersed through Executive Student Council to the classes and student organizations with the oversight from the OSL. Money obtained from student activity fees should be used chiefly to support activities, items, and services that benefit registered students. When using funding, organizations should promote quality co-curricular programs on the campus which:

- Foster interaction between students in various RFUMS schools
- Provide professional, social, and personal development opportunities
- Provide service to advance the mission of Rosalind Franklin University.

All student organizations are required to use the Executive Student Council account for all of their money and financing. All funds coming in to the student organization or being spent by the organization must go through the Executive Student Council account. Student organizations are not allowed to possess an outside bank account for funds. Any student organization that imposes organizational dues must work directly with the OSL to collect such funds.

Recognized student organizations, which seek financial support from Student Council for a special project, event, or program, may seek such funding by making a proposal to the Executive Student Council.

Recognized student organizations shall provide all necessary documentation for events, programs, or projects to the OSL.

- Those activities, items, and services that provide students with useful information, entertainment, or an opportunity for personal development shall be considered beneficial.
- The Executive Student Council will consider all requests for special funding and will respond to the student organization appropriately.
- Organizations and groups that receive funding from the student activity fees are required to conform to Rosalind Franklin University rules and regulations.

Expenditure Guidelines

In general, student organizations have a great deal of autonomy in conducting affairs and in the expenditure of funds received through the student activity fees. This autonomy is mediated by any and all relevant federal, state, and local regulations and by those regulations, policies, rules, and principles promulgated by Rosalind Franklin University to govern the use of funds. In

addition, those student organizations receiving funding from the Executive Student Council must observe regulations, policies, and guidelines at the University. Student organizations must keep copies of any and all of the forms listed below for their records.

The following guidelines have been established for student organization expenditure of funds provided by the student activity fees.

1. All expenditures and deposits will be based on an Event Planning Form unless previous arrangements are made with the Director of Student Life.
2. Alcoholic beverages cannot be purchased with student organization funds. This includes purchases at a restaurant while traveling for a student organization.
3. Any funds given to a student organization by another source may not be used to purchase alcoholic beverages.
4. Organizations collecting cash and check funds must keep funds in a safe and secure location until a deposit can be made to the Executive Student Council's account.
5. Reimbursements for food from an outside vendor will not be granted unless Food for Thought has granted permission for the organization to use an outside vendor. Organizations that purchase food from an outside food vendor without permission from Food For Thought, in writing, will not be authorized, and the organization should expect not to be reimbursed for this expense.
6. The use of the [Fund and Check Request Form](#) shall be used when funds are to be withdrawn from an organization's account. Funds will not be tendered unless an itemized receipt or invoice of the transaction is attached that details the item(s) paid for is submitted to the Executive Student Council Treasurer.
7. The use of the [Deposit Request Form](#) shall be used each time funds are deposited. The Deposit Request Form must detail the necessary information and any checks or money orders as part of the deposit must be made payable to "Executive Student Council" with the student organization's name on the memo line.
8. The use of the [Inter-Account Transfer Form](#) shall be used every time one organization wishes to transfer funds to another organization within the Student Council.
9. Student activity fees may not be used to support political campaign activities.

All [Student Council financial forms](#) are available through the Executive Student Council website, the Student Council Office located in the HSB, or on the OSL's website.

Fundraising

Student organizations and groups are given special permission to solicit on RFUMS campus given that they meet and follow specific guidelines:

1. All fundraising activities must be submitted via an Event Planning Form and must include a description of the type of fundraising that will be done and the dates, times, and locations the fundraisers will be held, even if the fundraiser is happening in an online or non-event format.
2. All fundraising that includes the sale of an item, ticket, or goods, must have an approved [Sales Permit](#) on file.
3. No selling is permitted on campus unless the activity or event of the selling agent is for the benefit of the RFUMS community under the sponsorship of a registered organization or University Office.
4. No selling or solicitation event or activity shall be planned or approved for the private gain of individuals.
5. Solicitation shall be done in a manner which does not interfere with the normal University process and in areas designated as appropriate, i.e. the DNA Café, Rhoades Lobby, and other common locations.
6. Registered student organizations may solicit donations on campus with the OSL's approval. Funds collected by an organization or group must benefit the University community by means of programs, non-profit, philanthropic or student services projects or activities.
7. The sponsoring organization must maintain accurate financial records of all money received and its eventual distribution in accordance with intent. A record of all funds collected must be reported to the OSL upon completion of the fundraiser.

8. All fiscal records related to soliciting on campus must be available for auditing by the OSL upon request and as early as immediately following the event.
9. Fundraising done in partnership with a for profit entity must be outlined in a fundraising agreement specifying the terms of the agreement and approved by the OSL at least two weeks prior to the event.

Google Email, Google Group, and Google Sites (Google Apps)

All accounts for student organizations will be created and approved by the Office of Student Life.

The following Regulations apply to all Google Apps, including Email, Google Sites, and Google Groups.

