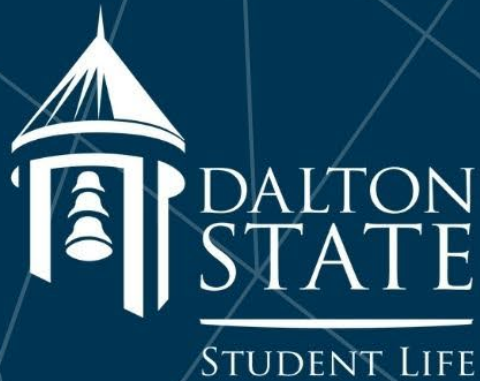


# STUDENT ORGANIZATION **HANDBOOK**

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The Dean of Students Office  
Pope Student Center  
650 College Drive Dalton, Ga, 30720

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## SECTION 1 | WELCOME

On behalf of the Dean of Students Office and Student Life, I want to thank you for your enthusiasm and dedication to your student organization(s). We value all student organizations here at Dalton State (DS), as they play a crucial role in enhancing the overall student experience.

The Student Organization Handbook serves as a guiding boundary for all Registered Student Organizations (RSOs) and will provide insight into many valuable resources available to RSOs. Additionally, it is recommended that student organizations review the Student Code of Conduct for the most up-to-date information on policies and procedures that may affect your student organization.

Student Life serves as a liaison for every RSO and will help in the following ways:

**ADVOCATE** | Student Life will advocate on behalf of RSOs with the administration

**CONSULT** | Student Life will consult with RSO officers, members, and advisors on program planning, officer transitions, resolution advice for internal issues, etc.

**SUPPORT** | Student Life will support RSOs and their leaders as integral members of the college community by serving as an organizational development clearinghouse.

**NAVIGATE** | Student Life will assist RSOs in navigating college and departmental policy, procedures, and methods to conduct business.

Student Life is not here to replace your RSO advisor, and we always recommend that you use your organization advisor as a resource first. Student Life is here to supplement the information and guidance you receive from your advisor to help you and your organization(s) have a successful year.

Again, thank you for your commitment. Being a student leader will allow you the opportunity to make a lasting impact on the Dalton State campus community.

Best wishes for success. Sincerely and Beep-Beep,

*H.B. Williams*

**Heather Bennett Williams, M. Ed.**

Associate Director for Student Life

Dean of Students Office | Dalton State College

706.712.8234 | [hwilliams@daltonstate.edu](mailto:hwilliams@daltonstate.edu)

## DEAN OF STUDENTS OFFICE

The Dean of Students Office seeks to support and advance the [mission of Dalton State College](#). This is accomplished by promoting student engagement, learning, and development through intentional programming, support services, and resources. Your journey starts here!

### STUDENT LIFE

Student Life is dedicated to student and organization development through diverse, community-centered programs and active leadership experiences.

### STUDENT LIFE GOALS

**ENGAGE** | Participation is pivotal for student connectedness. We will engage the diverse student population through various programming and initiatives.

**EDUCATE** | Learning opportunities exist everywhere. We will enhance student learning through transformative and intentional co-curricular experiences.

**DEVELOP** | Holistic student development is vital for students to achieve their full potential. We will assist students in fostering their comprehensive growth through extensive engagement, leadership opportunities, and campus-wide/community involvement.

### LEADERSHIP DEFINED

Student Life defines leadership as a purposeful, collaborative, values-based, and relational process of people in a supportive community creating positive change. To effectively practice leadership in these contexts, one must:

- Live and think in a state of possibility
- Develop and nurture relationships
- Promote positive change
- Understand and communicate leadership as a process, not a position
- Empower others to act
- Practice controversy with civility
- Embrace and appreciate the differences of all people

## SECTION 2 | WHAT IS AN RSO?

A Registered Student Organization (RSO) is a group of DS students who unite to promote or celebrate a common interest and is recognized by the Dean of Students Office and Student Life. RSOs at DS must comply with all College policies to gain and maintain their organizational status. DS is committed to equality of educational opportunity in compliance with applicable federal, state, and local laws. As such:

- Membership and participation in student organizations must be open to all students without regard to age, race, color, creed, national origin, disability, religion, religious status or historic religious affiliation, military veteran status, political affiliation or sexual orientation. Membership and participation in the group must also be open without regard to gender, unless exempt under Title IX.
- Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the group to students who, upon individual inquiry, affirm that they support the group's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, military veteran status, sexual orientation, or, unless exempt under Title IX, gender.

### HOW REGISTERED STUDENT ORGANIZATIONS FIT IN

Registered Student Organizations are essential to the overall campus experience at DS. They provide valuable learning experiences outside the classroom and create opportunities for students to develop personally and professionally. An effectively engaged student understands their responsibility and is willing to connect interpersonally, behaviorally, and mentally with a concept, a process, an event, or people. Students who effectively engage will learn to:

- Embrace difference
- Adapt to change
- Think critically
- Communicate effectively
- act responsibly
- Develop leadership capacity
- Become lifelong learners
- Plan and implement events
- Describe, create, function in, and maintain a socially just, culturally engaged, civically involved, and sustainable community



## CATEGORIES OF REGISTERED STUDENT ORGANIZATIONS

RSOs can fall into one of six categories. While groups may share an interest area, no two groups are identical. Here is a brief run-down of the six distinct categories:

ACADEMIC & DEPARTMENTAL	An academic/departmental organization is an extension of a specific academic program or department. These organizations facilitate further growth within a given discipline, fostering supplemental learning and professional development opportunities.
FRATERNITY OR SORORITY	Social fraternities and sororities are those organizations (most recognized as single gender) that provide students with a social atmosphere while establishing standards in academics, philanthropy, community service, and education. These organizations are exclusive (used to denote attaining membership in only one organization) and are initiatory by historical standards.
DIVERSITY & INCLUSION	Diversity organizations facilitate the maintenance of and/or education relating to customary beliefs, social forms, and gender, racial, ethnic, spiritual, or social group traits. Diversity organizations foster communication, understanding, and positive relations among cultural groups.
GENERAL INTEREST	General interest organizations provide an opportunity to plan and participate in various programs that provide students with support, social interaction, and co-curricular opportunities outside the classroom. These organizations promote events regarding topics of interest that enhance student learning inside the classroom through practical application outside the classroom.
FAITH-BASED OR RELIGIOUS	Faith-Based or Religious organizations serving the DS campus are based on the philosophy of providing opportunities for spiritual enrichment, social activities, and religious service. Religious organizations strive to allow students to integrate spiritual values, intellectual pursuits, and personal development.
COMMUNITY ENGAGEMENT	Service organizations strive to provide a wide variety of safe, well-planned volunteer and community service opportunities. In addition, they foster a life-long commitment to civic engagement and provide opportunities for students to reflect on their community service experience.
COLLEGE AFFILIATED	College-affiliated organizations provide programs and events to all students on campus and receive annual student fee-based operating budgets to support their work.

## SECTION 3 | CREATING A NEW STUDENT ORGANIZATION

Starting a new student organization on campus can be an excellent experience for students, but often it takes a lot of initiative and commitment. Student Life will provide support, guidance, and resources to any organization that follows the guidelines outlined below and is committed to the registration and recognition process.

### NON-DISCRIMINATION STATEMENT

Registered student organizations at DS must comply with all federal, state, and college regulations/policies, including University System of Georgia policies on non-discrimination. Dalton State is committed to equality of educational opportunity in compliance with applicable federal, state, and local laws. As such, each organization's constitution is required to include and uphold one of the following statements:

#### OPTION ONE

In keeping with applicable law and USG policy, membership and participation in this organization are open regardless of age, race, color, national origin, religion, disability, gender, or veteran status unless exempt under Title IX.

#### OPTION TWO

Applicable if you can answer yes to this question: The organization selects members based on the commitment to a set of beliefs (e.g., religious or political beliefs). As a student organization that selects members based on the commitment to a set of beliefs, we will/may limit membership and participation in the group to students who, upon individual inquiry, affirm that they support the group's goals and agree with its beliefs, so long as no student is excluded from membership or participation based on their age, race, color, national origin, disability, religious status or historic religious affiliation, military veteran status, sexual orientation, or, unless exempt under Title IX, gender.

Students interested in forming a new student organization should follow the process outlined below before any type of organization duties/activities may begin.

### GETTING STARTED

Students interested in creating a new student organization must turn in a New RSO Request Form. This link can be found on the Dean of Students [Forms and Resources Page](#) under the heading "Registered Student Organizations." The form will ask you to reflect on the following topical areas.

### DOES A SIMILAR GROUP ALREADY EXIST?

Two groups working towards the same goal(s) can create a drain on membership and resources. Determine if merging with an existing group is a possibility.

### WHAT IS THE PURPOSE?

What is my group planning to do? If your organization is only looking to put on one event over the course of the year, it may be wise to consider collaborating or joining an existing student organization. This may help with costs and the overall organization of your event/program.

### AM I COMMITTED TO THIS PROCESS?

Starting a new organization is a significant commitment of time and energy. It requires ample motivation and dedication.

### DO I HAVE AT LEAST 10 STUDENTS WHO WILL BE ACTIVE MEMBERS?

Remember, all student organizations must maintain a roster of at least ten members to remain active. Recruiting new members regularly and cultivating leadership opportunities ensure the group's longevity.

### IS A FULL-TIME FACULTY OR STAFF MEMBER WILLING TO BE OUR ADVISOR?

All student organizations must have an advisor, and all advisors must complete an annual advisor agreement outlining expectations (see p. 26). The advisor must be a member of the college faculty or staff, employed full-time by DS, who volunteers to mentor student leaders and represent the college on behalf of a registered student organization. No more than two (2) organizations may share the same advisor, including Greek organizations.

