

NCI Student Organization Best Practices

the kitchen is “closed.” In this case, you will be asked to get your coffee and tea from the first floor kitchen on the left side, behind the Newcomb Living Room.

- Please clean up after yourselves and place dishes in the dishwasher. There are cleaning supplies in the kitchen, as well as brooms and a mop in the first floor kitchen behind the Newcomb Living Room.

FRERET HOUSE

1. Newcomb Living Room – 12 people max
2. Scholar Room – 12 (a few more could be squeezed in)
3. Wisdom Dining Room – 12 around the conference table. Add couch and 5 chairs = 20. Can fit possibly 20 chairs stored in the 2nd floor restroom or people can sit on the floor to make 40 max.

CAROLINE RICHARDSON

1. Anna Many seats 60
2. Atrium can hold approx. 25
3. Collat Media Lab seats 15 (this is rarely used for groups)

Tulane University Beverage Pouring Rights Protocol July 2016

Tulane University has either vendor agreements or preferred vendors in place which provide for the use of certain brands of coffee, tea, water, juice, soft drinks, and sports nutrition beverages at all university sponsored or related events and functions whether on campus or off.

ALCOHOLIC BEVERAGES

The use of alcohol has been approved in accordance with the university’s alcohol policy found at <http://tulane.edu/health/wellness/alcoholpolicies.cfm>.

Alcoholic beverages can be supplied via the following options:

- The vendor/venue may purchase and supply the alcohol
- The host may purchase through a 3rd party, or
- An individual within a department may purchase with permission from the Provost, a Dean, Executive Director or Vice President For all service of alcoholic beverages, the alcohol may only be served by licensed and insured (coverage MUST include liquor liability insurance) vendors and servers.

NON-ALCOHOLIC BEVERAGES

The university has agreements with Coca Cola Bottling and PJ’s Coffee and Tea Company for non-alcoholic beverages including but not limited to coffee, tea, water, juice, soft drinks, and sports nutrition beverages of any kind or form, and all beverage bases from which these can be prepared.

EVENT PROTOCOL

Prior to the event, confirm the approved brands are available and will be served. It is the responsibility of the event planner to ensure that the vendor/venue understands the necessity of providing these brands and adheres to the University's agreements or protocols referenced herein. Below is the Tulane University Beverage Protocol Authorization Form that must be signed by the vendor/venue prior to the event. Additionally, the Tulane Representative/Responsible Party on site must be clearly identified on the form.

A copy of the vendor agreement must be on file with Tulane's Office of Stewardship and Donor Relations seven (7) working days in advance of the event. Please keep a copy in your event file on site.

TULANE UNIVERSITY BEVERAGE PROTOCOL AUTHORIZATION FORM

Tulane University has vendor agreements in place which provide for the use of certain brands of coffee, tea, water, juice, soft drinks, and sports nutrition beverages at all university sponsored or related events and functions whether on campus or off.

Questions about the use of alcohol can be found at <http://tulane.edu/health/wellness/alcohololicies.cfm>

USE OF THE FOLLOWING BRANDS IS REQUIRED:

Coca Cola

PJ's Coffee

Please sign and date below indicating that a licensed and insured vendor is able to provide the brands represented by the above companies for any Tulane University sponsored or related event.

Company Name: _____

Event Location & Date: _____

Printed Name of Company Representative: _____

Signature of Company Representative: _____

Date: _____

Department/School Hosting Event: _____

Name of Tulane responsible person on site: _____

Office #: _____ **Mobile #:** _____

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The Role of the Advisor Checklist

DIRECTIONS: The advisor and executive board should respond separately to the following items, then meet to compare answers and discuss any differences. For any items which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility. (*For example, if the advisor is not keeping organization materials during the summer, which officer will?*) The purpose of this exercise is to ensure that student leaders and advisors are on the same page regarding expectations and level of involvement.

FOR EACH STATEMENT, RESPOND ACCORDING TO THE FOLLOWING SCALE:

1 = Essential for the advisor **2 = Helpful for the advisor to do** **3 = Nice, but they don't have to**
4 = Would prefer not to do **5 = Absolutely not an advisor's role**

1. Attend general meetings _____
2. Store all group paraphernalia during the summer and between changeovers of officers _____
3. Attend all executive board meetings _____
4. Keep official files in his/her office _____
5. Attend events planned by the student organization _____
6. Inform the group of infraction of its bylaws, codes, and standing rules _____
7. Explain university policy when relevant to the discussion _____
8. Keep the group aware of its goals when planning events _____
9. Help the president prepare the agenda before each meeting _____
10. Mediate any interpersonal conflicts that may arise _____
11. Be responsible for planning a leadership skill workshop _____
12. Speak up during discussion _____
13. State perceptions of his/her role as advisor at the beginning of the year _____
14. Let the group work out its problems, including making mistakes _____
15. Assist organization by signing forms only _____
16. Insist on an evaluation of each activity _____
17. Take the initiative in creating teamwork and cooperation among officers _____
18. Speak up during group discussion when he/she has relevant information or feels the group is making a poor decision _____
19. Let the group thrive or decline on its merits; do not interfere unless requested to do so _____
20. Take an active part in formulation of the creation of group goals _____
21. Represent the group in any conflicts with members of the University staff _____
22. Indicate ideas for discussion when he/she believes they will help the group _____
23. Be familiar with University facilities, services, and procedures for group activities _____
24. Be one of the group except for voting and holding office _____
25. Recommend programs and speakers _____
26. Request to see the treasurer's records at the end of each semester _____
27. Take an active part in the orderly transition of responsibilities between old and new officers _____
28. Check the secretaries' minutes before they are distributed _____
29. Cancel any activity when he/she believes it has been inadequately planned _____
30. Receive copies of official correspondence (ex. Emails sent to vendors) _____