1. Any Google Apps for Student Organization Business must be created from your RFUMS Student Organization Email Address.
2. Executive Director of Campus Life and Director of Student Life must be invited and be a member of any Google Apps you create with your RFUMS Student Organization Account.
3. All Content posted on your RFUMS Google Apps account must comply with University Policies/Guidelines, Federal, and State Laws
4. Any Event information you post through Google Apps, must be an approved event by the Office of Student Life through an Event Registration Form.
5. Any curriculum information posted through Google Apps must have approval from the correlating academic department. No curriculum information can be posted without authorization from the department/School (i.e., old exams, study guides, etc).
6. Your student organization email address may be used for Student Organization business only. All student organization business must be managed through the Student Organization Email address provided. No outside email addresses may be used.
7. By using any of the Google Apps associated with your Student Organization Email Address, you agree to comply with all associated policies.
8. Should an organization need to have a password re-set, please contact the OSL.

Google Groups

1. You may create a Google group for other RFUMS community members to join which will ensure they receive messages from your organization. All RFUMS community members will have the option to manage their Google groups.
2. Your Google Group Name must be RFUMS-(NAME OF YOUR ORGANIZATION) and created from your RFUMS Student Organization Email Address.
3. You must invite Executive Director of Campus Life and Director of Student Life to be a member of your Google group as soon as it is created.
4. Your Google Group must be restricted to Public or Announcements Only, on the Group creation page, which allows only your student organization email address to post messages. Restricted Access levels are not authorized for use. The only authorized managers of your Google Group must be Your Student Organization email address as well as Office of Student Life Staff. No other authorized managers can have access without written consent from the Office of Student Life.

Google Sites

1. You may use your student organization email address to create a Google Site for your group. Your Google Site name must be RFUMS-(NAME OF YOUR ORGANIZATION). In the settings for your Google site, you must restrict the site to Rosalind Franklin University of Medicine and Science users.
2. You must notify Executive Director of Campus Life and Director of Student Life that you have created a Google Site for use and be sure they are members of the site.
3. Your Google Site must only display official and approved information of your student organization.
4. Your Google Site must meet University Brand Standards. Brand Standards can be found at <https://insite.rosalindfranklin.edu/Fac-AdmSrvs/Marketing/Documents/Publications/2015%20RFUMS%20Style%20Guide.pdf>

Student Organizations found in violation of the above policies will face sanction, including possible revocation of their email address and Google Apps accounts.

Hazing Policy

Hazing, in any form, by a student organization or members of a student organization is prohibited. Hazing is any planned or spontaneous activity or situation, whether on or off campus, that is demeaning to an individual; is calculated to produce ridicule or harassment; produces physical or mental duress; reduces a person to a state of subjection by physical or psychological means which impair or destroy an individual's freedom of thought; or in any way threatens or endangers the health or safety of an individual.

Insurance

Student Organizations and activities must maintain safe environments for which students to participate in. As part of the event registration process, if additional insurance coverage or permission is needed above what is already available at the University, the Office of Student Life will notify the sponsoring group that additional liability or insurance coverage may be needed and a quote will be obtained. Any costs associated with this insurance coverage will be passed on to the sponsoring organization, and must be covered in order to successfully hold the event on the RFUMS community. This would include bus transportation, large events on campus, events including physical activity.

Keys Policy

No person may duplicate a University key. No person responsible for any University key may transfer that key to any unauthorized person, or be in unauthorized possession of a University key. Access to the Student Council space is via Student ID cards. If you have difficulty accessing this area, please contact the Office of Student Life.

New Student Organizations

The Office of Student Life at Rosalind Franklin University of Medicine and Science offers the opportunity for students to form new student organizations on campus. Please contact the Director of Student Life to start the process.

Outside Sponsorship

When a student organization or class seeks sponsorship with a non-University for profit entity, the student organization is required to submit a written request for special outside sponsorship to the OSL. If permission is granted, the student organization will still be accountable for all University policies and any financial obligations relating to the program. Any funds received from an outside sponsor must be filtered through the organization's account with the Executive Student Council. Outside sponsorship will only be granted in cases where the student organization requires no commitments back to the sponsoring organization including financial, service, or solicitation. Photographs or other renderings of the product are prohibited, unless the product and logo are one in the same.

Rechartering Student Organizations

Each year, the Office of Student Life requires all registered Student Organizations to renew their charter on campus. The recharter process will be open and available from beginning of July and end of the first week of class during Fall quarter via [the Engage Platform](#). Any existing student organization that does not renew their charter by the deadline will be placed on inactive status at the University. After renewing their charter,

each student organization will be required to complete Student Leader Training. Student Organizations who do not fulfill the Student Leader Training by the communicated deadline will have their charter frozen until the requirement is complete.

Sales Permit ([Customized Item Order and Sales Permit Application](#))

Organizations or classes selling an item such as apparel, food or beverage, tickets, or any item including an organization or class name, must complete the Customized Item Order and Sales Permit Application. This must be completed at least two weeks prior to the intended order or sale date. The purpose is to ensure proper tracking, budgeting, and design for all items being sold by a university entity. Sales being hosted by an organization without a permit will be subject to OSL or ESC sanctions.

Social Networking Policy

The University has implemented a Social Networking Policy that applies to all RFUMS faculty, staff and students, and is applicable to student organizations and activities as well. If a student organization would like to use social networking to advertise their events, or group, they must comply with the Social Networking Policy. To register a social networking site as a student organization or activity, the first step would be to review the [full policy](#) and [fill out the site request form](#) and submit to the Office of Student Life.