## NEW RSO REGISTRATION PROCESS OVERVIEW

Anyone interested in starting a new RSO must collect the following documentation and complete the necessary action items.

### REQUIRED DOCUMENTATION FOR NEW RSOs

All groups seeking recognition need to collect the following documents:

- A roster of at least 10 student names and Dalton State emails interested in joining the group.
- A constitution – see the constitution template, which will be discussed in the New RSO Kick-off Meeting. Student Life must approve this constitution. Any organization that falls under a larger national organization must submit the constitution for that national organization in addition to their chapter by-laws.

## ACTION NEEDED BY NEW RSOs SEEKING RECOGNITION

- **Attend a New Student Organization Kick-Off meeting** (scheduled monthly during the fall and spring while classes are in session). Topics covered include:
  - General Organizational Information
  - Organization Constitution Review – Please submit in advance if you want detailed feedback during training.
  - Hazing and Risk Management
  - RSO Funding
  - Facility Use and Reserving Space
  - The SGA RSO Approval Process (what to expect in your Request Form and Presentation).

Each group must have a minimum of two (2) representatives attend. Advisors are also encouraged to attend but do not count towards the minimum of two representatives. If Advisors cannot attend, they will need to complete the online Advisor training module before the organization can complete the recognition process.

- **Host Interest Session(s) for your organization.** Before a group is fully recognized, they may hold up to three (3) information sessions on campus. These meetings will be reserved by the Dean of Students Office and Student Life. Organizations must communicate to Student Life the desired dates, times, and special needs for the interest meetings before they may be reserved.
- **Identify an Advisor.** RSO members are responsible for identifying a full-time faculty or staff member to serve as their advisor.

## SUBMITTING YOUR NEW RSO REQUEST FORM

Once you have collected all the necessary documentation and completed the action items listed above, you are ready to submit your [New RSO Request Form](#) to be reviewed by the Student Government Association (SGA). The SGA meets on the last Friday of every month to review and vote on the recognition of new student groups. To present at a month's meeting, your request form and all supporting documentation must be complete and submitted seven days in advance of the meeting. After presenting to the Student Government Association, organizations will be notified of their approval status. Approved organizations may then be considered a Recognized Student Organization (RSO) and begin using their benefits.

Students dissatisfied with the outcome of the approval process will have two weeks to amend their organization information based on feedback from administrators and may resubmit it for consideration within those two weeks.

## NEW RSO ACTION ITEM CHECK LIST

When you can answer YES to all the questions below, you are ready to submit your New RSO Request Form to Student Life and SGA! Please contact the Associate Director for Student Life if you need help with any of these steps. The only item left after this list will be to present to the Student Government Association for formal approval.

Action Items	Complete
The organization's mission and purpose are distinctly different than any other group on campus.	
I have drafted a constitution for my organization with the required components: <ul style="list-style-type: none"> <li>• Organization Name and Date of Recognition</li> <li>• Non-Discrimination Statement</li> <li>• Advisor Statement</li> <li>• Dissolve Statement</li> </ul>	
I have identified a faculty or staff member willing to serve as an RSO Advisor.	
I have a roster of at least 10 student names and Dalton State emails interested in joining my group.	
Optional: I have drafted a proposed start-up budget for the group.	
I have attended the New Student Organization Kick-Off Training.	

## SECTION 4 | MAINTAINING RSO RECOGNITION

RSOs will be recognized at one of three levels (Bronze, Silver, or Gold). RSOs maintain active status by meeting the annual minimum recognition status, Bronze. Any organization failing to complete all steps required to maintain the bronze level of recognition will be “Frozen” up to one full academic year before being disbanded.

### RE-REGISTRATION REQUIREMENT CHECKLIST:

(**REQUIRED** for maintaining organization active status)

- ✓ President and at least one other organization officers attend the Student Organization Leadership Development Conference the weekend after the first day of classes. All leaders must be present for the entirety of the conference to receive credit.
- ✓ Complete the online Student Organization Annual Registration form before the third Friday in August.

#### *Benefits for Re-registering*

- Establishing an RSO Fundraising account with Student Life
- Participation in campus-wide events, such as the biannual Involvement Fairs
- Use of campus facilities through reservations of rooms and outdoor event space
- Permission to use the Dalton State College name as outlined by the RSO Handbook and Marketing and Communications Standards
- Eligible to post organization events to the Master Calendar
- Organization listed on the Student Life Website

### BRONZE CLASSIFICATION REQUIREMENT CHECKLIST:

(**REQUIRED** for maintaining organization recognition)

- Complete the Re-Registration Requirement Checklist
- Host or participate in at least one recruitment event for your organization during the Fall or Spring e.g., Involvement Fair
- Host at least one (1) on-campus meeting or event (event report forms must be submitted to student life within two weeks of the program for credit).

#### *Bronze Incentives*

- Eligibility for all benefits in the Re-registration level
- Permission to publicize events on campus

## SILVER CLASSIFICATION REQUIREMENT CHECKLIST:

- Complete all components of Bronze Classification
- RSO attends at least 50% of the fall and 50% of the spring SGA Meetings
- Host one (1) additional on-campus event (event report forms must be submitted to student life within two weeks of the program for credit)
- Host at least one (1) Educational Program for your student organization (event report forms must be submitted to student life within two weeks of the program for credit)

### *Silver Incentives*

- Eligible for all benefits in the Re-Registration and Bronze Classification levels
- Eligible to request up to \$1500 in the SGA Request for Funding (RFF) process
- Eligible to request an annual Student Life Budget of up to \$250

## GOLD CLASSIFICATION REQUIREMENT CHECKLIST:

- Complete all components of Silver Classification
- RSO attends at least 75% of scheduled SGA meetings for the academic year.
- Host or participate in at least one recruitment event for your organization during the Fall and Spring e.g., Involvement Fairs
- Host an on-campus collaborative event with another recognized student organization (event report forms must be submitted to student life within two weeks of the program for credit).
- Participate in one (1) additional Educational/Leadership Program as an organization (event report forms must be submitted to student life within two weeks of the program for credit).

### *Gold Incentives*

- Eligible for all benefits in the Re-Registration, Bronze, and Silver Classification levels
- Eligible to request an additional \$1500 (up to \$3000 total) in the SGA Request for Funding (RFF) process
- Eligible to request an additional \$250 (up to \$500 total) in the annual Student Life Budget request process
- Eligible to request/reserve Student Life equipment: lawn equipment, popcorn machine, tents, etc.
- Eligible to apply for the RSO of the Year Award (please see Student Organization Handbook for more details and incentives)
- Organization Recognition at the Student Leadership Awards Ceremony

## FROZEN STATUS

If a student organization fails to complete the annual registration requirements as stated above, the organization will have its RSO status changed to frozen. Organizations may remain in “Frozen” status for up to one full academic year before being disbanded. While frozen, organizations will not be allowed to:

- Use campus facilities (other than for recruitment events or interest sessions)
- Access student organization funds or utilize the Request for Funding process

Once an organization has successfully completed all levels of bronze status their status will return to Active. Any organization not exiting frozen status within one academic year will become inactive and need to complete the New RSO Request Process (see Section 3).

## SUSPENSION OR TERMINATION OF RECOGNITION

The recognition of a registered student organization may be suspended or terminated for reasons including (but not limited to):

- A written request of the officers and/or the advisor of the organization
- When a constitutional provision dissolves the organization
- When an organization does not exit Frozen status within one year
- When an organization fails to retain an advisor for 30 calendar days without proof of effort
- For violation of college regulations or policy, the student code of conduct, or federal / state laws

A student organization that has its recognition suspended or terminated shall, for all purposes, cease to exist and will no longer be accorded any privileges provided by DS. Suspension or termination may be for a specific period of time or for an indefinite period of time.

## APPEAL OF SUSPENSION OR TERMINATION

The organization may submit an appeal in writing to Student Life within two weeks of notification of the termination. If the appeal is granted, the organization will be placed on probation for a specified period of time and must meet with Student Life to discuss the terms of probation. If the appeal is not granted, the organization will not be recognized for the rest of that academic year or until the termination is reversed.



## SECTION 5 | POLICIES AND PROCEDURES

All registered student organizations and their members shall adhere to all campus policies and regulations, University System of Georgia Policies, and all state and federal laws. Campus policies include, but are not limited to, those published in the Student Code of Conduct and this Student Organization Handbook. No student shall take action that violates any published campus policies or procedures. This includes violating any campus published policy, rule, or regulation in hard copy or available electronically on the college website.

Student organizations should pay special attention to policies related to alcohol, discrimination, freedom of expression, gambling, and hazing. See Table 1.

TABLE 1. POLICIES AND REGULATIONS RELEVANT TO RSOs

<b>Policy &amp; Reference</b>	<b>Brief Description</b>
<b>Alcohol &amp; Drug Policy</b> <a href="#">Dalton State Policy</a>	Possession or consumption of any illegal substance or alcoholic beverage on campus or during a college or RSO-sponsored trip is not allowable regardless of age.
<b>Freedom of Expression</b> <a href="#">Dalton State Policy</a>	Dalton State recognizes and upholds the rights protected by the First Amendment, including the rights of free speech, free expression, and the right to assemble peaceably. Students and student groups may use the designated free speech areas without reservation if another program was not previously booked.  Recommendation: If you plan a demonstration in advance, we encourage you to use the facility reservation process to secure your space.
<b>Gambling</b> Code of Conduct VII. 10	The playing of cards or any other game of skill or chance for money or other items of value unless part of a college-approved event.
<b>Hazing</b> Code of Conduct VII. 12	Any action taken or situation created intentionally or unintentionally, on or off-campus, which could be reasonably expected to produce emotional or physical discomfort, embarrassment, harassment, ridicule, the violation of college policy, and/or the violation of any local, state, and national laws, even if the activity is said to be voluntary. (All policies of Dalton State College and local, state, and federal laws shall supersede those policies of national or local organizations.)
<b>Non-Discrimination &amp; Anti-Harassment Policy</b> <a href="#">USG Board of Regents Policy Manual 6.6</a> & <a href="#">Dalton State Policy</a>	The Board of Regents and Dalton State prohibits unlawful discrimination, harassment, and retaliation within the University System of Georgia (USG) and all USG institutions based on any characteristic protected by law.
<b>State Motor Vehicle Use Policy</b> <a href="#">Dalton State Policy</a>	RSOs officers may go through the process to become certified drivers for RSO or campus-sponsored programs. Please consult with Student Life to learn more about this process.

