

# the bulletin board

## Valuable Notes for Dickinson Student Groups & Clubs

Provided by the Office of Student Leadership & Campus Engagement

### Reactivating Frozen Clubs

Since March 2020, several student groups have not re-registered with the SLCE Office, which means that there is no official contact or activity for the group, and they were frozen. Some clubs simply failed to update information, while others became inactive. A list of these groups can be found on SLCE's EngageD.

If you are an officer of one of these groups, email [slce@dickinson.edu](mailto:slce@dickinson.edu) and we will update your officer list so that the group can be re-registered and returned to active status. If the group is no longer active and you would like to restart it, email [slce@dickinson.edu](mailto:slce@dickinson.edu) and we will list you as President with the understanding that you should hold elections before the end of October.

### Quarry Availability

As of Fall 2021, the Quarry has been designated a student social space at Dickinson College. The building will be available for students to use casually from **8 am until 3 am** each day of the week.

Additionally, spaces within the Quarry may be reserved for events, meetings, and study groups through EngageD. Requests will be reviewed by CASE and by the Student Senate Campus Life & Initiatives Committee.

Spaces that can be reserved include Quarry First Floor, Quarry Basement, Quarry Second Floor, and Quarry Porch.



### Re-Registration on EngageD

To ensure that club and contact information is up to date, all student groups must re-register on EngageD before noon on September 1st.

Student groups that fail to register will not receive a space at Activities Fair and will have their page status changed to frozen. These groups will not be able to host events, reserve space, or access funding until the issue is resolved by emailing [slce@dickinson.edu](mailto:slce@dickinson.edu) and completing the requirement.

Instructions on how to re-register your group can be found [here](#).

### SLCE Contact

Office: 717-245-1671

Email: [slce@dickinson.edu](mailto:slce@dickinson.edu)



@DsonSLCE

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## Club Officer Open Hours

SLCE will be hosting open hours twice a month over the lunch hour on Thursdays in HUB Sideroom 205. Club Officers should drop in with any questions or ideas they might have or just to say hi! Students are also encouraged to bring their lunches from the Dining Hall.

These "open hours" will be offered every two weeks and will have a topic or brief presentation. Keep an eye out for the EngageD events for more information!

## DPS Vehicle Fleet

The Dickinson Fleet no longer has minivans or cars, only large vans and minibuses. Students must do the online certification in Totoria (search "driving certification") and complete a road course to drive any Dickinson owned, rented, or leased vehicle.

To be certified you must have had your license for 3 years and have a clean driving record.

To rent a vehicle from the fleet, a faculty or staff member will need to make the reservation in Fleet Commander. Due to the number of vehicles, please try to plan because there is not as much availability as in past years.

## Corq by Campus Labs

Corq by Campus Labs is the public-facing mobile app for EngageD and is available in the App Store.

With it, you can view upcoming events, explore what events are happening nearby, filter them for free food or stuff, and discover clubs on campus.

## Club Training

This training will cover event programming, club finances and procedures, EngageD, and campus resources. All presidents and treasurers (or equivalent titles) of student groups must complete club training by attending the live session or viewing the recording. The live training will be from **4:30-5:30 pm on Sunday, September 5th in Althouse 106**. Space will be limited, so you must RSVP on EngageD.

If either officer for a group fails to complete the training by **8:00 am on Monday, September 13th**, then that group's EngageD will be frozen. Frozen groups are unable to reserve space, hold events, or access funds.

## Activities Fair

Will be held on Sunday, September 5th from 2-4 pm on the Academic Quad.

Club officers must re-register their EngageD page by noon on September 1st to secure a space.

## Due Dates

9/1- Activities Fair Sign-Up  
9/1- Club Re-Registration  
9/13- Club Training Due  
10/1- Membership Rosters

## Activities Fair Pro Tip

Instead of having a sign-up list that you will not be able to read anyways, create an invite-only event on EngageD for your group's table and then scan students' Event Passes in Corq! Then you can pull that attendance data and send them an invitation to join your group on EngageD. Easy!



## Tracking Attendance

To track attendance at one of your events, you should use the Events Check-In app by Campus Labs which ties into EngageD/Corq and can be used to easily scan any Dickinson student, faculty, or staff member's event pass or look them up by name. Having event attendance data can be used to demonstrate the impact that all of Dickinson's student groups have on our community.

## Religious Community Calendar

To help build an inclusive and aware community, Dickinson College has designated, with two asterisks, specific religious holidays for no college or campus-wide events sponsored by offices and departments. Click here to review the holidays and the policy.

## Membership Rosters

Making sure that your membership roster is accurate will ensure that your club members are able to see the content that you want them to see when they log into EngageD!

Rosters must be submitted using the Membership Roster Reporting Template found on SLCE's EngageD. Rosters must be emailed to [slce@dickinson.edu](mailto:slce@dickinson.edu) by Friday, October 1st.

## Save the Dates

Charter Day- 9/9  
Spring Re-Registration- 1/26  
Club Elections Due- 2/25  
All-College Formal- 2/26  
Club Budgets Due- 3/4  
Springfest- 4/30

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## Yearbook Club Photos

*The Microcosm*, Dickinson's yearbook, invites any student group who would like to be included in the 2021-2022 to send high-resolution photos to [cosm@dickinson.edu](mailto:cosm@dickinson.edu). Yearbook will need at least five photos to include your club in the book, including one landscape-oriented photo. If photos are not emailed to [cosm@dickinson.edu](mailto:cosm@dickinson.edu), your club will not have any content in the book and will not appear with other student groups.

## SLCE Staff

The Office of Student Leadership & Campus Engagement is here to help with the questions, concerns, efforts, and events of student groups at Dickinson College. Please reach out or stop by! Our office hours are 8:30-4:30 pm Monday-Friday.

**Erica Lawrence-**

*Associate Dean of Student Leadership & Campus Engagement*  
Directs all of SLCE & coordinates Orientation.

**Anna Baldassarre-**

*Associate Director of Sorority Life and Leadership Programs*  
Coordinates fraternity & sorority life and leadership programs.

**Jessee Vasold-**

*Assistant Director of Student Leadership & Campus Engagement*  
Serves as MOB advisor, coordinates clubs, EngageD, and events.

**Tyler Bergsma-**

*Area Coordinator*  
Serves as coordinator for campus recreation initiatives.

**Mike Holland-**

*Area Coordinator*  
Serves as advisor to Sports Club Council.

**Mary Silva-**

*Senate Bookkeeper*  
Coordinates all finances for student groups, clubs, and orgs.

**Erin Slattery-**

*Administrative Assistant*  
Coordinates all of the areas of SLCE.