Student Organization Camera Check Out Policy:

A Nikon D3100 Camera/Video Camera is available for use by student organizations to capture official events/projects of their student organizations. Organizations wishing to utilize the camera must fill out a [Camera Check Out Form](#), located as a link off of the Office of Student Life [Engage page](#) at least 48 business hours before they would like to utilize the camera. Reservations of the camera cannot exceed 5 days. All material captured and uses of camera must be for officially approved Student Organization activities and events, all other use is not permitted. Organizations must arrange a specific check out time with the Office of Student Life and also return time for the camera. The camera will be officially checked out to the student listed as the responsible party on their request form only, and must also be returned by this person. If the camera is returned damaged, missing items or not properly checked back in by the stated date, the organization will be responsible for the replacement cost of \$500.00 for the camera. Camera equipment includes: camera case, D3200 user's manual, Nikon 3200 camera, 18-55 VR lens, Camera strap, battery charger MH-24, lithium ion battery pack EN-EL14 and SD Card. Optional equipment includes a tri-pod, USB cord for downloading. All material on camera must be downloaded by organization directly, and all material captured with the camera is the property of RFUMS, and must comply with all University policies, student leadership policies, the ESC constitution, and federal and state laws.

Student Council Space and Storage

The Student Council Office located in the HSB is accessible to Student Organization officers using a valid Student ID card. After an organization completes the Re-Charter form, the OSL staff will request access to this space for listed officers. If an issue arises, please contact Office of Student life. The Executive Student Council Office houses six black cabinets to be used for storage space. It is the responsibility of the Student Organization Officers to inventory and maintain all possessions being stored. This space may not be used for personal storage under any circumstances. The OSL and RFUMS are not responsible for lost, stolen, damaged, or misplaced items. It is your responsibility to accurately mark all items with your Student Organization name and information. Failure to maintain this area appropriately will result in loss of privileges.

T-Shirt/Apparel/Product Approvals

Any student organization that wishes to create apparel for an event, fundraiser, or for their members, must seek approval of the design through the OSL prior to placing the order by using the [Customized Order and Sales Permit Application](#). This includes all orders, even those that do not use the University name or logo. The form must be completed at least two weeks prior to intended date of placing the order to allow for design consultation.

Common T-shirt and Apparel Issues

1. If ordering for a specific college, program, or organization the RFUMS logo or name must also appear on the apparel.
2. Your organization name or event must appear on the apparel.
3. The RFUMS logo may not appear within another logo or image.
4. Phrases or comments that reflect negatively on the college, a profession, or persons may not receive approval.

Use of RFUMS Logos/Stationery/Branding

No student, group of students, or student organization may represent Rosalind Franklin University of Medicine and Science without prior authorizations from the OSL. This includes use of the logo on apparel.

Use of the Rosalind Franklin University name and logos is restricted. Student organizations may seek permission to use the University name and logo for approved events. Any such communication and advertising containing the Rosalind Franklin University name or logos must be approved through the OSL to ensure compliance with the [University Brand Standards and policies](#). Use of the University name or logos without prior approval will result in disciplinary action. Any official documents such as letters, memos, or advertising that student organizations publicize externally must be on appropriate University letterhead or use the University logo in accordance with Brand Standards. The OSL will assist any class or student organization in need of creating official documents for approved use.

University Policies

This handbook lists policies that specifically govern Student Organizations and Students. All student organizations are also responsible for knowing any University, school, or program policies that may be applicable to them in their roles within Student Organizations. Students or Student Leaders found in violation of a University Policy will also face sanction within the Student Leadership system or Behavioral System at Rosalind Franklin University of Medicine and Science.

Websites

Student Organizations have the ability to maintain websites through Google Apps. Please reference the [Google Email, Google Group, and Google Sites \(Google Apps\)](#), and [Engage](#) policies for specific correlating policies. No other websites are allowed to be maintained by student organizations without the written consent from the Office of Student Life on an annual basis.

Wufoo

Student Organizations seeking an online payment system have the opportunity to use a third party source sponsored through the Office of Student Life and the Executive Student Council. OSL and ESC oversee an account that allows organizations to collect data through a form, but also have an online payment system through a university operated Paypal.

Organizations hoping to use this system should contact the ESC Student Tech Officer or Office of Student Life two weeks prior to beginning the fundraiser or event.

Some important notes regarding collecting payment on Wufoo/Paypal:

- All transactions will incur a fee of 3% + 30 cents per transaction. You may not increase your ticket/item price to make up for this loss of revenue.
- While Paypal is secure, there is obvious risk in providing credit/debit information over the internet. Organizations should be prepared to have an alternate form of payment for those individuals wishing to not utilize the system.
- Wufoo can be used without the Paypal system.
- OSL recommends using this system for tickets/items over \$20. T-shirts, White Coats, and large events would be the best use of this system.
- All data collected is not to be shared or used beyond the specific purpose of your event.

The Office of Student Life retains rights over all data collected through Wufoo. Information and reports will be provided upon request with information appropriate to the organization. Wufoo is the only approved vendor for online payments. Individual online payment accounts are not allowed.

Campus Resources

Audio Visual Services

The Audio Visual area of Information Technology at RFUMS provides all AV equipment needed for set-ups occurring on campus. All requests for AV equipment must be submitted via the Event Planning Form. It is the responsibility of the event organizer to follow up and confirm set-ups needed with AV if they need further information. All events must allow adequate amount of time to set-up prior to the event during university working hours.