Policy & Reference	Brief Description
<b>Student Code of Conduct</b> <a href="#">Dalton State Policy</a>	Codes of conduct specify behavior that is accepted or prohibited in the school and any setting related to the school. These guidelines apply to all students and student groups.
<b>Travel and Off-Campus Events</b>	Travel is defined as any off-campus events, whether local or long distance, during which students are functioning as representatives of the Registered Student Organization. If you have questions about if an event would be considered an RSO off-campus event, please contact Student Life.  All travel and off-campus events require the completion of a travel request form and student travel registration and <a href="#">waiver</a> at least two weeks before a trip or event.

## FAILURE TO ADHERE TO DALTON STATE POLICIES

If an RSO breaks any policy contained in this manual or campus policies, the organization may be placed on probation by Student Life, revoking any privileges deemed as appropriate for the situation. If RSO members are found in violation of the Student Code of Conduct while representing their RSO, they may face sanctions related to their behavior. These sanctions can be assigned by Student Life, Student Conduct, or the Dean of Students.

## EMERGENCY PROCEDURES

The campus emergency plan and procedures are available online at the Public Safety website:

<https://www.daltonstate.edu/about/safety-overview.cms>

## CAMPUS SECURITY AUTHORITIES

RSO officers and Advisors are a Campus Security Authority. The U.S. Department of Education defines a Campus Security Authority as: “Any college official who has significant responsibility for student and campus activities” (*US Department of Education, The Handbook for Campus Safety and Security Reporting, Chapter 4, How to Identify your Institution’s CSAs*). For more information about Campus Security Authorities, please refer to the Public Safety website.

## SECTION 6 | EVENTS, ACTIVITIES, AND MEETINGS

### DEFINITION OF AN RSO EVENT

An RSO event is defined as any activity hosted or sponsored by a RSO or any activity during which students are functioning as representatives of an RSO. Events can include meetings, membership drives, ceremonies, fundraisers, and on- or off-campus activities.

1. Dalton State College sponsored events are not required to have a faculty/staff advisor present; however, faculty/staff advisors are strongly encouraged to attend. Exceptions can be made by Student Life.
2. All activities, on or off campus, in which the RSO budget or agency account funds are accessed will be considered as college sponsored and must receive approval from the advisor and Student Life as stated in this manual.
3. All off-campus events that use college-provided transportation are considered college sponsored.
4. All events that are formally publicized through Student Life will be considered college sponsored and must be approved through the event request process with the Student Life.
5. Any event that is considered to be part of a class or offered for class credit will be considered college sponsored.
6. Any event involving Dalton State College (DSC) students, faculty, or staff which does not access the college or Student Life budget, does not use college-provided transportation, and does not formally advertise through Student Life is not classified as a college sponsored activity.
7. For ALL DSC Student Life sponsored events, the college will provide, if available, appropriate access to funds, publicity, transportation, waivers, and travel requests.
8. For ALL DSC sponsored activities, on or off campus, students must sign a waiver and abide by the Student Code of Conduct as listed online on the DSC website.

### RSO EVENT & FACILITY REQUEST

**At least two weeks** prior to hosting an event, the RSO must submit a Student Life or Fraternity and Sorority Life Event Request Form. Any forms received inside of the two-week window will be denied. Please see the Appendices for instructions on completing the Event and Facility Request Process.

The request must be approved by the respective office before Campus Services can assign facilities or resources. Event Request Forms form can be found under "[Forms/Resources](#)" on the Dean of Students website. Although a minimum of two weeks is required, we recommend you reserve your

room as far in advance as possible. **Do not advertise the location of an event until it is confirmed as reserved.** Refer to the Event Planning Guide [\(coming soon!\)](#) for additional resources and guidance on event planning. To track events as a part of the tiered recognition process, RSOs should submit the [Event Completion Form](#) within two weeks of their event.

## RSO EVENT ATTENDANCE & SIGN-IN

All RSOs must take attendance at each of their events. You may check out a Student ID Scanner from Student Life or use the RSO Event Tracker Form on your own device. The link and a QR Code to this form can be found on the [Forms and Resources Page](#). When using the RSO Event Tracker, you will need to ask a member of your organization to sign into Microsoft before taking ID numbers. This will allow us to easily pull data following the event. You can email [hwilliams@daltonstate.edu](mailto:hwilliams@daltonstate.edu) with your event date and that member(s) name to pull attendance numbers before submitting your Event Completion Form.

1. Open the [Event Attendance Form](#) link and have one of your members log into Microsoft
2. Enter one full ID number in the line at a time and hit submit
3. Click submit new response and keep going until check-in is complete
4. After your event email the Associate Director for Student Life with your event date, time, and the name of who was signed in taking attendance for an attendance count
5. Record completion of your event by submitting the [Event Completion Form](#)

## TRAVEL AND OFF-CAMPUS EVENTS

### DEFINITION OF TRAVEL AND OFF-CAMPUS EVENTS

Travel is defined as any off-campus events, whether local or long distance, during which students are functioning as representatives of the Registered Student Organization. If you have questions about if an event would be considered an RSO off-campus event, please contact Student Life.

### REQUIRED DOCUMENTATION FOR OFF-CAMPUS EVENTS AND TRAVEL

The following documentation is needed for any RSO travel to be approved. Travel must be approved at least **two weeks** before a trip. *Please note that no travel will be approved until **ALL** forms are completely and correctly submitted to Student Life.*

The following must be submitted for RSO travel to be approved:

- ✓ [Travel Request Form](#) – RSOs planning to travel must complete a Travel Request form. Only one form is needed for all students, with a list of student names and ID numbers attached. If a faculty or staff advisor is also traveling, a separate Travel Request Form will need to be completed by each advisor traveling. Detailed instructions on how to fill out a Travel Request Form can be found in Table 2 below.

- ✓ [Student Travel Registration and Waiver](#) – Each student traveling must fill out the Student Travel Registration and Waiver online.

<b>Page One Instructions: Travel Request Form</b>	
<b>Dates</b>	Fill in the dates of your travel in the “From” and “To” spaces.
	If traveling with a group of students list “see attached”. Include with your travel request a list of all students’ names, emails, and student ID#’s.
	Student Life
<b>Department Number</b>	3100 if RSO A44 if Agency 9203 if request for funding Note: If funding is coming from more than one department, please be specific about department numbers and amounts for each account.
<b>Nature of Business</b>	What are you traveling for? (For example, Criminal Justice Conference).
<b>Destination</b>	List the city and state or the campus as your destination. A printed map with directions from Dalton State to your destination must be attached.
<b>Expenses Requested</b>	If you will be using any money on your trip, check “yes” for expenses requested. If you travel but do not need money, you still need to fill out the Travel Request.
<b>Lodging</b>	Write in the total cost for the lodging. Be sure to include a written quote with conformation from the hotel with the full cost of the hotel (excluding tax if in GA). The address, phone number, and Federal ID number (contact the hotel for this) of the vendor must also be attached.
<b>Registration Fee</b>	List the total cost of registration fees, or event tickets in the Registration Fee line. Attach a written quote of the per person per event cost. The address, phone number, and Federal ID number (contact the event’s sponsoring organization for this) of the vendor must also be attached.
<b>DSC to prepay registration fee</b>	If you want your registration fees mailed in, check “yes”. All other registration materials should be submitted by the advisor prior to the check being mailed in. If you want to pick up the check indicate that you will pick up the check and the date you will pick up the check on page 2.
<b>Airplane</b>	If a flight is involved, list the cost of the flight, and attach a written quote with confirmation. If flight is being purchased by Student Life with a P-card, please indicate that.
<b>Mileage</b>	Mileage is not reimbursed for RSOs. If a Dalton State vehicle is being driven, mark “DSC Vehicle.”
<b>Total Requested</b>	Total the Lodging, Airplane, Registration, and miscellaneous lines.
<b>Employee/ID#/Date</b>	If this is an advisor form, he/she should sign his/her name on the Employee line. If this is a student form, write “see attached list” and attach a list of all the students traveling, and their 9000#s. Do not use any Social Security numbers.
<b>Submission</b>	If this is a student form, it can be submitted to Student Life for signature. If this is an advisor form, the advisor’s supervisor must sign the form, then it must be submitted to Student Life for signature.

<b>Page Two Instructions: Prepaid Registration / Lodging Form</b>	
<b>Name</b>	Enter the name of the faculty member, staff member, or student that is submitting the request.
<b>Department Number</b>	3100 if RSO A44 if Agency 9203 if request for funding Note: If funding is coming from more than one department, please be specific about department numbers and amounts for each account.
<b>Payee Name</b>	Enter the name of the person or business the check should be made out to.
<b>Payee's TIN</b>	Enter the business's Tax ID number or the person's social security number. Be sure to mark the correct checkbox as to whether you entered the Tax ID or SSN. If the check is for a business, enter a completed W-9 in the space provided. A copy of the W-9 must be attached.
<b>Mailing Address</b>	Enter the Street Address, City, State, and Zip Code for the person or business receiving the check. This address must match the address on the provided W-9.
<b>Payee Amount</b>	Enter the amount that needs to be prepaid.
<b>Comments</b>	Please give directions on what to do with the check. (Mail it for pick up, hand deliver, etc.)

