

# NEW OFFICER BOOTCAMP

Presented by Student Organizations Tempe



# Staff

**Anika Hutchinson** - Assistant Director

**Lara Klinkner** – Assistant Director

Graduate, Women, University

**Kim Scatton** – Coordinator Senior

Entrepreneurship/Innovation, LGBTQIA, Political, Religious/Faith, Service, Social Awareness Academic, Sun Devil Sports Clubs

**Austen Shipley** – Activities Advisor

Creative/Performing Arts, Health & Wellness

**Kendon Jung** – Activities Advisor

Sustainability , Sports & Recreation,

**Shea Zicarelli** – Management Intern

Special Interest, Technology, Professional, Cultural/Ethnic, International

# Learning Outcomes

1. Understand the role of an officer in a student organization
2. Understand the resources available to student organizations
3. Effectively navigate SunDevilSync in order to successfully manage an organization's portal
4. Understand rules and policies in the Student Organization Handbook in relation to policies and procedures, registration, banking, and additional resources
5. Understand the importance of being a registered student organization

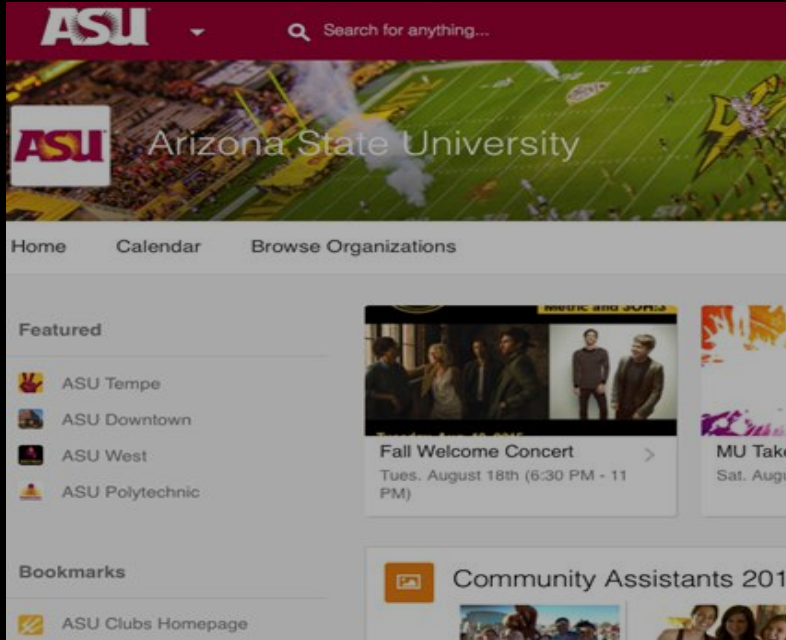
# Why be a registered student organization?

- Space reservations for meeting, programs, and events
- Student organization funding
- Support from Involvement Ambassadors and Student Organization Staff
- Access to student organization workshops and training sessions
- Use of SunDevilSync for club management

# Why be an officer?

- Lead a student organization on campus or in the community
- Organize the efforts of active students
- Create an engaged community on campus
- Professional Development and networking opportunities
- Develop a healthy organization and leave a legacy

# SUNDEVILSYNC (ORGSYNC)



- ASU is an OrgSync connected community
- Register and manage student organizations
- Provide clubs with a suite of tools to enhance their on campus engagement experience
- SunDevilSync is the student hub for campus involvement

# SUNDEVILSYNC

Organization profile features:

- Student Organization Name (*Must comply with Student Organization Name policy*)
- Profile Photo (Logo or Photo image) (*Must comply with Student Organization brand policy*)
- Organization's purpose and upcoming semester meetings (dates/times/locations) posted in "Welcome Message"
- Membership roster that includes at least three officers and reflects actual club membership
- Request for memberships have to be approved/declined on a regular basis
- Constitution must state that organization membership is open to all ASU students.

<https://orgsync.com/29962/chapter>

# CAMPUS SPACE RESERVATIONS





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## Memorial Union & Student Pavilion

### Event & Meeting Services (EMS)

- MU, MU North Stage, Student Pavilion, outdoor tabling, Hayden Lawn, SSV Lawn
- Reservations through academic year
- Typically free\* (fees for late cancellations, no-shows, late requests)
- Offices located @ MU first floor info desk
- Contact: [Mureservations@asu.edu](mailto:Mureservations@asu.edu)
- <https://eoss.asu.edu/mu>

### Classroom Scheduling (ASTRA)

- Classrooms across all campus locations
- Scheduling process completed online
- Reservations made on semester basis
- Typically free\* (fees for late cancellations, no-shows, late requests)
- NO food/drink allowed for reserved rooms
- Contact: [rooms@asu.edu](mailto:rooms@asu.edu)
- <https://astra.oasis.asu.edu/astra>

\*Reservations can be made by the 3 officers & advisor listed in SunDevilSync

# FOOD & CATERING POLICIES



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Student organizations must comply with policies related to events or programs where food is present

- Authorized catering services must be used for all on-campus events
- Aramark: Exclusive catering services in Memorial Union
- Food Waiver: Must be used/completed when using food vendors other than Aramark when on-campus
  - Form must be completed 14 days in advance/prior to event
  - Vendors must be licensed/insured food distributor
- **\*\*NO homemade food/drink allowed for on-campus events**

*\*see student organization handbook for details*

# STUDENT ORGANIZATION FUNDING



**Graduate & Professional  
Student Association**



# ASU CODE OF CONDUCT

Student organizations are held to the same ASU code of conduct as individual students

- Student code of conduct
- Application based on “who you are”, not “where you are”
- Office of student rights & Responsibilities – SRR
- Always feel free to reach out to student organization staff for support and / or to answer questions

# ASU BRAND GUIDE & POLICIES

**Organization naming policy:** May not use “Arizona State University”, “ASU”, or Arizona State prior to their organization name as it may imply an official relationship with the University. Students groups may use the geographical designation “at Arizona State University” or other variations at the end of their name.

**Organization identity/logo policy:** Student organizations many not use any official university logos in branding, marketing, or other efforts. Student organization may use Sparky (unedited).



# Goal setting

1. Create a plan and move forward
2. Utilize your advisor
3. Effective communication and shared direction

# Mobilizing your membership

1. Delegate!
2. Energize your membership



# You should now...

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# Resource Room

MU 341

Mon. - Fri. 12-5pm

- Marketing resources
- Event planning support
- Sidewalk signs, card swipers and cash boxes available for check out
- Staff and Involvement Ambassadors available to answer any of your questions

# Workshops & training sessions

Available to registered student organizations

[January 30th at 6pm in MU L1-33 - Hohokam](#)

[February 2nd at 12pm in MU L1-33 - Hohokam](#)



# UPCOMING EVENTS...

## Pitchfork Awards applications are due Sunday!

The deadline has been extended to Sunday Jan 28 at 11:59pm. Please consider submitting a nomination!

Applications can be submitted here:

<https://orgsync.com/168797/forms/296407>

More information about the Pitchfork Awards can be found here:

<https://eoss.asu.edu/pitchforkawards>



# CONTACT US

WE'RE HERE TO HELP !



480 – 965 - 9665



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Twitter / @clubsasu



ANY  
QUESTIONS?