Items generally available for set-up:

- Slide, overhead, and video projectors
- Computers (PC and Mac)
- Microphones and portal soundsystem
- Lectern/podiums
- Flip charts & easels
- Laser pointers
- Dry erase markers
- Black/white boards
- Other AV equipment that is requested may need to be obtained from an outside vendor. The costs associated for events requiring outside equipment will be the responsibility of the coordinating organization.

The AV department may also be able to assist you with further electronic and AV needs including creation of CDs, VHS tapes, and DVDs for a fee.

Contact Information:

Requests for AV services will go through the Event Registration Form. Additional questions may be directed to the [IT Helpdesk](#) at 847-578-8800.

Mailroom

The University Mailroom is available for Student Organizations to mail packages and mail associated with the student organizations. The organization may use their allocated funds to pay for any mail costs needed by submitting their account # to the mailroom at the time services are used.

Marketing and Brand Management

The Division of Marketing and Brand Management has a variety of services that are available to student organizations for a nominal fee. Below are some of the services they provide. To submit a request, use the [request form](#) on InSite.

- **Graphic Design**
- **Lamination**
- **Large Format Printing**
- **Mounting/Matting/Framing**
- **Photo Manipulation**
- **Photography**
- **Scanning**

Print Production Services

Student organizations and classes have access to Print Production Services, hosted in the University Mail Room. Copies on various sizes and colors can be made at no cost to the organization. To submit a request, please use the [New Project Request Form](#). A student organization or class may not utilize their student organization account to print academic or course materials, class notes, or prints for outside programs.

Room Reservations/Event Planning Form

All student organizations and classes have access to reserve rooms for official organization business. To start the room reservation process, organizations must submit an Event Planning Form through Engage.

Please be sure all relevant information is reflected in your Event Planning Form regarding room reservations including compliance statements for the alcohol, fundraising, or food vendor policies statements when necessary.

Rooms are not available for weddings, graduation or birthday parties, bar mitzvahs or other events of a personal nature. If you need to discuss specifics of room reservations or change a room reservation that has already been confirmed, contact the Office of Student Life directly.

Safety

Campus Safety is available on the Rosalind Franklin University campus twenty-four (24) hours a day. Campus Safety can assist students and serve as a resource for campus information. They can assist in providing extra security for special events occurring on campus, and can also arrange special shuttle services when needed for an event. A fee may apply for these services. All special requests for Safety should work in conjunction with the OSL and the Campus Safety Director, and must be made at least two weeks in advance.

Set-up Requests

Student organizations that are planning events on RFUMS campus may request special set-ups for the room locations. Any special set-up requests must be arranged with Facilities Management at least two weeks prior to an event at the below contact information.

Most standard set-ups will be provided for free as long as it utilizes existing RFUMS materials and occurs during normal business hours. Other requests may be subject to a set-up fee. Upon receiving an Event Registration request, a copy of the event registration request is sent to Facilities Management to make them aware of the event and set-up needs. However, it is the responsibility of the event organizer to follow up with Facilities Management to confirm set-up locations and diagrams by utilizing the Event Planning Form.

School Dude Directions

1. Go to www.myschoolbuilding.com
2. Enter account number 407228328
3. If already registered, just enter RFUMS email address/if not registered continue through process.
4. Complete your request as accurately as possible.
5. Submittal Password is "password"

Office of Student Life Services

Student Leader Training

Each year, Student Organization Officers must complete Student Leader Training. The training is split into two parts to be delivered separately.

Activation training will focus on policy and procedure related to finances, forms, and other tasks relevant to a class or organization. An electronic version will be available with the content of the Student Organization Orientations for those leaders who cannot attend the face to face training or transition leaders during the middle of the academic year. It is recommended that at least the President and Treasurer attend the face to face session.

Advanced Training will focus on organization development and goal setting. There will be incentives to participating in Part B of the Student Leader Training sessions.

Throughout the academic year, the OSL may offer development sessions for student leaders on a variety of topics. All student leaders are encouraged to attend these events. In addition, if an organization has a particular leadership topic it would like to address within its organization, consult the OSL for assistance. Specialized leadership programs can be developed to suit an organization's needs at any time. Programs can involve skill development, organizational structures, and other topics such as creating mission statements, goals, and objectives.

Student Organization Mailing

To ensure U.S. Mail is received for the correct student organization, please use the following address:

[Student Organization Name]
RFUMS Office of Student Life
3333 Green Bay Road
North Chicago, IL 60064

OSL will notify groups when they receive mail and they can retrieve from the Campus Life Office. Tampering with another organization's mail, or misuse or abuse of the Student Organization mailbox will result in disciplinary action through the OSL.

Student Organization Websites

Student Organizations have the ability to maintain websites through Google Apps and their Engage page. Please reference the Google Apps and Engage policies for specific correlating policies. No other websites are allowed to be maintained by student organizations without the written consent from the Office of Student Life on an annual basis. Websites are authorized for student organization information only, and curriculum or course information is not authorized to post in any web format without permission from the Office of Student Life and Course Director in writing.

Officer Transition Information

It is the responsibility of each student organization to notify the Executive Student Council Parliamentarian and the OSL when changes in student organization officers occur. Updated information must be provided to the OSL via updates to the student organization page on Engage. If officer changeover information is not received, organization funds and access to University resources may be frozen until updated information is received.