**\*\*If the College prepays and the student, faculty or staff member does not attend, that person is responsible for reimbursing DSC for the prepaid fee within two weeks of the scheduled travel.**

Required Travel Documentation:

- ✓ **Event/Conference Registration Confirmation** – If the purpose of travel requires any registration or confirmation of attendance, you must submit a copy of the registration. If the event registration costs money that you intend to pay for with RSO funds, make sure to complete your registration as early as possible and select the payment option for a check to be made out to the event organizers. Please refer to Section 10 of this Handbook for details on the purchasing process and needed documentation.
- ✓ **Agenda/Schedule** –You will need to submit an agenda or schedule for the event you are attending. If there is no formal schedule available, you must create one for your group. Most conferences have an agenda that is published before the conference. If it is not, contact the event organizers to see if one can be sent to you.
- ✓ **Lodging Information** – If you will be staying in a hotel during your RSO travel and plan to use RSO funds to pay for your lodging, you will need to reserve the hotel first and submit your confirmation with the hotel's W-9. Student Life will only pay for quad (if possible) same-sex rooms. DSC will pay by check (hand deliver or mail) for the hotel. If the RSO is taking a check, we do not pay hotel/motel tax or state tax in the state of Georgia.

## DSC VEHICLE USAGE

If your RSO has an eligible driver who has gone through the online driver training, completed a background check, and has a Motor Vehicle Driver Acknowledgement form on file, he or she can drive a state vehicle. The RSO advisor must complete the [reservation form](#) online.

If a DSC vehicle is available, employees can put gas on the DSC gas card. An employee ID number (different from your 9000#) is needed to use the DSC gas card. This number can be obtained through Payroll in Fiscal Affairs. If a DSC Vehicle is not available or if no employee ID number is available for a DSC gas card, then no gas reimbursement will be provided. Exceptions can be made by Student Life. Any vehicle requests that are not cancelled within a day of their requested use and go unused will cause the RSO to forfeit later reservations.

All student drivers must be included in the Travel Request Form and have filled out the Student Travel Registration and Waiver and Alcohol Policy before departing Dalton State College. Student drivers must be at least 18 years of age and have a valid driver's license. A driving records check must be done through Public Safety to ensure a good driving record. Any student drivers must submit a photocopy of their driver's license prior to serving as the driver.

Student drivers who drive vehicles rented by Dalton State College for an outing must be 21 years of age or the required age the rental company has stated. DSC vehicles must be driven by a faculty, staff, or student. A copy of the driver's license must be provided to Public Safety prior to the date of the trip if the driver is a student. If a college vehicle is unavailable and/or the student(s) chooses to transport themselves, mileage will NOT be reimbursed. Exceptions can be made by Student Life.

**To become a registered driver, please contact the Dean of Students Office.**

## MEALS WHILE TRAVELING

Since students would normally pay for their meals even if they are not on a college sponsored trip, meal expenditures on student trips are not reimbursable.

## AFTER YOU RETURN FROM YOUR TRIP

Once you return from a trip, please make sure to do the following (if necessary):

1. **Submit all receipts** (hotel, registration fee, ground transportation, etc.) to Student Life.
2. **The Advisor must complete the online travel expense report** to be reimbursed for his/her individual costs. Student Life needs to be contacted before filling out the form so that accounting defaults can be changed if essential for registration and hotel.

## TRIP DEPOSITS

Students who attend optional trips may be required to submit a deposit before the trip. If a student

fails to attend a trip in which Student Activity Fee funds have been used, the student will be required to reimburse the full amount of funds paid to Dalton State College. The cost of the trip will be placed on the student's account and can be paid in the Dean of Students Office, located in the Pope Student Center.



## SECTION 7 | RSO FUNDING AND BUDGETS

Student organizations are responsible for raising and managing their own funds and are given the autonomy and responsibility to spend these funds as the organization sees fit within the confines of campus policies and state and federal law.

A healthy financial structure is an important factor in student organization success and sustainability. Solid fiscal management creates a framework that allows organizations to work proactively to accomplish their goals and serve their communities with financially sustainable events and programs.

Dalton State offers several methods for RSOs to obtain funds in order to develop, promote, implement, and enhance its programs or initiatives: Student Life Budget Request, RSO Membership Dues, SGA Request for Funding, Fundraising, and sponsorship/donations.

### STUDENT LIFE BUDGET REQUEST (ANNUAL)

During the spring semester, all RSOs wishing to request funding for the next academic year must complete a Budget Request Form. Budget Request Forms are linked on the Forms and Resources Page. All budget requests must be submitted before the March SGA Meeting. The Budget Request Form requires RSOs to share details on current academic year spending as well as expected spending for the next academic year, so please keep accurate financial records throughout the school year.

An RSOs entire proposed budget submitted may be approved. However, **this does not mean that every event, trip, meeting, etc. listed on the proposed budget request was approved.** All events still require pre-approval on an individual basis by Student Life according to the current year's RSO Handbook.

Budgets run from when an RSO is registered (annual or new) until the SGA meeting in April. All unused funds roll over into Student Life Surplus. Final approval of the budget is obtained from the Board of Regents' Office. Please see the SGA Constitution for additional funding request policies.

### RSO MEMBERSHIP DUES

RSOs may require dues of their membership if their constitution includes such a provision. Dues should be collected by the RSO treasurer or the advisor and submitted in one deposit to the Dean of Students Office. Dues will be deposited into the RSO Agency Account. If an RSO is required to submit dues on a state, regional, or national level, they must also be collected by the treasurer or advisor and submitted in one time for deposit. The RSO then must submit the appropriate information so a check may be cut to the appropriate place.

## SGA REQUEST FOR FUNDING

Those requesting funding must also show how the event or purchase directly relates to their class, office, or organizational purpose or mission statement as well as the Dalton State College mission statement. All Request for Funding Forms must be reviewed and voted on by the Student Government Association. Submitted at least one week in advance of the SGA meeting you would like to present your proposal. The Budget and Fee committee will provide a recommendation to SGA at the next scheduled SGA meeting. SGA will vote on the proposal during the meeting it is proposed. A representative of the organization is required to attend the SGA meeting on behalf of the proposal to answer any questions SGA may have related to funding.

A [Request for Funding form](#) can be found on the Dean of Students Forms and Resources page along with a sample form showing all information needed. RSOs will be required to upload:

- Membership Roster or for travel request only list the students traveling – list must include student ID#s for everyone
- A detailed cost breakdown: Be sure to note if portions of expenses are being covered through other funding sources e.g., RSO account, Academic Affairs, etc.

Once a request for funding is approved, RSOs are responsible for collecting additional documentation related to their purchases and submitting the [Student Life Purchase Request Form](#) – A sample form can be viewed on the DOS Forms and Resources Page.

## FUNDRAISERS

RSOs may raise funds for philanthropic or organizational development purposes. All campus organizations sponsoring fundraising events are subject to campus policies. Student organizations must submit an Event Request Form noting that they will be collecting funds or items before conducting fundraising activities. You must submit this form at least 14 business days prior to the event. The reasoning for this is twofold: (1) conflicts will be avoided through efficient scheduling and (2) compliance with state and campus statutes and regulations must be monitored.

Student organization leaders are responsible for all transactions and for monitoring any sponsored vendors. Student organizations may not invite off-campus food vendors to sell food on campus as a fundraiser for the organization. The following guidelines pertain to all fundraising programs sponsored by student organizations:

- Funds raised on campus shall not be used for any illegal purpose or personal gain.
- All on-campus fundraising activities, regardless of location, must be approved by

Student Life.

- The intended use of funds raised must be posted at the event and be consistent with the stated purpose of the sponsoring student organization.
- There shall be no sales that conflict with, or which violate an institutional contract with existing campus agencies except by written permission of such agencies.
- It shall be the responsibility of the organization to monitor, clean up, and remove all materials at the site of the fundraiser when concluded.

Within five days of the completion of a fundraiser, all receipts and the [Fundraiser Completion Form](#) are due to Student Life. To prevent constant fundraising, RSOs can only hold four fundraisers per year with a maximum of two per semester. Anything purchased for the fundraiser must come out of their agency account. Fundraised money will be deposited in the RSO Agency Account.

### FOOD

Sales of food items, other than home baked goods must be approved by Aladdin. You will need to have written confirmation of the approval submitted to Student Life before the fundraiser will be approved.

### AUCTIONS

Auctions which involve selling, bidding for, or in any way paying for a person's company or services are not allowed.

### DRAWINGS

Student organizations may sponsor drawings on campus under the following guidelines:

- Request a donation for an item (i.e., pen, candy). The item must have an equal value to the ticket donation and the organization must provide the donor a drawing ticket.
- On the printed ticket, you must also disclose the beneficiary of the drawing (name of your student organization).

### GAMES OF CHANCE

Games of chance (cards, dice, dominos, bingo, etc.) where money is involved (for monetary gains) are not allowed. Games of chance may only be played with free chips, tokens, and tickets.

## DONATIONS

RSOs may seek monetary donations to assist in the promotion of their organizations. RSOs wishing to seek donations (funding, food, gift cards, etc.) must first consult Student Life before contacting potential donors.

