

the bulletin board

Valuable Notes for Dickinson Student Groups & Clubs

Provided by the Office of Student Leadership & Campus Engagement

Space Reservation & Events Planning Process Change

In an effort to streamline and simplify the student event planning process, as of September 3, 2018, student groups will no longer reserve space on campus by emailing, calling, or visiting the Office of Conferences and Special Events (CASE).

Instead, student leaders will simply create an event on EngageD and that request will be submitted for approval by CASE. The process on EngageD has been rebuilt to include information about physical and A/V setups/layouts, food, and alcohol requests.

We hope that this will reduce the amount of time students dedicate to back-and-forth emails, phone calls, and visits to various offices. Since it is a new process, there may need to be some adjustments after it is launched.

We hope that you will be as excited about this change as we are and appreciate your patience and understanding with any errors that may occur in the first semester.

Submitted events will not appear on the list of events on EngageD until the space request is approved by CASE.



Re-Registration on EngageD

To ensure that club and contact information is up-to-date, all student groups (including sports clubs, fraternities, and sororities) must re-register on EngageD **before noon on Friday, September 7th.**

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 won't be able to submit events, reserve space, or access funding until the issue is resolved by visiting SLCE

For instructions on how to re-register your group, refer to the document on SLCE's EngageD page.

SLCE Contact

Office: 717-245-1671

Email: slce@dickinson.edu



@DsonSLCE





Club Training

In collaboration with your Student Senate, SLCE will be presenting club training this year. 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 attend one of the three sessions listed below or the group's EngageD page will be frozen. RSVP using the links below.

Note: Sports clubs, sororities, and fraternities have specific trainings organized by SLCE and, while welcome to, are not required to attend this club training.

- Wednesday, 9/5- 4:45-6, Althouse 106
- Thursday, 9/6- 4:45-6, Althouse 106
- Sunday, 9/9- 4:45-6, Althouse 106

Events Promotion & Marketing

As club leaders, one of the most difficult things to do is advertising your event. To assist in the success of your events, SLCE is implementing some solutions and all you need to do is create your event on EngageD.

Corq by Campus Labs

Corq is the public-facing mobile app for EngageD. By downloading and accessing Corq, students will be able to log-in with their Dickinson username and password to view upcoming events, explore what events are happening nearby, filter them for free food or stuff, and discover clubs on campus.

The events that a user can see are tied into EngageD to ensure all of their clubs' events. For more information, refer to the Corq documents on SLCE's EngageD page.

Dickinson Web Calendar

After events are created and approved on EngageD, they will be automatically pulled into the Dickinson web calendar overnight.

Note: The "Show To" field (visibility setting) must be set to "Anyone in the World".

Dining Services Table Tents

After events are added to the Dickinson Web Calendar, they can be selected to be featured on table tents in dining locations across campus.

Note: Events must be added to the calendar at least two weeks in advance to be eligible. Strive to create the event on EngageD at least three weeks in advance.

Activities Fair

will be held on Sunday, September 9th from 2-4 pm on the Academic Quad. Groups must re-register their page on EngageD to secure space.



Tracking Attendance

If you are interested in taking attendance at one of your events, you should use the new Check-In mobile app which ties into EngageD and can be used to easily scan any Dickinson student, faculty, or staff member's event pass or look them up by name.

Many of you have swiped your Dickinson ID at MOB events over the last two years to enjoy mac and cheese or get a Springfest shirt; this will replace that process. Having event attendance data can be used to demonstrate the impact that all of Dickinson's student groups have on our community.

Using the Check-In app is very easy and instructions can be found in the Corq folder on SLCE's EngageD page.



SLCE Staff

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

Becky Hammell-

Assistant VP of Student Leadership & Campus Engagement
Directs all of SLCE & serves on campus-wide committees.

Josh Eisenberg- Book a Meeting

Assistant Dean of Student Leadership & New Student Programs
Serves as advisor to Student Senate and oversees New Student Programs and student groups.

Sean Ryan- Book a Meeting

Associate Director of Fraternity Life and Experiential Leadership Education
Serves as advisor to Sports Club Council and oversees fraternities, and campus recreation.

Anna Baldassarre- Book a Meeting

Associate Director of Sorority Life and Leadership Programs
Oversees sororities and leadership development programs.

Jessee Vasold- Book a Meeting

Program Coordinator
Serves as MOB and Media Board advisor and oversees club administration and EngageD.

Mary Silva-

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

Erin Slattery-

Administrative Assistant
Coordinates all of the areas of SLCE

Membership Rosters

While student groups don't currently need to submit club membership rosters except during the Student Senate club recognition process, it is a good practice to update your membership on EngageD.

Doing so will ensure that your club members are able to see all of the content that you want them to see when they log into EngageD!

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