Program Sponsorships

The OSL may be able to assist you with sponsorship of your all school events. In general, limited sponsorship may be available to help student organizations and classes provide events open to the entire RFUMS community. In addition, OSL may assist in programming that helps to promote, celebrate or educate the RFUMS community on diversity at RFUMS. In general, assistance that is provided by the OSL is limited to resources provided to the organization (i.e. advertising, supplies, printing, etc.).

To seek assistance from OSL, a proposal must be submitted to OSL at least two weeks prior to the event, including:

1. The program's purpose, overview and target audience.
2. Date, time, and location of event
3. Budget submission (costs and current funding)
4. Proposal of what resources you are seeking.

Branding/Communications Assistance

Student organizations who are seeking to create communication for the general public or use the University logo as part of their event advertisement may seek assistance in the OSL. The OSL may provide letterhead for student organizations conducting official business and can help ensure that brand standards are followed when using the Rosalind Franklin University logos. Use of the logos or Rosalind Franklin University name must be approved through the OSL. See "Use of RFUMS Logos/Stationery/Branding" section of this handbook for additional information.

Student organizations and leaders must obtain direct written permission from the Office of Student Life, in consultation with the Office of Marketing and Brand Management, to participate in any off campus communications such as, but not limited to, radio, video, voice, photographs, and written publications where RFUMS or an RFUMS organization will be represented.

Event Planning

Program and Event Planning

To ensure your event is a success you must have a plan set in place. Even the largest of events are manageable when there is a detailed plan to follow. This document provides some helpful guidelines to planning and running a successful event.

Starting the Planning Process

1. Setting a date and time for the event.
 - a. Check the [University calendar](#) for any conflicts.
 - b. Make sure you set a good time for [everyone involved](#) with planning as well as the people you want to attend.
 - c. Make sure you have an adequate amount of time to plan your event before the actual date.

- d. Planning the event backwards can be most effective. (If you need two weeks to register for your event start at the event date and work back. Remember that scheduling speakers, outside organizations, or other participants will take longer and you still need to register your date first.)
2. Determine your place, set up/tear down needs, and whether you will need food service.
 - a. Know how many rooms you will need and how long you will be using them.
 - b. Decide how you will want the room set up.
 - c. Determine if you will need audio/visual equipment.
3. Know what approvals you will need prior to the event.
 - a. Initial space/setup arrangements are made through the Event Planning process with the OSL.
 - i. Find the Event Planning form on Engage. It must be submitted one week in advance for all events excluding events that will require set up/tear down, equipment, or events serving alcohol for which the registration form must be submitted two weeks prior to the event.
 - ii. Confirmed room reservations and event approval will be sent via email. Please wait for this confirmation to advertise the location of your event. If your preferred room is not available the location may change.
 - b. Follow up with individual offices after approval is granted.
 - i. Audio/Visual equipment: Within event registration form
 - ii. Room set up: Renee.Besler@rosalindfranklin.edu
 - iii. Food Service: foodforthought@rosalindfranklin.edu
4. Start implementing the actual event.
 - a. Make sure you have all your speakers, guests, activities, etc in line.
 - b. Go over your check list to make sure you haven't left out any details.

Promoting the Event

To make your event a success, people have to know about it. Consider who you are trying to reach and the most appropriate way to reach them.

1. Make sure your event is on the calendar.
2. Know the purpose of the event and promote accordingly. Is it to increase awareness, educate, entertain, etc.?
3. Evaluate all means of publicity including newspapers, flyers, emails, Campus Net, announcements, etc.
4. Make sure you follow all advertising procedures outlined in the Promotions and Marketing section of this handbook.
5. When advertising, clearly state the purpose of the event and the events that will occur during the event.
6. Make sure you plan your publicity ahead of time to give participants time to schedule in advance.
7. Follow up to make sure people are still aware of your event and when it takes place.

During the Event

1. Make sure to double check all important details such as room reservations, speakers, volunteers etc.
2. Arrive at the event early to make sure things are set and running smoothly.
3. Greet your presenter in a business-like manner.
4. Be active and available during the event to answer questions or fix any problems.

After the Event

1. Be sure to thank your presenters, workers/volunteers and your audience.

2. Pick up and clean the space you were using, and return things to their proper spaces.
3. Evaluate your event while the details are still fresh:
 - a. Consider having a questionnaire for the participants to fill out.
 - b. Evaluate if the event fulfilled its goals. Why or why not?
 - c. What worked and what didn't? Should you use the same people again in the future? Was anything missing?
 - d. What kind of feedback (formal and informal) did you receive?
 - e. Was the event worthwhile?
 - f. What have you learned about planning future events?

Consider using the Evaluation Form to pass on necessary information to those who may be planning this event in the future.

Promotion and Marketing

Publicity and Communications

No student, group of students, or student organization may represent Rosalind Franklin University of Medicine and Science without prior authorizations from the OSL.

Advertising Options

Student Organizations do not have the right to email the university population. However, OSL has a variety of communication options available for Student Organizations.

Campus Net

Campus Net is a closed circuit bulletin board system that is displayed on television units throughout the University including the Cafeteria and other common spaces. Student organizations may request advertising through CampusNet, or display event photos. IT oversees the Campus Net system. A request must be sent to IT via email helpdesk@rosalindfranklin.edu at least one week prior to the desired start date of the Campus Watch advertising. To request forms and for more specific policy instructions see please email helpdesk@rosalindfranklin.edu.