## SPONSORSHIPS

Solicitation of sponsorships from an outside individual, company, institution, or organization must obey by the following guidelines:

- Sponsorship cannot exceed \$1000
- Consult with contracted groups affiliated with Dalton State College before consulting other parties.
- Businesses whose core focus is alcohol or tobacco shall not be used for sponsorships
- Sponsorships must get approval from Student Life, prior to initial solicitation.
- A Memorandum of Understanding (MOU) must be signed by sponsor, organizational president, Student Life representative, and Vice President for Fiscal Affairs. MOUs must be approved by Student Life before signed. All signors must receive a copy.

## RSO BUDGET MANAGEMENT

RSOs are responsible for the management of their own budget. Mismanagement or improper use of funding may result in the removal of the use of the organization's remaining budget for the current fiscal year and/or the loss of privileges for requesting funds for the following fiscal year.

## SECTION 8 | STUDENT ACTIVITY FEES

### BOARD OF REGENTS POLICY ON STUDENT ACTIVITY FEE USE

In the state of Georgia, each institution must recommend to the Board of Regents the Student Activity Fee proposed to charge each student. The Board, after investigation by its staff, shall approve or disapprove the recommendation. When approved by the Board, such fees are mandatory, and the fees so collected are subject to the control and audit of the Board of Regents and the institutions concerned.

To ensure the legal expenditure of such funds, the president and the chief business officer of each institution shall annually review the budget for the proposed use of such fees and the president shall certify to the Board of Regents that the proposed expenditures for such fees are for educational, cultural, recreational, or social purposes for the benefit of the students.

The Treasurer of the Board of Regents shall cause an annual audit to be made of such expenditures at each institution and shall determine whether such fees have been expended for the limited purposes intended. Title to all property purchased from Student Life funds shall vest in the Regents of the University System of Georgia.

All Student Activity fees collected by an institution shall be budgeted and administered by the President, using proper administrative procedures, which shall include the advice and counsel of a Student Fee Committee to evaluate all mandatory fees assessed to students. The Student Fee Committee must include the following representation:

- Part time and online students are required to be represented
- SGA shall nominate at least 50% of Elected Representatives
- Administration may nominate up to 25% of student representatives

Institutions will document that a campus wide fee education outreach effort has taken place - Proposals for new fees or for increasing any existing individual fee by 20% or more will require the institution to conduct a campus-wide student referendum in which a majority votes cast must be in favor of the fee increase. This requirement is waived for proposed increases required for debt service coverage.

All payments from Student Activity Fee funds shall be made according to the appropriate business practices of the institution. All payments from Student Activity Fee funds shall be made by the chief business officer of the institution upon receipt of a properly approved invoice or contract (Policy Section 7.3.2.1 Mandatory Student Fees, effective fall 2022).

## DALTON STATE COLLEGE FEE GUIDELINES

Student Activity Fee funds can be used for supplies, honoraria for speakers (who are not University System of Georgia Faculty or Staff), contracted performers, refreshments for events or programs (as specified in the following pages in accordance with Board of Regent's policy) and approved travel expenses. Funds are not carried over from year to year and are only available on a fiscal year basis for Fall and Spring Semester, unless upon special request, upon completion of required paperwork and training necessary to function as a Registered Student Organization. Student Activity Fee Funds cannot be used for gifts (including, but not limited to graduation pins and stoles). All items purchased with Student Life funds by the organization become the property of the College and must be housed on campus. Items may not be removed from campus for use on either a loan or rental basis for personal gain (*According to Board of Regents of the University System of Georgia Policy Manual 910.09*). Only goods and services for the organization's basic function will be funded. All goods, services, or activities bought or funded by Student Life funds must be available to all members of the organization. **No Student Life funds may be used to purchase alcoholic beverages, personal items, or to support political candidates.** It is the policy of Dalton State College to purchase goods utilizing the State Purchasing guidelines regardless of the source of funding. This includes purchases supported by Student Activity Fees.

## SECTION 9 | PURCHASING

All RSO Purchases regardless of budgets or funding source must go through the Student Life Purchasing Form. Each type of purchasing requires different lead time for processing. Please make sure you have secured funding or have money in your RSO account(s) prior to making purchase requests. The following Tables have been created as resources and reference guides:

- Table 2. Required documentation for Purchasing
- Table 3. Guidelines for Purchasing Food
- Table 4.

### PURCHASING T-SHIRTS

The on-campus bookstore is the preferred vendor for RSO shirts. However, RSOs may purchase t-shirts from the company of their choosing. Student Life must approve the design before the order is placed. If the t-shirts are being purchased with RSO funds, the design must have Dalton State College's name printed on the t-shirt. The official colors of Dalton State College are Blue (PMS 539) and Silver (PMS Cool Gray #10). RSO annual operating funds can only cover 50% of the cost of the t-shirts. Students or an agency account must cover the remaining cost. To obtain approval of the t-shirt design, the RSO must include the following in their purchase request form:

- Artwork/Design
- Back-up Information (why shirts are needed, who will receive a shirt, etc.)

### FUNDING STUDENT TRAVEL

All travel, whether local or long distance, during which students are functioning as representatives of the Registered Student Organization or Dalton State College, must be approved in advance. Any request for funds while traveling will be requested on the [Travel Request Form](#) rather than through channels used for making a purchase. Any request for reimbursement for faculty/staff for approved travel must be submitted on a Travel Form and approved by the RSO advisor prior to submitting the form to Student Life. All travel reimbursements for faculty/staff must adhere to the State of Georgia travel regulations and will be conducted online using PeopleSoft software. As with all trips, funding will only be approved for quad (if possible), same-sex rooms for students staying overnight.

### CONTRACTED EVENTS

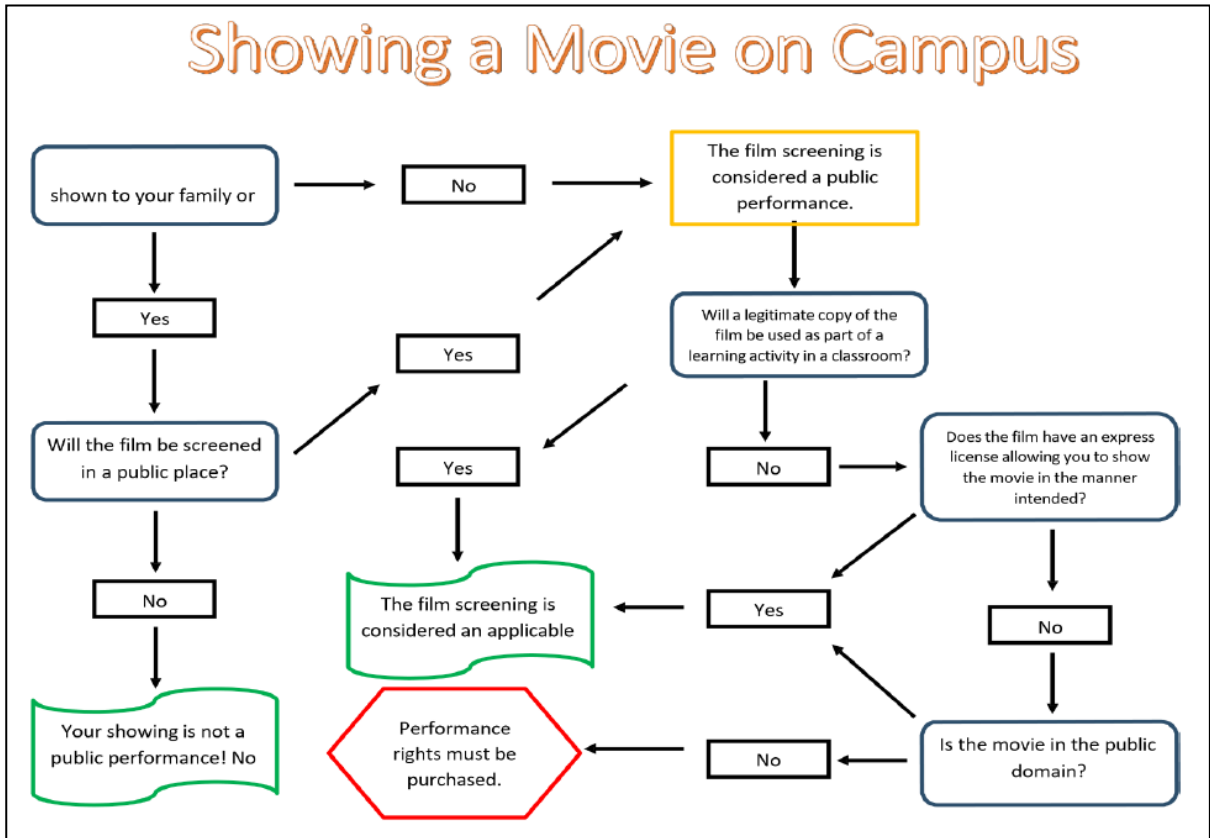
Sometimes a purchase requires a contract to be signed. All contracts should be reviewed by the faculty/staff member requesting the purchase. After review, the contract should be forwarded to Student Life. A DSC Contract and/or Contract Rider are signed by DSC (VP for Fiscal Affairs) and the artist. Liability insurance, workers' compensation verification, and a W-9 are required from the artist. Contracts need to be submitted to Student Life at least **one month** in advance. Please include E-

verify information if the contract meets, or exceeds, \$2500. If you have questions concerning contracts, please contact Student Life.

## MOVIES

Movies that are shown as part of an RSO event must have the rights purchased prior to viewing. Please contact Student Life with questions about this process at least **one month** in advance of proposed movie viewing date. For more information on the need for movie rights, please see Image 1 below.

IMAGE 1. SHOWING A MOVIE ON CAMPUS



## BANQUETS AND CEREMONIES

RSOs may use their Student Life funding to put on a banquet for their members. At least 50% of Student Activity Fee funding used to pay for a banquet must be used on current Dalton State students. Exceptions to these rules may be made for honor society initiations or other reasonable exceptions at Student Life's discretion.