Chalkboards in RWCLC

Two 5 x7 (approximate) chalkboard spaces are available for reservation in the Centennial building lower level which allows for creative wall art in conjunction with events or initiatives of University organizations or departments. The locations are near the RWCLC vending area – with one on the south wall, and one on the north wall. Chalkboard spaces can be reserved by student organizations or university departments to advertise official events, promotions, or messages the group would like to display. Chalkboard reservations must be made using the [Chalkboard Reservation Request Form](#) at least 7 days prior to the requested date. A confirmation email will be sent to the requester if reservation is confirmed.

Reservations must be for a minimum of a one week period (seven days) and no more than 4 weeks (28 days). Duration of request is subject to modification by Office of Student Life (OSL) upon review and approval. Groups must also describe the purpose, message, and images that will be displayed on the chalkboard on the reservation request form. Once a reservation is confirmed, requestor will be responsible for arranging a time to pick up the chalkboard materials from the Office of Student Life between 8:30am-4:30pm. Only materials provided by OSL may be used to create and/or clean the board. No other materials may be used. Requestor will be responsible for cleaning the previous message off the board before they apply their message. OSL has the right to remove or modify any message that is in violation of university policies, or if it does not reflect the request that was approved by OSL. Groups must display their student organization/class or university department as part of the message. Any group or individual that causes damage to the board will be responsible for the cost of the repair.

Display Cases in the Library

Student organizations have the opportunity to reserve a display case on a monthly basis for special events or information they would like to display. All display cases are available on a first come, first serve basis and can be reserved by contacting:

Claressa Slaughter

Location: 1.261 in Library

Email: claressa.slaughter@rosalindfranklin.edu

Flyers

Flyers may be hung at bulletin board locations around the Rosalind Franklin University campus. Flyers may not be posted on academic bulletin boards unless explicit permission is granted. Flyers may not be hung on bathroom doors, stalls, walls, or any other area besides a bulletin board.

Flyer space is first come, first serve. Any new flyer placed on a Student Activities Bulletin Board must not cover up another flyer. Maximum flyer size is 11 x 17. Flyers may be placed on bulletin boards a maximum of two weeks prior to the event, unless special circumstances exist with the event (pre-sale of tickets, save the date flyers, etc.). In addition, flyers must be removed by organizations within twenty-four (24) hours of the completion of the event.

It is important that you double check that the following information is on your flyer prior to posting flyers:

- Name of Event
- Date/Time/Location
- Sponsoring organization
- Who can attend
- Costs
- Who to contact for more information

Flyers containing inappropriate or offensive material may be removed at the discretion of the OSL. Organizations who abuse the flyer procedures will be subject to disciplinary action.

Insite Announcements

On the [main page of Insite](#), there are scrolling photos and announcements that are seen by students, faculty, and staff. Organizations wishing to post an announcement should email OSL least two weeks prior to when the ad should run. Your email should include an image that is twice as wide as it is tall (example: 6 inches across by 3 inches up and down), a title, a description, and any relevant URL links.

Posters

Student organizations also have the opportunity to create and display posters at various locations around RFUMS. Posters may be a maximum of 18 x 24 and must be mounted to foam board. Print Production Services can assist with the creation of these posters up to 12x18 size paper. In addition, posters must be displayed on easels in appropriate locations and must not block the existing walking path. 11x17 Poster Stands are available through Marketing and Brand Management's InSite [Request Form](#).

Student Event Calendar

When an Event Planning Form is received by the OSL, upon approval, the event information will be posted on the Student Event Calendar. This calendar shows all the student organization and class events that occur on campus. No unofficial events will be posted through the [Student Event Calendar](#).

Student Organization News Announcements

Each Thursday, the Office of Student Life will send a campus wide email with all organization announcements. This digest format email is sent in an effort to reduce the amount of emails received by students, faculty, and staff on a daily basis. In some cases, OSL may send an individual email regarding large cultural or all-school program (e.g. Dance for Diabetes, Diwali Cultural Show). To have your announcement sent to the entire campus, please post a news item via your student organization Engage page, with it visible to the University Community.

Managing a Student Organization

Getting an Organization Started

Getting Started

- Arrange an informal meeting with all the members of your group being sure the time and date will be convenient for most members.
- Incorporate some socialization time in the meeting for people to get to know one another on an individual level.
- Do introductions/icebreakers to help members remember other members' names.
- Start a discussion with the group to see what they want the organization to do for them this academic year.
- Examine the established goals and objectives for the group. (If there are no goals and objectives or they need updating, see the Goals Setting Section.)

Establish Communication Mechanisms with the Group

- Be sure to develop friendly communication with members so you can seek feedback on meetings and events from other members.
- Note the facial expressions and body language of members. They can tell you a great deal about the individual's interest and value of the experience.
- Look at attendance records to determine how successful members are keeping in contact.
- Determine the best method of communication for members outside of meetings (i.e. email, phone, a website, mail, etc.), and make the selected methods of communication visible to members.

Help the Members Grow

- Encourage members to contribute their own experiences to discussions.
- Encourage members to contribute their ideas and ask questions during meetings.
- Let others take the lead within the group and try to remain more of a facilitator.
- Encourage members to work on problems/issues outside of meetings.
- Help focus member questions to facilitate discussion and creative solutions.

Are You Growing as a Leader?

- Do you find it increasingly easy to relax and not feel you have to answer and "let them know I know?"
- Do you find it increasingly easy to say, "I don't know, let's find out about that."
- Are you finding it more fun to throw solutions out at the group rather than dishing out the answers?
- Are you thinking more about how to draw certain members into the discussion and how to interpret members' remarks to one another?
- Are you finding that your own major problems of leadership are shifting from "having enough" to the problems of "getting better participation" and "finding out what they really need?"

Running Effective Meetings

A successful meeting doesn't "just happen" with the right people. It is the end result of careful planning, implementation, and evaluation. The amount of time required to run an effective meeting will vary with different types of meetings. The following outline can help you plan your meetings.

Before the Meeting: Planning

1. Decide the purpose of the meeting
 - a. Problem Solving
 - b. Information Giving
 - c. Committee Function
 - d. Entertainment Planning
 - e. Discussion Groups
2. Determine the time and place for the meetings with regard to when the majority of people are available. Give notice in advance of the meetings, and follow up with reminders closer to the meetings.
3. Plan for group comfort: Keep the following in mind:
 - a. Arrange seating to allow face to face interactions. Hollow square or "U" shaped set-ups often work best.
 - b. Provide an easel/wipe board for brainstorming or group discussion (arrange through Audio Visual Services)
 - c. Provide committee members with agendas, and copies of any charts, calendars, or other information that will be helpful.
 - d. If needed, provide name tags
4. Plan the meeting

- a. Always plan the agenda ahead of time; i.e. what topics are to be covered, in what order they will come, how much discussion will be estimated, etc.
- b. Consult resource people before the meeting to know as much as possible before the meeting starts.
- c. DON'T MEET JUST FOR THE SAKE OF MEETING! If the agenda is not important enough, postpone the meeting.
- d. Balance the length of the meeting to keep people interested. Adjust the length of your meetings to allow for sufficient discussion of meeting topics, yet not so long that you will lose members' interest.
- e. Decide on the style and attitude that best lends itself to the purpose and topic of the specific meeting: i.e. autocratic, democratic, laissez-faire, stern, friendly, direct, indirect, etc.
- f. Determine how you are going to keep the members involved in the meeting.
- g. Be sure to follow up with any of the set-up details that will be needed (food, room set-up, special needs, etc.)

During the Meeting

1. Keep a notepad and pencil on hand to take notes, ideas, and volunteers, or designate a recording secretary to do this.
2. Hints:
 - a. Always be on time.
 - b. Be pleasant.
 - c. Be flexible.
 - d. Be responsive to everyone's suggestions.
 - e. Stay on the subject being discussed.
 - f. Remain patient and tolerant.
 - g. Be aware of individuals' expressions, comments, and actions.
 - h. Give others a chance to express their views by including everyone at the meeting.
3. Be sure to summarize the meeting, thank everyone for coming, and project when the next meeting will occur during the wrap-up of the meeting.

After the Meeting

1. Do what you say you will do between meetings-keep your credibility.
2. Type up the minutes/notes taken at the meeting and distribute the copies.
3. Evaluation:
 - a. Did the meeting accomplish its purpose?
 - b. Were the needs of the group satisfied?
 - c. What were the strong and weak points of each part of the meeting?
 - d. What were the suggestions, ideas, or comments from the audience; and how might they be implemented next time?

Mission, Goals, and Action Planning

Mission

Mission statements can help your organization determine why the organization exists and what it plans to accomplish. Mission statements are usually broader than goals, and are derived in two to four sentences.

To help build your mission statement, keep the following in mind:

- What service is the organization in?
- Who do you serve?
- Who are your members?
- What value do you add for those that you serve?
- What are you especially good at?
- How is it distinctive and unique?

Goals

Goals are statements describing what your organization wishes to accomplish. Goals are the ends toward which your efforts will be directed. Remember to change your goals from term to term, or year to year, depending on the needs of your organization.

Objectives

Objectives are descriptions of exactly what is to be done and are derived from goals. Objectives are clear, specific statements of measurable tasks that will be accomplished as steps toward reaching goals. They are short-term and have deadlines. You will probably have a number of objectives for each of your goals.

Why Does Your Organization Need Goals?

- Helps give direction, and avoid chaos.
- Can help motivate members
- Clarifies and communicates what you are striving for.
- Defines your organization.
- Can help recognize, accomplish, and realize success.
- Saves time and makes the group become more aware of problems in time to develop solutions.

Creating Goals and Objectives

- It is best to set goals as a group. This will create many positive results.
 - Better commitment. People support what they create.
 - More motivation among members and officers.
 - Creates a better understanding of the goals and the rationale for selecting them.
- Brainstorm goals with the group
- Choose the goals you want to fulfill from the brain-storming lists.
- Prioritize as a group
- Determine action steps for goal, then a plan of action for each objective.
- Move into action and follow through
- Continually evaluate your progress
- Be flexible; allow your objectives to change to meet new circumstances.

Action Planning

- What is to be done (your objective)?
- How is it to be accomplished?
- What are the resources-people, money, materials?
- Who will carry it through?
- When will it be accomplished?
- What results are expected, and how will they be measured?

Common Problems/Solutions

Listed below are five common problems which may be encountered in the groups you lead or of which you are a member. Should any of these be insurmountable or if you would like help in addressing the problems, please feel free to stop by the OS�.

Lack of Participation**Possible Causes**

- Members may feel insecure.
- More aggressive members may not give others a chance to participate.
- Members may not know how to participate.
- Members may not be interested in activities.
- Members may not have time to dedicate to organization.