## PURCHASING FOOD

All food for events on campus must go through the current campus catering vendor. Please contact [catering@daltonstate.edu](mailto:catering@daltonstate.edu) to begin the ordering process. The only exceptions to this are for pizza. All



food requests must be submitted to Student Life using the RSO [Purchase Form](#), and must be submitted at least two weeks in advance of the date needed. Food should only be ordered from your budget for special events, such as kick-off events, end of the year banquets, etc. and cannot be purchased for meetings. An attendance sheet must be submitted 24 hours after the event to Student Life. Purchases must stay within the [per diem](#) and have appropriate documentation to be processed. See Table 3 for guidance on purchasing food.

### FOOD SIGNATURE FORM

Anytime that food is served at an RSO event when Student Activity Fee Funds or Agency Funds are used to purchase the food, an attendance sheet must be submitted to Student Life within 24 hours of the event. Only students and the advisor need to sign in on the Food Signature Form, since per diem rates are calculated by student and essential faculty/staff numbers.

TABLE 2. REQUIRED DOCUMENTATION FOR PURCHASING

Purchase Type	Documentation Needed
Dalton State Catering	<ul style="list-style-type: none"> <li>✓ Quote (can be email from Aladdin)</li> <li>✓ Event Flyer</li> <li>✓ RSVPs or Estimated Attendance</li> </ul> <p><b>Note:</b> All catering must have an approved Purchase Request approved <u>before</u> confirming catering. If your RSO schedules catering and does not have an approved Purchase Request from Student Life. Whoever placed the order will be responsible for covering any associated costs. Catering costs must meet per diem rates. After the event you will need to submit a food signature form or copy of attendance list to the DOS office with the final invoice from Aladdin.</p>
Contracted or Invoiced Purchases	<ul style="list-style-type: none"> <li>✓ Invoice</li> <li>✓ Event Flyer</li> <li>✓ Certificate of Insurance needed for entertainers or contracted attractions e.g., make and take or inflatable. The COI needs to insure the following: Board of Regents of the University System of Georgia on behalf of Dalton State College at 650 College Drive Dalton, GA 30720</li> <li>✓ Supplier Information Form &amp; W9</li> <li>✓ If a purchase is more than \$2500 you must have the vendor register through E-Verify</li> </ul> <p><b>Note:</b> Contracted vendor information must be submitted to Student Life at least four weeks prior to an event date with all supporting documentation. Invoiced Purchases not requiring a contract should be submitted two weeks in advance.</p> <p><b>T-Shirts &amp; Promotional Items:</b> Must include artwork / design being used</p>
Local Purchases	<ul style="list-style-type: none"> <li>✓ Preferred Vendor e.g., Walmart, Kroger, etc.</li> <li>✓ Event Flyer</li> <li>✓ List and Estimated Cost of Items Needed Tip: use the online shopping cart to estimate pricing</li> <li>✓ Schedule shopping trip with Dean of Students Office</li> </ul> <p><b>Note:</b> Local purchase requests should be submitted at least one week in advance – more time appreciated.</p>
Travel	<ul style="list-style-type: none"> <li>✓ List of Travelers with Student ID Number in an excel spreadsheet</li> <li>✓ Completed Travel Waiver for each traveler per event</li> <li>✓ Registration Details &amp; Confirmation (if applicable)</li> <li>✓ Itinerary or Trip Schedule</li> <li>✓ Lodging Information e.g., Hotel Confirmation, Hotel W9</li> </ul> <p><b>Note:</b> Travel Payments should be submitted at least two weeks in advance of payment date.</p>
Online Vendors / Purchases	<ul style="list-style-type: none"> <li>✓ Preferred Vendor</li> <li>✓ Event Flyer</li> <li>✓ List of Items, Pricing, and URL Tip: Use an excel file to list items, quantity, price, and URL</li> </ul> <p><b>Note:</b> At least two weeks in advance to account for shipping. Please check vendor shipping timelines if you think you will need more time.</p>

TABLE 3. GUIDELINES FOR PURCHASING FOOD

Purchase Type	Policy
<b>Food for Student Events</b>	<p>“Institutional funds may be used to purchase food for students at sanctioned student events. Sanctioned student events include <b>events sponsored by recognized student groups</b>, athletic team events, and other campus events <b>open to the general student body and designed to further the development and education of students,</b>” (According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.1). An agenda stating the purpose of the meeting, a flier advertising the event, and a list of students in attendance must be provided (According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.4). Meals will need to stay within the state per diem limit \$6 breakfast, \$7 lunch, and \$15 dinner (According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.1 and 4.3). Per diem rates include all applicable taxes and tips (According to the University System of Georgia Business Procedures manual 4.1.9). Please see: <a href="https://sao.georgia.gov/meal-allowances">https://sao.georgia.gov/meal-allowances</a> for updated per diem rates.</p>
<b>Food in Excess of Per Diems</b>	<p>“In the event that an employee expends funds in excess of the authorized per diem contained in BPM (Business Procedures Manual) 4.3, then the amount spent in excess should be reimbursed by the employee making that expenditure,” (According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.4.) For RSO purchases, the employee responsible will be the RSO advisor.</p> <p>High-cost area per diem rates can be found here: <a href="https://sao.georgia.gov/meal-allowances">https://sao.georgia.gov/meal-allowances</a>. Please print out, highlight, and attach when using these rates.</p>
<b>Food for Potential Students</b>	<p>“Potential students and their guardians may be provided food at an event designed to encourage the student to attend the institution,” (According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.1).</p>
<b>Food for Contracted Speakers/Performers</b>	<p>Any food purchase, such as a reception for a guest speaker, must be available to all members of the organization. If a meal is required through a performer’s contract, the reimbursement is limited to the performer and one host/hostess. This reimbursement is subject to the meal per diem rates for our area (Breakfast \$6, Lunch \$7, Dinner \$15).</p>

Purchase Type	Policy
<b>Food for Employees</b>	<p>“Employees include temporary, part-time, and full-time staff, faculty, administrators, Resident Assistants, student assistants, and other student workers,” (According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.3). “When conducting a program, event, or meeting involving predominantly non-employees (of any institution of the Board of Regents) where attendance by the employee is essential and in furtherance of an official institutional program, and the meal is an integral part of the meeting, an employee can partake in the meal and be reimbursed for his or her actual meal cost up to the per diem limits established in BPM (Business Procedures Manual) Section 4.3. An employee will not be paid a reimbursement unless the employee actually incurs a cost,” (According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.3.2). A student worker participating in an event while being paid would be considered an employee. DSC considers the one RSO advisor as essential and any other faculty/staff members who are listed speakers on the program/agenda. Exceptions can be made by the Dean of Students Office or the Vice President for Enrollment &amp; Student Services.</p>
<b>Food for Volunteers</b>	<p>“Volunteers include individuals that provide benefits to the institution (serving on an advisory board, student mentors, etc.) without receiving compensation,” (According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8.2). “For example, volunteers might include employees or students if the individual is operating in a capacity separate from their employee or student role. An employee or volunteer attending a student event in a capacity of a student would be considered a student. Note: Employees working additional hours in their own area, using work time to provide volunteer service, or otherwise participating in activities expected of employees, are not volunteers for the purpose of this policy,” (According to the Board of Regents of the University System of Georgia Business Procedures Manual 19.8).</p>

## TABLE 4. FUNDING POLICY TABLE

These guidelines apply to any RSO student fee funded budget. Fundraising accounts may be used to purchase door prizes or gifts.

<b>Allowable Purchases</b>	<b>Unallowable Purchases</b>
Registration fees, plane tickets, shuttle services, and lodging (4 to a room)	Gas or Mileage
Food/drinks for RSO new member recruiting events (one/semester), mandatory trainings, required induction ceremonies/banquets, and/or events open to the entire student body (excluding regular meetings). **USG Policies related to food must be followed	Food as part of travel unless it is included in the conference registration or part of a required honorary banquet OR Food as part of a regular RSO meeting
Advertisements (printing fees), promotions, and/or other materials for campus-wide events (e.g., Involvement Fair, Fall Family Festival, etc.)	Any campaigning for political parties or candidates, RSO positions, and/or homecoming court representatives
Contractual Agreements for Speakers/Programs	Fundraisers
	Anything an organization can keep
	Individual honor cords, plaques, certificates, etc. (w/ the exception of the Annual Student Leadership Awards Banquet)
	Gifts of any kind or Door Prizes (The term "gift" includes all items, including cash, given in any situation – regardless of intent for giving)
	Travel Expenses for Speakers/Programs (must be an all- inclusive price)
	Miscellaneous items
	Faculty Expenses (unless essential to the program/event)

## REIMBURSEMENTS

When expenditures arise for your organization, if you or your advisor choose to spend personal money, you will **not** be reimbursed. Purchases requiring reimbursement must have been submitted through the Purchase Request Form and approved prior to the purchase taking place. Please be advised that you run the risk of not being able to purchase items with your RSO budget if requests are not submitted and completed in accordance with the guidelines provided.

## SECTION 10 | CAMPUS ADVERTISING & EVENT PUBLICITY

**\*\*\*No advertising for an event should take place until the event has been approved by Student Life, confirmation has been received on room reservations, and purchase request forms have been approved for event items or food\*\*\***

### GENERAL ADVERTISING POLICY

All printed marketing materials for on- and off-campus events and activities sponsored by RSOs including but not limited to posters, fliers, painted banners, A-frames, notices, and signs must be approved by Student Life. Any obvious disregard for this policy by an individual or organization warrants referral to Student Conduct.