Suggested Solutions

- Make sure members have a part in developing objectives.
- Make sure members have a part in planning programs and activities.
- Set up programs and activities with a goal of 100% participation of members.
- Provide chances for newer members to serve on a committee where they can gain experience before giving them a big assignment they might not be able to handle.
- Promote a friendly, helpful group spirit where no one laughs at or ridicules a person who makes a mistake.
- Take the opportunity to seek out reserved individuals so they might be encouraged to participate.

Failure to Accept Responsibility

Possible Causes

- Members or leaders may feel insecure.
- Members or leaders may have other things to do that are more important to themselves.
- Members may not know what is expected of them.

Suggested Solutions

- Make sure members and leaders have a part in planning the program and that they understand the objectives.
- Make sure leaders and members understand what is expected of them when they are asked to serve.
- Help members or leaders understand the importance of assignments.
- Try to match assignments with members' abilities.
- Give recognition and thanks for work done.

Poor Standards of Operations

Possible Causes

- Members may lack interest.
- Members may not know what is right or expected.
- Groups may have fallen into bad habits.
- Some members may feel insecure and are trying to gain attention.
- The meeting time may not fit members' other responsibilities.

Suggested Solutions

- Discuss problems with members. What standards do they want?
- Encourage members to state their expectations.
- Hold workshops for members and leaders.
- Change meeting time if it doesn't fit the group.

Problems Maintaining Involvement

Possible Causes

- Some people may not know about the group, what it does, or who may belong. Is your group interprofessional or only open to students in your particular school?
- Present members may not try to welcome new members.
- The organization may not be of interest to present or prospective members.
- Some members may not have a way to get to meetings.
- Other groups may have more attractive programs.
- The group may have served its purpose and is no longer needed.

Possible Solutions

- Try to improve the atmosphere of the group-make it warmer or friendlier.
- Make a list of prospective members and extend friendly, personal invitations.
- Make sure prospective members understand the purpose of the group.
- Involve members in planning a program that is attractive to them.
- Give members recognition for what they do.
- Make members feel liked and wanted.

Members are Not Interested in the Organization

Possible Causes

- Members do not identify their personal objectives with those of the organization.
- Members may have had little part in planning the program.
- Members may not find a satisfying role in carrying out the program.
- The group may have served its purpose and is no longer needed.

Possible Solutions

- Involve members in setting group objectives.
- Involve members in planning the programs they want.

- Involve members in carrying out the program. They should have challenging responsibilities.
- Dissolve the organization. No Interest, no need.

Transition Information

As a current leader, you are responsible for making sure that capable leadership continues in your organization. Three months prior to the elections in your organization, begin looking for responsible, hardworking individuals who are sincerely interested in the mission of your organization. Encourage members who you think would be effective leaders to run for your office the following year.

First Step:

It is extremely important that incoming and outgoing officers work closely together in the first few weeks of the new officers' term. The exchange of important information will play a significant role in the organization's future success.

In preparation of transitioning, a student organization should ensure their Student Organization Page on Engage has the correct and current information.

Incoming officers should receive (Most items should be on the Student Organization Engage page):

- A copy of organization documents including:
 - Constitution, bylaws
 - Mission statements
 - Meeting agendas and minutes if applicable
 - Position descriptions of officers/members
 - Contact information of current members
- A copy of the budgetary information from the past year of the organization existence including a statement of the current account balance of the organization and any pending liabilities the organization has that have not been accounted for.
 - What funding did the organization receive from Executive Council last year?
 - Does your organization collect member dues?
 - Which fundraisers worked? Which didn't?
- Any past documents including information from past events and programs, national charters.
- A copy of this Student Leadership Handbook outlining the policies, services, and resources available to student organizations
- A calendar of all the events, and activities that the organization held in the last year.
 - What are the busy times of the year?
 - Which events were successful? Which should be continued?
 - Which events didn't go well? Should they be revamped and tried again or just dropped?
 - When does the planning start for these activities?
- A record of the meetings that occurred in the past year.
 - Where were meetings for the organization held?
 - How often were meetings held?
 - What worked? What didn't?
 - What were the most and least challenging parts of meeting responsibilities?
- An overview of the recruitment activities.
 - What recruitment was done in the past year?
 - What worked? What didn't work?
 - Why did new members stick around? If they didn't, why did they leave?
- Access to any of the web page or webmaster information and how the site is maintained.

Services new leaders will need:

- Access to the organization's email account and password
- Access to the Student Organization Office

First duties within a new organization:

- After new officers take over an organization, it is important that the constitution, by-laws, mission and goals are revisited. After revisiting this information, a new copy of these documents must be submitted to the OSL for review and recordkeeping via the Student Organizations Engage page.

- Budget: To receive student activity fees allocated to the organization from the Executive Student Council, a budget must be prepared within the organization. This will help to allocate funds for large events the organization will hold, and will earmark the purpose of all funds. In addition, this is where any membership dues or fundraising needs will be determined. If dues will be required from members, please be sure to seek approval through the OSL.
- Leadership Orientation with the OSL. There will be face to face sessions offered on campus to orient new leaders to campus policies and procedures, as well as resources and support available to student organizations.

We encourage organizations to Engage to track all information. This ensures that all information will be kept in a central spot and will be accessible to the next set of officers as well as OSL.