These forms of publicity also must carry an approval stamp before being posted. Please be aware of the following when creating marketing materials:

- Designs must include the name of the sponsoring organization responsible for the event or activity as well as the date of the event
- Designs should not contain words, images, or anything else that are meant to harass, demean, degrade, intimidate, or discriminate
- All print materials must be approved and stamped by Student Life.
- Printed materials can only be posted in one of the allowable places by the organization or Student Life Associates – See Table 5. Printed materials displayed outside of an allowable space will be removed and discarded.
- Any special marketing that needs to be taped to walls must be posted ONLY using painter's tape. No other kind of adhesive should be applied to painted surfaces or glass. No signs or flyers are to be posted on doorways or the building exterior except in approved suction holders, as posted by Student Life. Flyers, banners, and A-frames should not impair the safety of traffic or pedestrians.

Dalton State College reserves the right to remove, and/or to request the removal of, any signs/posters/advertisements and the student organization may be restricted from further postings due to not following these policies. Any material posted in unapproved locations, not bearing an approval stamp, or otherwise not in compliance with these regulations will be removed.

## STUDENT LIFE A-FRAMES

Student Life A-Frames are reserved for large-scale events or programs hosted by RSOs and Student Groups that are open to the entire campus. A-frames cannot be used to promote general meetings or closed events. To request A-Frame usage, please contact the Associate Director for Student Life.

TABLE 5. ALLOWABLE LOCATIONS FOR PRINTED MATERIALS

At least one Marketing Bulletin Boards will be installed in each building beginning late fall 2022. Please use the assigned areas for marketing. Until bulletin boards are installed, blue painters' tape can be used to display flyers on walls.

Building	Allowable Locations
Brown Hall	
Gignilliat Memorial Hall	<ul style="list-style-type: none"><li>• Bulletin Board in the lobby of Gignilliat Memorial Hall</li></ul>
Health Professions	
Lorberbaum Liberal Arts	
Mashburn Hall	
Peeples Hall	<ul style="list-style-type: none"><li>• First floor lobby outside of Rage Café and in the general seating area</li><li>• Hallway poster tracks on first, second, and third floor</li></ul>
Pope Student Center	<ul style="list-style-type: none"><li>• Tabletop Displays (Please email Campus Services)</li></ul>
Roberts Library	
Sequoyah Hall	<ul style="list-style-type: none"><li>• Bulletin Boards on north end of the first and second floor lobbies</li><li>• Bulletin boards on the south end of the first and second floor lobbies</li></ul>

Note. Bulletin boards for offices and departments not mentioned in this policy carry their own requirements for posting and should be approached on an individual basis to seek approval.

Dalton State College reserves the right to remove, and/or to request the removal of, any signs/posters/advertisements and the student organization may be restricted from further postings due to not following these policies. Any material posted in unapproved locations, not bearing an approval stamp, or otherwise not in compliance with these regulations will be removed.

## CAMPUS ADVERTISING

Type of Advertisement	What you Need to Know
<b>Advertising Policy for Hopeful RSOs</b>	A student or group trying to reach ten members or attain an advisor may advertise for three weeks each semester, prior to receiving RSO recognition.
<b>Chalking</b>	Chalk may be used in moderation by student organizations on the uncovered sidewalk areas around the Student Center. The chalking must be located where it will wash off easily with rain. No chalk is permitted in any other location on campus, including the residential areas. Chalk may not be used on pillars of buildings, sides of buildings, or any other similar area. "Paint chalk" is not to be used under any circumstances. Organizations found guilty of chalk-abuse will be asked to clean the violated area and are subject to revocation of RSO privileges for a minimum of one complete semester.
<b>Community Press</b>	If you want a press release to go out about your organization's upcoming event, you will need to submit a copy of the document to Student Life for approval and submission. If you are ever notified by any public press that they will be attending your event or that they want to interview you about something related to your RSO, please notify Student Life immediately.
<b>Digital Marketing</b>	Digital marketing can be found in a variety of buildings across campus. Each department is responsible for their own display and have the right to screen display requests.
<b>Fliers/Signs</b>	All materials must be submitted at least two weeks in advance. Students are expected to create a flier and either email it to Student Life or bring by a hard copy for approval. All publicity must receive prior approval before being posted. If material has not been approved by Student Life, it will be removed. Fliers must state the RSO with which they are affiliated.
<b>Painting the Rock</b>	Paint to paint the rock can be purchased through your RSO budget. As with any other purchases, your RSO will need to price out your planned purchase. You do not need to ask permission to paint the rock (For more information, see the <a href="#">Posting and Publicity Policy</a> ).
<b>Poster Printer and A-Frames</b>	The Dean of Students Office has a large poster printer and A-frames in which to display them around campus. As with fliers, this will not charge your account. To check out the A-frames, you will reserve them at the front desk in the Dean of Students Office just like any other equipment check out. Also, just like any other equipment check out, if the A-frames are lost, stolen,



	or damaged, your RSO will be held accountable with the cost of replacing them.
<b><i>Involvement Fair</i></b>	The Involvement Fair is to showcase the RSO and to recruit for membership and is always held during the first week of the fall and spring semesters.
<b><i>Stall Wall</i></b>	<p>Student Life posts a weekly calendar of events in all student restrooms across the campus. If you would like to publicize on the Stall Wall, you must submit a Stall Wall Request Form online.</p> <p><i>Submitting materials does not guarantee you will be in the Stall Wall. There is limited space. Therefore, space in the Stall Wall is on a first come first served basis.</i></p>
<b><i>Banners</i></b>	If you would like to hang a banner, just like posters and fliers put up on campus you will need to have your banner approved by Student Life. All banners must be hung with string or ribbon.
<b><i>Table Reservations</i></b>	To reserve a table in a building to set up to advertise an event, you must first reserve the space to make sure there is not an event already taking place when you plan to use the table. You will reserve the space using the Facility Reservation Form (see reservation section in this manual for more details). In your reservation state the number of tables and chairs you will need set up and their specific location.
<b><i>Social Media</i></b>	<p>RSOs are free to utilize social media (Facebook, Twitter, etc.) to promote their activities. If you choose to create a page for your RSO, you must include the following disclaimer somewhere on the group's page: <i>"The page author or authors are solely responsible for the content, and the content does not necessarily reflect the views or mission of the College. Dalton State College does not accept responsibility for the content of sites accessible through the Internet, nor does it accept responsibility for the content of secondary links."</i></p> <p>If you would your information to be posted on the Dean of Students Facebook page, please submit the information to Student Life for posting.</p>

## SECTION 11 | ADVISORS

Every student organization at Dalton State is required to have an advisor who is full-time faculty or staff member. Advisors provide continuity to student organizations through their commitment to support organization members. It is important to note that advisors substantially impact organization operations and members. Advisors serve as mentors, coaches, and liaisons while playing key roles in the development and continuation of student organizations for the students as individuals and the organization.

### WHY SHOULD I BECOME AN ADVISOR?

Advising provides the opportunity to contribute to the growth and development of students. Student organizations provide opportunities for students to learn outside the classroom and expand their leadership skills. As an advisor, you will have a central part in this process. Not only will you make a difference in student's lives, but you will also receive the satisfaction of watching an organization grow and become successful.

### WHY DO RSOs NEED AN ADVISOR?

There are many benefits to having an advisor. Advisors maintain continuity within the organization from year to year, providing a sense of history for your organization. Advisors act as students' advocates and can also provide helpful resources and knowledge. It is not the advisor's role to take over the organization but to help make the group the best it can be. Student organizations have the opportunity to choose their advisor, so they should choose someone with whom they will enjoy working!

### ADVISOR RESPONSIBILITIES

#### TO ADVISE, NOT TO LEAD

The real learning for the students involved within an organization occurs when they function as group members.

- Students must function as leaders and voting members.
- Students must be held responsible for their decisions.

Under ordinary circumstances, the advisor should not assume a leader or voting member role within an organization. The advisor is to advise on matters requiring an opinion from someone who has a more sophisticated bank of knowledge in group dynamics, about the institution as a whole, referrals, etc. The advisor must, however, realize that in this role, the group's student members decide what advice to accept and what to reject.

## TO CAUTION WHEN NECESSARY

The advisor should alert the group when s/he feels they are about to make a decision before all known facts are gathered or when the group appears to be functioning outside the boundaries established within their constitution, the college, or legally.

## TO FUNCTION AS A LIAISON

There are times during fact gathering or after a decision is made that the group will need the assistance of an advisor in making appropriate contact with school officials, faculty, etc.

## TO WORK CLOSELY WITH THE LEADERS

An advisor can provide much advice and counsel on a one-to-one basis with the designated leader of the organization. Standing appointments are conducive to assuring that there will be continuing dialogue between these two individuals. A new student leader can gain needed assistance and advice from the advisor on this one-to-one basis and then be able to function as the group leader in a much more effective fashion.

## TO MONITOR AND REDUCE RISK AND LIABILITY

As the organization advisor, you should actively monitor and reduce risk and liabilities for the RSO you advise. Be sure to become familiar with campus policies and procedures so that you can answer questions and guide your student group along the correct path. Ways to reduce risk:

- Ensure RSO members are using the event request and facility reservation process set in place by Student Life and Campus Services
- Anytime an RSO engages in athletic, recreational, or travel-related activities, they should complete the Student Trip Registration, and Waiver found on the Dean of Students [Forms and Resources Page](#) – See Sections 5 & 6 for more guidance on college sponsored or RSO travel.
- Emphasize to students participating in group trips and special events that the student assumes the risk. Make sure the hazards involved are clearly stated. This can be done in a group meeting before the event or trip or using a written statement that the student signs.
- Use licensed professionals whenever possible, such as rafting, skiing, rock climbing, etc. Make sure the professional is covered under workman's compensation and liability insurance.
- Insist that participants provide their own personal insurance.
- Adhere to the institution and state policies and procedures. Use approved processes, procedures, and forms
- And most of all, follow common-sense and sound prevention practices.

## ADVISING TECHNIQUES

Generally, the advisors' contact with the organization will take place in three settings:

1. Working with student leaders
2. Aiding in the planning of activities
3. Attending meetings and group activities

### ADVISOR "DO'S"

- ✓ Allow the group to succeed and fail. Give students a chance to work through problems without interference. When they succeed, it will encourage them to be involved in other activities; when they fail, they will learn valuable lessons in planning and responsibility.
- ✓ Know your limits as an advisor. You are an advisor, not a member of the organization. Not everything is your responsibility; not everything that goes wrong is your fault.
- ✓ Be visible. Your presence at meetings and events lets the group know the college cares about them as people and productive members of an organization.
- ✓ Be consistent with your actions. Fairness in advising is critical. Make sure you remain objective.
- ✓ Teaching leadership is the most critical skill that organization members learn through their involvement in the group. By teaching leadership, the group ensures strength in replenishing members and a smooth transition between officers.

### ADVISOR "DO NOTS"

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Control the group           | <input checked="" type="checkbox"/> Be afraid to let the group fail |
| <input checked="" type="checkbox"/> Manipulate the group        | <input checked="" type="checkbox"/> Know it all                     |
| <input checked="" type="checkbox"/> Take ownership of the group | <input checked="" type="checkbox"/> Take everything seriously       |
| <input checked="" type="checkbox"/> Close communication         | <input checked="" type="checkbox"/> Say, "I told you so"            |

# SUCCESSFUL AND HEALTHY GROUPS

All student groups deserve to be successful and healthy. Here are some characteristics and symptoms to look for in your organization. When you feel your organization is becoming unhealthy, we encourage you to step up and seek resources to help your organization get back on track.

## SEVEN CHARACTERISTICS OF A SUCCESSFUL ORGANIZATION

1. Organization members know each other well.
2. Members are involved in defining organizational purposes.
3. Members are used to help generate ideas.
4. There is a commitment to group decision-making.
5. Skills, resources, and liabilities of the organization and community are identified.
6. Systematic problem-solving techniques are used.
7. The organization effectively communicates its purpose to members and the student body.

## SYMPTOMS OF A HEALTHY AND UNHEALTHY GROUP A

### GROUP IS HEALTHY WHEN:

1. All members feel comfortable saying what they think.
2. Decisions are worked through until a consensus of agreement is reached.
3. Well-informed members contribute their ideas in the area of their competence.
4. The whole group handles questions that concern the whole group.
5. Major issues get significant time.
6. Major issues invoke mature approaches to change.
7. Minor issues are settled with the attention they deserve.
8. Decisions reached through participation are final and satisfactory.
9. Members really understand one another's ideals, plans, and proposals.
10. The group carries forward in the performance of tasks and the achievement of goals.
11. The group is solution oriented.
12. Rewards and feedback are shared among the entire group.

A GROUP IS UNHEALTHY WHEN:

1. A few members do all the talking.
2. Members are regularly in disagreement or conflict.
3. Competent people sit by silently.
4. Decision making is quickly referred to committees.
5. New people with good ideas are not listened to.
6. Minor issues consume the majority of the group's time.
7. Minor and simple issues make people angry and resentful.
8. Major issues are passed over.
9. The same subjects, supposedly settled, keep coming up again.
10. Quick judgments are passed on issues people do not understand.
11. Members subjectively talk about people in a scapegoat manner.
12. The group accomplishes little in absence of the leader.
13. The group avoids change.
14. Rewards and criticism are concentrated on a few people.

*Adapted from the Student Organization Advisor Manual at Wright State University.*

## ADVISOR'S AGREEMENT WORKSHEET

This worksheet can be a means of communicating expectations of the organization-advisor relationship. Both the advisor and officers of your organization should review each item. Organization members check off what they expect in the "org" column. Organization advisor(s) should check off those items they feel are appropriate for them to fulfill in the "adv" column. From this, both parties can agree.

Advisors Should...	ORG	ADV
Attend all general meetings of the organization		
Attend all officer meetings		
Call meetings of the officers when deemed necessary		
Explain campus policies where appropriate		
Explain campus policies to the membership once a year		
Help the President prepare the agenda before each meeting		
Serve as a parliamentarian in the group		
Speak up during discussion when you feel the group is about to make a poor decision		
Be quiet during the general meeting unless called upon		
Provide resources and ideas to the group		
Take an active part in formulating goals for the group		
Act as a member of the group, except in voting and holding of office		
Receive a copy of all correspondence		
Request the Treasure's book at the end of each semester		
Keep the official files in their office		
Let the group work out its problems, including making mistakes		
Request a written evaluation at the end of each semester		
Cancel any activities that you believe have been inadequately planned		
Approve all candidates for office in terms of academic standing; periodically check GPAs		
Take an active part in officer transition and training		
Represent the group in any conflict with members of the college Staff		
Mediate conflicts as they arise		
Veto a decision when it violates a by-law or constitution		
Keep the group aware of its stated goals, purpose, and objectives		

## APPENDIX A | DEVELOPING A CONSTITUTION AND BY-LAWS

By definition, an organization is a “body of persons organized for some specific purpose, as a club, union or society”. The process of writing a constitution will serve to clarify your purpose, delineate your basic structure, and provide the cornerstone for building an effective group. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions. If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the constitution will be a much easier and more rewarding experience.

### HOW TO UTILIZE YOUR ORGANIZING DOCUMENTS

A Constitution and By-Laws articulate the purpose of your organization and spell out the procedures to be followed for its orderly functioning. Constitutions usually require a 2/3 vote of the membership for adoption. By-Laws generally only require a simple majority for passage.

Once you have developed your Constitution and By-Laws review them often. The needs of your group will change over time and it’s important that the Constitution and By-Laws are kept up to date to reflect the current state of affairs.

*Make sure every new member of the organization has access to a copy.* This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the Constitution and By-Laws should be a part of officer training and transition.

### CREATING A CONSTITUTION

To aid your organization in getting off to a good start, this constitutional structure outline and an explanation of each section has been prepared for your use. These guidelines are designed to assist groups in their formation and to anticipate any future problems.

Prospective student organizations should use these guidelines to assist them in drafting a constitution. Any Constitution not in accordance with these guidelines will not be accepted, and recommendations for recognition will be delayed until the constitution meets college standards.



The constitution of an organization provides for efficiency, fair and equal consideration, clarification, and continuity in the regular operations of an organization. Every organization has basic principles and procedural rules, which the constitution merely states in writing. By-laws are secondary principles that govern the internal affairs of an organization. By-laws are essentially an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps the organization must follow to conduct business effectively and efficiently.

## WHAT SHOULD BE COVERED IN A CONSTITUTION?

Constitutions should be concise yet contain the important framework of an organization. They should be between two and four pages in length, leaving the detailed procedures of a group's daily functions to the by-laws. Below is an outline of the kinds of information that should be included in a constitution.

## CONSTITUTION TEMPLATE

Student Life has created a constitution template to serve as a guide for creating and structuring your organizations constitution. Please feel free to modify it to fit your organization's needs. When reviewing the constitutional template, you should notice that sections **highlighted** are required sections for your organization's constitution. These sections include:

- Organization Name and Date of Recognition
- Article IV: Non-Discrimination Statement
- Article VIII: Advisor Statement
- Expenditure Approvals
- Article IX: Dissolve Statement

Items **bolded in red and enclosed in Brackets [ ]** are action items where you will need to insert organization specific information if you decide to use those sections. **Items bolded in blue and enclosed in curly brackets { }** are notes or explanations to why your organization may want to consider using certain sections of the template.

**[Click here to access the Constitution Template in an editable format.](#)**

If you have any questions while drafting your constitution, please feel free to contact Student Life.

## APPENDIX B | ADDITIONAL RESOURCES

In this section, you will find resources that can help maximize the effectiveness of your student organization. While many of these resources are optional, we highly recommend reviewing and discussing them within your student organization. If you have any questions about these resources or would like additional resources, please contact Student Life.

### HOW TO RUN A MEETING: ROBERT'S RULES OF ORDER

Robert's Rule of Order provides a common language, promotes collaboration and communication, encourages efficiency, and helps improve organization. If you are interested in training your organization on how to use Robert's Rules of Order most effectively, please consider the resources listed below.

#### RRMS CHEAT SHEET

- [Roberts Rules of Order Cheat Sheet](#)

#### HOW TO CHAIR A MEETING WITH CONFIDENCE

Learning to chair a meeting confidently takes time and practice. Below you will find links to short and practical online resources to help you refine and master the facilitator role:

- [How to Chair a Meeting – 5 Steps to Increase Your Personal Confidence](#)
- [Chairing a Meeting: Skills, Meaning, Tips, and Confidence](#)
- [The Ultimate Guide to Chairing Meetings Effectively](#)
- [Chairing a Meeting with Confidence \(eBook\)](#)

### NAVIGATING GROUP DYNAMICS

As a student organization leader, one of your primary responsibilities is to develop your organization members as a team. Understanding Tuckman's stages of Group Development: Forming, Storming, Norming, and Performing will help you learn to plan, prepare, and navigate each phase of your group's development. This YouTube video on [Tuckman's Team Development Stages](#) will help you understand your role as leaders for each stage. [West Chester University](#) has a comprehensive overview of Tuckman's Stages of Group Development inclusive of observable behaviors, feelings/thoughts, team needs, and leadership required throughout each of the stages.